

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 17<sup>th</sup> May 2023 at Old Kirk Brae, Broughton

**Present:** Christopher Lambton (Chair), Simon Edwards (Secretary), Jennifer McBeth, Bill Sheridan

**Apologies:** Donald Stewart (Treasurer), Camilla Younger

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

Painting now complete

Internal fire door not yet done

Euan visiting site on Friday 19<sup>th</sup> May to sign off all works

XLN contacted for quote for additional line

**Action: DLS / CJL to determine why XLN shop costs are significantly higher – out of contract??**

#### b) Broughton Village Store

No change / no update

### 4. Trading

Net takings excl. VAT for April 2023: £34,948.11 / 4,648 transactions

### 5. Business Plan

Business Plan is / will be on going as it is tweaked for any grant applications. Treat as Work in Progress. Will be removed from subsequent Agendas but can be raised as an item if / when required.

### 6. Plunkett Model Rules

V6 now with Plunkett and onward to FCA for their approval. No update from last month.

### 7. Financial

Accountant finally issued an invoice ~£1.6k per annum. Considered as good value.

Discussion held about Skirling Community Council wanting to offer their community a 'welfare fund' lookalike – see separate email from SNE 19-May-23 @ 09:08

Welfare fund:

Continued...



## 8. Grant(s) Updates

**Action: CJL to speak to Sandra re Lottery funding / any others that may be available**

## 9. Second Share Offer

Shares sold as at 8-May-23 = 1,068 / £26,700

Share register will be updated when SNE has full access to IT and his office!

**Action: CJL to remind the world that the offer closes at the end of the month**

## 10. FYE / Annual members Meeting

Provisional date for AMM 2023 is 14-Sep-2023

**Action: SNE to check availability for Broughton Village (Small) Hall**

## 11. Staffing

Tristan heading off to university and Vera has now left

**Action: JMcb to advertise for staff**

Data of transactions per hour is available, may help to better determine staffing requirements for busy hours / cleaning / stacking shelves etc

**Action: JMcb to pass last two weeks data to BS who will compile simple graph**

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

All good.

## 13. Any Other Business

None noted.

## Date and Venue of Next Meeting:

19:00 Wednesday 21<sup>st</sup> June 2023 at Chapelgill

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