

# Upper Tweed Community Enterprise Ltd



## Minutes of Meeting – Broughton Village Store

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

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

**Apologies:** Simon Edwards (Secretary)

### 1. Minutes of Last Meeting

The Minutes of the last Meeting were agreed

### 2. Matters Arising

None

### 3. Refurbishment

#### a) Broughton Village Hall Cottage

Installation of under-flooring to commence 21/22 Sep. Date of installation of finished flooring tba.

**Action: JMcB** *Paymentsense* transfer timescale tba.

**Action: JMcB** JMcB email address to be added to XLN account

**Action: JMcB** Hall cottage floor area to be cleared in preparation for installation of flooring.

#### b) Broughton Village Store

**Action: BS** Architect and Surveyor to be instructed to begin preparation of Tender documents

**Action: BS** In-principle agreement in writing (email) for land access to be requested from each of the affected landowners

### 4. Trading

August net sales. £35,535. 5,297 transactions. Ave spend £8.13 / 4 items.  
Aug '23 net sales an increase of ~£1,200 vis-à-vis Aug '22. Jul/Aug spend up by ~£4K re same period in '22.

Merlindale Festival sales £570; +ve feedback from organisers.

### 5. Financial – Bank Reconciliations

Cash balance ~£17K; Treasurer's A/c ~£32K; Shareholders' A/c ~69K = ~£118K total.

Welfare Fund cumulative donations £13,350 and £5,997 spent. Excl donations from Tim Wright (£2,160), running balance is £5,193.

## 6. Grant(s) Updates

**Action: BS to provide anticipated breakdown of build works estimated £35K monthly spend to FYE**

**Action: CL to email Katy Jackson at SOSE to tell her we had agreed to forge ahead as speedily as possible to meet her deadlines**

## 7. FYE / Accounts

Draft 22-23 FYE Accounts now received. Net profit of £8,910.

**Action: DS/CL to meet with Accountants to review & finalise.**

## 8. Annual Members Meeting

Action: All to encourage those members not attending to give permission for proxy votes.

## 9. Customer Feedback – complaints / compliments / suggestions

All good.

## 10. Any Other Business

None noted

## Date and Venue of Next Meeting:

19:00 Wednesday 4 Oct at Old Kirk Brae

Prepared by: Bill Sheridan, Upper Tweed Community Enterprise Ltd