



**Minutes of LUCS Management Committee Meeting held by Zoom
on Monday 8th August 2021
(Revision 01 Dated 15th August 2021)**

GENERAL COMMITTEE MEETING

Agenda Ref.	Business Matters	Action
	Present: Chris Matheson dear (Interim chairman), David Shirres, (Treasurer), Mike Smith (vice-chair), Douglas Robertson (Secretary), Ronnie Reis, Andy Eaglesfield and Allister Mackie (associate member).	
	Chairman's Introduction: Chris Matheson Dear opened the meeting and welcomed the attendees.	
	Apologies: Lynne Nelson, Stuart Rennie (associate member)	Noted
1.0	David Shirres Treasurers Report Major expenditure this month was premises insurance and to MCA (related to dry docking activities). Income is currently “rolling in”.	
1.1	New booking system – link distributed for familiarisation to those involved. On target to meet end of August deadline. Next week allocated for the system to be tested. Going live will require taking the existing booking system offline, and processing manual booking transfers (for 3 days). Also need weblinks from website changed. So go live will be Fri 20 th or Mon 23 rd August. Doug Scott now new booking sec.	DS
1.2	<ul style="list-style-type: none"> • Falkirk wheel 29th August trip - only 3 tables left. • 12th Sept (sun) one way trip has been booked. We could offer the outward leg as a trip if passengers are willing to make return arrangements themselves. • AM asks that catering requirements be make known to Ann M. for Falkirk Wheel trip. 	DS
1.3	AM suggests training trips to Falkirk Wheel for lock practice (though must avoid 2nd Oct week for St Mag dry docking – St Michael goes in the week before).	noted
1.4	For Park Farm trips, no meal is now being provided to drivers / crew by Park Farm. Suggestion accepted to provide driver and crew £10 each for meal, and cover this in increased prices. AGREED	DS
1.5	COVID Report <ul style="list-style-type: none"> • Keep cruises arrangements as at present – 5 tables. • Charters : Numbers are : Victoria (10), Leamington (12), Big Boats (18), till end of season. • Prices to be unchanged. • Trace and protect arrangements unchanged. • No room hire – reassess next meeting, covid group to recommend. • DS to give list of website changes necessary. 	DS / Covid Group
2.0	Douglas Robertson Secretary Report : Adoption of Minutes from previous Meeting <ul style="list-style-type: none"> • Suggested wording change to say : “affordability and impact on voluntary labour” re potential new boat. • 13.07.21 – approved (AM proposed, RR seconded) 	DSR



**Minutes of LUCS Management Committee Meeting held by Zoom
on Monday 8th August 2021
(Revision 01 Dated 15th August 2021)**

2.1	Phone numbers (booking support / tearoom contact) When investigation is complete paper to be circulated. To be operational by end of season. (note 01506 840574 is the tearoom number),	DSR
2.2	Web cam currently not working. Mauro to be asked to resolve.	DSR
2.3	Two laptops from SC, DS to chase, if necessary.	DS
3.0	Vice chairman Mike Smith report : Potential 5 th Boat : <ul style="list-style-type: none"> • Declined shed offer (not fit state). • CMD trying to contact Andy Devenport re storing. • MS continues to investigate. 	MS
3.1	Doors open day in September is being supported. Danny on duty Saturday, CMD on Sunday.	CMD
4.0	Ronnie Reis: <ul style="list-style-type: none"> • Victoria – fuel pump, now dismantled and rebuilt, still got problem. JEM engines are supporting. Engine mounts are loose, now resolved. • St Mag – ok • Colin G – being inspected tomorrow.. • St Michael – exhaust, AM made now mounting and repaired leak in manifold. Propshaft is moving in the bearings. • Slateford – no report • Bowser near empty, need delivery. • Dry dock: ultrasound company will cost £320 plus vat. Agreed to do this. RR to book. • In water surveys to be done at the basin. 	RR
5.0	Lynne Nelson : apology	
6.0	Andy Eaglesfield : RR will be stand in membership secretary in sept. 3 new members, 2 family memberships taken out since last meeting.	AE / RR
6.1	Mentoring <ul style="list-style-type: none"> • AE issued discussion paper. • Use BB to publicise projects, to help understand what new members can work on. • Suggestion that members can have ONE boat trip to find about volunteering. • Fund raising – need a volunteer to do this. ALL to consider, what do we want money for and where could we get it from. Consider next month. • CMD to consider AE paper, and respond (AE to update paper based on this meeting) 	AE / CMD
6.2	Health and safety <ul style="list-style-type: none"> • Safety management systems need to be better understood and communicated. • We need a verbal forum for drivers eg annual drivers meeting. 	AE / AM / MS



Minutes of LUCS Management Committee Meeting held by Zoom on Monday 8th August 2021 (Revision 01 Dated 15th August 2021)

	<ul style="list-style-type: none"> • Should review tools equipment iro safety, especially ladders. • Any potentially unsafe items (tools etc) to be referred to AM / MS for assessment. 	
7.0	Stuart Rennie : apology	
8.0	Allister Mackie : <ul style="list-style-type: none"> • Tearoom - need to mitigate leaks from roof vents. Pieces of felt to be used. Ask SHR to put note in BB to request roofer contact. • Storage container - CMD has sourced and will revert when we can start to use. 30ft container. We need to keep a record of what is in store. AM to suggest who could do this. We will have 24 hour access to it. • AM wants clearout / tidyout of office, using plastic crates (to go to new storage). • Covid group to look at use of MGC for Black Handers eg for lunch / coffee breaks. 	AM / Covid Group / CMD
9.0	CMD : <ul style="list-style-type: none"> • Pumpkin cruises – SHR to bring as an item to the next meeting, in time for end October. CMD to distribute correspondence. • Burgh Beautiful were at basin this morning. Tom and Maureen do a great job keeping the basin looking great. This is fully acknowledged, with thanks, by the committee. • LUCS can run town trips every day till Sunday, despite technical problem with Victoria. (CMD will look after High St sign. / website to be updated if availability is adjusted.). • Still a lot of parking on slipway, this should be avoided to accommodate the Kayakers. • CMD correspondence should go to chair@lucs rather than domestic email. • Wheel transition, Leamington dispatcher should mention need to book wheel 24 hours in advance. 	CMD/ SHR
10.0	Next meeting : Tuesday 7 th September for next meeting. Reports from anyone who can't be there are requested.	