



# 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 in the MGC on 26<sup>th</sup> November 2018 @ 7:00pm

### Present

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

Item No.	Item	Action
1	<b>Introduction &amp; Apologies</b>  SHR welcomed all to the meeting	
2	<b>Adoption of Previous Minutes</b>  The last meeting with a quorum had been 24 <sup>th</sup> September, for which a draft minute had previously been circulated. There had been no comments received or adjustments requested.  The minute of the 24 <sup>th</sup> September was taken as read. Adoption of the minute was proposed by MS and seconded by RR  SHR undertook to send the minute to Douglas Robertson for uploading to the member's web site. ~ <i>Now actioned</i>	
3.0	<b>Matters Arising</b>  It was noted that all matters arising from the previous minute were covered under the agenda	
4.0	<b>Committee Structure &amp; Sub Groups</b>	
4.1	<b>Strategic Development Group</b>  SHR confirmed that the SDG had submitted an application to Leader for the Victoria Refurbishment project, and we wait further contact from LAG regarding the success or otherwise of the application.	
4.2	<b>Boat Group</b>  It was noted that this group is still to be formalised. SHR to call all interested parties together to progress this	<b>SHR</b>

### 4.3 Driver Training Group

This group is very active with many participants attending for “driver training” on Wednesday & Saturday mornings.

It was noted that Ian Walker was taking his BML test on Wednesday 28<sup>th</sup> November.

IW has queried the content of part of the St Magdalene Safety Management System. DS undertook to revise this and liaise with IW accordingly so that the SMS was up to date in time for his test.

DS

In the absence of a Shore Registrar, IW has also suggested that the SMS should include telephone numbers for local Taxi Firms. This was accepted and DS would incorporate this into the documentation.

DS

### 4.4 IT Group

SHR tabled a proposal from the IT Group regarding various proposed upgrades in respect of our IT systems and procedures. Although the proposals were unanimously approved by the Committee, a number of questions were raised..

- I. Would the new Office 365 software work with members using Mac laptops / desktop systems ?
- II. Can we produce a schedule of work required, so that we can get our “building team” involved in the “Wi-Fi project” ?
- III. Can we get a temporary Wi-Fi fix into the museum to allow ticket sales card payments on the Santa weekend ?
- IV. MS questioned the location of the “travelling” presentation laptop.

SHR to contact John Aitken asking him to progress matters. ~ *Now Actioned*

### 4.5 Building & Maintenance Group

4.5.1 It was noted that we still await 2 quotes in respect of the proposed Boiler Replacement for the MGC. RR is obtaining one quote, but SHR suggested that we first get sight of the specification on the quote from A Mackie’s contact, so that both quotes / spec can be considered on a like for like basis.

RR / AM

4.5.2 It was noted that the replacement Bike Shed roof would be attended to during the close season.

## 5.0 Boat Management / MCA Contact

### 5.1 Victoria

There were no issues reported in respect of Victoria

### 5.2 Leamington

5.2.1 Consideration was given to a proposal submitted by RR & IW regarding a replacement engine for Leamington. SHR confirmed that he had discussed this with RM at Scottish Canals, and subject to final approval from RM, the total cost of this work would be borne by SC by being deducted from our annual Leamington contribution.

It was unanimously agreed to proceed with this upgrade. The following was noted ...

- I. We should ask Ian Walker to project manage the upgrade.
- II. All (new) engineering volunteers should be invited to participate in the work programme
- III. Prior to advising RM of the anticipated cost, we should consider the full specification and scope of the upgrade. Any parties with an interest in the scope should state their views at the outset. Current suggestions include ...
  - a. Incorporate a temperature gauge into control panel. (RR)
  - b. Replace the engine mountings (MS)
  - c. Fit a more efficient silencer (MS)
- IV. SHR suggested a specific "Cost Centre" be created for the project, and all purchases in respect of the upgrade be strictly allocated to same by anyone purchasing material / components. This would allow us to ensure full recovery of funds from SC.

### **5.3 St Magdalene**

5.3.1 The output from the Generator is still causing concern. It was suggested that we ask Gordon Stuart to investigate. *(GS now contacted and investigating on Wed 5<sup>th</sup> Dec)* **SHR / RR**

5.3.2 No other issues were reported

### **5.4 St Michael**

5.4.1 MCA inspection is booked for 14<sup>th</sup> December. Post meeting we have been advised by Adam Nutt of MCA that he is relaxed if the carpet fitting is not completed.

5.4.2 Clarification is still required re Fire Extinguisher type for engine compartment. **MS**

5.4.3 It was agreed we should programme driver & crew training to commence in January 19. (Date to be confirmed). **DS / MS**

5.4.4 Discussion was given to the requirement of a "driver's manual" incorporating the procedure for checking & powering up all electrics / switchgear. A Mackie has previously suggested a colour coordinated sequence. **AM**

