

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 11th March 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

2. Matters Arising

None

3. Trading

- Takings: £20.87k in February
- Takings March to date: ~£5k
- Suppliers: no change
- Feedback / complaints: none received
- Account Cards: increasing in numbers slowly but being used well

4. Financial

- Financial Year End: figures still draft
- Social Investment Tax Relief (SITR) : still waiting for response from accountant
- Annual Members Meeting date confirmed as 18th March 2020 – this date is potentially now at risk due to coronavirus outbreak
SNE issued formal Notice of Meeting 4th March to the shop, village hall and noticeboard
Action: SNE to issue further instruction if / when required

5. Staffing

No issues

6. Recruitment

No immediate requirement

Continued....

7. Share Offer

Action: CJL to rewrite Share Offer document

8. Any Other Business

School Fayre date confirmed as 9th May (VE Day weekend)
BVS to offer prizes of £40 hamper and £20 store card

Advertising

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

Date and Venue of Next Meeting: 19:00 Wednesday 15th April at Chapelgill.

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