

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 27th July 2022 at Chapelgill, Broughton
and using Zoom

Present: Christopher Lambton (Chair), Simon Edwards (Secretary), Jennifer McBeth, Camilla Younger, Bill Sheridan – all UTCE Ltd
Sandra Macaskill (CaskieCo) – joined via Zoom

Apologies: Donald Stewart (Treasurer)

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

2. Matters Arising

None

3. Refurbishment

a) Broughton Village Hall Cottage

Planning Consent – not required

Building Warrant 22/00681/ALT – approved 28-Jul-22 (post meeting)

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)

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

b) Broughton Village Store

Planning Consent 21/01683/FUL – approved December 2021

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

Next steps: August - Euan to reply to SBC queries

September - (estimate) Building Warrant approval received

October – prepare and issue tender documents

November - receive, review and award contract for alteration works

NOTE: given the time to compile, submit and receive funding, these funding requests must start imminently.

Community Shares Scotland have funding available; request to be made for some time for Sandra Macaskill and for money towards the compilation of the second share offer

Action: CJL to setup a meeting with CSS to establish funding for SMac time

4. Trading

Net takings for June 2022: £35,618.40

BS has developed a 3 month trending graph which can be issued monthly

5. Financial

Welfare fund: £6,025 in, £3,512 out, balance = £2,513 available

Action: JMcb to chase accountant for FYE figures



Continued...

6. Grant(s) Updates

Sandra Macaskill to help finding where funds are available

7. Annual Members Meeting

AMM date confirmed as Thursday 15th September in Broughton Village Small Hall.
Second Share Offer will not coincide with AMM, likely to be Q4/22

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
Action: CJL to setup a meeting with Community Shares Scotland

9. Staffing

All good

10. Customer Feedback – complaints / compliments / suggestions

All good

11. Any Other Business

Staff Christmas meal confirmed for Saturday 3rd December

Need to promote "Community Owned" in all publications

Date and Venue of Next Meeting: 19:00 Tuesday 16th August at Chapelgill

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