



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 23rd July 2018 @ 7:00pm

Present

Stuart Rennie (SHR) ~ Chairman & Minute Sec.
David Shirres (DS)
Gordon Hewit (GH)
Lynne Nelson (LN)
Ronnie Reis (RR) ~ in part

Item No.	Item	Action
1	Introduction & Apologies SHR welcomed all to the meeting, explaining that a number of recent initiatives to move the Society forward were already showing dividends, new members, some young volunteers, and good liaison with Scottish Canals being some examples. SHR emphasised that this should form the background to this and future management, and while the day to day business must obviously be attended to, it and certain ongoing items should not dilute the management time being spent on the objective of reinvigorating the Society, and reinstating the warm friendly and enjoyable environment that LUCS has enjoyed. 1.1 Following on from the proposal in previous meeting (item 3.4.2) and due to the unfortunate resignation by Graeme Scott due to family reasons, Mike Smith (MS) has agreed to join the committee as Vice Chair. This appointment was proposed by DS, and seconded by GH Apologies were received from MS due to holidays.	
2	Adoption of Previous Minutes One item has been added to the draft minute of the previous meeting, namely... 8.1 <i>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.</i> With the inclusion of the above addition, the minute of the previous meeting held on 25 th June 2018 was taken as read. Adoption of the minute was proposed by GH and seconded by RR SHR undertook to send the minute to Douglas Robertson for uploading to the member's web site. ~ Now actioned	

3.0 Immediate Priorities

3.1 Management of Tea Room

DS & LN have managed the Tea Room Rotas. Weekends are currently covered, but there is still some concern re some mid-week positions. Continuous monitoring required.

LN & DS arrangement for supplies seems to be working currently.

3.2 Membership letter has been sent out, and has generally received positive feedback and results. A number of existing members have come forward with offers of help, and others have updated their contact details with RR

4.0 Committee Structure & Sub Groups

It was agreed to progress the proposed revised management structure to eliminate the current "flat line" arrangement.

The first group (IT matters) has been now been set up to report back to the main committee.

SHR undertook to progress a management chart and define required groups. **SHR**

5.0 Boat Management / MCA Contact

5.1 Victoria

GH reported no current issues, but RR advised that the Boat Safety Certificate is due for renewal in August 2018. GH to email Alistair Mackie to advise and action **GH / AM**

5.2 Leamington

5.2.1 Ian Walker had submitted a report which was circulated for attention. The following was agreed ...

Ian Walker to obtain quotations for

- a) a total out of boat engine overhaul
- b) a new engine

IW to liaise with RR re contact details for local engineering firm **IW / RR**

5.2.2 Ian Walker to investigate options for new / alternative front screens **IW**

5.3 St Magdalene

5.3.1 MCA Certification / Dry Dock arrangements

RR confirmed that the dry dock is booked for w/c 16th Sept, with the MCA attending on the 19th Sept. Prior to MCA inspection, the following needs attended to ...

- a) Generator to be fitted (who can do this ??)
- b) Drive Coupling to be replaced / fixed. RR to investigate pricing options **RR**

5.3.2	Safety Management Emergency Procedures to be progressed ...	
5.3.3	a) GH to liaise with Jim Lonie re notes on previous emergency exercise	GH
5.3.4	b) DS looking at Safety Management System Audit	DS
5.3.5	No other issues were reported.	
5.4	St Michael	
5.4.1	MS had previously issued his report on progress. SHR confirmed again that it was imperative that we obtain our full certification by November (the anniversary of our partial certificate) and this was confirmed by DS	
5.4.2	MCA Negotiations	
5.4.2.1	DS reported good positive discussions with David Langlands, and matters are progressing satisfactorily given the lack of documentation from A L Gordon.	DS
5.4.2.2	SHR is to speak with Les re Leader Plaque mounting	SHR
5.4.2.3	SHR is to speak with Alba Signs re. signwriting for Life belts and boat name	SHR
5.4.3	Date for Leader delegation visit to boat still to be arranged (c/f from 25 June)	GH / MS
5.4.4	Programme to be created for BML's and Crew in preparation to bring St Michael into service (this item is c/f from 25 th June meeting)	GH
5.6	Other Boat Matters	
5.6.1	Boat Volunteers & BML's ~ 2 month rolling notice of bookings to be circulated. (c/f from 25 th June)	GH
5.6.2	Shore Registrar	
5.6.2.1	Application to be made to MCA re exemption from certain Shore Registrar requirements (c/f from 25 th June)	DS
5.6.2.2	SHR to take possession of new shore registrar phone until a new Shore Registrar is appointed (Now Actioned)	
5.6.2.3	General review of shore registrar procedures, and relevant updating of all documentation to suit, incl Boat Manuals, Customer Registration forms etc.	RR
5.6.2.4	As Edna is retiring from the position of Shore Registrar, SHR to write to her, thanking her for her contribution to LUCS over the years.	SHR
6.0	Fun Day	
6.1	LN gave general update regarding arrangements. There are no current concerns ... It was noted we will probably have to hire skips, as WLC were not coming forward as in previous years.	LN

