# Minutes of LUCS Committee Meeting - 18.04.26

**Date & Time:** 18th April 2026 @13:30

**Location:** Mel Gray Centre

**Committee attendees:**

Andy Eaglesfield (Chair), Karen Clayton, Ian Gray, Mike Smith, Peter Lewis.

Apologies noted from Graeme Simpson and Doug Scott.

**Non-Committee attendees:**

Douglas Robertson (Minutes)

Davy Morrow IT (part meeting)

**1. Chairman's welcome and apologies**

The meeting opened with a review of committee contact arrangements and attendance matters. Doug Scott's involvement was discussed, and it was agreed the chair would speak with him directly to confirm whether he wished to remain involved.

**Action:** Chairman to speak with Doug Scott

**2. Approval of previous minutes**

The draft minutes were reviewed and approved (proposed AE, seconded KC).

It was noted that some committee emails had not reached all members, prompting a review of email distribution by DM

**Action:**

- DM to send test emails to "committee2026" addresses and confirm receipt.
- DR to send draft AGM minutes to AE, to be an item on next committee agenda

**3. Society management**

Committee dates for May and June were discussed and agreed as 30 May and 27 June, with the meeting time to be at 1300hrs. Directors' identity verification and revised articles were also reviewed; the articles are now uploaded to the relevant platforms, and attention remains on ensuring the correct active directors are recorded

**Action:**

- Chase Companies House / OSCR status and confirm active directors are correctly listed – PL

Hd’s;Jf#AD’GKLJhs;f#g’daLJKF#;HDGA#FS;’LKJHdAg#lk’s;fjha#GLDFS’K;JHA#gdfslk;#d’Gsjfhka’L;D#sgfl’kj;had#FGLASKD’;#FHJALSkg’;dhfjalsgk#;’#HFAK#####GFJS;LH’DD#kfjsg;hl#d’Akfag#S;JL’HHDgfka;s’djklf#H;AGLHD’ksfja;##’DGfjkas#;llh’Dgfjk#LSD’a;AGjfk#ls;d

**‘Gljaf#KS;D’Hlka#’Gf;djghlaKS’F#;DLGAjhsfk;’#gdf#Ljgha’DLS;k#aghf’dljs;#KGFDs’HJAsl#kfhad;#’;sglKF;SAH#DJ’gjFLK;S#H’DFAalg#khd’j;SFG#AJD’L;safg’l#dlKHJS;LFA’G#KD;fsha’al#gdkj’S;FJH#GKADL’s;f#hadgklfjs’;l#’ADFGHJKLS;#’adglJF;’KS#ADGFLHD;’js#k4D’AGFH;#’Lsjagk;dfhS#l’ADGKJ;HSF’Lad#gkhj;’sfl#AFK’GJS;DLAf#’glasdjhk;as#’FDlGJA;KHLD’#ASLGFJ;#’KSDALGH;FSJK;d’#####hafgljk#d’;ssFA#G;LKAS’DHj#gl;ad’fhKGFL#JAD’;Shlgakd’jf#shgald’KS;#FSLAJH’K#Df;sGa’hgKDlJSF#L’HAGK;sd;jf’la#gdhKSJ’#D;FSghal;k#fj’dhlsgaF#D’JKAGLS;#########d’fjh#alkg;s’DFHLAJGK#’dsal;f#khjGALD’KS;gfj#l’adhkGJS;LD’AF#Haglf#hs;d’akglAD’S;HKG#FJkad’sL;hgFAJD’S#KLHLASFGJD’;k;f#jals;g’D#Hhfag;SK’#fdJhsl;’jGFDa#K’HL;SJDAfkga’#;shdlfk#A’SJ;Ldgkf’H#AS;LDJGF’H#K;DasL’fgj#kdLHA’GJ;KSF#adL’gh;sdlf#K’Ga;SDJ#H’ALKFgs;’f#dlakhGj’DS;L#FKJGSDA#’alk;g#dfsfjhlaSK#;DF’GJ’AH#;fdsL’kgj#;hsdAF’d#DKGal’;shJf#dg’Lakf#.J;SHDG’l kf#dsa;’lGDjHS#’KF;LGJdhaA#sfgkl;A’D’J#Gfl;shSk#d’fjGks;#A’hfladj#gs;’dfHAG#JS;HKFLD’#a;fhlgd’s##########AJLKS#fgalhd’;s;kjf#LGS;D’AkhaFL;SJd’#g#alksfh’;JGAL#DKFH’;Sdakl#gfj;’khASL’GKJD#df’Tgah;s#jkd’flHS;GL’Daj#f’gald;s’JGF#HAL’D;KSjgl’d#fha;LJSKAD’;F#SL####G’AGD#HJf;#l’sdgkah;Ls’D#GK;FJHSAL#FD;’gjksladf’hgL;JSD’K#al;fgjKdhal;k#Fsjd’G;HAL#’kfgd’#a;lhjsfD’KS#LAJGGFSD’L#KAGs;f;dl’jhkgs’a;F#LDJGhAs;kl’#dfa;j’Dgl#AFH;DS’L#JGfkkhad;’sflgD#K#S;H’FLAreasurer’s report**

The committee noted finances remain broadly healthy. Current funds were reported at approximately £62k versus £85k at the same point last year, with bank balance down but still comfortable for operations. Victoria remains the main planned spend, with an estimated remaining spend of around £15k, and there was agreement to remain prudent while continuing planned work.

