

**Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 10 April 2017**

**Revision Final Dated 28 June 2017**

Item	Business Matters	Action
1.	<p><b>Present:</b> Allan Melling, (Chairman), Johnny Green (Vice Chairman) David Shirres, (Treasurer), Norman Foulner, (Secretary), Lynne Nelson, Stuart Rennie, June Green, Gordon Hewit</p>	Noted
2.	<p><b>Chairman's Introduction:</b> The Chairman opened the meeting and welcomed the attendees.</p>	Noted
3.	<p><b>Apologies:</b> There were no apologies.</p>	Noted
4.	<p><b>Adoption of Minutes from previous Meeting held on 13 March 2017</b> 1. Minutes proposed by David Shirres, and seconded by Stuart Rennie</p>	Noted
5.	<p><b>Correspondence:</b> 1. Noted that prices for a replacement oil fired boiler is still pending.</p>	<b>AM</b>
6.	<p><b>Update on St Magdalene Replacement:</b></p> <p>1. Noted that the proposed Model' contract to suit LUCS circumstances has not been used as a basis for ensuring that the draft A L Gordon contract protected LUCS.</p> <p>2. A modified version (V2) of a draft A L Gordon contract was issued by Gordon on 10 April 2016.</p> <p>3. Johnny advised that version (V2) of the draft A L Gordon contract is no longer current and a revised version will be circulated on Friday 14 April 2017. Noted that the advice of our 'Marine Expert' will not be actioned. It is not yet clear how the 'Independent Certification Body, fits with the contract.</p> <p>4. Agreed that a committee meeting will be held on 15 April 2017 to consider the terms of the contract, <i>should a suitable contract being received from the boat builder by Friday 14/4/17</i></p>	<p>Noted</p> <p>Noted</p> <p><b>JG</b></p> <p><b>ALL</b></p>

	<p>5. Gordon has a copy of the proposed Specification which will form part of the contract. This Specification has still to be issued to the committee.</p> <p>6. <i>The committee agreed that</i> in a worst case scenario, there was a small risk that a failed new boat contract could bankrupt the Society and so contract clauses must adequately address commercial risks and MCA approval risks.</p> <p>7. Confirmed that A L Gordon intend to engage Marine Design for the design phase of the project (they are expected to engage MCA to ensure compliance). Construction is expected to take 14 weeks from issue of the design drawings.</p> <p>8. Confirmed that with the resignation of Duncan and Allan the Procurement Group comprises Gordon and Johnny.</p> <p>9. Johnny confirmed his view that the Procurement Group <i>should be in a position to</i> approve the purchase documentation on 14 April 2017 and these matters have 'nothing to do with the <i>secretary personally</i>'.</p> <p>10. David asked when the Procurement Group had been formally agreed by the committee and what it's remit was. <i>The response given was: The boat committee was started in the minutes of January 2016, and was to 'deal with the possible purchase of a new boat'</i></p> <p>9. Agreed that the Society as a whole will not be invited to comment on the final proposals and will not be invited to authorise the purchase. <i>The decision regarding authorisation will be made by the committee rather than the membership</i></p>	<p><b>GH</b></p> <p>Noted</p> <p>Noted</p> <p><b>JG/GH</b></p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<b>7.</b>	<p><b>Convenors' Reports:</b></p> <p>It was agreed that all matters were covered elsewhere in the meeting notes.</p>	Noted
<b>8.</b>	<p><b>Premises:</b></p> <p>1. Costs for the Mell Gray Centre refurb. have been circulated for approval. Noted that approval has been given retrospectively.</p> <p>2. It was agreed that all other matters were covered elsewhere in the meeting notes.</p>	<p>Noted</p> <p>Noted</p>
<b>9.</b>	<p><b>Tea Room:</b></p> <p>1. Signatories for cheques has still to be arranged.</p> <p>2. Opening Day procedures for 15 April 2017 are all as before and are in place.</p> <p>3. All day-to-day procedures are as before and are in place.</p>	<p><b>DS</b></p> <p>Noted</p> <p>Noted</p>

	<p>4. A Social event for Members has been arranged for Friday 14th 2017</p> <p>5. Noted that insurance is now in place</p> <p>6. <i>June has contacted the Caffia coffee machine company for a service request but has not yet had confirmation of an appointment. It was agreed that June should price an upgraded coffee machine for the tearoom</i></p>	<p>Noted</p> <p>Noted <b>June</b></p>
<b>10.</b>	<p><b>Boats</b></p> <p>1. A Boat Safety Certificate for <b>Colin G</b> is in hand (S.Liddle)</p> <p>Allan will consult with Angus regarding the use of the boat for bank 'grooming' beyond the basin limits.</p> <p>2. Confirmed that St Magdalene now has renewed insurance.</p> <p>3. Noted that Scottish Canals Licences for all boats are pending. With key personnel on leave it may be towards end of April before new licences are obtained.</p>	<p><b>SL/AM</b></p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
<b>11.</b>	<p><b>Bookings</b></p> <p>1. Noted that the modification of the booking system to accept pre-payment is still under consideration but agreed that it would be unwise to implement this mid-season. A meeting is to be held in September to consider the way forward <i>It was stated that documentation relevant to the specification and testing of the system is available for when we consider the way forward.</i></p>	<p><b>DS /AM</b></p>
<b>12.</b>	<p><b>Treasurer</b></p> <p>1. The following figures were given by David.</p> <p>a. The balance in the Current Account is £62,792.42</p> <p>b. The balance in Savings Account is £59,528.46</p> <p>c. Cash balance is £317.86</p> <p>2. The 'Finance Statement' dated 10 April 2017 is given at appendix 'A'</p> <p>3. Stuart asked if the 'Statement' could include the previous month's amounts.</p> <p>4. Stuart asked if there was a budget for marketing. If so could he be given the figures.DS advised there was not.</p> <p>5. Stuart asked if he could be given the previous years figures for marketing.</p>	<p>Noted</p> <p>Noted</p> <p><b>DS</b></p> <p>Noted</p> <p><b>DS</b></p>

