



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 24th September 2018 @ 7:00pm

Present

Stuart Rennie (SHR) ~ Chairman & Minute Sec.
Mike Smith (MS) ~ Vice Chair
Ronnie Reis (RR)
Lynne Nelson (LN)

Item No.	Item	Action
1	Introduction & Apologies Apologies were tendered by David Shirres & Gordon Hewit SHR welcomed all others to the meeting	
2	Adoption of Previous Minutes One item has been adjusted to the draft minute of the previous meeting, namely... 7.1 ~ should read "DC had submitted his Museum report" And not "DS" With the inclusion of the above revision, the minute of the previous meeting held on 27 th August was taken as read. Adoption of the minute was proposed by SHR and seconded by LN SHR undertook to send the minute to Douglas Robertson for uploading to the member's web site. ~ <i>Now actioned</i>	
3.0	Matters Arising It was noted that all matters arising from the previous minute were covered under the agenda	
4.0	Committee Structure & Sub Groups SHR updated the meeting on the formation of the Group Structure. 6 groups have now been formed as follows ... <ul style="list-style-type: none">• Health & Safety• IT Group• Drivers Training Programme• Strategic Development• Boat Group• Building & Premises	

It was reported that the **Drivers Training Group** now comprised 12 trainee drivers on the programme plus the 3 potential new BML drivers.

The **Strategic Development Group** held its first meeting on 17th Sept.

Boat Group ~ It was agreed that SHR would coordinate a meeting of all parties interested in boat maintenance with a view to formalising responsibilities etc. **SHR**

SHR would speak with A Mackie re formalising the **Building & Premises Group** **SHR**

5.0 **Boat Management / MCA Contact**

5.1 **Victoria**

5.1.1 Boat Safety Certificate ~ RR reported that Victoria had now passed its recent BSS inspection, and was now certified until August 2022

5.2 **Leamington**

5.2.1 There was no new report regarding Leamington

5.3 **St Magdalene**

5.3.1 MCA Certification / Dry Dock arrangements

RR reported that St Magdalene passed her MCA inspection. RR has a small list of items that MCA would wish to be attended to. RR to action **RR**

5.3.2 No other issues were reported.

5.4 **St Michael**

5.4.1 MS reported that most works required for MCA final inspection were almost complete, and work was continuing towards early completion albeit interrupted by numerous other maintenance and engineering requirements on the fleet.

5.4.2 Discussions took place regarding the galley design which still requires to be finalised. LN undertook to speak with the various volunteers who work regularly work on St Magdalene with a view to determining the best workable layout. MS to project manage the design output and implementation. **LN / MS**

5.4.3 It was agreed to investigate the possibility of installing a dishwasher in the MGC to ease the staff requirement for washing dishes on busier cruises and charters. SHR to speak with AM to investigate. **SHR / AM**

5.4.4 Further discussions took place regarding the type of fire extinguisher for the engine compartment. It was agreed that MS would speak with local fire officers to obtain their views on the best / required solution. **MS**

5.4.5 MCA Negotiations

- 5.4.5.1 Following MCA requirement for an out of water hull inspection, it was agreed to use some of our forthcoming dry dock booking (Commencing 29th Sept) subject to MCA availability. RR to liaise with MCA inspectorate (Now actioned)
- 5.4.6 Items carried forward from earlier meetings ...
- 5.4.6.1 Leader Plaque mounting is now urgently required. Leader has asked that this is attended to even on a temporary basis, and then removed if necessary to allow other works to continue. **SHR**
- 5.4.6.2 Alba Signs have now completed the basic name sign writing to gain MCA approval. Further proposals for additional decals, web site details etc., will be put forward and actioned before the boat is put into service. **SHR**
- 5.4.6.3 Programme still to be created for BML's and Crew in preparation to bring St Michael into service (this item is c/f from 25th June meeting) **GH**
- 5.4.6.4 We have received a late invoice for work carried out to the "Webasto Hester" heater. It was agreed that we should pay this invoice on DS return from holiday. SHR to write to supplier advising of this (Now actioned) **DS**
- 5.5 **Other Boat Matters**
- 5.5.1 Boat Volunteers & BML's ~ 2 month rolling notice of bookings still to be implemented. (c/f from 25th June). It was suggested that a new report may be needed to simplify the "advance notice" proposal. MS is keen that any reports show the "day of week" which will simplify volunteer assessment of whether or not they are able to assist. SHR to speak with JA to discuss options. **SHR / JA**
- 5.5.2 Concern was raised re unallocated staffing requirements in GS absence. RR undertook to investigate all unallocated bookings. **RR**
- 5.6.1 **Shore Registrar**
- 5.6.1.1 DS met with MCA on 3rd Sept and is progressing a number of matters. In particular, Shore Registrar procedures are now under the jurisdiction of Police Scotland, and DS has reached approval with them on simplified procedures which will be incorporated into our boat safety procedures. **DS**
- 5.6.1.2 MS suggested that two mobile phones are required on charter boats, since after calling emergency services, one phone is then in constant contact with them until they arrive / respond. A second 'phone is potentially needed to make additional assistance calls etc. DS / RR to consider incorporating this into operating manuals / procedures. **DS / RR**
- 6.0 **Fun Day**
- 6.1 LN suggested that we make a donation to the Cadets who helped out this year. LN to speak with DS on his return from holiday. **LN**
- 6.2 SHR reported that we had received an invoice from the "folk group" who provided music on the Fun Day, as they had not been able to use St Magdalene as agreed due to a mechanical breakdown. It was agreed to pay this invoice **DS**

