



NORTON SUB HAMDON COMMUNITY LAND TRUST LTD.
A Community Benefit Society
FCA Registration No. 31698R

Minutes of The Board of Directors

held on Tuesday 14th February 2023 at 7.30pm in Norton Sub Hamdon Reading Room

Attendees: -	Colin McDonald (CM)	Chair
	Jane Naughton (JN)	Chair. Shop Committee
	Lindsay Higgins (LH)	A/Treasurer
	Niall Clifford (NC)	Solar/Energy
	Ian Murray (IM)	Marketing
	Brian Wickins (BH)	Chiselborough village rep.

1. **Apologies received:** Simon Harris (SH)
Larry Leventhal (LL)
Jennie Harris (JH)

2. **New declarations of interest** - none.

3. **Minutes of Board meeting (10th January 2023)**

Minutes were agreed and signed by CM.

Due to NC needing to leave the meeting early the meeting moved to discuss item 9.

9. Solar

NC had circulated some information prior to the meeting and this was taken as read. Further discussion and questions followed. Three options are possible – 1) work with a partner; 2) install solar without a partner; 3) do nothing.

NC reported that on Friday 10th January a representative from SSES and a possible contractor (Bamfords) attended the shop to examine the external roof and the internal loft space. The “A” frames were identified – it is likely these would have to be rein-forced with additional batons. The Board will wait to hear the result of the survey.

The non-partnership route was further discussed. NC said this was his recommended route but the CLT would need to raise funds to progress this option.

Various questions were asked and discussed. CM asked about battery installation but this would be unlikely as the shop would use the majority of the electricity generated.

LH noted that the Finance Committee still felt not enough information had been supplied and this would be required by the next Finance meeting on 15th March in order for a

recommendation to be taken to the Board at the 28th March meeting. LH had also put together a “possible” timeline if the project was to go ahead which took into account legals, installation etc.

4. Norton PC Rep

Jennie Harris has agreed to become the Norton PC representative. The Board agreed.

5. New CLT members for approval

John and Tan Forsyth (Chiselborough) and Vanda Apelt (Chiselborough) were approved.

6. Action Log

The actions marked “done” will be removed from the log. LH will be reviewing the Post Office contract and will check regarding the audit point noted on the log.

Go Cardless – LH is to check how much it is to use.

Other actions in hand.

7. Finance Report

LH circulated the Treasurer’s Report prior to the meeting. This was discussed.

It was noted that despite good sales in the shop recently that due to the increase in overheads and an increase in cost of goods a loss is noted for January (£3,480).

It was noted that the CLT had been reported to the Pensions Regulator for non- payment. This was investigated and it showed that our submissions from Sage were not reaching NEST (pension provider). An amount back- dated to July 2022 will be paid in February.

The balance in the bank currently stands at £44,638. This includes pledge monies. Approximately £9,500 is due to be paid out.

LH noted that the Terms of Reference were ready to be circulated to the Board. Agreement to the Terms can be agreed via email.

The Abri lease will be looked at by Jonathan Naughton and JN agreed to be the nominated Board contact for the solicitors.

LH also noted that Bob Taylor was undertaking modelling for the shop for the future considering energy, layout changes.

LH and CM commented that the CLT had been granted £100 by Norton Parish Council. A letter of thanks to be sent. JN to ask SH.

LH will be contacting Chalmers in order to know what is needed for year end.

8. Shop & PO Committee

JN circulated an update prior to the meeting along with a draft Volunteer Handbook. No further comments. A copy of the handbook will be made available in the shop.

10. Marketing

IM circulated a report prior to the meeting. Marketing using social media continues on a regular basis. IM noted that he is also looking at the website and being able to link emails.

IM had attended a trade fair in Exeter and is intending to attend another in Birmingham in April.

11. A O urgent business

No further points were raised.

The next meeting will be held on Tuesday 28th March at 7.30pm in the Reading Room.

Meeting concluded at 9.00pm.