

Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 08 May 2017


Revision 01 Dated 03 July 2017

Item	Business Matters	Action
1.	Present: Allan Melling, (Chairman), Johnny Green (Vice Chairman) David Shirres, (Treasurer), Norman Foulner,(Secretary), Lynne Nelson, Stuart Rennie, June Green, Gordon Hewit	Noted
2.	Chairman's Introduction: The Chairman opened the meeting and welcomed the attendees.	Noted
3.	Apologies: There were no apologies.	Noted
4.	Adoption of Minutes from previous Meeting held on 10 April 2017 1. Minutes proposed by Johnny Green, and seconded by Gordon Hewit 2. Adoption of the Minutes was subject to several proposed amendments being incorporated. The amendments are now included within the Minutes. 3. Adoption of the Minutes for the Special meeting held 15 April 2017 will be considered at the July meeting.	Noted Noted Noted
5.	Premises 1. Noted that prices for a replacement oil fired boiler is still pending.	AM
6.	Update on St Magdalene Replacement: 1. Noted that a 'Special' committee meeting was held on 15 April 2017 and that notes of the meeting were issued on 06 May 2017. Several comments regarding accuracy have been received. 2. The notes will be revised and re-issued. 3. Noted that a modified version (V3) of an A L Gordon Purchase Contract was accepted at the meeting held on 15 April 2016 4. By way of a letter dated 26 April 2017, A L Gordon have indicated a delay to progress. 5. Noted that the actual delivery date has still to be confirmed 6. Noted that payments are 30 days from receipt of invoice. 7. Agreed that no action will be taken on the advice	Noted AM Noted Noted Noted Noted

	<p>received from our Lawyers.</p> <p>8. Agreed that a £5000 Contingency fund will be allocated.</p> <p>9. Agreed that David will join the Boat Procurement Committee. The Committee now is comprised of Johnny, Gordon, Stuart, David.</p> <p>10. Agreed that David will consult Scottish Canals regarding mooring arrangements and any special insurance requirements.</p> <p>11. Agreed that naming the boat should be considered now. Possible approaches are:-</p> <ul style="list-style-type: none"> • A schools competition • LUCS membership consultation. • Consultation with Barbara and David Wood 	<p>Noted</p> <p>Noted</p> <p>DS</p> <p>SR</p>
7.	<p>Convenors' Reports:</p> <p>It was agreed that all matters are covered elsewhere in the meeting notes.</p>	Noted
8.	<p>Premises:</p> <p>1. Noted that advice is required regarding the 'recipe' for appropriate lime mortar to be used on 'historic' stone walls. Consultation will include the following:-</p> <ul style="list-style-type: none"> • Canal college • Historic Scotland • Scottish Canals. <p>2. Agreed that the felt roof to the Chalet will be replaced at an estimated cost of £172</p> <p>3. It was agreed that all other matters are covered elsewhere in the meeting notes.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
9.	<p>Tea Room:</p> <p>1. Signatories for cheques has still to be arranged.</p> <p>2. Noted that there has been an average of 100 visitors each weekend.</p> <p>3. Noted that some remedial action to the fridge door is required.</p> <p>4. Agreed that a soup kettle will be purchased (cost £60)</p> <p>5. Noted that a review of wheelchair access is required.</p> <p>6. Proposed that and alarm system for toilets/tearoom be investigated.</p> <p>7. Agreed that radio music will be provided in the Kitchen.</p> <p>8. Agreed that glass tops for tables should be investigated.</p> <p>9. June contacted the Caffia coffee company, and as a result a new coffee maker was sourced from them, at no extra cost, and has been installed.</p>	<p>DS</p> <p>Noted</p> <p>AM</p> <p>June</p> <p>AM</p> <p>AM</p> <p>June</p> <p>AM</p> <p>June</p>

<p>10.</p>	<p>Boats</p> <ol style="list-style-type: none"> 1. A Boat Safety Certificate for Colin G is pending. Allan will discuss the intended operational uses with Scottish Canals. 2. Johnny issued notes of the current Boats positions. (see Appendix 'A') 3. Life buoys for St Magdalene require review. (I have no idea what this is about --- can someone clarify?) 	<p>SL/AM</p> <p>AM</p> <p>Noted</p> <p>GH???</p>
<p>11.</p>	<p>Bookings</p> <ol style="list-style-type: none"> 1. Noted that the modification of the booking system to accept pre-payment is still under consideration. Noted that it is intended to revisit this during the September 2017 meeting. 	<p>DS /AM</p>
<p>12.</p>	<p>Treasurer</p> <ol style="list-style-type: none"> 1. The following figures were given by David. <ol style="list-style-type: none"> a. The balance in the Business Account is £120,202.50 2. The 'Finance Statements' dated May2017 is given at appendix 'B' 3. The proposed Improved cash security system is given at appendix 'B'. The costs at £285 were agreed. 4. Gordon to Consult Leader on how VAT will be handled. 	<p>Noted</p> <p>Noted</p> <p>DS</p> <p>GH</p>
<p>13.</p>	<p>Any Other Competent Business:</p> <ol style="list-style-type: none"> 1. Agreed that the proposed consideration of a new '5 year plan' and also the previous '5 year plan' should be deferred meantime. 2. Reported that the 'Drivers and Crew' briefing prior to the new season was held on 25 April 2017. Notes of the meeting have been issued which include some action points (see appendix 'C') 3. Noted that Denis Franks has resigned as Membership Secretary. The Committee recorded their thanks to Denis for his long service to LUCS in this position. A new volunteer to this position is required. Suggested that Ian Raven might be willing to do this. 4. Noted that a new Webmaster was required to take over from Elspeth Ross 5. Stuart has agreed that he will progress the proposed database consolidation. 6. Fun day arrangements are well in hand. Following 	<p>NF</p> <p>JG</p> <p>NF/AM</p> <p>AM</p> <p>SR</p> <p>LN</p>

