

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 14th September at Old Kirk Brae, Broughton

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

Apologies: None

1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed with comments

2. Matters Arising

It was noted that the timescales for development of Broughton Village Store minuted in 3b) would change due to grant applications and the second share offer – all to be determined.

3. Refurbishment

a) Broughton Village Hall Cottage

Planning Application for Change of Use submitted 19-Aug-22, Reference 22/01287/FUL
Building Warrant 22/00681/ALT – approved 28-Jul-22

Tender returns from four contractors expected 26-Sep-22

Asbestos survey completed 14-Sep-22, now awaiting report

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

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

b) Broughton Village Store

Planning Consent 21/01683/FUL – approved December 2021

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

Revised timescale to be determined when more detail ascertained about the second share offer and subsequent grant applications

4. Trading

Net takings excl. VAT for August 2022: £39,166.95

Action: JmCB to confirm AmEx charges

5. Financial

The Financial Accounts for FYE 31-Mar-22 have been agreed and signed

The Annual Return has been submitted and accepted by the Financial Conduct Authority

Welfare fund: £6,175 in, £3,512 out, balance = £2,663 available

6. Grant(s) Updates

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

Continued...



7. Annual Members Meeting

AMM date confirmed as Thursday 15th September in Broughton Village Small Hall.
Board members well prepared.

8. Second Share Offer

Suggested target timing for share offer is mid-November.
Meeting held 7-Sep-22 with Sandra Macaskill (CaskieCo) and Morven Lyon and Katie Little (Community Shares Scotland) to discuss practicalities etc
Revised / updated Business Plan will be required
Website can be setup for online purchases of shares
Up to £5k funding available from CSS to support the process
In addition to CSS, it was agreed to employ Sandra Macaskill for up to five days

9. Staffing

All good

10. Customer Feedback – complaints / compliments / suggestions

All good

11. Any Other Business

19-Sep-22 change to trading hours: the shop will be open from 7:00am until 10:00am due to the funeral of HM The Queen

Date and Venue of Next Meeting:

19:00 Wednesday 19th October at Chapelgill

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