Leith Chooses Meeting Notes, 18 November 2026

Present: Bruce, Jack, Lisa, Susan, Tara (new start at CGF), Tremaine
Apologies: Rachel

1 Applications

All the applications apart from one are now fully approved by both officers and the steering group.

- LC1226 is now green
- LC1326 is now green
- LC2326 is now green
- LC 2226 needs to shorten its project description

2 Updates from the CGF officers

2.1 Venue confirmation updates (incl. janitorial support)

- Action: Tremaine contact Donna, who is on Kirkgate board, about confirming the booking for the voting day.
  - We are also waiting on confirmation of the awards event booking.
- Banners have been ordered, to arrive in November.
- Leaflets and posters have been ordered and should have arrived at the library by now.
- Order for tables has been confirmed by supplier.
- There will be 200 boost-vote cards per table because we have 9 boosted applications. (The highest number of in-person boost votes for an individual project last year was 96, so 200 per table should be sufficient if we are efficient at recycling discarded votes at the ballot-box.

2.2 Table plan

- It was suggested that a boosted project shouldn't be right next to the main hall's entrance.
- Other changes were suggested to ensure all participants pass all stalls, and/or to put the kids' vote at the end of the hall away from the entrance and exit, so it is near the facepainting and ThinkCircus. (The PA would be moved to the other end of the hall, near the back-up ballot box.)
  - Action: Tremaine to diagram possible alternatives.
- The kitchen is a separate organisation, so we would need to book that separately. (It would be used as a quiet room, for pram-parking etc) Action: Lisa to contact them.
  - The kitchen's wares are not free, so we would need to tell people this, perhaps by putting a sign on our refreshments are, something like 'These are free. There is also a non-free café in another room.'
  - Action: Lisa to find who the café's supplier is, so we can use the same caterer.
- Action: Naomi/Tremaine to order new stamps. (They now have expenses cards.)

2.3 Entertainment/ThinkCircus

- Action: Tremaine to confirm to them that we accept their proposals.

2.4 Observation by student

- Action: Bruce to say tell her that she can come to any meeting.

2.5 New starts

- Dara attended today. Tara will attend some other time.

3 Next meeting

- Action: LC to think about risk assessment, contingency plans.
  - Tremaine and Naomi have just updated their first-aid certificates. Tremaine will be fire-marshal.
- Action: SG to work on volunteers. (Susan already has some volunteers from the Green party.)
- Action: SG to consider updated table-plans.