

Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 13th February 2017

Item	Business Matters	Action
1.	<p>Present:</p> <p>Allan Melling, David Shirres, Johnny Green, Lynne Nelson, Stuart Rennie, June Green</p>	Noted
2.	<p>Chairman's Introduction:</p> <p>The Chairman opened the meeting and welcomed the members to the meeting.</p>	Noted
3.	<p>Apologies:</p> <p>There were apologies from Norman Foulner and Gordon Hewitt</p>	Noted
4.	<p>Adoption of Minutes from previous Meeting held Monday 16th Jan 2017.</p> <p>Minutes proposed by Stuart Rennie, and seconded by David Shirres.</p>	Noted
5.	<p>Correspondence received:</p> <p>1. Allan Melling explained that a quote for a new gas supply to the canal centre has been received. The supply would have to be a completely new supply from the roadway to the MGC area and the pipework alone would be over £4600.</p> <p>Allan proposed that we do not have a new gas supply installed and seek another option and obtain quotes for a new oil supply/boiler.</p> <p>This was agreed by all present.</p> <p>2. An invitation to LUCS has arrived from Andy Davenport for the Edinburgh Canal Festival on June 17th 2017.</p>	<p>AM</p> <p>Noted</p>

	<p>It was agreed that LUCS should attend and support them on the day. This means that we need to make bookings to secure both Victoria and Slateford to support the event and take Leamington out of hire to support the basin while Victoria is at Edinburgh.</p>	
6.	<p>Santa Report</p> <ol style="list-style-type: none"> Allan proposed that the Santa Report be put to one side until later in the year. <p>This was agreed by all present</p>	Noted
7.	<p>Update on Closure of the Canal</p> <ol style="list-style-type: none"> Scottish Canals have intimated that the closure of the canal has been successful and the refilling process is on schedule. The tea room was booked by Scottish Canals for the second drop in centre to be held. June Green and Ann Mackie supplied tea and coffee free of charge and any donations made were gratefully received. The numbers that arrived, even in the inclement weather is not known but Scottish Canals set up group talks in the tea room, the driveway, the gazebo, the MGC and even the workshop all of which were full. Donations on the day amounted to £120.93 so thanks go out to the staff who supported a very successful day for both LUCS and Scottish Canals. 	Noted
8.	<p>External Meetings:</p> <ol style="list-style-type: none"> David Shirres, Mike smith and the other focus groups from around the Lothian canals attended a meeting held at LUCS to discuss the Falkirk Wheel Rotate proposal. It was agreed at this meeting that a letter be sent with their concerns to Transport Scotland. Both Fiona Hyslop MSP and Neil Findley MSP were both copied in. 	DS

	<p>There has been little feedback from Fiona Hyslop but a letter has arrived from Neil Findley showing that he is sympathetic to the concerns of the groups and he will follow it up.</p> <p>David Shirres has also received a letter from John Nicolls, Transport Scotland that has not addressed any of our concerns but has intimated that should the rotate project go ahead Scottish Canals will publish a timetable, this will ensure that nature of the wheel or the navigation of the lowland canals will not be effected.</p> <p>2. Allan Melling attended a meeting of Lowland Canals Volunteer Group and it was mentioned that Scottish Canals would like to hold a #Tidy Up' week on Feb 27th 2017 that would require Lochrin to be used. As Lochrin is still being worked on and the boat still requires a BSS it is unlikely that this will go ahead. Scottish Canals would also like to organise clean ups, using Lochrin on the Forth and Clyde and Union at Westerhails later in the year where they will be looking for volunteers. It was agreed that it would not be practical to offer the use of Colin G for this due to the distances involved.</p>	<p>Noted</p>
<p>9.</p>	<p>Update on St Magdalene Replacement:</p> <p>1. Johnny Green explained that there has been very little progress made on the new boat process.</p> <p>We are still awaiting an update on whether Elton Moss can continue with a new build to meet MCA requirements. It is noted that we are at present looking at alternatives to this and after meetings with Leader and Heritage next week we may be able to move forward.</p> <p>2. When we have confirmation of this the new boat committee will feed this information back to the LUCS committee.</p>	<p>John Green</p>

