

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 27<sup>th</sup> March 2024 at Chapelgill, Broughton

**Present:** Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Camilla Younger, Jennifer McBeth, Jamie Prady – all UTCE  
**Guest:** John Walbaum

**Apologies:** Charles Donkers, Bill Sheridan

### 1. Minutes of Last Meeting

None

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

Working off mobile telephone – the number is 07354 152447

**Action: JMcB to change voicemail message to confirm it is Broughton Village Store and enable SMS and WhatsApp (if available)**

#### b) Broughton Village Store

XLN telephone and broadband now cancelled

Formal contract with Graeme Aitken now signed and in place.

On site visit with Architect and QA 27-Mar-24; demolition works started.

Contractor asked to install reflective signs or lighting around Heras fencing

2 No. fridges to be removed from shop and taken to CJL shed at Broughtonknowe. Will need ~4 people and trailer, SNE to provide transport. To be done mid-April

**Action: BS to coordinate personnel, transport etc with Graeme Aitken**

**Action: JMcB to clear as much other 'stuff' as possible from front of shop**

### 4. Trading

Net takings excl. VAT for February 2024: £35,435.76 / 4,574 transactions, £8.24 avg spend  
EPOS system working OK in BVHC

### 5. Financial

Welfare Fund: £14,510 in, £6,927 out, £7,583 available - assisting 3 families and 1 individual  
EPOS provider has confirmed EPOS system is compatible with Xero  
XERO account now set up

**Action: CD to speak to Scott (EPOS provider) to help integrate XERO into EPOS system**

Plan is to start Xero from new FY

Continued...

**6. Grant(s) Updates**

No update

**7. Any Other Business**

Christmas Dinner now 14-Dec-24

The Board thanked JMcB and her Staff for the efficient move from the shop to the hall cottage.

JP to help CJL with the website

JP and CY to help CJL issue and distribute the Share Certificates

The Board thanked CJL for the volume of email communications dealt with over the past few weeks

Living Wage rises to £11.44 effective April 2024

**Date and Venue of Next Meeting:**

19:00 Thursday 18<sup>th</sup> April 2024 at Chapelgill, Broughton

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