

Minutes of the LUCS Committee Meeting

7 October 2025

MGC

Previous ACTIONS

Previous	AE	Ask around for ideas for the Young Visitors Activity Booklet and revisit before next season – on hold until 2026 season
O/S	PL	Speak to Martine before drafting a passenger incident statement card in consultation with Martine
O/S	PL	Discuss integrating customer feedback into Facebook posts with Cameron
Ongoing	AE IG	Prepare induction document for new volunteers and new Members Handbook
O/S	DS	Arrange for Scottish Canals volunteer co-ordinator Carol Bell to come to basin to meet the committee
Ongoing	DS	Draft revised articles and circulate to committee
O/S	PL	Suggest alterations to safeguarding policy
In Hand	DS	Develop Halloween cruises with Maureen
In Hand	AE	Continue to progress Victoria project including getting information from Hugo Palmer
Underway	GS	Prepare for MCA surveys and audit including undertaking a self-assessment audit
Ongoing	AE	Lead volunteer retention sub-group
Done	DS	Produce Members Special Basin Banter
Ongoing	IG	Fundraising for Victoria, Defibrillator, New Tea Room furniture and education co-ordinator
O/S	DS	Seek membership views on preferred day for AGM in January

Actions from this meeting

<p>1. Induction Document & Volunteer Handbook</p> <ul style="list-style-type: none"> o Circulate draft induction document for feedback. o Include next of kin and relevant health information for volunteers/members. o Organize a meeting (possibly with Eric) to review and finalize the induction document. o Ensure the volunteer handbook is accessible and up to date. 	AE/IG	
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	--

<p>2. Safeguarding Policy & Documentation accessibility</p> <ul style="list-style-type: none"> ○ Make safeguarding policy and other key policies accessible to all members (via website or SharePoint). ○ David Morrow to action the accessibility of policies, liaising with Gordon as needed. 	DM/GH	
<p>3. Event Planning</p> <ul style="list-style-type: none"> ○ Confirm which boat(s) can be used for Halloween cruises, depending on fire system repairs and MCA certification. ○ Put up lists for receptionists, drivers, crew, helpers, and elves for upcoming events. ○ Confirm with Greame about the possibility of running Halloween cruises on St Magdalene. ○ Ensure Maureen is supported in organizing Halloween and Santa cruises; clarify if she needs help with vintage tea cruises and if someone will take over. 	GS AE GS AE	
<p>4. Boat Maintenance & Compliance</p> <ul style="list-style-type: none"> ○ Address fire alarm and fuel shut-off issues on St Michael and St Magdalene. ○ Prepare for MCA audit follow-up: create an action plan to address audit findings and get boats back in commission. ○ Check BSS (Boat Safety Scheme) certificates and insurance for all boats, especially Leamington and Colin Deeves. ○ Arrange for necessary repairs and painting on Victoria, including rivets and painting letters. ○ Confirm installation schedule and technical requirements for Victoria's new motor and batteries (Andy to follow up with Hugo and send confirmation). 	GS/RR/AM GS AE AE AE	
<p>5. Workshop Safety</p> <ul style="list-style-type: none"> ○ Finalize and communicate workshop safety rules: only authorized/competent people to use tools, especially power tools. ○ Mike Smith and Ronnie Reese to manage workshop access and induction for new users. 	AE/RR/MS RR/MS	
<p>6. IT & Equipment</p>		

<ul style="list-style-type: none"> ○ Review Microsoft licensing changes and plan for any required purchases. ○ Consider fundraising for new computers to support Windows 11, as current equipment may not be compatible. ○ IT group to meet and assess needs. 	DM	
<p>7. Insurance & Lease Compliance</p> <ul style="list-style-type: none"> ○ Complete insurance pre-review questionnaire, ensuring all safety and compliance questions are addressed. ○ Clarify chainsaw use and ensure only trained/qualified people operate them. ○ Prepare for Scottish Canals landlord inspection: gather fire plan, electrical compliance certificate, and review lease obligations. ○ Engage a qualified electrician to survey and certify electrical installations. 	<p>AE/PL</p> <p>AE</p> <p>AE/DS</p> <p>AE/DS/Scot Canals</p>	
<p>8. Museum & Premises</p> <ul style="list-style-type: none"> ○ Investigate and price repairs for the museum roof and gable walls to address dampness. ○ Consider installing a safety wire for roof access. ○ Discuss with Alistair and possibly fundraise for repairs. 	<p>AE/AM</p> <p>AE</p> <p>AE/AM</p>	
<p>9. Health & Safety</p> <ul style="list-style-type: none"> ○ Add a standing agenda item for proactive health and safety improvements. ○ Continue to monitor and report accidents/incidents. 	<p>AE</p> <p>GS</p>	
<p>10. Marketing & Fundraising</p> <ul style="list-style-type: none"> ○ Ian to continue identifying and applying to trust funds for donations. ○ Clarify division of marketing roles (excluding social media and “Basin Banter”). ○ Review effectiveness and cost of brochure distribution (Landmark). 	<p>IG</p> <p>DS/IG</p> <p>IG</p>	
<p>11. Membership & Volunteer Retention</p> <ul style="list-style-type: none"> ○ Share membership survey results with members. 	DS	

