

LUCS Management Committee

Minutes – 20 November 2012

Present: Bob Wigley (Chairman), Pat McIntyre (Secretary), Duncan McIntyre, Allan Melling, Mike Smith, Catherine Smith and David Shirres.

Apologies received from Barbara Mackenzie, Stephen Nixon, Douglas Robertson and John Aitken.

1. Chairman's Introduction

The Chairman opened the meeting and welcomed everyone along.

The LEADER Grants Programme – Mike Smith went to meeting on October 24th to hear about revised accounting procedures for Alex Inglis project. Mike Vickers could not attend. Mike is now ready to go ahead with this.

Meetings attended during the month -

Lowland Canals Volunteer Group – 25 October. Stewart Liddle. Nothing of immediate interest to LUCS.

Lowland Canals Customer Forum – 27 October. Stewart Liddle. Nothing of immediate interest to LUCS.

Town Management Group - 24 October. Colin Galloway. Re signs preventing lorries coming down Manse Road, a small sign has been erected at the junction of Friars Way and no signs as yet at the bottom of Back Station Road. The issue of no barrier to stop cars driving along the towpath from Friars Way to Canal Terrace is still being discussed.

Marjory Crooks Video. – November 2. Duncan McIntyre, Stewart Liddle and Colin Galloway. DVD Copyright is Marjory Crooks. There is no cost to LUCS. Completion is May 2013, edited time 10 minutes. Duncan McIntyre stated this had gone ahead with Marjory Crooks making a film. Marjory asked if LUCS wanted a more bespoke DVD. The feeling is that a copy of the planned DVD is all LUCS would require. This would cost nothing. Marjory is looking for somewhere to show this, perhaps the tea room. No mention of cost. Colin presumes Marjory is looking for some sort of grant to cover this.

Meetings Diary

Town Management Group - 21 October. Colin Galloway. [Report received. Nothing of immediate interest to LUCS.]

2. The minutes of the last meeting were adopted. Minutes proposed by Allan Melling and seconded by David Shirres.

3. DAMS: There were no DAMS.

4. Actions from the previous minutes. Reports and issues for the following month.

Treasurer's Report (DSR)

- Douglas has submitted the annual accounts for approval.
- These were approved and proposed by Duncan McIntyre and seconded by Bob Wigley.
- David Shirres asked about the lump sum set against boats income figures – had this been split between charters, etc. In future we would like to have a more detailed breakdown of the figures.
- Douglas had asked David about various outstanding monies. David thought that we need to tighten up on collection of money from hires and charters. He raised a point with Bob about reconciling payment for charters/hires within a shorter time frame to ensure monies not paid could be collected. Do we need to have a bookkeeper as well as a treasurer?
- David feels we need real time reconciliation but added the new system will make this possible. This needs to be agreed with Douglas. David will contact Douglas to work this out between them. **Action DSR / DAJS**
- Elspeth Ross asked if she could spend £300 replacing fabric on museum display boards which are stained. This was approved. **Action RCW**
- Douglas Robertson went to see Eleanor Carfrae to give her some expense claim forms to record money she has given to Charles Wilson, the DIY shop in town where LUCS has an account. Douglas feels that Eleanor would prefer not to be involved with this. We should talk to Charles Wilson to find out if there is a better way to handle this account. Should he send the accounts direct to the treasurer **Action DSR**
- The IT cable is now connected in the MGC.

Bookings and Education (DAJS)

- David Shirres said that at the moment it is very quiet on bookings although there is a booking for Saint Magdalene in December.
- He will contact John Aitken to find out how the bookings system is progressing. **Action DAJS**
- Stewart Liddle had asked if Education volunteers should have PVG Disclosures. Bob Wigley raised this with David Wood who suggested that as there are teachers supervising the children we may not need disclosures. This will be looked at for next season. David Shirres to find out if this is needed. **Action DAJS**
- Regarding notice re boats being taken out of commission. David will contact Mike to find out if and when boats are available. **Action DAJS**

Premises (DM)

- Duncan McIntyre said that the Grotto is being prepared for Christmas.
- The holes in the driveway are being filled in with concrete and cement. This should be completed before the Christmas weekends.

- Derek Marshall from the kayak society has asked if we could take away the mooring posts and site them somewhere else. Stewart Liddle and Linton McBurney had put in some cast iron bollards – do we need these? Mike Smith said that mounting bollards away from edge of quayside would create a trip hazard. We need to have some means of attachment. Duncan to contact Derek Marshall to have a meeting about this. **Action DM**
- Leaks in the tea room ceiling will be left until after the Christmas weekends.
- Colin Galloway is bringing down the new cabinet tomorrow to match the other one in the tearoom and the Queen's Award will be displayed.