6.2	SHR had written to Catherine Topley regarding being guest of honour, but had not received a reply. Post meeting, Catherine has advised that she is unable to attend due to holidays. SHR has now written to Fiona Hyslop, and awaits a reply.	SHR
6.3	Driver Allocation still to be actioned	GH
6.4	Other work still to be actioned ... <ul style="list-style-type: none"> a) Tables from Ednas garage Wednesday 14th Aug. Trailer and car needed b) Verge Signage to be erected c) Date on Lampost signs to be changed to 19th ~ Now Actioned 	
6.5	Ticket Sales Arrangements ~ Douglas Robertson Reviewing	LN / DR
6.6	LN confirmed that she will stepping down as Fun Day Coordinator next year as previously advised to A Melling. It is felt that this is too large a role for one individual, and as such a sub group will be set up to handle Fun Day organisation in the future.	
7.0	Museum	
7.1	DS updated the meeting regarding salvageable material from Ds Boot in Irvine, and is awaiting contact re what is available. DS & Danny Callaghan (DC) will progress as required.	DS / DC
7.2	There were no other Museum Matters discussed.	
8.0	Premises	
8.1	Bike Shed Roof Repair is still to be attended to (c/f from earlier meetings). SHR to speak with A Mackie (AM) on his return from holiday.	SHR / AM
9.0	IT Group Matters	
9.1	The group is currently addressing WiFi. DS is keen that this is given urgent action given its importance in respect of the proposed credit card payment system in the museum	GH
9.2	GH confirmed that he was progressing the “Cloud Storage” concept, and would report to the next meeting on progress	GH
9.3	SHR asked that a new security camera system be implemented as soon as possible to curtail the current issues of materials and goods apparently going missing from the premises.	GH
9.4	The purchase of a new computer in the admin centre was approved by the committee at a cost of circa £200 - £300 + the cost of latest windows and virus checker. GH to action and install.	GH
10.0	External Relations ~ (Cont over)	

- 10.1 Keep Canals Alive Group
- SHR advised that a recent meeting was attended by 2 representatives from Transport Scotland. An invitation is to be sent out inviting them to visit LUCS. **SHR**
- 10.2 LCVG
There was nothing to report from LCVG
The next meeting of the LCVG is on 6th August followed by a lunch hosted by Catherine Topley. SHR is attending on behalf of LUCS.
- 10.3 Other External Organisations
- 10.3.1 Linlithgow Town Management Group ~ John Aitken is considering standing down from this group and is questioning whether LUCS should have representation on the Group. LN suggested she may be interested in sitting on this and certain other local organisations **LN**
- Consideration to be given to Linlithgow Community Development Trust.
- 10.3.2 Borough Beautiful ~ It is noted that the Britain in Bloom judging is taking place on 9th August at 9:40am. We need someone in attendance to meet with the judging panel. **SHR**

