

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 19th February @ 6.00pm, Linlithgow Canal Centre

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

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

Apologies: Chris Horne, Diana Kelly, Ron Smith. (Mike Smith leaving early)

Item	Action Reference
<p>1) <u>Welcome and Apologies</u></p> <p>All were welcomed to meeting. Apologies received as above. Presentation and questions by MyLinlithgow regarding the immediate future use of the website. The team at MyLinlithgow gave a detailed presentation (copy available on request) regarding the immediate future of the website and a request for support to keep it running in the short term. After a short discussion it was agreed that the support would be given for three months then reviewed. Using the options suggested it was agreed in principle to offer support to a monetary value of £1500 which would include 1 day per week of LCDT staff at a cost of £96.95 with the support of One Linlithgow staff to assist updating and running of website. ACTION: ELS - to arrange for an application from LCDT for the value of £1500.</p> <p>2) <u>Approval of Minutes</u></p> <p>Minutes were sent out before the meeting; no comments were received and the minutes were proposed by MD and Seconded by KH.</p> <p>3) <u>Review of Action Points</u></p> <p>D001 – original articles were rejected by Companies House as they needed corrected to One Linlithgow Ltd. Corrections made and awaiting response. D005 – Endorsement letter to WLC regarding three elected members. Handed to Councillors, confirmed to be on the agenda for March meeting. ACTION: DT, TK, TC – Add to agenda D006 – updated Levy bills sent out, appear to be correct this time including explanation letter. Despite requesting to have approval of the letter it has been sent out already. Corrected bills seem to be sent only to those incorrectly first time. There was a request by the board to send a letter to bring it to WLC attention that this may cause some cash flow issues, that businesses may lose faith and take their time to pay. ACTION: ELS - arrange for letter to WLC to record displeasure and discuss potential impact. D009 – The welcome pack design is on its final edition and expected to go to print within the next week. Discussion around what to include was a Business Plan, latest Black Bitch magazine, introduction letter, security kit information with a request to add community information for example mylinlithgow website. D010 – CCTV works continue, Virgin Media have detailed more delays due to duct collapses, have tried to press for first week in March for next stage. Virgin Media have shared next set of duct clearing and splicing works over next few weekends. Will review once that is done for next stages. D014 – Photos provided, need BIO information. ACTION: ELS will circulate photos and biography information for website if everyone can provide/check biography. D016 – staff are attending separate meetings to get the visitor guide republished for Easter/April time. D018 – Sage reports were provided and shown as requested. Agreed that once a local accountant is in place the system for accounts will be agreed with them. Has been tendered to local accountants. Awaiting responses.</p>	

ACTION: Put tender out to local accountants perhaps not in a business premises and alter the request so it includes examined not audited. Board to advise ELS on who else it may be.
D019 – investigations on IR35 rules to continue. Initial investigations online would suggest that the staff are not affected by it. Suggestions to investigate further, perhaps seeking professional advice.

D020 – Spends via Mill Road accounts has been itemised.

ACTION: SMA - to share the itemisation and invoices so that it can be tracked via One Linlithgow and repaid when appropriate

D021 – covered with D018

D022 – six new sponsorship plaques have been confirmed as ordered with One Linlithgow on them for Burgh Beautiful.

Shutting down Mill Road BID as a company was also discussed, transferring the remaining funds with a note of understanding about how the funds should be used (outstanding projects)

ACTION: SMA – to arrange a meeting of Mill Road board to finalise.

4) **Finance**

- a) Monthly report/forecast – Profit and loss reports included as meeting pack. No further discussion on format required until accountants and process in place. Requests for tender to accountants locally, software will be accountant dependant.
- b) Levy Collections – Levy report will be included once collections begin.
- c) Cross Webcam – costs £613.20 per year. The agreement is with John Aitken which is the cheapest way to cover the costs. It was agreed it was a good feature to maintain, to pay the fees to JA and then get evidence of costs for accounts. Board approves cost.

ACTION: ELS – to progress

- d) First aid at work training – it was explained that the Mill Road defibrillators instalment came with the opportunity to provide training included in donation. **ACTION:** SMA - to investigate training opportunity and businesses wanting to participate then arrange from there.
KH mentioned that Sainsburys would be a good location and would be happy to discuss with head office the opportunity. **ACTION:** SMA - open discussions with 1st responders regarding installation at Sainsburys.

5) **Governance**

The board has been asked to consider an application made by a previous board member who no longer has a business property as they work from home. In the application they have requested to pay the voluntary levy and be part of the board. It was suggested that we should look at the protocol for work from home businesses. Under the articles of association they would sit under “wider Linlithgow” which is nearly full. WLL has expressed a desire to be a part of the board **ACTION:** get a definitive answer from WLL of intention to join board (TK). **ACTION:** to double check the articles of association and check filled categories/spaces.

There has been an application to strike a levy as it is for storage only in Mill Road.
Approved.

6) **Project Report**

The board were informed that the council had reinstated traffic assessment in the town and it was agreed that the report from February 2020 from the Environment and Policy development scrutiny panel would be shared with the board. The report appears to be positive regarding WLC policy. **ACTION:** TC – Send report to ELS

ACTION: ELS – Send full report to board with summary

Report delivered regarding reinstating the markets to Linlithgow. Discussions included closing sections of the high street, speaking more to local businesses, developing a questionnaire for the businesses only, investigating local suppliers and neighbouring markets.

Agreed to start application for operator licence and continue investigations regarding day, time, suppliers and positioning. **ACTION:** SMA - Start operator licence application

ACTION: SMA – produce a business survey for board approval

7) **Reports from other forums**

LM attended the Community Council meeting in January, he reported they were pleased to see someone from BID there. They were interested in BID activity and would appreciate a report each month.

There is a Community Council meeting next week regarding funding for tourism. Agreed BID to attend.

EN attended TCM meeting where projects were discussed, they requested a CCTV update and discussions around the rose garden/peace garden. Also discussed was street clutter and ideas to tidy up and get multi use street signage posts. There is a project regarding back station road with drain clearing and planting. The planting has been agreed with prison service and the manual labour will be carried out by HMP Shotts. Also discussed was traffic management and future plans for the town.

8) AOCB

There has been an application for funding from Burgh Beautiful. Historically Burgh Beautiful have been given £2500 from the BID to support watering, maintenance and hiring bowsers etc. It was asked what recognition the BID gets for this, for example Rotary sponsor a whole bed and have signage on it displaying their sponsorship. It was explained that the plaques have been reordered and will be changed with no cost to One Linlithgow. It was asked if there was any way that BID could get more recognition for planting and watering. **ACTION: to investigate ways to have more recognition for donation.**

ACTION: ELS & SMA – to discuss possibilities

Ron (Burgh Beautiful) has also sent an email round businesses requesting them to support the town effort to achieve the Awards they are going for this year. He has also offered to give advice on planting, planters etc free of charge to businesses.

Next meeting Wednesday 18th March 2020