

One Linlithgow Board Meeting

Minutes of Board Meeting held Wednesday 20th October 2021 @6pm at Linlithgow Golf Club.

Present: Evelyn Noble (Chair), Liam Maguire, Cllr Tom Conn, Cllr David Tait, Ron Smith.

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>	
Apologies: MS, JW, MD, CH, DK, TK	
EN welcomed all to the meeting.	
Minutes of meeting of 15 September 2021: Approved.	
Staff Performance Reviews	
EN provided feedback from both staff performance reviews that were carried out w/c 27 September. Discussion followed round issues raised, particularly around staff welfare. There have been some incidents where the behaviour of levy payers towards staff has been inappropriate. The Board agreed that this is unacceptable, and staff should record any incident that involves rudeness, aggression or other inappropriate behaviour. Directors will review and intervene as and when required.	
Action: EN to update ELS/SMA on requirements.	ELS/SMA
Discussion took place around the MyLinlithgow website. DT suggested the use of an independent person to review and report on similar websites with a view to identifying best approach.	
Action: EN to provide TC with a short summary of OL vision for the site's visitor information.	EN/TC
Linlithgow Burgh Trust Grant Application	
RS was asked to leave the meeting while Directors discussed the application.	
Action: ELS to liaise with RS regarding payment.	ELS/RS
<u>Part 2 - 7pm – Director/Staff meeting (1 hour)</u>	
Finance	
Directors reviewed the financial reports prior to the meeting. DT requested explanation of the £112k debtors.	
Action: ELS to respond to DT with information required,	ELS/DT
One Linlithgow Office	
SMA reported that Advertising Consent will cost £202, but that she was still awaiting quotations. EN stated that two quotations were required for a Shop Front Improvement Grant.	
Action: ELS/SMA to put together a summary of costs when quotations received.	ELS/SMA
Board representatives	
LM reported that he had approached MB and that MB was considering. EN advised that a second possible candidate had expressed interest, and would be approached if MB declined.	
Action: LM to provide any updates as and when available.	LM
Defibrillator Project	
No progress since last meeting as the First Responder is on annual leave. A meeting has been arranged for 22 October.	
Action: SMA to report back on plan of action following meeting.	SMA
Scotland Loves Local Funding 2	
ELS stated that he expects to receive outcome of application by mid-November.	
Action: ELS to advise Directors when outcome know.	ELS
Mill Road	
ELS confirmed that signage project was awaiting final confirmation of required for a couple of businesses. Outcome of MR business survey has still to be shared with the Board.	
Action: MD to share results on Teams.	MD
Action: ELS to progress signage project and report at next meeting.	ELS

<p>Online Marketplace Since September meeting proposed logos were revised and shared with Directors. Final logo selected. ELS has since produced a flyer for the market and this has been distributed to businesses. Participating businesses have also started adding products to the platform Action: ELS to make market live on 29 October.</p>	<p>ELS</p>
<p>SLL Gift Card EN advised that there were now 18 signups within Linlithgow, and that she had asked SN for an update, but SN is currently on annual leave. Action: EN/SMA to chase SN for update on his return.</p>	<p>EN/SMA</p>
<p>CCTV/ANPR ELS reported that Shepherd has provided costs for the power at Regent Centre of £350 p.a., and the Board had subsequently agreed that cost via Teams. ELS stated that he was awaiting a date from FPG for the cameras to be made live, and that he was also awaiting a date from NDI for the installation on the ANPR. SMA advised Directors that progress was being made on repairs to the MR CCTV. EN sought permission from the Directors for ELS to investigate whether a CCTV camera could be installed in the area of Boots to enhance coverage in that section of the High Street. Board agreed. Action: ELS to chase Shepherd for the Agreement, and FPG and NDI for dates. Action: SMA to advise date when MR CCTV repairs will be completed. Action: ELS to investigate possibility of a CCTV camera on north side of High Street midway between the Station Road and Partnership Centre cameras.</p>	<p>ELS SMA ELS</p>
<p>Advent Fayre SMA reported that progress was being made by the Advent Fayre Committee in organising the festive activities. She also reported the Christmas in Linlithgow Guide was progressing, and some businesses had submitted images. The Late Night Shopping evening would be 25 November, along with Shop Window Display competition, Elf Hunt and Christmas Lamppost Banners (50% funded by Beecraigs Forest Festival). Action: SMA/EN to continue OL representation on the Committee and report back as required.</p>	<p>SMA/EN</p>
<p>Lamppost Banners SMA advised that the new banners were still in production. Board agreed that that OL should obtain and store those banners until the New Year, and progress with erecting the new Festive ones. Action: SMA to get banners printed and installed. Action: SMA to finalise Festive Banners and arrange installation before 25 November.</p>	<p>SMA SMA</p>
<p>Mental Health First Aid ELS reported that only one expression of interest had been received from levy payers and, for courses to be arranged, ten or more people were required. Board agreed this was not worth progressing. Action: ELS to advise the interested levy payer that on this occasion the course would not be taking place.</p>	<p>ELS</p>
<p>News Updates JS advised that there is an upcoming article in Linlithgow Gazette about the Digital Market, and that further coverage of Linlithgow was coming up.</p> <p>Date of Next Meeting 17 November 2021</p> <p>EN thanked those attending and closed the meeting.</p>	