# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 19th February 2020 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. **Matters Arising**

None

1. **Trading**
* Takings: £19k in January
* Suppliers: no change
* Feedback / complaints: none received
* Account Cards:

**Action:** CJL to issue mailchimp email and entry on Facebook to advertise account cards and attract new account card customers

1. **Financial**
* Access to Banking: now all sorted
* Bank reconciliations / book keeping / VAT: No issues - all done by accountant
* Social Investment Tax Relief (SITR)
**Action:** DLS to instruct accountant to do in (~~February~~ – not done) March
* Financial Year End:
FYE is 31-Dec-19; FCA have accepted change of FYE date to 31-Mar-2021
**Action:**  DLS to liaise with accountant to get minor amendments to draft accounts

**Annual Members Meeting date confirmed as 18th March 2020**

**Action:**  SNE to issue formal Notice of Meeting – needs to be by 4th March
**Action:** CJL to mailchimp Notice of Meeting to all members (shareholders)

**5. Staffing**No issues reported

Continued…
 **6. Any Other Business**

Advertising

**Action:** CJL to investigate costs for advertising in Kirk Matters and the UTCN

Security Camera in rear shop area not working

**Action:** SNE has purchased a replacement camera – just needs to work out how it works!

Border Safeguard are recommending a second BT line is installed

**Action:** JMcB to liaise with them with regard to purpose and cost

VE Day Weekend (8th to 10th May 2020) – an opportunity for the shop to join in the celebrations; Broughton Primary School are holding their annual School Fayre on Saturday 9th May – do the shop have a stall again?

Rear windows still need bricking up

**Date and Venue of Next Meeting:** 19:00 Wednesday 11th March at Chapelgill.

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