

**Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 16<sup>th</sup> October 2017**

Item	Business Matters	Action
1.	<p><b>Present:</b></p> <p>Allan Melling, (Chairman), Johnny Green (Vice Chairman) David Shirres, (Treasurer), Lynne Nelson, June Green.</p>	Noted
2.	<p><b>Chairman's Introduction:</b></p> <p>The Chairman opened the meeting and welcomed the attendees.</p>	Noted
3.	<p><b>Apologies:</b></p> <p>Apologies from: Norman Foulner, Stuart Rennie and Gordon Hewitt</p>	Noted
4.	<p><b>Adoption of Minutes from previous Meeting held on 11<sup>th</sup> September 2017:</b></p> <p>1. Minutes proposed by Lynne Nelson and seconded by David Shirres.</p>	Noted
5.	<p><b>Premises:</b></p> <p>1. There has been no further movement on a replacement boiler. 2. There has been no further movement on the lime mortar required to repair the wall. 3.</p>	Noted
6.	<p><b>Update on St Magdalene Replacement:</b></p> <p>1. It has been decided that the new boat will be called 'Saint Michael' It was felt that this name, as with Saint Magdalene would have a connection with and would reflect the history of Linlithgow. 2. The third milestone in the build has been reached and LUCS have paid this third invoice. The final milestone and payment will not be due until the boat is handed over at Linlithgow with all the certification from the MCA. The boat should be ready for launch in about three to four weeks. It will be lifted from a trailer into the Union Canal at Redding. It will then be assessed and tested for a short period of time to satisfy the certification required from the MCA. During these tests LUCS will</p>	Noted

	<p>supply BML drivers to assist A. L. Gordon during the tests. After the tests have been carried out the final fittings, such as seats and tables will be fitted. The final testing will be carried out by LUCS during the drive through from Redding to Linlithgow.</p> <p>3. We will need to keep check on Scottish Canal closures to the Union Canal during this period as they will may have an effect on the new boat delivery.</p>	AM/JG
7.	<p><b>Convenors' Reports:</b></p> <p><b>Boats</b></p> <p>1. Saint Magdalene. We have been let down by Seagull Trust to allow us the use of their dry dock. We should have had access from 7<sup>th</sup> October but building works to the dock have gone on longer than they had planned. So far there is no completion date from Seagull as to when we might get access. The estimate of completion is another two months. We had the inspection booked for the MCA to inspect the vessel on the 9<sup>th</sup> but we had to redirect David Langlands to the canal basin where he carried out a DSM inspection and extended our Passenger Certificate foer the maximum allowed of one month. This means that Saint Magdalene's Passenger Certificate will lapse on November 15<sup>th</sup> 2017 and will not be reinstated until the 'out of water' inspection is carried out.</p> <p>2. Victoria There are no immediate plans for Victoria as we require a complete assessment of her once we have access to the dry dock.</p> <p>3. Leamington Leamington continues to be busy and as we have seen in the past wear and tear sets in causing us to carry out temporary repairs to keep her going. It was proposed that she should be taken out of commission for a two month period so that long term repairs can be carried out.</p>	<p>Noted</p> <p>Noted</p> <p>JG/G Scott</p>
8.	<p><b>Tea Room:</b></p> <p>1. Everything okay with tea room and repairs and painting to the outside have been ongoing.</p>	Noted
9.	<p><b>Fun Day: 2018:</b></p> <p>1. There is no updates on next year's fun day as most of the arrangements will not start until January 2018.</p>	Noted
10.	<p><b>Bookings :</b></p>	

	<ol style="list-style-type: none"> <li>1. Pre-payment update: No movement due to personnel on holiday, some time will be allocated to the subject within the next few weeks.</li> <li>2. Leamington dispatch will now require a three part routine and all dispatchers will be made of aware of the new set up. The main part of this will be a test drive to confirm the hirers understanding of the boat operation.</li> </ol>	<p>Noted</p> <p>GH</p>
11.	<p><b>Treasurer:</b></p> <ol style="list-style-type: none"> <li>1. We have continued through the year, carrying out all the normal operations, such as the as fun day and purchased a large percentage of a new boat. We are still in a positive position with our bank balance at this time.</li> <li>2. A complete breakdown on our expenditure to date has been sent out. This breakdown of this year's expenditure has highlighted that 'on average' the canal society makes a profit of around £30,000 per year. Tea room sales were up on previous years but it was difficult to assess the museum takings as the system of recording museum sales against boat trips is far from adequate. The recording system needs to be used properly and it was proposed that Stewart Liddle should reinforce the correct use of the recording sheets in the museum. Another subject that should be discussed with the museum staff is whether we should accept credit cards in this new financial climate.</li> <li>3. A discrepancy has been pointed out by our auditors in the differences we have with our subscriptions. Stuart Rennie is working on a new data base that could be used to improve our recording of subscriptions.</li> <li>4. To date we have paid three invoices from A L Gordon toward the new boat. To date we have only received one payment from Leader to cover their percentage of the costs. The system for receiving payment from Leader is complicated and slow but we have no concerns that their contributions will eventually be paid.</li> <li>5. Update on our estimated spend: This is always difficult to predict but we should be diligent on our expenditure.</li> </ol>	<p>Noted</p> <p>Noted/S Liddle</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
12.	<p><b>Correspondence:</b></p> <ol style="list-style-type: none"> <li>1. An outstanding invoice has arrived from ADS Interactive for £249.60 to cover 'Side Bar' advertising. And listing on digital media. We were not aware of this expenditure but on discussion it was clear that this had been arranged some time ago by our previous chairman. It was agreed that this outstanding bill for</li> </ol>	<p>Noted</p>

