

## One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 15<sup>th</sup> July 2020 @6pm via Zoom

**Present:** Evelyn Noble (Chair), Jill Wardrope, Tom Conn, David Tait, Diana Kelly, Mike Smith, Katie Hainey, Mark Darragh.

**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 Liam Maguire and Ron Smith.</p>	
<p><b>2. Approval of Minutes</b> Minutes were sent out prior to meeting for approval. Minutes approved by MD.</p>	
<p><b>3. Review of Action Points</b> 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. There has been a request for a separate action list to work with minutes. See Actions Document.</p>	
<p><b>4. Finance</b></p> <p>a. <b>Progress securing agreed funds from WLC/TMG</b> -Funds still not received, SN assured that money was on its way, confirmed as not received. TC had approached DF (WLC) assurance that funds were in place. SN on holiday so will chase on return. WLC require a drawdown schedule from OLBID to make payments. Yr5 payment approved and included in WLC budget. Agreed to chase all monies owed.</p> <p>b. <b>Andertax update (staff/consultants, director ID, draft accounts)</b> – update from meeting, ELS and SMA to meet and go through structure and paperwork with Andertax. To be reported to the board accurately for minutes. Draft accounts to be signed off by KH.</p> <p>c. <b>Monthly Report/forecast</b> – the report and forecast were shared before meeting. Discussed line by line. The expenditure is forecasted since the situation has changed this year some of the forecasted has been altered. Query: once money from WLC comes in will we be able to switch on CCTV? Agreed to wait two weeks to finalise payment from WLC, if monies arrive then ok to “press the button” to establish CCTV becoming operational. Suggested that JH is invited to attend meetings/have input as council financial liaison again. Suggestion JH to attend each quarter with payment schedule and collection updates.</p> <p>d. <b>STP “BIDs Resilience Fund” progress report</b> – Report and forecast delivered to board. Nearly all funds spent on supporting businesses with PPE kits, grants and support.</p> <p>e. <b>Mill Road BID Shutdown and transfer of liabilities/funds</b> –MD and SMA met up and went through final accounts. It was agreed that Mill Road would support OLBID to get up and running and cover festive costs etc while the money was coming in to be repaid. The monies paid from Mill Road on behalf of One Linlithgow will be repaid by keeping the funds separate and use for Mill Road projects outstanding – Fencing and landscaping. Bank account will be shut down once repayments come through. Letter for TCMG to TC from SMA/MD for Yr5.</p>	
<p><b>5. Festive Lighting</b> – Pubwatch has funds available they would like to invest in new lights. There is an attempt to join all the contracts so one company carries out the work. OL to bundle extra labour for better price. The lights are to be extra motif lighting along High</p>	

Street. There was a request for a full picture of who currently has responsibility for what areas and what lighting is involved. The bulk of the costs is the storage, maintenance, installation and removal of each light. When buying new lights, using one contractor may allow extra lighting or something differently. A meeting to be arranged with all parties involved to move forward.

**6. Websites (One Linlithgow and My Linlithgow)**

A meeting needs to be arranged with My Linlithgow to sort the direction of the websites, LCDT should be invited to attend meetings for updates and progress. Updates were halted due to virus attack but should be sorted now for use between both groups.

Updates to be proactive for businesses, promoting deals and activity. Need to look into developing digital, using apps and making it more for community use.

One Linlithgow website is for business updates and information, although fulfils this purpose could be improved. ELS will look at updates and improvements.

Agreed website needs images, photos of board, information, meet the board (bio's required for everyone and check photos) All to provide 100 words about themselves and photo for Bio/Meet the Board section.

**7. AOCB**

TC raised the post office has long required a more accessible entrance. Due to the pavement corrections from recent lamppost works this work can now be done. The cost for just the Post Office is £1000, to do the whole piece of pavement for all the businesses would be £8000. WLC is contributing, TCMG is being asked for £2000 contribution and the request would be for the board to consider a contribution of £2000 also. Agreed in principle subject to discussions and additional information/diagrams.

**8. Next meeting – 19<sup>th</sup> August 2020**

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