

Upper Tweed Community Enterprise Ltd



Minutes of Meeting – Broughton Village Store

Held on 14th August 2024 at Chapelgill, Broughton

Present: Christopher Lambton (Chair), Donald Stewart (Treasurer), Simon Edwards (Secretary), Camilla Younger, Bill Sheridan, Jamie Prady, John Walbaum, Charles Donkers – all UTCE plus Alice Millar (invited guest)

Apologies: Jennifer McBeth

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

Site meeting with Euan, Graeme, CJL, BS & DLS held 14-Aug-24

Action: JMcB to confirm colour of floor covering

4. Trading / Staffing / Customer Feedback

No update (only part way through month)

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: £17,135 in, £7,437 out, £9,698 available

Action: JMcB to update Treasurer monthly with welfare withdrawal figures

Suggestion that Welfare Fund could support Bite & Blether.

6. Grant(s) Updates

No update

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

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**

JW organizing a video pitch to the TV 'Repair Shop' to request sympathetically restoring the wall thermometer.

Date and Venue of Next Meetings:

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