

**Minutes of LUCS Management Committee Meeting held in the Tearoom at the Canal basin on Monday 9 September 2013**

**Present:** Mike Smith (Chairman), Duncan McIntyre (Vice Chairman), Douglas Robertson (Treasurer), Pat McIntyre (Secretary), Barbara Mackenzie, Ronnie Reis, Allan Melling, David Shirres and Stephen Nixon

**1. Chairman's Introduction**

The Chairman opened the meeting and welcomed everyone along. The Committee paid tribute to Catherine Smith, Committee member and Tea Room Convener who passed away in August. Catherine will be sorely missed by everyone at the canal.

**2. Apologies – There were no apologies.**

**3. Adoption of Minutes from previous Meeting -** The minutes of the last meeting were adopted. Minutes proposed by David Shirres and seconded by Allan Melling.

**4. DAMS:** There were no DAMS.

**5. Correspondence received:** Mike Smith to respond to a complaint from cyclist who had problems getting through the crowd on Fun Day last year. Mike spoke about an invitation from Linlithgow Academy to local voluntary groups in the area. They are keen to encourage their pupils to become involved locally. There is a meeting on 8<sup>th</sup> October at the Academy. Mike to confirm how many can attend from the Society. **ACTION MJS**

**6. External Meetings: Duncan McIntyre and Mike had a meeting with Historic Scotland last Wednesday (4<sup>th</sup> September) and along with Low Port Centre, St Michael's Church and Annet House. It was agreed that mutual advertising is a good thing and we need to give a brief resume of our title in the link on the web, each group having the other groups on their links. We also agreed to do familiarisation exercises with the other groups involved. Historic Scotland subsidises payment for school parties to the palace and we may be involved in this next season. We should try and make the tabs more informative on the Linlithgow App.**

**Colin Galloway had reported back on the Town Management Group meeting re lorries using the bridge. Mike said that we should mention to them the lack of visitor car and coach parking in the town, which was a concern to all parties at the meeting with Historic Scotland.**

**Mike is attending the Lowland Canal Volunteers Group meeting on Wednesday 11<sup>th</sup> September and he will mention to them about the state of the towpath as it would be difficult to get passengers off a boat in case of an emergency. ACTION MJS**

**7. Committee Reporting Structure Update: Alan Hayes is taking on editorship of the LUCS Annual Report on an interim basis.**

**8. Conveners' Reports**

**Marketing (DM)**

Fun Day this year was a great success and Duncan thanked everyone involved. Last week a group attended the basin from Canals College. They had an interesting visit and were told the history of the local canal. They thoroughly enjoyed their morning and have sent a card of thanks and a donation to the Society. The loyalty cards have been a great success with people coming back for second trips. LUCS had a stall last Sunday at the Pedal for Scotland bike ride as part of a drive for new volunteers. Eight people expressed a positive interest and Duncan to follow this up. Douglas asked about Trip Advisor and we have had 45 positive replies. Douglas asked if Mike Vickers had been thanked for his funding efforts. This is to be done and Chris and Karen are to be thanked for their hard work in connection with Fun Day. It was decided to have a meeting before the end of the year to discuss our leaflets for next year regarding possible changes to times and charges.

### **IT and Social Media**

**IT:** The wireless network will be operational by next week.

**Social Media:** **Stephen Nixon commented on the amount of pictures from Fun Day on the web site. David Shirres has been receiving messages on Twitter.**

### **Treasurer (DSR)**

Douglas provided the following figures:

The balance in the Bank of Scotland account is £58,786.14

Savings Account is £58,569.28

Figures for Fun Day will be available next month.

Barbara Braithwaite is now helping Douglas count monies, donations, etc. Money has now been received from Liz Burrows' solicitors re sale of Diageo shares.

### **Boats, etc (RR)**

**Boats:** Leamington broke down at the weekend while on a hire,. It is intended to give the hirers a free trip another day. We should have a temperature indicator on the engine to stop this happening again. She has now been repaired. Checks on Leamington were done on Saturday morning as normal: the fault (a failing pipe joint) was not readily detectable at that time.

Mike mentioned that our procedural system failed when a boat had been accidentally oversold and those present had not been sufficiently trained to know what to do. (It is a rare possibility in any case, when Leamington was being used for an aqueduct trip when St M was at the Wheel). We cannot risk sending out an overloaded boat which would invalidate insurances and licences. The effect on the Society of any incident would be catastrophic and procedures should be tightened to ensure that this risk is eliminated. Douglas suggested that a prominent notice should be put on the boat stating maximum amount of persons on board, and that Museum staff be reminded that procedures for ticketing the small boat are unique to that situation.

