



**Minutes of LUCS Management Committee Meeting held by Zoom  
on Tuesday 13<sup>th</sup> April 2021  
(Revision 01 Dated 21<sup>st</sup> May 2021)**

## GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	<b>Present:</b> Mike Smith (vice-chair), David Shirres, (Treasurer), Douglas Robertson,(Secretary), Ronnie Reis, Lynne Nelson, Andy Eaglesfield, Stuart Rennie (associate member) and Allister Mackie (associate member).	Noted
1.0	<b>Chairman's Introduction:</b> Mike Smith opened the meeting and welcomed the attendees.	Noted
	<b>Apologies:</b> none	Noted
2.0	<b>Adoption of Minutes from previous Meeting</b> 09.03.21 – approved	Noted
3.0	<b>Matters Arising :</b>	
3.1	<b>Booking secretary position</b> Progressing and discussions underway, action continues	MS
4.0	<b>Treasurers Report</b> Report from David, effective balance is circa £40k, now have some income from boat bookings.	noted
5.0	<b>Group Reports</b>	
	<p><b>COVID Management Group</b></p> <ul style="list-style-type: none"> <li>• This report made up most of the meeting, as this is highest priority, therefore a number of regular items were not discussed and were carried over to next month.</li> <li>• The report referenced the planning document provided by the COVID management group (“Copy of Timetable for opening v4 ae 11 april”), see this doc for references used below.</li> <li>• LN gave update. Risk assessments have been produced for each area and will be used for training. Now producing role descriptions. There will be a document on cleaning. Ultimately timetable and actions will be driven by circumstances.</li> <li>• Key decisions : <ul style="list-style-type: none"> <li>○ We agree 29/5 as a “soft opening” date.</li> <li>○ Agree to open the booking system</li> <li>○ Opening will be “low profile”.</li> <li>○ Marketing : via FB (Linlithgow site), Twitter, Basin Banter and Website. No advertising.</li> </ul> </li> <li>• <b>AE gave update on items below :</b></li> <li>• 1, 2. Rotas are being set up.</li> <li>• 3. Cleaning – toilets will need cleaned at the start and end of each shift and will be check by basin marshal on ad-hoc basis.</li> <li>• Leaflet, in progress, needs printed (DS to progress)</li> </ul>	



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	<ul style="list-style-type: none"> <li>• 4. Q and A – done</li> <li>• 5. Risk assessments – drafted, to be agreed</li> <li>• 6. Opening date agreed</li> <li>• 7. Marketing: Website – will need a plan of what and when content should be published. (shr will prepare a comm for social media and website) Basin Banter to be published at start of month, will need content by then.</li> <li>• 8. SC liaison. SC will pick up comms directly from FB, twitter and BB, no other action needed.</li> <li>• 9, 10 and 11. Navigation - May need a “recce” trip on 22nd April to aqueduct, to check all is in order.</li> <li>• 12. Env Health : no communication is needed as is covered by Good to go scheme.</li> <li>• 13,14, 15, 16, 18 training : all in progress</li> <li>• 17 BML renewals : some still pending, awaiting paperwork, for ml5 and licenses (got 5 at the moment, 10 altogether - when paperwork complete)</li> <li>• 19-22, Boats. Les and AM working on Victoria. Priority also for Leamington due to bookings already in place. (unknown lead time for ordered replacement toilet) RR to speak to IW about arranging boat safety certificate. St Mag, all complete, only cosmetics need done. Inspection on 4th May.</li> <li>• 24. Signage - in progress (Next Tuesday meeting of COVID group to finalise signage content.)</li> <li>• 26. Hygiene stations : in progress</li> <li>• 27. T room, AM looking at hatch reinstatement. AM to investigate providing a microphone / speaker at screen. AE – easy to provide 2 steps at exit door, to avoid trip hazard. Museum, Danny to progress.</li> <li>• 28, 29 basin ops. AE to look at screen for receptionists. LN progressing the other tasks.</li> <li>• 30 soft opening weekend. Agreed to use very low prices, to allow testing of payment system.</li> <li>• Other items raised :             <ul style="list-style-type: none"> <li>○ Bespoke lucs facemask, cost of 100 say 2 to £300, DS to investigate.</li> <li>○ Need to make some new name badges (SHR).</li> </ul> </li> </ul>	
5.2	<b>New Booking system</b>	
6.0	<b>Boat Management :</b>	
6.1	<b>Victoria</b>	
6.2	<b>Leamington</b>	
6.3	<b>St Mag</b>	
6.4	<b>St Michael</b>	
6.5	<b>Slateford</b> RR checked and till dry since canopy sorted. Needs lots of work.  <b>Electric Dinghies</b>	



