

# Leith Chooses meeting 27 November 2024

Present: Abby, Don, Bruce (minutes), Naomi, Jack, Sally, Susan, Tremaine

Apologies:

- Definite actions are green-highlighted.
- Updates in today's meeting that might imply actions are yellow-highlighted.
- In the following, 'TB/ND' means 'Tremaine and/or Naomi'

## 1 Preparation for voting day (and awards day)

### 1.1 What we have already

- TB/ND: ballot boxes (currently at Waverley Court), envelopes for awards day.
  - We have to buy some stuff new each year due to lack of storage space ☹️
- Jack: cable ties for ballot boxes, 2 walkie-talkies, 2 clickers
- Voting instructions posters
  - We have last years, and there has been no change in how to vote.
- Wrist-bands – we have well over 1000
- Hot-water urns – Kirkgate should have these.
  - Action: While checking it does, Sally to send Rob Levick update with things he needs to know.

### 1.2 What we need to find/source

- Perspex ballot box (for children's vote) is AWOL
  - Actions: Sally to ask Rob Levick and Debbie if they have it; Tremaine to ask Jade.
  - Action: Sally to ask Debbie if she will run this year's children's vote.
- Donation of crisps, water, juice, fruit
  - Action: Sally to ask ASDA if they will do this.
- Quote for tables and chairs – TD/ND waiting on this
- Smoothie bike and order for fruit and cups: grand total ~£150. (Miriam is working on this.)
- Graphics, banners
  - David M has sent everything, so action: TB/ND to upload it to Dropbox, and get printing done.
  - It was agreed to go for 3 banners with blanks for dates, so we will need 6 stickers @£10 each – but this will still lead to savings because we won't need brand-new banners each year.
  - Banners will be delivered to McDonald Rd library.
    - Action: Tremaine to check with Rob Levick that he is happy for one to be installed at the Kirkgate.

- Evaluation/feedback stuff
  - We have the big roll of paper to repeat last year's post-it wall.
- How-to-vote document
  - Action: Jack to circulate current draft.
  - Action: steering group to check this.
- Map and post-codes
  - These need an update due to the additional postcodes that have sprouted in the LC area.
  - We are waiting on CEC GIS team to provide these.
- Other printing to be done:
  - Gallery (when it is complete)
  - Direction arrows
  - Map of stalls
  - Volunteer briefing
    - Actions: Sally to check last year's version is OK for this year, then send it to TB/ND for printing.
  - Signs for food, e.g. 'gluten-free' and other allergy warnings.
  - Lamination envelopes
    - Action: TB/ND to order these.
    - Action: TB/ND to either laminate stuff themselves, or send it to Bruce and/or Sally who both have laminators.
  - Print of completed risk assessment.
    - TB will be fire warden
- Press table (principally for *Edinburgh Reporter*)
  - Action: Susan to arrange helpers
- High-vis vests (for volunteers), tabards for steering group
  - TB should have these from last year
- Prize(s) for best stall
  - Action: Don to supply this/these.

#### 1.2.1 Ordering/obtaining stuff

- Action: Bruce to sort the ordering stuff sheet to show who is responsible, when things have been done/obtained etc.



| Organisation                        | CEC concerns/actions                                                                                                                                                            | SG concerns/actions                                                           | Asked for support   | Amount requested    | Boost requested     | Date all issues resolved |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------|---------------------|---------------------|--------------------------|
| Creative Electric                   | NONE                                                                                                                                                                            | Project title approval needed                                                 | ?                   | £4,900              | N                   | 2024_11_20               |
| Who Cares? Scotland                 | NONE                                                                                                                                                                            | Project title approval needed                                                 | N                   | £2,520              | N                   | 2024_11_20               |
| <b>Leith Primary Parent Council</b> | NONE                                                                                                                                                                            | Need project text that's =<200 words                                          | Y                   | £4,768              | N                   | 2024_11_28               |
| Norton Park SCIO                    | NONE                                                                                                                                                                            | Project title approval needed                                                 | N                   | £5,000              | N                   | 2024_11_20               |
| Leith Community Growers             | NONE                                                                                                                                                                            |                                                                               | Y                   | £4990               | TBC                 | 2024_11_28               |
| Sketchy Beats Art Collective        | NONE                                                                                                                                                                            |                                                                               | N                   | £5,000              | N                   | 2024_11_20               |
| <del>Himalayan Centre</del>         | <del>REJECTED</del>                                                                                                                                                             | <del>REJECTED</del>                                                           | <del>REJECTED</del> | <del>REJECTED</del> | <del>REJECTED</del> | <del>REJECTED</del>      |
| Edinburgh Remakery                  | NONE                                                                                                                                                                            |                                                                               | N                   | £4,900              | N                   | 2024_11_20               |
| <b>Leith Festival Association</b>   | LFA will try to get confirmation from its board tomorrow that the project can proceed without the ineligible costs being funded, otherwise they will withdraw their application | project text, gallery image not yet supplied<br>project title approval needed | ?                   | £3,600              | N                   |                          |
| ELREC                               | NONE                                                                                                                                                                            |                                                                               | Y                   | £4,469              | Y                   | 2024_11_20               |
| Leith Walk Primary Parent Council   | NONE                                                                                                                                                                            | project title approval,<br>background info links not yet supplied             | N                   | £2,631              | N                   |                          |
| The Junction                        | NONE                                                                                                                                                                            | project title approval needed                                                 | Y                   | £2,400              | No                  | 2024_11_26               |

### 3 Meetings with organisations

#### 3.1 Leith Community Growers

- Advice meeting has taken place (Jack, Sally). They now have a 10-year lease with CEC on the Childrens Orchard, so future maintenance of the orchard following potential funding from this year's LC is covered.
  - Action: TB/ND to contact their Council contact person mark.bulloch@edinburgh.gov.uk to check that council agrees that this project is compliant with the terms of their lease.
- They are now aware of the problems with 'permanent structures' on the Links and have revised their project to incorporate a shed with plastic + gravel flooring.

