

LUCS Committee meeting 12th January 2021

AGENDA

1. Apologies : DSR (minutes produced from Zoom recording).

Attending : SHR / DS / RR / MS / AE / LN / AM

Mike opened the meeting wishing all a Happy New Year !!

2. Coronavirus update and discussion on impact given new lockdown

AE : do we need to say anything new to the membership ? Agreed not.

AM : Any volunteers working on their own, in the basin or on boats, creates risks.

Really need two people at least for this sort of work. Agreed to send email to circa 20 blackhanders, as a gentle reminder of safety guidelines. AE volunteered to do this.

3. Previous actions :

1. Andrew Boyd / Pagan Osborne changeover :

c/f MS and DSR, they will discuss and action.

2. AGM minutes – any further comments please ?

none

3. Unfilled committee roles

Booking secretary : job spec provided by DS. Can it be subdivided ? Booking sec role is made up of a. set up system for the season and b. dealing with public / answering queries etc. It is 90% automatic, but the remaining 10% is time-consuming @ 3 to 5 emails a day, even with trying to avoid telephone calls. DS suggested we do not need provide functionality for any “non online” bookings as these seem to be a non-event. Can be done by someone who is relatively new to LUCS. Three possible names were suggested. MS to progress ???

NB regarding phone : we no longer have a BT account, but have talk-talk in chalet with voicemail. Needs to be connected to tea room and be advertised as our number.

Other roles :

Museum stock controller : LN volunteered

Electric boats : SHR will create a rota

Museum rota : need to confirm that Chris Gunstone is still interested in doing this

AE : do drivers / crew etc need to be contacted to confirm they are still interested? This will be picked up by the appropriate convener.

DS to contact MCA on boat certificate and BML / ML5, for potential extensions, guidance.

4. Covid

1. AE - membership strategy

This will be discussed after we have agreed the overall strategy

2. Covid group report - strategy and Feb zoom session / Key fact sheet :

This is a wip as Group still has outstanding issues to discuss / resolve.

We will base our plans on the rules “as we know them” now then adjust as necessary.

Agreed to have Easter weekend as a “notional start date” (with preceding two weekends as dummy / trials). Advertising for this may be slightly problematic, due to regulations and uncertain timing of vaccinations etc.

Governance of strategy, (partly this will be via : Environmental Health West Lothian, DS has asked for booklet on guidance). We will also compare to the approach of other organisations (SHR to talk about this at SWfA next meeting).

20 Jan for next Covid group, will need this to be earlier, to allow for the above timescales.

Request to have a simplified version of the document (and make specific sections per area).

5. Update – Thistledown mooring / power and water point

Thistledown in place till end Feb.

AE to investigate options etc for power and water point installation.

6. Key code change has now taken place. Codes were confirmed only after the required change had taken place, including testing (ensuring that the codes were valid for the various locks and that the locks were operational by the time comms were issued)

DS has tried them. AM has sent out comm.

Gents toilet now open all the time.

Kayak club been informed.

Now a further request that the “Hirers box” keycode (the right hand key box) should also be changed. DSR to action

7. Distribution of remaining copies of annual report (SHR)

c/f

8. New member initial letter update (AE)

AE asking MV to provide some maintenance on the new member DB, not urgent.

4. Booking System

Grant application was successful.

Contractor selection : favoured contractor is close to grant value.(£16.6k) :-

- Do need some contingency (value to be agreed)
- Testing, esp. those not familiar with system.

Likely to be operational about May. (including carrying out some data transfer).

Grant paperwork to be signed this week (MS). Initially get 75% of grant. Remaining on completion.

Recommend a 10% contingency so this will be a supplier cost of £15.4k plus vat.

Contractor invoicing : 25% as soon (£4,200) as agreement signed with contractor. So this will be before the grant money is available to LUCS. Staged payments are against milestones not dates. 30th June date for completion report to be provided to the grant providers. System to be live by May or June. Project timescales from grant provider is awkward (30th March), this needs to be confirmed as likely to be flexible given current circumstances, so only for noting.

Committee agrees to accept contractor recommendation (Blue 2).

5. Winter maintenance

1. Yard lighting and room heating (Allister)

AM request that premises are checked. (tea room and mgc on frost control -at a temperature of 5%). Any issues – either fix or let AM know.

Gordon Robertson priced commercial grade replacement for yard light £150 plus VAT. Agreed by committee that this should go ahead. GR will fit once weather improves.

6. Zoom talks

SHR asked environmental expert at SC if willing to do a Zoom talk, awaiting reply.

Canal Rivertrust also to be contacted. SHR to ask SC / Richard Millar.

7. Basin Banter

February edition in progress.

AOB

DS – We have £370 from Justgiving donations for Elf video. After the end of January the total amount will be subdivided and sent to the two selected charities.

AE – Honorary membership for both new and previous lawyers. This will be mentioned in letter to be sent to the lawyers by MS.

MS – has been contacted by a (retired) journalist, representing the Black Bitch magazine. Looking for some copy on how we are affected by Covid and how we are coming out of it. MS will put this together.

RR – note that St Mag won't start, as her wiring is undergoing some maintenance.

8. DONM second Tuesday of the month – 9th February @ 7:30