



Welcome

EJN welcomed all attending (EJN, MD, DK, LM, TC, DT, JW) and noted apologies from MS, TK, CH and JS.

Finance Transparency

DT stated he needed supplied information to be summarised. **Action: DT and ELS to sit down and agree requirements.**

MyLinlithgow

Discussion around use of ML as permanent online shopping and interactive visitor information. **Action: TC/CH to take discussions to LCDT and feedback to the OL Board.**

BIDs Resilience Funding Round 3

Ideas put forward to see if eligible include:

- First Aid Training
- Visitor Guide
- Digital Market fortnight trial
- Stalls/Gazebos for street market
- Litter Picking equipment
- Business Maps including new locations at Vennel car park and train station/billboard advertising at station. Visit Linlithgow etc. to tie in with maps.

Action: ELS to review T&C's of application and advise what is eligible.

Gap Sites

RS requested by email whether OL could help seek quotes for new hoarding at the two gap sites. TC updated Directors on the current situation at both sites. OL acknowledges that the two areas need improvement, however, the view is that they would not be comfortable spending levy payer's money on something that is the responsibility of the land owners. MD suggested that all town Groups could put pressure on the landowners to improve the sites.

ELS and SMA join meeting

Minutes from last meeting - Approved

Finance update

ELS advised that the drawdown schedule has been discussed with WLC, and is now with them for approval. **Action: ELS to find out when approval will be available, and obtain the necessary PO numbers.**

Discussion around what match-funding could be used for. No decisions made as yet. Further discussion required. **Action: ALL discuss eligible use of WLC match-funding at next Board meeting.**

CCTV

ELS updated the Board on the current position of the project. FPG have requested a third-party road closure management company be used for the camera installation requirements at Lyon Well Wynd. At the Regent Centre, Shepherds, have not been helpful in identifying power sources for the cameras. TC advised that WLC has never supplied power to the old CCTV, so is outwith their remit. **Action: ELS to contact Shepherd again to seek information on the company who runs the ANPR in the area and where they get their power from.**

Action: ELS to seek traffic management quotes to compare to FPG's.

Festive Lighting

Meeting with Field & Lawn on 20 May to discuss next steps.

PPE/Shop Local

Majority of kit down delivered to levy payers in town centre and surrounding area. Mill Road to be covered over the next week. **Action: ELS/SMA to deliver to remaining businesses over next fortnight.**

Office Move

Rent has been confirmed at £550pcm including utilities. **Action: ELS to chase for LO regarding telephone line and wi-fi.**

Mill Road Fencing

Awaiting WLC to confirm requirement for planning permission. No start date confirmed until this is resolved. **Action: SMA to chase WLC for response.**



Closure of MR BID and Bank Account

Letter received from Companies House confirming business being closed. Bank account closed, albeit still awaiting a final account statement. **Action: SMA to work with SN to obtain statement.**

Visitor Guide

ELS reported that the guide was about 60% complete. Business listings being updated, along with the various trails. ELS confirmed the money from Pride & Passion has now been transferred. **Action: ELS to complete Guide to go to print on 31 May.**

Loyalty Lottery

ELS sought approval from the Board to hold a relaunch draw of tickets received over the last five months. Approved that 10 winners be selected to win £30 worth of vouchers. Also approved to offer an extra £10 to each winner providing a photograph for use in promotional activity. **Action: ELS/SMA to draw ten random winners.**

AOCB

MD advised he'd had a conversation with Beecraigs Forest Festival (BFF). They are currently looking at options for getting local businesses involved in the market held during the festival. **Action: MD to get detailed proposals from BFF and liaise with SMA to create content for the OL newsletter.**

Date of next meeting - 16 June 2021, 6pm.