

Minutes of LUCS Committee Meeting - 21.03.26

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

Location: Mel Gray Centre

Committee attendees:

Andy Eagelsfield (Chair), Karen Clayton, Ian Gray, Mike Smith.

Non-Committee attendees:

David Shirres (part meeting)

Douglas Robertson (Minutes)

1. Chairman's Welcome and Apologies

Apologies noted from Peter Lewis, Graeme Simpson, Doug Scott.

2. Approval of Previous Minutes

Minutes from previous meeting approved (Andy) and seconded (Ian).

3. Society Management

Discussed committee roles, convenor reporting (e.g., David-membership, Maureen-bookings)

3.1 AE to ask for updates from convenors when asking for committee input, requesting simple monthly reports.

3.3 PL to be asked to clarify Directors Identity Verification/ OSCR status (next meeting)

4. Events

4.1 Volunteers Day (28 Mar): Lunch to be provided.

4.2 Opening Day (4 Apr): AE to confirm times for Edinburgh Model Boats

4.3 SWFA 25th anniversary (29/30 Aug) @Auchinstarry. Primarily promotional support for SWFA/Scottish Canals; LUCS to provide boats/drivers

4.4 Boaters Flotilla – From Winchburgh to Linlithgow Basin – 23/24 May. To be organised by SWFA.

Minutes of LUCS Committee Meeting - 21.03.26

5. Boats

5.1 MCA:

St Magdalene near certification, last issue to be confirmed to MCA. GS

St Michael firefighting as yet unresolved (£1-4k costs). GS

5.2 Leamington insurance position confirmed. Requires minor dispatch tweaks (e.g., driver sobriety sign-off). AE

5.3 Victoria electrification: Progressing to a potential mid-summer launch target, no critical blockers. Deadline needed to keep up pace- set Victoria contractor deadline - AE

5.4 Boats report:

St Michael alternator removed by Tam for repair/refit. Status to be checked - Ronnie/Alistair/Tam (next meeting)

6. Premises

6.1 Landlord inspection: Asbestos survey and electrical certificate are required;
Some sealing against damp needed in museum (and tearoom)

6.2 Render to Chimney - get quotes AE (potential fundraising opportunity - IG)

7. Membership

David Shirres gave overview of capabilities of the new Membership System: Cloud-based, read-only access for committee, group emails, Stripe payments, auto-renewals (due end-June, 5 reminders over 5 weeks will be sent, if needed).

7.1 and 7.2 Handbook/induction form near completion. KC to add social media content, IG and David Shirres to complete.

Notice / warning of changes to membership process needed, will be put in Basin Banter - DS.

8. Bookings

8.1 PayPal-to-Stripe change in progress (testing on Thursday);

8.2 Migration of Booking system Doug to Maureen – complete

Minutes of LUCS Committee Meeting - 21.03.26

9. Fundraising

Discussed roof repairs/chimney as potential items for fundraising - IG to progress.

9 May Beer festival sponsorship in place.

10. Marketing

10.1 Basin Banter - next edition to include membership/Stripe updates DS

10.2 Large posters to be used in Linlithgow

11. IT

No major updates.

Booking system issues are being progressed with supplier.

New projector in MGC

12. Health and Safety

12.1 Accidents/incidents - none;

12.2 HSE plan revamp - may need to include PVG for under-18s?, social media policy and safeguarding policy review (KC).

13. Any Other Business

13.1 Discussion on 'Education' offering. Whilst we used to split groups and attempt to do presentation in MGC along with a Cruise, then swop it was agreed that this not something we have the resources for. Nor do we have a sufficiently clear understanding of the risks and responsibilities to take this on currently. Actions are – to consider how we can progress this for next season – involving the appointment of an 'Education Convenor' however **we will** offer School Cruises free of charge, without the MGC element.

13.2 A general discussion on Safety and Safeguarding of children at the Canal Centre. It was agreed that KC would review the current provisions and advise on new policies where necessary over the next few weeks.