

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 18th November 2020 @6pm Socially Distanced in Playbugs, Mill Road.

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

Attending: Eddie Linton-Smith and Sally McIntosh-Anderson.

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 TC, CH, JS and KH.</p> <p>2. Approval of Minutes Minutes were sent out prior to meeting for approval. Changes requested were LCDT update should be CH and MD, change approved, TK attended meeting by zoom for most of the meeting, change approved.</p> <p>3. Office-bearers It was approved that all current office-bearers will continue in place by unanimous agreement.</p> <p>Ian Gibson attended the meeting to discuss his specific concerns regarding the CCTV installation. His primary concern was the CCTV installation being overdue as a project. He detailed the history of the project for the board members as this was a previous Town Centre BID project. He described the delay caused by the lamppost replacement project, but was dissatisfied with lack of progress at large. There was a concern about the transfer of funds for the CCTV at the end of the old BID so they were ringfenced for specifically the CCTV.</p> <p>The Board responded that the CCTV project has experienced delays including the lampposts being changed over, ducts collapsing during some of the work, then collapsing again, leading to the decision to implement a wireless solution instead. There had been no formal signed agreement in place originally so where delays happened there was no formal comeback to the company. There has been delays with the installation company as they have had major personnel changes. One Linlithgow now has a strong working relationship with FPG who are installing the system and that is making progress and updates much more frequently. The company has stated they expect the system to be installed/calibrated and functional in the next few months. With regard the ANPR system the cameras do not have the capability and the spec wasn't included in the original requests, to add ANPR to the system will be a camera based option, funding has been applied for and this is being looked into getting added to the system.</p> <p>IG's other concerns were about the Festive lighting, this year Pubwatch scheme has bought new lights for the town and the BID had agreed to cover the installation, removal, maintenance and storage costs. IG queried the decision behind the contract going to Gala Lighting and not the more local Field and Lawn.</p> <p>The board responded to the queries; the festive lighting contract went to Gala as they had most of the lighting in storage and the quote was more comprehensive covering all aspects. The board had worked with WLC Lighting and have discussed the options for next few years and using an electrical contractor to reduce the costs. The decision to use Gala had been taken by the previous administration and better options will be put in place in 2021.</p> <p>Having received feedback on his queries Mr Gibson then left the meeting.</p>	

4. "Spaces for People" pavement widening works and impact on businesses

DK updated the board on the work she has been doing with TC on the pavement clutter issues, there has been a report submitted with RNIB in the chain of emails. TC will be able to update further at next meeting.

EN reported that in the high street she has seen a lot of vehicles ignoring the parking restrictions which makes it worse. There has been a lot of comments on Social media about the situation. TK reported that the emails he has received have been an even split of approval and complaint. Businesses are reporting losses and inconvenience, groups like the cycle club approve the ideas. EN asked the board if they thought that the BID should make representation to WLC on behalf of businesses. MD suggested that a survey of both customers and businesses would give a good base for deciding what to do.

DK said that in St Andrews they got them removed. It was discussed that the project seems to have been done quickly with little to no consultation with groups or businesses. ACTION agreed to survey the businesses, identify issues or problems, identify questions for businesses, residents and customers.

5. Finance

a) Income report/billing

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.**

There were no questions arising from reports apart from to note that the account software and the bank need to connect to get figures and reports completely accurate, anything pending at the bank will not show up. The Accountant has requested attending another meeting. Approved for January meeting.

6. Project activity/action points

a. Review of action points -

AUG-02 – money approved for yr5, transfer of funds imminent.

AUG-08/09 – still ongoing.

AUG-10 – TC not attending for updates, updates next meeting.

AUG-11/12/SEPT-01/02/04 – Waiting on updates from MW at WLC.

SEP-07 – roof repair booked for next week.

OCT-01 – application going in.

OCT-02 – awaiting clarification of "capital" wording.

OCT-03 – good progress being made, regular weekly updates

OCT-05 – will ask regarding tree install again.

OCT-07 – glass bins and rubbish removed this week, look into further requirement

Actions to add: a business plan audit, ANPR clear scope of works and quotes.

b. Christmas Shopping Day –Cancelled due to latest restrictions, High street businesses trying to arrange for this week. Facebook support and online informal support.

c. Digital Christmas Market – few already listed, we have extended to Monday for application deadlines to allow traders to finish the week and then organise stock etc. Some businesses struggled with forms, CSV is available and approved for use. Looking at the weekend like a tester with a view to reopen if successful in some form.

In keeping with topic it was suggested that the Deacons Court Provost is asked to judge windows for announcement on Saturday Advent Fayre. Approved.

7. Reports

a) **TMG (Evelyn Noble)** Not much to update, St Michaels statue now in place.

b) **Community Council (Liam Maguire)**

No further update, meetings still online. LM happy to attend in person.

c) **LCDT (Chris Horne)**

AGM was recently and decided to join LCDT and Transition Linlithgow together, very positive move as it will make working together with groups much easier.

d) **Press updates – updates from JS.**

Not in attendance.

8. AOCB

No formal other business, HES agreed to come to January meeting. There was a request from MD for a board members only meeting to discuss ideas and progression. Looking at an additional January meeting or February.

9. Next meeting –16th December 2020