



Note of Leith Chooses Steering Group Meeting
Wednesday 13 November, 3-5pm
McDonald Road Library Business Hub

Present

Don Giles	Leith Links Community Council
Caroline Lamond	City of Edinburgh Council Officer
Sally Millar	Leith Links Community Council
Cllr Susan Rae	City of Edinburgh Council Elected Member
Bruce Ryan	Leith Central Community Council, Leith Harbour & Newhaven Community Council
Douglas Tharby	Leith Harbour & Newhaven Community Council

Item		Action
1.	Welcome Apologies: Evelyn Kilmurry Steering Group mailing list was updated to remove people no longer attending	none
2.	Minutes of previous meeting <i>Action: Bruce to update electronic record with Sally's updates</i> The minutes were agreed	BR
3.	Matters arising a: Schools evidence <i>Action: Douglas to prompt Evelyn about this at a Neighbourhood Network meeting on Friday.</i>	EK, DT
4.	Matters arising b: Operational Budget <i>Action: SM has shared her submission with BR. BR to shape up business case request to KG. Leith Links Community Council may have to be approached to be the host organisation for Governance protocols. Bruce to include LLCC/SM details</i> <i>Action: Bruce to try his Napier and former publishing contacts for possible funding opportunities</i>	BR
5.	Matters arising c: Consul software Caroline & Sally attended the demonstration. It seems somewhat user-friendly. It is not yet clear whether this software is acceptable to CEC or how long it might take them to implement. If used for distributing CEC funds via PB, there would need to be co-ordination of dates, so that all the events were displayed/accessible via one 'fork'; it gets complicated if each locality, say, had a different set of events. It was not clear on which servers the software would run, or when it would be ready <i>Action: Sally to circulate link to demo about one of the Ayrshire councils' schemes.</i> <i>Decision: it was agreed to continue to use the Wordpress gallery developed by Bruce for the 2020 event gallery.</i>	SM BR
6.	Matters arising d: Tram funding resolution The meeting reviewed last week's conversation with the trams staff for the benefit of steering group members who were not present last week.	

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7.	Matters arising e: Green volunteers and police volunteers <i>Action: Susan to ask her Green colleagues to volunteer via her Slack connections.</i> <i>Action: Caroline, Sally, Bruce to call for volunteers at the end of November, via social media.</i> SM has contacted Police Youth Volunteers. They seem likely to respond favorably and are collecting names (about 6) of possible volunteers for the Voting Day. <i>Action: Caroline to look into PB provision in Drylaw, for a Police Youth Volunteers request</i>	Cllr R CL, SM, BR CL
8.	Matters arising f: A4 posters These have been printed (400) <i>Action: steering group members to disseminate these as they can.</i> <i>BR: Leith Central; Sally: Leith Links; Don/Douglas: LHNCC (i.e. within own CCs), various: via CC training this evening and other links; Susan: Citadel</i> <i>Action: Caroline to check whether community service volunteers can distribute some</i>	All CL
9.	Matters arising g: tweets <i>Action: Bruce to repeat a second round of tweeting.</i> <i>Action: Susan to show Sally & Bruce how to tag people on tweets</i> <i>Action: Susan to compile a list of Twitter handles for people/organisations to tag</i>	BR Cllr R
10.	Matters arising g: Journalists No publication to date of SM's interview with EEN. Cllr R to link with Jacob (Junior Evening News) and Leith Reporter.	Cllr R
11.	Matters arising h: Reports Douglas is very happy to do more liaison / promotion by visiting other schools or other projects that won funding in the past two years, to show appreciation of project teams and work, remind them about need to send report, take photos for publicity etc. Don emphasized the value of face to face contact and encourage more of this for 2020 winners. <i>Action: Douglas to liaise with possible groups / venues.</i>	none
12.	Matters arising i: Support sessions - Next one is on 27 November. <i>Action: Steering group members to attend as possible</i> - Another session to be set up ideally in the McDonald Rd library on 11 December <i>Action: Caroline to book this: DONE!</i>	All CL
13.	Matters arising j: Diversity <i>Action: Sally to try to connect with Mizan Rahman when his personal circumstances allow.</i>	SM
14.	Matters arising k: voting cards <i>Action: Sally to check if leftover cardss are still at the Kirkgate</i>	SM
15.	Application forms A group has requested the application form in Word format. It was agreed to make this available for inclusion purposes, even though security would argue to not doing so. <i>Action: Bruce to put Word version on the website asap, as DOC, not DOCX</i>	BR

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16.	Timeline, wristbands and voting cards <i>Timeline checked- on target.</i> <i>Wristbands received</i> <i>Action: Sally to try to locate voting cards in Leith CC.</i>	SM
17.	AOB None	none
18.	Date of next meeting 2019_11_20 Sally sends her apologies for this meeting	