

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 21st October 2020 using Zoom

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

Net takings for September: £33,012.49

Suppliers: no change

Feedback / complaints: none received

Covid-19: one-way system now implemented with max. 2 customers in the shop at any one time. Face masks mandatory – no concerns or issues raised.

4. Financial

Bank Reconciliations – all OK

5. Grant Updates

Quotes for the replacement of the two front windows

Quotes (very early stage) for redeveloping the back of the shop

Action: CJL ongoing (3 quotes needed for grant applications)

Arthur Lucas to advise on access to the rear of the property, 7 households have plots that may be affected if the back of the shop is to be redeveloped

6. SITR

The accountant has sent the SITR forms to HMRC, we await further detail / instruction

7. Staffing

All OK

Continued...

8. Customer Feedback – complaints / compliments / suggestions

None received

9. Potential Renovation Works

Quotes being sought – see item 5

10. Shop CCTV System

One quote received to replace the existing system, add a sixth camera and allow for possible extension / move of camera - £1.7k

Action: CJL pursuing other quotes (3 needed for grant applications)

11. AOB

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

Possible late opening for those shielding

Action: JMcB to discuss with staff and decide

BES (electricity supplier) – DLS has raised a complaint with Ofgem about their poor service

Action: DLS to pursue

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

Date and Venue of Next Meeting: 19:00 Wednesday 18th November – venue to be confirmed.

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