

## One Linlithgow Ltd. (SC487605) Board Meeting

Minutes of Board Meeting held Wednesday 11<sup>th</sup> December @ 6.00pm, Linlithgow Canal Centre

**Present:** Evelyn Noble (Chair), Mark Darragh, Katie Hainey, Tom Kerr, Liam Maguire, Ron Smith, David Tait, Jill Wardrope

**Attending:** Chris Horne, Zibah Kilbride, Eddie Linton-Smith, Sally McIntosh-Anderson, John Smith

**Apologies:** Tom Conn, Diana Kelly, Mike Smith

Item	Action Reference
<p><b>1) <u>Welcome and Apologies</u></b> All were welcomed to meeting. Apologies received as above.</p> <p><b>2) <u>Approval of Minutes</u></b> Minutes were sent out before the meeting; no comments were received and the minutes were proposed by MD and Seconded by EN.</p> <p><b>3) <u>Review of Action Points</u></b> The current action points were shared prior to the meeting, these were actions in progress from a successful ballot including open event, setting up a phone for the office, requesting appropriate information regarding the lamppost works and arranging a meeting regarding the websites and usage. All actions were put to green, and complete. It was agreed the open event was positive and worthwhile, the arrangements will be discussed for the next ones in the coming meetings. A landline has been purchased for the office which can be transferred to on call mobiles as required. The number was confirmed as [REDACTED]. Articles of association were distributed and there were no changes sent within the timeframe so they will be shared with Companies House. It was confirmed there is a meeting scheduled for January 10<sup>th</sup> to discuss the various websites and the future uses.</p>	# D001
<p><b>4) <u>Finance</u></b> There was a two-page hand out detailing the position of the accounts so far. It was explained that page one was actual transactions and page two were expected accounts. It was also explained that the forecast and figures didn't appear positive, but they reflected the fact that no money has come in yet. It was also discussed that the 10% levy collection match funding hadn't been finalised for either BID but as the confusion regarding where it would go to; the BID accounts or TMG. It was suggested that all questions should be answered, and the money should be made available. A plan was made to discuss with appropriate parties and if any further help was required it was offered by several people round the table. It was asked if there was any package in place for running finance through, Mill Road previously used Sage and still operational, ELS indicated the One Linlithgow was using quickbooks. It was asked that for the next meeting there could be the financial report as shared this meeting and report from QuickBooks so that the choice could be made on how to progress with monitoring accounts, levy collection rates and spending.</p>	# D002
<p><b>5) <u>Governance</u></b></p> <p><b>a) <u>Articles of Association: formal review</u></b> - As previously discussed, the articles will be sent to Companies House. Unanimously approved by board to be sent to Companies House.</p> <p><b>b) <u>Job Specifications and activity reporting</u></b> - Job Specifications were shared prior to meeting for BID Manager and Project Manager</p>	# D001 # D003

