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 29th July 2025, 7.45pm in the Reading Room.

Attendees:	Niall Clifford (NC)	Chair
	Simon Harris (SH)	
	Chris Westwood (CW)	Secretary
	Rowena Alsey (RA)	
	Jennie Harris (JH)	
	Lindsay Higgins (LH)	Treasurer
	Kevin Mountain (KM)	
	Mick Way (MW)	

1. Apologies

Anne Fairweather & Lisa Gartell

2. Declarations of Interest

None

3. Approval of Minutes of previous meeting (24th June.)

Matters Arising

NC to represent the CLT at Jenny Buckmaster's funeral on the 8th August.

4. **Property / Assets**

NC reminded the Board about their thoughts on any other further projects that the CLT should be considering, if any……'do we perceive that the CLT should or could do more than it's currently doing or continue with what we are doing well, whilst keeping in mind that potentially the shop or other properties could become available?'…(May's meeting) The general view was to continue with the focus on the shop & PO at least for another year. LH did make comment that 'we' could still do things on an opportunity basis.

CW - field checked so far throughout June.

5. Finance Report

LH's circulated report discussed.

June hadn't been the best of months. The PO suffered low income & a higher wage bill was due to holiday cover which in turn affected the pension & NI contributions.
There were also some shop customer account bad debts written off.
Other overheads - a higher electricity bill (air-con during excessive high temps), a free printing offer finished & Thank You vouchers were spent.

Bank & cash-in hand -

Co-op Savings 95Day Access	£50,003.17	Co-op Savings Instant Access	£10,000.39
Co-op Current Account	£26,291.13	Cash-in hand	£993.61

Total - £87,288.30

Youings now to be approached for a temp suspension &/or a payment holiday for the coffee machine due to lack of sales.

A draft Shop Business Plan by LH now circulated to Board members as has a draft CLT Business Plan by Jonathan Naughton.

A new electricity contract has been arranged with Brit. Gas for 2yrs.

6. Secretary & Action Log

Action Log discussed & updated.

MW now to draw up & make a start with the new shop counter.

7. Marketing

No updates

8. Health & Safety

None

9. Shop / Post Office / Fund Raising

RA/JH - Volunteers evening for October - JH to check availability for the 24th.

SH to sort new flyer leaflets for local businesses with update of PO opening times.

10. A O B

JH raised the issue that Bakery Roy-Al were still not delivering on a Monday & she felt that the shop was losing customers because of this. SH to ask Peter Callaghan (shop committee member) to make further enquiries with the bakery & source other potential suppliers if necessary.

LH - The PO are reviewing, nationally, their remuneration (or lack of) for certain transactions that post offices carry out in the past. As a result they have sent out a claim form. NC to make further enquiries with Nicola.

RA made it know that she would like to step down from organising the Volunteers rota & will put a general Vols email seeking a new replacement.

20.50 meeting finished.

No August meeting.

Next meeting date -

Tuesday 16th Sept in the Village Hall.

AGM/Board meeting - 20th Oct in the Village Hall.