#### 3.2 Leith PS Parent Council

- Advice meeting has taken place (Jack, Abi, Sally), mostly involving briefing them about how LC and voting process works. They confirmed they could proceed with the project even if they don't manage to raise the extra £1,000 they intend to fundraise for. Asked them to consider adding purchase of a kid's litter bin to their equipment list. They will send in finalised text, an image and a project title asap.

### 4 Voting day planning

- Catering
  - Action: Naomi to look into catering; we will keep £80 aside for potential pastries.
- Things for the day (non-complete list, Naomi has full list)
  - We need ballot box ties (ACTION: Jack to acquire)
  - Trays for food
  - Blue tack and tape
  - Wristbands (to be found)
  - Cards (to be found)
  - Labels (ACTION: Sally to send Tremaine dimensions for printing before Christmas)
  - Smoothie bike (ACTION: Tremaine and Naomi to book via Miriam)
  - Facepainter (ACTION: Sally to book through community centre)
  - Library booking for vote count (ACTION: Tremaine to book for Wed 22nd January)
  - Consultation Hub setup + preview discussion will be on 4th December Steering Group meeting)
  - Volunteers (ACTION: Tremaine to check Jade's handover notes for a volunteer)
  - Tables and chairs (ACTION: Tremaine will look at last year's invoice and re-order with 3 more tables and 6 more chairs)
- Things we should have already
  - Maps and postcode list (needs updated by GIS team)
  - Facebook ads (starting Friday 3rd January)
  - Full Lifelong Learning team (6) will be volunteering.

## 5 Naomi's PB review

- Held over until next week.

## 6 Actions held over from last week

### 6.1 Donation by LeithLate

#### 6.1.1 Meeting with LeithLate 2024 11 20

Present: Joette (LeithLate), Naomi, Sally & Abigail

Leith Late has £5,000+ to give away BY THE END OF ITS FINANCIAL YEAR (March 2025), to an arts organisation/arts project. But could hang on until say February 2025 — no huge rush right now.

They are willing to split it across more than one organisation.

Definition of 'arts' is broad / flexible.

They are speaking to another Organisation as well as LC. They might decide to give some to it and some to LC — it's a Board decision. (But they are keen to give back to the community in general as well as to arts.)

They understand the PB process and would not wish to interfere in it (eg by offering a sub award to a group that had not passed the threshold of vote numbers to be entitled to an award, or by complicating the voting process).

They would like Leith Late to be credited and given publicity for their sponsorship, but only after the event as part of the 'awards' process, (rather than part of the pre voting process or voting process).

Agreed that a possible way forward would be for them to wait until the voting is complete.

LC to contact LL immediately votes are counted and verified.

If no arts projects have won, they give up on LC and dispose of their money elsewhere, as they wish.

If any of the arts projects have won, LC tells LL immediately – in confidence – what the project is, and how much they applied for.

(If by any chance 2 or more arts projects win (unlikely) discussion with LL as to how they wish to proceed)

LL decides whether or not they want to give them the money. If no, nothing further happens (and they would presumably give all their money to another organisation outside LC), and LC proceeds normally.

If Yes, LL agrees to pay it to them directly (ASSUMING THEY PROVIDE ALL THE NECESSARY PAPERWORK TO LC AS ANY OTHER ORGANISATION WOULD NEED TO IN ORDER TO GET COUNCIL FUNDS)

If yes, LC immediately adds the £ sum thus 'liberated' to the LC pot, which will bump the next highest vote winner up the list into the 'winner' Category (either for a full or part award).

Only THEN are the awards announced publicly, including the new Organisation bumped into the winners list, and announcing the LL sponsorship, giving LL publicity.

## **Advantages**

LC process is kept 'clean', voters are not confused.

LL gets credit and publicity for this nice 'goodbye to Leith'

Leith community gets an extra project funded.

## **APPENDIX**

Several Arts Organisations have applied, but not all for the round £5,000

- NEPAT (£5000)
- Super Power Agency (£1572)
- A.R.Ts Afternoon (£2475)
- Norinemindeyes (£5000)
- Broughton Primary (£3794)
- Creative Electric (£4900)
- Sketchy Beats (£5000)
- Edinburgh Remakery (£4900)
- ELREC (£4469)

### **6.1.2 Discussion during meeting**

- There was discussion of the fine details of getting cash to any vote-winning arts organisation. Vote is on 3 Feb, so we will give LL to 10 Feb to decide if they like. Then delay awards to 18<sup>th</sup> or 20<sup>th</sup> Feb (to fit with term time)
  - Action: TB/ND to check with Rob Levick if these dates suit the community centre

### **6.2 Sikh Sanjog**

- Receipt of pay-back of unspent funding has now been confirmed, and SS has sent an updated report.
- TB/ND confirms this money will go into the 2024-25 grant pot. TB / ND will forward to LC SG the exact total now in the current LC pot.
- Should LC credit SS in the written posts about the pot amount?

### **6.3 Reimbursement of Kirkgate/Rob Levick**

- CEC needs a purchase order number, so TB/ND have asked Rob for this to be added to the invoice.

### **6.4 Publicity**

- Action: TB/ND to tell David McNaughton that all content is OK, and ask him to send the final files.