

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 17th February 2022 at Chapelgill, Broughton

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

Apologies: Jennifer McBeth

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

2. Matters Arising

None

3. Refurbishment

a) Broughton Village Hall Cottage

Draft HOT's discussed at BVH Committee meeting on 16-Feb; HOT's agreed in principle. Some minor amendments suggested.

Draft drawing issued showing alterations to BVH Cottage

Actions: CY to make amendments to HOT's and issue to Arthur Lucas
CY to contact Allied Surveyors (Peebles) to conduct RICS survey
DLS & BS to meet to detail grant income and spend to date
JMcb to comment on draft alterations

b) Broughton Village Store

Euan proceeding with Building Warrant application, will be submitted early March

4. Trading

Net takings for January 2022: £27,143

5. Financial

Bank Reconciliations – all OK

Need to look at profit margins and increase where possible

Action: JMcb to speak to EPOS provider and get reports showing products with low % profit.

Welfare fund: £5,625 in, £3,262 out, balance = £2,363 available.

6. Grant(s) Updates

SSE & Glenkerie submissions due April. Need to determine what we apply for.

7. Staffing

Action: JMcb to keep staff on contract hours.

Continued...

8. Customer Feedback – complaints / compliments / suggestions

Customer suggested that bread and wine were expensive.

9. Any Other Business

BES Utilities (electricity supplier) contract renewal due soon.

Actions: DLS to check usage / need annual consumption figures
CJL to get quote from Scottish Gas for comparison

Queen's Platinum Jubilee – first weekend in June 2022. Shop to be involved, event plans to be developed – Upper Tweed Community Council will lead event.

Action: SNE to forward Jen's suggestions to UTCC

Date and Venue of Next Meeting: 19:00 Wednesday 16th March 2022 – venue TBC.

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