

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 19th May 2021 using Zoom

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth, Bill Sheridan – all UTCE Ltd

Apologies: None

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

2. Matters Arising

None

3. Refurbishment

Refer to Bill Sheridan's report: Progress Report 1 – 16-Apr-21 and ICOSIS Drawings. Option C version 1 is the preferred design though discussions ongoing re internal layout Kenneth Ferguson now confirmed as QS.

Alan McMath does not like suggested access from A701.

Actions: Bill to discuss using existing access from B7016 with Corstane Farm; Jen to talk to Murdo Elder re feasibility of using Broughton Village Hall whilst the refit is done

4. Trading

Net takings for April 2021: £37,368.52

5. Financial

Bank Reconciliations – all OK

Donations from the community to the welfare fund now exceed £4,615 as at end of Apr-21.

Approx £1,523 left in the fund. There is potentially more Covid support fund money available via the UTCC.

FYE is the end of March; year end stock take now completed.

Annual Members Meeting needs to be done by end of Sep-21

6. Grant(s) Updates

No Change

7. EPOS System

The EPOS system is not being used to its full potential in terms of reporting and stock levels.

Action: On site training session arranged for June – date TBC. Supplier is busy but does respond for telephone support.

8. Staffing

Two temporary staff currently being retained and used as needed.

Voluntary help now available for Charlotte to aid with fruit and veg etc

Linda Masterton finish date 16-Jun-21. Our thanks to Linda for her valuable help whilst she was with us.

9. Customer Feedback – complaints / compliments / suggestions

All good!

10. Any Other Business

Microsoft 365 seems to be a good option for ongoing and future IT requirements

Action: CJL to advertise to see if there is any local help and training available

The coffee machine is not reliable and is being taken away for repair; a loan machine will be left in its place.

Date and Venue of Next Meeting: 19:00 Wednesday 16th June 2021 – using Zoom.

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