7.0	Museum	
7.1	There was no new report from the Museum Curator. Current matters in progress include ...	
	<ul style="list-style-type: none"> a) New Audio Visual Proposals / Liaison with IT Group b) Update on U66 Irvine boat c) Update on display of Lock Gate Wheel 	DC / GH DC / DS DC
7.2	It was suggested that DC speak with the Shale Oil Museum (Livingston Heritage Centre) to investigate opportunities for LUCS / museum.	DC
7.3	It was suggested that we investigate additional directional signage within the locality. SHR suggested that the Marketing Group could address this when the new group is formed.	SHR
8.0	Premises	
8.1	Bike Shed Roof Repair ~ SHR confirmed that he had had discussions with A Mackie and this work will be attended to during the close season.	SHR / AM
8.2	New MGC Boiler ~ SHR confirmed that he had asked AM to obtain competitive quotes for consideration by the Premises and Maintenance Group and reporting back with recommendations to the main committee.	AM
9.0	IT Group Matters	
9.1	There was no new IT report due to GH absence. A number of issues were however discussed	
9.1.1	The upgraded Talk Talk service was now live but needed the router installed. SHR and AM have subsequently attended to this although further attention was required by JA with particular regard to the web cam. SHR to speak with JA on his return from holiday.	SHR / JA
	All other matters on the previous report are being attended to, or still require action. Namely ...	
	<ul style="list-style-type: none"> a) Upgrade of WiFi in museum & tea room (now that new router is installed) b) Installation of Card Payment system in museum & tea room c) Cloud Storage Development d) Installation of purchased Security Cameras 	GH GH GH GH
10.0	External Relations	
10.1	Keep Canals Alive Group	
	There was nothing to report from KCA other than they were continuing to apply pressure on Scottish Canals to restore full navigation on the F&C canal.	
	Leamington Lift Bridge on the Union Canal at Fountainbridge is now out of action, and requiring serious attention. SC are reporting that they do not have funds to attend to same.	

10.2 Lowland Canals Volunteer Group

10.2.1 Colin G ~ SHR reported that we still await confirmation that SC insurance will cover Scottish Canals Volunteers working on Colin G. SHR will raise this at the next LCVG meeting (8th Oct).

Ian Robertson who was to be the Colin G driver on volunteer operation has now said he does not wish to take on that responsibility. SHR to write out to all volunteer drivers to look for an alternative. **SHR**

10.2.2 **Canal College** are commencing Lime Mortar Pointing to the Manse Road bridge wall within the basin on 15th & 16th October. We need to provide welfare facilities (toilets) and will need a "room opener" to open up the toilets on these two dates. **SHR**

10.3 Other External Organisations

10.3.1 Linlithgow & Linlithgow Bridge Town Management Group (LLBTMG) ~ LN is now on the circulation list for minutes, and will represent LUCS at future meetings. (Next meeting is in Nov) **LN**

LN raised the subject of vacant shop windows. SHR suggested that vacant shop windows sometimes provide an economic publicity location. The Marketing Group may be interested in pursuing opportunities. **SHR**

Scotlands Town Partnership (BID) ~ Proposed amalgamation of two local BIDS. MS is on the BID Board, and will continue to represent LUCS at future meetings. **MS**

11.0 Member Engagement

11.1 Membership Secretary Report

11.1.1 RR advised that there were no issues causing concern. We now had 21 new members in 2018 which is welcome and encouraging.