	<p>the 12 month period should be paid.</p> <ol style="list-style-type: none"> <li>2. Correspondence has arrived from Ronnie Rusack of LCVG asking for our input to discussions that will be between LCVG, on our behalf and Scottish Canals. We will format a reply and send it to Ronnie at LCVG.</li> <li>3. We have received a concern from Stewart Liddle who has highlighted an issue of discounts to internal and external parties or individuals.</li> </ol> <p>At present discounts are being offered on a discretionary basis and there is no set standard for LUCS members to take advantage of internal discounts. So this has raised some questions.</p> <ul style="list-style-type: none"> <li>• Should we be giving discounts?</li> <li>• Should they be discretionary?</li> <li>• How much discount could we give to members?</li> </ul> <p>In response to the above questions we have agreed that there should be the following discounts available to our members on boat hire:</p> <p>These can only be booked no more than two weeks in advance and the member making the booking must have been a member of the society for a minimum of 6 months.</p> <p>Leamington: This discounted hire will be available for mid-week bookings only for a total cost of £25.00 per day.</p> <p>Victoria: This discounted hire can be booked for any time the boat is not in use for a total cost of £25.00 per day. The hirer must ensure that the boat is driven by a qualified driver.</p> <p>Saint Magdalene: It was agreed that the personal booking of this boat by our members should still remain a discretionary discount not defined.</p>	<p>AM/DS</p> <p>Noted</p>
<p><b>13.</b></p>	<p><b>Any Other Competent Business:</b></p> <ol style="list-style-type: none"> <li>1. Any appendices will be scanned and uploaded in a PDF format to our 'Cloud' account. A file can be created for committee appendices.</li> <li>2. The post of Membership Secretary is still vacant and we are still looking for a replacement from the end of the year.</li> <li>3. Elspeth Ross will also be standing down this year as Museum Curator, again we are actively looking for a</li> </ol>	<p>JG</p> <p>Noted</p> <p>Noted</p>

	<p>replacement.</p> <p>4. Saint Magdalen's future A question was raised on how we should proceed with Saint Magdalene once our new boat arrives?</p> <p>David has put together a document that briefly gives an outlay of what we could expect on the various options that we have. It was agreed that this document be used as an agenda for an Extraordinary General Meeting (EGM) where these and others can be discussed by all the members.</p> <p>It was agreed that the EGM should be held on the afternoon of Wednesday November 8<sup>th</sup> 2017 between 1.00 and 3.00pm. If we can ask Stuart for use of the data base at present to contact all of our members and invite them to the meeting supplying them with the agenda. Tea/coffee and biscuits will be provided.</p> <p>5. Update on AGM The convenor reports should now be provided to Alan Hayes for inclusion in our printed LUCS news for the end of the year. These need to be with Alan by 28<sup>th</sup> October latest. Norman Foulner is to continue with the AGM set up procedure described in the AGM data base supplied to him by our previous minutes secretary as soon as possible.</p> <p>6. Santa We are still actively looking for a second 'Santa' to work alternately to Ronnie Rees who has kindly offered to continue with this role this year. It was agreed that music should be played in the tea room over the four days, whether live or from other means. We are to liaise with Martine to confirm when we might be able to have live music available. A drivers rota will be in place for the boat trips that accompany the 'Santa' experience.</p> <p>7. Christmas trees are ordered and we need to contact the supplier to have them in place before the AGM on 7<sup>th</sup> December.</p>	<p>AM/SR</p> <p>All convenors/A Hayes/NF</p> <p>Noted/GH/M Stead</p> <p>AM</p>
14.	<p><b>Next Meeting</b> Agreed that the next regular meeting is to be on 13<sup>th</sup> November 2017 at 19.30 hrs.</p>	Noted
15.	<p><b>Future Meetings:</b> EGM 8<sup>th</sup> November 2017</p>	Noted

	AGM 7 <sup>th</sup> December 2017	
<b>16.</b>	<p><b>Distribution</b></p> <p>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</p>	