

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 12th August 2020 using Zoom

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

2. Matters Arising

None

3. Trading

- Net takings for July: £37,693
- Suppliers: no change
- Feedback / complaints: none received
- Covid-19: one-way system now implemented with max. 3 customers in the shop at any one time. Face masks mandatory – no concerns or issues raised.

4. Financial

- Financial Year End: accounts ready to be published on-line prior to AMM.
- Social Investment Tax Relief (SITR): details passed to the Accountant and HMRC

5. Grant Updates

No further updates

6. Annual Members Meeting

- Annual Members Meeting: date confirmed as Tuesday 18th August, the meeting to be on-line using Zoom.

Action: CJL to confirm details of members wishing to attend the meeting

Action: SNE to issue invitation to Zoom meeting

- Confirmation that the meeting will be quorate ~40 members have given their proxy vote to the Chairman

- Discussions followed about the format of the meeting

Action: CJL to issue guideline notes for the meeting

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7. **SITR**

- Social Investment Tax Relief (SITR): details of members wishing to apply for SITR have been passed to the Accountant and HMRC

8. **Staffing**

No issues

9. **Customer Feedback**

Complements received from several customers who have benefited from the delivery service undertaken by the Upper Tweed Resilient Communities Group.

Complements also received from customers visiting the shop for the first time after Shielding – in particular to do with the range of goods available

10. **Any Other Business**

- None noted

Date and Venue of Next Meeting: 19:00 Wednesday 23rd September – venue to be confirmed.

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