



# LINLITHGOW UNION CANAL SOCIETY

Honorary President The Marquess of Linlithgow  
 Honorary Vice-President The Earl of Mar and Kellie

## Minutes the Linlithgow Union Canal Society Committee Meeting held at the Canal Basin Tea Room on 22<sup>nd</sup> January 2018

The following were present: Alan Melling (Chair); David Shirres (acting Secretary); Lynne Nelson, Ronnie Reis, Stuart Rennie, Graeme Scott

Apologies were received from: Gordon Hewit; Iris Melling

### ACTIONS

AM	4.1	Arrange dehumidifiers and background heating for St Michael
	4.1	Contact MCA regarding St Michael's passenger certificate
	4.1	Arrange for S Michael's defective heater to be returned to the manufacturers. Try to retrieve required documentation for A L Gordon.
	4.2	Contact MCA for a St Magdalene hull inspection date in February and enquire about an extension to the passenger certificate until April.
	13	Contact Marine Stead regarding her Fun Day and Marches responsibilities
	14	Develop chart of committee and convenors responsibilities
DS	3	Determine best date for 5-year plan review
	4.1	Assess relevant factors associated with St Michael's floor raising options including the views of the membership, report back to the committee and prepare a report for Basin Banter
	4.1	Prepare a letter to A L Gordon's liquidators registering LUCS interest
	4.1	Chase Scottish Canals for St Michael's licence
	9	Change bank signatories as required by the committee
	9	Contact Scottish Canals regarding the Leamington agreement
	9	Arrange for Director's declaration to be signed by all committee members
12	Liaise with John Aitken to implement the pre-payment booking system	
GH	4.1	Prepare Safety Management System documentation for St Michael's passenger certificate
	4.3	Clarify the training of Leamington despatchers
RR	10	Contact John Aitken regarding emails from membership database
SR	4.2	Contact Re-union & Scottish Canals about boats for St Magdalene bookings
	11	Promote photo event on 3.3.18 for canal's 200 <sup>th</sup> anniversary
GS	15	Book Tearoom & St Magdalene for Perambulation and Marches

## 1. Chairman's Introduction

AM welcomed everyone to the meeting, especially new committee members and expressed more focused committee meetings this year

## 2. Adoption of minutes of meeting held on 11<sup>th</sup> November

Minutes were agreed, proposed by SR, seconded by DS

## 3. Five-year plan review

Agreed that this should be held on a Saturday afternoon in February. DS is to consult the committee to establish a mutually convenient date. He offered his home for this to avoid any interruption if this was held at the canal basin. **Action: David Shirres**

### 4.1 Boats - St Michael

GS suggested that significant work on St Michael should be deferred so that it could be used for bookings for which it seemed that St Magdalene would not have a passenger certificate. However, it was agreed that St Michael should not be used until the required work has been completed and other options for satisfying these bookings should be considered.

Concern was expressed about the boats interior deterioration if left unheated over the winter. Hence there was an urgent need to arrange for St Michael to be provided with de-humidifiers and background heating. AM is to arrange this. **Action: Alan Melling**

AM considered that the immediate priority was to get the passenger certificate and he is to contact the MCA accordingly. GH is to prepare the required safety management system documentation. **Action: Alan Melling, Gordon Hewitt**

It was agreed that all or part of St Michael's floor needs to be raised to give passengers a satisfactory view. AM had contacted Marine Design who had advised that raising the floor would have a minimal effect on stability which would not affect the boat's MCA certification. DS tabled a paper which suggested before any decision is taken the views of the members directly affected by this decision should be sought together with the cost, details of the work and availability of any contractors required for the various options. He was asked to assess these factors, report back to the committee and prepare a short report for Basin Banter. **Action: David Shirres**

The implications of A L Gordon's liquidation were discussed. DS advised that as LUCS had paid the final stage payment it now had full title to the boat. He had discussed this the LUCS accountant who advised that LUCS should contact the liquidator to be registered as a creditor and that the liquidator was responsible for any remaining contract deliverables. DS is to prepare the required letter to A L Gordon's liquidators. **Action: David Shirres**

With A L Gordon's liquidation, LUCS now has to action the rectification work. AM is to arrange for the defective heater to be returned to the manufacturers. He is also to try to retrieve the required documentation from A L Gordon, together with the drawings required by the contract.

