# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 23rd October 2019 at Chapelgill, Broughton

**Present:** Christopher Lambton (Chair), Donald Stewart (Treasurer),Simon Edwards (Secretary), Jennifer McBeth, Helen Kinstrey

**Apologies:** None

1. **Minutes of Last Meeting**

The Minutes of the last Meeting were agreed

1. **Trading**

Takings £17.8k in September

**Action:** JMcB to increase prices where / when possible

Newspaper sales are well in excess of the required £275 / week

**Action:** JMcB to advertise for volunteer staff to help with newspapers mornings and evenings

1. **Suppliers**

Deliveries from Batley are often missing cigarettes, tobacco, wine and biscuits meaning a trip to Booker in Galashiels. This is extremely costly for the shop; we may need to look for / consider another supplier.

**Action:** JMcB to monitor and report at the next meeting

Mark Murphy & Partner won’t deliver fruit and vegetables to the shop due to (we think) contractual obligations with Biggar Orchard from whom we currently get fruit and vegetables

**Action:** CJL to speak to Ranald at Biggar Orchard to see if deliveries can be made direct

**4. Access to Banking**An ongoing and even more lengthy process… JMcB still waiting for access to Internet banking

**Action:** DLS & JMcB to process forms and return

**5. Bank Reconciliations**  
Bookkeeping to be done in house

Accountant will do VAT, PAYE and Year End accounts

VAT return to be submitted at the end of September; expect some refund.

**6. EPOS Remote Access**

EPOS system still needs to be developed and remote access system to be deployed

**Action:** DLS and JMcB to determine requirements and speak to EPOS supplier

Continued…

**7. Broughton Village Store Pre-loaded Cash Card**

Broughton Village Store pre-loaded cash card – good to go live.

Replacement for lost cards to be charged at £10

**Action:** JMcB to start offering cards out

**Action:** JMcB to put up signage stating lost cards will be replaced at £10 cost

**8. Stock Levels**

Still a learning curve at this juncture. Orders for stock with close Sell By dates are cautious.

New lines are being introduced as and when available.

Requests for ‘specific items’ seem to have quietened down. All requests to date have been met and the items are in stock.

**9. Staffing**

Current staff shortage following the departure of Kirsty and Margaret.

**Action:** JMcB to advertise the vacancies

Staff training needs to be implemented and records kept. Initial thoughts include Food Handling Certificate and First Aid at Work.

**Action:** JMcB to implement

**10. Customer Feedback**

No further comments since last month

**12. Any Other Business**

Heating – the shop, toilet and rear sheds are cold.

**Action:** CJL to provide a greenhouse heater for the toilet  
JMcB to purchase heaters for the shop and rear shed

Security camera in rear shop area not working

**Action:** SNE to investigate if camera can be swapped with one from the front shop area

As a reminder: Christmas and New Year trading:

Christmas Day – closed, Boxing Day – 10am to 1pm

New Years Day – closed, 2nd January – 10am to 1pm

Rear windows still need bricking up

**Date and Venue of Next Meeting:** 19:00 on Wednesday 20th November at Chapelgill

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