

## One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 17<sup>th</sup> February 2021 @6pm via Zoom as per restriction guidelines.

**Present:** Evelyn Noble (Chair), Diana Kelly, Jill Wardrope, Liam Maguire, Cllr David Tait, Mark Darragh, Mike Smith, 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> All welcomed to the meeting, thanked for being available. Apologies received from TK and KH</p>	
<p><b>2. Approval of Minutes</b> Minutes were sent out prior to meeting for approval. Minutes approved JW 2<sup>nd</sup> LM. Going forward actions will be in red within the minutes.</p>	
<p><b>3. Finance</b></p> <p><b>a) income report/billing</b> – no comments</p> <p><b>b) Expenditure</b> – No comments. Market payments take longer to come in so are paid out first, will be received by stripe. Both reports were handed out at the meeting and shared prior.</p> <p><b>c) Funding request: Town Management Group</b> – Agreed to support in principle once further funding agreed.</p> <p><b>d) Refund from insignia project</b> - £2000, two suggestions put forward for the money is if they need it for the lighting insignia project offer to put it towards costs or put it towards ANPR cameras in the town. Options to be considered further. <b>ACTION: ELS to draft letter to accept refund money.</b></p> <p><b>e) Approval of 19/20 accounts</b> – Only query was AG still listed as director, explained by first year accounts actually 13 months and at start of account year was still listed as director so included. All Approved. Interim accounts suggested to be available, DT stated that he was confident he could demonstrate to the board a suitable record of accounts for any interested parties in interim. <b>ACTION: ELS to get accounts signed off, discuss with KH.</b> <b>ACTION: DT to arrange meeting with Accountants to discuss software and reporting, JW to assist.</b></p>	<p>ELS</p> <p>ELS DT &amp; JW</p>
<p><b>4. Project Activity/Action Points</b></p> <p>a) <b>Review of Action Points</b> – action document will no longer be used, actions will appear in red in each set of minutes. Project plan to be used for ongoing project updates.</p> <p>b) <b>Review of Project Report</b> – Project report was shared prior to meeting, projects ongoing currently are:</p> <p><b>Post office access</b> – WLC requested funding previously to improve the access along the block at the post office, approved in principle previously. No further update from either party recently.</p> <p><b>Spaces for People</b> – WLC has requested stakeholder feedback and responses on what is working. On discussion with the board areas definitely need considering at crossings, people parking behind bollards or on zig zag lines at crossings. Request for board members to send in feedback by Monday as deadline is end of February. <b>ACTION : all board to send any feedback by Monday 22<sup>nd</sup> Feb.</b></p> <p><b>Levy Collection</b> – Final notices sent to 100 businesses, WLC reports suggest 86% levy collection, would appear larger units have paid. Some complaints received, ELS drafting replies and checking with office bearer group before replying. <b>ACTION: ELS to investigate collection rate as figures don't add up.</b></p> <p><b>VAT Returns/accounts</b> - Accounts circulated for approval at February meeting. Large VAT payout expected.</p> <p><b>Digital Markets</b> - £5185.08 total turnover from three markets so far. Feedback has been positive, aware of issues of sellers with addresses for deliveries. Supplied manually but</p>	<p>ALL BOARD</p> <p>ELS</p>

time consuming. Have contacted advisor to arrange fix. Sellers had suggested a FAQ sheet for next time.

Digital markets take up a lot of staff hours, there is almost as many non levy payers taking part. Suggestion of a fee or % of takings back to One Linlithgow for non levy payers. Approved.

Physical Markets – SMA has meeting with SN regarding previous markets and licence.

**ACTION: SMA to provide update at next meeting**

SMA

**Open Meetings** – no open meeting for a while, would be on Zoom for foreseeable. Suggested inopportune time regarding billing and final notices.

**Festive Lighting** – ELS to draft tender for circulation to Lightways and other potential tenderers. Aim to keep lighting to one company. SMA to circulate plan of motif locations to assist in tender process. Blachere selling nearly new tree wrap – could add to silver birch trees at Black Bitch Insignia.

**ACTION: ELS to draft contract for tender**

ELS

**ACTION: SMA to circulate motif plan.**

SMA

**Security Kits** – SMA to deliver a welcome pack to Cosy Tea Room on High Street.

**ACTION: SMA to deliver welcome pack.**

SMA

**New Businesses/Welcome Packs** – as above. West Lothian has approved a change of use for a new Café at Number 1 The Cross, existing café owners have expressed anger. New businesses at Mill Road haven't had much coverage in Black Bitch. John asked to catch up with them and feature.

**ACTION: JS to catch up and cover new businesses and moves in Mill Road.**

JS

**Grants** – C19/PPE funding ran out long ago but still offering to businesses. PIGs levy draw down collected for Year 1 funds so now available. Both types of grants mentioned in replies to businesses complaining about levy. Rebates available to businesses forces to close during the October 2020 and totalling 50% of core levy. Letter with Y2 invoices to explain.

**External Funding** – must commit Town Centre fund (ANPR) and Business resilience round two and Scotland Loves Local funding by March 2021. No issues anticipated.

**Websites and Digital** – updated One Linlithgow page with coronavirus support pages, new business guidance including shop front guidance and minutes added to end of 2020. MyLinlithgow no update excluding digital markets. Facebook SMA attended CPD social media course.

**Loyalty Rewards** – Loyalty lottery relaunch hasn't had as much effect due to lockdowns etc. Will draw from entries end of February to whip up interest and act as relaunch. Town gift cards, SMA investigated "izettle" type but not a workable solution. Miconex are expensive but appear to be main supplier, Enterprising Bathgate looking at a collaborative gift card between two towns. More discussion required.

**Business/Promotional Videos** – ready to begin production after lockdown.

**Newsletters and Press** – JS secured Linlithgow GAZETTER front page for Christmas and Valentines market.

**Lamppost Banners** – banners stored at WLC lock up. SMA meeting SN to sort, check and count them. List of organisations who require new ones, plan rotation schedule and choose contractor to operate banner rotations.

**Linlithgow Loves Local** – ELS received design templates on Tuesday 9<sup>th</sup> February will approve designs with office bearers and any other interested board members.

- c) **Town gift card/potential collaboration** – discussions with Enterprising Bathgate regarding towns card with shared resources. Discussions with West Lothian Council for region card. Meetings to be arranged to discuss further.
- d) **Digital markets** – as above update, market for Mothers Day with fee for non levy payers.

## 5. Reports

- a) **TMG (Evelyn Noble)** Discussed public art lighting options, school insignia project and the Rose Garden gaining funding for disabled access.
- b) **Community Council (Liam Maguire)**  
No update, LM not in attendance.
- c) **LCDT (Chris Horne)**

No update, CH not in attendance.

MD reported that collaboration of LCDT, Transition Linlithgow and Linlithgo-solar going well, opportunities to get good funding applications and developing next stages for cheaper energy for businesses.

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

Articles in Gazettes regarding markets, covering Valentines market on front page and future article regarding Mothers Day markets. New businesses in the Black Bitch Magazine.

**6. AOCB**

None.

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