

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 21st July 2021 @6pm via Zoom as per restriction guidelines.

Present: Evelyn Noble (Chair), Mark Darragh, Diana Kelly, Jill Wardrope, Liam Maguire, Cllr Tom Conn, Cllr Tom Kerr.

Attending: Eddie Linton-Smith, John 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 RS, MS and CH . EN welcomed all to the meeting.	
2) <u>Vacant Treasurer Position</u> - Following the resignation of KH, EN asked business directors to consider stepping forward. JW and LM stated that present commitments meant that neither could take on the role at this time. The Board was asked to consider DK for the role. Outcome: Approval received for DK to become our new Treasurer. Action: SMA/EN to add DK to all appropriate Teams channels as required.	SMA/EN
3) <u>Activity During Pandemic</u> - DT was asked for feedback following his meeting with IG. IG stated that he was happy that a lot of effort had been put into producing the information, and that he is keen to see more progression on developing OL. TC added that he had attended a recent Pubwatch meeting, at which IG announced he would now pay his levy, and encouraged other Pubwatch members to do so. TC also advised that Pubwatch has stated they will not be opening up the Ale Trail at the moment.	
4) <u>Open Meetings</u> - Extensive discussion took place between all meeting attendees regarding how OL engage with our levy payers. Now that businesses are coming out of lockdown, now is the time to engage with them. Given the last 18 months, now is the time to look at what we are doing. Directors have agreed that the current Open Meeting format is not working, and it is agreed that these meetings will be restricted to bi-annually. To replace Open meetings, directors have agreed that we hold drop-in sessions which will be hosted by staff and Board directors, and will be held in town centre and Mill Road. TC stated we need to make sure that these drop-in sessions are held in a safe environment, with which the other Directors wholeheartedly agreed. Action: ELS and SMA to discuss a format, locations and timing, and report to the Board for discussion and approval.	ELS/SMA
<u>Part 2 - 7pm - Director and Staff meeting (1/2 hour)</u>	
** ELS, SMA and JS join the meeting **	
5) <u>Linlith-Go-Solar</u> – Presentation from Neil at Linlith-Go-Solar regarding the next stage of the project. Attendees agreed that the planned expansion of the project was compelling. Agreed that Neil would provide a summary for OL to include in our next newsletter. It was also suggested that Neil be invited to one of the MR drop-in sessions to directly engage with interested businesses. Action: ELS to include Linlith-Go-Solar information in the next newsletter.	ELS
Minutes of the previous meeting are approved. Action: ELS to redact sensitive information before publishing on the OL website.	ELS
6) <u>Finance</u> - No queries received on the finance documents circulated prior to the meeting. ELS informed the Board that the remainder of Year 1 levy has now been received from WLC, along with 50% of Year 2 collections to-date.	
7) <u>CCTV</u> - ELS reported that the CCTV poles at Regent Centre are now powered. Next step is to agree a contract with the Regent Centre landlord regarding the power supply. Also reported that both the West Port camera and Cabrelli's are installed and operational, although nothing can be viewed until the camera at Lyon Well Wynd is installed. An opportunity presented itself to share a TTRO with SPEN at Lyon Well Wynd that could have brought the proposed installation date forward to 18 July. Further investigation revealed that this TTRO was not extensive enough onto the High Street for FPG to complete the works with their available machinery. Agreed that OL would retain the planned installation date of 30th August 2021. Actions: TC to thank SPEN for their willingness to share the TTRO, and ELS to confirm to FPG the 30th August TTRO. *SPEN ttro agreed to use after meeting *	TC/ELS
8) <u>Gift Card</u> - SMA has been trying to set up a meeting with WLC representatives. However, both have been on annual leave. SMA advised that some businesses have already signed up. Action: SMA to set up meeting on their return.	SMA

9) Advent Fayre - Currently unknown if this will be progressing. Discussions resulted in an agreement that TC should email his contacts to gauge interest, and SMA to put out social media. **Action: TC to contact previous Advent Fayre attendees, and SMA to post on social media. SMA to attempt to reinstate the Advent Fayre Committee.**

TC/SMA

10) Visitor Guide - ELS informed the Directors that interactive guide has now been distributed, and hard copy guides have now been delivered to Midhope House (and subsequently Hopetoun House), Mannerstons and Champneys. JS confirmed that he's still be distributing guides to businesses and most pubs/cafes have now also received copies.

8) AOCB – None.

EN thanked all for attending.

Close and date of next meeting 18 August 2021