

KILMARNOCK TOWN BOARD						
ACTION LOG						
No.	Date of Meeting	Action Area	Action Owner	Due Date	Status	Progress/Note
1	27/03/24	Take Vice Chair invitation offline, towards a nomination.	Claire Kavanagh	31/12/23	In Progress	Agreed to hold until LTP submission/priorities known
2	27/03/24	Submit approved boundary changes to DLUHC as part of 1st April return	Karen Purves	01/04/24	Complete	
3	27/03/24	Directly approach one identified individual to join the Town Board and hold other suggested individuals until plan in place.	Claire Kavanagh	30/04/24	Complete	
4	27/03/24	Share recent BBC piece on Kilmarnock History: Kilmarnock in the 1950s .	Claire Kavanagh	29/02/24	Complete	
5	27/03/24	Agree how Long Term Plan for Town monies can be passed to the Town Board.	Eddie Fraser	29/02/24	In Progress	
6	27/03/24	Agree support from EAC Vibrant Communities.	Eddie Fraser	30/06/24	Complete	
7	27/03/24	Set up meeting to agree Long Term Plan development method and engagement plan.	Claire Kavanagh / Fiona McKenzie	30/06/24	Complete	
8	27/03/24	Set up schedule of Town Board meetings, working back from 1 Aug deadline.	Claire Kavanagh	30/06/24	Complete	
9	19/04/24	Bring short paper on existing/planned approach to engaging young people frequenting Bus Station Raymond Higgins. □	Raymond Higgins	10/05/24	Complete	
10	19/04/24	Arrange Town Board walkaround Civic Centres	Claire Kavanagh	30/06/24	Complete	
11	19/04/24	Consider visit to best practice areas e.g. Stockton on Tees.	Claire Kavanagh	30/06/24	In Progress	
12	19/04/24	Co-ordinate paper re: resources needed and costs for plan development, by 10 May.	Claire Kavanagh	30/06/24	Complete	
13	19/04/24	Consider Basecamp as PM platform	ALL	30/06/24	Complete	

14	10/05/24	Town Board members to identify resources within their gift, to contribute to development of the Long Term Plan.	ALL	02/07/24	In Progress	
15	10/05/24	Kelly to pick up engaging young people in further discussion with Raymond Higgins.	Fiona MacKenzie/ Raymond Higgins	02/07/24	In Progress	
16	10/05/24	Check if capacity funding is deducted from or additional to first £2m allocation.	Karen Purves	02/07/24	Complete	Capacity funding deducted.
17	13/06/24	Meet with Morean Hamilton.	Councillor Barry Douglas	02/07/24	Problem/Other	Update required
18	13/06/24	Link with NHS Ayrshire & Arran	Raymond Higgins	02/07/24	Problem/Other	Update required
19	13/06/24	Claire & Kelly to review Town Board Guidance on membership.	Claire Kavanagh	02/07/24	Complete	
20	13/06/24	KTB Members to arrange/provide headshots for marketing/communications	ALL	02/07/24	In Progress	
21	13/06/24	link with local businesses re: publicity on website	Kelly Morris	02/07/24	Problem/Other	Will be progressed as part of LTPT
22	13/06/24	Consider decoration of Foregate/MSCP area during demolition	ALL	02/07/24	Problem/Other	Will be progressed as part of LTPT
23	13/06/24	Sponsor some items for Dean Thistle Gala Day and Take A Bow In The Park	ALL	02/07/24	In Progress	
24	13/06/24	KTB to consider creative/public art opportunity – Claire to provide background research and costs	Claire Kavanagh / ALL	02/07/24	Problem/Other	Will be progressed as part of LTPT
25	13/06/24	Invest in treatment of Japanese Knotweed and embankment on John Finnie Street and engage with BT regarding future maintenance of the site.	Fiona MacKenzie	02/07/24	In Progress	
26	13/06/24	Provide background/previous information re: buddleia.	Claire Kavanagh	02/07/24	Complete	

27	13/06/24	Make representations to DLUHC regarding the Kilmarnock Town Board boundary as it relates to Urban CAP boundaries and to update on Kilmarnock Town Board progress.	Karen Purves	02/07/24	Problem/Other	Will be progressed as part of LTPT
28	13/06/24	Research any action undertaken by Our Union Street (Aberdeen) in relation to business rates.	Claire Kavanagh	02/07/24	In Progress	