# Upper Tweed Community Enterprise Ltd

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# Minutes of Meeting – Broughton Village Store

Held on 22nd January 2020 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. **Matters Arising**

None

1. **Trading**

* Takings: £20.8k in November, £20.7k in December, £12k January (to date)
* Suppliers: no change
* Feedback / complaints: none received
* Account Cards:

**Action:** JMcB to conduct staff training to ensure staff check that customer has funds on their account before any purchase is processed. Staff should confirm balance left on card after purchase made.

**Action:** CJL to draft text for website and Facebook to advertise account cards and attract new customers

1. **Financial**

* Access to Banking: now all sorted
* Bank reconciliations / book keeping / VAT: No issues - all done by accountant
* Social Investment Tax Relief (SITR)  
  **Action:** DLS to instruct accountant to do in February
* Financial Year End:   
  POST MEETING NOTES: FYE is 31-Dec-19 as per the Plunkett Rules, not 31-Mar-20   
  **Action:** JMcB to complete a stock take, date confirmed as 2-Feb-20  
  **Action:**  DLS to liaise with accountant to get accounts finalised  
  **Action: All to confirm:** Suggested AGM date 31-Mar-20

**5. Staffing**No issues reported

Continued…  
 **6. Any Other Business**

Advertising

**Action:** CJL to investigate costs for advertising in Kirk Matters and the UTCN

Security Camera in rear shop area not working

**Action:** SNE has purchased a replacement camera – just needs to work out how it works!

Border Safeguard are recommending a second BT line is installed

**Action:** JMcB to liaise with them with regard to purpose and cost

Rear windows still need bricking up

**Date and Venue of Next Meeting:** 19:00 Wednesday 19th February at Chapelgill.

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