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	no plans to hire out (due to weed situation) at the moment.  <b>Colin G</b> engine operational.	
<b>7.0</b>	<b>Fun Day</b> Agreed this will not take place	
<b>8.0</b>	<b>Museum</b>	
<b>9.0</b>	<b>Tearoom</b> Stove has collapsed, by end of year may need to consider a replacement. Should have a carbon monoxide detector (and on the boats). Agree to put out of use until problems can be resolved at the end of the season. AM will investigate options.	AM
<b>10.0</b>	<b>Premises</b> AM suspects hot water is always on, will investigate.  Yard fence – needs doors and one panel replaced, at some point. Posts need to be more stable, possibly the use of deep removable sockets. Plan for end of season.  Yard needs tidied. John Kerr said in the past that he has storage space – to be investigated by RR.  AE to investigate options etc for power and water point installation <ul style="list-style-type: none"> <li>Requirement for the power tower – cabling and sockets £100. 2 * 16 amps plus rcd sockets. Approved.</li> </ul> New phone process and connection to tea room, only needs done before we reopen. <ul style="list-style-type: none"> <li>AM to run cable to tearoom. c/f to AM availability</li> </ul>	AM  AM  RR  AM  AM
<b>11.0</b>	<b>IT Matters.</b> <ul style="list-style-type: none"> <li>We will get 2 refurbished laptops from SC (in June or July). One will be for the membership secretary.</li> <li>Inventory of the old laptops was done some time ago, DSR try to find it and ask MV to see if they can be upgraded. (in progress)</li> <li>We need to assess security for high value items such as 3 ipads, 2 printers, 3 card readers. To be assessed once we are out of lockdown.</li> <li>Boat mobile phones, DS to set up.</li> </ul>	DSR  DS
<b>12.0</b>	<b>Scottish Canals</b>	
<b>13.0</b>	<b>External Relations</b> Liaise with kayakers, MS to inform kayak group about opening arrangements and date.	MS
<b>14.0</b>	<b>Member Engagement</b>	
<b>15.0</b>	<b>Visitations / Meetings.</b> None	
<b>16.0</b>	<b>Marketing</b> <ul style="list-style-type: none"> <li>Open days – we should say a provisional yes.</li> </ul>	



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	<ul style="list-style-type: none"><li>• Audio guide : we were not successful in grant application. All agreed this is a good idea, and we have a good proposal. There are other options (and progressing these does not need to be urgent), that probably would cost £10k to £12k. However, via professional hobbist website there might be an option for a system costing around £300 to £500. Approved £500 to progress.</li></ul>	SHR
<b>17.0</b>	<b>Booking Secretaries Report</b>	
<b>18.0</b>	<b>H&amp;S Group Report</b>	
<b>19.0</b>	<b>Matters (Not addressed by Above)</b>	
<b>20.0</b>	<b>Correspondence Received</b>	
<b>21.0</b>	<b>Any other Business</b>	
<b>22.0</b>	<b>Date of next meeting</b> 11 <sup>th</sup> May @ 7:30 (second Tuesday of the month)	