<ul style="list-style-type: none"> ○ Focus on volunteer retention and knowledge transfer. ○ Encourage mentoring and skills handover for technical tasks. 	<p>AE</p> <p>AE/all</p>	
<p>1. Constitution/Articles</p> <ul style="list-style-type: none"> ○ De-prioritize work on the constitution until more urgent compliance and operational issues are addressed. ○ Remind David that constitutional changes need broader committee input. 	<p>AE</p>	

Present: Chair Andy Eaglesfield (AE) welcomed:

Ian Gray (IG). David Morrow (DM), Graeme Simpson (GS)(By Phone),Mike Smith (MS), Ronnie Reis (RR)

Apologies were received from, Doug Scott (DSc), David Shirres (DSh)

1. Chairman's Welcome and Apologies for Absence.

AE welcomed everyone to the meeting.

2. Approval of Previous Minutes and Outstanding Urgent Actions

Minutes approved by DM and AE.

3. General Management

3.1. Dates of future committee meetings

Next meetings – 11 November, Tuesday, 11thDecember ,Thursday.

3.2. Treasurer not in attendance.

3.3 Articles of Association review

DS to continue discussion on Articles, but await Committee discussion following progress on urgent items – MCA, Insurance, Tenancy issues. Action: DSh

3.4 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

3.5 Policies and access to them

DM to coordinate with GH how documents – particularly Policies - can be made easily available to members and think about how they can be put on the Members section of the Website. Action David M

3.6 Attendance at SWfA meetings

We should continue to attend. Action DSh

4. Events

4.1 Halloween

If necessary St Magdelene to be used if St Michael unavailable O/W as previously organised DS/Mo'D. Action: DSh

4.2 Festival of Light – 7 November – MS driving – DS to advertise amongst membership Action:DSh

4.3 Santa Cruises – M'OD organising. AE to organise receptionists and put list up in MGC for other volunteers. Action:AE

4.4 Do we want a Frostbite Cruise on 2 January? Action:DSh

4.5 We should have a discussion with MO'D and LN regarding the Afternoon Tea cruises next season. Action AE/DSh

5. Boats

5.1. Victoria Project Report

Now Shot Blasting and Plating complete volunteers are needed for painting. Roof to be fiber glassed before winter sets in. Meeting with Hugo Palmer very useful and most of the installation does not require input from LUCS once Prop shaft in place. He is talking of coming up round about the end of the month? Action AE

5.2. Completed MCA surveys and audits.

Schedule of Improvements and action points drawn up once GS has time to digest. The inspections are getting increasingly complex and detailed. Firefighting , and paperwork key issues from today's inspections. Action: GS

5.3 What we do need to do is resolve our Medical Reports via either ML5 or ENG 1 forms, rather than our attempt at self assessments. To be discussed GS/DSh

6. Membership

6.1. Membership/ Volunteer retention

Ongoing work is the production of a Members Handbook and a Volunteers Induction. To be added are – Emergency Contact details; Any Health issues?

Action AE

6.2. Volunteer Work schedule

As a response to points raised in the Membership Survey more information to be forthcoming about work to be done on Wednesday/Saturday sessions at the Basin.

Action AE

6.3 Basin Banter

DS issued Basin Banter with proposed changes to Articles – comments being discussed by DS

Action DSh

7. Marketing and Fundraising.

7.1 Discussion to take place regarding Marketing next season and who does what.

Action DS/IG/KC

7.2 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.

Ongoing Action: IG

7.3 We should think about assessing the cost of repairing the Roof/Gable of the museum and depending on the result we could consider fund raising for repair.

Action AE/AM/IG

8. Health, Safety and Environmental Improvements

8.1. Accidents and Incidents

No Accidents/Incidents in the last month

8.2 Consideration to be given to providing a safety wire along the Tearoom roof parapet.

Action AE

8.3 Lifejacket testing to be finalised with GH and manufacturers recommendations and total number required.

Action GS

8.4 Consideration to be given to Induction to the Workshop and the management of people using our tools and equipment.

Action AE/MS/RR

9. Any other business

9.1 Insurance Pre-renewal Review to be finalised and submitted. Several questions require detailed consideration prior to submission.

Action PL/AE

9.2 We are due an inspection by our Landlord – Scottish Canals. They require at the least a discussion regarding several items of documentation – particularly an Electrical Test Certificate. We should progress how we address this requirement. A review of our Lease is a worthwhile exercise.

Action AE/AM

9.3 David M to call a meeting of the IT group to address the issues of – Computer in the Chalet, Windows 11, Office 365.

Action DM