

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 18th August 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

External door to rear / side for access to bins etc and internal window from Jen's office now added to drawings

Fees awaited from Euan

Corstane Farm seeking £75 per week for access to rear of shop

Investigations still needed for temporary accommodation during refurb works

Action: Meeting with Broughton Village Hall committee scheduled for 8-Sep-21

4. Trading

Net takings for July 2021: £36,874

5. Financial

Bank Reconciliations – all OK

Donations from the community to the welfare fund now exceed £5,000 as at end of Jul-21. £1,908 left in the fund.

Formal FYE accounts to 31-Mar-21 now signed

Action: SNE to submit Annual Return and Accounts to the FCA

Second Share Offer to be launched after the AMM

6. Grant(s) Updates

No Change

7. Annual Members Meeting

Date for AMM confirmed as 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

All staff have completed 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 22nd September using Zoom (unless confirmed otherwise).

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