Possibly using two boats for the aqueduct trip when necessary was mooted, and will be discussed for next season.

Ronnie Reis brought up the subject of the difficulty fastening the new blinds on Victoria. The suppliers are coming along to have a look at this. Ronnie has also sorted out the paperwork on St Magdalene. He will have a look at the gangplank on

Leamington as it is not long enough. Andy Milner (MCA) did his mid-season check on the paperwork for St Magdalene and pointed out that we needed to do a safety exercise this month for drivers and crew. This has been arranged and Allan Melling will send an email to those concerned. **ACTION AM**

**Licensing:** Andy Milner has the paperwork re Ronnie and Allan, but no date yet set for their BML Test.

**St Magdalene Upgrade Report:** Douglas reported that the project has been divided into two chunks. The transmission on St Magdalene is to be changed w this winter as there are reliability problems. This needs to be done by the start of the season next year. Mike is expecting a call from a design engineer with Hydra Sun to discuss the design limitations. Regarding the lengthening of St Magdalene, A L Gordon have been to see us to look at the boat and they have suggested some prices and guidance on what we intend to do. Douglas has been speaking to a naval architect who has been to see us and discussions are ongoing about stability. He is coming to the basin on Wednesday to look at weights, etc. Douglas read out a letter from Ace Marine with a proposal (see attachment). £2,400 has been requested for all advice and design. The Committee approved this. Andy Milner has asked if he could be kept informed as to progress. Mike to do this. David Shirres has taken St Magdalene out of service from November until April.

A L Gordon will arrive on Wednesday morning to pick up the aluminium roof for Alex Inglis.

There will be a charter to the Falkirk Wheel on St Magdalene on 17<sup>th</sup> September. David to contact Bob Wigley to advertise that this will be returning empty and there will be an opportunity for members to book a place.

**ACTION MJS, DSR and**

#### **DAJS**

#### **Tea Room (CAS)**

Mike thanked everyone who had been involved in running the tearoom in Catherine's absence. The tearoom has been opened on various occasions for groups of cyclists, walkers, etc. The coffee maker in the tearoom is on loan from Lomond Coffee. Pat to ask if we can have a more up to date one. **ACTION PDM**

#### **Bookings and Education (DAJS)**

**Bookings: David reported that there has been some minor upgrades and changes to the booking system. David to co-ordinate bookings for the Celebrate Linlithgow lunch cruise on 13<sup>th</sup> October. Barbara McKenzie to organise catering. David will speak to John Aitken re people who normally come on this cruise.**

**Regarding Leamington hires he feels that an Ordnance Survey map should be given to all dispatchers giving bridge numbers I case of breakdowns, etc. David to do this.**

**ACTION DAJS,**

#### **BMcK**

#### **Premises (DM)**

**Duncan asked that parameters be set down for the hiring of MGC and tearoom. MGC should be used for large parties, etc as furniture can be easily moved and toilet facilities were on hand.**

### **Workshop/Health and Safety (AM)**

**Workshop:** Ronnie Reis has donated a lockable steel cabinet. Douglas spoke about insurance. A new insurance policy has been received. Premises and outbuildings are covered. Tools in the workshop are not covered and he suggested that the outboard motors be covered. Stephen Nixon to send Douglas a link re outboard insurance. Douglas to send the policy to Mike Smith and Pat McIntyre. Gas cylinders should not be kept inside (we now store them outside). Heat use means we should have a written procedure. We need to comply with Use of Heat Policy. Allan Melling to do this. Duncan has arranged for the boilers to be serviced this week.

**ACTION DSR, SN AND AM**

### **Museum/Events/External Talks**

**Events: Folk Festival is on at the basin this weekend with a barbecue and musical cruises on Friday night and folk singers on Saturday and Sunday.**

**External Talks: Mike reminded the meeting to be on the lookout for a successor to Jim Lonie in the co-ordinator role.**

### **9. Any Other Competent Business**

Alan Hayes is on holiday until 16 October and he has asked that contributors should have copy ready for LUCS News by mid October or so.

**ACTION ALL**

**The next meeting will be on Monday 14 October at 7.30 pm**