5.4.5 Carried forward to next meeting ...

I. Leader Targets completed / reported **GH**

5.4.6 No other issues were reported.

<b>5.5</b>	<b>Other Boat Matters</b>	
5.5.1	Santa Weekend Driver Allocations	
	<ul style="list-style-type: none"> <li>I. DS has put out call for drivers and helpers (Now Actioned)</li> <li>II. SHR to ask Stewart Liddle to contact Museum Staff re selling Grotto Tickets (Now Actioned).</li> </ul>	
5.5.2	Blocked Off Booking Schedule. ~ Further to advice from Scottish Canals re navigation closures, we will have West navigation available from 8 <sup>th</sup> Feb. It was decided to open up the booking schedules from 22 <sup>nd</sup> Feb (to allow 2 week tolerance in completion of West engineering works) DS to change booking system accordingly.	<b>DS</b>
5.5.3	Carried forward to next meeting ...	
	Boat Volunteers & BML's ~ 2 month rolling notice of bookings	<b>GH</b>
<b>5.6</b>	<b>Shore Registrar</b>	
5.6.1	IW had tabled a notification re a discrepancy in St Magdalene's documentation. DS offered to rectify and liaise with IW prior to his BML test on 28 <sup>th</sup> November.	<b>DS</b>
5.6.2	MS proposed that St Magdalene & St Michael are furnished with two phones to allow additional communication while one 'phone is connected to emergency services. This was agreed. It was further proposed by DS that the second 'phone should incorporate a "grid reference" App. DS to source a suitable 'phone for both boats.	<b>DS</b>
5.6.3	Discussion was given to procedures advised to hirers if our volunteers did not turn up. It was decided to investigate the concept of call handling provided by a 3 <sup>rd</sup> party provider. SHR to investigate	<b>SHR</b>
<b>6.0</b>	<b>Fun Day</b>	
6.1	The 2019 Fun Day is scheduled for 18 <sup>th</sup> August 2019. It was noted that we need a Fun Day Coordinator and a Boat Race Coordinator for 2019	<b>All</b>
<b>7.0</b>	<b>Museum</b>	
7.1	There was no new report from the Museum Curator. Current matters in progress include ...	
	<ul style="list-style-type: none"> <li>a) New Audio Visual Proposals / Liaison with IT Group (IT)</li> <li>b) Update on U66 Irvine boat ~ DS and DC are collecting various pieces by van on Friday 7<sup>th</sup> December</li> <li>c) Update on display of Lock Gate Wheel</li> </ul>	<b>DC / IT</b> <b>DC / DS</b> <b>DC</b>
7.2	Carried Forward to future meetings ...	
	<ul style="list-style-type: none"> <li>I. It was suggested that DC speak with the Shale Oil Museum (Livingston Heritage Centre) to investigate opportunities for LUCS / museum.</li> </ul>	<b>DC</b>

7.2 (cont) II. 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. RR is auctioning a second quotation for consideration. **AM / RR**

8.3 SHR confirmed that the battery storage & charging facility will be attended to during the close season, but the exact location will be determined by the new external boiler on the gable of the MGC store. **SHR**

## **9.0 External Relations**

There were no reports regarding External Relations

## **10.0 Member Engagement**

10.1 Membership Secretary Report

10.2 It was noted that the St Andrews Day Cruise had been cancelled due to the lack of support / ticket sales. DS was to issue refunds to those that had booked (Now Actioned) **DS**

10.3 AGM 6<sup>th</sup> Dec ~ Preparations are in place for the AGM **All**

10.3.1 Nominations for Office Bearers & Convenors

Concern was raised re the lack of nominations received for next year's management team. All current committee members were asked to canvas for new committee members etc.

SHR raised concern that the current committee numbers were too low as we had occasion where we did not have a quorum. While we could have a maximum of 13 committee members, he felt 9 would be an optimum size.

It was also imperative that we fill all the vacant convenor roles before going forward into the new year.

## **11.0 Canal Closures**

11.1 SHR confirmed discussions with Scottish Canals re current and imminent navigation closures as follows ...

West ~ Currently closed until 8<sup>th</sup> February 2019  
East ~ Closing on 14<sup>th</sup> January for a 14 week period.

**12.0 Berthing Arrangements**

- 12.1 We await approval of the SC application to Historic Scotland for all the required additional mooring rings etc. We have been notified by Scottish Canals that this will be notified by 25<sup>th</sup> December 2018.

**13.0 Visitations / Meetings**

- Carried forward to the next meeting ...
- 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 the meeting. Due to a shortage of time, no discussion took place.
- 14.2 DS confirmed that the Trustees Report had now been printed and would be available at the AGM.

**15.0 Marketing Report**

- 15.1 There was no marketing report.

**16.0 Booking Secretary's Report**

- 16.1 There was no Booking Secretary's Report.

**17.0 H&S Group Report**

There was no H&S report. The following item was carried forward to the next meeting. **GH**

*"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"*

**18.0 Other Matters (Not addressed by above)**

- 18.1 Pump Out Arrangements ~ Further to last month's meeting when we decided to progress matters with Scottish Canals, and increase our pricing policy accordingly; SHR is arranging a meeting with Scottish Canals to discuss future arrangements. *Post meeting, we now await date of meeting from Scottish Canals.*

**19.0 Correspondence Received**

Letter from LAMP thanking us for our support of their recent production.

**20.0 Any Other Business**

Carried forward to future meetings ..

20.1 MS raised the question of out of water boat maintenance. It was agreed to look at potential solutions / options **SHR / MS**

20.2 There was no other business raised, and the meeting was closed at 9:45pm  
SHR thanked everyone for their attendance and contribution.

**21.0 Date of Next Meeting**

The next meeting is the AGM scheduled to be held on : 6<sup>th</sup> December 2018

No general committee meeting has been scheduled, pending election of the 2019 Committee.