

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 16th September 2020 @6pm Socially Distanced in Playbugs, Mill Road.

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

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

Apologies: Liam Maguire

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 Ron Smith, Liam Maguire and Tom Kerr.</p> <p>2. Approval of Minutes Minutes were sent out prior to meeting for approval. Minutes were approved by EN seconded by KH.</p> <p>3. 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, addition of new director.</p> <p>4. Finance (<i>Stewart Ness, West Lothian Council/Town Centre Management joined meeting</i>)</p> <p>a. Billing query: £4,000 charged (higher than expected.) – SN shared that MW had stated that it was set out in the operating agreement which was still outstanding for One Linlithgow and that BID was advised of cost prior to work being carried out. SN has asked for a copy of the notification. Queries from board members included would it still be full amount if not 100% collection, it was explained that they carry out the work expecting full collection so the work is the same regardless of % collected. The agreement was believed to be in place from original agreement and carried over, SN confirmed that it needed to be physically signed and agreed as a new operating agreement. ACTION: ELS to confirm operating agreement status.</p> <p>b. Clarification of covering letter/Y1 reminder/Y2 invoice primary contact and process – MW will be able to assist with timelines and letter arrangements. 2 week lead for addition of letters. BID to liaise with MW to organise.</p> <p>c. WLC ability to issue rebates – It was confirmed the council have to chase 100% as it is a levy. Some BID areas are arranging rebates of small amounts or grants, does WLC have the capacity to arrange rebates? SN suggested it was worth further conversation, may cause confusion with people moving and changing addresses although it looks like revenues do have the capacity to arrange. Further discussions with board members required.</p> <p>d. Collection Reports (inc. unit-specific. Which units have settled?) – Collection report at 82%, not unit specific currently. Need to create a report to identify which “zones” have the extra budgets to be ringfenced for zone specific activity. SN has suggested that it is do-able. ACTION: liaise with MW to arrange.</p> <p>e. What does “credit note” mean on latest collection report? – SN confirmed a credit note is used for adjusting the balance of an invoice for example change of liability or incorrect amount.</p> <p>f. Monthly Report/Forecast – no changes to information, no queries outstanding.</p> <p>g. 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. Eddie arranged letter for submission to WLC to chase remaining funds.</p>	

5. Festive Activity (lights, events, digital activity)

- a. **Event options**– WLC are not issuing any festive licences as they consider it too risky and would encourage groups or gatherings. Insurance would have heavier requirements and risk assessments to comply with the current Scottish Government guidelines. SN will let us know if this changes at all. TC confirmed there were discussions happening as some activity was partly acceptable within guidelines. DT asked what the local business appetite was, was there enthusiasm? Some business activity planned further discussion required. Looking at virtual markets, hosted on My Linlithgow website giving the market customers and sellers opportunity. Further discussions required with LCDT and BID. Aiming for Christmas Shopping day and late night Thursday 26th November 2020, lights will be switched on with street lights. Live radio playing in evening. It has been suggested to have a couple of late night events but the feeling was this would dilute the original event. Streaming service on Advent weekend including festive images and messages from businesses and groups, web developer to add capability to website if required. Creating a digital market place for crafters and levy payers.
- b. **MyLinlithgow digital activity/funding** - agreed support and needing to highlight successful relationship. Working together to provide all local information. Board discussed using the website to develop and grow the businesses in the town, special offers and using it as a window to the town, perhaps a tradesman scheme etc. It was raised about the recent digital towns appearing Coupar for example, using an app and websites. TC asked why two websites, was it a waste of money. One is business information and one is everything else. Ideas around a community hub, proactive and interactive apps with special offers, easy for businesses to promote on or get information out there. CouparNOW is a great example, further investigation was offered by DT who volunteered to go and find out more. An approach to LCDT by BID to get a plan of where we want to be and how to get started.
- c. **Festive lighting update** – 24 extra motif lights kindly donated by pubwatch ordered and included in the lighting design overview. More lights has made the costs higher on discussion with lighting at WLC they recommended using an electrical contractor instead of a lighting company to reduce costs. Lighting team at BID are working on producing spec for next year to arrange early on and get quotes agreed early in 2021. Risk Assessment and Method Statement received from lighting company. Switch on will be 26th November, Christmas shopping day, no gathering involved. Tree wrappings will be serviced and will be coming on at the clocks changing.

6. Project activity

- a. **Websites (One Linlithgow/My Linlithgow)** – as previously discussed the suggested updates to My Linlithgow would be to include the streaming festive events and virtual markets, LCDT keen to update website and get things moving. DT and TC to investigate digital towns and apps. One Linlithgow needs updating, suggestions from board members to be forwarded for action.
 - b. **Loyalty Lottery** – a simpler version of the lottery with collecting stamps on a small card then deposited in collection boxes around town is underway, items being approved and ordered for launch in November with larger wins planned for Advent activity.
 - c. **Post office access** – awaiting the documents from WLC via TC for the approval of grant to improve the access along the pavement at the Post Office section.
7. **CCTV** – TC shared a letter he had received from former board members of TCBID explaining they were unhappy with their treatment regarding the CCTV installation. The letter was noted and it was agreed that TC would draft a response to acknowledge receipt, to be shared with management team and forwarded as appropriate.
8. **LCDT/One Linlithgow Community Director Position** – Documents submitted to Chris Horne for completion and to be added to director information.

9. AOCB/reports from other forums – A letter was read by SMA that she received from local business the Line Gallery stating their upset at being unable to join in the late night event this year again due to installing a new exhibition. It was discussed why the night changed to before the light switch on (high street businesses were asked previously and they requested it to be before so they could get some of the benefit before the Advent Fayre and market were in town) A response will be drafted and sent from the board to explain position.

DT added to the boards decisions that previously the BID had created a special edition Black Bitch magazine with subsidised advertising. He hadn't had much feedback from it but was happy to offer it again for the BID to have delivered before the Advent events. Feedback from others included it would definitely have to be delivered on time, the deadlines are tight, the businesses had no way of measuring success unless they offered a special offer code or voucher. The board would consider.

10. Next meeting –21st October 2020