DS advised that despite various communications since last August, Scottish Canals had yet to advise of a licence fee for St Michael. He is to continue to progress this.

**Action: David Shirres**

#### **4.2 Boats - St Magdalene**

AM advised that the Seagull Trust dry dock at Ratho was now operational but that due to a reorganisation in the management of the dry dock, St Magdalene was now at the back of the queue and so now had its dry docking booked from 2<sup>nd</sup> to 11<sup>th</sup> April and so would not have a passenger certificate until then. This would affect both the start of the season and various charter bookings, including one for a 60<sup>th</sup> birthday party on 4<sup>th</sup> March.

It was agreed that a possible option was a one-day crannage at Broxburn to enable the MCA to inspect the hull and that if this inspection was passed there would be no need for St Magdalene to be dry-docked until next winter. However, there was a small possibility that if any defects were found, the dry docking would still be required to repair them. AM is to contact the MCA to see if it is possible to get a day in February when this inspection can be done or, alternative to see if an extension to the passenger certificate might be possible.

**Action: Alan Melling**

SR is also to contact Re-union and Scottish Canals to see if they have any boats available that could be used for these bookings.

**Action: Stuart Rennie**

It was also noted that St Magdalene requires some interior work doing which includes its sagging roof.

#### **4.3 Boats - Leamington**

AM advised that fitting new glow plugs in Leamington has been successful

GH is to clarify the situation regarding the training of Leamington despatches as actioned at the November meeting

**Action: Gordon Hewitt**

#### **4.4 Boats - Victoria**

AM advised that Victoria is to be dry docked and requires woodwork repairs. Victoria also needs major work done next winter. The five-year plan meeting is to consider how a plan for this work should be developed over the summer.

#### **4.5 Boats -Colin G**

RR advised that Colin G only required minor work that he would progress

#### **5. Boat drivers**

AM advised that GH was unable to progress the driver's rosters until the Tea Room roster was finalised.

It was recognised that there needed to be a more proactive approach to the training and development of new drivers and Leamington despatchers. AM is considering who should lead this. This issue is to be considered at the five-year plan meeting.

## 6. Premises

The requirement for a new boiler in the Mel Gray Centre is to be considered once the cost of the work required on St Michael is known. No other premises matters were raised.

## 7. Tea Room

AM advised that Iris Melling is to be the Tea Room convenor and that Ann Mackie is currently preparing the Tea Room roster.

## 8. Museum

Now that Santa's grotto has been dismantled, Danny Callaghan is setting up the museum with the assistance of Elspeth Ross.

AM advised that there had been an 'open day' at Judy Gray's old house at which LUCS had acquired various old photos and half a millennium link from the canal opening celebrations and that these were to be passed to Danny.

The issue of archiving recent photographs was discussed. DS advised that when he had prepared the display for the LUCS 40<sup>th</sup> birthday he had found that although LUCS photos were well archived up to around 2000, it was difficult to find relatively modern photos. This is to be discussed at the seven-year plan meeting

## 9. Treasurer's report

DS advised that the current balance was £51,166 compared with £24,639 at the start of the financial year on 1.10.17. The reason for this large increase was that, since then, LEADER payments for the new boat exceeded payments to A L Gordon by £26,527. A payment of £8,500 has still to be received from LEADER.

He confirmed that there was the Santa's grotto made a £470 loss which was offset by income from the Tea Room. However, it was agreed that this was not an issue as the Santa weekends both promote LUCS and offer a valuable service to the community.

It was agreed that Graeme Scott should become a bank signatory. DS is to arrange this and remove John and June Green as signatories.

