



Note of Leith Chooses Steering Group Meeting
Wednesday 16 October, 3-5pm
McDonald Road Library Business Hub

Present

Cllr Susan Rae	City of Edinburgh Council Elected Member
Caroline Lamond	City of Edinburgh Council officer
Douglas Tharby	Leith Harbour & Newhaven Community Council
Sally Millar	Leith Links Community Council
Bruce Ryan	Several community councils and Edinburgh Napier University

Item		Action
1.	Welcome Apologies (Sabrina Tickle, Cllr Amy McNeese-Mechan, Don Giles, Evelyn Kilmurry)	
2.	Minutes of previous meeting Update of previous minutes with trams info carried forward	SM
3.	Matters arising 1: Schools evidence Still in progress	EK
4.	Matters arising 2: Operational Budget No news – Caroline to chase again LC still needs more money to operate. <i>Action: Bruce to try his contacts at Napier and from his former publishing career re printing ladybird book of LC</i>	CL BR
5.	Matters arising 3: Consul gallery Caroline has asked for a link into Consul but it doesn't work, <i>so she will follow this up, and try to get Bruce to be shown the demo</i>	CL
6.	Matters arising 4: Trams funding resolution Caroline read out an email (dated December 2018) from R Garriock setting out Trams Team's ideas, and asking for a meeting, then another email from around the same time mentioning a conversation with Cllr McNeese-Mechan. In effect, Trams Team asked Caroline & Cllr MM for a meeting but this did not happen. <i>Decision: It was agreed that any proposals of Tram-Team money must be discussed and agreed by the LC steering group.</i>	Steering group
7.	Matters arising 5: application forms in community centres done	none
8.	Matters arising 6: Volunteers- Greens and Volunteer Fayre Susan has agreement from 5 greens, including one who has experience of disability, to volunteer for the voting event Sally had useful conversations at the Volunteer fayre, possibly leading to more applications <i>Action: Susan to get their contact details to Caroline</i> <i>Action: Sally to contact Leith Police youth volunteers</i>	SR SM

Item		Action
9.	Matters arising 7: Maximum permitted numbers at voting event <i>Decision: crèche to be arranged for 11am to 3pm, voting event to be open 11am to 3:30pm</i> <i>Action: Caroline to try book those crèche times, and report back next week if there is a problem</i> <i>Decision: LC to collect data on numbers of children using the crèche, their ages, how long they stay at the crèche, and whether their parents are voters or project-folk</i>	CL Steering group
10.	Matters arising 9: briefing volunteers for voting event <i>Decision: steering group to offer drop-ins on Wednesday (at McDonald Rd library) and Friday (at the Kirkgate) before the event (times TBC)</i>	Steering group
11.	Matters arising 8: Payments for supplier Caroline found invoice received 27 Feb. She asked for payment that day. 10 May, DM stated that he hadn't been paid. There was various chasing, and payment was approved on 5 June, i.e. 14 weeks from invoice to confirmation of payment. <i>Action: D McNaughton to be asked to invoice asap (Sally to contact DM) for banners, wraps and social media headers, i.e. to send one invoice for all items</i> <i>Action: CL to try to expedite future payment of invoices to LC</i>	DM, SM CL
12.	Matters arising 8: A4 poster <i>Decision: This will be paid from Leith Links Project account.</i> <i>Action: Sally to brief David McNaughton</i>	SM
13.	Matters arising 9: Tweets <i>Action: Bruce and Sally to keep on tweeting, based around previous winners (http://www.leithchooses.net/leithchooses-2018-19/awards-2019) and amounts won</i>	BR, SM
14.	Matters arising 10: Journalists Noted that Sally got request from <i>Evening News</i> , leading to interview by phone and follow-up email sending info to journalist, but nothing has been published yet <i>Action: Sally to chase this up if necessary</i>	SM
15.	Matters arising 11: Reports <i>Action: Caroline to carry on with this work</i>	CL
16.	Matters arising 12 Support sessions Covered above	
17.	Matters arising 13: Diversity Sally has spoken with Mizan Rahman but he is beset by personal issues. Sally would be happy to speak with other ELRIC people about LC themes etc	SM
18.	Matters arising 14: Alan: youth talk 6 Nov Susan mentioned that children face difficulties visiting friends in the dark, due to poor street-lighting. Caroline said they should take this to relevant CEC department. Also, Neighbourhood Network and other mechanisms can push for this. Caroline said that Allan can make 6 November (normal steering group) meeting	none

Item		Action
19.	Timeline Wrist bands and voting cards We have voting cards left over (hopefully safely stored at the Kirkgate) <i>Action: Sally to email wording for wristbands and other necessary details to Caroline</i> <i>Decision: Caroline to place order, working with Sally</i>	SM CL
20.	First application received by default Caroline noted that another locality has received an application for community funding from the Leith area. This application has been forwarded to Caroline, who has sent the applicant FeithChooses application form and guidance notes. <i>Action: Caroline to contact George Fyvie about support for applicants</i> Also a primary school expressed interest applying to FeithChooses, but this school is not in FeithChooses area, so Caroline directed the school to the appropriate CEC officials. There was discussion of how to handle applications from sole traders etc, should this occur.	none
21.	AOB None Caroline shared an invitation from Hermitage park to see their cookery demonstration (9 to 11:30 on Friday mornings. <i>Action: Sally, Susan and Douglas to liaise about this</i>	SM, SR, DT
22.	Date of next meeting 23.10.19	