



A Community Benefit Society  
The Shop & Post Office Great Street Norton Sub Hamdon Somerset TA14 6SG

## **Minutes of The Board of Directors of Norton sub Hamdon Community Land Trust Ltd**

**Held on Tuesday 26<sup>th</sup> September 2023 at 7.30pm in The Village Hall**

Attendees: Colin McDonald  
Jane Naughton  
Niall Clifford  
Lindsay Higgins  
Jennie Harris

Apologies: Simon Harris  
Ian Murray  
John Forsyth  
Brian Wickins

**2. New declarations of interest** – nothing to report.

**3. Minutes of previous meeting (18<sup>th</sup> July)** – Agreed and signed.

### **4. Matters arising**

JN asked if there was an update on the roof as a new leak had appeared. LH had recently seen the roofer and it was indicated that October was still a possibility.

### **5. Action Log**

Nothing to report. All underway.

### **6. Arrangements for 2023 AGM**

a) Hall booking & Date – Monday 23<sup>rd</sup> October at 6.30pm was agreed. JH later confirmed the Village Hall was available and it is now booked. IM is required to give 21days notice to members with all the relevant paperwork.

b) Minutes of previous AGM (2022) – CM had circulated a draft and this was agreed.

c) Notices and Timings – It was agreed the AGM would commence at 6.30pm with non-members being invited after 7.30pm. The AGM/social event to end by/at 8.30pm. JN agreed to be on the door for the AGM to ensure members only. SH to supply a list of current members.

d) Directors Report – CM had circulated a draft asking for some gaps to be filled. LH confirmed she had filled in many of the gaps but it was agreed more was to be added including solvency position of the shop (how long). A final version of the Directors Report will be emailed to all directors. It will be sent to all members prior to the AGM.

e) Agenda – a previously sent Agenda can be used. JN will find and send to SH. The wording about Audit needs to be on the agenda.

f) Social event – IM and SH had been liaising. After the formal AGM proceedings, a bar will be open. Drinks will be purchased from the shop on sale & return.

## **8. Finance Report**

### a) Accounts from Chalmers & cost/invoice

The draft accounts and letter from Chalmers had been circulated. Chalmers had raised a couple of questions, one being about the shop going forward as a “going concern”. Discussion followed and CM commented that the board need to inform Chalmers that the shop will not be insolvent by 31/3/2024. LH suggested sending them the current YTD figures. Chalmers also referred to the “going concern” point being raised at the AGM. It can be noted that the shop will not be closing during the current financial year. LH will produce some information/projections for the AGM.

The invoice submitted by Chalmers seemed high for the work undertaken and LH volunteered to look at other accountants for next year although this could be difficult due to the structure of the CLT.

The accounts were agreed subject to a couple of amendments (dates of appointments of directors and points raised in Chalmers letter).

b) Report from Finance Committee/Treasurer - LH circulated the Treasurer’s Report prior to the meeting. The first 5 months were looking quite good. It was also noted that the new electric supplier had installed a smart meter. Abri had been now invoiced following the rent review. The shop rent was due in September but the Abri payment will help to smooth this.

## **9. Shop and Post Office**

a) Purchase of items from Nursery – NC confirmed that a fridge and vegetable stand had been secured at a cost of £900. The Board agreed the purchase. They will be collected

by SH and NC on 13<sup>th</sup> October. It will be checked if any of the current fridges are less efficient.

The till system at the nursery was also discussed at this was also available. LH has been liaising with other suppliers and is waiting to hear back. LH will go and look at the system at the nursery but it was felt this may not be the system the shop would want. LH will report back at the next board meeting in October.

NC informed the Board that a member of the community had kindly offered to pay for new flooring the Post Office following its recent refresh (this will be mentioned in the Directors Report). It was agreed that it would be better to have both the PO and the shop re-floored and so it was proposed that a new floor fund be launched.

JN noted that she had still not received her Personal Licence and will be chasing but as a result had not yet been able to apply to be the Designated Premises Supervisor. JN also noted that she would be stepping down from the Shop Committee after the AGM. SH has confirmed he would be happy to take on the role of Line Manager in the Shop/Post Office but this will have to be agreed by the new Board.

**10. Secretary/Membership** – One new application – Mr de Bree (2 shares). The application was formally agreed.

**11. Solar/Land report** – Nothing further to report. The Board agreed to pay the 50% cost with SSCES for the network access charge with SSCES. LH proposed that the Finance Committee will review the Abri lease regarding the land.

**12. Marketing** – nothing new to report.

**13. Any other urgent business**

JH asked whether anything had happened following receipt of the letter from Abri about a vehicle on the CLT/Abri land. It was agreed that this was not an issue for the CLT as it concerns Abri land.

**14. Date for/timing of meeting after AGM**

The next Board meeting is scheduled for Tuesday 24<sup>th</sup> October at 7.30pm in the Reading Room.

NC thanked CM and JN for their time on the Board as this was their last meeting (except for AGM).

Meeting closed at 9.05pm.