

## One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 8<sup>th</sup> April 2020 @6pm via Zoom

**Present:** Evelyn Noble (Chair), Mark Darragh, Jill Wardrope, Tom Conn, Liam Maguire, David Tait, Diana Kelly.

**Attending:** Eddie Linton-Smith, Sally McIntosh-Anderson, Hephzibah Kilbride, John Smith.

**Minutes by:** Sally McIntosh Anderson

Item	Action Reference
<p><b><u>Meeting conducted over ZOOM due to Corona Virus concerns and government guidelines.</u></b></p>	
<p><b>1. Welcome and Apologies</b> All welcomed to the meeting, thanked for being available on Zoom. Apologies received from Ron Smith.</p>	
<p><b>2. Approval of Minutes</b> Minutes were sent out prior to meeting for approval. Minutes approved by DK and seconded by MD.</p>	
<p><b>3. Review of Action Points</b> TC confirmed that West Lothian Council had approved all three elected members to continue to be on the board. ELS confirmed list of businesses was updated to include who was still open or those who had changed to deliveries etc. Would be looking to integrate this into MyLinlithgow website. For clarity it was reiterated that MyLinlithgow.com is for the community and OneLinlithgow.com was for the businesses. Support for MyLinlithgow was being arranged with Susan from LCDT, including tutorials and updates. ACTION to set up a ZOOM with Susan for ELS/HK/SMA to learn basics of website updating and managing. EN noted that the government had just announced support for Charities and had the LCDT considered this as an option? TC confirmed that they were working with LYPP, Link and 1<sup>st</sup> Step to secure supporting funding. SMA confirmed the hand sanitiser was being well received, a few businesses had requested it and those who had received it already were happy with the product. There are some empty bottles and another almost 5ltrs to use up should we need it. ACTION to contact and prepare if required for care homes, local newsagent/corner shops deliveries of hand sanitiser.</p>	
<p><b>4. Finance</b></p> <p>a. <b>Monthly report/forecast</b> – sent out prior to meeting. Figures for information only, consideration to be given to applying for funding from STP grant, business support from council grant and any other avenues.</p> <p>b. <b>Levy Collection</b> – still waiting on update on figures, council are understandably stretched in all departments ELS will chase for figures.</p> <p>c. <b>Emergency £10k grant</b> – confirmed applied for, EN, MD, confirmed email received so funds would hopefully not be much longer. Good for information that from application to confirmation is 10-14 days.</p> <p>d. <b>STP “BIDS Resilience Fund” application</b> – application was sent out prior to meeting, a few more ideas from board including looking to opening back up etc would add to the totals. Board agreed it was definitely worth applying for fund then waiting to see if it was granted or not. If not then a further plan would be required. Mothballing shouldn't be looked into until we know about successful grant applications. ACTION TC will chase internally within council to get figures about levy collection. TC stated that it would be the time for the BID to continue as a strong voice for the businesses in the town. It was also discussed that the BID should be looking at a corporate recovery strategy – how to encourage or promote Linlithgow when everything reopens. EN suggested a questionnaire or contact with levy payers, asking them what they actually need or want us to deliver for them. There was a suggested</p>	

website which would provide the businesses with an online way of selling vouchers, the website had been shared prior to the meeting and the board agreed they liked it as an idea. It was agreed to look into a separate Linlithgow version or page within the website. ACTION SMA to look at options including our own page, a page within the website or specific Linlithgow sign up.

ACTION ELS to continue with fund application.

The fund requires an agreement with Local Authority, the agreement has been discussed with Stewart Ness, Town Centre Manager. TC wondered if it should be the head of Finance within the council. ACTION TC to put to Donald Forrest at West Lothian Council and feedback to ELS.

- e. **Staff hours during virus crisis** – the financial reports previously shared give an overview of where the BID is sitting in terms of money in the bank. The collection rate is being estimated as 25% still awaiting confirmation. Town Centre and Mill Road are both waiting for the match funding coming through, Town Centre has had theirs approved. ACTION ELS to chase town centre funding, SMA to chase Mill Road funding  
ACTION TC agreed to chase through TMG.

As the staff are all Self Employed, they will be eligible for support from government should the hours be cut, suggestion of hours being cut to half in meantime was rejected for now. It was queried that self employed need to lose all income to get government support or could still work for the 20% of income. HK suggested that she doesn't need the hours just now and would be happier for ELS and SMA to continue to have them after lockdown, JS also stated that he would help when he could and wouldn't necessarily expect recompense for it during the lock down.

#### **5. New Ideas to support businesses through crisis**

It was asked what "new ideas" anyone had for after the lock down and suggested that a questionnaire was built for businesses, it was then suggested that the survey be held off until we know what funding we have been accepted for.

ACTION start thinking of survey questions but keep on hold for now.

#### **6. AOCB**

Burgh Trust Charity application for support. It had been circulated previously that in the current situation with the finances as they are to consider whether we are in a position to offer the £2500 just now.

The application was intended to be approved and approved in principle until we can pay it. From the previous meeting the application was put on hold until the idea of more promotion was discussed.

Burgh Beautiful are contractually obliged to pay for the plants they have ordered, they rely on volunteers and social distancing measures and lockdown means they will not be able to plant up as much as previously intended. Mostly the board were happy to support, when the money comes in. There were concerns that we would be supporting a charity encouraging people to go against government guidelines currently.

ACTION ELS to confirm agreed in principle when the money does come through.

#### **7. Next meeting – TBC**

**Next meeting TBC**