

**Minutes of the LUCS Committee Meeting****11 December 2025****Tea Room****ACTIONS**

Previous	PL	Draft a passenger incident statement card in consultation with Martine
4.4	DS	Seek contributions for annual report
4.5	DS	Arrange page-turning meeting for articles of association
5.1	DS	Progress Winchburgh event on 29 <sup>th</sup> November
5.2	AE	Focus for volunteers for Santa Cruise weekend
6.1	AE	Produce Victoria project report for Basin Banter
6.3	DS	Contact GoForth&Clyde about Jaggy Thistle insurance
7.1	AE, IG, DM	Finalise volunteer induction booklet
7.1	DS	Ensure committee minutes are on members website page
7.2	AE	Collect volunteer emergency contact details
7.3	AE	Progress Saltaire Award proposal
8.3	DS	Produce next Basin Banter
9.1	AE	Produce workshop safety procedure
9.1	GS	Continue to produce H&S manual
10	DM	Progress IT issues as discussed
10	DS	IT to be a standard agenda item

Present: Chair David Shirres (DS) welcomed:

Andy Eaglesfield (AE), Ian Gray (IG), Peter Lewis (PL), David Morrow (DM), Graeme Simpson (GS), Mike Smith (MS), Maureen O'Donnell (up to item 2)

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. 2026 Booking System offering

To enable the booking system to be set up for 2026 as early as possible, the committee discussed operational weekend dates, cruises to be in booking system for 2026 and 40-seater boat charters. The agreed items are attached to the minutes.

### 3. Approval of Previous Minutes and Outstanding Urgent Actions

Minutes approved by ?? and ??.

The outstanding action for PL to draft a passenger incident statement card in consultation with Martine

### 4. General Management

#### 4.1. Dates of future committee meetings

Next meeting – 11<sup>th</sup> December 2025, DS is to ask membership via a Basin Banter survey whether AGM is to be evening of Thursday 15<sup>th</sup> January or Saturday afternoon 17<sup>th</sup> January

#### 4.2 Treasurers Report.

End of year balance is £73,429. After taking account of further expenditure on the Victoria project, estimated to be £20,000, it was agreed that £10,000 of the end of year balance should be allocated to the new boat fund.

#### 4.3 Insurance questionnaire

Agreed that action points from this are best discussed under Health and Safety agenda item,

#### 4.4 Annual report

DS to ask for contributions and produce report. Report to be finalised by beginning of January to be ready for AGM. Action: DS

#### 4.5 Updated articles of association

Committee to hold page-turn review meeting within 3 weeks; AGM approval may be deferred; solicitor review required for credibility Action: DS

#### 4.6 Mel Gray Centre clear out

To be actioned next year. DS offered to manage this once he had time on his hands.

### 5. Events

#### 5.1. 29<sup>th</sup> November Winchburgh

LUCS to provide St Magdalene and Santa for Christmas Market at Marina arranged by Winchburgh Developments. DS advised all in hand and that this is a good opportunity to engage with Winchburgh Developments. Action: DS

#### 5.2 Santa cruises

Now on booking system and about a third of table booked. AE is the focus for volunteers Action: AE

### 5.3. Winter talks

In the absence of someone wishing to manage such talks it was agreed not to offer winter talks after Christmas

## 6. Boats

### 6.1. Victoria Project Report

AE reported on progress including that hull painting was nearly complete and roof waterproofing was underway. With an estimated £20-21,000 still to spend estimated finale cost is £56-57,000. He advised that launch by start of season in April is a challenging target unless more volunteers forthcoming. This is to be mentioned in a progress report that AE is producing for the next Basin Banter. Action: AE

### 6.2. MCA surveys and audit

GS and RR were thanked for hosting MCA in water surveys and audit and follow up action. GS advised of issues with engine compartment fire system which are to be discussed tomorrow.

### 6.3 Leamington insurance

DS advised committee of current position. He is to contact GoForth and Clyde to find out how they insure Jaggy Thistle. Action: DS

### 6.4 Passenger incident card

Outstanding action from previous committee. PL to progress in consultation with Martine Action: PL

## 7. Membership

### 7.1. Volunteer induction and retention

IG has drafted volunteer induction booklet which was considered to be almost there. A sub group of AE, IG, DM are to finalise this. Action AE, IG, DM

DS felt that more could be use could be made of the website members page e.g. Sharepoint links to documents. As an immediate priority he is contact Douglas Roberston to ensure that all past committee minutes are on the members page. Action: DS

### 7.2. Emergency contact details to be collected for volunteers

Action AE

### 7.3. Saltaire Award

AE proposed that LUCS should participate in the Saltaire Awards scheme to train young volunteers and is to speak to Martine to progress. Action AE

8. Marketing and Fundraising.

8.1 Marketing

PL advise that he wished to cease being Marketing Co-ordinator so he could focus on this Treasurer role. After discussion it was agreed that immediate marketing priorities were being addressed so this can be discussed at the next committee meeting.

8.2 Fundraising

IG advised that no funding was forthcoming from MacKenzie Construction

8.3. Basin Banter

DS intends to issue a Basin Banter at the end of November. Action: DS

9. Health and Safety

9.1. Accidents and Incidents

None to report

9.2 Other issues

The insurance questionnaire had highlighted the issue of workshop safety for which AE is producing a H&S document stressing that MS and RR are the workshop managers.

Action: AE

GS is also progressing the LUCS H&S manual.

Action: GS

10. Any other business

DM raised various IT issues which he is progressing. The relate Microsoft 365 free licences running out and procurement of new Windows 11 laptops. Action: DM

DS is to put IT on the agenda as a standing item Action: DS

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## 2026 Booking System Offering

### Season

4th April (Easter weekend) to 27th September

### Special Dates with no cruises

Fun Day Sun 2nd August

Winchburgh Flotilla Sat 5<sup>th</sup> September

3 x Falkirk Wheel cruises around beginning, middle and end of school holidays. Price £35

7 x Afternoon Tea cruises as specified by Lynne Nelson, Lynne's view on prices to sought

3 x Winchburgh cruises duration 2 ¼ hours, one-way customer to get bus back, depart Linlithgow 1100, depart Winchburgh 1400

Single tickets £15, Sale of return tickets to be considered

Winchburgh Developments to be consulted about dates to coincide with their events if possible

Aqueduct cruises not on Falkirk Wheel, Winchburgh cruise, Funday and Winchburgh Flotilla dates.

Prices. £15 Adult, £12 Concession (OAP, Student etc.) and £8 Child

Charters Weekends - evening only and not on Falkirk Wheel and Winchburgh days though Booking Secretary can exercise discretion

Price £270 for 2 1/2 hr for Avon Aqueduct, other prices to be similarly increased (i.e. 8-10%)

It must be emphasised that customers are responsible for removal of waste from their cruise.