

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 16th June 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

Option C version 1 is the preferred design - discussions ongoing re internal layout
Kenneth Ferguson (QS) costs received.

Action: CJL / DLS / SNE - costs to be reviewed

Investigations still needed for temporary accommodation during refurb works

Actions: CJL to formally approach Broughton Village Hall committee

4. Trading

Net takings for May 2021: £36,305.89

5. Financial

Bank Reconciliations – all OK

Donations from the community to the welfare fund now exceed £4,860 as at end of May-21.

£1,768 left in the fund; it is not envisaged that there would be much more demand.

Accountant to invoice soon(!)

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

Second Share Offer to be launched on / after the AMM

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 – date TBC. Supplier is busy but does respond for telephone support.

8. Staffing

One temporary staff currently being retained, offer to be made to become permanent.

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

Continued...

9. Customer Feedback – complaints / compliments / suggestions

All good!

10. Any Other Business

Shop's second birthday on 22nd June!!

Action: JMcB to arrange a hamper competition to celebrate

Date and Venue of Next Meeting: 19:00 Wednesday 21st July using Zoom (unless arranged otherwise).

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