



## **Note of Leith Chooses Steering Group Meeting**

**Wednesday 23 January 2019, 3-5pm**

**Business Centre, McDonald Road Library.**

### **Present**

|                 |                                     |
|-----------------|-------------------------------------|
| Caroline Lamond | Lifelong Learning Service Manager   |
| 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                    |

### **In attendance**

|                 |                           |
|-----------------|---------------------------|
| Graham Neal     | Lifelong Learning Service |
| 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     |
| Sally Millar        | Leith Links Community Council   |
| Trishna Singh       | Voluntary Sector Representative |

| Item     |                                                                                                                                                                                                                                                                                                                                | Action |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>1</b> | <b>Welcome</b><br>Cllr Rae welcomed everyone to the sixteenth meeting of <i>Leith Chooses</i> Steering Group 2018-19.                                                                                                                                                                                                          |        |
| <b>2</b> | <b>Apologies</b> Noted as above.                                                                                                                                                                                                                                                                                               |        |
|          | <b>Minutes</b> 16/01/2019 agreed.                                                                                                                                                                                                                                                                                              |        |
| <b>4</b> | <b>Matters arising:</b> <ul style="list-style-type: none"> <li>Banners and Lamppost wraps. Underway.</li> <li>Contingency Plan-Agreed.</li> <li>If an essential-travel only warning is issued, we host a voting session in Leith Community Centre on 25 Feb 4-7pm. Each eligible project sends two representatives.</li> </ul> |        |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
|           | <p>Each representative gets three votes. They cast three votes each. We allocate the money from the top ranked project down. The members of the steering group can vote too as the voluntary sector, elected representatives, community council and the Council have membership. Observers are most welcome.</p> <ul style="list-style-type: none"> <li>• Volunteer mailing list. LH &amp; NHCC are sending 4 volunteers. GF has 6 volunteers. CL to send invitation to CCs</li> <li>• Refreshments SM tbc</li> <li>• Best stall vote Cllr R is progressing this.2 prizes available.</li> </ul>                                                   | CL                            |
| <b>5</b>  | <p><b>Timeline</b><br/>Tasks for today-on track.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                               |
| <b>6</b>  | <p><b>Branding/ Publicity/ Social Media/ Comms</b><br/>Updated above.<br/>Punjabi and Urdu (GF) versions pending for the next flyer.<br/>Invitation to be extended to Leith Reporter &amp; the Spurtle to attend the voting day and write an article.</p>                                                                                                                                                                                                                                                                                                                                                                                         | Cllr R                        |
| <b>7</b>  | <p><b>Integrated Impact assessment</b><br/>Cllr McN-M and CL to link-in and feedback.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | CL                            |
| <b>8</b>  | <p><b>Risk Register</b><br/>No new additions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |
| <b>9</b>  | <p><b>Privacy Impact Assessment</b><br/>Advised return 18/01/2019</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                               |
| <b>10</b> | <p><b>Voting Day Organisation</b><br/>The steps are:<br/>Friday set-up, registration, creche, voting, ballot box briefing.</p> <p>Applicants and volunteers to be asked for creche needs asap- first come, first served basis.</p> <p>Tables to be allocated by random numbers draw.</p> <p>The funding pot is to be split between the two themes in a ratio basis.</p> <p>AV support is booked. Videos to be sent in advance to check for techy smoothness. CL to send link to SM &amp; DG.</p> <p>GN will give the Fire Safety briefing.<br/>FM colleagues will assist through correct protocols.</p> <p>School music group to be requested</p> | <p>CL</p> <p>GN</p> <p>CL</p> |

|           |                                                                                                                                                                    |  |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|           | Should we create a time-lapse video? TBC                                                                                                                           |  |
| <b>11</b> | The IT testing is progressing. There is a unique URL; a block is possible. Support is good with questions being answered swiftly. There is a one-off cost of £300. |  |
| <b>12</b> | Application screening is progressing well. 31 submissions.                                                                                                         |  |
| <b>13</b> | <b>Date of next meeting</b> 30/01/2019                                                                                                                             |  |