

Minutes of the Board Meeting of Linlithgow Burgh Trust Wednesday 30th August 2017 at 14 Friars Way, Linlithgow

1. **Present:** Chris Long (Chair), Kirsty Leonard, Averil Stewart, Ron Smith, John MacGregor, Mike Vickers, Marilynne McLaren, David Timperley and Chris Gunstone.
2. **Apologies:** John Aitken and Robbie Calder.
3. **Minutes:** Minutes of the Board meeting on 12th July 2017 were approved without change and were signed by Chris L.
4. **Matters Arising:**
 - a. Re Item 5 of the minutes, it was noted that the TMG have agreed to write to WLC to confirm they support the change.
 - b. The PayPal change is ongoing.
 - c. Reference to 'dropping codes for designated funds' they would not be dropped entirely, merely hidden.
5. **Correspondence:** None.
6. **Applications for membership:** Applications for membership were accepted from Scott Oliver, Sheena Mackenzie, Janice McBride.
7. **Governance:**
 - a. Finance and Administration committee terms of reference were agreed and approved.
 - b. The Finance procedures, including the approved suppliers process, were agreed.
Note: A list of proposed Approved Suppliers will be provided to the secretary.
 - c. Restricted Funds: advice from Andertax. The trustees accepted Andertax advice on points 1 and 2 and questioned the advice on the third point. Mike Vickers and Chris Gunstone to speak to Andertax to clarify this point. **(Action Mike Vickers and Chris Gunstone)**
 - d. A discussion was held on the mechanism and procedure for approval by the Board, of urgent or unplanned works outside the budget or the currently approved suppliers. It was agreed that decisions should not be made by email unless the chair decides it is an emergency. Any such action requires to be approved at the next Board meeting.
8. **Finance:**
 - a. The minutes of the F&A committee were noted, in particular the recommendation to drop quarterly budgets, which was accepted.
 - b. Accounts to end July were reported and approved. The revised budgeting process will simplify reports.
 - c. Budgets were re-submitted after the F&A meeting, having been discussed by the relevant committees.
 - i. The general budget of circa £2,000 was approved.
 - ii. The Civic Trust budget shows that the new book costs will be split across two years for publication in October 2018. Codes had been corrected to show restriction of book costs. The proposed LCT budget was approved.
 - iii. The proposed BBL budget was approved.
 - iv. It was confirmed that that 10% variance is permitted without the need to refer to the Board.

- d. The proposed format of the annual report for OSCR was discussed briefly. Figures will be added when known. Ron asked about the funds held in each costs centre and Mike agreed to circulate this. It would be preferred if the opening and closing balances covering all funds were shown on the monthly financial reports. The question of restricted funds was discussed and the Board reviewed the advice from Andertax but wished to accept items 1 and 2 but questioned the advice given in item 3. The Board wishes to maintain all planting sponsorship as unrestricted as sponsorship covers many aspects of BB expenditure and in any case planting costs have never exceeded sponsorship income. It is proposed that Mike and Chris G meet with Andertax to clarify and agree the position. **(Action Mike Vickers and Chris Gunstone)**
- e. The proposal to engage Andertax as Examiner for LBT was approved and their quote of £200 was accepted. **(Action Mike Vickers)**

9. Civic Trust report:

- a. It was noted that the LCT committee minutes had not been included in the Board papers, but this will be corrected in future. **(Action Marilyne McLaren)**
- b. Marilyne advised the Board of the plans for visits and talks being prepared by John Mason. The first is a visit to Colzium Lennox estate near Kilsyth on the 24th September. The second item is the annual talk which will be given by Bruce Jamieson.
- c. Marilyne reported on the recent exhibition of Vennel redevelopment ideas held in the Low Port centre. LCT and others now need to decide on follow up action. **(Action Marilyne McLaren)**
- d. Doors Open Day is to be held on the 9th September.

10. Burgh Beautiful report:

- a. The BBL committee minutes had been made available and reviewed.
- b. The work done for Beautiful Scotland was commended especially the inclusion of many community groups and traders. Results will be known on the 7th September and a small party will attend the ceremony in Dunfermline. Regardless of the result, the town looks great!
- c. Grass cutting was discussed and the extent of BB's interaction with councillors and council was clarified. Progress is minimal so far.

11. Communications:

- a. The newsletter is due at the end of September and plans are afoot to write material. The layout will aim to show that it is the new trust but maintain the look and feel of the old organisations. **(Action Chris L co-ordinate)**

12. Email addresses and sign up to the Trust:

- a. Kirsty commented that she had found it hard to get through the website to register and eventually found herself on the old LCT pages. She was particularly concerned that the registration process did not make it clear what the individual was giving permission for in particular the extent to which the Trust could use the sign up to send out emails. She instanced the Victoria Halls email as something that maybe should not have been sent. **(Action John A)**

13. AOB: No items were raised.

14. Next Board Meeting was fixed for the 17th October 2017.

The Trust's AGM is planned for the 18th November 2017 at the Canal Centre.

Approved: Chris Long (Chair) _____ Date: _____