# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 16th July 2019 at 5 Woodilee, Broughton

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

**Apologies:** None

1. **Initial Trading**

Takings to date are just under £11k for the first three weeks.

Gauging stock order levels is difficult whilst we better understand likely demands especially on products that have a close ‘Sell By’ date.

The rear worktop / sink area is being completed and should be done by the end of July.

The coffee machine, pie warmer and filled rolls can then be introduced.

Newspapers are scheduled to cut over from the Village Hall on Monday 29th July (date TBC).

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

1. **Booker**

Despite initial assurances that Booker could / would deliver, stock currently needs to be collected from them in Galashiels. This is creating the need for extra staff to cover and incurring mileage costs, all of which is not sustainable.

Batley minimum order is £750, all previous Booker orders have been well in excess of that figure.

**Action:** JMcB to collect order from Booker 17th July but order from Batley for w/c 22nd July

**3. Access to Banking**New forms have been received from the Bank (3rd attempt)

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

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

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

**Action:** DSL to email JMcB bank reconciliation spreadsheet for use

Accountant will do VAT, PAYE and Year End accounts

**5. Security**

Safe is being used; minimum cash kept on site.

**6. EPOS**

Scott currently on holiday; still a lot to learn. Cloud access still to be arranged.

No fee for minimum spend using a credit or debit card to be implemented.

**7. Stock Levels**

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

New lines will be introduced when appropriate.

**8. Staffing**

Staffing levels will need to be reviewed regularly. Trading hours will increase when the newspapers start; we expect trade to increase when the coffee machine, pie warmer and filled rolls are available.

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

Continued…

**9. 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.

**10. Princes Trust**

Funds may be available for staffing

**Action:** DSL to pursue and advise

**11. Any Other Business**

**Action:** CJL to write to Patsy Little to thank her for the £100 donation

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