

## One Linlithgow Board Meeting

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

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

**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 RS.</p> <p><b>2. Approval of Minutes</b> Minutes were sent out prior to meeting for approval. Minutes approved KH 2<sup>nd</sup> LM. Going forward actions will be in red within the minutes.</p> <p><b><u>Update by DK from High Street Traders meeting.</u></b> DK/EN invited to attend the High Street Traders meeting. They have advised meetings will be weekly going forward. The following comments were made by representatives of the HST:</p> <ul style="list-style-type: none"> <li>• Communication should be via more than just the Black Bitch Magazine, and should be more regular.</li> <li>• There is nothing helpful coming from the BID</li> <li>• Online Marketplace is not helpful</li> <li>• There has been nothing useful from the BID in the year businesses have been closed</li> <li>• The gift card proposals are a “done deal” with no consultation</li> <li>• There have been no open meetings</li> <li>• They were not happy with the lack of personal communication during lockdown</li> </ul> <p>DK/EN were not given the opportunity to address all the issues raised, and would take issue with some, although an open meeting should be held ASAP.</p> <p>HST has suggested ShopAppy, as they feel a permanent online marketplace is required <b>ACTION: to investigate ShopAppy – DK using contacts.</b></p> <p>Also discussed was OL financial information and it being made available for the levy payers, which is also being actively worked on; an update on CCTV would be appreciated.</p> <p>The Traders requested an Easter market online, which has now been consulted on and is in place for Saturday 27<sup>th</sup> March.</p> <p>They asked about making digital grants available but these have been available via Business Gateway so not something the BID would be looking at, they were informed about the PIG now available as documented in the letter with the year two bills.</p> <p>OL agreed to produce a regular newsletter fortnightly. Agreed to look into hosting an open event with question and answer sessions. <b>ACTION: To look at arranging an open meeting in future.</b> <b>ACTION: to open discussions regarding gift cards.</b> <b>ACTION: to create and send fortnightly newsletters including positive news and updates.</b></p> <p><b>3. Finance</b> <b>a) income report/billing</b> – no comments. <b>b) Expenditure</b> – No comments. Both reports were handed out at the meeting and shared prior. <b>c) Transparency</b> – as part of ongoing conversations with members. MD and DT to meet with</p>	<p style="text-align: center;">DK/EN</p> <p style="text-align: center;">ELS SMA ELS</p> <p style="text-align: center;">MD/DT</p>

Mr I Gibson to discuss expectations **ACTION: To attend meeting with Mr Gibson and report back to board.** Noted that we need to be clear on responses.

MD noted that the accounts need to be presented in a clear transparent format. Previous conversations and answers have caused confusion and mistrust from levy payers. No reason to not present the data to members. DT suggested that we share information with members, he attended meeting with accountants and used the software to produce the report shared with board members prior to meeting. By producing a monthly report to share with members they will know what is being done with the money. Proposal to release accounts information each month. ELS suggested that the reports produced each month are similar, using the same figures. Request from board members to use the software with accountant team for transparency it will also be considerably easier. EN suggested to get comfortable with the system and producing the reports accurately and revisit sharing reports with members. It was agreed that training would be undertaken to be comfortable with the system and so that reports can be produced using the system, this will save time and also help One Linlithgow to be more transparent. **ACTION: to arrange training and use the software for future reporting.**

ELS/DT

It was asked if there could be a governance document to work with the minuted meetings to protect One Linlithgow in the future for any queries. The business plan works with a governance document currently.

#### 4. Project Activity/Action Points

a) **Review of Action Points** – 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.

##### **Action points from previous meetings**

ELS – to write letter to accept monies from Burgh Trust – completed.

ELS/KH – Accounts to be approved and submitted – completed.

DT/JW – to arrange meeting with accountant for reporting – completed.

ALL BOARD – give feedback on spaces for people – completed.

ELS – to investigate collection rate figures – completed.

**SMA – update on markets and licence**

SMA

**ELS – draft Festive Lighting tender – moved to EN to complete.**

SMA – Circulate motif plan – complete.

SMA

SMA – to deliver cosy tea room welcome pack – complete (**continuing new businesses**)

JS

**JS – to catch up and cover new businesses and moves in Mill Road – in progress**

b) **Town Card Gift Proposal** – Initial talks with SN regarding a West Lothian wide gift card. The gift card will give demonstratable measures to sales within the area. On investigations Miconex is the company offering an area gift card, from the member business feedback there are still a few questions to be asked. The figures are quite high for running costs, WLC may support for the area. There are discussions regarding extra support via STP/Scottish Government. Agreed to continue speaking to businesses and hold off any decisions until more STP information comes forward. Launching pre summer would help build Festive sales including corporate buying. **ACTION: ELS/SMA/MD to continue communications with WLC and STP regarding proposals.**

ELS/SMA/  
MD

c) **Linlithgow Loves Local design approval** – proposed buying for two standing units and some personal PPE items. On investigation the stands are for inside use and two wouldn't provide the town coverage. SMA has worked with JW to come up with a few solutions for items to order with both logos on including masks/buffs, personal hand sanitisers, lanyards, notepads, pens and coasters. Agreed on items and designs so far using repeated logos in a pattern. **ACTION: SMA to get order quantities and designs sorted by end of March for STP report deadline.**

SMA

d) Lampost Banners report – **ACTION: to be reported at next meeting.**

SMA

e) Christmas Lighting Tenders – draft tender now being worked on by EN. **ACTION: to be put out to tender next week and results for board decision at next meeting.**

EN/SMA

f) CCTV/ANPR – work ongoing on installation along High Street. **ACTION: tenders for ANPR to be shared on Teams for decision and agreement.** ELS

g) Markets (physical/digital) – HST requested an Easter Market for the 27<sup>th</sup> March so that is being worked on currently including posters and leaflets/social media. Physical Markets can return, SN agreed to put licence in place SMA working on stalls hire and sellers for market. TC suggested buying gazebos and using them, concerns regarding high winds experienced recently. Looking at hiring stalls to get markets running then look at more detail of owning/installing etc ourselves. Risk assessment would include proper installation and public liability etc. **ACTION: Produce report and costs** SMA

h) Business Map signage board – to be discussed at next meeting. Boards needing updated for reopening/tourist season.

AS THE MEETING HAD REACHED EXTENDED TIME DECISION WAS MADE TO STOP AND CONTINUE DISCUSSIONS AT NEXT MEETING.

#### 5. Reports

- a) **TMG (Evelyn Noble)** No update.
- b) **Community Council (Liam Maguire)** No update, LM not in attendance.
- c) **LCDT (Chris Horne)** No update.
- d) **Press updates – updates from JS.**

Publicity for the month has gone well including pieces in the local papers regarding the markets and how well they have gone. Also advance pieces for future markets. BB would be too late to add in the Easter market. New businesses in Mill Road including a flute maker, have written piece and also met the new coffee roasters for Regent Square and will be covering them. There are a few other new businesses in Mill Road to investigate and add in to coverage.

#### 6. AOCB

**ELS to publish full 2019-20 account on One Linlithgow website.** ELS

7. **Next meeting –21<sup>st</sup> April 2021 @6pm Online via Teams – link to be sent.**