

## **DUMFRIES TOWN BOARD**

Meeting of 24 June 2024  
4pm @ 109 High St Dumfries

### **PRESENT**

Richie Nicholl – Town Board Chair  
Kenny Bowie – Chamber of Commerce  
Lisa Callander Bone – Include Us  
Anne-Marie Coulter – Summerhill Community Centre  
Laura Thomas, Rosefield Mills Gallery  
John Dowson  
Julie Langland – The Bust Stop  
Campbell Young - SOSE  
Councillor Maureen Johnstone  
Councillor David Slater

### **Council Officers**

Chris Woodness – Dumfries and Galloway Council

### **Observers**

#### **1 Welcome and Introductions**

The Chair welcomed members to the 5<sup>th</sup> meeting of the Dumfries Town Board.

#### **2 Apologies**

Billy Currie – D&G College  
Jamie Milligan – The Swan  
Tom McAuchtrie – Town Board Vice Chair  
Supt Nicola Robison – Police Scotland  
John Caskie – Guid Nychburris  
Stuart McMillan – Strategic Economic Investment Manager

#### **3 Minute of meeting 3<sup>rd</sup> June 2024**

The minute of the previous meeting was agreed.

#### **4 Matters arising**

No matters arising and all actions from the previous meeting will be updated during this meeting.

## 5 Chairs Update

Richie provided a brief update on the various meetings and correspondence received since the last meeting.

- Whitesands Project – DG Council Project Manager
- Burns Tourism in Dumfriesshire – SSDA
- The People’s Project – Mark Jardine
- SOSE – Jane Morrison Ross – Offer to attend a Board Meeting
- Cliff Robertson – Project Management Services (Paper Circulated)

## 6 Community Engagement

Following the opening of the Town Centre Premises engagement with the wider public had seen a good number of people wanting to offer to be involved, positive responses to the questionnaires and good discussions about the role of the Town Board. Initial Feedback

- The questionnaires were lengthy and taking about 20mins to complete. Agreed to reduce the numbers of questions and split paper into the three sections.

**Action: All/ KB**

- The questions need to be available online and suggested to use Microsoft Forms.

**Action: RN**

Previous meetings had discussed engaging with Young People and an ideal form is during Youthbeatz this coming weekend. A simple question set needs to be developed, a fun way to put the questions across and contact Mark Malloy to discuss setting up a stall in the Marquee.

**Action: RN/ AMC**

Three organisations had expressed interest in providing resources for canvassing and report writing- Sleeping Giants, Adalec and Ironside Farrer.

After discussion it was agreed to ask all three to present an outline of costs, references, timescales and numbers of anticipated survey responses to allow the Board to decide. Once all three have returned details it will be put to the Board to vote.

**Action: RN/ All**

## 7 Secretariat

Job description circulated and following discussion decision made to appoint a permanent position and an interim position requiring to be filled ASAP. Both positions employed through DG Chamber of Commerce and advertise as follows; -

- Short term 3 Months
- Long term – Full time position

Salary T&Cs will be negotiable and subject to experience. This will be approved through the Board prior to offer.

**Action KB**

## 8 Town Centre Premises

The premises at 109 High St were formally opened on Friday 21<sup>st</sup> June. Thank you to the hard work of the Board and in particular John for the set up and kit out. To promote the work of the Board and the questionnaire digital TVs will be set up in the windows.

**Action KB**

a. Shop hours

Opening hours are 10pm till 4pm Wed, Thurs, Fri, Sat

b. Staffing

Rota for Members to be drafted and also include additional volunteers who have offered support. A calendar sheet to be kept in the shop to collate who was planned to staff.

**Action JD**

## 9 Web and social media Set Up

Website – Contracts now drawn up and have agreed to go with East Last Pixel. To complete the set up the site will require a domain name. Will take guidance from East Last Pixel

**Action LCB**

Facebook - Page set up and good interaction through it.

Instagram and Twitter – in progress. Email address required.

**Action LCB**

Pictures and video from opening to be shared on social media, if they can be sent over to Lisa.

**Action DS**

## 10 Logo Competition

Entries have now been received and the winners to be notified. Digital images from Creomatic of the successful logos were circulated showing a couple of ways they could be shown. Overwhelming agreement for the black and white image.

Follow up with the winners and runners up including press coverage and prizes.

**Action LCB**

## 11 Board Membership

To complete the full membership of the Board all interested applicants were asked to submit a CV for the Board to consider. Noted no CVs received so far for the six potential candidates. Follow up required with the six individuals.

**Action LP**

**11 AOB**

Constitution and future arrangements of Dumfries Town Board to be considered through a small subgroup and options presented for the next meeting.

**Action CW/JD/LT/AMC/LCB**

**12 Date of next meeting**

The next meeting will take place at 4pm on 16<sup>th</sup> July at Town Board Offices at 109 High St and online via MS Teams.