

Leith Chooses Meeting Notes, 29 July 2026

Present: Rachel, Lisa, Jack, Bruce, Naomi, Susan, Donna, Jason, Don

Apologies: Abigail, Sally

1 Application form

- Most of the requested removals of questions cannot be done – the CGF needs this data. See the Appendix below for detail.
 - **Action:** Naomi to move the request for evidence of Boost Vote eligibility to the Boost Vote section (section 4).
- The online application form will use Microsoft Forms. (Previously it was implemented on Consultation Hub.) The CGF team has road-tested MS Forms and is sure it will work
- There is a need (Q 2.3) to specify what a 'high-quality image' is.
 - **Action:** Bruce to add relevant text.
- **Decision:** once these changes are done, the application form is finished.

2 Guidance notes

- It was noted that Schedule 1 and Schedule 2 CICs are eligible for LC funding but Schedule 3 CICs are ineligible.
- It was noted that the list of organisations that are ineligible for further CGF funding due to lack of end-of-project reports is held operated only within the CGF. (So there is a bar to such organisations applying for other CEC funding.)
- There was concern that some applicants may erroneously believe they need a Teams account to join guidance meetings.
 - **Action:** Jack to add text to the guidance notes that Teams accounts are not needed for this purpose.
- **Action:** Jack to add definition of 'high-quality image, using Bruce's text for the application form.
- **Action:** Jack to remove duplicate text in item 18, and remove all of item 17. (This duplicates other text.)
- **Action:** Jack to check Boost Vote text in the guidance notes exactly matches the boost vote text in the application form (once Bruce and Naomi have the above changes to the application form).
- **Decision:** once these changes are done, the application form is finished.

3 Voting day and the Kirkgate

It was noted that:

- Janitorial costs of up to £250 are allowed in the LC budget (line 20).
- An organisation has an ongoing booking at the Kirkgate on Fridays until 8:45. Last year, this organisation was roped into helping with set-up, which was inappropriate and **will not recur**.
- The Kirkgate now closes at 9pm, so we cannot do set-up activities after this time.

It was suggested that

- The organisation is asked if it would give up its slot on the Friday before the voting day, either by not doing anything that evening, or doing something else elsewhere.
 - **Action:** Donna to research possible alternatives to suggest to the organisation.
 - **Action:** Lisa to negotiate non-coercively with the organisation about LC having this one evening for set-up.

4 Applicant in-person support sessions

There was discussion of the number (2 or 3), date, venues, times of in-person sessions. (The current suggested dates were weeks beginning 10 August, 24 August, 7 September.)

- **Action:** Lisa to book Kirkgate, and sound out Norton Park and Broughton St Mary's, and book as appropriate.

5 IT issues

- **Action:** people having issues with IT to contact Naomi/Tremaine with dates that would suit them for an online meeting.

6 AOB

- **Action:** steering group members to supply Bruce with nice photos of themselves, to go on the website '[About](#)' page.

7 Appendix

- Bruce: Q1.7 (how did you find out about LC?)
 - Naomi: can't be changed or removed because CGF needs this. (Post-vote evaluation doesn't get responses from all applicants.)
- Bruce: Q2.8 (which community groups is the project aimed at)
 - Naomi: can't be changed or removed because CGF needs this data to report to relevant CEC committee
- Bruce: Q2.8 'please detail the effort you will make to target/involve/benefit these communities' - can be deleted?
Naomi: Do you not want applicants to explain how they feel they are eligible for the boost vote? This is a LC specific question so you can delete if you want. The boost vote question is just a tick box but does not allow applicants to expand on how they feel they are eligible. You might just want to move this question to section 4.