<p>The board was asked if there were any questions or notes to make, some feedback had already been received by email. SMA had some concerns and agreed to share with EN out with the meeting. MD also suggested meeting EN and going through the job specs to discuss and recirculate to board. It was also requested that the board bear in mind IR35 from HMRC and it may be worth investigating a payroll situation rather than a self-employed contractor arrangement.</p>	# D004
<ul style="list-style-type: none"> <li>- The Board agreed that staff would keep a record of all activity undertaken outside office walls, to be itemised on each monthly invoice.</li> </ul>	
<p><b>c) <u>Elected Members: approval to seek WLC endorsement to continue roles</u></b></p>	# D005
<ul style="list-style-type: none"> <li>- ELS confirmed that a letter or email could be sent to WLC to seek endorsement for all three elected members to continue the roles on the board if the board approved. All approved.</li> </ul>	
<p><b>d) <u>Levy Collection Report</u></b></p>	# D006
<ul style="list-style-type: none"> <li>- No Levy bills have been confirmed as sent yet, although should be sent in the near future. A call will be made end of the week, into the next week to get the status update as database is at a workable position and the bills can be sent. A covering letter was produced and sent to WLC alongside the invoice template.</li> </ul>	# D007
<p><b>e) <u>Delegated Authority</u></b></p>	
<ul style="list-style-type: none"> <li>- As confirmed at the last meeting the Chair is to be EN with a Vice Chair MD and the only position left unfilled was Treasurer. Upon looking for someone to fill this role KH kindly offered and was approved by the board.</li> </ul>	
<p><b>6) <u>Activity</u></b></p>	
<p><b>a) <u>Festive Events Review</u></b></p>	
<ul style="list-style-type: none"> <li>- It was reported that the Late-Night Shopping event in the High Street went well, with most businesses reporting a busy day and evening. Most businesses put on deals and offers which helped create interest. It was suggested that it would be good to build on the event throughout the year and for next Christmas. The Advent fayre went well too, with a lot of the torches sold on the day, businesses reporting to be busy. The late-night shopping event at Playbugs went well for a first effort but coincided with a winter formal at the school so it would be worthwhile trying again.</li> </ul>	# D008
<p><b>b) <u>Welcome Packs for new businesses to the area</u></b></p>	
<ul style="list-style-type: none"> <li>- A copy of the size and style was passed around the table along with the suggested graphics and text. All agreed to continue and given the difference in prices to go ahead with 100 copies. Full proofs will be organised and sent around for final approval.</li> </ul>	# D009
<p><b>c) <u>CCTV</u></b></p>	
<ul style="list-style-type: none"> <li>- Civil works will take place 6<sup>th</sup> – 10<sup>th</sup> January, after which FPG can work towards making system operational from West Port to The Vennel. Looking at one fixed part of the project then moving on to the next to avoid any additional unnecessary extra works or spends. The board was reminded to check all legal standing for operating a CCTV system and it was suggested that a similar set up to what was in place at Mill Road is looked at. Registration with ICO is to be looked into and reported on at the next meeting.</li> </ul>	# D010 # D011
<p><b>d) <u>Potential Office Move</u></b></p>	
<ul style="list-style-type: none"> <li>- It had been suggested that the BID and LCDT could move into the empty space two doors down at number 30 The Vennel, on requesting information the council have also put it on the market at £11,000 rental a year. This is higher than the current rate and the council have indicated that they have had a few interested parties. They have also confirmed that they will close for offers in January and will keep us informed. Board has approved a continuation of investigation. The space would offer proper kitchenettes, separated offices and a good meeting space.</li> </ul>	# D012
<p><b>e) <u>BID Website</u></b></p>	
<ul style="list-style-type: none"> <li>- There is a meeting planned to discuss the future of any websites. The BID plans to have a BID business website with information, meetings, agendas, minutes etc in the interests of transparency. It will link to MYLinlithgow.com for visitor information and vice versa. The Chair suggested putting the website out to tender but there has already been a simple template started on the link so work will continue, and the board can be</li> </ul>	# D013

<p>updated on progress at next meeting. Photos will be arranged of board members in due course. All board members were requested to provide a face photo for the website etc.</p> <p><b>f) <u>Civic Festival (sponsor Marquee/operate stall or function to promote levy payers)</u></b></p> <ul style="list-style-type: none"> <li>- There has been a request for sponsorship for the Marquee usually erected in June each year. The event space is facing being disposed of and therefore the committee involved with it each year have reached out for assistance. The BID usually donates £100 each year and can continue with this but any further assistance or events will need to be properly looked into and considered by the board. There was a query about the benefit to business this would create.</li> </ul> <p><b>g) <u>Visitor Guide 2020/2021</u></b></p> <ul style="list-style-type: none"> <li>- Investigations into printing an updated version are being considered. Previously we had assistance from outside agencies and the board was asked if they should be asked again. In terms of the template and speed of production it was agreed that the BID should follow a similar route this time and for the next print plan further ahead. There were suggestions from the board regarding approaching Visit West Lothian and other funding opportunities to be investigated.</li> </ul> <p><b>7) <u>AOCB</u></b></p> <p>EN requested that someone other than herself attends the Community Council meetings as she has already taken on the Chair position and attends the TCM meetings once a month. LM offered to attend the next meeting on the BID behalf and see if every meeting an attendance would be required.</p> <p><b>8) <u>Next Meeting date/time/venue</u></b></p> <p>The next meeting was agreed for 15<sup>th</sup> January 2020. Venue to be confirmed.</p>	<p># D014</p> <p># D015</p> <p># D016</p> <p># D017</p>
<p><b>Next meeting 15<sup>th</sup> January 2020</b></p>	