

## One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 20<sup>th</sup> January 2021 @6pm via Zoom as per restriction guidelines.

**Present:** Evelyn Noble (Chair), Diana Kelly, Jill Wardrope, Liam Maguire, Cllr David Tait, Mark Darragh, Katie Hailey, Cllr Tom Conn.

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

**Minutes by:** Sally McIntosh Anderson

| Item   | Action Reference |
|--|------------------|
| <p><b>1. Welcome and Apologies</b><br/>All welcomed to the meeting, thanked for being available. Apologies received from TK and RS. Malcolm Brown from HS will attend once sites reopen.</p> <p><b>2. Approval of Minutes</b><br/>Minutes were sent out prior to meeting for approval. Minutes approved DK.<br/>Suggestion from EN regarding the insertion of Action Point information. Needs to be altered for external understanding. To be revisited.</p> <p><b>3. Finance</b><br/><b>a) income report/billing</b><br/><b>b) Expenditure</b><br/>Both reports were handed out at the meeting and shared prior.<br/>EN queried the funding update confirmed that SN suggested it would be in account within 3-5days.</p> <p><b>4. Project Activity/Actions</b><br/><b>a) Review of Action Points</b><br/>An action document was shared prior to meeting and printed version.<br/><b>Action Aug-09 – Photo and 100 words for website.</b> Still outstanding from half the board.<br/>Urged to get complete and sent to ELS asap.<br/><b>Action Oct-05 – Roof repair.</b> Roofers to resurface the roof, cost of equipment approx. £50.00 plus cost of labour £100 approx. To be carried out once equipment can be sourced asap.<br/><b>Action Dec-01</b> – Arrange meeting with MW to sort council billing etc. Meeting occurred and all discussed and agreed costs etc. Billing schedule agreed for end of month plus letter. Year two invoices to go 1<sup>st</sup> March. Final notices to go with a covering letting to go at the end of this month. Its around 30% of people getting final notices (15% of value billed). Then every business will get the year two invoices with information regarding possible rebates. Rebates to be discussed later in meeting. TC concerned regarding the debate surrounding the WLC costs, on having spoken to colleagues at the council who broke down the costs to show we are getting more levy for similar payment. Query was how it had taken so long to sort out. There was confusion regarding the final cost and how it is calculated. All agreed now, signatures will be on the documents.</p> <p><b>5. a) CCTV</b><br/>Company in Bathgate are preparing quotes for ANPR, they are preparing the quote and will get back to us shortly. The other action was to find historic communications regarding FPG work. No emails to say will be done by a date, job specification rather than scope of works.<br/>Work being carried out is to instal wired and wireless loops for CCTV sets at Vennel and Partnership Centre. Progress on system with one camera live and functioning centre of town. Road permits and TTRO will slow work down, required for Lionwell Wynd at DIY shop, Back Station Road. Query; is it cherry picker on van type similar to lights install?<br/>There was a survey carried out by FPG previously so there should be a scope of works available. A thanks to Cllr Tom Conn for his assistance in query to the council costs for road closures which has saved about £1000.</p> |                  |

**b) "Lovin' Local in Linlithgow" Valentines Day market**

ELS to send out email to businesses and previous sellers. Details from MyLinlithgow website needed, awaiting final go ahead from EN would need by Friday 22<sup>nd</sup> at latest to put information out. To add to social media once details agreed. No consultant required this time, should help with the extended lockdown.

EN asked if TC would like to be added to the Whatsapp Group to keep up to date.

**c) Funding activity (business guide, ANPR, travel videos)**

New Visitor Guide should be March for the funding but will contact STP and explain circumstances. Also need to be careful including events. Fund 1 from was PPE and Grants, Fund 2 is for visitor guide, video equipment, digital markets and love local PR packs.

Next round for Love Local items from Network Promotions. Town Centre Funding for ANPR cameras.

**d) Christmas Lights: New Contractors**

Received draft tender document from WLC needs to be updated to One Linlithgow information. Aiming for document ready for February agreed and sent out to contractors.

Storage is paid for until September at Glasgow so will be removed and stored.

TC requested that the locations of lights are improved. SMA agreed to walk high street and match map with what lighting is where taking photos. TC suggested that Pubwatch may

want to stay involved and continue replacing lights along street. **ELS to amend tender document** and **SMA to audit the lights.**

Jan-01

**e) Staff hours/project progress reporting and record keeping.**

**\*\*Staff not at this part of the meeting so no notes available\*\***

**6. Reports**

a) **TMG (Evelyn Noble)** No update as no further meetings

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.**

One new business in contact, The cosy tearoom. Contact made. Coverage of markets in December and coverage of next market in Black Bitch and local papers.

**7. AOCB**

None.

**8. Next meeting –17<sup>th</sup> February 2021 @6pm Online via Zoom – link to be sent.**