

<p>Discussion around terms attached to WLC match-funding. Action: Board contact TMG to discuss conditions.</p>	
<p><u>CCTV</u> There is still an issue with getting hold of a key to access the power cabinets at Regent Centre. It appears that it's an older design key, and NDI are trying to source one. ELS has sourced comparative quotes from third-party traffic management companies for Lyon Well Wynd. Cost is circa £1.7K plus FPG are looking to charge a £500 fee for sourcing the quote. General agreement this is unacceptable, but in the interests of progressing the project the Board has agreed to the £2.2K, but with a condition that it is completed by the end of July. Action: ELS to progress.</p>	<p>ELS</p>
<p><u>Festive Lighting Linlithgow Bridge & Stockbridge</u> SMA has been liaising with both WLC and F&L and awaiting response from F&L. Action: SMA to chase F&L.</p>	<p>SMA</p>
<p><u>Shop Local Campaign</u> The town centre has now received their shop local packs, as have many of the outlying businesses. Some still to be visited in Mill Road. Action: ELS and SMA to finish distribution of packs.</p>	<p>ELS/ SMA</p>
<p><u>Fiver Fest</u> Going well. A number of the new businesses in town have engaged with the campaign. Action: SMA to monitor and support businesses.</p>	<p>SMA</p>
<p><u>Festival Trail</u> Launched today, and will close on 28 June. Action: SMA to monitor and gather completed forms.</p>	<p>SMA</p>
<p><u>Summer Digital Market</u> Not going as well as had been hoped. So far only a few sales. Likely to be down to the shop being open. EN suggested we try again later in the year from the Advent Fayre weekend through to Christmas. Action: ELS to continue monitoring activity.</p>	<p>ELS</p>
<p><u>Gift Card</u> SMA/TC reported that the scheme has been approved by WLC executive. Awaiting further information on working with WLC to launch in Linlithgow. Action: SMA to continue discussions with WLC representatives.</p>	<p>SMA</p>
<p><u>First Aid Course</u> We now have sufficient interested businesses to run a course. Action: ELS to progress and book course for end July.</p>	<p>ELS</p>
<p><u>OL Office Move</u> Currently on hold due to issues with broadband. SMA advised that full broadband wouldn't be available until the building is refurbished.</p>	
<p><u>Fencing at Mill Road</u></p>	<p>SMA</p>

<p>SMA advised that the response from WLC regarding whether planning permission was needed didn't really answer the question, but intimated that it wasn't. Agreed that fencing should be progressed. Action: SMA to agree start date with contractor.</p> <p><u>Closure of Mill Road Bank Account</u> Agreed that OL staff will support former MRBID Manager SN in trying to access closing statement, which he has been unable to do due to RBS not knowing him. EN asked if a letter from OL indicated who he is, and with his ID would be worth a try. Agreed that it would. Action: ELS/SMA to draft a letter to be signed by EN (as an OL account signatory).</p> <p><u>Visitor Guide</u> Printed and currently being distributed to relevant organisations. LM advised that he had delivered golf club information to the new Cala Homes development sales office and to Linlithgow Station. Agreed this was a good idea. Action: ELS to distribute the visitor guide to both locations. ELS advised that the interactive pdf of the guide was currently being done. Action: ELS to continue and complete as soon as possible.</p> <p><u>AOCB</u> EN advised directors that the Shop Front Leaflet produced by LCT has been distributed to town centre businesses to encourage compliance with planning requirements. ELS updated the directors that our application to the BIDs Resilience Fund Round 3 had been successful, and we had secured approximately £7.5K. As expected, this is about half of what was applied for, so we need to discuss which of the projects in the application are now progressed.</p> <p>Date of next meeting 21 July 2021, 6pm.</p>	<p>ELS/ SMA</p> <p>ELS</p>
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