<p>10.</p>	<p>Convenors' Reports:</p> <p>Premises: (AM)</p> <p>3. Allan Melling discussed the proposal mentioned earlier on obtaining a quote for an oil burner replacement. We discussed the options available, such as liquid gas but as an oil burner and oil storage is already in place we should stay with oil. The estimated cost would be in the region of £4000 and it was agreed that Allan should go ahead and obtain a quote.</p> <p>4. Allan Melling explained the proposal that the MGC should be revamped and used by the blackhanders during work periods for breaks and lunches. This would free up the tea room for upgrading, cleaning and customer use whenever it is required. The initial estimate would be around £1500 to upgrade the MGC. It was agreed that we should go ahead and ask Alistair Mackie to carry out a full specification and estimate of what would be required so that we can agree a final proposal as soon as we can.</p>	<p>AM</p> <p>Noted</p>
<p>11.</p>	<p>Tea Room:</p> <p>1. A burns supper was held on Friday 10th February and a full complement of 35 members attended. Positive feedback was received on the night.</p> <p>June Green who organised the event has donated the tartan that was used to complement the tables for future events. After the cost of catering and the charge for tickets was received a profit of £51.51 was made.</p> <p>June Green will continue with the social events the next one a quiz night being held on March 17th.</p> <p>It was agreed that a nominal charge for tickets would be made to control the numbers for the tea room, estimating around 30 people attending.</p> <p>2. The re varnishing of the tea room is almost complete and June would also like to have stools recovered and the floor cleaned and sealed. It was agreed to get a quote for the hire of a machine or a contract to carry it out should be sought.</p>	<p>Noted</p> <p>June Green</p> <p>June Green</p>

	<p>3. June would also like to have an industrial type dish washer for the tea room. It was agreed again that quotes for a machine and a specification of where to fit it should be sought and carried out.</p> <p>4. June mentioned that she would like to serve soup in the tea room and asked if there were any restrictions in place in doing it.</p> <p>It was agreed that food hygiene certificated and training may be an issue and June is to look into the registration/certification of it to see if it will be possible.</p> <p>5. The cheque book and signatories for the tea room is still outstanding. Signatories should be in place soon.</p> <p>6. The administrator access for the booking system is still outstanding but is being resolved.</p>	<p>June Green</p> <p>DS</p> <p>AM</p>
<p>12.</p>	<p>Boats</p> <p>1. Johnny Green explained that there has been little progress on the boat tasks due to the draining of the canal.</p> <p>2. The list of activities for each boat is now in place and almost complete and the boat maintenance will be back in place as soon as the canal is refilled.</p> <p>3. There are no outstanding issues with the mechanical aspects of the boats but painting needs to be a main drive up to opening the season.</p> <p>4. The brackets to fit the fenders to Leamington are now complete and a course for making the fenders has been booked for the 18th February 2017.</p> <p>5. The welding for Slateford is still outstanding and will be carried out as agreed previously on the slipway.</p> <p>6. Colin G is available for use and the discussions previously about health and safety that came from Scottish Canals, relates only to any outside person carrying out work, such as cutting trees from the boat.</p>	<p>Noted</p> <p>John Green</p> <p>Noted</p>

