

Linlithgow Burgh Trust

Minutes of the Board Meeting of Linlithgow Burgh Trust

Wednesday 12 April 2017 at 14 Friars Way, Linlithgow

1. Present: Chris Long (Chair), John Aitken (Secretary), Mike Vickers (Treasurer), Chris Gunstone (Burgh Beautiful Chair), Marilyn MacLaren (Civic Trust Chair), John McGregor, Allan Robertson and Ron Smith.

2. Apologies: David Timperley.

3 Minutes. The minutes of the Board Meeting held on 15 March 2017 were approved, subject to removing Chris Gunstone from those appointed to the Civic Society Committee.

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

5. Applications for Membership: An application from George Fleming was approved.

6. Members Meeting on 29 April: Notice had been sent to all members. Allan Robertson does not want to stand for election as a Charity Trustee. A Charity Trustee nomination has been received for Averil Stewart. If a ballot is required, the Secretary will arrange it. The Secretary will bring the Members Register.

7. Finance: The Treasurer confirmed that the process of setting up a treasurer's bank account with the Bank of Scotland is well under way.

It was agreed that signatories for cheques should be: Mike Vickers, John Aitken, Chris Gunstone, Chris Long, Marilyn MacLaren and Ron Smith.

It was also agreed that Internet banking should be set up requiring two authorisations for payments from the same group as the cheque signatories.

Those present signed some of the forms required by the bank to implement the above.

The proposed Financial Procedures document was approved without changes.

Chris Gunstone intimated that Agnes Martin has a background in finance and could advise on financial matters. Sally Chambers has offered to assist the Treasurer in relation to Gift Aid.

It was agreed that a BBL PayPal account, with charitable status, would be established once the bank account is fully operational.

8. Governance Documentation: It was agreed that all approved governance documents would be made available, in PDF format, via the LBT website.

9. Document Approval: The Committee Standing Orders, Committee Terms of Reference for Burgh Beautiful, Committee Terms of Reference for the Civic Society and Code of Conduct were all approved subject only to the change of name from "Linlithgow Civic Society" to "Linlithgow Civic Trust" (See item 11).

10. Burgh Beautiful: Membership of the Burgh Beautiful Linlithgow committee will be decided at the next meeting.

11. Civic Society: After some discussion, it was agreed that the Linlithgow Civic Society committee should be renamed "Linlithgow Civic Trust".

12. Equal Opportunities & Non-Discrimination Policy: The draft policy was approved.

13. Communications: The draft Email and Website policy document was approved. All were reminded of the need to put the words "Linlithgow Burgh Trust is a SCIO. Scottish Charity No. SC047211." At the foot of all external communications. In the case of committee documents this needs to be: "Linlithgow Civic Trust is part of Linlithgow Burgh Trust, which is a SCIO. Scottish

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Charity No. SC047211." Or "Burgh Beautiful Linlithgow is part of Linlithgow Burgh Trust, which is a SCIO. Scottish Charity No. SC047211."

The generic mailbox mail@lbt.scot has been set up and will be administered by the Secretary. This will be used as the public facing email address for Linlithgow Burgh Trust.

John A will circulate a list of current @lbt.scot email addresses. Anyone wishing an additional forwarder @lbt.scot should let John A know the details.

It was agreed that John A should set up individual website user accounts and assign people to user-groups, granting the following access rights:

- **Public Users:** Unregistered. May browse all public pages. (No need to log in)
- **Member:** Registered. Browse access to all pages, including those reserved for Members Only. Generic: login as "lbtmember" with the password "lbt375"
- **LCT:** Editor. Browse access to all and create/edit permission on all LCT pages.
- **BBL:** Editor. Browse access to all and create/edit permission on all BBL pages.
- **LBT:** Editor. Browse access to all and create/edit permission on all pages.
- **Super User:** Full administrative access to the website.

John A has populated most of the new LBT website. See <http://lbt.scot/index.php>. Allan agreed to add text, relevant illustrations and links to the Perambulation and Doors Open Days pages.

It was agreed that the old LCT website should be taken down after 29 April and replaced with the new BBL website.

14: Logos: It was agreed to continue using the existing LCT and BBL logos.

There was some discussion on the need for a distinctive Linlithgow Burgh Trust logo and it was agreed that John A and Ron would try to devise a draft masthead incorporating the words "Linlithgow Burgh Trust" in a suitable font with square images on either side representing Linlithgow Civic Trust and Burgh Beautiful Linlithgow. In the interim we will simply use the words "Linlithgow Burgh Trust".

AOB: It was agreed to hold the first AGM of Linlithgow Burgh Trust on Saturday 18 November 2017 in the Canal Tearoom at 7:30pm. John A will book the room (now confirmed).

15. Next Meeting: The date of the next meeting of trustees is Monday 8 May 2017 at 14 Friars Way at 7.30pm.

JA 13 April 2017