LINLITHGOW UNION CANAL SOCIETY

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

Minute of the Linlithgow Union Canal Society Committee Meeting held at the Canal Basin Tea Room on 16th April 2018 @ 7:30pm

Present

Allan Melling (AM) ~ Chairman
Ronnie Reis (RR)
Graeme Scott (GS)
Stuart Rennie (SHR) ~ Acting Minute Sec.
David Shirres (DS)
Gordon Hewit (GH)
Iris Melling (IM) [in-part only]

Item No.	Item	Action
1	**Chairman's Introduction & Apologies** The chairman welcomed everyone to the meeting. Apologies were received from Lynne Nelson, (LN) AM advised that IM would be joining the meeting later	
2	**Adoption of Minutes** The minute of the previous meeting held on 19th March was taken as read. Adoption of the minute was proposed by GS and seconded by RR	
3.1	**Boats ~ St Michael**	
3.11	AM updated the meeting on the recent MCA visit on 28th March re St Michael's passenger certificate & discussions re our proposed modifications. The meeting was attended by AM, GS, & Mike Smith (MS)	
3.11.1	We now have confirmation that the fore & aft steps need only be designed for crew access, and will not form part of emergency passenger exit. We are now also able to progress with the various items on MS's project plan as MCA are generally in favour of our proposals	
3.11.2	It was pointed out that the anniversary for St Michaels Passenger Safety Certificate will be Nov 18, irrespective of when MCA final inspections are carried out, as this was when the original partial certificate was granted.	
3.11.3	The non-availability of a Quality Pack due to the administration of AL Gordon was discussed at length. MCA have suggested that we may need to hold discussion with the Marine Architects to obtain as much information as possible. (AM to action)	**AM**

3.11.4 It was also suggested that MS speak with Trevor Tuplin & his manager John to ascertain as much helpful information as possible. (AM to speak with MS) **AM**

3.12 AM updated the meeting re progress MS was making in respect of St Michael's modifications. All are progressing satisfactorily.

We are obtaining structural calcs. for Mikes proposed gang plank arrangement.

3.13.0 SHR updated the meeting on his recent meeting with Kat from Leader held on Wednesday 12th April.

We have confirmation that Leader do not require any identification on the exterior of the vessel, as long as the approved plaque is displayed within the main cabin for visitors to see. SHR agreed a position on the WC partition adjacent to the Port side passenger door. SHR passed over our version of the proposed plaque, and Kat undertook to finalise the design and manufacture the plaque at their cost.

3.13.1 Kat updated SHR on various "target requirements" which need to be confirmed or adjusted due to the St Michael in service dates being revised. SHR is to update GH re this and GH will continue liaison with Kat / Leader. **SHR / GH**

3.13.2 Discussion was given to what requires action / attention for St Michaels' MCA passenger safety cert, and the timescales involved.

MS to be asked to draft out project plan for target dates (small items & major items) so that some form of program can be ascertained. AM to speak with MS regarding this. **AM**

3.13.3 Further consideration is to be given to temporary mooring position of St Michael, when she is not being worked upon within the basin. **DS**

3.2 Boats ~ St Magdalene

3.21 AM & RR updated the meeting regarding the recent MCA inspection for in-water certification, held at the basin on Thursday 13th April.

3.21.1 All items were passed with the exception of the coupling retaining ring Work is now progressing to rectify this. No further inspection is required as long as we forward photographs of the completed repair to MCA. **AM / RR**

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3.21.2 It was pointed out that the Passenger Certificate Anniversary remains at 14 Oct 18 although we can action this up to 3 months before expiry.

It was agreed to plan for dry dock inspection between our season end and 14 Oct. GS to look for blank week in bookings and liaise with AM to set a date convenient to ourselves and MCA **GS**

3.22 Providing work is completed timeously, we hope to get St Magdalene back in Service on Saturday 21st April to avoid further loss of income. A decision will be taken on Thursday 19th at which time we will assess any further potential cancellations. **AM / GS**

3.3 Boats ~ Leamington

3.31 The new dispatch check sheet (per Ian Walker) has now been completed and Stewart Liddle (SL) is registering the sheet in the document register.

3.32.1 Ian Walker has been given a further table top for consideration as a better table for Leamington. We await feedback from Ian.

3.32.2 The Aqua drive has been sent away for service / replacement (approx. cost could be circa £700) but we are also investigating alternative solutions including new engine mounts and reinstating the old gear box. The timescale for this work is estimated at approximately 2 weeks. **GS**
We have had to cancel 2 hires with a further cancellation pending.

