

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 17th January 2024 at Chapelgill, Broughton

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth, Camilla Younger, Bill Sheridan (for 3b via Zoom), Charles Donkers, Jamie Prady – all UTCE

Guests: John Walbaum, Alice Millar

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

JMcB has approached BVHC to talk about the damp patches in the kitchen

Action: JMcB has asked Kevin Armstrong to arrange kitchen refit – quote required

b) Broughton Village Store (with Bill Sheridan on Zoom)

Two tender returns received, QS has recommended extension to 5-Feb-24 for other three.

Willie Lawrie (McCann) would prefer access through front of shop

Post Meeting Note: on-site meeting with Willie Lawrie held on Thursday 20th, all agreed front access is possible. This would remove the issue of dealing with four landowners.

Action: QS to revert to all tenderers to a) confirm extended date 5-Feb and b) ask for them to re-price if they consider front access feasible

4. Trading

Net takings excl. VAT for December 2023: £37,204.49 / 4,288 transactions, £9.42 avg spend

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

Shoplifting – very little can be done if goods under the value of £250 are taken.

Action: SNE to look at improving security signage in the shop and BVHC

5. Financial

Welfare Fund: £13,480 in, £5,997 out, £7,483 available

Xero seems to be preferred option:

Action: JMcB to get EPOS provider to confirm that Xero is fully compatible and compliant with the EPOS system

If confirmed Xero can be purchased and should be in place for the new financial year

Action: JMcB, DLS & CD to set up sub-group to look at setting up Xero

Continued...

6. Grant(s) Updates

~£20k needs to be spent and invoices submitted before 28-Feb-24.

Action: CJL to inform grant bodies of any changes / updates etc

7. Any Other Business

None noted

Date and Venue of Next Meeting:

19:00 Wednesday 21st February 2024 at Chapelgill, Broughton

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