



Note of Leith Chooses Steering Group Meeting

Wednesday 16 January 2019, 3-5pm

Business Centre, McDonald Road Library.

Present

Cllr Rae	Elected Member (Chair)
Debbie Douglas	Voluntary Sector
Don Giles	Leith Harbour & Newhaven C. Council
Douglas Tharby	Leith Harbour & Newhaven C. Council
George Fyvie	Voluntary Sector
Sally Millar	Leith Links Community Council
Caroline Lamond	Lifelong Learning Service Manager
In attendance	Lynne Robertson McDonald Road Library

Apologies

Bruce Ryan	Voluntary Sector
Cllr Booth	Elected Member
Cllr Donaldson	Elected Member
Cllr McNeese-Mechan	Elected Member
Charlotte Encombe	Leith Central Community Council
Evelyn Kilmurry	North East Locality Manager
Trishna Singh	Voluntary Sector Representative

Item		Action
1	Welcome Cllr Rae welcomed everyone to the fifteenth meeting of <i>Leith Chooses</i> Steering Group 2018-19.	
2	Apologies Noted as above.	
	Minutes 09/01/2019 agreed.	
4	Matters arising: 2 Support sessions delivered. No-one attended the session at Leith Library. Four potential applicants attended the McDonald Road session. Conversations explored growing herbs, food sharing, older people-dementia sufferers, immigrants and unidentified needs (employment and returning home), school partnerships. - We can anticipate eight applications through the links/support given by steering group members.	

	• SM & DG supported 2 potential applicants. • Banners and Lamppost wraps. Underway.	
5	Timeline Tasks for today-on track. [Banners, wraps, diversity materials, refreshments, wristbands, prep projects for online presentation, visits and promotion]	
6	Branding/ Publicity/ Social Media/ Comms Updated above. Punjabi and Urdu (GF) versions pending for the next flyer. Invitation to be extended to Leith Reporter & the Spurtle to attend the voting day and write an article.	Cllr R
7	Integrated Impact assessment • Cllr McN-M and CL to link-in and feedback.	CL
8	Risk Register • No new additions. • Further consideration was given to contingency planning in the event of Police issuing Red weather warning 'essential travel only'. Guidance from D.Reilly SCDC in the (unknown)event of cancellation is to fully inform community of reasons and return funding to source. The preference is to distribute the funds by an agreed method. A panel consisting of the SG, community representation and observers would be tasked with ensuring projects can deliver stated outcomes. Revisit 23/01/2019 Applicants to be advised a contingency is in place. Previous applicants, SCDC, Electoral reform, Dem Soc. members could be observers to the deliberations	
9	Privacy Impact Assessment Advised return 18/01/2019	
10	Voting Day Organisation Café agreed to supply teas, coffees, juice, hot rolls considering veggie, gluten free, halal options to Budget £500 plus trading through the day. Additional refreshments tbc Best stall vote. Cllr R to speak with schools or scout group and to propose voting method. Volunteers. Names and contact details of volunteers for mailing list to be passed to CL. DT and Cllr to discuss with colleagues and pass names to CL.	SM Cllr R All

	Applicants and volunteers to be asked for creche needs asap Tables and chairs SCDC exit evaluation requested SM Veg ware CE Recycling GF Police CL Two officers to be assigned to support. Photographer to create slideshow. Consent protocol will be required. Should we create a time-lapse video?	CL CL
11	The IT software was demonstrated. Comments can be added after registration. Check whether the project order can be moved randomly	
12	Applications screening. Wednesday 23 Jan10am	All
13	Date of next meeting 23/01/2019	