

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 23rd September 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. Feedback from Annual Members Meeting

Several comments and compliments were received about the AMM and, in particular, how well the Zoom conference facility worked.

4. Trading

Net takings for August: £35,961.22

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.

Shelf edge labeling needs to be improved – some items not priced

Action: JMcB to action and implement

Additional gondola shelving required

Action: JMcB to action and implement

More items available through the Clarks catalogue

5. Financial

Financial Year End: accounts ready to be published on-line prior to AMM.

Social Investment Tax Relief (SITR): details passed to the Accountant and HMRC

Continued...

6. Grant Updates

Enquiries to be made in respect of getting access to the rear of the shop with plant and machinery

Action: JMcB to speak to Arthur Lucas

Enquiries to be made in respect of getting quotes for replacing the windows and front door

7. SITR

Social Investment Tax Relief (SITR): the accountant is to submit the completed forms to HMRC

8. Staffing

No issues

9. Customer Feedback

None received

10. Shop CCTV System

The shop CCTV system cannot be upgraded and should be considered for replacement

Action: SNE to investigate options

11. Any Other Business

Van signage

Action: JMcB to forward proposal

Perspex screens

Action: JMcB to forward proposal

Information available from EOPS system

Action: JMcB to speak to supplier and action

BES Utilities – have a remarkable record of getting invoices wrong over a number of months

Action: DLS to raise a complaint with Ofgem

Date and Venue of Next Meeting: 19:00 Wednesday 21st October – venue to be confirmed.

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