3.33 DS updated the meeting regarding renegotiating the Leamington Agreement with Scottish Canals. 2 emails have been sent to Richard Miller but we have received no response to date. DS to keep pursuing. **DS**

The ongoing situation with Leamington, reliability, maintenance costs etc are being addressed within our longer term / 5 year plan. **All**

3.4 Boats ~ Victoria

3.41 There were no current issues discussed regarding Victoria

3.5 Boats ~ Colin G

3.51 DS advised that Colin G was not individually insured, and therefore our current insurance simply covered LUCS volunteers working on the boat.

If other organisations such as LCVG or other societies wish to hire Colin G from LUCS it will be their responsibility to arrange their own insurance for the boat and their operatives. AM to advise LCVG & Pat Bowie accordingly. **AM**

Previous proposals to offer day membership to include other operatives under our insurance are deemed to be unworkable, and this option is not being continued.

3.52 There were no other issues discussed regarding Colin G

3.60 Boats ~ Berthing & Licencing

3.61 There has been considerable communication with Scottish Canals regarding the berthing arrangements for all our boats, and they have advised us that they are working towards a proposed solution within a matter of weeks. **DS / AM**

3.62 DS advised that we have now paid all invoices received from Scottish Canals in respect of our boat licences. Furthermore, DS pointed out to SC that we had been overcharged and we have now received a refund of £270 in respect of the over payment

4.0 Boat Drivers

4.01 AM advised that Ian Walker was now in control regarding new potential driver progress, and the succession document has been produced.

The requirement to be a LUCS member for 6 months prior to commencing driver training has been terminated, and SL is adjusting the registered document accordingly.

5.0 Premises

5.01 Driveway Verge ~ SHR's proposals to plant 3 flowering cherry trees on the driveway verge have been cancelled as it is felt they would impinge on the cardboard boat race arrangements. No further action required.

5.02 Any Other Issues **AM**
It was pointed out that the felt roof over the bicycle rack / wood store is requiring attention. AM to speak with Alistair regarding this.

6.0 Tea Room

6.01 We have been advised that the Kayak Marathon is taking place on 22nd April. No additional measures are being put in place as there was little increase in footfall at the same event last year.

6.02 We have been approached by the Bathgate Band re the use of the tea room for breakfast at the Linlithgow Marches. AM is responding to the received email. **AM**

7.0 Museum

7.01 No issues were discussed

8.0 Treasurer

8.01.1 Balance and Income & Expenditure financial year to date

DS presented his financial report which had been circulated previously.

This showed a bank balance (including cash at hand) of £51,481

DS explained that the pre-payment system was having a positive effect on our cash flow with£2800 paid so far in pre-paid bookings. However it should be noted that we are currently circa £3000 behind last year in real revenue due to loss of income attributable to boats being out of action, delayed MCA approvals, dry dock delays, and severe winter weather. last year.

8.01.2 It was agreed we should contact Seagull trust re donation level for dry dock, due to the inconvenience / delay we experienced in our booking for 2017. **AM**

8.02 DS confirmed that the amended bank signatory arrangements are now complete.

DS, AM, MS, & GS are now our approved bank signatories

8.03 Update re card payments proposals for the museum and tearoom have not yet been progressed, and this item is carried forward to the next meeting. **DS**

9.0 Membership

9.01.1 RR confirmed that he has now sent out some 80 subscription reminders from the new database system **RR**

9.01.2 New Member Derek Smith has donated various items of safety equipment. He has also offered assistance in refresher courses for Defib operations, emergency calling etc. The feeling at the meeting was that we should acknowledge and thank Derek, and progress this proposal. Item 15.04 refers. **AM**

9.02 Members Cruise …

9.03 SHR had previously circulated copies of the format document for Members Cruises. The document was well received. AM felt there were other opportunities such as members BBQ's to achieve similar outcomes. It was proposed that we arrange a separate discussion out with the committee meeting to discuss the concept further and set suitable dates. **SHR**

9.04 DS outlined the requirements of the GDPR ~ New legislation re Data Protection. SHR undertook to progress a policy document, based on an existing document from another organisation. **SHR**

10.0 Marketing

10.01 Doors Open Days Scheme ~ SHR confirmed that we have registered our willingness to participate in the 2018 Doors Open promotion which is running on 1st & 2nd September. We await further info from the organisers. **SHR**

10.02 SHR updated the meeting regarding the costs of participating in the Local Voucher Booklet. It should be noted that this is not the WL Voucher scheme we have used previously. It was decided not to pursue this advertising opportunity. No further action required.