<p><b>13.</b></p>	<p><b>Any Other Competent Business:</b></p> <ol style="list-style-type: none"> <li>1. The proposed 'Away Day' committee meeting scheduled for 11 March 2017 will now be the main part of the next regular committee meeting. It is proposed that this meeting should include consideration of a new '5 year plan' and also the previous '5 year plan'</li> <li>2. Reported that the 'Drivers and Crew' briefing prior to the new season was planned for 19 April 2017 @ 1900</li> <li>3. Noted that there had been no progress with the proposed database consolidation.</li> <li>4. Reported that Fun Day arrangements were all in hand. It is hoped that a national celebrity will be able to participate in the opening.</li> <li>5. David raised the issue of LUCS participation in the Falkirk Wheels 15th birthday on 27th May and special Kelpies event on 5th July. Allan is to obtain details of the Falkirk Wheel event from Scottish Canals to determine feasibility of Victoria's participation.</li> <li>6. It was agreed that St Magdalene should participate in the Kelpie event. Allan is also to obtain details of this event so this can be planned</li> <li>7. It was agreed that LUCS should consider whether it should be part of the Lowland Canals Association (LCA). Before doing so Allan is to obtain information about LCA from G Harvey.</li> <li>8. It was agreed that LUCS position should not be involved in any public campaign against ROTATE. However, Allan is to send an email to Scottish Canals Chairman asking that LUCS be involved in the development of ROTATE to ensure impact on boat movements minimised. David and Allan are to draft an email to be sent to committee for comment before it is sent A separate document will be drafted and kept in the event we are approached by the media for comment on Rotate. David and Allan will draft this for comment before filing.</li> <li>9. Differing opinions regarding ideal committee size were voiced. It was then agreed that a refreshed drive to attract new committee members for 2018 would be implemented in time for this years AGM.Allan will speak with Graeme (Scott) regarding his interest</li> <li>10. Agreed that web site upgrade will be arranged with Graham Nixon at a cost of £80. (see appendix 'B')</li> </ol>	<p><b>AM</b></p> <p><b>NF</b></p> <p><b>SR</b></p> <p><b>LN</b></p> <p><b>AM</b></p> <p><b>AM</b></p> <p><b>AM</b></p> <p><b>DS/AM</b></p> <p><b>AM</b></p> <p><b>SR</b></p>
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	<p>11. Agreed that a boat trip will be offered as part of the McCall promotion.</p> <p>12. Agreed that a list of volunteers will be offered to assist Bob Wiggley with transport.</p> <p>13. The position with 'RURAL PAYMENTS' is unclear, Allan will check with Duncan.</p> <p>14. Stuart is to speak to John Aitken to ensure LUCS emails have an approved signature with LUCS logo.</p>	<p><b>SR</b></p> <p><b>AM</b></p> <p><b>AM</b></p> <p><b>SR</b></p>
<b>14.</b>	<p><b>Next Meeting</b>  Agreed that the next regular meeting is to be on 8 May 2017  At 19.30 hrs (7.30 pm)</p>	Noted
<b>15.</b>	<p><b>Future Meetings</b>  Proposed dates for future meetings in 2017 are as follows:-</p> <p>12 June 2017  10 July 2017  14 August 2017  11 September 2017  9 October 2017  13 November 2017  <b>AGM 7 December 2017</b></p>	Noted
<b>16.</b>	<p><b>Post Meeting Notes</b>  The following comments were received after the meeting and are included here as a matter of record.</p> <p><b>Gordon Hewit has sent an email with the following:-</b></p> <p>I'd just like, hopefully, to clear up a few of the more peripheral issues raised at the Committee Meeting.</p> <p>-</p> <p>1) In the event of A L Gordon going bankrupt, LEADER would be very unlikely to claim the payments back. They are in the business of funding innovative businesses and a number of them have failed without LEADER trying to recoup the payments. As they put it, "West Lothian Council/Government bankrupts Local Charity" is not a good headline.</p> <p>2) I've asked the naval architect to add a line in the spec</p>	

	<p>specifying that the Canaline engine will conform to all EU Diesel emission specs which is all that LEADER is asking for. He said that this is a moot point as the manufacturer doesn't make engines that don't conform to EU specifications but will insert it anyway.</p> <p>3) Whilst it's true that MCA is not listed in the approval organisations, this is because they are trying to phase out this service. However, in this case, they are almost certainly willing to do it. If they don't, the Design Agency will contract another agency.</p> <p>-</p>	
<p>17.</p>	<p><b>Distribution</b></p> <p>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</p>	
<p>18.</p>	<p><b>Apendix A</b></p> <p>  100417 Treasurer  Statement.pdf</p>	
<p>19.</p>	<p><b>Apendix B</b></p> <p>Scanned document still to be added</p>	