11.0 Member Engagement

- 11.1 Membership Secretary Report
- RR reported that we have 12 new members to the Society, and our membership currently stands at 461
- 11.2 Advance Trips on St Michael ~ It was suggested that we could open St Michael for viewing on the evening of the forthcoming members cruise **MS**
- 11.3 Members Cruise (Change of Date) ~ The proposed date for the members cruise is now 10th August. St Mags to be reserved for that date. **SHR / GS**
- 11.4 Pumpkin Cruise ~ DS to speak with Iain Withers of Narrowboat Farm ~Now actioned and progressing **DS**
- 11.5 Other Membership Engagement ~ Suggestion for a St Andrews Day celebration on St Michael. SHR to contact DC to see if he would organise **SHR**
- 11.6 AGM 6th Dec ~ Programme for preparation to be generated **SHR**

Note: Ronnie Reis left the meeting at this point

12.0 Berthing Arrangements

- 12.1 It was noted that a trial repositioning of all boats was scheduled for 1st August. The required positions of berthing Ring, bollards, etc. would be marked up on a drawing showing the agreed boat locations and sent to Scottish Canals, who would in turn process the required approval from Historic Scotland. It is estimated that this will take approximately 9 weeks for approval.

13.0 Visitations / Meetings

- 13.1 Richard Millar meeting. It was noted that we had a very positive meeting with Richard Millar on 2nd July. A number of issues were discussed including berthing arrangements at Transshipment Basin, Proposed Landing stage for Bridge 49 bistro, Leamington Agreement (leave as is), and a working relationship with SC going forward.
- 13.2 Catherine Topley Meeting ~ LUCS welcomed the interim CEO of Scottish Canals to the basin on 9th July, accompanied by Katie Hughes, and Richard Millar, followed by a cruise to Bridge 49.
- 13.2.1 Scottish Canals have offered LUCS the use of 6 electric boats for use on the union Canal based at Linlithgow. SHR undertook to investigate this and report back to Committee. **SHR**
- 13.3 SHR met with Fiona Hyslop on 8th July at her constituency office and discussed LUCS matters as well as Keep Canals Alive initiative.
- 13.6 There are two proposed visitations / guest cruises proposed ...
- 13.6.1 a) Transport Scotland (item 10.1 above refers)
- 13.6.2 b) Fiona Hyslop and Staff (to be invited later in the year.)

14.0 Treasurers Report

- 14.1 DS presented his treasurers report which had been previously circulated. **DS**
David explained that after extracting extraordinary spend attributable to St Michael, our annual income was slightly ahead of expenditure. Although the feeling of the committee was positive, it was suggested that further investigation is to be done to analyse this at the end of Financial Year.
- 14.2 Projection to year end ~ DS suggested that while difficult to ascertain, our year-end balance would be in the region of £68k, which was deemed to be a fair result, given the extraordinary nature of St Michael.
- 14.3 There were no other financial matters reported

15.0 Marketing Report

- 15.1 SHR confirmed that we were participating in the Open Doors Scheme in partnership with Jim Lonie at Canal House, on one day only of the proposed weekend. Further arrangements to be clarified **SHR**
- 15.2 LN confirmed that arrangements had been confirmed regarding Lesley Banks exhibition, drawing class at the basin, and a stall to be provided on Fun Day. **SHR / LN**

16.0 Booking Secretary's Report

- 16.1 GS had submitted a report which was circulated to the meeting. GS reports continuing spasmodic issues with PayPal which he has reported to John Aitken (JA) GS has concerns that we are potentially losing a number of potential bookings. JA and DS are aware of the issue and are trying to identify and rectify the problem. **JA / DS**

There were no other issues raised in the Booking Secretary's report.

17.0 Other Matters (Not addressed by above)

- 17.1 Mooring at Transshipment Basin ~ It was suggested that we should write to Scott McMurray to advise him re an extremely important charter in October regarding the Vintage Car organisation, to ascertain if we could reserve the small pontoon and guarantee landing facilities. DS to write to Scott **DS**

- 17.2 Pump Out Arrangements ~ SHR confirmed that he had received further correspondence from Scottish Canals regarding LUCS providing Pump Out facilities. SHR is progressing this and will report back to committee **SHR**

18.0 Correspondence Received

There has been no other correspondence received other than previously minuted.

19.0 Any Other Business

There was no other business raised, and the meeting was closed at 9:30pm SHR thanked everyone for their attendance and contribution.

20.0 Date of Next Meeting

The next meeting is scheduled to be held on : 27th August @ 7.00pm