



Minutes of The Board of Directors held on Monday 22 June
2026 at 7.00pm in Norton Sub Hamdon Reading Room

Attendees:

Simon Harris (SH)	Chair
Chris Westwood (CW)	Secretary
Lindsay Higgins (LH)	Treasurer
Anne Fairweather (AF)	
Rowena Alsey (RA)	
Niall Clifford (NC)	
Lisa Gartell (LG)	

1 Apologies for absence

Kevin Mountain (KM)

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

None

3. Minutes of previous meeting

Approved and signed

Matters arising

Lisa Grant was co-opted onto the Board.

The new lease has now been signed and sealed and we are just waiting for the hard copy to be bound. The rent is now £7,360 per annum, an increase of £30 per week. There is no change to the terms and conditions and the whole of the floor plan is now within our domain.

A card has been sent to Jennie Harris thanking her for all of her good work over the past years.

4 Property and Assets

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

5 Finance Report

April and May profits were higher than planned and we are significantly positive at the end of May. This is surprising given that sales are down compared to last year. However, we are also down on direct costs (costs of goods for sale) and wages were lower than expected. The latter is expected to 'correct' itself in the months where staff holiday is taken, so positive trend may not continue.



Bank Accounts and Cash in Hand as at 29/05/2026

95 Day Access -	£51,058.87
Instant Access -	£10,123.78
Current Account -	£26,909.83
Cash in hand -	£1,079.86
 Total -	 £89,172.34

Analysis of latest figures shows our top selling product line, Bagnell Meat is down 25% compared to last year. Selling prices are up since Sam took over the business and we appear to be lower priority on the supply of certain premium cuts. Claire L has been asked to approach Sam to see if he can offer anything to plug that 25% gap. Meanwhile we are sourcing more from Saunders and exploring some special promotions.

Wine sales are also down on last year (about 10%). Time for some promotional activity to boost sales. Suggested that we push the '2 for £11.99' offer and make this more prominent.

AF is organising a small fundraiser for the shop i.e. Queen Bee competition with her honey as the prize.

Still one outstanding account remains and a further letter demanding payment and interest is being sent out.

Little progress has been made due to resource limitations. Lisa Grant has put us in contact with Charlotte Williams (Chiselborough) who is happy to help us on this. Our current hosting is paid to August 26.

Our contact at Chalmers, Accountants has left the company. Our new contact is Suman Chaudhari. Most of the data for 2025/26 is now with them for production of accounts. Deadline is mid September for Board approval before AGM in October.

6 Secretary and Action Log

Action Log discussed and updated.

7 Marketing

We need more footfall in the shop and various suggestions were made. To have a large banner at the front of the shop detailing everything that the shop does. AF to investigate.

To be represented at the 'Meet the Village' event on 12 September. RA to ask volunteers to attend. Also use this event as a drive for new members and volunteers.

The current flyer in the Post Office to be sent out with the village newsletter

LH will determine who has access to the Social Media i.e Instagram and Facebook and use these as a push for new membership.



NC attended Chiselborough Parish Council's AGM last week at their invitation. They have a weekly email to the villagers and we are welcome to use this. West Chinnock have a Facebook page and LH has access to this.

RA to investigate placing an advert in The Crewkerne Flyer.

8 Health and Safety

The temperature in the Post Office section has been in excess of 31 degrees lately so it was agreed to purchase a small aircon unit. SH to discuss with the Post Office Staff.

9 Shop/Post Office/ Fund Raising

Consideration is to be given to amending the closing times on Thursday and Friday from 6pm to 5pm in line with the rest of the week. This to come into effect in October when the new lease starts. AF to investigate re staffing issues.

AF is still looking for a blind for the side window.

The front door frame is loose and needs fixing. SH to approach the landlord in this respect.

11 AO Urgent Business

None.

Next meeting date

Monday 27 July 2026 at 7.00pm in the Village Hall.