Boat and Driver Training (MJS)

- Mike Smith reported that of the three candidates who are coming up for boatmasters next spring one has had their medical and the other two are doing this in the next few days.
- We have had an enquiry from the Seagull Trust asking when our next course is likely to be and Mike is to contact Jan Colligan to ask about this. **Action MJS**
- Regarding new boats. Meeting on 15 November proved very useful and everyone appreciated the information given. Mike had provided minutes from this meeting. We need to look at changing seating layout in St Magdalene but no replacement. It was agreed that a great draw would be a steamboat which would carry eight passengers. Douglas Robertson has expressed some concern about boats being built from scratch and we should consider a boat on the second hand market. This is feasible and we will wait and see what comes available.
- Alex Inglis is progressing well and Mike has spoken to potential fabricators and will get competitive tenders between the two. **Action MJS**
- David Shirres asked if Chris Matheson Dear is still compiling rosters. Bob confirmed that this was so.
- Catherine Smith said that Christmas Lunch cruises are on Saturday this year and she asked if drivers have been assigned. **Action RCW**
- Catherine has told John McLaughlin that he will be responsible for decorating the boat. **Action RCW**
- Bob Wigley asked Mike about a list of crew. Mike Smith to attend to this. **Action MJS**

Tea Room (CAS)

- Nothing much to report. Catherine still to acquire new table cloths.
- Unfortunately at an earlier function the plastic tumblers we use and wash were thrown out. Catherine asked if she could purchase new glass tumblers. Agreed. They are not available at our own cash and carry but she will ask Ken Denver to get these from IKEA/Costco. **Action CAS**

Marketing (JSA)

- John Aitken had submitted a report.
- Duncan McIntyre has spoken to Judy Gray and she is running off 200 copies of the Santa weekends advert. These will be distributed at the Cross at the end of the Advent Fair

- LUCS is now on the Linlithgow App.
- John had an action re gift vouchers for Christmas. Bob to contact Elspeth to find out what John has organised **Action RCW**

Workshop and Health and Safety (AM)

- Allan Melling reported that Ralph Allardyce had donated £150 to the Society and this has been used to purchase new power drills. A letter to be sent to Ralph thanking him for this. **Action AM**
- Allan now has all the information available for health and safety regarding chain saws, etc and this will be discussed with the Blackhanders.
- Mike Smith asked how we are placed re risk assessment for the canal. This should be brought up in the new committee.
- Allan to contact Mike Vickers re low energy lighting in all the premises to enhance our green credentials **Action AM**

Annual General Meeting

- Bob said that since he was secretary he has kept all forms relating to the AGM so he will take ownership of these and will prepare a booking-in sheet and a sheet for people who want to give apologies on behalf of someone else. **Action RCW**
- Bob asked if someone could look after this process. Stephen Nixon has been asked in previous years but Catherine Smith will do this if Steven cannot. **Action RCW**
- On the front desk there will be a programme for Mike Smith, Bob Wigley, Douglas Robertson and Pat McIntyre which takes step by step what we need to go through.
- Bob will produce a copy of last year's minutes along with a copy of nominations and proposals for the committee. 50 copies to be done. **Action RCW**
- Bob had put a paragraph in the Annual Report asking for nominations for the committee and notice of the AGM appeared in the Gazette last Friday.
- Referring to last year's minutes Bob said that the only issues we need to address are about the boat. Mike Smith will attend to this. **Action MJS**
- In terms of the new committee, Mike Smith has a form filled out and signed off. Bob needs a copy of these. Although we have space for more committee members this should be kept to a minimum if no one else is put forward to be nominated. At the first committee meeting after the year the chairman will then ask who is willing to become a convener. **Action MJS**
- Bob said that he had asked Judy if she wanted to continue to with her video and talk after the AGM. She does not want to continue with this. Bob is doing a presentation of the highlights of the year at LUCS

5. Any other business

- Bob to contact Lord Linlithgow re the Christmas trees for the Canal. **Action RCW**
- Mike Smith said that Scottish Canals had come to talk to us re plans for residential moorings again. They presented us with new plans which show that they would get rid of the pontoons and rebuild the banks and put in piers. We suggested that it would be best if they placed moorings farther back as the proposed plans would cause some difficulties with navigation. We should be happy with what they are

suggesting before we agree to this. Various signs should be put up explaining where the moorings would be and an additional water point installed. Mike has drafted a report to them about this. We would welcome the involvement with reference to rules.

- Mike said that he had an email from Scottish Canals about the Boat Safety Scheme. They are looking for people to suggest improvements which support the status quo. Mike suggested a meeting to discuss this. This is to be replied by 20 December. A meeting should take place with the blackhanders on Saturday to discuss this.
- Duncan reported that the blackhanders have taken over the cleaning and this is proving very successful

The date of the next meeting is the AGM Thursday 6th December 2012.