



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 Mel Gray Centre on 19th February 2018

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

ACTIONS

AM	3.1	Arrange for MCA to come to basin for St Michael's passenger certificate and discuss proposed modifications to the boat
	3.2	Make arrangements for St Magdalene's dry docking in April, including the MCA inspection
	3.3	Liaise with Ian Walker to install new cushions and consider new table for Leamington
	4	Speak to Ian Walker about process to be followed by prospective BMLs
	13	Arrange for committee and convenors responsibility chart to be posted on website
	14.5	Contact Scottish Canals regarding mooring at transhipment basin
DS	3.1	Issue results of St Michael questionnaire
	3.1	Liaise with Mike Smith in respect of specification for St Michael's modifications
	3.1	Chase Scottish Canals to obtain a licence for St Michael
	3.3	Chase Richard Miller to discuss Leamington agreement
	8	Amend bank signatory arrangements as decided by committee
	8	Ensure treasurer's report includes monthly expenditure
	11	Continue to progress bookings pre-payment and ensure this includes agreed terms and conditions
	11	Implement pre-booking for aqueduct cruises once St Magdalene is available
	14.1	Liaise with GH regarding Awayday agenda
GH	3.3	Arrange training for Leamington despatchers
	14	Liaise with DS regarding Awayday agenda
RR	3.1	Complete St Michael's passenger certificate documentation and arrange for the necessary signage
SR	10	Progress the idea of a Waterways Trust apprentice producing audio visual material for Union Canal's 200 th anniversary
	12	Consider with Scottish Canal's exhibition in Linlithgow could promote Fun Day
	12	Shadow Martine at Fun Day
	12	Consider how cardboard boat race can be speeded up
LN	12	Arrange meeting with WLC to discuss Fun Day, include closure Strawberry Bank, Chase up provision of skip from WLC

1. Apologies

Apologies were received from Iris Melling

2. Adoption of minutes of meeting held on 11th November

Minutes were agreed, proposed by SR, seconded by RR. The new format of the minutes was considered to be helpful. It was agreed that future minutes should be produced in this format.

3.1 Boats - St Michael

AM had arranged for humidifiers to be installed and sent the defective heater to a Webasco agent in Bathgate for repair.

RR advised that much of the documentation required for St Michael's passenger certificate had been completed and that this work was on-going as is the requirement to fit the necessary signage.

Action: Ronnie Reis

AM is to arrange for MCA to come to the basin for the passenger certificate around the third week in March.

Action: Alan Melling

After reviewing the questionnaire results it was decided that the seats should be on removable raised plinths. Other work is to be specified by Mike Smith who is to consider questionnaire feedback. AM is to mediate should any differences of opinion arise. DS is to advise all those asked to complete the questionnaire of these decision and liaise with Mike.

Action: David Shirres

DS advised that he had contacted Scott McMurray of Scottish Canals to request a licence and had yet to receive a response and is to chase this up.

Action: David Shirres

DS advised that he had contacted A L Gordon's liquidators who had advised him they would supply the drawings and documentation relating to St Michael from A L Gordon's office.

DS advised that West Lothian Council had advised that the final LEADER contribution of £8,701 had been approved and would soon be credited to the LUCS bank account

3.2 Boats - St Magdalene

SR advised that no boats were available from either Re-union and Scottish Canals to cover St Magdalene bookings before its dry docking.

AM is to book the MCA inspection for St Magdalene's dry docking from 2nd to 11th April and arranged for crews to move the boat.

Action: Alan Melling

RR advised that St Magdalene's sagging roof had been repaired and was being repainted.

3.3 Boats - Leamington

GH is to arrange training of Leamington despatchers as actioned at the November meeting

Action: Gordon Hewitt

DS advised that he had tried to contact Richard Millar and was awaiting a response. He will continue to chase this.

Action: David Shirres

It was agreed that Leamington should have new cushions as suggested by Ian Walker. AM to advise Ian to procure these and consider the requirement for a better table.

Action: Alan Melling

3.4 Boats - Victoria

No specific action at present. It was agreed that Victoria does not need to go to dry dock in April and noted that its boat safety certificate required to be renewed in August.

3.5 Boats -Colin G

No action required.

4. 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. He is also to speak to Ian Walker to confirm the process followed by prospective BMLs.

Action: Alan Melling

5. Premises

AM advised that Iris Melling is to manage the gardening at the basin.

