

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 18th November 2020 using Zoom

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth

Apologies: None

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

2. Matters Arising

None

3. Trading

Net takings for October: £32,810.61

It was noted that due to staff isolating from Covid-19 from the 4th until the 12th November, Jen was the sole staff member trading throughout that period. Special thanks were conveyed to Jen and to husband Jim for his support during this difficult period.

The accountant is to confirm how staff are to be paid whilst isolating during this period.

Action: DLS to pursue

Suppliers: no change

Feedback / complaints: none received

Covid-19: ongoing

4. Financial

Bank Reconciliations – all OK

5. Grant Updates

Quotes / applications submitted to SSE

Action: DLS to monitor / report

6. SITR

The SITR certificates have been received from HMRC

Each certificate will need to be part completed by UTCE prior to issue to individuals

Action: CJL to complete the UTCE element and email out

7. Staffing

Jen to issue a request for temporary staff to cover the Christmas and New Year period

Continued...

8. Customer Feedback – complaints / compliments / suggestions

We are in proud receipt of a Highly Commended Certificate from High Street Heroes for the work done to keep customers supplied during the height of Covid lockdown earlier this year. Well done to all involved.

9. Potential Renovation Works

Quotes submitted to SSE – see item 5

10. AOB

Action: CJL to issue update for the Upper Tweed Community News

Full stock take to be done before the end of March 2021, advisable to do one before Christmas 2020 as well

Covid-19 – assume worst case at this stage and carry on with the current processes

Date and Venue of Next Meeting: 19:00 Wednesday 16th December – using Zoom.

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