



Minutes of The Board of Directors held on Monday 27 April 2026 at 7.00pm in Norton Sub Hamdon Village Hall

Attendees: Simon Harris (SH) Chair
Chris Westwood (CW) Secretary
Lindsay Higgins (LH) Treasurer
Anne Fairweather (AF)
Rowena Alsey (RA)
Kevin Mountain (KM)

1 Apologies for absence

Niall Clifford (NC)
Lisa Gartell (LG)

2. Declarations of interest (Annual revision/new Declarations)

Lindsay Higgins (updated)

3. Minutes of previous meeting

Approved and signed

4 Property and Assets

The field at Minchingtons has been visited and is in good order.

5 Finance Report

March didn't live up to expectations and our end of year results are below target. These figures are subject to accountant scrutiny indications are that overall , the CLT will be in the black, thanks to income from the Minchington land.

The shop remains dependent on free volunteer labour and the regular and occasional donations are there to use if needed.

The Finance meeting agreed to publish monthly figures to general public by posting up in the shop.

25/26 broad trading numbers by business (excluding any donations) are as follows

		IN	OUT	Profit/Loss	Notes
Land	£3.777.36	£870.00	£2,907.36		includes directors liability ins.
Post Office	£25,244.77	£27,493.07	(£2,248.30)		note:income adjusted since finance committee
Shop	£297,584.25	£296,913.37	£670.88		Costs inc.£1200 on solicitor(lease).



£1,329.94

Donations received in year = Counter and fund raising £2,003.00 which we can use in any way to support shop. Monthly energy £533.88 into ring fenced fund for energy costs. Monthly general and one off £5,718.08 which includes a large £3k one off which can be used in any way to support shop, **Total £8,254.96**

Bank accounts and cash in hand as at 21 March 2026.

95 Day Access -	£50,550.34
Instant Access -	£10,066.19
Current Account -	£33,256.27
Cash in hand -	£906.20

Total -	£94,779.00
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Budgets have been calculated for 26/27 and beyond. The shop /PO income and cost of sales have been uplifted by inflation only (on 25/26 results). Some costs are known i.e. energy (fixed), wages (4.1%), Abri income (fixed), shop rent (11.7% goes up in October).

The new bookkeeper Lisa Grant is doing 2-3 hours per week on bookkeeper jobs. Most invoices are now entered by her plus she does bank reconciliation. She recently received online access to CLT bank accounts and we are working on a longer term division of responsibilities.

Veronica Morris analyses our product sales data each month for the finance team. This has proved useful in determining actions to improve our offering and profitability.

Only one customer account remains outstanding.

6 Secretary and Action Log

Action Log discussed and updated.

7 Marketing

None

8 Health and Safety

The first aid box in the shop has been updated.

9 Shop/Post Office/ Fund Raising

The new counter is in place and looking good thanks to Simon Bradley and LH. CW to write a letter to SB thanking him for his hard work. Positive comments received from customers.

A new blind is to be fitted to the window next to the side door.



The coffee machine has now been removed due to losses.

Following the resignation of the 2 volunteers we are now short staffed on Monday mornings. Attempts are being made to permanently fill these spots.

The new website is being set up by Josh Mountain. We have signed up to a new hosting platform (1/3 cost of existing one but will run in parallel with existing one for about 6 months. Plan to add a click to donate button too.

11 AO Urgent Business

AF to investigate using a payroll company for pay and pensions.

Next meeting date

Monday 22 June 2026 at 7.00pm in the Reading Room.