

Minutes of LUCS Committee Meeting - 21.02.26

Date & Time: 21st February 2026 @13:00

Location: Mel Gray Centre

Committee attendees:

Andy Eagelsfield (Chair), Peter Lewis, Graeme Simpson, Karen Clayton, Ian Gray (part meeting), Mike Smith.

Apologies: Doug Scott

Non-Committee attendees:

David Morrow (IT update)

Douglas Robertson (Minutes)

1 Chairman's Welcome and Apologies for Absence

AE (Chair) welcomed the committee, noting all attendees knew each other well—no formal introductions needed. Apologies received from DS who confirmed he couldn't attend. The meeting focused on current operational priorities rather than exhaustive review of prior actions, with the Chair to later check previous minutes for any critical omissions.

2 Approval of Previous Minutes

Previous minutes approved as presented—described as brief but adequate given the slightly different prior committee composition. DR (minutes-taker and webmaster) confirmed he would upload them to the website immediately after approval. A concise AGM summary report (distinct from full minutes) will be circulated to general membership via the next Basin Banter newsletter, ensuring transparency on key changes like the new committee and Articles of Association discussion.

Action Items

- **DR:** Upload approved minutes to website
- **AE:** Prepare and include AGM summary in Basin Banter. *Deadline: End-Feb.*

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3 General Management

3.1 Dates of next two Committee Meetings

Agreed next meetings: Saturday 21 March (pre-season prep) and Saturday 18 April (post-opening review). Saturdays preferred for broader availability; not all members need attend every meeting.

Action Items

- **AE:** Confirm dates, circulate calendar invites.

3.2 Confirmation Statement to Companies House/Directors Identification

Current committee being added to Company House filings and OSCR in progress, and currently on target. To be completed by July.

Action Items

- **PL:** Email exact info requirements to all potential directors; handle progressive filings. *Deadline: Ongoing, complete by July deadline.*

3.3 Revised Articles – submission

Updated Articles submitted to Companies House

Formal OSCR submission still pending. OSCR deadlines more flexible than Companies House.

Action Items

- **PL:** Submit revised articles formally to OSCR. *Deadline: Before July returns.*

3.4 Vice Chair

New Vice-chair is to be Peter Lewis.

3.5 Treasurers Report and Accounts Year to Date

End-Dec figures show ~£20k less cash vs prior year (Victoria spend), but total project on-budget vs original £55k. Within £1k variance per annual report. The production of a Monthly 1-page income/expenditure summary report is agreed, to be attached to minutes.

PL to explore ACE system pie charts/trends showing typical yearly cash position for benchmarking.

Action Items

- **PL:** Generate first monthly report with trend charts. *Deadline: End of next month.*

4 Events

4.1 SWFA/Scottish Canals/LUCS Winchburgh Flotilla 23rd/24th May

Committee agrees to participate, using St Magdalene (faster/suitable). Saturday social event—similar to last year. Scottish Canals/SWFA to lead organisation.

4.2 SWfA/Scottish Canals Auchinstarry Flotilla 28-31st August

Support Falkirk Wheel-linked event: Basin to Falkirk, overnight Auchinstarry (SC-organised), flotilla return. St Magdalene preferred; details provisional pending confirmation.

Action Items

- **AE lead:** Confirm boat, crew, timings with Scottish Canals/SWFA. *Deadline: Next meeting (21 Mar).*

4.3 Season Start on 4 April (Easter Saturday)

Confirmed public opening Saturday 4 April. Preceding Volunteer Day (28 March) for briefings, H&S/DPA/safeguarding, Tea Room/site familiarisation—no public access to avoid confusion.

4.4 Weekday Opening

Retain full weekday pattern despite shortages of volunteers—no specific closures. First Scottish holiday week essential for consistency. Last season visitors %: 16 wider West Lothian, 47 Scotland, 11 Britain, 10 international.

Weekday Tea Room opening to be 13:30–16:30 .

Action Items

- **AE:** Promote Volunteer Day; recruit via Basin Banter/SCVO. *Deadline: 28 Mar.*

5 Boats

5.1 Victoria Project Report

Electric motor installation resumes next week; cable routes/battery box are on the critical path. 3x batteries initially (space/provision for 5). In-house battery/engine box + steering/funnel joinery. Floor reinstatement next (labour-intensive). Hull sandblasted/epoxy primed. External cabin near complete ; interior straightforward.

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5.2 MCA Actions Report v. St Michael and St Magdalene

All MCA items closed except firefighting: St Magdalene design/nozzle approved—install imminent. St Michael's near-equivalent Sea-Fire solution costed for MCA approval. Key Fact Sheet limits to one large passenger boat available initially for resilience.

Action Items

- Install St Magdalene system.
- **GS:** Obtain Sea-Fire quote; submit to MCA.

