

Leith Chooses meeting 08 January 2025

Present: Abigail, Bruce (minutes), Don, Douglas, Naomi, Sally, Susan, Tremaine

Apologies: Jack

Definite actions are green-highlighted.

1 Voting day

1.1 Volunteers and staffing

- Susan has put out call for volunteers
 - cllr Kayleigh O'Neill will do media. NB the media table needs to be wheelchair-friendly
 - Susan to email her volunteers' names to Sally
- Susan has sent Invitations to councillors
 - She and Jack noted in the invitation that this would be a chance for cllrs to see PB in action, in preparation for a proportion of transient visitor levy revenue being allocated via PB
- Tremaine to phone Rob Levick to check if janitorial staff will be present all day at Kirkgate, and that there is no clash with CEC staff. (There is sufficient budget.)
- Tremaine to ascertain whether Rob and Docherty should be on the fire evacuation plan.
 - Tremaine will be fire warden.
- Tremaine supplied names of volunteers from CEC
- Sally to do both volunteer briefings (on Wednesday 15th Jan and on voting day)
- T-shirts are here.
 - Steering group members to keep theirs, volunteers to hand them back
- Counting voters: we should use clickers to count the number of people that register, not the number that come into the event
- Sally to check on face painters, and how much space they need
- Because we only have 50 no-photos badges:
 - Douglas to get them back from voters who are leaving
- Bruce to make up one-page list for voters using quiet room etc
- Bruce to obtain orange ribbon to clearly mark which stalls get boost votes

1.2 On-the-day activities etc

- We won't do the quiz – it would take human and cash resources we don't have
- The risk assessment has been signed off.
- The updated list of eligible postcodes is ready, as is the updated map.
 - Tremaine to email these to Bruce and rest of steering group
- Tremaine has supplied URL of voting page to Bruce. Bruce has added this to the gallery and voting pages. The voting page is public but voting won't open until the very start of 20 January.
 - Sally to check the gallery and voting pages are OK, especially dates
- Tremaine to email applicant groups, including details of the quiet room
 - It was agreed not to have a ballot box in that room, that volunteers should keep a close eye on its users, and bring food through to them. They would either be guided by volunteers to the ballot box or be given a 1-page form on which they can mark their votes, then put this form in the ballot box. (Volunteers could also do this for them.)
- Sally to correct and email volunteer guide to Tremaine and the list of volunteers
- We need a big trolley for moving stuff around/into the event
- Bruce to ascertain for sure which police will attend
- Abby/Sally to catch people at evaluation station,

1.3 On-the-day tasks

- Door – Douglas
- Quiet room entrance – Helen
- Registration – Gail, Abby, Sally, Tricia, AN Other, Jack, CEC Michael
- Evaluation – Abby/Sally, Andrew Field
- Ballot boxes – Jack and Bruce
- Catering refills – Dita, Mags Ross(?), Abby's PhD colleagues, CEC Sabrina
- Line – Abby
- Stalls – Don
- Kiddie vote – Debbie
- vote-card recycling – Naomi and Tremaine. (Sally has recycling basket.)
- Bring his own food: Bruce (cos he's the only vegan)
- Smoothie bike – AN Other

1.4 Supplies

- Sally has got foil trays
- Sally has received **no** reply from ASDA to her request for food
- **No need for Costco run** – we can go to Lidl if needed on the day (£100 budget available)
- **Douglas to check if Rob Levick/Kirkgate has banqueting paper** (he/it does)
- **Sticky dots and paper are here**
- **Question: have presents for Rob Levick and Docherty been obtained?**

2 **Advertising**

- Social media coordination has been done
- **Douglas to take banner to the community centre, Tremaine to take banner to Kirkgate**
- **Bruce to take A4 poster to Broughton Tesco** (done)
 - Another 4 posters were taken to various destinations
- **Jack to confirm whether he has invited high-ups in Place directorate**
- **Douglas to take a banner to Kirkgate, Tremaine to take a banner to Leith library**

3 **AOB**

- Next meeting on 15th January 2025 at Leith Community Centre