



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 25th June 2018 @ 7:00pm

Present

Graeme Scott (GS)
Stuart Rennie (SHR) ~ Acting Minute Sec.
David Shirres (DS)
Gordon Hewit (GH)
Lynne Nelson (LN)

Item No.	Item	Action
1	<p>Introduction & Apologies</p> <p>The meeting was called due to the sudden resignations received from Allan Melling & Iris Melling, with the business in hand being determined as “addressing important issues going forward”. An agenda had been prepared by DS and previously circulated for comment.</p> <p>Apologies were received from Ronnie Reis, (RR)</p>	
2	<p>Adoption of Previous Minutes</p> <p>The minute of the previous meeting held on 16th April 2018 was taken as read. Adoption of the minute was proposed by GS and seconded by RR</p> <p>SHR undertook to send the minute to Douglas Robertson for uploading to the member’s web site.</p>	SHR
3.0	<p>The Way Forward ~ Immediate Priorities</p>	
3.1.1	<p>Committee Office Holders</p> <p>Discussion took place regarding the appointment of an interim chairman to replace Allan Melling until the AGM in November. SHR felt that it was desirable that we fill all roles, and it was not ideal to have any one member undertaking more than one of the four principal roles (chairman, vice chair, treasurer & secretary).</p> <p>SHR was then proposed as Chairman by GS and seconded by GH GS was proposed by SHR and Seconded by GH</p> <p>It should be noted GS stated that he would be willing to take on the Vice Chair position, but only on a temporary basis due to other family commitments.</p> <p>On the above basis, the committee accepted the proposals. SHR chaired the remainder of the meeting.</p>	

3.1.2 Management of Tea Room

DS suggested that the tea room responsibilities could be split into two ~ Rosters & Supplies.

In the short term, DS will handle "Booker" cash & carry supplies. LN undertook to produce an ongoing shopping list to advise DS what was required.

Anne Mackie has weekend rostering under control, but issues remain for mid-week tea room attendants.

DS explained that he had discussed a contingency arrangement with Stewart Liddle regarding museum staff operating from the tea room, and it was felt that this was a viable proposal, perhaps with a reduced offering in the short term (coffee served in paper cups, etc.)

- 3.1.3 SHR proposed that we send out a postal letter to all members explaining the current changes / status of the Society, and include within this an urgent plea for more helpers (in particular for mid-week tea room. We would also use this opportunity to get up to date email addresses for all members to make ongoing communication easier. LN suggested "We want to keep you up to date".

SHR undertook to progress this with RR as Membership secretary.

SHR

3.1.4 Boat Management / MCA Contact

- 3.1.4.1 Victoria is currently under the control of Allister Mackie (AM). GH offered to assist by taking on this role while AM is off on holiday.

GH

- 3.1.4.2 Leamington is under the control of Ian Walker (IW), and all issues are currently being addressed.

- 3.1.4.3 In Ronnie's absence, cover is required for St Magdalene's management. It was suggested that we ask Mike Smith if he could oversee in the interim, until RR is back in action. SHR to discuss with Mike.

SHR

- 3.1.4.4 RR is continuing to be MCA contact, and will handle as much from home as possible, with the assistance of DS to move matters forward as required.

DS / RR

- 3.1.4.5 It was agreed that we need to firm up on our Safety Management Emergency Procedures for certification in order to test our systems. GH is coordinating this for 4th July.

GH

3.1.5 Shore Registrar

- 3.1.5.1 It was agreed we would apply to MCA for exemption from various Shore Registrar requirements. RR or DS to write to MCA to progress, albeit it was acknowledged that this may take some time to come to fruition.

RR / DS

- 3.1.5.2 As an interim measure GS is providing a mobile phone and sim to give an answering service to register passenger numbers, cruise details, driver & crew etc.

GS

3.1.5.3	The Shore Registrar procedures are to be reviewed and clarified. This item to be carried forward for a future meeting	SHR
3.1.6	Museum Matters	
3.1.6.1	No action required at present, but it is noted that DS is visiting Ds Boot in Irvine to ascertain if there is any salvageable content which would be useful to LUCS as museum artefact. DS to Liaise with Danny Callaghan (DC)	DS / DC
3.1.7	Premises	
3.1.7.1	GH will speak with Allan Melling regarding IT, WiFi, passwords etc with a view to clarifying and addressing any issues.	GH
3.1.7.2	GH is also keen to address "Cloud Matters" and will come back with various recommendations re how LUCS systems could benefit / be improved. (See also item 8.1 below)	GH
3.1.8	Boat Volunteers & BML's	
3.1.8.1	It was agreed that volunteers would benefit from more advance notice of unstaffed booking allocations. After discussion it was agreed to circulate a rolling 2 month report showing vacant bookings.	GH
3.1.9	External Relations	
3.1.9.1	Keep Canals Alive (KCA) ~ SHR has already taken over this representative role prior to AM resignation, and will continue to report back to this committee	SHR
3.1.9.2	Lowland Canal Volunteer Group (LCVG) ~ It was agreed we need to retain a presence on LCVG. Post the meeting SHR spoke with member Graeme Harvey (GH) who already sits on the LCVG panel. GH agreed to be the LUCS representative in the interim, and report back to this committee as required. SHR will advise LCVG chairman accordingly. LCVG have now accepted this, but suggest longer term we have our own independent representative.	GH / SHR
3.2	Boat Certification	
3.2.1	St Magdalene October Dry Docking. St Mags has been taken out of service for 3 weeks in October, pending availability of dry dock and MCA inspectors. RR is currently trying to arrange mutual dates.	RR
3.2.2	St Michael Passenger Certificate There are still question marks over the current status of required documentation for St Michael. It was felt that we should progress this with MCA at the earliest possibility.	
3.2.2.1	SHR was to discuss with MS re 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. It is also crucial that final certification is achieved prior to this, otherwise our Partial Declaration Certificate will expire. Mike Smith & RR to discuss to progress, and drive to completion.	RR / MS

