

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 21<sup>st</sup> July 2021 at Chapelgill, Broughton

**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

Amendments to drawings required prior to request for Planning Drawings:

- request to include external door to rear / side for access to bins etc
- request to add internal window from Jen's office

**Action:** BS to request amendments then instruct planning drawings

Investigations still needed for temporary accommodation during refurb works

**Action:** Await Broughton Village Hall AGM 23-Aug-21

### 4. Trading

Net takings for June 2021: £36,739

### 5. Financial

Bank Reconciliations – all OK

Donations from the community to the welfare fund now exceed £4,955 as at end of Jun-21. £1,863 left in the fund; it is not envisaged that there would be much more demand.

Draft FYE accounts to 31-Mar-21 approved

**Action:** CJL to confirm to accountant and ask for formal accounts for signature(s)

Second Share Offer to be launched on / after the AMM

### 6. Grant(s) Updates

No Change

### 7. Annual Members Meeting

Provisional date for AMM set at 31-Aug-21 and will be held using Zoom

### 8. 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.

Continued...

## **9. Staffing**

Staff food handling / hygiene errors have been reported

**Action:** JMcB to arrange for all staff to complete basic Food Hygiene Certificate

## **10. Customer Feedback – complaints / compliments / suggestions**

All good!

## **11. Any Other Business**

None noted

**Date and Venue of Next Meeting:** 19:00 Wednesday 18<sup>th</sup> August 2021 using Zoom (unless confirmed otherwise).

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