

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 20th May 2020 @6pm via Skype

Present: Evelyn Noble (Chair), Jill Wardrope, Tom Conn, Liam Maguire, David Tait, Diana Kelly, Mike Smith.

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

Minutes by: Sally McIntosh Anderson

Item	Action Reference
<p><u>Meeting conducted over ZOOM due to Corona Virus concerns and government guidelines.</u></p> <p><u>Point 4a was discussed first as our guest was Seonaid Anderson from Andertax regarding accounts and various checks required. (she then left the meeting)</u></p>	
<p>1. Welcome and Apologies All welcomed to the meeting, thanked for being available on Zoom. Apologies received from Katie Hainey and Mark Darragh.</p>	
<p>2. Approval of Minutes Minutes were sent out prior to meeting for approval. Minutes approved by TC and seconded by LM.</p>	
<p>3. Review of Action Points There wasn't an official action points document circulated prior to this meeting as the action points from the last meeting had either concluded or were continuing projects. The actions were included through the last minutes.</p>	
<p>4. Finance</p> <p>a. Seonaid Anderson, Ander Tax: Money laundering check - Seonaid talked the board through various checks required and the work on accounts to date. Other points to consider would be IR35 guidelines and whether the BID has Contractors or Employees. It was agreed that it should be looked into and reported back to the board on the correct way to proceed. ACTION: options to be assessed and followed up.</p> <p>b. Monthly Report/Forecast – The report was circulated prior to the meeting. Figures showed the accepted grant money and financial help received recently. It was asked for totals from revenues at West Lothian Council, it was confirmed that the total hadn't been confirmed. ACTION: TC to approach relevant department head for confirmations. ACTION: ELS and SMA to work on gaining final match funding from TMG. ACTION: to look into numbers for paid invoices.</p> <p>c. Levy Collection/holiday – A plan needs to be in place for the levy collection, pause on collections. A recent email to Levy payers to inform them collections wouldn't be chased needs looking into and responses to questions from levy payers regarding delays or cancelled. It was raised that cancellations wouldn't be fair on those who had already paid. ACTION: prepare a plan and answers to questions raised.</p> <p>d. STP "BIDS Resilience Fund" application – The fund was successfully applied for and although not as much as requested will still help. Ideas were discussed regarding the use of the funds to best support the town. The suggestion of offering to do home deliveries for businesses was suggested again but since most of the businesses operating have a process in place already and the volunteers were for those who were experiencing difficulty. It was agreed not to suggest it to levy payers as a group but to keep it as an offer to those businesses having difficulties or needing cover for some deliveries. It was suggested to use the office as a collection hub so customers can collect several shop orders at one venue, also to use as a PPE hub to distribute PPE to businesses. It was previously discussed to issue a small questionnaire to businesses to establish what they would need for opening up but it was decided that it was too late a stage to do that. A discussion started regarding what businesses need according to guidelines and that included; Hand Sanitiser stands, table top bottles, stickers for floor</p>	

and ground, signage, plastic screens, masks for shop stocks, guards for counters and distancing barriers. ACTION:to look at all options and get availability and pricing. TC suggested it would be worthwhile looking at the Scot Gov “spaces for people” online and seeing what use it could be to us. ACTION: to look into it and see what we could use. SMA had attended a few meetings online to share ideas with other BIDs in Scotland and would share the suggestions as they were sent through.

e. **Staff hours during virus crisis** –This was mentioned during the meeting. ELS suggested he was cutting his hours due to not having enough work to keep going but would require separate conversations with SMA and HK to establish hours and budget. Work has come through to support MyLinlithgow website and LCDT which will need some hours allocated to it each week. Meetings are on going to establish work load.

5. **Office** – The idea had been suggested to let the office go, saving the BID some money over the next few months. It was agreed to keep the office for now, especially when looking at hub ideas over the next few weeks. It was asked if the council had been approached for a rent holiday or reduction but there hadn’t been a firm response on that yet.

6. **New Ideas to support businesses through crisis**
Most of the ideas had been discussed at an earlier point with actions in place to investigate.

7. **AOCB**
No further actions were raised.

8. **Next meeting – 17th June 2020**

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