

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 19th August 2020 @6pm Socially Distanced in Playbugs, Mill Road.

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

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

Minutes by: Sally McIntosh Anderson

Item	Action Reference
<p>1. Welcome and Apologies All welcomed to the meeting, thanked for being available. Apologies received from Liam Maguire and Ron Smith.</p> <p>2. Linlith-Go-Solar presentation: Neil Barnes (LCDT)</p> <p>3. Draft Accounts presentation and staff/consultant status: Seonaid Anderson (Ander Tax) Accounts were approved to be signed off. Agreed to arrange a meeting with the delegated group to discuss further consultant/staff status.</p> <p>4. Approval of Minutes Minutes were sent out prior to meeting for approval. Minutes approved by KH, seconded by EN.</p> <p>5. Review of Action Points A separate Action document was circulated prior to the meeting. The points were discussed and outstanding actions carried over to include actions from this meeting. Points discussed were following up with monies owed from WLC, Meeting with accountants RE staff/consultant status, Festive Lighting updates, Website updates.</p> <p>6. Finance</p> <p>a. Review of levy/match funding draw down and next steps -A review document was shared prior to meeting. The collection rate is sitting higher than previously known and the report showed level of collection, credits, paid and percentage collected. The Credit note figure was queried so will need an explanation provided.</p> <p>b. Decision on Year 1 Levy reminders /Year 2 invoice timeline – It was agreed that Year 1 reminders will be sent at the start of October and Year two invoices will be sent in January.</p> <p>c. Monthly report/forecast – Report and forecast delivered to board. All costs and incomes were explained where necessary. CCTV updates were delivered by delegated parties including an update on TCBID legacy funds ongoing conversations.</p> <p>d. Mill Road BID Shutdown and transfer of liabilities/funds –still outstanding, waiting on several refunds into account to be shut down. Will progress for next month. Sally to send over letter from Mill Road to WLC for progression.</p> <p>7. Festive Activity– Although the traditional Advent activities cannot go ahead, there has been a plan started with various interested parties which with the boards permission will be put forward for consideration. Plans to include activity but no groups or crowd events. Plans include late night shopping, window competition and advent activities round the town as appropriate. Ideas will be shared with Advent Fayre committee for taking forward.</p> <p>8. Websites (One Linlithgow and My Linlithgow) Board agrees that website for One Linlithgow needs editing and updating. Bio information for ALL board members and staff requested along with current photo. Work on My Linlithgow continues, there was a stop as they dealt with a virus attack but now back online and functioning again. A discussion is still required regarding support for My Linlithgow from One Linlithgow.</p>	

9. Loyalty Lottery Update – a suggestion has been made to move the lottery into a loyalty card with stamps to be collected. Similar prize breakdown each month with a simpler format, taking the work away from the shops and businesses and reducing it to stamping a card. Customer collects ten stamps, completes details and posts in a lottery box. Collection is once a month with winners picked each month winning £50, £30 or £20 of Linlithgow Vouchers. Costings show it is cheaper and easier to run. Approved by board to continue and put in place for October launch.

10. LCDT/One Linlithgow Community Director Position – there has been a motion to have Chris Horne invited to become the Director on behalf on LCDT within the board. He has previously had an interest in the board but was unable to join due to criteria. Approved in principle subject to his completion of documents.

11. AOCB

ZK asked the board consider writing a letter of support from the BID to support Linlithgow Pottery and the planning permission appeal currently in progress. TK, TC & DT declared an interest as sit on the planning committees and excused themselves from the discussion. To be considered via email with Chair and remaining board directors for action.

12. Next meeting –16th September 2020