

A G E N D A

£eith Chooses 2018/19 Steering Group

**Wednesday, 20 February 2019 at McDonald Road Library Business
Centre**

3pm-5pm

- 1. Welcome**
- 2. Apologies**
- 3. Minutes of 13. 02. 2019**
- 4. Matters arising**
 - a. Refreshments.**
 - b. Best stall vote Cllr R**
 - c. Event day media Cllr R**
 - d. Photography consent GN**
 - e. Risk assessment (event day) update GN**
 - f. Time lapse video. CL**
- 5. Timeline**
- 6. Branding / Publicity / Social Media / Comms**
- 7. Integrated Impact Assessment**
- 8. Applications**
- 9. Risk register.**
- 10. Privacy Impact Assessment.**
- 11. IT Online Gallery update**
- 12. Voting day Organisation.**
- 13. AOB**
- 14. Date of next meeting 27.02.2019**



Note of Leith Chooses Steering Group Meeting

Wednesday 13 February 2019, 3-5pm

Business Centre, McDonald Road Library.

Present

Cllr McNeese-Mechan	Elected Member
Cllr Rae (Chair)	Elected Member
Debbie Douglas	Voluntary Sector
Don Giles	Leith Harbour & Newhaven C. Council
Douglas Tharby	Leith Harbour & Newhaven C. Council
Sally Millar	Leith Links Community Council
Caroline Lamond	Lifelong Learning Service Manager

Apologies

Bruce Ryan	Voluntary Sector
Cllr Booth	Elected Member
Cllr McNeese-Mechan	Elected Member
Cllr McVey	Elected Member
George Fyvie	Voluntary Sector
Trishna Singh	Voluntary Sector

In attendance

Heather Muchamore	Lifelong Learning Service
Lynne Robertson	Library Officer

Item		Action
1	Welcome Cllr Susan Rae welcomed everyone to the nineteenth meeting of <i>Leith Chooses</i> Steering Group 2018-19.	
2	Apologies Noted as above.	
3	Minutes 06/2/2019 agreed.	
4	Matters arising: - Refreshments Flasks are sourced. Add hot water concern to Risk Assessment. HM - Volunteer to be placed at drinks stall. - Vegware ordered (1K pack size) CE.SM - Syrian shop discussion ongoing.HM - Best stall vote Thank you to DG for prize gift. D.D plus two volunteers to run the part of the event. 2 Perspex boxes required. Confirmed.	

11	Voting day Face painter and Glitter tattoos confirmed. Set the Children's Ballot box along the same wall as the adult ballot box.	
12	A.O.B University of Leuven, Belgium, request considered and agreed in principle. Awards night set 06/03/2019. Guest speaker Peter McColl Nesta (confirmed). Evaluation evening 12/03/2019 Voting scheduled for Monday 25 th Feb and Tuesday 26 th is required. M.McM to be asked to coordinate. Questioned posed for reflection: Are people providing robustly costed projects? Applicants to be reminded of transport support via email. CL	
14	Date of next meeting 20/02/2019	