

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 21<sup>st</sup> April 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. Subsequent actions:

**Actions:** Bill to chase up reports from the trial pits; Bill to share report with Alan McMath; Bill to discuss access(es) with Alan McMath; Bill to discuss using existing access from B7016 with Corstane Farm

### 4. Trading

Net takings for March 2021: £37,985.37

### 5. Financial

Bank Reconciliations – all OK

Donations from the community to the welfare fund now exceed £4,515 as at end of Mar-21.

Approx £1,423 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.

### 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:** JMcB to arrange further training through the EPOS supplier. Supplier is busy but does respond for telephone support.

### 8. Staffing

Three temporary staff currently being retained and used as needed.

**Action:** JMcB to advertise for voluntary staff to stock shelves etc on delivery days

Staff still making errors with stock and on the till.

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

## 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 19<sup>th</sup> May 2021 – using Zoom.

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