

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 17th July 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

2. Matters Arising

None

3. Refurbishment

a) Broughton Village Hall Cottage

XLN – additional line £60.94 plus VAT, installation £48, additional handset £10
Will need extra card reader for credit cards etc from PaymentSense
Sky services not currently available

Action: BS to forward all SBC Planning completion certificates to Charlie Riding (BVH)

b) Broughton Village Store

Willie Laurie (McCann) has surveyed shop and rear area
Heads of Terms needed for 3 gardens + Corstane Farm to cover land access and reinstatement etc (Arthur Lucas, Phil Ward, Andrew Fowler & Corstane Farm). Details also required for inclusion in the tender documentation

Action: CY to issue Draft HoTs document for comment

Action: BS to ask Euan for the % cost of fees

Action: BS to ask Kenneth for any more information from David Narro

Action: BS to ask Kenneth for guidance on what happens if builder goes bust

4. Trading

Net takings excl. VAT for June 2023: £41,518. 14 / 5,626 transactions

5. Plunkett Model Rules / FCA Acceptance

V6 FCA approval now received

Action: SNE to send full document to CJL for inclusion on the website

6. Financial

Draft FYE accounts expected mid August from accountant

Welfare fund: £10,540 in, £5,447 out, balance = £5, 093 available

Action: JMcB to ask Broughton Ales to pay approx. £40 for 'Buy your beer here' flag

Continued...

Skirling Community Council have requested information about shop cards for local welfare grants; they will confirm their requirements nearer Christmas.
SNE confirmed UTCE Zoom account now closed.

7. Grant(s) Updates

On going

8. Second Share Offer

Share Offer now closed; Shares sold = 151 applications / 1,290 shares / £32,200

9. FYE / Annual Members Meeting

AMM date confirmed as 14-Sep-23, 7:00pm in Broughton Village Small Hall (booked)

10. Staffing

New starters: Jim, Ruth and Julie – all to complete successful training and appraisals

11. Customer Feedback – complaints / compliments / suggestions

All good.

12. Any Other Business

UTCE Ltd Christmas event – Broughton Village Small Hall and kitchen booked for Saturday 2nd December 2023

Action: SNE to contact Matt Seddon / The Limetree to enquire about Christmas meal

Merlindale Festival is being held on Saturday 19th August

Action: JMcB to arrange a site survey to determine power and accommodation requirements

Action: CJL, DLS and SNE to start thinking about succession plans

Date and Venue of Next Meetings:

19:00 Wednesday 16th August at Chapelgill

19:00 Wednesday 6th September at Chapelgill (pre AMM)

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