<p>13.</p>	<p>Bookings</p> <ol style="list-style-type: none"> 1. With apologies from Gordon, Allan Melling explained that bookings have already been received for 2017 and March is particularly busy. 2. It was agreed that stocks for teas on the boats should be checked and replenished as required. 	<p>Noted</p> <p>June Green</p>
<p>14.</p>	<p>Treasurer</p> <ol style="list-style-type: none"> 1. The following figures were given by David Shirres and copies of the income and expenditure were issued to the committee. <ul style="list-style-type: none"> • The balance in the Current Account is £65,991.39 • The balance in Savings Account is £59,513.80 <p>David explained that the treasurer handover was still ongoing.</p> 2. The cheque signatory change is still ongoing and new signatories should be in place soon. We should continue to use the existing system and signatories until that time 3. David mentioned that the existing contract for Talk Talk is due for renewal in February and the canal centre at present is using two different contractors for phone lines. <p>Allan Melling explained the set up for web cams, streaming and ASDL lines required and David agreed to look into the feasibility of streamlining our service, possibly with another contractor.</p> <p>Allan also asked that the billing process, with John Aitken presenting an invoice, be looked into as LUCS may now be paying the contractors direct.</p> 	<p>Noted</p> <p>DS</p> <p>DS</p>
<p>15.</p>	<p>Fun Day</p> <ol style="list-style-type: none"> 1. Lynne explained the progress that she has made organising the fun day, most of which is already in place. 	<p>Noted</p>

	<ul style="list-style-type: none"> • The bookings for stalls is almost complete • The traffic restrictions will be in place • The areas we use are booked <p>2. Lynne farther explained that the Air Cadets let us down last year, by not turning up so we should approach the Army Cadets to see if they can assist this year.</p> <p>3. The 'special guest' to open the fun day is still outstanding and it was agreed that a short list of people be produced so that LUCS can contact them to ask for their support in this.</p>	<p>LN</p> <p>AM</p>
16.	<p>Committee and Convenor's Roles for 2017</p> <p>1. Allan issued the completed draft of the convenors roles for agreement. After some discussion the draft was passed for publishing.</p>	Noted
17.	<p>Any Other Competent Business:</p> <p>1. David explained that an email from West Lothian Arts Funding has arrived and suggests that should apply for it due to the canal art work that we have at the centre and on the fun day. David will circulate the funding form to the committee members for their thoughts.</p> <p>2. Training:</p> <p>Allan explained that Gordon Hewitt is putting together a document to show the route that potential drivers need to take in order to pass a Helmsman or BML test. Mike Smith will still be our practical assessor for potential candidates.</p> <p>3. Strategy:</p> <p>A strategy meeting has been booked for committee members to attend on Saturday 11th March 2017. The framework for this strategy is still to be formatted and will be available prior to the event.</p>	<p>DS</p> <p>Noted</p> <p>AM</p>

	<p>4. E Bulletin:</p> <p>Stuart Rennie explained what work has been carried out on the E Bulletin that will replace in part the LUCS news. A draft copy was produced by Stuart for the committee to see and it was agreed that this format be passed for publication.</p> <p>Stuart also put forward that the editorial sign off of the e-bulletin should be done by the chairman, in this case Allan Melling, before publication. This was agreed by all</p> <p>Stuart further explained how the bulletin would be issued and the use of a mail client used to filter the mail list and replies.</p> <p>5. The existing databases for contacting members were discussed and the reasons why there are so many and not just one central database. Most of these databases are out of date and it was agreed that the society needs one database that all convenors can use.</p> <p>6. Stuart explained the upsurge in the use of social media for LUCS, all figures up.</p> <p>7. Stuart and Elspeth have had a meeting to realign our social media to our web page. They have found that some of the links are no longer in use and links to our social media could be improved. Stuart suggested that subscription to our E Bulletin should be included, it was agreed to do this.</p> <p>8. Allan asked if we could have some ideas to promote the opening of our season, our opening day. Stuart explained that flyers could be sent out using our mail client to promote the day. Social media, such as Facebook could also be used.</p>	<p>SR</p> <p>Noted</p> <p>Noted</p> <p>SR</p> <p>AM/SR</p>
<p>18.</p>	<p>Next Meeting</p> <p>Agreed that the next meeting is to be March 13th 2017 at 19.30 hrs (7.30 pm)</p>	<p>Noted</p>

19.	Distribution Allan Melling By email David Shirres, By email Johnny Green, By email Norman Foulner By email Lynne Nelson, By email Stuart Rennie By email June Green By email Gordon Hewit By email	
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