



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 22<sup>nd</sup> August 2023 at 7.30pm in The Reading Room**

Attendees: Jane Naughton  
Ian Murray  
Niall Clifford  
John Forsyth  
Lindsay Higgins (via Zoom)  
Jennie Harris  
Brian Wickins

Apologies: Colin McDonald  
Simon Harris

NC agreed to chair the meeting in the absence of CM.

2. **New declarations of interest** – nothing to report.
3. **Minutes of previous meeting (18<sup>th</sup> July)** – Agreed and signed.

### **4. Matters arising**

The only point not on the agenda was the shop roof. LH reported that Lyn Orchard had now received formal quotes from the scaffolder and Julian (roofer). Julian has said October may not now be possible, but Lyn is in discussion with him.

### **5. Away Day**

Notes from the meeting put together by Martyn Morris had been circulated to the Board. IM suggested that many of the “bigger” points should wait until a new Board is elected in October. LH noted that some small points could still be actioned. Further discussion about the Away Day was carried forward.

## **6. Action Log**

IM had circulated via email. An action to be added was for IM/SH to arrange the AGM. Action point about data for pet toy sales and DIY was discussed. Since purchase in April, only about halfway to covering the outlay costs. Not selling well but the type of products won't sell quickly. It was agreed to have more promotion of what is available but also not to renew stock when it runs low. JH noted that some of the products were doubled up with another area of the shop.

## **7. Arrangements for 2023 AGM**

Approval of accounts and Village Hall availability are major factors to when this can be held. LH will chase up Chalmers. Currently the deadline for completion of the accounts is early September.

The next Board meeting is scheduled for 26<sup>th</sup> September. NC suggested that a special Board meeting be held as soon as the accounts are received so that a date can then be set for the AGM. This was agreed.

Further discussion took place regarding holding an informal "social"/discussion after the AGM. This was generally felt to be a good idea. It was agreed that refreshments would be available after the AGM but this would not be advertised. JH and IM would liaise on this point. JN noted that it is important that members realise they must submit questions prior to the AGM.

## **8. Finance Report**

LH circulated the Treasurer's Report prior to the meeting. There is improvement in the numbers with sales continuing to exceed inflation. It was noted that the Post Office income does not seem to be improving above inflation.

The shop energy supplier has changed to EDF but the first invoice has not yet been received. NC noted that consumption has decreased and is levelling out at approximately 2000Kwh.

Bank balances – following discovery of the VAT error there is no large bill to pay and it should only be in the region of £200.

LH again highlighted that the shop is doing well but still slowly replenishing investor funds that had been used.

## **9. Shop Committees report**

A staff issue raised at the last meeting had been handled and was ongoing.

JN noted that the shop manager continues to work hard on the profit margins when products come in. LH commented that this work is starting to show in the figures.

JN noted that there would be approx. 60 people at the drinks being held on 1<sup>st</sup> September.

JN noted that she had still not received her Personal Licence (will be chasing up) and therefore had not been able to apply to be the Designated Premises Supervisor. JN asked for it to be minuted that once received she would only hold the position of DPS for 1 year.

BW reported that feedback from some residents in Chiselborough was that Bagnell Farm meat was not always available in the shop when they visited specifically. JN will speak with the Shop Manager about how to resolve this.

**10. Secretary/Membership** – nothing to report.

**11. Solar/Land report**

NC had circulated via email a note about the solar project. With the covenants on the land held by Abri and the seller it was agreed that the project be paused so that options can be discussed. Costs of solicitors to review and possibly remove/amend the covenants needs to be discussed and agreed if the project is to move forward.

LH noted that the pausing of the solar project will need to be reported at the AGM.

**12. Marketing**

IM reported that views on social media had plateaued. IM will be meeting with Louise Matraves to discuss what information goes out. £400 had been raised for the shop from the tool sale at the Flower Show and it was expected that another few hundred pounds will be raised from the Exmouth Shanty Men event in October.

**13. Any other urgent business**

IM highlighted the recent email to the Board about CLT module training. This was thought to be a good idea and that a couple of directors should attend. It was agreed that the cost could be spent (£150 for 2 to attend).

IM mentioned some shares that are held in limbo. SH is working on this but LH said she would ask Chalmers how this should be dealt with.

**Future meetings**

Once the accounts have been received a special Board meeting will be arranged. The next scheduled Board meeting is on Tuesday 26<sup>th</sup> September at 7.30pm in the Village Hall.

October 24<sup>th</sup> in the Reading Room has been booked for a Board meeting after the AGM.

The meeting closed at 8.25pm.