Upper Tweed Community Enterprise Ltd

Trading As Broughton Village Store

Wednesday 17 June

5 Woodilee (outside), Broughton at 19:00

Invited Attendees: Donald Stewart, Christopher Lambton, Simon Edwards, Jen McBeth, Helen Kinstrey.

Apologies: Simon Edwards

MINUTES

**1. The minutes of the last meeting** (March 11th) were agreed. NB In case anyone forgets, this meeting was rapidly followed by Coronavirus lockdown and all further meetings were cancelled until this one.

**2. Matters Arising**

4: SITR now In hand, see item 7

 AMM was cancelled owing to Coronavirus

7: CJL was to re-write application form, which was done, draft attached.

8: advertising costs are £75 for Kirk Matters and £35 for UTCNews. We have been invoiced for Kirk Matters but it is not clear if the advert was published. See attachments.

**3. Trading**

Gross till receipts for the year

January 18,972

February 20,870

March 30,065

April 35,043

May 38,260

This usefully shows buoyant shop trading but the following breakdown was considered more accurate, for May

Total sales 38,329

Account sales (9,354) – a negative as no money is actually received for the sale

Account top-up 8,678

Paid out (Lottery) 75

Refunds 69

Cash payments 2,024

Net sales 35,484

Expenditure 31,192

Trading surplus 4,292

There was some discussion of month-end figures being distorted if, say, heavy trading on 30th or 31st is recorded in that month’s till receipts but is not credited until the following month.

Jen and her team were congratulated for their work in rising to the challenge of the Corona Virus pandemic. They are now preparing to take advantage of the easing of lockdown restrictions.

**4. Banking**

 End of May bank balances

Trading account 6386

Treasurer’s account 2681

Shareholders’ account 27202

To date the Hardship Fund has paid out £980 to 12 recipients. The fund has been promised £1000 from Scottish Borders Council, via Upper Tweed Community Council, but no funds have yet been received. A further £1000 is also in the pipeline. Meanwhile the fund has benefitted from actual donations totalling £310.

**5 Grants**

Coronavirus related grants have been applied for

Scottish Land Fund 5,000 received

Third Sector Resilience Fund (Cora) 7,500 received

Prince’s Countryside Trust unsuccessful

Covid-19 Business Grant 10,000 granted not yet received

Grants have enabled purchase of a van (£4,500 plus VAT) and new fridge and freezer (£1,055). New seats/storage for outside and a vacuum packer have also been purchased. The purchase of a further fridge and some extra shelving was approved by the meeting.

**6. AMM**

The committee is working to find a valid format for the Annual Members Meeting.

**7. SITR (Social Investment Tax Relief)**

An email to shareholders is in preparation and is due to be sent out after the meeting.

**8. Staffing**

After advertising some 4 people applied for a part time job; Linda Masterton was the successful candidate and started in May. Pauline Balmbra is still working for the NHS.

**9. Customer Feedback**

Very positive. One man complained of inadequate social distancing of queues outside the shop. This can be advised by shop staff but it is not their responsibility.

**10. AOCB**

It was noted that newspaper sales are less than half what they were pre-Corona.

**NEXT MEETING WEDNESDAY 15TH JULY TIME AND VENUE TO BE CONFIRMED**