

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

Held on 6<sup>th</sup> December 2023 at Chapelgill, Broughton

**Present:** Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Camilla Younger, Bill Sheridan – all UTCE

**Guests:** Charles Donkers, Vicky Grant, Jamie Prady, John Walbaum, Alice Millar

**Apologies:** Jennifer McBeth

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed (minor correction quoted in BVS below)

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

Now trading at BVHC as the 'Christmas Pop-up Shop'

**Action: JMcB has asked Kevin Armstrong to arrange kitchen refit – quote required**

#### b) Broughton Village Store

Correction to previous Minutes: Alison Dunlop will not be acting as liaison for access / works required at Corstane Farm – CJL and CY will undertake this role.

Kenneth Ferguson (QS) confirmed Tender document should be issued to five companies before Christmas.

**Action: BS to ask Kenneth for a copy of the Tender document on the day it is issued**

BS confirmed that Kenneth will do the full QS role covering the three main grant bodies.

SOSE have agreed to carry forward ~£55k into the new financial year starting 1-Apr-24, therefore only ~£20k needs to be spent and invoices submitted before 28-Feb-24.

Corstane Farm - area affected is access track ~160m long and turning / storage area at rear of shop

**Action: CY to find out what the going rate is for farmers who have land they can't use**

**Action: BS to agree suitable date / time for visitors to access rear of shop to assess works required**

### 4. Trading

Net takings excl. VAT for November 2023: £34,316.39 / 4,434 transactions, £8.42 avg spend

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

Shoplifting – very little can be done if goods under the value of £250 are taken.

**Action: SNE to look at improving security signage in the shop and BVHC**

Continued...

## 5. Financial

Welfare Fund: £12,965 in, £5,997 out, £6,968 available

Currently assisting 3 families and 1 individual

Xero or Quickbooks would significantly improve financial reporting

Either system would require training plans.

**Action: JMcB to ask EPOS provider if the system is compatible with Xero and / or Quickbooks**

**Action: DLS to query recent £3k VAT invoice with accountant**

**Action: SNE to check if EGM is required for changing accountancy method (shareholder or audit requirement?)**

## 6. Grant(s) Updates

SOSE have agreed to carry forward ~£55k into the new financial year starting 1-Apr-24, therefore only ~£20k needs to be spent and invoices submitted before 28-Feb-24 (see earlier).

## 7. Any Other Business

CY offered a Vote of Thanks for the organisers and the caterers, Pickled Haggis, for the UTCE Ltd Christmas event at Broughton Village Hall on Saturday 2<sup>nd</sup> December 2023

**Action: SNE to request Broughton Village Hall and Pickled Haggis again for 7<sup>th</sup> December 2024!!**

Jamie Prady offered to help CJL with issue of Share Certificates and the website.

## Date and Venue of Next Meeting:

19:00 Wednesday 17<sup>th</sup> January 2024 at Chapelgill, Broughton

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