

Minutes of the Board Meeting of Linlithgow Burgh Trust Tuesday 17th October 2017 at 14 Friars Way, Linlithgow

1. **Present:** Chris Long (Chair), Kirsty Leonard, Averil Stewart, Robbie Calder, Ron Smith, Mike Vickers, Chris Gunstone, Marilyne MacLaren.
2. **Apologies:** John Aitken (Secretary), John McGregor, David Timperley. (In John A's absence the minutes were taken by Jean Long).
3. **Minutes:** Minutes of the Board meeting on 30th August 2017 were approved without change and were signed by Chris L.
4. **Matters Arising:** Re item 7: the list of approved suppliers was accepted.
5. **Correspondence:** The "Visit Linlithgow" proposal letter from David Tait and Ron Smith: Ron Smith summarised the background to this letter. He also indicated that the next steps should be to approach Pride and Passion, BID and Visit West Lothian which all have an involvement in attracting tourism to Linlithgow and recognised that this was a role for him and David Tait. Contact with these groups will be made by David Tait.
6. **Applications for membership:** None had been made since the last meeting.
7. **Finance:**
 - a. Finance and Administration Committee Minutes and Recommendations
 - i. Minutes of 7th September: The Board accepted the recommendations outlined in these minutes.
 - ii. Minutes of 12th October: The Board accepted the recommendations outlined in these minutes.
 - b. Accounts to 1st September 2017: The Board accepted the figures for the six months from 1st March 2017 to 1st September 2017.
 - c. Accounts for September 2017: Mike produced handouts which included the figures to be included in the Report and Financial Statements to be distributed to members prior to the AGM. After some discussion it was decided to eliminate page two of this A5 document and retain pages 1, 3 and 4. The content of these pages were approved by the Board. Ron and Chris G both requested once again that the unrestricted fund balances be allocated against each cost centre. This was agreed by Mike. Mike did emphasise that this is not a formal split of funds. Averil indicated that LBT was moving forward that while money was notionally split into cost centres there was scope for flexibility for mutual support with unrestricted funds. Any movement of funds would be at the discretion of the Board who needed to operate honourably. To meet deadlines Mike was asked to confirm what was being sent to members by circulating his final document to the trustees with some urgency. **(Action Mike)**
8. **Governance:**
 - a. AGM arrangements: In continuation from 7c above, Ron was asked to ensure that the newsletters and other papers were received from the printers by 26th October to enable collation and distribution in time for AGM. As three trustees need to stand down in the terms of the constitution it was decided that Ron Smith, David Timperley and John McGregor would each stand down but would all be eligible for reappointment. It was decided that the charge for the social function following the AGM would be £10.00. The trustees were informed that Ian Gibson had agreed to arrange an occasional licence to cover alcohol distribution. It was agreed that the food would be finger food, less elaborate than usual as this was the second AGM within the year. The food and drinks will be organised by Chris L. Trustees were asked to submit prizes for a raffle to be organised by John Aitken.

(Action Ron, Chris L and John A)

- b. Report and Financial Statement to 1 September: See 7c for decisions and action relating to financial figures for the year end. The Report and Financial Statements document was deemed satisfactory with one exception, as Averil wanted to add to the Burgh Beautiful description of achievements.
(Action Mike)
- c. OSCR Return to 1 September 2017: It was agreed that the annual return to OSCR should be made sooner rather than later (See 8b above).
9. **Civic Trust report:** Marilyne expressed LCT's dissatisfaction with the decision of McCarthy & Stone not to finish the building line in the High Street in front of Templars Court according to their original plans. She indicated that she had attended the Preston fields campaign where she had met Andy Wightman MSP who, due to his involvement in the new planning bill, had been very impressed with LCT's "Vision for Linlithgow" and considered it should be used as a blueprint for other councils. Marilyne also highlighted the work LCT had done in relation to the Vennel development. She noted that she had requested a meeting with the chief executive of WLC re the Vennel. Additional funds are being sought from HES and Creative Scotland to cover costs for "Looking at Linlithgow".
10. **Burgh Beautiful report:** Chris began by highlighting the successes BB had achieved in the Beautiful Scotland competition: a "gold", the cup for best medium town and the RHS plaque for "Overcoming Adversity" in taking over WLC's planting. He praised the work and commitment of all the members and volunteers but especially the group of four who had led the entry to this competition. He acknowledged Kirsty's work in organising a celebration of these achievements which had been very successful with an attendance of c. thirty people. He then intimated that BBL had been asked to participate in Britain in Bloom in 2018 and that an answer was required by 5th November, an earlier one if BBL did not wish to participate. He stated that £2500 had been granted by the BID towards costs for 2018 and that they requested a photograph of the handing over a cheque for publicity purposes on Friday 19th October. He also indicated that a new structure for BB was being worked on to help reduce length of meetings and spread the tasks.
11. **Membership Communications: newsletter, email and Website:** Kirsty proposed that the wording of section 4 of the contact details letter being sent to BB volunteers be softened in tone. Given the need to act on this quickly Jean offered to contact John Aitken with adjusted wording.
(Action Jean L)
12. **AOB:**
- a. Averil intimated that with charity status, fundraising re Tesco and Sainsbury's had been actioned: with Tesco, LBT requires to have been a charity for two years before a can collection can be approved. Therefore another bag packing will be applied for; an application had been submitted to Sainsbury's Linlithgow for can collection.
(Action Averil)
- b. Artwork at the canal: following Ron's paper about the removal of the telegraph pole and the possibility of a sculpture in the form of a cat and mouse the Board agreed in principle to this project. It does depend on the agreement of the BB committee and providing total costs. Some of the money could be sourced from Liz Burrows' legacy and WLC would be approached to enquire if the money given for the mosaic project could be transferred over to this proposed new project. **(Action Ron)**
- c. Mike requested that monthly accounts be examined regularly by the two committees and LBT to ensure they are being adhered to as they will be included in the monthly reports.
(Chris L, Chris G, Marilyne)
13. **Next Meeting:** 14 Friars Way; 16th January 2018; 7.30pm.

Approved: Chris Long (Chair) _____ Date: _____