# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 15th July 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 for June: £38,017 Gross, £36,500 Net
* Suppliers: no change
* Feedback / complaints: none received
1. **Financial**
* Financial Year End: accounts ready to be issued prior to AMM. Accounts will be published post AMM if accepted by members and if not required to be independently audited
* Social Investment Tax Relief (SITR): members asked to respond to CJL requesting inclusion to the SITR scheme by 18th July.
**Action:** CJL / SNE - Application to HMRC to be completed by the end of July
* Annual Members Meeting: proposed date Tuesday 18th August, likely to be online. Work needed to determine how best to get quorate (~25 members) – proxy vote likely to be required
**Action:**  CJL / SNE to issue further instruction(s) if / when required
* Grants: £10k now received from the Covid-19 Support Grant. The Treasurer was thanked for all his efforts in securing £22.5k of grant funding to date.
* Upper Tweed Community Council has now paid £2,000 to UTCE Ltd for the Hardship Fund. The Hardship Fund has, to date, supported 12 individuals / families to the amount of £1,110. The Scottish Government Shielding initiative will end on 31st July and it is proposed that, with possible exception, the Broughton Village Store Hardship fund will close on the same date.
1. **Staffing**No issues

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2. **Recruitment**No immediate requirement
3. **Share Offer**
A new Share Offer will be announced at the AMM, opening and closing dates still to be confirmed. **Action:**  CJL to rewrite Share Offer document.
4. **Any Other Business**
* In line with Scottish Government guidance in respect of the partial lifting of lockdown restrictions, a one-way system will be introduced in to the shop from Saturday 18th July. Adequate floor signage will be deployed along with instruction / guidance on signage outside. The wearing of face masks / face coverings is mandatory, the only exception being on health grounds.
* The Scottish Government Shielding initiative will end on 31st July. The Scottish Borders Council support for the Upper Tweed Resilient Communities Group (UTRCG) will end on the same date. The UTRCG have provided the voluntary drivers delivering to individuals and families shielding. It is proposed that Broughton Village Store will take on the delivery role from 1st August.
**Action:** ALL - further discussion is required in respect of collection of prescriptions / pensions
* UTCE Ltd is registered with the FCA however only the Secretary is currently registered as an individual of UTCE Ltd.
**Action:** SNE to forward FCA individual registration details to the Chairman, Treasurer and Accountant.

**Date and Venue of Next Meeting:** 19:00 Wednesday 12th August at Chapelgill.

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