

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 22<sup>nd</sup> June 2022 at 5 Woodilee, Broughton

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

**Apologies:** Christopher Lambton (Chair)

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

Five Contractors have been approached to see if they would be interested:

Contractor	Response	Comments
Graeme Aitken	Interest confirmed	Visited Hall Cottage
Gordon Hamilton	No response	No Response
Lawrie Group	Interest confirmed	Visit declined
McCann	Interest confirmed	Visit declined
Smith & McMath	Interest confirmed	Visit declined

**Action:** BS to request an updated quote from Kenneth Ferguson

Craig Mattocks doing a pre-condition survey Wed 29-Jun-22 @ 10:00

#### b) Broughton Village Store

No change from previous

### 4. Trading

Net takings for May 2022: £35,592.58

**Action:** BS to develop a 3 month trending graph

### 5. Financial

Welfare fund: £5,975 in, £3,512 out, balance = £2,463 available

**Action:** JMcb to chase accountant for FYE figures

Annual Members Meeting needs to be held within six months of FYE (before end Sep-22)

Continued...



## 6. Grant(s) Updates

SSE Completion Report for £17,7k submitted.

**Action:** DLS to get confirmation from SSE that report is accepted.

**Action:** Committee need to think through application dates for future grants

**Action:** SNE to invite Sandra Macaskill to the July meeting to discuss grant funding

## 7. Annual Members Meeting

AMM needs to be before the end of September 2022.

Second Share Offer will not coincide with AMM, likely to be Q4/22

**Action:** SNE to invite Sandra Macaskill to the July meeting to discuss Share Offer

## 8. Staffing

All good.

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

Suggestion to implement a 'Basic Lines' area showing budget items

**Action:** JMcB to implement

## 10. Any Other Business

Broughton Village Store is 3 years old today (22<sup>nd</sup> June)

Need to promote "Community Owned" in all publications

**Provisional Date and Venue of Next Meeting:** 19:00 Wednesday 20<sup>th</sup> July at Chapelgill

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