



LINLITHGOW BURGH TRUST



Minutes of the 8th Board Meeting of Linlithgow Burgh Trust

Wednesday 24th January 2018 at 14 Friars Way, Linlithgow

1. **Present:** Chris Long (Chair), Chris Gunstone (Secretary), John Aitken (Treasurer), David Timperley, Ron Smith, John Mason, Shona Robertson (Minute Secretary), Averil Stewart, Marilyne MacLaren, Kirsty Leonard.

2. **Absent:** Robbie Calder.

The Chair welcomed John Mason and Shona Robertson to their first meeting and introduced the trustees.

3. **Minutes:** Minutes of the Board meeting held on 31st October 2017 were approved without change and were signed by Chris L.

4. **Matters Arising that are not on the Agenda:**

- a. Shona was approved by the Board as Minute Secretary.
- b. Data Protection- The European General Data Protection Regulation (GDPR) comes into force in May 2018. Although some limited personal data is held by LCT and BBL, it does not appear necessary to register as the information is held as Trust membership records and is used for no other purpose. This may need to be reviewed if there are any further amendments.

5. **Correspondence:** nil

6. **Application for membership:** Three applications were received for new LBT members

Mrs Anne Wheatley of Millburn, Old Philpstoun
Mr Alan Dowell and Mrs C M Dowell of 10 Waldie Avenue, Linlithgow.
These were accepted by the Board.

7. **Governance:**

- a. Insurance: A cheque has been sent for renewal with RHS. The Public Liability Insurance has been increased to £10 million in accordance with WLC requirements. There has been a nominal increase in the cost to £220.
- b. Dropbox: Several members have reported difficulty accessing and printing documents therefore, Chris G and John will work together to place documents on the website. It was also requested that all relevant documents for a meeting be sent as email attachments. Dropbox will continue to be used as an archive.

Action: Chris G & John A

- c. OSCR report: An annual report is due in June. This will be completed online and signed by the Chair and the independent examiner of the accounts, Seonaid Anderson. John proposed that Seonaid should be remunerated, if she wishes, and it was accepted that a fee of £100 would be acceptable in recognition of all her assistance and support when setting up charitable status. This was accepted by the Board.

Action: John A & Chris L

- d. Expenses form update: John updated the form to provide more spacing. Currently BBL have their own expenses form, Ron will compare designs. The Board agreed that it wasn't necessary to include cost centre information therefore, this will be removed. John will amend as appropriate.

Action: John A

8. Finance

- **Reports-** John explained the consolidated accounts and proposed that to avoid confusion, he will remove the working accounts from the Dropbox. This was accepted by the Board. Details of the cash book were also available. John has introduced more detail to the cashbook since he has taken on the role of Treasurer.

At 31 December 2017, the total LBT balance was £38,264.16

The Board accepted the account figures for Nov and Dec 2017.

- **LBT AGM-** costs were £251.91 (Trustees report, room hire and cost of food and drinks). Income raised at the AGM was £296 (Raffle and £10 per person for food and drinks).
- **Reserves Policy-** The Board accepted The Financial Reserves Proposal. As significant expenditure takes place in June with the purchase of plants by BBL, it was proposed that finances should be gauged against this period.
- **VAT Registration-** The Board accepted that it was not necessary to be VAT registered.
- **Gift Aid-** £1,786.47 was received from HMRC in Gift Aid, covering the period to 31 December 2017. It was distributed thus:

LBT (unrestricted) £185.00

LCT (Unrestricted) £13.75

BBL (Unrestricted) £136.47

BBL (Restricted to Floral Displays) £1,451.25

Derek Chambers maintains the spreadsheet information. The Board expressed their gratitude for this. Chris G will write a thank you letter on behalf of the Board.

Action: Chris G

A reminder that the Gift Aid Small Donations Scheme (GASDS) should be considered for can collections or cash donations of £20 or less. 25% can be claimed through GASDS without the need for declarations.

- **Collecting cans-** Ten new collecting cans were purchased. Each can has been allocated a number and is fitted with a security seal which should not be tampered with. John has produced waterproof labels containing all 3 logos for LBT, LCT and BBL. It was proposed that the logos should be enlarged to provide a complete coverage of the label. John was thanked for his design of the labels.

The collecting cans will be used by BBL on 2nd February, while LCT may use them at the Bruce Jamieson presentation on 22nd February.

Action: John A

9. **Programme for 2018/AGM:** A programme of proposed dates were circulated. The Board agreed the following meeting dates for 2018- Wednesday 10th October and the AGM date on Saturday 10th November. The venue suggested for the AGM was the MacKinnon Scout Hall. Chris G shall enquire regarding booking arrangements. It was suggested that in 2019, future dates are to be sent in advance by Doodle poll.

Action: Chris G

10. Appointment of committee members and convenors of two committees:

The Board approved the appointment of Ron Smith as Convenor of BBL for 2 years and Marilyne MacLaren to continue as Convenor of LCT. The remaining subcommittee members were unchanged, these include:

BBL: Ron Smith, Convenor; Robbie Calder, Vice Convenor, Myra Smith, Minute Secretary, Jean Long, Secretary; Kathy Lindsay, Chris Gunstone, Margaret Gunstone, Jean Aitken, Averil Stewart, Hazel Duguid.

LCT: Marilyne MacLaren, Convenor; David Timperley, LCT Planning Spokesman; John Mason, LCT Programme Co-ordinator; John MacGregor, Chris Long, Ron Smith, Shona Reid, Allan Robertson.

Finance & Administration: John Aitken, Treasurer; Chris Long, LBT Chair, Chris Gunstone, LBT Secretary; Marilyne MacLaren, LCT Convenor and Ron Smith, BBL Convenor.

- 11. Linlithgow Civic Trust Report:** Marilyne reported on the current planning issues within the town. The proposal to proceed with a new publication- 'Looking at Linlithgow', was discussed, with Chris L providing an insight into some of the research that has been conducted to date. Although some concern was initially raised regarding the costs associated with the publication and the potential shortfall of financial assistance through grants, the Board did agree with the proposal to proceed with the project. It was suggested that two quotes for printing costs should be obtained .

Action: Chris L

- 12. Burgh Beautiful Linlithgow Report:** Ron indicated that it is expected that there will be a press release within the next 2 weeks confirming those towns invited to take part in this year's 'Britain in Bloom' Competition. BBL have planned a Children's Garden Competition in recognition of the 'Year of Youth'. BBL confirmed its wish to proceed with the 'Cat' public Art project of which costings were provided. Some concern was raised regarding the potential theft of the bronze statue. Ron will enquire regarding the possibility of an additional resin replica of the statue and associated costs. The Board approved taking the project forward.

Action: Ron

- 13. Membership Communications:** Newsletter- The next members newsletter deadline is 1st March. It was suggested that BBL could consider providing more than one article for the newsletters and perhaps the annual report, finance statement and articles should be combined together for the AGM. BBL volunteers who have chosen not to become a member of LBT should be informed by email that they will not receive any further newsletters.

Action: Ron

The old LCT/BB websites will no longer exist after 12th February therefore, all important archive materials will need to be extracted. BBL have extracted all relevant data however, David T and Ron will arrange to review the contents of the LCT site. John A offered his assistance.

Action: David, Ron, John A



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14. Any other Business: Kirsty will be unable to attend some of the proposed Board meeting dates and has asked if it would be possible to send out a doodle poll to seek alternative dates.

Action: Chris L

15. Location, date and time of next Board Meeting: Provisionally Wednesday 20th June 2018 at 7.30pm at 14 Friars Way.