	<p>points were noted.</p> <ul style="list-style-type: none"> • Scouts will be asked to help. • Gala Queen expected to agree. • A climbing wall is under consideration. • Cash 'Floats' need to be arranged <p>7. G Harvie has been asked to come and explain about the Lowland Canals Association (LCA).</p> <p>8. Noted that the email concerning Rotate has been sent to Scottish Canals Chairman. Noted that the media document is pending.</p> <p>9. Position with regard to Hire Boats and Scottish Canals has still to be clarified.</p> <p>10. Website upgrade is still pending</p> <p>11. An email has been issued inviting volunteers to assist Bob Wiggley with transport. There have been some positive responses but more are required.</p> <p>12. The position with 'RURAL PAYMENTS' is in the hands of Gordon and will be in place to meet the needs of the boat purchase.</p> <p>13. Noted that LUCS emails will have an approved signature with LUCS logo. Stuart has issued the required pro-forma.</p> <p>14. Noted that the Edinburgh Canal Festival will be held 17 June 2017. Victoria will take part with appropriate Volunteers. Norman agreed to make the arrangements.</p> <p>15. Insert Kelpies/wheel celebration dates.</p> <p>Allan's action from April minutes items 13.5 and 13.6 was to obtain details of the Falkirk Wheel event from Scottish Canals to determine feasibility of Victoria's participation. As the Kelpies event had no details at that time, I also looked into this event for use of St Mag.</p> <p>Allan reported back to the committee in May, although it is not shown in the recently issued minutes, during our discussions of LUCS's other obligations like the Edinburgh canal festival, that:</p> <p>1. Victoria would not be needed at the Falkirk wheel celebration on 27/5/17 as it had been stated by SC, at our LCVG meeting, that this was a 'land based celebration' and not boat related</p> <p>2. The flotilla for the July event required that we 'lose' St Mag for 3 days.</p> <p>At the LCVG meeting, it became clear that security requirements that we had to meet, i.e. Drivers names, passport details, car registrations for each day, could not be met given the cut off demanded by the security services.</p> <p>There had also been 14 boats assigned to the flotilla, including the Queens boat (WOODEN SPOON), and this was felt to be sufficient.</p> <p>The flotilla would only be cruising the short length of the new branch from Kerse road (Glensburgh) lift bridge to the Kelpies pool.</p> <p>It was understood, therefore, that St Magdalene would not therefore participate in the event.</p>	<p>AM</p> <p>DS/AM</p> <p>AM</p> <p>SR AM</p> <p>GH</p> <p>ALL</p> <p>NF</p>
--	---	--

14.	<p>Next Meeting Agreed that the next regular meeting is to be on 10 July 2017 At 19.30 hrs (7.30 pm)</p>	Noted																
15.	<p>Future Meetings Proposed dates for future meetings in 2017 are as follows:-</p> <p>14 August 2017 11 September 2017 9 October 2017 13 November 2017 AGM 7 December 2017</p>	Noted																
16.	<p>Distribution</p> <table> <tr> <td>Allan Melling</td> <td>By email</td> </tr> <tr> <td>David Shirres,</td> <td>By email</td> </tr> <tr> <td>Johnny Green,</td> <td>By email</td> </tr> <tr> <td>Norman Foulner</td> <td>By email</td> </tr> <tr> <td>Lynne Nelson,</td> <td>By email</td> </tr> <tr> <td>Stuart Rennie</td> <td>By email</td> </tr> <tr> <td>June Green</td> <td>By email</td> </tr> <tr> <td>Gordon Hewit</td> <td>By email</td> </tr> </table>	Allan Melling	By email	David Shirres,	By email	Johnny Green,	By email	Norman Foulner	By email	Lynne Nelson,	By email	Stuart Rennie	By email	June Green	By email	Gordon Hewit	By email	
Allan Melling	By email																	
David Shirres,	By email																	
Johnny Green,	By email																	
Norman Foulner	By email																	
Lynne Nelson,	By email																	
Stuart Rennie	By email																	
June Green	By email																	
Gordon Hewit	By email																	
17.	<p>Appendix 'A'</p> <p><small>Board report - Issued at the meeting held 08 May 2017</small></p>																	
18.	<p>Appendix 'B'</p> <p> CompressedFolder</p>																	
19.	<p>Appendix 'C'</p> <p><small>St Reg refreshers training: Held on 25 April 2017</small></p>																	

