

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 16th August 2022 at Chapelgill, Broughton
and using Zoom

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth, Camilla Younger, Bill Sheridan – all UTCE Ltd

Apologies: None

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

2. Matters Arising

None

3. Refurbishment

a) Broughton Village Hall Cottage

Permitted Development application for Change of Use has been refused by SBC (needs Planning Permission)

Euan to submit a Planning Permission application for Change of Use

Building Warrant 22/00681/ALT – approved 28-Jul-22

Next steps: August – prepare and issue tender documents

September – receive, review and award contract for alteration works

October to December – completion of alteration works (estimated 6 weeks duration)

Action: CY to pass copy of Craig Mattocks pre-condition survey to Arthur Lucas

Action: CY to remind Arthur Lucas to ensure cottage is emptied

Kenneth to issue “Description of Works” next week to be passed on to four local contractors

b) Broughton Village Store

Planning Consent 21/01683/FUL – approved December 2021

Building Warrant submitted 19-May-22, SBC have responded with queries

Rear of shop needs extending to allow for accessible toilet. Will impact on Kintyre Cottage.

Action: BS to liaise with owners of Kintyre Cottage to discuss works etc

September - (estimate) Building Warrant approval received

October – prepare and issue tender documents

November - receive, review and award contract for alteration works

4. Trading

Net takings for July 2022: £38,683.66

Continued...



5. Financial

Welfare fund: £6,125 in, £3,512 out, balance = £2,613 available
Accountant has issued DRAFT annual accounts, some questions arise

Action: DLS to respond to accountant with queries

Action: CJL, DLS & SNE to meet with accountant 19-Aug-22

6. Grant(s) Updates

BS has spoken with SSE, scheduled to speak with Glenkerie.

7. Annual Members Meeting

AMM date confirmed as Thursday 15th September in Broughton Village Small Hall.

Action: CJL to issue Notice of Annual Members Meeting

Action: SNE to ask if big hall might be available if high numbers want to attend

8. Second Share Offer

Suggested target timing for share offer is mid-November.

Revised / updated Business Plan will be required

Website can be setup for online purchases of shares

A meeting is scheduled for 7-Sep-22 with Sandra Macaskill and members of Community Shares Scotland

9. Staffing

All good

10. Customer Feedback – complaints / compliments / suggestions

All good

11. Any Other Business

Jen McBeth was thanked for all her hard work; it is very much appreciated by the Board.

Date and Venue of Next Meeting(s):

19:00 Wednesday 14th September at Old Kirk Brae (pre-AMM meeting)

19:00 Thursday 15th September at Broughton Village Hall (AMM)

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