



One Linlithgow: Minutes of Board meeting
7TH NOVEMBER, 6:00PM, BID OFFICE

Present: Evelyn Noble (*Chair/Lilypond Crafts & Gifts*), Tom Conn (*WLC: Elected Member*), Mark Darragh (*Playbugs*), Katie Hailey (*Sainsbury's*), Diana Kelly (*Specsavers*), Tom Kerr (*WLC: Elected Member*), Mike Smith (*Linlithgow Canal Centre*), Ron Smith (*Linlithgow Burgh Trust*), David Tait (*WLC: Elected Member*)

Attending: Hephzibah Kilbride (*One Linlithgow*), Eddie Linton-Smith (*One Linlithgow*), Sally McIntosh-Anderson (*One Linlithgow*), John Smith (*One Linlithgow*)

Apologies: Liam Maguire (*Linlithgow Golf Club*), Jill Wardrope (*Network Promotions*)

Item	Start date Action by End date
<p>1. Welcome & apologies</p> <p><i>See above.</i></p>	
<p>2. Approval of minutes</p> <p><i>No official minutes require acceptance: actions carried forward from Steering Group meeting, however. See below.</i></p>	
<p>3. Review of actions</p> <p>Actions carried forward from last week's final Steering Group meeting:</p> <p>i. ELS will arrange an open stakeholder meeting for Monday 18th November.</p> <p>MD confirms that PlayBugs would be available: the Board thanks MD and ELS will circulate invitations.</p> <p>ii. ELS will liaise with the former LTCBID Directors to answer Sally Pattle's questions.</p> <p>iii. ELS will request the schematic, which corresponds to lamppost civil works "snagging list".</p> <p>ELS is advised that it will be provided next week.</p>	<p>1</p> <p>2</p> <p>3</p>



iv. ELS will source, purchase and set up a suitable internet phone system for the Vennel office.

4

ELS updates that he is waiting for a call back from Virgin Media, who need to run some diagnostics on the broadband connection before advising what type of VoIP system will work.

4. Review draft Articles of Association

ELS circulates the draft Articles of Association for review and EN produces a second template, which is more succinct than the version ELS has produced.

The Board agrees that there is little point in discussing the finer points of either document at the present meeting. Both versions should be circulated in their current form, with Directors voting by email which template they would prefer to use. This would not mean that they ratify either document, merely which template would serve better as a starting point.

ELS will coordinate selection of Articles template, before amending accordingly and recirculating for approval.

5

5. Handover notes

ELS circulates two sets of handover notes: one from the Town Centre BID and another from Mill Road.

EN summarises the various points raised on the Town Centre BID handover document, after she and ELS met with Anne Gibson and Jim Walker to discuss same. It states agreement that there are too many Linlithgow websites and that a single online identity for the town would be far better than the current situation.

ELS will arrange a meeting of Jim Edgar ("linlithgow.info"), Susan Miller ("mylinlithgow.com"), Stewart Ness ("linlithgowmillroadbid.com"), and a representative of both TCBID and OLBID (most likely EN and Anne Gibson).

6

EN continues that she will join the Linlithgow & Linlithgow Bridge Town Management Group (TMG), given its close operation with the previous BID. Anne Gibson was also keen to see a 2020/21 visitor guide produced at an early stage.

MD summarises his own handover points, from a Mill Road BID perspective: several points refer to the importance of letting Mill Road businesses know they are not secondary to the town centre: a feeling that proliferated throughout the last BID, and which SMA has done much to reverse.

MD continues that there will be a late-shopping evening at Playbugs, complementary to the previous week's town centre event. All traders welcome. Lee Mellor (Kinneil Fitness) has some great ideas about "fun day" style events, not only involving getting people exercising, which would be of benefit to the whole town. There are many more ways for town centre and Mill Road areas to work together than meet the eye.



6. Activity updates (late-night shopping/Advent Fayre)

ELS informs the Board that there are now 24 businesses signed up to late-night shopping, more than ever before. There won't be any outdoor performances/activities etc. as the intention is for people to be in shops, spending money. Previous attempts to have carol-singing/outdoor games etc. have rarely ended up being worth the expenditure, usually due to weather being so unpredictable. Radio Grapevine will direct shoppers to all participating outlets, announcing deals, mulled wine locations etc., while playing festive music.

SMA informs the Board that preparations for the Advent Fayre are going well. It looks like the Linlithgow Community Development Trust (LCDT) may take over responsibility for the event in 2020, but OL would continue to support where appropriate. Unfortunately there won't be a "Santa Dash".

SMA shows the Board some treasure hunt character designs for children to find on the day of the Advent Fayre, which are met with approval.

DT states that not very many completed adverts have been received for the Black Bitch's festive edition. It is understood that many people will say they are interested – even fill in the application form – but it is much harder to convert interest in to an actual completed advert. It is unlikely that the promotional magazine will be ready in time for the late-December events, but it will not be long afterwards.

7. Levy collection

ELS summarises process for getting invoices issued: currently the relevant database is with WLC Rates. The ballot database is not the same as the billing database, with some contacts needing to change. The most effective way of doing this is to ask WLC for the details on standard business rates bills. Secondly, the billing database needs to contain WLC's own internal "customer number" for each property. ELS admits he had underestimated the time it would take, both for himself and for WLC, to complete satisfactorily. Realistically, distribution of invoices should not be expected before December.

8. Open meeting: venue

See Item 3.i, above.

9. Staff roles

The Board, before discussing staff roles, nominates EN to become Chairwoman.

EN accepts.



ELS, SMA, JGS and ZK leave, to be called back in once their roles have been discussed by the Board. The below minutes are based on information relayed to ELS after returning. Individual staff members were addressed individually after the meeting with any further decisions. ELS had previously applied for the "BID Manager" position, while SMA had applied for the "Project Manager" position. Rates of pay are also agreed by the Board but not shown in these minutes.

The Board accepts ELS and SMA to the respective positions they have applied for, agreeing that their work on developing OL positions rendered the idea of advertising for the positions moot: they are simply the best suited candidates for their positions. Each will be contracted to work 24hrs per week. JGS will be retained on existing terms, while ZK's rolling monthly contract also continues as previously agreed.

10. AOCB

TC informs the Board that WLC's Policy Development & Scrutiny Panel (PDSP) has produced a white paper, which may enforce a contribution of £15,000 per new domestic build in Linlithgow towards remedying parking issues across the town. It's worth OL keeping an ear to the ground.

11. Next meeting date/time/venue (inc. ongoing schedule)

As discussed at previous meeting held 31st October 2019.

Meeting ends.