

**Coatbridge Town Board Meeting Notes
Virtual, 18 April 2024**

Attendees: Cllr. Allan Stubbs, Cllr. Geraldine Woods, Christopher Moore, Fulton MacGregor MSP, Gavin Whitefield, Chief Inspector Graeme McLaughlin, Jacqueline Smith, Michael Connolly, Steven Bonnar MP, Yvonne Lindsay, Willie McBride

Apologies: Liz McCutcheon

Observers: Chris Bateman (North Lanarkshire Council), Pamela Humphries (North Lanarkshire Council)

Item	Summary	Actions
1	<p>Introduction and Welcome</p> <p>GW welcomed members to the first meeting of the Coatbridge Town Board. Members each introduced themselves. In her introduction PH noted that both she and CB were not formal members of the Board and were there to provide the Board with advice and support and as observers, to enable the council to discharge its role as the accountable body for Long-Term Plan for Towns funding.</p>	
2	<p>Terms of Reference</p> <p>GW advised that NLC has produced a Terms of Reference for the Board and is seeking members' views on the document prior to it being considered (for adoption) by the council's Enterprise and Fair Work Committee on 10 May. No issues or concerns were raised. It was decided that the Terms of Reference be noted, with no amendments requested prior to E&FW Committee consideration.</p> <p>There was some further discussion about the Declaration of Interests and Gifts Declarations forms. It was agreed that a 'how to guide' will be prepared and issued to Board members. Following this, Board members will be required to submit their declarations of interests forms to the Chair and council.</p>	<p>CB</p> <p>ALL</p>
3	<p>Background to Long Term Plan for Coatbridge</p> <p>GW noted that the council had prepared a background paper for Board members information and asked CB to provide a short overview. The contents of the paper were noted and it was agreed that the boundary provided to the Board by the UK Government is the appropriate geography for the Plan area and does not require any amendment. GW further advised the Board that the paper contained a recommendation that NLC makes a formal request to UK Government for a short extension to the date for Plan submission (to 1 September), to reflect the short timescales and the impact of summer recess which will not allow a council committee to endorse the Plan until 29 August. It was decided to note the paper and approve the recommendation for NLC to seek an extension to the date for the Plan's submission on the Board's behalf.</p>	<p>CB</p> <p>CB</p>

	<p>CB noted that he is in discussion with Voluntary Action North Lanarkshire to secure its nominee for the Board and will seek the Chair's approval prior to making any formal invitation. CB further advised that Board members may nominate others to join the Board and that this will be considered by the council in consultation with the Chair.</p>	
4	<p>Proposed appointment of consultant to develop Plan</p> <p>GW introduced the council's proposals to appoint external consultants to support the Board to develop the Plan and associated Investment Plan, including through wide community engagement, noting that neither the Board nor the council has the resources to carry out this work within the timescales required.</p> <p>There was some discussion around the proposed appointment, in particular around potential engagement methods and activities (with the Board confirming that it did not approve the suggestion for a specific artwork to be produced). It was decided to approve the recommendation to appoint Page Park to develop the Long-Term Plan and Investment Plan, including through community engagement, up to a total award of £60,000 as per the recommendations set out in the paper. The Board further requested that NLC liaise with Page Park to ensure that a number of additional community engagement events (particularly 'fun day' type events that can engage with children and families), to be held in places across Coatbridge, are arranged. The Board further requested that, following appointment, the consultant's engagement strategy is shared with members for their information and comment and that CM and MC have the opportunity to consider and comment on specific surveys, topic guides etc. CB to arrange.</p>	<p>CB</p> <p>CB</p>
5	<p>Proposed appointment of consultant for survey</p> <p>GW introduced the Council's proposal to appoint external consultants to conduct formal survey work with a representative sample of Coatbridge residents.</p> <p>It was decided to approve council officers to engage with consultants and make a formal appointment to survey a representative sample of residents, up to a total of £19,999 as per the recommendation set out in the paper. Proposed questions will be circulated to the Board for their information and comment in advance of fieldwork.</p>	<p>CB</p>
6	<p>Draft timetable for Board activity</p> <p>GW introduced the proposed timetable for Board activity, noting the requirement for quorums to be achieved at formal full Board meetings.</p> <p>The Board were in broad agreement with the proposal and it was agreed that formal Board meetings should be held on a hybrid basis, with face-to-face meetings arranged which allow for those unable to</p>	

	attend in person to contribute remotely via Microsoft Teams. YW volunteered to host future meetings in Telecom Networks' offices in Coatbridge and it was agreed that CB would liaise with her to make formal arrangements.	CB/YW
7	<p>Any other competent business (AOCB)</p> <p>CB noted that council officers have hosted three meetings with UK Government officials, including most recently with Scotland Office Minister John Lamont. AS, GW, YL and WMcB have attended some of these visits to provide Board representation in advance of the first Board meeting.</p> <p>CB noted that there have been several Freedom of Information requests in connection with the Long-Term Plan for Coatbridge and other UK Government funding, which have been responded to. CB noted a further enquiry from Richard Leonard MSP, which has also been responded to.</p> <p>CB further reminded Board members that a walking tour has been arranged for Fri 19 April at 10am.</p>	
8	<p>Date of next meeting</p> <p>Hybrid meeting on Tuesday 11 June at 2-4pm at Telecom Networks, 8 South Caldeen Road, Coatbridge, ML5 4EG or via Teams for those unable to attend in person.</p>	ALL