



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 16th September 2025, 7.45pm in the Village Hall.

Attendees:	Niall Clifford (NC)	Chair
	Lindsay Higgins (LH)	Treasurer
	Simon Harris (SH)	
	Rowena Alsey (RA)	
	Jennie Harris (JH)	
	Anne Fairweather (AF)	
	Kevin Mountain (KM)	
	Mick Way (MW)	

1. Apologies

Chris Westwood & Lisa Gartell

2. Declarations of Interest

None.

3. Approval of Minutes of previous meeting (29th July)

Matters Arising

NC attended Jenny Buckmaster's funeral representing the CLT.

Discussion of what was required to accompany the AGM notification to the members.

Volunteers evening Friday 24th October.

Post Office review - no aspects that they (the Post Office) are interested in have effects on the CLT's Post Office.

Volunteers rota to be discussed

4. Property / Assets

NC stated that there were no particular actions to report.

A request has been made by a local resident asking if they can put their horse in Minchington field. SH to contact current tenant.

5. Finance Report

Annual accounts emailed to all directors.
Chalmers covering letter discussed.

An annual profit was achieved, £9,287 albeit slightly less than the year before, £9,345. Turnover has increased from £313,243 to £326,179 an increase of £12,936 & the gross profit margin has increased slightly at 26.6% compared with 25.6% last year.

Overheads have increased by 8% which included an increase in staff wages, legal & professional costs, refreshments for the volunteers evening etc.
Bad debts were also written off.

The energy pledge income has been carried forward.

LH requested approval for some assistance from Chalmers in aligning the books with Sage, on a 1 to 1 basis for around 2hrs. Approved by all.

LH proposed the signing of the draft accounts to then be accord forward for the AGM in October.
This was agreed.

Both July & August were positive months. Post Office wages have reduced from 51% of the typical wage bill to 48%.

As of 28th August - Co-op accounts;

95day Access -	£50,003.17
Instant Access -	£10,000.39
Current -	£27,607.31
Cash in-hand -	£1,028.76

Total	£88,639.63
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Shop Lease Renewal - Jonathan Naughton (JN) is seeking a local solicitor to support the CLT when we renew the shop lease next year.

Customer accounts - new policy & accompanying letter drafted. SH/AF to finalise.

Coffee machine to remain for the winter & be reviewed in the Spring.

JN has completed a draft business plan & is also working on a set of financial rules to apply to shop matters e.g. ordering authority.

Cherry Tree - a proposed £898 start up including the display units.

6. Secretary & Action Log

Action Log discussed & updated.

7. Marketing

LH requested that when the website host was due for renewal that a new alternative was looked for. The current provider is a company called WIX.
KM to assist.

8. Health & Safety

None

9. Shop / Post Office / Fund Raising

SH -

- Bakery Roy-Al now delivering on a Monday. Thanks to Peter Callaghan for his assistance.
- Cheryl has now been added to the cashing-up team & has access to Sage for inputting.
- A customer has requested a ramp for mobility wheelchair access into the shop & so approval requested for spending. Agreed.
- There is an outside blocked drain by the far back door. SH/RA to check lease for responsibility.

RA raised the subject of the Union flag currently flying. LH has contacted the landlord & has agreed to replace it with the Somerset flag that was perviously flying.
The volunteers rota was also discussed & RA said she will emailing & locally advertising to request for a new replacement.

10. A O B

LH has sourced help with bookkeeping.

Prep for the forthcoming AGM was discussed & secretary to be updated.

SH, JH & AF standing down as per the rules as a percentage.

21.15 meeting finished.

Next meeting date/s -

Monday 20th 7.30pm (after AGM) in the Village Hall.

Tuesday Nov. 18th, 7pm in the Reading Rm.