

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 31st July 2024 at Chapelgill, Broughton

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

Apologies: Alice Millar (invited guest)

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.

b) Broughton Village Store

Graeme Aitken started on site again after his holiday.

Next site meeting with Kenneth and Euan scheduled for w/c 12-Aug

4. Trading / Staffing / Customer Feedback

Net takings excl. VAT for June 2024: £35,913.18 / 4,777 transactions, £7.96 avg spend

Net takings excl. VAT for July 2024: £35,901.05 / 4,789 transactions, £7.92 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: £16,570 in, £7,347 out, £9,133 available - assisting 3 families and 1 individual

Action: JMcB to update Treasurer monthly with welfare withdrawal figures

The Board thanked JMcB, DLS and CD for the work involved in getting Xero up and running.

6. Grant(s) Updates

Application made to SBC Neighbourhood Support Fund was NOT granted.

Continued....

7. Succession Plan

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

Action: Biographies required from CD, JW & JP

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 12th September in Broughton Village Small Hall

Action: CY to produce name badges for Board Members

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

A discussion took place about possible support from UTCE to Broughton's Bite and Blether. It was noted that Bite and Blether is / was an Upper Tweed Community Council (UTCC) initiative and the responsibility of organizing and running the activity should fall back to UTCC. UTCE is willing to support Bite and Blether financially.

JW is in discussion with a local 'Repair Shop' group in respect of sympathetically restoring the wall thermometer.

Date and Venue of Next Meetings:

19:00 Wednesday 14th August 2024 at Chapelgill, Broughton – monthly meeting

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

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

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