

Minutes of LUCS Committee Meeting

Date: 8 January 2026

Location: Oatlands Park, Linlithgow

Chair: LUCS Chair

Attendees: David Shirres (Chair), Andy Eagelsfied, Peter Lewis , Mike Smith, Graham Simpson, David Morrow.

Apologies: Ronnie Reis, Ian Gray, Doug Scott

1. AGM Arrangements

- AGM scheduled for Saturday, 18 January 2026 (Hybrid meeting).
- Kit: Peter to bring last year's kit; top table must repeat questions for online attendees.
- Mailing: David to finalize AGM notice, agenda, and committee proposals by Saturday, not to include committee nominations which will be given out at the meeting
- Social after AGM: Use leftover stock; advertise informal social after AGM.
- Membership List: No printed list required for AGM.
- Vice Chair position – to be addressed at AGM, default position is that this is for next committee to resolve

Actions:

DS. Issue AGM mailing over weekend

PL to create Zoom link and test equipment by Saturday and provide David with Zoom code for AGM mailing

AE to ask Douglas Robinson to be approached to take AGM minutes

2. Annual Report

- Draft complete; minor corrections needed.

Actions:

- DS to finalise and send to printer; target 100 copies (cost check with JMK).
- Committee to review for factual errors before 11th January.

3. Committee & Conveners

- Current nominations: seven members confirmed; plea for more volunteers in AGM notice.
- Marketing: scope of role (including Basin Banter) to be defined.
- Basin Banter logins are currently with Ian Gray, David Shirres and Peter Lewis

Actions:

AE to determine who should have Basin Banter log ons

4. Articles of Association

- AGM to vote on revised Articles; Chair to ask for objections rather than affirmative votes.

Actions: DS to include summary of changes and rationale in AGM notice.

5. Scottish Waterways for All

- David to attend meeting on 15 January; raise anniversary events, economic benefits study, and SWFa's role coordinating flotilla on 12th September.

Actions: New committee to determine who represents LUCS on SWFa

6. Boats

- Victoria: Progress slow over past month so Victoria is unlikely ready for start of season.
- St Magdalene: MCA firefighting compliance – Way forward now clear, expected that St Magdalene should get her passenger certificate with a month or so.
- St Michael: Certificate valid until October and most unlikely to be revoked provided that LUCS can demonstrate progress towards compliance with a fire fighting system;
- Reliance on St Magdalene's single 25-year old cooling tube is risky, new cooling tank: needs to be tested.
- Leamington insurance: David has spoken to Scottish Canal's CEO and sent him a letter requesting clarification of current insurance for hire and if this is unsuitable, either that SC let LUCS have Leamington for a nominal sum and LUCS insures it or that Scottish Canals arrange hire insurance that LUCS pays for. Leamington not to be on booking system until issue resolved.

Actions:

GS to procure approved nozzle and progress actions to get St Magdalene passenger certificate with MCA.

GS begin to consider what St Michael needs for fire fighting compliance and advice MCA

RR to undertake cooling test of St Magdalene's tank

DS chase Scottish Canals for Leamington decision

DS not to add Leamington booking system until insurance issue resolved.

7. MCA & Safety

- Maintain progress reports to MCA; ensure compliance for season.

Actions:

GS to test fire-retardant spray on decorative foam and share results.

8. Membership & Volunteers

- Andy emphasised importance of prioritising volunteer engagement and member-focused events.
- The needs to be a focus on certification of Boatmasters this year.
- Consider more member cruises and social activities.

9. Booking System

- Booking system timeout issues: David is obtain quotes from Altar for fixing PayPal integration and migrating to Stripe.
- David M is to progress fixing Booking system time out issues once David has received these quotes for next committee to take a decision on this issue.
- David to meet Maureen on 10th January for booking system training .2026 cruises and 40-seat book charters also need to be added.
- Charters to be available from start of season and limited to evenings only at weekends. To reduce demand for boatmasters, initially only one big boat to be in service each weekend, hence initially no Aqueduct trips on Afternoon Tea cruise days. Gordon is to prepare rota on basis that there will be Aqueduct trips on Afternoon Tea cruise days. If this proves not to be a problem Aqueduct cruises will be put on booking system for these days.

Actions:

DM to progress booking system time out issue once quotes for different options received

DS to meet Maureen to explain booking system

DS to ensure that cruises and charters are on the booking system as per Key Facts sheet and committee decision over weekend of 10/11th January.

AE to ensure rotas are prepared on basis of two boats operating during Afternoon Tea cruise weekends.

10. IT & Equipment

- David M is to meet John to back up booking system and purge old data.
- Andy to review IT hardware needs with IT group; consider new desktop and Zoom kit.
- Decide on membership laptop use or alternative solution.

11. Finance

- Bank of Scotland now requires two signatures for transactions.
- David, rather than Peter, is only person to receive correspondence from bank
- David to retain view-only access for membership reconciliation.

Actions

DS/PL is to ensure that bank correspondence goes to PL

PL is to ensure bank transaction have signatories

12. Health & Safety

- No new incidents; ongoing review of MCA compliance and fire safety.

13. Other Business

- Peter to update OSCR with 2024 accounts and details of 2026 committee.
- Confirm Philip Bald continues as honorary member and accountant.