



Note of Leith Chooses Steering Group Meeting

Wednesday 6 February 2019, 3-5pm

Business Centre, McDonald Road Library.

Present

Cllr Rae (Chair)	Elected Member
Don Giles	Leith Harbour & Newhaven C. Council
Douglas Tharby	Leith Harbour & Newhaven C. Council
George Fyvie	Voluntary Sector
Debbie Douglas	Voluntary Sector
Evelyn Kilmurry	North East Locality Manager
Sally Millar	Leith Links Community Council
Heather Muchamore	Lifelong Learning Service

Apologies

Caroline Lamond	Lifelong Learning Service Manager
Bruce Ryan	Voluntary Sector
Cllr Booth	Elected Member
Cllr McNeese-Mechan	Elected Member
Trishna Singh	Voluntary Sector Representative

Item		Action
1	Welcome Cllr Susan Rae welcomed everyone to the eighteenth meeting of <i>Leith Chooses</i> Steering Group 2018-19. <u>Thank you</u> SR thanked DG for chairing the last meeting in her absence.	
2	Apologies Noted as above.	
3	Minutes 6/2/2019 agreed.	
4	Matters arising: Refreshments HM has been in contact with the cafe who have agreed to provide tea/coffee/juice for event for £500. This includes a roll/ drink for volunteers. Between 10am-12 volunteers would be served from the café. After 12 the catering would be provided in two rooms. Agreed that EK/ CL would source flasks (approx 6+) rather than use an urn.	HM/CL/ EK

	- Best stall vote Cllr R has contacted the Scouts. Agreed that under 8's voting would be managed in the same way as the PB vote. Children under 8 would receive a different coloured wristband at registration. SM to get different coloured cards for orgs and kids can use the cards to vote for Best Stall by posting them into a Perspex box. EK to source box. - Event day media invitations. Agreed to invite The Spurtle, Phyllis, Evening News, North Edinburgh News, The Leither, Forth 1, The Speaker. SR to be the media contact on the day. - Photography consent. Discussed approach. Idea of red sticky label for those who do not give consent for photographs. EK advised that photos of children/ vulnerable adults still required completed permission form. GN to progress. - Risk assessment. Agreed to include the provision of hot water flasks at the event instead of a tea urn. Any spillages to be cleaned up by a volunteer. - Time-lapse video. CL to progress.	SM EK Cllr Rae GN GN CL
5	Timeline Tasks for today-on track.	
6	Branding/ Publicity/ Social Media/ Comms Lamppost wraps to be installed next week. Voting publicity is on track. Leaflets to be distributed via Debbie's shop. SR to draft the list of press contacts for next week. Guest list was discussed. EK to circulate the list and invites to be issued by next week.	GN/CL Cllr Rae
7	Integrated Impact assessment CL to progress.	CL
8	Risk Register Updated risk register was circulated. Suggestion that Police should be briefed in advance of the event regarding any issues e.g. racism.	CL
9	Application Screening Agreed that GTS did not meet the criteria. EK to advise CL. EK to liaise with CL to find out if successful organisations have been informed. Agreed that the list of organisations who would qualify for the boost vote would be reviewed to ensure that a fair and equal approach has been given to all. An additional meeting to take place next Tuesday afternoon (13/02) at 12.00 in the Green room at the City Chambers in order to review the	CL EK/CL SM/DG/ Cllr Rae/ CL

	boost vote. Agreed that those who will receive the boost vote will be advised of this in advance of the voting event. The division of money pots was agreed £12K for food and £32K for vulnerable people. Agreed that this division of funds to the two themes would be announced in advance of the event.	
10	Privacy Impact Assessment Advised that this has been returned and that CL had to make some amendments.	CL
12	A.O.B Survey Monkey evaluation to be considered.	
14	Date of next meeting 13/02/2019 (Smaller group to review the boost vote qualifiers meeting at 12.00 on Tues 12/02 in the Green Room, City Chambers.)	