

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 21st April 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, Cllr Tom Conn, Chris Horne, Katie Hainey.

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

Minutes by: Sally McIntosh Anderson

Item	Action Reference
<u>Part 1 - 6pm - Director meeting (1 hour)</u>	
1) <u>Welcome & Apologies</u> – Apologies received from JS and MS.	
2) <u>Finance transparency</u> - DT summarised position regarding transparency of finances. Would like to be able to answer the question "What did the expenditure of wages deliver during lockdown." Action: Bullet point list of deliverables over last 12 months. DT requested timesheet breakdown. Actions: EJN to share timesheets from March-August 2020 when ELS/SMA were consultants. ELS/DT/KH to meet on 27 April 2021 at 3pm.	ELS/DT/KH
3) <u>Gift card update</u> - MD provided the latest update on the status of the potential national gift card. Funding in place from Scottish Government. LM queried timescale for launch. EJN responded that our original timescale now not possible given the development, but that ELS/SMA would know more following an STP Seminar tomorrow. Action: SMA to report back on seminar.	SMA
3) <u>MyLinlithgow</u> - Discussion around functionality of ML website. CH stated that LCDT are aware of the need for development of the website. Potential funding may be available through joint application for grants. Agreed that first step should be a meeting with Fraser, Ange, Tom C, Chris H, Eddie and Evelyn. Action: ELS to set up a meeting	ELS
4) <u>OL Office</u> – Discussion around potential office move to Cross House. Tom C declared an interest as he's a member of St Michael's Church. DT raised the issue of location being hidden away. EJN indicated that our "customers" are business owners in town and most would know where Cross House was. TC suggested that a directory of occupants of Cross House could be erected at the entrance, similar to what is displayed at The Partnership Centre. LM raised questions regarding the lease of the current office building and ownership of furniture within. EJN advised that ELS is already investigating both. Action: ELS to confirm details of current lease/notice period, and ownership of furniture.	ELS
5) <u>Festive Light tender</u> - EJN talked the Directors through the scoring used to evaluate the tender responses. Over and above scoring, KH queried how professional the companies were in responding to the tender. EJN advised that two companies had not followed instructions; two had provided a method statement; only two had asked questions; one had submitted ahead of deadline. The scoring highlighted Field & Lawn as the preferred supplier, and Directors approved taking forward discussions with Field & Lawn with a view to appointing them the contract. Action: EJN/SMA/ELS to meet and discuss processes and next steps.	EJN/SMA/ELS
6) <u>Grant application</u> - Linlithgow Burgh Trust Grant Application - approved.	
<u>Part 2 - 7pm (half hour)</u>	
1) <u>Welcome & any further apologies</u>	
2) <u>Approval of minutes from last meeting</u> - Minutes from the meeting of 17 March 2021 - approved.	
3) <u>Finance queries from Part 1 of meeting</u>	
4) <u>Active Project updates (Eddie/Sally)</u>	
<u>CCTV</u> Station Road CCTV camera now active. Footage of crash on High Street on Saturday evening passed to Police Scotland. Lion Well Wynd and Regent Centre next for completion. Issues discussed regarding FPG performance. Action: Arrange director level meeting with FPG.	ELS
<u>ANPR</u>	

<p>NDI currently drafting Service Level Agreement. Site visits have already taken place. Action: ELS to find out when Service Level Agreement draft will be available for review, and obtain a written report of site visits.</p>	<p>ELS</p>
<p><u>Visitor Guide</u> ELS advised that maps had been updated. Heritage Trail has changed since the last issue. Revised is with RS for approval. IG to provide Ale Trail update. ELS to update business information. Action: ELS to chase contributors for response to ensure Guide is produced in a timely manner.</p>	<p>ELS</p>
<p><u>PPE/Shop Local</u> All items have been ordered, and now starting to arrive. Action: ELS/SMA to start distributing to all Members w/c 3 May.</p>	<p>ELS/SMA</p>
<p><u>Premise Improvement Grants/Rebates</u> Nothing to report that needed attention from the Directors. ELS working with SN to update the drawdown schedule. Action: ELS to finalise drawdown schedule.</p>	<p>ELS</p>
<p><u>Lamp Post Banners</u> SMA circulated proposed designs for a set of 12 new banners. Noted that the website address on the banners was incorrect. Action: All to review designs and feedback to SMA.</p>	<p>ALL/SMA</p>
<p><u>Digital Online Marketplace</u> ELS advised Directors of our intention to run a fortnight's trial of an online market covering the period 12-26 June. This coincides with Fiver Fest, Father's Day and Civic Fortnight. It is proposed that a plug-in potentially purchased to allow sellers to manage their own listings and stock. Action: ELS to liaise with FD to determine precisely what needs doing, and costs.</p>	<p>ELS</p>
<p>5) <u>Project allocations & deadlines</u></p> <ul style="list-style-type: none"> • Any from Part 1 of meeting • Fencing at Mill Road - SMA advised that conversations with the proposed supplier had highlighted that vegetation was now compromising the erection of the fence, and it would be better to wait until this dies back in Autumn before starting the project. Action: SMA to obtain a proposed start date from the supplier. • Closure of MR BID Company - Has been discussed with the MR directors and next steps agreed and in place for full closure. • Date of next Open meeting - ELS reported in the Member's Open Meeting held on 15 April 2021. Next Open Meeting to be held on 1 July 2021, to allow for evaluation of the fortnight trial of the online marketplace. 	<p>SMA SMA ELS/SMA</p>
<p>6) <u>Other Group Updates (Liam/Chris/Evelyn)</u> – None</p>	
<p>7) <u>News update (John)</u> – Not available.</p>	
<p>8) <u>AOCB</u> – None.</p>	
<p><u>Close and date of next meeting 19 May 2021</u></p>	