**Actions:**

- Update the Victoria spend forecast and circulate cost position – PL/AE
- Investigate if further funding can be obtained – IG

**5. Events**

Marches week planning was discussed in detail, including the use of non-motorised floats, the deacon’s night and simplified publicity. The Fun Day, Millennium Link Flotilla, and members’ events were also discussed, with an emphasis on keeping plans manageable and not overextending volunteers. PL taking lead in organising LUCS

Marches offering and attending organisers meeting.  AE to be "My Lord". PL also organising Fun Day.

**Decisions made:**

- Keep Marches participation simple and avoid overcomplicated motorised transport plans.
- Maintain a modest events programme, including occasional boat-related social events rather than frequent obligations.
- Proceed with publicity for the Millennium Link Flotilla dates of 29–30 August.

**Actions:**

- Publicise the Marches week programme in a concise format for Basin Banter and member communication - KC
- Ask Kirsten Sullivan MP to be the Fun Day speaker/opening person - AE
- Publicise the Flotilla with clear mention of travel dates and logistics – AE?

**6. Boats**

The main boat discussion concerned St Michael, Victoria, and related regulatory and maintenance issues. For St Michael, the committee discussed firefighting equipment, battery replacement, and the need for a more comprehensive winter review; for Victoria, the priority remains getting her back in the water, with a target of end of June if feasible.

**Decisions made:**

- Proceed with the proposed St Michael safety and equipment actions, including new batteries.
- Treat end of June as the practical target for Victoria "in the water", subject to works discovered.
- Continue with current arrangements for Victoria charging and infrastructure planning.

**Actions:**

- Propose St Michael firefighting and equipment upgrades to the MCA - GS
- Obtain two new batteries for St Michael and confirm installation approach - AM
- Progress Victoria repair, launch, and crane arrangements - AE
- Confirm charging solution for Victoria, including any required semi-permanent power arrangement – AE

**7. Premises**

An asbestos survey is being arranged, covering the museum/leased buildings and potentially the workshop and black shed. The render to the chimney also needs a contractor and quotation.

**Decisions made:**

- Commission an asbestos survey and broaden scope to include the black shed roof if appropriate.
- Pursue a quote for chimney re-rendering.

**Actions:**

- Complete asbestos survey discussions and arrange inspection - AE
- Obtain a quotation for chimney render repairs – AE

**8. Membership**

The new induction form is now in use for new members, and the membership handbook is still being finalised. The committee noted recent new members appear engaged and likely to remain active.

**Decisions made:**

- Continue using the induction form for all new members.
- Follow up on the membership handbook so it is properly deployed.

**Actions:**

- Arrange completion of the membership handbook – AE / DS
- AE to discuss “Member Mojo” system with DS

**9. Bookings**

The booking system migration to Stripe was reviewed and is now functioning, though full reporting remains incomplete. “On hold” aqueduct cruises may be reinstated, but only if driver allocation and charter scheduling are managed more robustly.

**Decisions made:**

- Keep Stripe as the live booking/payment system
- Reinstate aqueduct cruises, but with clearer driver allocation controls.

**Actions:**

- Finalise booking system reporting and explore database-based financial extracts if needed - DS /DM/JA
- Discuss driver allocation for charters with Willie and Maureen - AE
- Publish a monthly cruise and boat rota summary - Maureen

**10. Fundraising**

The committee discussed fundraising ideas linked to premises repairs and Victoria, including a more visible patron/donation approach and possible QR code placement on-site. The group felt the effort should be simple, visible, and not rely on volunteers making direct asks.

**Decisions made:**

- Explore a patron/donation display near the canal map or another public-facing point.
- Use a low-pressure approach rather than direct fundraising asks by volunteers.

**Actions:**

- Develop a simple fundraising concept for display and online use, based round how much it costs to run a boat - IG
- AE and AM to produce list of premises items that would benefit from addition fundraising.

**11. Marketing**

Marketing discussed Basin Banter, posters, sandwich boards, and event publicity. Burgh Hall staff will put out advertising board on the High Street. A2 posters being produced by JMK.

**Actions:**

- Prepare updated Basin Banter content and event promotion copy – KC
- Elaine  to discuss QR codes for new website content with DR
- Metal 'open sign' to be taken to Burgh Halls for them to display

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**12. IT (took place at start of meeting, when DM available).**

IT discussion focused on the website, SharePoint, and how to organise files and links so public and member-only content is properly separated. DM managing changes from IT supplier Altar, including invoicing. Office PC now set up and has 2 monitors.

**Decisions made:**

- Keep website content clear about public versus member-only material.

**Actions:**

- Clarify website/file-link structure for public and members' pages – DR/DM
- Provide a simple explanation of the membership/email system or revert to existing methods if the current tool remains awkward.
- DR to provide DM with WordPress LUCS website access
- DS to provide KC with a draft Data Protection Policy

**12. Health and safety**

The committee agreed the current health and safety policy is too thin and needs a proper revamp. Child protection was discussed in detail, with a new approach proposed for under-16s, including parental or guardian involvement and clearer supervision rules.

**Decisions made:**

- Revamp the health and safety plan.
- Introduce a new child safeguarding approach with clear age thresholds and supervision expectations.
- Dogs on cruises will generally not be allowed and there should be no expectations of dogs being allowed on cruises, any exceptions **only** at the skipper's discretion.

**Actions:**

- Draft a fuller health and safety plan – GS
- Draft and circulate a draft child safeguarding policy, including forms and supervision rules – KC
- Publish a clear dogs-on-cruises notice on the website – AE/DR