

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 19th January 2022 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

Euan proceeding with Building Warrant application for shop.

Meeting held at BVH Cottage – various **Actions:**

- CY to request a key for the front door
- Access needed in to roof area and under floor to assess for structural changes and damp etc
- obvious signs of damp in front room ceiling and wall – can be assessed when access into roof
- CY to liaise with Arthur Lucas about damp etc
- BS to speak to Charlie Riding to see if he will help with advice / project manage etc
- DLS to speak to Gareth Shields at SSE re thoughts on grant applications i.e. 1 for shop and 1 for BVH or 1 covering both

4. Trading

Net takings for December 2021: £36,381

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: £5,525 in, £3,262 out, balance = £2,263 available. Two locals currently being supported.

6. Grant(s) Updates

See DLS action above

7. Staffing

Action: JMcB to speak to accountant re SSP for Charlotte and Ethan (Covid)

8. Customer Feedback – complaints / compliments / suggestions

All good

Continued...

9. **Any Other Business**

Borders Security installed new CCTV – neat installation done on time

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

Date and Venue of Next Meeting: 19:00 Wednesday 16th February 2022 at Chapelgill.

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