

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 16th May 2024 at Chapelgill, Broughton

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Camilla Younger, Jennifer McBeth, Bill Sheridan, John Walbaum, Charles Donkers – all UTCE

Apologies: Jamie Prady, Alice Millar (invited guest)

1. Minutes of Last Meeting

None

2. Matters Arising

None

3. Refurbishment

a) Broughton Village Hall Cottage

Action: JMcB to erect signage in respect of outside access to rear of temp shop – trip hazards / uneven ground etc. Access required for plant sales and small seating area

b) Broughton Village Store

Concerns raised about the lack of retaining structure to contain Arthur's allotment.

Action: BS to speak to Graeme Aitken to erect fencing with appropriate warning signs

Neighbours have complained about the noise from the lorry collecting waste from the front of the shop each morning <8am. Post meeting note: This will now have been completed and any more collections will be one offs.

4. Trading / Staffing / Customer Feedback

Net takings excl. VAT for April 2024: £34,814.13 / 4,553 transactions, £8.08 avg spend

5. Financial

JMcB to get authorised to pay up to £1k without the need for second signature authorisation; no authorisation to change authority names etc

Action: DLS to arrange with Bank

Welfare Fund: £15,540 in, £7,257 out, £8,283 available - assisting 3 families and 1 individual
Accountants have provided costs to DLS; DLS to discuss with CD to determine what UTCE Ltd will do and what is left for the accountant to do now that Xero is up and running.

The Board thanked JMcB, DLS and CD for the tremendous amount of work done transitioning to Xero.

Continued....

6. Grant(s) Updates

Action: BS to approach Hannah Lacon (SBC Neighbourhood Support Fund) to see if a new application can be made for a separate element of work for new shop flooring. Application to be in Aug-24

Meeting scheduled with Niome (SOSE) 11-Jun @ 5pm re £50k grant

7. Annual Members Meeting

Date to be set for AMM at next meeting

Action: CJL to get accountants to provide FYE accounts no later than end Jul-24

8. Any Other Business

SNE has Broughton Shop Development Group (forerunner to UTCE Ltd) paper documentation which includes share pledges and Note of Interest which are all out of date

Action: SNE to shred the documentation and delete any associated electronic data

Action: JMcB to purchase handheld unit that can process stock amendments on to the EPOS system so that delivery additions can be done independent of usage of the till.

Date and Venue of Next Meeting:

19:00 Wednesday 19th June 2024 at Chapelgill, Broughton

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