

LUCS Management Committee

Minutes – 11 March 2013

Present: Duncan McIntyre (Vice Chairman) Douglas Robertson (Treasurer), Pat McIntyre (Secretary), Barbara Mackenzie, David Shirres, Ronnie Reis and Allan Melling
Apologies received from Mike Smith, Catherine Smith, and Stephen Nixon

1. Chairman's Introduction

The Vice Chairman Duncan McIntyre opened the meeting and welcomed everyone along. He informed the Committee that Mike would not be there as Catherine had broken her hip at the weekend. The Committee hoped that Catherine would make a speedy recovery and a card was signed to be sent off to her.

2. Apologies – Apologies received from Mike Smith, Catherine Smith and Stephen Nixon

3. Adoption of Minutes from previous Meeting - The minutes of the last meeting were adopted. Minutes proposed by Allan Melling and seconded by Barbara Mackenzie

4. DAMS: There were no DAMS.

5. Correspondence received. David Shirres had received an email from Sonia McLay about an event at the Falkirk Wheel on 21st April between 10 and 4. It was agreed that LUCS should attend. Duncan to respond to them to say yes.

ACTION DM

6. External Meetings.

Lowland Canals Volunteers Group Mike is having a meeting with Linton McBurnie on Wednesday of this week. It is felt that very short notice is given of cleaning up days and this should be brought to their attention.

ACTION MJS

7. Committee Reporting Structure Update – Mike Smith has this in hand. Updates have been sent to Bob Wigley.

8. Conveners' Reports

Marketing (DM)

There was a meeting with Historic Scotland in Longmore House in Edinburgh attended by Duncan and Mike which was very successful. They are keen to work closely with us and there will be a feature on LUCS in the next Historic Scotland magazine. We are trying to arrange a tie-up with school trips to the Palace and visits to LUCS.

Duncan and Colin Galloway had a meeting with Tom Hogarth of 'What's on Magazine' . We are now on their website. He also had a meeting on 25th February with Visit West Lothian and we will be well advertised with them. Duncan showed the latest version of the LUCS leaflet. There will be an article in the Black Bitch magazine regarding the 'Taster Day' on 24th March. This magazine is sent to all households in Linlithgow. Douglas agreed that we need to spend money to advertise what we have on offer.

IT and Social Media

Stephen Nixon was not at the meeting so no update given. Agreement was reached that the canal should go on Twitter for a trial period of one year. David Shirres to take this on.

ACTION DAJS

Treasurer (DSR)

The balance in the Bank of Scotland account is £35,514.31

The balance in the Santander account is £58,734.95

Douglas has received an account from Scottish Canals for our Trading Fee. It is £1366 this year. He has checked the funding for Open Day. This is being applied for by Mike Vickers.

The figures for Christmas 2012 were £724,82 down on the figure of £837.92 for the previous year. This was attributed to particularly bad weather on the second weekend.

Boats, etc (RR)

Ronnie mentioned that a new schedule had been issued for driving Victoria this year.

Boats Despite the weather things have been progressing. Victoria's decks are finished and panels replaced. A lot of work has been done on Leamington (under cover). He came down extra days last week along with blackhanders who came to help out. The cabin for Alex Inglis is now ready and should be delivered soon. It was decided to stop using paper towels on school trips on St Magdalene as these are being put down the wc and blocking it. A hand towel is to be made available.

MCA INSPECTION FOR ST MAGDALENE: This is to take place this week. Andy Milner will phone Mike when he is coming down. She needs to be put pack together before 20 March as there is a schools booking. Douglas suggested that a thermostat be installed on the hot water tap on St Magdalene as the water can become too hot.

Tea Room (CAS)

New tablecloths for the tearoom will be ready for the start of the season. A handwash dispenser to be purchased for Victoria.

Bookings and Education (DAJS)

David spoke about hiring out Leamington at the weekend in the summer for full day only hires. This is to be considered for next year. He asked if we should be considering Leamington being taken to the Falkirk wheel on a hire. This could be raised at event on 21st April. It was agreed that this should happen. Cost should include a deposit for lifejackets – two lifejackets would be required at a deposit of £50. This should be included in Leamington check list. £20 extra should be charged on top of a day hire.

St Magdalene Bookings Charters have been dropping off. Should we give a discount for large parties. Duncan to think about this.

Bookings System David had a session with John Aitken last week and work on the system should be finished within the next few weeks. He is meeting with John again on 21st March and we should ask people to test the system. This will make it much easier to find out about bookings. David suggested that a tablet be purchased for the tea room to check up on bookings. This is to be considered at a later date.

ACTION DM

Premises (DM)

A new freezer has been purchased for the tearoom. Duncan to speak to James Timmins re temporary repairs to the driveway. Duncan to speak to Mike Vickers re funding. Duncan to speak to West Lothian roads and possibly Disability West Lothian re access.

ACTION DM

Workshop/Health and Safety (AM)

Fire extinguishers are due to be checked and inspected in April.

Museum/Events/External Talks

Museum All leatherwork is back on the wall. It is now ready for the new season.

Events Barbara is still waiting to hear from John Aitken re ploughman's lunch boat trips. A very successful social evening was held in the tearoom on 1st March for volunteers.

11. Any Other Competent Business

Douglas mentioned that the laptop in MGC is rather old. It is proposed to purchase a lap top with an up to date system and perhaps put the other one in the tearoom to check on bookings. (see above). Allan Melling to source this.

David Shirres offered to take the present trainee drivers for St Magdalene out and also to have them crew for him. David mentioned the recent item concerning wheeled access points to the canal. He has a document covering this and will bring this along to the basin.

ACTION AM/DAJS

The next meeting will be on Monday 8 April at 7.30 p.m