

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 22nd September 2021 using Zoom

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

Apologies: Camilla Younger

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

2. Matters Arising

None

3. Refurbishment

Meeting held with representatives from Broughton Village Hall on 8-Sep-21 in respect of possibly using the village hall cottage as a temporary location whilst the shop refurb works are carried out. Agreement was reached in principle:

Action: Broughton Village Hall to confirm proposal is acceptable with their Trustees, their insurers and the Charity Commission. Works will be required in the cottage to make it suitable – further negotiations required.

Bill has emailed Euan to prepare shop planning drawings for approval; once approved apply for planning permission; when planning permission granted apply for Building Warrant etc. It is envisaged the same will be required for the cottage and UTCE to pick up the cost.

4. Trading

Net takings for August 2021: £36,228

5. Financial

Bank Reconciliations – all OK

Donations from the community to the welfare fund now £5,145 as at end of Aug-21. £2,053 left in the fund.

Annual Return and FYE Accounts have been submitted and accepted by the FCA
Second Share Offer to be discussed and planned.

6. Grant(s) Updates

No Change

7. Annual Members Meeting 31-Aug-21 - feedback

Considered all went well, meeting held by Zoom

8. EPOS System

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

Action: Jen to arrange on-site training for Michele.

Continued...

9. Staffing

Amanda leaves on 23-Sep-21, thanks for all her efforts during the initial setup and opening of the shop. All very much appreciated.

Michele Finlayson is a new starter, Michele 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 20th October 2021 – venue / method To Be Confirmed.

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