

Minutes of the LUCS Committee Meeting

3rd June 2025

Mel Gray Centre

ACTIONS

Previous meeting	AE	Draft young visitors' activity booklet
	PL	Discuss Victoria sponsorship options with Ian
	PL	Draft at a passenger incident statement card
	PL	Issue social media statistics
3.1	DS	Arrange date of August committee meeting
3.2	PL	Confirm dry dock cost can be paid from GH fund
3.2	DS	Circulate cash flow for remainder of financial year
3.2	PL	Chase Bridge 19 40 for account details and pay them Town Trip income for use of RoseAnn
4.1	PL	Organise LUCS tearoom for Perambulation of the Marches
4.2	PL	Arrange food and refreshments for Deacons night
4.2	DS	Procure replacement My Lord sash
4.3	DS	Confirm everything in hand for Marches Day
4.4	DS/PL	Confirm Fun Day actions are being addressed
4.4	DS	Propose new way of determining the overall winners of Fun Day
4.4	DS	Arrange someone to open Fun Day
4.5	DS	Contact Scottish Canals and other society's to publicise Winchburgh flotilla / boaters gathering
4.5	PL	Advise Winchburgh Developments of flotilla and see if they wish to arrange cruises from Winchburgh
4.6	DS	Progress the future of LUCS event
5.1	AE	Chase Marine Engineering to complete Victoria replating work
5.1	AE	Produce a revised cost estimate for Victoria project
5.1	AE	Chase NoPhuttPhutt for revised drawings to finalise project scope.
5.1	IG	Claim £3,000 Victoria grant
5.3	DS	Arrange movement of 2 electric boats to Edinburgh
5.3	RR	Prepare boats for movement to Edinburgh
5.4	GS	Issue SMS for comment
5.5	RR	Test St Magdalene's new cooling tank
6.1	PL	Advise all concerned of arrangements for feedback sheets
6.1	PL	Market Falkirk Wheel cruises
9.1	GS	Discuss briefing of near miss on 30.4.25 and 1.5.25 red light incident with H&S convenor
10.1	DS	Progress artwork
10.2	DM	Keep committee informed of the implications of Microsoft's new licensing policy

Present: Chair David Shirres (DS) welcomed:

Ronnie Reis (RR), Peter Lewis (PL), David Morrow (DM), and Graeme Simpson (IG).

Apologies were received from Doug Scott (DSc), Mike Smith (MS), Andy Eaglesfield (AE) and Ian Gray (IG)

1. Chairman's Welcome and Apologies for Absence.
DS welcomed everyone to the meeting.
2. Approval of Previous Minutes and Outstanding Urgent Actions
Minutes approved by PL and DS

Previous actions outstanding were:

AE - Draft young visitors' activity booklet

PL - Discuss Victoria sponsorship options with Ian; Draft a passenger incident statement card and Issue social media statistics

3. General Management

- 3.1. Dates of future committee meetings
Next meeting - 1 July 2025

Mutually convenient date for August meeting to be arranged – DS

- 3.2 Treasurer's report

PL presented his report which showed that since the start of the financial year on 1.10.24 the total balance of all accounts had fallen from £98,477 to £71,145, a reduction of £27,332. He advised that Graeme Harvey (GH) had agreed to pay the £2,000 cost of St Michael's new gear box from his reserved fund. PL is to ask GH if his fund could also be used to cover the dry dock costs for the gearbox change. - PL

DS tabled an estimated cash flow estimate for the remainder of the financial year which indicated that LUCS will have a balance of around £43,011 at the end financial year. This was on the basis of further expenditure on the Victoria project totaling £33,000 which is an estimate that needs to be confirmed. He is to circulate the cash flow estimate for comment – DS

Bridge 19-40 have still to be paid the Town Trip income in return for LUCS's use of RoseAnn. PL to chase this up - PL

4 Events

- 4.1 11th June – Perambulation of the Marches

PL is to arrange for volunteers to be present and arrange for volunteers to man two card machines to collect donations. - PL

- 4.2 14th June – Deacon's night

PL also to encourage LUCS members to be present and participate in the march from the West Port to the cross. He will also arrange provision of burgers and drink

DS is to procure a replacement My Lord sash

Agreed that Deacon will be DS and that PL will be My Lord

Post meeting note: Following a suggestion by Martine, Cameron is to be Deacon

4.3 17th June – Marches Day

All expressed their thanks and appreciated of the float that Martine and Ellie have produced for the Marches. DS is to confirm that Martine has everything in hand for Marches Day – DS

IG's offer of providing a late lunch after the morning march was gratefully accepted

4.4 10th August – Fun Day

PL is to organize event and advised that four applications had already been received for the cardboard boat race. DS and PL are to review planning sheets to confirm required actions are in hand - DS/PL

