# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 18th September 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 £19.8k in August

Prices are slowly increasing –

**Action:** JMcB to increase prices in-line or greater than Brownlies or the Coop in Biggar

Newspaper sales are well in excess of the required £275 / week

**Action:** JMcB to advertise for volunteer staff to help with newspapers mornings and evenings

1. **Suppliers**

Deliveries from Batley are often missing cigarettes, tobacco, wine and biscuits meaning a trip to Booker in Galashiels. This is extremely costly for the shop; we may need to look for / consider another supplier.

**Action:** JMcB to monitor and report at the next meeting

Mark Murphy & Partner won’t deliver fruit and vegetables to the shop due to (we think) contractual obligations with Biggar Orchard from whom we currently get fruit and vegetables

**Action:** DLS to speak to Ranald at Biggar Orchard to see if deliveries can be made direct

**4. Access to Banking**An ongoing and even more lengthy process… JMcB still waiting for access to Internet banking

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

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

Accountant will do VAT, PAYE and Year End accounts

VAT return to be submitted at the end of September; expect some refund.

**6. EPOS Remote Access**

EPOS system still needs to be developed and remote access system to be deployed

**Action:** DLS and JMcB to determine requirements and speak to EPOS supplier

Continued…

**7. Broughton Village Store Pre-loaded Cash Card**

Broughton Village Store pre-loaded cash card: 12 currently in circulation and going OK. Cards can be topped up using cash, credit or debit card, we will not accept standing orders

**Action:** JMcB to monitor and start offering cards out when satisfied they are working OK

**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 have now increased with the introduction of newspapers.

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

Staff training needs to be implemented and records kept. Initial thoughts include Food Handling Certificate and First Aid at Work.

**Action:** JMcB to implement

**10. Customer Feedback**

No further comments since last month

**12. Any Other Business**

Broughton Village Store will not stock fireworks

Christmas and New Year trading:

Christmas Day – closed, Boxing Day – 10am to 1pm

New Years Day – closed, 2nd January – 10am to 1pm

Broughton Village Store outside illuminated sign

**Action:** JMcB to get Kevin to finish the electrics to get it lit up

Rear windows still need bricking up

Large ‘A’ board to be painted and deployed once the Laurel Bank Tea Room has closed

The community council are waiting for quotes for a suitable notice board to be fixed on to the outside wall to the left of the door

**Date and Venue of Next Meeting:** Wednesday 23rd October at Chapelgill

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