**Action: David Shirres**

DS also raised the issue of the Leamington agreement with Scottish Canals. It was agreed that he should contact Richard Miller with a view to renegotiating this agreement and seeing if Scottish Canals would be willing to offset some of the cost of a gas pipe against monies due from Leamington hires.

**Action: David Shirres**

All present signed the Company Director's declaration to confirm understanding of their responsibilities and the objectives of the Society. DS is to arrange for those not present to sign.

**Action: David Shirres**

## 10. Membership

RR advised that the membership database was up and running. He is to contact John Aitken to ensure that it can send out emails without them being considered as junk emails.

**Action: Ronnie Reis**

## 11. Marketing

SR reported on the programme to mark the 200<sup>th</sup> anniversary of the start of construction of the canal. He advised that the Lowland Canal Volunteer Group were taking the lead on this and that Scottish Canals were much more focused on celebrating the canal's completion in 2022.

He advised that on 3<sup>rd</sup> March there would be a photo opportunity at the original start of the canal in Edinburgh, 134, Lothian Road, with people dressed as navvies to promote this anniversary and circulated the press release he had prepared about this. SR is also seeing if schools wish to be involved.

**Action: Stuart Rennie**

SR advised that the new LUCS leaflet would be available next month and that this will include a tear-off membership application form. He also advised that he was reviewing all the signs in the basin and volunteer identification in accordance with observations made by Visit Scotland at their last visit.

## 12. Bookings

DS advised that good progress had been made with the pre-payment booking system to the extent that it should be possible to implement it for Falkirk Wheel cruises by the end of January and other bookings by end February. The committee agreed to this.

In respect of cancellations it was agreed there would be no refund for bookable cruises cancelled at less than 14 days notice and no refund for other boat bookings cancelled at less than one month's notice.

DS is to continue to liaise with John Aitken to implement these changes.

**Action: David Shirres**

GS advised that there had already been some bookings for this season for which no pre-payment had been taken. It was agreed that no pre-payment would be taken for these bookings.

No other booking matters were raised.

## 13. Fun Day

LN advised that skips had been booked and that this would be the last year that Martine would be running the cardboat boat race. AM noted that Martine would also not be available for Marches and is to ask her to describe her role so that others can take it over.

**Action: Alan Melling**

## 14. Committee and convenors responsibilities

AM circulated a draft chart of the committee and convenors responsibilities which he is to develop further.

**Action: Alan Melling**

DS advised that he was willing to act as Secretary for the first three months of the year.

15. **Correspondence received**

AM advised that the Alan Robertson of the Linlithgow Civic Trust had requested that the canal tea room should be opened on Wednesday 13<sup>th</sup> June for the Perambulation of the Marches. The committee agreed to this. It was also noted that the Tea Room and St Magdalene would be required for Deacon's night on Saturday 16<sup>th</sup> June. GS was asked to book these events.

**Action: Graeme Scott**

A letter had been received from a Linlithgow resident about a Scottish Canal's planning application for residential moorings. DS was asked to find further details on the West Lothian Planning website.

Post meeting note: The application is for four residential berths near the Swan's nest winding hole east of Preston Road. No applications have been submitted for moorings east of the current residential berths.

16. **Any other business**

AM had been advised by Scottish Canals that there were no funds for a pontoon at Bridge 49. With full occupancy of berths at the transshipment basin, it was felt that LUCS might have to cease offering bridge 49 cruises. This is to be discussed further at the next meeting.

17. **Committee meeting dates**

It was agreed that committee meetings would be held on the following dates (i.e. third Monday of the month) unless otherwise decided.

19 <sup>th</sup> February	19 <sup>th</sup> March	16 <sup>th</sup> April	21 <sup>st</sup> May
18 <sup>th</sup> June	16 <sup>th</sup> July	20 <sup>th</sup> August	17 <sup>th</sup> September
15 <sup>th</sup> October	19 <sup>th</sup> November		