



Note of Leith Chooses Steering Group Meeting

Wednesday 20 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 McVey	Elected Member
George Fyvie	Voluntary Sector
Trishna Singh	Voluntary Sector

In attendance

Graham Neal	Lifelong Learning Service
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Item		Action
1	Welcome Cllr Susan Rae welcomed everyone to the twentieth 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 5 flasks available. 2 more ordered. Juice to be bought. Lids for Vegware cups ordered. Set a volunteer to oversee this area. • Syrian shop goods ordered. • Best stall. Children will vote until 2pm. • Media corner. ○ Press invitation circulated. 3 Photographers attending.	

	• Photography consent. Red sticky label for those who do not consent to photography. Signs at the registration.GN to progress. • Voting process prompt sheet required 'go to café, register..'	
5	Timeline Tasks for today. Cllr Rae indicated 'it's now or never' (to paraphrase).	
6	Branding/ Publicity/ Social Media/ Comms Lamppost wrap location outside New Kirkgate to be considered for next time. Banners are installed. Selfie Board pending. Encourage Twitter posting.	
7	Integrated Impact assessment Outstanding.	
8	Risk Register Red weather warning contingency will not be required.	
9	Applicants feedback CL met Diamondberry Schoolhouse representative- they a constructive conversation.	
10	Privacy Impact Assessment PIA has been submitted for Survey Monkey.	
11	Voting day Volunteer arrive 10am. GN briefing re fire escape etc. SM briefing volunteers. Volunteers sign-in and order a hot roll/cold roll. This is available at 11am. Sikh Sanjog food trays can go straight to the rooms. The 'free from'/food intolerance goods are organised. 12 noon: Piper does an intro. Cllr R to welcome all. SM outlining voting CL to e mail volunteers.	
12	A.O.B One applicant representative may have difficulty attending; we will support their team as best we can.	
14	Date of next meeting 27/02/2019	