



Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 14 January 2019 (Revision 02 Dated 19 January 2019)

Agenda Ref.	Business Matters	Action
1.	Present: Stuart Rennie, (Chairman), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Lynne Nelson, Chris Hunt, Mike Smith and Ronnie Reis	Noted
	Chairman's Introduction: The Chairman opened the meeting and welcomed the attendees.	Noted
	Apologies: Apologies were received from Andy Eaglesfield	Noted
	Papers <ul style="list-style-type: none"> • Driver Training Report – January 2019. Ian Walker • Leamington Upgrade Proposal • LUCS and Scottish Canals – Agreement on Pump Out • LUCS IT Report – January 2019. John Aitken • Committee Structure and Management Roles 2019 Draft 3 • Key Facts • Committee meeting Treasurer's statement 	
2.	Adoption of Minutes Minutes from 26 th Nov 2018 proposed by David Shirres and seconded by Lynne Nelson. 1 AGM Minutes Agreed to put draft AGM minutes on members website. Updated version to be sent to webmaster	Noted LN
3.	Matters Arising <ol style="list-style-type: none"> 1. Key Fact Sheet Comprehensive discussion took place on all aspects of 2019 key facts. SHR to update and issue Note – boat hire prices are hardcoded into the booking system so no changes proposed this year. Secretary to diarise for earlier discussion for next year's pricing 2. "Roles" Document Discussion took place on who does what. SHR to update and issue (and to go on member website) 	SHR DSR SHR
4.	Group Report NB reports submitted to the committee meeting are not included as part of the minutes, but are	



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	<p>available on request.</p> <p>1 Driver Training Group Ian Walker report discussed (small boat skippers) DS to check insurance requirements MS to check small boat code Further discussion at next committee meeting MS raised issue of crew training for the "big" boats, requested to prepare paper for next committee meeting. Noted that an optician now needs to sign ML5 forms.</p> <p>4.2.1 Victoria Leader Application SHR gave update, submission has now take place. Meeting this coming Thursday will be attended by SHR and DS. Submission is currently being compiled and uploaded to the LARC's online system.</p>	<p>DS MS</p> <p>MS</p> <p>DS/ SHR</p>
<p>5.</p>	<p>Boat Management</p> <p>5.2.1 Leamington Engine Replacement This will be funded (as an adjustment to the annual remittance) by SC. Agreed to reduce the proposed spend to £4,800 to ensure this remained below the normal level of contribution by LUCS payable to Scottish Canals SHR to speak with IW Target completion by 5th April</p> <p>5.4 St Michael, driver training Produce drivers manual Crew training, MS to prepare paper.</p> <p>Driver sessions to take place on Saturday mornings</p> <p>5.5 Other Boat Matters MCA Consultation on boat standards – the requirement to bring existing CLASS V boats up to current standards. DS to prepare a LUCS response.</p> <p>5.5.4 Colin G working arrangements Colin G shall be coming into operation after 8th Feb when canal re-opens Note: Colin G will only be skippered and crewed by LUCS staff, and work volunteers will be arranged by Carol Bell and covered by SC insurances. SHR has meeting with Carol Bell on 23rd Jan to Progress.</p>	<p>SHR</p> <p>DS MS</p> <p>DS</p> <p>RR</p> <p>SHR</p>
<p>7.</p>	<p>Museum U66, DS to discuss with Danny Callaghan siting of artefacts.</p>	<p>DS</p>
<p>9.</p>	<p>IT Matters IT report (prepared by John Aitken) presented by DSR. Museum – <u>Display proposal</u> – £600 is authorised "in</p>	<p>SHR</p>



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	principle". The committee requests a specific proposal for this cost to be submitted for final approval.	
10.	<p>Scottish Canals Mooring Rings : Proposal made to SC / Historic Scotland. We now have all approvals. (and have confirmed that permissions are as per submitted drawing). It has been agreed that Scottish Canals will install the two new mooring points for Thistledown, and all existing mooring points will remain. LUCS will attend to all other works as and when our work load permits.</p> <p>Pump Out (see Agreement paper) Regarding Linlithgow moorings, we have agreed to the outcome of the 9/1/19 meeting. SC/LUCS to formalise. SC will communicate to boat owners.</p>	<p>SHR</p> <p>SHR</p>
14.	<p>Treasurers Report</p> <ol style="list-style-type: none"> 1. Report presented by DS 2. DSR to be new account signatory and to become backup for card reader access. (removing Graeme Scott) 	DS