

Experience Milngavie (Business Improvement District)

Action Points

Cross Keys

Tuesday 4<sup>th</sup> August 2011

6.00pm- 8.00pm

Attendees: I Lavrie, A Arnott, W Ross, S Bruce, R Miller, N Cunningham, A Jackson and G Brown.

Apologies: Cllr B Hendry, C Kinsey, S Frize, and S McKenzie.

**Action Points**

- Minutes of Last Meeting(s):
  - The Operating Agreement is still being constructed and will be forwarded shortly.
    - Action - SB
- Business Plan:
  - Soft copies of the final business plan are needed by S Bruce.
    - Action – GB
- Ballot
  - The levy papers to accompany the ballot will contain the business name and levy amount only.
    - Action - SB
  - The ballot papers will be hand delivered by EDC on the 17<sup>th</sup> of August and anybody wishing to complete them there and then can do so and return them to the EDC representative.
  - Head offices will have the ballot posted to them.
  - In both cases a copy of the business plan and the levy sheets will accompany the ballot paper.

- Copies of the business plan need to be delivered to EDC on Monday 8<sup>th</sup> August.
  - Action – IL
- The levy sheets need agreed and printed off to accompany the ballot.
  - Action – SB
- Promotional Activity
  - A PR shot will be held on Wednesday the 10<sup>th</sup> or Thursday the 11<sup>th</sup> with the Steering Group and a banner.
    - Action – All
  - A press release is required to go with the shot.
    - Action – GB
  - Banners will be placed at Marks and Spencer (subject to Amanda discussing this with the manager), the start of the West Highland Way, at the station entrance to the Town Centre and at the end of Main St.
- Database:
  - The database needs updated to allow for the new businesses that have just opened. This will be agreed at a meeting on Wednesday the 10<sup>th</sup> at 9.00am.
    - Action – GB/SB/IL
- Steering Group Activity During the Ballot
  - It was agreed that all members of the Steering Group will visit their allocated businesses post the ballot papers being issued on the 17<sup>th</sup> of August (visit to take place within two days) to answers any queries and ascertain if people have voted.
    - Action – Steering Group
  - Copies of the Business plan will be handed out to the Steering Group on the 10<sup>th</sup> of August.
    - Action – GB/IL

- Demonstration Event - Scribbles:
  - Suzanne Bruce has agreed to take on the organisation for Scribbles and will produce a template for the event.
    - Action - SB
  - It was agreed to limit the event in the first year to St Joseph's, Milngavie and Craighdu Primary Scholls
    - Action – SB
  - The competition will be divided into three age groups:
    - P1 – 2 – Pictures.
    - P3 – 5 – Poems/Stories.
    - P 6 – 7 – Poems/Stories.
    - The theme will be Milngavie – My way and the children will be encouraged to write a story/draw a picture of how they would like to see Milngavie.
    - Prizes need sourced but M&S vouchers and Book tokens were suggested.
    - The activity will coincide with the last two weeks of the ballot.
    - Action - SB
- Other Business
  - The website needs to be updated to include the latest set of minutes, Scribbles, the business levy, the business proposal and the business plan.
    - Action – GB/SB
- Date of Next Meeting is Wednesday 10th<sup>th</sup> August at 5.00pm – Townhead Carpets.
  - Action –  
IL/GB/SB