5.3 Leamington Insurance Position

Near resolution with Scottish Canals; longstanding de facto coverage confirmed. Tighten driver/booking forms (e.g., alcohol declarations linking to conditions).

Action Items

- **AE:** Finalise insurance/docs/forms. *Deadline: Pre-charter season.*

5.4 Report from Ronnie Reis on Boats

St Magdalene cooling replacement performing. Short test trips necessary post-fire system install.

Action Items

- Included in 5.2 above.

5.5 Scott's Note re-St Magdalene and Boat Strategy for 2026

Fleet of 7 boats requires long-term review re costs, insurance, effort.

Action Items

- None immediate; strategic discussion later in year.

6 Premises

6.1 Chalet Roof

Replace covering using Victoria fibreglass surplus post-launch (long-life solution); purchase extra if needed.

Action Items

- **AE/Allister Mackie:** Coordinate fibreglass repair.

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6.2 Electrical Testing/Landlord Inspection

Inspection: electrics compliant; certificate pending. Upgrades complete (emergency lights, fire alarms, museum furnishings fireproofed). Landlord satisfied except asbestos survey required (Tea Room/museum only).

Action Items

- **AE/GS:** Commission asbestos survey. *Deadline: Before next landlord review.*

6.3 Environmental Health Inspection

Not specifically discussed;

7 Membership

7.1 David S Report on Membership

David Shirres assumes Membership Secretary role; transitioning to new database /spreadsheet for renewals/comms. Induction forms updated: photo consent notice (social media/Basin Banter use; opt-out). Safeguarding: no under-16 images without parental consent (e.g., cardboard boat race).

Action Items

- **AE / David Shirres:** Update Mailchimp for prompt member adds/Banter delivery. *Deadline: Ongoing.*
- **AE / David Shirres:** Add photo consent to induction forms. *Deadline: 28 Mar.*
- **AE:** Update safeguarding policy. *Deadline: Pre-season.*

8 Bookings

8.1 Paypal v Stripe Software Upgrade

Online booking system supplier (Altar) implementing changes. John Aitken testing - in progress. Invoice not to be paid until this is complete. No Stripe switch yet.

Action Items

- **DM:** Chase supplier fixes; analyse payment % from reports. *Deadline: 2 weeks/next meeting.*

8.2 Key Facts Sheet Version 3 Update

AE to finalise v3 covering dates/times/prices/ops/bookings contacts for marketing/website/booking secretary.

Action Items

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- **AE:** Finalise Key Fact Sheet (dates, times, prices, ops limits). *Deadline: Pre-Basin Banter (end-Feb).*
- **AE:** Circulate Key Fact Sheet v3. *Deadline: Pre-Basin Banter.*
- **DR / Booking secretary :** Implement pricing/ops in bookings system/website. *Deadline: Pre-4 Apr.*

9 Marketing

9.1 See Karen C Report

Modernise WordPress theme.

Retain "50 years serving canal/community" branding.

New flyers/posters produced.

Poor town signage: suggest portable A-boards for operating days; 2-3 roller banners (~£40ea) for Falkirk Wheel/ local markets. Kids' captain hats.

Outreach: Let's Go Linlithgow/BID; Rabbie's tours.

Action Items

- **KC:** Design/order banners/A-boards. *Deadline: Next meeting/28 Mar.*
- **DR:** Update website with season details from *Fact Sheet*.

10 IT

10.1 Any Immediate Issues

Existing PCs incompatible with Windows 10.

£1k generous donation for IT has been made.

Renewed PC in office.

One renewed laptop had to be returned

New Acer laptop (£290) approved as reliable replacement for operations/presentations.

Remaining donor budget (~£300+) allocated to projector upgrade for Mel Gray Centre.

Two Microsoft 365 non-profit licences approved (one for Andy, one for office/LUCS guest PC).

Action Items

- **DM/PL:** Purchase laptop/projector. *Deadline: Pre-season.*

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- **PL/DM:** MS365 licences; migrate accounts. *Deadline: Pre-season.*
- **AE** to visit bank branch for account changes, as bank hub cannot process.

11 Health and Safety

11.1 Accidents and Incidents

None reported.

11.2 HSE Plan Revamp

Docs substantially rewritten; small-group review required for committee buy-in.

11.3 Workshop Safety

Not detailed specifically.

Action Items

- **AE/GS:** Convene H&S review group. *Deadline: Early March (post-Volunteer Day prep).*

12 Any Other Business

Fundraising

AE to work out Victoria overspend to inform potential future fundraising.

Chalet roof and tearoom parapet need work, fundraising could be possible. AE to obtain estimates from Alistair Mackie.

Next Basin Banter (end-Feb) to include volunteer/social appeals - revive 2+ socials/year (eg Burns Night cruises, parties).

Action Items

- **AE/KC:** Finalise/issue Basin Banter; include socials/volunteer call. *Deadline: End-Feb/next issue.*