

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 17<sup>th</sup> March 2021 using Zoom

**Present:** Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth, Bill Sheridan – all UTCE Ltd  
Sandra Macaskill (CaskieCo), Morven Lyon (Community Shares Scotland, CSS)

Prior to the usual meeting agenda, two discussions took place.

**Share Offer.** Sandra and Morven were invited to discuss a second share offer, hopefully to be done in Q3/21. Approx six days of support can be gained through CSS and a £5k grant may be made available to support any printing, publication and distribution costs etc. A new share document needs to be produced but with terms and conditions very similar, if not identical, to the existing scheme.

**Action:** CJL & SNE to attend online meeting with CSS – date TBC

### Refurbishment.

1. Replacement of front windows – Wednesday is the quietest trading day

**Action:** Bill to liaise with Alan McMath to arrange.

2. Proposed refurb of rear of shop

**Action:** Bill to approach Arthur Lucas to determine the landowners at the rear of the shop.

**Action:** Jim McBeth has offered to take aerial photographs that can be annotated to show land boundaries etc.

3. Works to rear of shop

**Action:** Bill to ask Alan McMath if excavations and new build work could be done by accessing through the field. This will need to be by agreement of all affected landowners.

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**Apologies:** None

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

### 2. Matters Arising

None

### 3. Trading

Net takings for February 2021: £31,986.95

Suppliers: all good

### 4. Financial

Bank Reconciliations – all OK

Over 300 free lunches for school children have been distributed, retailing at £5.50 each. These will stop when schools return in March but will be available again through the school Easter holidays, 2<sup>nd</sup> to 16<sup>th</sup> April.

Donations from the community to the welfare fund now exceed £4,305 as at end of Feb-21.

Approx £2,300 left in the fund.

Continued...

There is potentially more Covid support fund money available via the UTCC.  
FYE is the end of March.

**Action:** JMcB to arrange stock take on Sunday 28<sup>th</sup> March.

## 5. Grant Updates

Bounce Back Loan. Up to £27k could be available.

**Action:** DSL to submit application before the end of March

Adapt & Thrive application – not granted.

## 6. EPOS System

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

**Action:** JMcB to arrange further training through the EPOS supplier

## 7. Staffing

Three temporary staff currently being retained and used as needed. Temp staff will soon be eligible for full time equivalent benefits. This is unsustainable.

**Action: JMcB to review - URGENT**

**Action:** JMcB to advertise for voluntary staff to stock shelves etc on delivery days

Staff still making errors with stock and on the till.

**Action:** JMcB to update staff training records and issue disciplinary letters as appropriate

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

All good!

## 9. Any Other Business

Microsoft 365 seems to be a good option for ongoing and future IT requirements

**Action:** CJL to advertise to see if there is any local help and training available

**Date and Venue of Next Meeting:** 19:00 Wednesday 21<sup>st</sup> April 2021 – using Zoom.

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