

One Linlithgow Board Meeting

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

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

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 LM and JS.</p> <p>2. Approval of Minutes Minutes were sent out prior to meeting for approval. Change suggestions by EN were the Action October 01 reads form going in, query – completed. It is completed now and will reflect in future. Agreed to leave as is. October 02 to be changed to capital wording delivered by EN at meeting. Change agreed.</p> <p>3. Finance a) income report/billing b) Expenditure Both reports were handed out at the meeting and shared prior. The financial report is still not set up in the way ELS would prefer but will take some time to get all the categories right. For example staff, wages/salaries are separate but combined total is correct. The board were asked if there were any queries or comments. All declined.</p> <p>4. Project Activity/Actions a) Review of Action Points An action document was shared prior to meeting and printed version. August actions outstanding to be marked as complete – Y5 funding follow up and pavement at post office (information shared, no start date yet) Outstanding August Actions – board members to review website and feedback, board members who haven't already to send photo and 100 words. September actions outstanding Sept 01 and 02 – all dependant on liasing with MW at WLC, requested breakdown of charges, if per unit there has been a substantial increase. Need clarification. Also need to press on with signatures on documentation, signed by lack of veto currently. ACTION: to arrange meeting with MW in person to cover all queries. Invoices currently not sent, agreed in August meeting to send them 1st week in October agreed not to chase for Christmas week but have them sent out in New Year. Sept 04 – Collection zones report already received and shared. Query figures from WLC vs own figures, % appears different. Sept 05 – Ongoing discussions regarding digital towns project, exploring avenues with STP and SG. Sept 06 – Complete, ongoing conversations have answered all queries. Oct 01 – Complete. Application complete and sent in. Oct 02 – ongoing. Drawdown funds will be available and will be able to offer with new levy invoices. Oct 03 – Continuing progress, ACTION: Find emails detailing what stage installation is at on what dates. ACTION: consider a clerk of works position to keep on top of project. ACTION: Get updated schedule of works. ACTION: detail spend on this project simply bullet points vs original quotes. Oct 04 – meetings ongoing with LCDT. Nov 01 – agreed to hold off until all works are in place and lockdowns ease to assess impact. Nov 02 – Complete – Accountant invited to meeting. Nov 03 – Complete – report created by ELS for board to read and feedback. ACTION: board to consider and feedback. ACTION: Create online version with feedback. Nov 04 – Quotes received two companies. ACTION: Get quote from Bathgate company.</p>	

Nov 05 – Complete – Advent windows judged and prizes delivered successfully.

b) CCTV

Meetings have continued with old Town Centre BID members to clarify project progress, they have also suggested that they are happy to support and help complete project. Application for ANPR camera funding has helped put a timeline in place. With the change of personnel at FPG it would seem that the project isn't at the stage One Linlithgow and the new team at FPG were led to believe. Engineers on the project were on site to complete next tasks to find the cameras and cables not prepared. Any further costs will not be our responsibility. The scope of works was created on the information that the project was at a stage, that will need to be reworked with the outstanding works added in again. Suggestion to use a clerk of works for any larger budget project, to keep track of work completed, on site, with technical information.

c) Digital Markets

Digital market went well and made just under £3,000 over the one weekend for Linlithgow businesses. Decision made to run it again one Saturday in December 19th, although shops will be reopening again so may not be as busy.

5. Reports

- a) **TMG (Evelyn Noble)** TMG have agreed to add FAQ on website to co-ordinate with leaflet regarding planning permissions for businesses etc in town to be handed to new businesses.
- b) **Community Council (Liam Maguire)**
No update, LM not in attendance.
- c) **LCDT (Chris Horne)**
No update, CH not in attendance.
- d) **Press updates – updates from JS.**
Not in attendance.

6. AOCB

None.

7. Next meeting –20th January 2021 @6pm @Playbugs (pending further restrictions)