10.03 SHR updated the meeting following discussions he has had with the Line Gallery. The Gallery is proposing an exhibition of canal art by Lesley Banks, and the dates will coincide with our Fun Day. We are looking at some form of collaboration between LUCS, Line Gallery, and Lesley Banks. **SHR**

10.04 Update re Waterway's Trust Apprentice concept **SHR**
We await confirmation from Waterways Trust regarding their funding application

10.05 Basin Banter ~ The next issue of Basin Banter is currently behind schedule but has been drafted, and will be issued as soon as possible **SHR**

10.06	Consideration is to be given to whether Barbara Braithwaite would be willing and able to provide an interview with the Hospital radio service, promoting the canal, LUCS and the fun day etc. AM to speak with Stewart Liddle who has contact with Barbara's son, to ascertain in the first instance if Barbara would be happy to do this. SHR would then contact the Hospital Radio to try and arrange same.	**AM / SHR**

11.0 Bookings

11.01.1	GS reported that issues with the new on-line pre-payment system are gradually being ironed out, and he is in contact with John Aitken regarding same.	**GS**
11.01.2	Due to an anomaly with member's hires and booking tolerance time, it has been agreed that all members' bookings should be made by direct contact between the member and the booking secretary. SHR to arrange to have the web site text adjusted accordingly.	**SHR**
11.02	The proposal to contact existing bookings to offer pre-payment at a 5% discount has been cancelled. No further action required.	
11.03	It has been decided to postpone prepayment proposals for aqueduct cruises until St. Mags in service. DS to address in due course.	**DS**

12.0 Fun Day

Due to LN not being present, Items 12.01 – 12.04 were carried forward to the next meeting.

12.01	Continue to find ways of doing something different on Fun Day Narrow gauge railway, & / or traction engine from Chris Hunt	**LN**
12.02	Order skip(s) in April	**LN**
12.03	Update re meeting with WLC & closure of Strawberry Bank	**LN**
12.04	Update re International Rescue providing two boats	**LN**
12.05	SHR advised that he would no longer be available on fun day due to a family wedding and suggested it would be preferable for someone else to liaise with Martine re shadowing Boat Race organisation GS volunteered to take on this role.	**GS**
12.06	As Norman Foulner has stated he does not wish to do commentary this year, we require to source another commentator for the boat race.	**LN**

13.0 Committee & Convenor Responsibilities

13.01	It was noted that we need to address the vacant roles in the current structure, plus look for potential boat convenor, chairman and vice chairman for next year (2019)	**All**

14.0 Strategy Meeting

14.01 DS tabled a revised version of the Strategy Meeting Notes, and again requested that the committee come forward with further notes and suggestions. **All / DS**

14.02 GS suggested that we should be more flexible with room hire charges for community and other local organisations. This was generally agreed, and will be assessed on an individual basis. No action required currently.

15.0 Other Matters

15.01 SHR reported on the growing problem of berthing / mooring at transhipment basin. There now appears to be a permanent "cruiser" on the last remaining small floating quay. This seriously impacts on our ability to run passengers to the Bridge 49 Bistro. **AM**

SHR has raised this issue with Kat at Leader, who may be able to part fund a canal side quay for Bridge 49 bistro. AM to speak with owners and put them in touch with Kat to investigate.

15.02 Rural Tourism Infrastructure Fund **SHR**
SHR discussed the approach from WLC re the current Rural Tourism Infrastructure fund, and explained some of the pro's and con's of the application criteria. It was agreed that SHR would arrange to meet with WLC to investigate matters further. This has since been arranged for Wednesday 18th April.

15.03 Keep Canals Alive Group **AM**
AM advised that there was a forthcoming meeting (date to be advised)of the new "Keep Canals Alive Group" which he is attending on behalf of LUCS.

DS suggested that the group should set up a twitter account to generate public participation and debate. AM will suggest this at the meeting

15.04 Emergency Procedures Exercise (per new member Derek Smith)
See item 9.01.2

16.0 Correspondence Received

16.01 Emails re Mooring Issue (item 3.61 above refers)

16.02 Email re Kayak Marathon (item 6.1 above refers)

16.03 Email re Rural Tourism Infrastructure Fund (Item 15.2 above refers)

16.04 Any other correspondence

16.04.1 AM has received an approach regarding an App for tourism. SHR is assessing the opportunity and will consider further. **SHR**

17.0 Any Other Business

There was no other relevant business discussed, and the meeting closed at 10:00pm

18.0 Date of Next Meeting

The next meeting is scheduled to be held on : 21st May @ 7.30pm