

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 15<sup>th</sup> November 2023 at 5 Woodilee, Broughton

**Present:** Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth, Camilla Younger, Bill Sheridan – all UTCE  
**Guests:** Charles Donkers, Vicky Grant, Lorraine Martin, Jamie Prady

**Apologies:** None

The Chairman offered a welcome to the guests. The Officers of UTCE Ltd need to stand down at the next Annual Members Meeting in September 2024 and it is hoped that the roles will be filled by new members joining the Board.

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

Now trading at BVHC with Christmas items

JMcB confirmed Paymentsense (credit / debit card reader) will work in BVHC

JmcB confirmed XLN (telephone / broadband provider) can transfer number to BVHC

**Action: JMcB to arrange kitchen refit**

#### b) Broughton Village Store

BS confirmed five companies have expressed an interest in tendering for the works.

BS has agreed in principle a better access route with Corstane Farm.

BS has asked Alison Dunlop to act in his behalf during his holiday in the New Year.

BS confirmed that Kenneth (QS) will do the full QS role covering the three main grant bodies.

Kenneth (QS) states tenders will be delayed and are now likely to be submitted in January.

**Action: CJL to ask SOSE for a delay in submitting invoices for work completed** (grant money to be used by the end of February 2024 which is unlikely to be achieved)

BS asked that someone takes responsibility for financial reporting whilst he is away :

**Action: Charles Donkers offered to assist – BS and DLS to coordinate**

Once a contractor has been appointed all four affected landowners will need to be contacted to get their agreement on the final work plan(s).

**Action: CY will have Land Registry details and will coordinate the specific access agreements with the landowners involved.**

**CY and CJL to act as landowner liaison.**

Continued...

#### 4. Trading

Net takings excl. VAT for October 2023: £35,922.42 / 4,779 transactions, £8.33 avg spend  
Christmas Shop sales to date £867.03

**Action: JMcB to list items that are excluded from Welfare Fund**

**Action: Ongoing... SNE to continue talks with Plunkett to get draft Security Policy that deals with shoplifting**

#### 5. Financial

Welfare Fund: £12,450 in, £5,997 out, £6,453 available

Tim Wright's memorial fund: proposed to purchase a plaque and new canopy for the 'new shop'; the existing canopy to be relocated to BVHC

**Action: Charles Donkers offers to help look at incorporating Quickbooks or Xero into the existing EPOS system – DLS to liaise with CD**

#### 6. Grant(s) Updates

SSE £100k, Ventient £50k, SOSE £75,728 all confirmed.

Note: there is a potential issue with SOSE grant – in order to comply with their conditions the spend should be done before the end of February 2024. See earlier note.

#### 7. Any Other Business

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

**Action: SNE to confirm Menu choices and numbers to Pickled Haggis**

#### Date and Venue of Next Meeting:

19:00 Wednesday 6<sup>th</sup> December at Chapelgill – notice will be given if at a different venue

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