



Note of Leith Chooses Steering Group Meeting

Wednesday 19 December 2018, 3-5pm

Business Centre, McDonald Road Library.

Present

Bruce Ryan
Caroline Lamond
Cllr McNeese-Mechan
Don Giles (Chair)
Douglas Tharby
Sally Millar

Voluntary Sector
Lifelong Learning Service Manager
Elected Member
Leith Harbour & Newhaven C. Council
Leith Harbour & Newhaven C. Council
Leith Links Community Council
Lynne Robertson McDonald Road Library

In attendance

Apologies

Cllr Booth
Cllr Rae
Charlotte Encombe
Debbie Douglas
Evelyn Kilmurry
George Fyvie
Trishna Singh

Elected Member
Elected Member
Leith Central Community Council
Voluntary Sector
North East Locality Manager
Voluntary Sector
Voluntary Sector Representative

Item		Action
1	Welcome - DG welcomed everyone to the thirteenth meeting of <i>Leith Chooses</i> Steering Group 2018-19. - Our best wishes to Cllr Rae for a continuing recovery.	
2	Apologies Noted as above.	
	Minutes 12/12/2018 amend typos then agreed.	
4	Matters arising: - BR unable to set up redirect from ISP - CL to request notes from Cllr Rae and EK. Creche provision Indicative ratios:	CL

	○ 1:3 children under 2 years ○ 1:4 children aged 2 years ○ 1:8 children aged 3 years and above ○ 4 staff requested, will try to update if/when we get more info. We may have to refuse 'extras' Consider time-limited slots, booking slots for applicants and for voters (perhaps more ad hoc) ○ We need to monitor provision. ○ We can take phone numbers for linking should children be unsettled. ○ Possible volunteer to oversee (M.McC) ● Tweeting Projekt 42 have provided translations into Polish and Spanish. They have linked us to the Social Media person. Awaiting response. ● Poste Social Media info in Drop Box & FB inc. 1st draft of A5 English flyer. Sources of translations and checking shared: Polish and Spanish Book bugs, ESOL at McD Rd library. ● A teaser campaign suggested, using other languages/interesting characters. ● Info update remove from agenda unless needed ● Website updated	CL BR/SM
5	Timeline Task for today-on track. ● Diversity materials progressing. ● Lamppost wraps are pending. CL check costs, lamppost numbers. Check banner siting safety at street corners with D.Ryan/G.Hall NB Last year's sites were not identified as risks. CL to check if banner can be painted over (date etc) ● Press release/advert Discussion of when advert was in Leither: It is not in issue (126) If it wasn't in the right issue/on time (in or before 1st week in Jan), seek reimbursement. BR emailed to ask for confirmation that it would be in issue 127, when that would be published. Also, when issue 128 would be published, and deadline date. Decision: If we are to do another advert, it should hit the streets on or before 1st Jan Action: despite whatever happens with the Leither, Steering Group (who?) get 'come and vote' press releases to Edinburgh Reporter, Evening News Query: can we find out where people heard of LC?	CL CL CL/EK tbc
6	Branding/ Publicity/ Social Media/ Comms Updated above	

	(b) More support sessions These would need to be advertised Availabilities at McD road are • Tuesday 8 Jan 1pm to 5:30pm (maintenance allowing)	
13	Date of next meeting 19/12/2018 & restart 9/1/2019	