

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 21<sup>st</sup> February 2024 at Chapelgill, Broughton

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

**Apologies:** Jamie Prady

### 1. Minutes of Last Meeting

None

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

No change from previous minutes

#### b) Broughton Village Store

Tender returns received from three companies – discussions are ongoing with QA in respect of clarifying and understanding differences between costs in the returns.

The Board thanks CJL, DLS and BS (who is on holiday in NZ) for lengthy hours spent progressing these through. Final decision imminent.

It is likely that the property will need to be completely enclosed using Heras fencing.

**Action: CJL to contact SBC Councillors for help in determining if traffic management will be required and what permissions will be required to close the footpath**

### 4. Trading

Net takings excl. VAT for January 2024: £30,967.40 / 4,164 transactions, £8.12 avg spend

### 5. Financial

Welfare Fund: £13,995 in, £5,997 out, £7,998 available - assisting 3 families and 1 individual  
EPOS provider has confirmed EPOS system is compatible with Xero

**Action: DLS to ask accountant for quote for transition to Xero**

Plan is to start Xero from new FY

### 6. Grant(s) Updates

**Action: CJL to ask Sandra Macaskill for any possibly new sources of grants**

Continued....

## 7. Any Other Business

Plukett renewal due soon – it was agreed to renew membership

**Action: SNE to pass invoice to DLS**

### **Date and Venue of Next Meeting:**

19:00 Wednesday 27<sup>th</sup> March 2024 at Chapelgill, Broughton

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