

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 17th February 2021 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 January 2021: £30,331.48

Suppliers: new bread supplier now stopping deliveries so stopping orders from them
Marchbanks now reinstated
BES query ongoing – smart meter is not connecting to the network

4. Financial

Bank Reconciliations – all OK

Free lunches for school children would retail at £5.50 each; an average of 15 per day served.
Donations from the community to support the welfare fund have exceeded £3,700 to end of Jan-21.

FYE is the end of March.

Action: JMcB to check with accountant re date for stock take and arrange as necessary.

5. Grant Updates

No change to previous.

6. Staffing

Three temporary staff currently retained and used as needed.

Action: JMcB to review. Temp staff will soon be eligible for full time equivalent benefits.
This would commit further cost to salaries and is unsustainable.

Staff still making errors with stock and on the till.

Action: SNE to write to Plunkett asking for HR advice with regard to disciplinary measures

Action: JMcB to update staff training records and issue disciplinary letters as appropriate

Continued...

7. Customer Feedback – complaints / compliments / suggestions

All good!

8. Any Other Business

Winter tyres have been fitted to the van.

The front windows can be replaced with money from the grant.

Action: CJL to arrange with Alan McMath, Bill Sheridan to project manage

UTCE Ltd / Broughton Village Store has received a Motion of Congratulation from Christine Grahame in the Scottish Parliament.

Shop till – is still not being used to its full capacity in terms of reporting and stock levels etc.

Action: JMcb to arrange further training from the suppliers

Broughton Village Market – this has been raised recently but much thought needs to be done to ensure it does not conflict with shop sales and does not take time away from shop staff.

Thought needs to be given about a common electronic cloud type storage system.

Action: CJL to investigate if the current ISP can offer a service

Date and Venue of Next Meeting: 19:00 Wednesday 17th March 2021 – using Zoom.

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