After last year's event it was felt that the overall prize should not be given to the fastest team. It was agreed that there should be a specific prize for the fastest team and that the overall prize should be a combination of factors. DS is to discuss with all concerned to firm up a proposal – DS

Various options were discussed for someone to open Fun Day. DS is to progress this. - DS

4.5 6th September – Winchburgh Flotilla Boaters gathering

As part of our 50th anniversary programme, there is a boaters gathering on the evening of Saturday 6th September, preceded by a flotilla from Winchburgh which will leave Winchburgh at 1430 to arrive at the basin around 1700. Tickets for places on board the Flotilla will be sold. Detail arrangements for this will be discussed at the next committee meeting. In the meantime:

DS is to promote this event to other canal organisations and ask Scottish Canals to publicise it to boaters.

PL is to liaise with Winchburgh developments to promote this event and explore the potential for LUCS cruises from Winchburgh.

4.6 Future of LUCS event

DS suggested that, shortly after the end of the season, there should be an event involving members to consider the long-term future of LUCS as, unless there is a significant influx of new active volunteers, the age profile of volunteers will result in current operations being unsustainable. He felt that this should be an informal event and would need an external facilitator,

It was agreed that this was a good idea and that a weekend afternoon may be a good time for this. DS is to progress further and report back to the next meeting - DS

5 Boats

5.1 Victoria project report

Concern was expressed at the lack of progress of the hull replating work. AE is now project manager for the work and has contacted the welder who assures him that this work will be completed by the end of the month. AE will continue to chase progress of this work.

A revised cost estimate is required - AE

NoPhuttPhutt have yet to produce required drawings which are needed to finalise the project scope – AE

A £3,000 grant which was only payable once work starts needs to be claimed - IG

5.2 Roseann operation

Roseann's operation of Town Trips was working well, though some drivers were unable to drive her. It was confirmed that the maximum number of passengers is 8.

5.3 Electric boats to Edinburgh

DS advises that the Edinburgh Union Canal Society (EUCS) wish to collect two electric boats on 12th June. RR is to ensure that the boats are ready for collection. DS is to liaise with EUCS about arrangements for this move.

5.4 DPA issues

GS reported progress updating the SMS document which is now largely complete and will soon be sent out for comment - GS.

Changes to the current document include a commitment to do more exercises, and medical self-certification for BMLs. He felt that LUCS should also be considering medical requirements for crew. GS noted that LUCS should better address the risk of passengers becoming ill by first aid refreshers. Clarification of responsibility for incident investigations is needed.

5.5 Any other boat issues

St Michael – is now operational with a new gearbox. Getting this replaced so soon after its failure was considered to be a significant achievement for with the committee thanking everyone involved,

St Magdalene – although St Magdalene's cooling system using just one of the original tubes is performing satisfactorily, the new internal cooling tank has yet to be tested – RR

6 Marketing and Fundraising

6.1 Marketing strategy

PL advised that he wished to stand down as Marketing Convenor at the end of the season

The committee thanked Cameron for the feedback system that he had developed though noted all concerned needed to know how this system worked and have access to paper copies of the feedback sheets- PL

DS advised that bookings for the Falkirk Wheel cruises were low and that this needed more marketing focus. For this weekend's trip a 15-seater minibus was being used and numbers capped at 13. This may be necessary for the trip at the end of June - PL

6.2 Fundraising

In IG's absence this was not discussed

7 Membership

In AE's absence this was not discussed

8 Promoting Heritage

8.1 Museum Initiatives

DS advised that Chris Matheson Dear (CMD) was represented LUCS at the West Lothian Museum's Forum. CMD felt that the museum needed money spent on it to keep it watertight and improve the display of artifacts. As LUCS currently does not have the funding for this, CMD is seeking sources of funding.

9 Health and Safety

9.1 Accidents and Incidents

30.4.25 – Near Miss with Kayak. GS advised that a report had been produced which highlighted the need for crew to be at the front of the boat when kayaks can't be seen. He is the briefing of this incident to BMLs with the H&S convenor. - GS

1.5.25 – Boat passed red light at Falkirk Wheel. Though traffic lights at Falkirk Wheel are not normally an issue as BMLs move boats in accordance with instructions from FW staff, BMLs do need to be aware of them. GS is to discuss with H&S convenor. -GS

10 Any other business

10.1 Artwork

Proposal that Ellie should be commissioned to produce a suitable artwork was agreed. If suitable this could be a canal-style sign for the museum. DS to progress - DS

10.2 IT

After the bookings website went down last week, John Aitken (JA) resolved this issue by last resetting the server. DM advised that JA had now instructed him how to reset the server so he could now also do this.

DM advised that Microsoft are changing their licensing policy which makes it likely that LUCS will now have to pay for its use of Office 365. DM is to keep the committee informed
– DM

The meeting closed at 2035. DS thanks everyone for a very productive meeting