

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 15<sup>th</sup> March 2023 at Chapelgill, 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

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

McCann's (Build Contractor) – good progress, expect majority of works to be completed before 23<sup>rd</sup> March ready for Share Launch.

Might be beneficial for UTCE to have the electricity account in UTCE name, not BVH

**Action:** BS to establish if the existing meter is a Smart Meter

**Action:** BS to talk with Scottish Power and Arthur Lucas to see if account can be transferred and if account is up to date

**Action:** BS to check with Kenneth to ensure all variations have been submitted and are up to date

**Action:** BS to check new lighting all OK

**Action:** CJL to check with Sandra Macaskill that flooring costs are covered by community funding

**Action:** SNE to investigate CCTV options. May be able to use cellular account.

**Action:** SNE to check if there is a BT line into BVHC

#### b) Broughton Village Store

No update

### 4. Trading

Net takings excl. VAT for February 2023: £32,441.60 / 4,235 transactions

### 5. Business Plan

Business Plan finalised, signed off by the Board and now published in Share Offer document

Continued...



## 6. Plunkett Model Rules

Board now signed off on V6

Extraordinary Members Meeting (using Zoom) done 23-Feb-23 – Version 6 accepted

**Action:** CJL to get John Leyshon to sign FCA Application for change of Rules

**Action:** SNE to pass all documentation to Plunkett to process through FCA

## 7. Financial

Welfare fund: £8,480 in, £4,947 out, balance = £3,533 available

Staff salaries discussed and agreed ahead of Minimum / Living Wage increases

**Action:** CJL / JMcB to keep publishing availability of Welfare Fund on Facebook etc

**Action:** SNE to get an update from Broughton Primary School re Breakfast Club

## 8. Grant(s) Updates

**Action:** DLS to check with Sandra Macaskill that SSE application has been submitted

## 9. Second Share Offer

**Date for Share Launch:** Thursday 23<sup>rd</sup> March 2023 in Broughton Village Hall

**Action:** CJL to collect 500 share booklets and 500 share application forms from Alan @ Lemon Digital

**Action:** All to help from 5:30pm on 23<sup>rd</sup> March to set up tables, chairs etc

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

All good. Feedback forms generally well received

## 11. Any Other Business

Emergency Response Plan and Disaster Recovery Plan to be developed

**Action:** SNE to ask Plunkett if anything similar is available

## Dates and Venues of Next Meetings:

19:00 Thursday 23<sup>rd</sup> March – **Share Launch** – Broughton Village Small Hall

19:00 Wednesday 19<sup>th</sup> April 2023 at Chapelgill

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