6. Tea Room

The proposal to use paper cups on Aqueduct and Falkirk Wheel cruises was agreed. It was also agreed to serve pastries rather than scones on Falkirk Wheel trips.

7. Museum

AM advised of memorabilia and photos that had been obtained from Judy Gray's estate. He also advised that Danny Callaghan was considering how the audio-visual presentation in the museum could be improved.

8. Treasurer's report

DS advised that the current balance was £49,833 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 £26,487. A payment of £8,701 is soon to be received from LEADER.

DS still had to arrange for Graeme Scott to become a bank signatory. DS is to arrange this and remove John and June Green as signatories.

Action: David Shirres

SR requested that, in addition to the summary report, DS should also provide a monthly report to the meeting.

Action: David Shirres

9. Membership

SR and RR advised that work to clear out old record and develop the membership database was progressing well.

10. Marketing

SR advised that around ten people were participating in the event in Edinburgh on 3rd March to mark the start of construction of the Union Canal 200 years ago.

SR advised that the LUCS leaflets for 2018 had been produced.

SR had been in touch with Lisa Sneddon of the Waterways Trust who works with schools and the canal college. He advised that they had a scheme offering an apprenticeship paid by the lottery trust. This would require LUCS to provide the apprentice with 1 ½ days work a week. SR suggested that this could usefully be used to produce audio visual material about the canal to mark the 200th anniversary of the start of construction. This was agreed.

Action: Stuart Rennie

11. Bookings

DS asked all to note the significant amount of work that John Aitken had done on the prepayment system. He advised that this was now in use for Falkirk Wheel cruises and had taken its first bookings. The next stage was to implement pre-payment for room and boat hires. DS anticipates that this will be done soon after he sees John Aitken on 1st March. DS presented proposed booking terms and conditions which needed to be clearly shown on the pre-payment system as money is being taken in advance. These were approved.

Action: David Shirres

DS presented a proposal for pre-booking of Aqueduct cruises. The concept was that half the places should be pre-booked with customers required to be at the basin by 1345. This was agreed in principle, subject to the practical issues raised being resolved and that it should be implemented when St Magdalene is available for Aqueduct cruises.

Action: David Shirres

GS advised that there were no other issues as far as bookings were concerned.

12. Fun Day

LN advised that she and AM are to meet West Lothian Council to discuss Fun Day, including the potential closure of Strawberry Bank, and will report back to the committee. She advised that she had not heard from WLC about the skip and will chase this up.

Action: Lynne Nelson

SR advised that Scottish Canals artist in residence is organising an exhibition in Linlithgow on the same weekend as the Fun Day. He is to see if this offer an opportunity to publicise the Fun Day.

Action: Stuart Rennie

This Fun Day will be the last in which Martine organises the raft race. SR volunteered to shadow Martine during the Fun Day

Action: Stuart Rennie

With the large number of entries last year, ways of speeding up the cardboard boat race need to be considered, SR is to consider this based on Martine's recommendations

Action: Stuart Rennie

13. **Committee and convenors responsibilities**

AM asked for feedback by 24th February on the draft chart of the committee and convenors responsibilities so that he could the publish this on the website. **Action: Alan Melling**

14. **Previous actions not addressed by the above**

14.1 Agreed that the "Awayday" was to take place at 1300 on 10th March at 1, Oatlands Park. GH and DS are to liaise to produce an agenda **Action: Gordon Hewit / David Shirres**

14.2 The remaining signatories were obtained for the Director's declaration to confirm understanding of their responsibilities and the objectives of the Society

14.3 GS confirm that the Tea Room and Saint Magdalene had been booked for the perambulation of the Marches

14.4 The objections to Scottish Canals proposal for residential moorings east of Preston Road were noted

14.5 The difficulties of running taxis to bridge 49 were due to permanently occupied berths at the transhipment basin. It was considered that these cruises were feasible despite this problem. However, it was felt that Scottish Canals should be contacted about these moorings once the present issue of moorings at the basin had been resolved.

Action: Alan Melling

15. **Correspondence received**

The correspondence received from Paula Carson of Scottish Canals regarding current berthing difficulties at the basin was discussed. All concerned felt that Norman Foulner's unauthorised movement of his boat Thistledown and Leamington was unacceptable, especially as this misused his privileged access to LUCS facilities to obtain Leamington's keys to unlock its mooring chain. It was however felt that it would be best to leave Scottish Canals to resolve this matter.

16. **Any other business**

There was no other business.

17. **Date of next meeting**

The next committee meeting is to be held on Monday 19th March.