

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 21st October 2020 @6pm Socially Distanced in Playbugs, Mill Road.

Present: Evelyn Noble (Chair), Jill Wardrope, David Tait, Tom Kerr (via Zoom), Mike Smith, Mark Darragh, Chris Horne, Liam Maguire, Ron Smith.

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

Apologies: Diana Kelly, Katie Hainey

Minutes by: Sally McIntosh Anderson

Item	Action Reference
<p>1. Welcome and Apologies <i>See above.</i></p> <p>2. Approval of Minutes Minutes were sent out prior to meeting for approval. Minutes approved by DT, seconded by EN.</p> <p>3. Finance</p> <p>a) Income report/billing</p> <p>b) Expenditure *NB – day to day income/expenditure will no longer be discussed in detail at board meetings, unless a Director wishes to raise a query. Please ensure you have read all financial reports ahead of each meeting. Only one question was raised regarding the roof repairs in the office, query was where the liability was. Confirmed that the liability for the repairs are OL BID responsibility. SMA is getting quotes for repairs – ongoing.</p> <p>4. Project activity/action points</p> <p>a. Review of action points -An action document was shared prior to the meeting for review. Outstanding points were Aug-01 – MR match funding to be agreed, OLBID Yr1 match funding also in process, requiring PO from SN. Aug-08 and Aug-09 – website updates, photos and bios outstanding. Aug-10 – awaiting more information from TC. Aug-12 – ongoing discussions and meetings next week will finalise arrangements. Aug-13 for further discussion. Aug-14 – completed and new lottery being handed out and advertised. Aug-17- few loose ends to tie up, mainly pension scheme related. MD to look into best/most reliable staff pension funds. Sept-01/Sept-02/Sept-04 – operating agreement all approved just needs physical signature, MW currently on holiday so all will be answered or actioned on her return. Sept-03 – considering rebates, since it is a Levy it cannot be reduced. Has to be charged at 100%, considerations for reductions, rebates or premises improvement grants. All agreed to maintain 100% rate and use it to enhance direct grants to businesses. Sept-05 – for later discussion. Sept-06 – in progress to be followed up prior to next TMG meeting (next week.) ept-07 – letter compiled and sent, no further update. Sept-08 – in progress for production.</p> <p>b. BID's Resilience Fund: Round Two – Application jointly with WLC for second round of funding. Application for building ecommerce, equipment to produce media to a professional standard for use on social media and community pages. A third round has also been announced more support for loves local campaign. Looking into promotional materials etc for application. ELS to progress, following Board approval to apply Gov't "Loves Local" funding to masks, promo material like pens, notepads, possibly digital enhancements</p>	

- c. **Premises Improvement Grants (PIG's)** – using Yr5 funding which is now through to build a PIG fund. For premises improvements as was previously in TC, MR had “Business Improvement” as most units were rented, things previously supported was new technology for businesses, training as well as physical improvements to buildings. Agreed to maintain “premises improvements” as the offering. Agreed to consider each application on merit, even visiting businesses to discuss requirements. Clarification from TCMG regarding match funding on capital expenditure can be used for grants. (meeting next week to check) Proposal to level the grant at 50% of premises improvement spend up to £500. All approved.

5. Reports

- a) **TMG (Evelyn Noble)** Not much to update, lots of ongoing projects including Rose Garden, John Muir signs, St Michaels statue – due for installation but delay at foundry has put it back hopefully to next month only. CCTV update – date for install was last week but the manager running the project at FPG has recently changed and work getting rebooked in to reduce the delay as much as possible. If delay goes on too long investigate chargeback for costs lost. Agreed to wait a week and see what progress is made then apply pressure to FPG to get project moving.
- b) **Street Clutter**
There is a project ongoing regarding the number of poles in the High Street, examples include where in the same part there is a flower basket pole, street light and separate signage pole. Could they all be on one pole or using down pipes for signage and remove some posts on pavements. DK taking forward with TC.
- c) **Community Council (Liam Maguire)**
No further update, meetings still online. LM happy to attend in person.
- d) **LCDT (Mark Darragh)**
Working with other groups too including Transition Linlithgow, Linlith-Go-Solar projects and Cycle Circuit progressing slowly due to stop start nature of Covid restrictions. My Linlithgow website continues to gain good quality traffic, people using it for information and exploring the town ideas. Looking into a Hub idea again, now that people are working together again and in person. Potentially looking at pop up venues for working groups. Community Support for coronavirus was a core part of work recently, currently in a quieter phase but for review as restrictions change. More activity to be assumed going into the winter and restricted phases. (CH declared an interest as LCDT member and leaves meeting after delivering this update) MD continues; My Linlithgow website continues to have good traffic and be a good resource but issues include funding streams are fragile, as they are a charitable trust they have to be cautious regarding commercial activity. Looking at Tradespeople listings for a small fee to help self sustain. Digital feeds from OLBID and using MyLinlithgow as a platform will help boost website but the funding runs out next month, funding is being used to pay wages to maintain website functionality. Suggested support would be £5500 to maintain website, train BID staff for use, stand in or take over work load. Funding would help run until March 2021. The site can be developed to achieve more for community and business. For the website to disappear and then have to rebuild would cost significantly more. The Board agrees that this funding, if approved, would include the £1,523.40 already transferred for same purpose i.e. not required until 01/11/20. ELS will produce an internal report of discussions to date, after which Board will decide how to respond to LCDT. Also for what happens after March if no further funding is available externally. What is long term plan for website. Further information required – no decision reached. ELS to draft full report of LCDT funding request, for internal circulation, decision, and subsequent reply to LCDT. Deadline 28/10.
- e) **Press updates – updates from JS.** He secured 3 front-page articles for One Linlithgow, and spoke to Halo Beauty, Cafebar 1807, Granary, Il Fruttivendolo, AJM Hair, Bella Bridal, and Kidz Stop.

6. AOCB

Grant application received for High Street Traders for £300 to support some festive activity, asked for clarity on what is planned so that we can work together and support more with them. Invited to High Street Traders meeting next week. Grant – Approved. DT has received a complaint regarding the Mill Road Estate and its visual appearance. Lots of temporary signage at entrance, litter is becoming a problem again and parking in the main road of the estate is becoming difficult. DT agreed to take it forward with WLC regarding signage – highways, additional bins – Refuse services and Parking – highways/local police. DT to progress Mill Road litter and access issues with WLC. Specifically, contact Highways and Waste Services, copying in other Cllrs and Chair.

7. Next meeting –18th November 2020