

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 19<sup>th</sup> June 2024 at Chapelgill, Broughton

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

**Apologies:** Donald Stewart (Treasurer), Alice Millar (invited guest)

The Chairman opened the meeting paying tribute to Capt Sir David Younger who died recently. David was a keen supporter and member of the original Broughton Shop Development Group and subsequently became a Board Member of UTCE Ltd. Our thoughts are with his family.

### 1. Minutes of Last Meeting

None

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

**Action: JMcB to get external sensor lighting installed down the side of the shop and at the rear.**

It was noted that a recent loss of power (caused by a known electrical fault in the Broughton Village Hall kitchen!) means a loss of power to the BVH router and hence a loss of the internet in the shop.

#### b) Broughton Village Store

The Board formally approved additional spend of ~£7k which can come from the ~£21k contingency; refer to BS email and document *24.BVS.43.Report for approval of client.pdf*

### 4. Trading / Staffing / Customer Feedback

Net takings excl. VAT for May 2024: £39,203.15 / 5,138 transactions, £8.09 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 (still trying!!) to arrange with Bank**

Welfare Fund: £16,055 in, £7,347 out, £8,618 available - assisting 3 families and 1 individual

**Action: CD to speak with Scott EPOS provider to fine tune Xero and till system**

CD suggests we stop the accountants doing quarterly management report and VAT returns, this will save ~£3-4k p.a.

In addition, doing payroll in-house will cost ~£200 for software but will save ~£1k p.a.

**Action: DLS to instruct accountants to stop quarterly management report, VAT and payroll**

Continued....

## 6. Grant(s) Updates

BS waiting for 3 quotations for flooring so a submission can be made to SBC Neighbourhood Support Fund. Limit is £5k.

## 7. Succession Plan

Further to discussions recently held, the Board are delighted to propose the following:

Chairperson – John Walbaum

Treasurer – Charles Donkers

Secretary (interim) – Bill Sheridan

IT / Data Security – Jamie Prady

**Action: CJL, DLS and SNE to write job spec for their individual roles**

The change of names will be put to the members at the Annual Members Meeting

## 8. Annual Members Meeting

Date for the AMM set for Thursday 12<sup>th</sup> September in Broughton Village Small Hall

**Action: SNE to book hall with Rhonda Howitt**

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

## 9. Document Security (Paper & Electronic)

JP looking at Microsoft 365 as they may offer a free service due to UTCE Ltd being a Community Benefit Society

**Action: JP to confirm**

## 10. Any Other Business

General note that will need to be communicated at the AMM: SITR is NOT applicable to shares purchased in Share Offer #2

Shares can be purchased at any time (Plunkett Rules v6).

The old thermometer on the wall at the shop would benefit from some restoration

**Action: JW to look at the requirements for submitting articles to 'The Repair Shop'**

## Date and Venue of Next Meetings:

19:00 Wednesday 31<sup>st</sup> July 2024 at Chapelgill, Broughton – monthly meeting

19:00 Wednesday 14<sup>th</sup> August 2024 at Chapelgill, Broughton – monthly meeting

19:00 Wednesday 4<sup>th</sup> September 2024 at Chapelgill, Broughton – final prep for AMM

19:00 Thursday 12<sup>th</sup> September 2024 at Broughton Village Small Hall – Annual Members Meeting

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