



Note of Leith Chooses Steering Group Meeting

Wednesday 30 January 2019, 3-5pm

Business Centre, McDonald Road Library.

Present

Don Giles (Chair)	Leith Harbour & Newhaven C. Council
Douglas Tharby	Leith Harbour & Newhaven C. Council
George Fyvie	Voluntary Sector
Caroline Lamond	Lifelong Learning Service Manager

In attendance

Graham Neal	Lifelong Learning Service
Lynne Robertson	McDonald Road Library

Apologies

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

Item		Action
1	Welcome Don Giles welcomed everyone to the seventeenth meeting of <i>Leith Chooses</i> Steering Group 2018-19. <u>Appreciation</u> On behalf of the Steering Group, DG extended grateful thanks to Cllr Marion Donaldson for her guidance, support and leadership through the previous Leith Chooses event. <u>Thank you</u> In addition, DG recorded thanks for the contributions of Bruce Ryan which have continued from Brazil.	
2	Apologies Noted as above.	
3	Minutes 23/01/2019 agreed.	
4	Matters arising: Banners and Lamppost wraps. Ordered. Installation week beg 11th Feb. Removal 25th Feb.	

	• Mailing List. LCC names added in. 27 people volunteers in total (inc.SG) • Refreshments SM & HM progressing arrangements tbc • Best stall vote Cllr R is progressing this.2 prizes available. • School musicians requested. Noise level to be set at a comfortable level. Advise PASDA. • Video links to be sent to AV colleagues tbc • Time-lapse video tbc	CL SM
5	Timeline Tasks for today-on track.	
6	Branding/ Publicity/ Social Media/ Comms Voting publicity is progressing. We have a good basis from which to extend languages for the next event. The two social media logos will go out when we inform the successful applicants of the next stage. Photography consents to be arranged. Local media to be invited. Approach Scotsman, STV local and BBC?	GN/CL Cllr Rae
7	Integrated Impact assessment Cllr McN-M and CL to link-in and feedback.	CL
8	Risk Register No new additions. BR to update (contingency plan 25 Feb) Risk assessment for event created by CL. GN to check and update.	BR CL/GN
9	Application Screening update 31 applications received [8 food theme, 23 vulnerable people theme] Applicant 1 Updated financial request agreed. Applicant 5 Partnering with Bethany. Applicant 9 Not proceeding. Applicant 10 Partnering with Ragged University. Applicant 15 No Boost vote. Applicant 13 Info pending. Applicant 23 CL to seek guidance. Applicant 27 Partnering with Leith Archers Applicant 28 Info pending.	
10	Privacy Impact Assessment Advised return 18/01/2019	
11	Voting Day Organisation Ongoing. Additional names for 'Guest List'-send to CL	
12	IT The work starts tomorrow. The online gallery will be prepped	

	and shared with the steering group. It is hoped to launch the Gallery on Wednesday 6 th Feb.	
13	A.O.B Survey Monkey evaluation to be considered.	
14	Date of next meeting 13/02/2019	