

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 16<sup>th</sup> December 2020 using Zoom

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

**Apologies:** None

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

### 2. Matters Arising

None

### 3. Trading

Net takings for November: £27,353.99

Takings were considerably reduced (by £5,457) due to the majority of staff having to isolate following one of the staff becoming Covid positive.

Suppliers: a new bread supplier is being tried out

Covid-19: ongoing

### 4. Financial

Bank Reconciliations – all OK

### 5. Grant Updates

The Treasurer successfully secured a grant from SSE Wind Farm which will be used for replacement front windows, a replacement CCTV system and future potential shop development works. The Treasurer was thanked for his efforts in securing the grant.

A Government 'Bounceback Loan' is being considered for additional funding. The money would need to be paid back in six years.

**Action:** DLS to monitor / report. Applications are due in by the end of January 2021.

### 6. SITR

All SITR certificates have now been issued.

### 7. Staffing

Four additional temporary staff have been taken on to relieve some of the pressure for Christmas trading in terms of re-stocking shelves and additional cleaning etc.

Continued...

## **8. Customer Feedback – complaints / compliments / suggestions**

Customers were sympathetic to the revised (forced) reduced opening hours during the staff self isolation period.

## **9. Any Other Business**

Christmas and New Year opening hours:

Closed Christmas Day and New Year day

Open 10:00 to 13:00 Boxing Day and 2<sup>nd</sup> January 2021

**Date and Venue of Next Meeting:** 19:00 Wednesday 20<sup>th</sup> January 2021 – using Zoom.

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