

## Sept 21 Draft Board Meeting Minutes

Attending: EN, LM, DK, TC, DT, JW, MD (via Teams), CH (via Teams), ELS (via Teams), SMA, JS

Apologies: MS, RS

EN welcomed all to the meeting.

Minutes of meeting of 15 September 2021: Approved.

### Staff Performance Reviews

EN shared details of feedback received from Directors. Discussion and further comments noted. EN confirmed Reviews were booked for w/c 27 September.

### One Linlithgow Office

Discussion around visibility of OL, and need for office to be branded. It was agreed that we do not necessarily need an office on the High Street, and to keep our eyes open for opportunities. In the meantime, we need to make improvements to our current office while we consider options. All agreed that we would replace current fascia to OL branded. **Action: ELS/SMA to get costs for shop sign, bearing in mind that an Advertising Consent Application to WLC may be required.**

### Board representatives

Directors discussed the potential need for additional directors. Agreed that LM would approach MB with a view to joining the Board. **Action: LM to progress.**

### Ministerial Visit

MD confirmed letter had been sent to the Minister. MD reported that discussions with FH have given positive feedback to the letter, and Mr Arthur was looking forward to engaging with us all in the future. DK questioned why letter was not on letterhead paper, and why she hadn't known this was happening. MD explained that it didn't need to be on letterhead. This led to a discussion on the use of Teams, and transparency between Directors. Agreed that Directors need to make better use of Teams for transparency of Director activity. **Action: All to take note.**

### Defibrillator Project

DK queried available budget for the project. Discussion highlighted with some activities not taking place during Covid-19 that budget was available. One-third funding approved subject to TCMG and PW approving too. **Action: EN to put proposals to TCMG to request one-third funding contribution.**

### Scotland Loves Local Funding 2

Directors discussed the proposed application. Approved. **Action: ELS to send application to SN for approval by WLC.**

### Mill Road

Following a meeting between MD/JW/ELS a survey has been sent to MR businesses. **Action: MD to share results on Teams.** Signage project is progressing. **Action: ELS to progress and report at next meeting.**

### Online Marketplace

EN shared proposed logos. Comments noted. **Action: EN to feedback comments to graphic designer to amend and produce revised options.**

### SLL Gift Card

Still awaiting details from SN. **Action: TC to email SN re information needed.**

### CCTV

ELS reported that he was still in discussion with Shepherd regarding payment for power. TC queried what the annual cost was likely to be. **Action: ELS to continue liaison with Shepherd.**

#### **Advent Fayre**

Following an Advent Fayre Committee meeting, SMA/EN/TC reported that both the indoor and outdoor markets would be taking place this year, unless there was a change in Government guidelines. TC advised that he has received interest from a number of previous stallholders for taking a stall this year. **Action: SMA/EN to continue OL representation on the Committee and report back as required.**

#### **Lamppost Banners**

SMA presented two revised designs for the lamppost banners. Upon review by Directors, the version with horizontal text was the preferred option. **Action: SMA to get banners printed and installed.**

#### **Mental Health First Aid**

DK shared information on companies that offer this service. **Action: ELS to investigate.**

#### **Festive Lights extension**

Costs received from F&L which were felt to be high. TC suggested we contact KG at WLC to discuss and to enquire when the lights between MR junction and Aldi are likely to be upgraded, and this would significantly reduce costs for the additional sockets. **Action: SMA to liaise with KG, and ascertain schedule for upgrade.**

#### **News Updates**

JS advised that new businesses were being covered in the next edition of the next Black Bitch .

#### **Date of Next Meeting**

20 October 2021

EN thanked those attending and closed the meeting.