

## Minutes of the LUCS Committee Meeting

2 September 2025

Tea Room

### ACTIONS

Previous	AE	Ask around for ideas for the Young Visitors Activity Booklet and revisit before next season
	GS	Set up a significant emergency exercise before MCA audit
	PL	Speak to Martine before drafting a passenger incident statement card in consultation with Martine
	PL	Discuss integrating customer feedback into Facebook posts with Cameron
	IG	Prepare induction document for new volunteers
	DS	Arrange for Scottish Canals volunteer co-ordinator Carol Bell to come to basin to meet the committee
3.2	DS	Draft revised articles and circulate to committee
3.3	PL	Suggest alterations to safeguarding policy
4.1	DS	Finalise arrangements for flotilla and boater's gathering
4.2	DS	Develop Halloween cruises with Maureen
5.1	AE	Continue to progress Victoria project including getting information from Hugo Palmer
5.2	GS	Prepare for MCA surveys and audit including undertaking a self-assessment audit
6.1	AE	Lead volunteer retention sub-group
6.2	DS	Produce Members Special Basin Banter
7	IG	Fundraising for Victoria, Defibrillator, New Tea Room furniture and education co-ordinator
9	DS	Seek membership views on preferred day for AGM in January

Present: Chair David Shirres (DS) welcomed:

Andy Eaglesfield (AE), Ian Gray (IG), Peter Lewis (PL), David Morrow (DM), Graeme Simpson (GS), Mike Smith (MS),

Apologies were received from, Ronnie Reis (RR), Doug Scott (DSc),

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 MS and PL.

### 3. General Management

#### 3.1. Dates of future committee meetings

Next meeting – 7<sup>th</sup> October 2025, DS unable to attend

#### 3.2 Articles of Association review

DS to draft revised articles then gets committee views before these are circulated to the membership

Action: DS

#### 3.3 Safeguarding policy

It was agreed that the safeguarding policy does not fully address teenagers volunteering in the Tea Room PL is to review and propose amendments

Action: PL

### 4. Events

#### 4.1. 6<sup>th</sup> September Flotilla and gathering

DS advised that all is in hand and that he will resolve remaining issues. About 12 boats are expected.

Action: DS

#### 4.2 Halloween

DS has spoken to Maureen O'Donnell who proposes that Halloween cruise should be a 30-minute town trip with one run every 45 minutes. DS to work with Maureen to develop this proposal. One constraint this year is a clash with the twinning visit as both 40-seater boats have been booked from 0900 to 1200 on Saturday 25<sup>th</sup> October.

Action: DS

### 5. Boats

#### 5.1. Victoria Project Report

Shot blasting scheduled after which volunteers needed for painting. Roof to be fiber glassed before winter sets in. Information still required from Hugo Palmer

Action AE

#### 5.2. Forthcoming MCA surveys and audits

Arrangements discussed. More emergency exercises required, and a self-assessment audit needs to be undertaken.

Action: GS

### 6. Membership

#### 6.1. Membership survey results

It was agreed that this was a worthwhile exercise and that the results need to be shared with members. Key themes were the need to balance services that LUCS offers against availability of volunteers and better volunteer coordination and induction.

Post meeting note: AE offered to set up a subgroup to consider retention of volunteers.

Action AE

#### 6.2. Basin Banter

DS is to issue a 'Member's Special' Basin Banter publicising 6<sup>th</sup> September event, with results of member survey and advising of proposal to change articles of association

Action DS

7. Marketing and Fundraising.

IG considered that LUCS should continue to fundraise for Victoria and also giving people a shopping list of lesser things, for example a defibrillator and new tea room furniture. He also felt that if we can't find the resources within this society we could see if it was possible for an education co-ordinator to be funded. Action: IG

8. Health and Safety

8.1. Accidents and Incidents

An incident when a trainee damaged the quayside by running RoseAnn into it a full power was discussed. Gordon Hewitt is preparing a report on this incident.

9. Any other business

PL proposed that the AGM should be held in January, perhaps on a Saturday. It was agreed that the AGM should be held in January, though views from the membership on the day of the week when it should be held need to be sought from the membership. Action: DS