# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 15th August 2019 at Chapelgill, Broughton

**Present:** Christopher Lambton (Chair), Donald Stewart (Treasurer),Simon Edwards (Secretary), Jennifer McBeth, Helen Kinstrey

**Apologies:** None

1. **Minutes of Last Meeting**

The Minutes of the last Meeting were agreed

1. **Trading**

Takings currently at £19k to the end of July.

The shop worktop / sink area is complete and the pie heater and coffee machine now operational.

Transfer of newspapers have been delayed due to account setup details with Menzies.

Transfer now scheduled to cut over from the Village Hall on Monday 2nd September 2019.

Trading hours will then increase to 7:00am to 6:00pm Monday to Saturday.

The extra hours may have implications for extra staff especially given the time required to sort the papers and their associated inserts.

Lottery – deposit is to be requested to be refunded; we may look at introducing the lottery at a later date.

1. **Booker / Batley**

Despite initial assurances that Booker could / would deliver, stock needs to be collected from them in Galashiels. This is unsustainable.

An account has now been setup with Batley; their first full delivery is due Tuesday 20th August.

The account with Booker will stay open.

**4. Access to Banking**An ongoing and lengthy process…

New forms have been received from the Bank (3rd attempt)

**Action:** DLS & JMcB to process forms and return

**Action:** DLS to email pdf bank statements to the manager@ email address daily

**5. Bank Reconciliations**Bookkeeping to be done in house

Accountant will do VAT, PAYE and Year End accounts

**6. Security**

Safe is being used; minimum cash kept on site.

**7. EPOS**

Still a lot to learn.

The shop pre-paid debit card system is not setup correctly. Once this is corrected further trials can be undertaken.

**Action:** JMcB / DLS to compile a list of requirements for Scott: system reporting, processing cash purchases, Cloud access, profit & loss etc

Action: JMcB to sort out the shop pre-paid debit card with Scott

Continued…

**8. Stock Levels**

Very much still a learning curve at this juncture. Orders for stock with close Sell By dates are cautious.

New lines are being introduced as and when available.

**9. Staffing**

Staffing levels will need to be reviewed regularly.

Trading hours will increase when the newspapers start; we also expect trade to increase now the coffee machine, pie warmer and filled rolls are available.

**Action:** JMcB to advise outcomes and any additional requirements

**10. Customer Feedback**

Two reported instances of eggs being incorrectly priced.

Some suggestions have been received for ‘new’ stock lines: Fever Tree Tonic, electricity top-up cards. New lines will follow as and when shelf space is optimized.

**Action:** JMcB to request a Green City catalogue

**11. Princes Trust**

Funds may be available for staffing – next submission is in January 2020

**Action:** DLS to pursue and advise nearer the time

**12. Any Other Business**

BSDG Membership forms to be stored

The rear steps are to be replaced / repaired in the next couple of weeks

**Date and Venue of Next Meeting:** Wednesday 18th September at Chapelgill

Author: Simon Edwards, Secretary, Upper Tweed Community Enterprise Ltd