

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 4th October 2023 at Old Kirk Brae, Broughton

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Jennifer McBeth, Camilla Younger, Bill Sheridan

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

Flooring now all complete

Action: JMcB to contact Paymentsense and XLN re operating in BVHC

Action: JmcB to check if either wired or wireless card reader will work in BVHC

b) Broughton Village Store

Euan and Kenneth have been instructed to prepare tender documents; Euan to get drawings to Kenneth by 9-Oct and Kenneth to have tender docs available w/c 13-Nov. Tenders due back before Christmas.

Action: BS to contact potential companies to see if they are interested to tender

Action: BS to ask Kenneth to do full QS role to cover the three main grant bodies

Action: BS to clarify SOSE reporting requirements for QS reporting

Action: CY to get Land Registry details to enable specific access agreements to be made for the landowners involved

4. Trading

Net takings excl. VAT for September 2023: £38,284 / 5,212 transactions

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

Action: SNE to contact Plunkett to get draft Security Policy that deals / details with shoplifting

5. Financial

Accounts to be signed at Accountants 6-Oct-23

Welfare Fund: £11,935 in, £5,997 out, £5,938 available

Tim Wright's memorial fund: proposed to purchase a plaque and new canopy for the 'new shop'; the existing canopy to be relocated to BVHC

Continued...

6. Grant(s) Updates

SSE £100k, Ventient £50k, SOSE £75,728 all confirmed.

7. FYE / Accounts

Financial Conduct Authority Annual Return and FYE Accounts submission done and accepted

8. Any Other Business

UTCE Ltd Christmas event – Broughton Village Small Hall and kitchen booked for Saturday 2nd December 2023

Action: SNE to confirm Menu is OK with Pickled Haggis and approx. numbers for those attending

Date and Venue of Next Meetings:

19:00 Wednesday 1st November at The Old Police House – Succession Plan (SNE/CJL/DLS/BS)

19:00 Wednesday 15th November at 5 Woodilee – Monthly Meeting

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