3.2.2.2 The following note is from the minute of the last meeting, and has been left in for clarification ... **MS / RR**

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)

3.2.2.3 GH advised that representatives from Leader wish to visit St Michael. SHR asked if this was in regard to the letter written by someone to Leader, casting aspersions regarding the quality of the workmanship, and the ability of LUCS volunteers to carry out any work. GH does not think this is the case.

GH to liaise with MS to discuss suitable dates for inviting Leader to view St Michael

GH / MS

3.3 Fun Day

3.3.1 LN reported that all paper work is in place and there are no major issues causing concern at present.

3.3.2.1 Potential personalities (Richard Miller; Catherine Topley; Fiona Hyslop) to open the fun day were tabled. **LN**

It was agreed we would ask Richard Miller when he visits the basin on Monday 2nd July.

3.3.2.2 Drivers are needed for boat trips ~ GH to action by putting out requests **GH**

3.3.2.3 Marshalls are required for Boat Race. Lynn will compile a list of all staff & volunteers needed on the day, so that we can start to allocate available volunteers. **LN**

3.3.2.4 LN to liaise with Stewart Liddle re the management of Ticket Sales for boat trips. **LN / SL**

3.4 Membership Engagement

3.4.1.1 SHR will prepare a letter to all members advising of changes in the Society, requesting help / involvement / and ensuring we have up to date email addresses so that we can keep membership better informed. **SHR**

3.4.1.2 It was suggested that we should invite members onto "pre trips" on St Michael at the earliest opportunity. DS will discuss this with MS to assess viability of this and suitable dates. **DS / MS**

3.4.2 It was agreed to ask Mike Smith if he would be willing / able to join the committee, and / or take on the role of Boat Convenor. **SHR**

3.4.3 The previously proposed "Members Cruise" is to be progressed and to take place on 3rd August. SHR to circulate previous paper. **SHR**

3.4.4 Discussions to be held regarding the committee structure, and office holders. SHR to circulate the paper he has written regarding same. **SHR**

3.5 AGM ~ 6th December 2018

Consideration to be given to all requirements and programme leading up to AGM.

All

4.0 Berthing Positions in Basin

4.1 DS tabled a layout showing positions of boats he had agreed with Norman Foulner. This layout indicated the position that Thistledown would need to adopt, allowing Leamington and St Michael to berth allowing 600mm between bows and sterns of all boats. The agreed berthing positions would also require Scottish Canal agreement to revised positions of Mooring Rings, bollards etc. SHR stated it would be good to get approval for the installation of the refurbished "capstan" bollards which we have in store, to suit St Michael.

GS suggested that to ensure everybody was clear with the position the boats would adopt, and that it was workable for all who used the basin facilities, it would be prudent to put all boats in the agreed positions for demonstration purposes.

DS explained we had also received a quotation of circa £684.00, which LUCS would pay to cover the costs of alterations to Thistledown.

The committee decided by a 4:1 majority to progress this proposal. DS would write to Scottish Canals to advise them that we would pay the £684.00. SHR would write to Norman to arrange the temporary repositioning of the boats.

SHR / DS

5.0 Keep Canals Alive

5.1 SHR updated the meeting with the current KCA initiative, and the forthcoming Cross Party Group meeting at Holyrood which he would be attending.

SHR also advised he had arranged a meeting with Fiona Hyslop regarding LUCS issues and KCA initiatives

6.0 Forthcoming Visitations / Meetings

6.1 There are two visits arranged as follows ...

Richard Miller meeting with the committee ~ 2nd July
Catherine Topley ~ visiting LUCS on 11th July

Post meeting, SHR has also arranged to meet with Scott McMurray of Scottish Canals.

7.0 Convenors Reports

There were no convenors reports tabled for discussion

8.0 Any Other Business

8.1 GH volunteered to set up a sub-committee which would be responsible for all IT matters within LUCS. GH would oversee IT development, report issues and progress back to the main committee. (Items 3.1.7.1 & 3.1.7.2 above refer.) **GH**

8.2 There being no other business, the meeting was closed at 9:45pm

9.0 Date of Next Meeting

The next meeting is scheduled to be held on : 23rd July @ 7.00pm