

Minutes of the 3rd Board Meeting of Linlithgow Burgh Trust Monday 8 May 2017 at 14 Friars Way, Linlithgow

1. Welcome: Chris Long welcomed those present to the meeting: Chris Long (Chair), John Aitken (Secretary), Mike Vickers (Treasurer), Chris Gunstone (Burgh Beautiful Chair), Marilyn MacLaren (Civic Trust Chair), Robbie Calder, Kirsty Leonard, John McGregor, Allan Robertson, Ron Smith and David Timperley.

2. Apologies: Averil Stewart

3 Minutes: The minutes of the Board Meeting held on 12 April 2017 were approved without change and were signed by Chris L.

4. Matters Arising: There were no matters arising that are not already on the agenda.

5. Correspondence: None received.

6. Applications for Membership: No applications had been received since the last meeting.

7. Members Meeting on 29 April: The draft minutes were reviewed and agreed. John A will include the list of those present and apologies for absence received from Shona Reid (same as the LCT AGM).

8. Governance Documents: Issue 02 of the Code of Conduct and Issue 01 of the Board Standing Orders were approved subject to adding a clause to the Board Standing Orders requiring agenda items and papers to be submitted at least 3 days before the meeting, unless urgent.

9. Logo: After some discussion, it was agreed to ratify the decision previously made by email on approval of the LBT logo design. The agreed design is available for download from the LBT website.

It was agreed to produce template LBT and BBL documents. **(Action John A)**

10. AGM: The first AGM of Linlithgow Burgh Trust will be held on Saturday 18 November at 7:30pm in the Canal Tearoom. The room booking has been confirmed.

11. Finance: The process of establishing the LBT bank account is ongoing. The account is now set up and some deposits have been made. Some signatories' card readers, cards and PIN numbers have not yet been received.

Mike had submitted a finance paper with a number of proposals and the following decisions were made:

11.1: The Board decided to close the bank account: Business Bank Instant Linlithgow & District Civic Trust (80-17-37;0191026) forthwith and the funds should be transferred to the newly created Charity Account: Linlithgow Burgh Trust (80-22-60: 16008960). **(Action Mike)**

11.2: The Board agreed to close the two obsolescent bank accounts: Linlithgow Civic Trust (80-17-37:00232406) and Linlithgow Civic Trust (Burgh Beautiful) (80-17-37: 06004622) at the end of June 2017 and to transfer any remaining monies, after all pending transactions are complete, to the newly created Charity Account: Linlithgow Burgh Trust (80-22-60: 16008960). **(Action Mike)**

11.3: All those who pay money directly into these obsolescent accounts, or who draw direct debits from them, should be informed of the new account details and asked to change over without delay. **(Action All)**

11.4: LBT should set up a new PayPal account, with charitable status, and all on-line payments should be directed to this new account. When that action has been completed, the Linlithgow Civic Trust and Burgh Beautiful Linlithgow PayPal accounts should both be closed. **(Action John A and Mike)**



Financial Reporting: Mike's proposal was accepted. There was some discussion on the need for quarterly totals but it was agreed to continue with them for now.

Mike will prepare a final set of accounts for the former Linlithgow Civic Trust from 1 January 2017 to 29 April 2017, when LCT was wound up. **(Action Mike)**

The first annual accounts for LBT will cover the period from 1 March 2017, when LBT was incorporated, to 31 August 2017 (the accounting reference date). These accounts shall be examined, submitted to OSCR and HMRC and put before the Members at the first AGM. **(Action Mike)**

It was agreed to put the full chart of accounts on the website for reference. **(Action Mike and John A)**

Gift Aid: Those making donations are being encouraged to submit Gift Aid declarations. LBT can not apply to HMRC for Gift Aid until the examined accounts are available, which is likely to be in September or October 2017. In the meantime, Derek Chambers has agreed to file Gift Aid declarations and to maintain a spreadsheet showing the amounts eligible for Gift Aid. John A and Mike agreed to work with Derek to produce a draft Gift Aid procedure. **(Action John A and Mike)** It was agreed to remove the "!" from the top of the Gift Aid declaration form. **(Action John A)**

The current signatories for cheques and those authorised to approve internet banking transactions are: Mike Vickers, John Aitken, Chris Gunstone, Chris Long, Marilyn MacLaren and Ron Smith. It was agreed to add Averil Stewart. **(Action Mike)**

Chris Gunstone suggested that Agnes Martin, who has a background in finance and could advise on financial matters, should meet some of the Board Members for an informal discussion on her possible role.

12. Linlithgow Civic Trust: Marilyn made a verbal report, supported by a paper that was circulated by Chris L, on the LCT committee meeting, which had been held on the previous Wednesday.

It was agreed that Board meetings should be scheduled to give sufficient time for the minutes of preceding committee meetings to be made available.

The annual Perambulation of Linlithgow's Marches will take place on 7 June. A proposal relating to the publication of an updated leaflet will be submitted in due course.

West Lothian Doors Open Days will be on 9 and 10 September.

Publications continue to sell well and Chris L is currently working on "Looking at Linlithgow". A detailed proposal will be submitted in due course. A proposal may also be made to publish an updated Linlithgow Town Plan.

LCT comments on planning matters and is actively involved in proposals for the redevelopment of the Vennel area. An exhibition and consultation will be held at Low Port on 6 June and proposals will then be submitted to West Lothian Council.

The programme of visits and talks will continue.

LCT are involved with other Linlithgow organisations on the transformation of the Rose Garden to a Peace Garden.

13. Burgh Beautiful: Chris G made a verbal report. The recent hot dry weather has resulted in watering problems. Deliveries of summer plants have been delayed. Network Rail will assist with replacing the planters on the station platforms.

It was agreed that the initial Burgh Beautiful Linlithgow committee should be made up of: Chris Gunstone (Chair), Jean Long (Secretary), Robbie Calder, Margaret Gunstone, Myra Smith, Ron Smith and Averil Stewart (plus Chris L, ex officio). Others may be added later (up to a maximum of 16).

Ron has produced a paper on BBL budget and it was agreed that it should be circulated to the Board.

(Action Ron)

14: Membership Communications: Chris L had circulated a newsletter paper. It was agreed to produce an LBT newsletter for October 2017 circulation, in advance of the AGM. It was also agreed that an LBT newsletter should be produced 3 times per year after that. There was some discussion on who should receive it and no conclusion was reached. Ron agreed to co-ordinate the October newsletter, which will have sections on LBT, LCT and BBL. **(Action Ron)**

John A had done a lot of work on the LBT website and will circulate a summary of the current structure. He will give instruction to anyone requiring assistance on page editing. **(Action John A)**

The old LCT website is still available at <http://lct.org.uk/lin> (note that <http://lct.org.uk/> redirects to the LBT website).

John A will update and circulate the LBT email address listing. **(Action John A)**

15: Other Business: Ron had circulated a proposal on the Linlithgow Floral Trails leaflet and it was agreed that it should be printed and distributed free of charge. **(Action Ron)**

Chris L commented on the new Linlithgow and Linlithgow Bridge Community Council arms and suggested that a pavement mosaic, depicting the new arms, might be placed near the Partnership Centre. It was agreed to await a more specific proposal. **(Action Chris L)**

16. Next Meetings: The dates of the next two meetings of the Board were decided as Wednesday 12 July 2017 and Tuesday 17 October 2017, both to be held at 14 Friars Way at 7.30pm.

JA 9 May 2017

Approved: Chris Long (Chair) _____ Date: _____