11.1.2 RR is about to send out "Autumn Reminders" to any un-paid-up members, but there were not too many, after a successful spring campaign to bring in subscription funds. **RR**

11.2 It was agreed that the Chairman's Night / Volunteer Evening is to be held on the 26th October. SHR to prepare invitation list with invites to be emailed out w/c 8th October. Tea Room to be reserved and catering / music to be arranged. **SHR**

11.3 Pumpkin Cruise ~ Now sold out, and web site and posters updated accordingly. **DS**

11.4 St Andrews Day cruise (hopefully on St Michael.) DC to advise all details so that publicity material could be arranged and circulated to all members. **DC**

11.5 AGM 6th Dec ~ Proposals are now underway in preparation for the Annual Report & AGM, in accordance with the previously presented programme. **All**

12.0 Berthing Arrangements

12.1 We await approval of the SC application to Historic Scotland for all the required additional mooring rings etc. and approval is expected within 4 weeks.

SHR confirmed that he had asked SC to arrange for a revised quotation from Mr Foulner's contractors for the required works to re-hang the engine hatch, and for which LUCS had agreed to pay circ £648.00.

Decisions are still required regarding responsibility for installing the new mooring rings for Thistledown. NF has advised that SC were going to do this, but SMcM disputes same.

13.0 Visitations / Meetings

13.1 Two proposed visitations / guest cruises proposed are still to be arranged ...

13.1.1 a) Transport Scotland

SHR

13.1.2 b) Fiona Hyslop and Staff (to be invited later in the year.)

SHR

14.0 Treasurers Report

14.1 DS had circulated his Treasurers Report prior to going off on holiday. There were no matters causing concern

14.3 There were no other financial matters discussed

15.0 Marketing Report

15.1 SHR updated the meeting on marketing activity which included posters for the Pumpkin Cruise, Members Publicity for St Andrews Day Cruise, and preparation of the Annual Report.

SHR

16.0 Booking Secretary's Report

16.1 GS had confirmed before the meeting that there were no matters causing concern other than the ongoing issue of potential bookers having difficulty with the PayPal system integration as previously indicated.

JA / DS

17.0 H&S Group Report

It was noted that the new accident report book proposed for St Magdalene was acceptable to the MCA. It was agreed that all boats should be equipped with similar booklets. H&S Group to action

GH

It was noted that proposals are still required for alternative Battery Storage & Charging Facilities, and the H&S Group should be asked to progress this.

GH / CH / WI

- 18.0 Other Matters (Not addressed by above)**
- 18.1 Update re electric boats.
- We have now been advised (Friday 8th Sept) by Shaun Niven of Scottish Canals that all three boats and ancillary equipment were ready for collection. **SHR**
- Post meeting, arrangements have been made for collection by road transport on 10th October.*
- 18.2 Mooring at Transhipment Basin ~ DS is still in correspondence / discussion with Scott McMurray re mooring issues at the Transhipment Basin. **DS**
- 18.3 Pump Out Arrangements ~ SHR reported that we had made no progress on this matter. It was agreed to take no further action unless this was raised again by Scottish Canals
- 19.0 Correspondence Received**
- There has been no other correspondence received other than previously minuted.
- 20.0 Any Other Business**
- 20.1 Linlithgow Man Shed Project ~ We have been approached by member (Chris Gunstone) (CG) informing us about a proposed Man Shed project within Linlithgow. It was felt by the meeting that we should support the concept as this could potentially lead to new members / volunteers. While we could not offer suitable accommodation in the long term, we should offer the MGC as a meeting room to help the project get off the ground. SHR to advise the CG accordingly (*Now actioned*)
- 20.2 LUCS Tractor ~ We have been approached by Burgh Beautiful requesting the use of the LUCS Tractor to pull their water bowser around the town. It was felt this was unrealistic and we would regretfully refuse. SHR to advise accordingly (*Now Actioned*)
- 20.3 MS raised the question of out of water boat maintenance. It was agreed to look at potential solutions / options **SHR / MS**
- 20.4 Santa Grotto & Gifts. Santa weekends for 2018 are 15th 16th 22nd & 23rd Dec. Barbara (BB) had concerns that we had lost contact with our toy supplier and an alternative source may be required. **SHR**
(Post meeting we have traced the previous supplier who had changed address and they are happy to assist again this year. Contact details have been passed to BB who would arrange a meeting between herself, SHR and the Supplier)
- 20.5 There was no other business raised, and the meeting was closed at 9:30pm SHR thanked everyone for their attendance and contribution.
- 21.0 Date of Next Meeting**
- The next meeting is scheduled to be held on : 22nd October @ 7.00pm