

(DRAFT) Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 13 November 2017

Revision 02 : Dated 21 November 2017

Item	Business Matters	Action
1.	Present: Allan Melling, (Chairman), David Shirres, (Treasurer), Norman Foulner,(Secretary), Stuart Rennie, Gordon Hewit	Noted
2.	Chairman's Introduction: The Chairman opened the meeting and welcomed the attendees	Noted
3.	Apologies: Johnny Green (Vice Chairman) Lynne Nelson,	Noted
4.	Adoption of Minutes from previous Meeting held on 16 October 2017 1. Minutes proposed by Allan Melling, and seconded by David Shirres,	Noted
5.	Premises 1. Noted that an external oil boiler is now being considered for The Mel Gray Centre. This will also require external lighting 2. It was agreed that all other matters are covered elsewhere in the meeting notes.	AM
6.	Update on St Magdalene Replacement:(By email) JG advised that we will soon take delivery at Drumshoreland where we will drive the boat back to Linlithgow, this will be our first opportunity to test the boat. The final date is still to be decided by A L Gordon.	Noted
7.	Convenors' Reports: It was agreed that all matters are covered elsewhere in the meeting notes.	Noted

8.	<p>Boats (By email) Boat Convener report: Not much I can add from our previous meeting as we are in a closed down period routine maintenance is still taking place.</p> <p>Saint Magdalene: Boat is still operational and is still awaiting the 'out of water' inspection overdue on the hull. The dry dock is still not ready and we are waiting on the go ahead from Seagull Trust. The 'Passenger Certificate' one month extension ends on 15th November, after which time the boat is not licenced to carry 40 passengers until the inspection can be carried out. The boat is still operational for anything up to 12 passengers.</p> <p>Victoria: Still awaiting dry dock inspection.</p> <p>Leamington: January and February have been closed for the engine repairs. This might result in a replacement engine but an assessment would have to be made at the time. Scottish Canals could be approached at this stage to warn them of the cost as an engine could be up to £5000.</p> <p>Colin G: The boat is being given out on loan, with a LUCS driver to work on the canal. The boat is fully operational.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>
9.	<p>Tea Room:</p> <ol style="list-style-type: none"> 1. Noted that June Green has stepped down from post as Convenor. This is accepted with regret. The Committee expressed their appreciation for the dedication that June brought to this very demanding Role. 2. More volunteers are required. 3. Several volunteers have expressed interest. With a new Convenor these will (hopefully) be brought on board 4. The arrangements for a credit card are on hold meantime. 	<p>Noted</p> <p>Noted AM</p> <p>Noted</p> <p>Noted</p>
10.	<p>Fun Day: 2018</p> <ol style="list-style-type: none"> 1. With arrangements in hand --- there is nothing to report. 	<p>Noted</p>
11.	<p>Bookings :</p> <ol style="list-style-type: none"> 1. Noted that details of a new system have yet to be resolved' 2. 'Old Script' may be a problem. 3. A new outline Specification is proposed. 	<p>DS/AM/ G Scott/ J Aitken DS</p>

	4. Noted that Dispatchers for Leamington need a training session to ensure a consistent 'message'.	GH
12.	<p>Treasurer:</p> <ol style="list-style-type: none"> 1. Treasurer reported that as of 13/11/17 the bank balance was £51,293.62 and cash held was £154.36 2. Since the start of the financial year, this represented an increase of £26,808.90. This was largely because two payments from LEADER totalling £60,908.54 had been received and one payment of £34,0003.20 made to A L Gordon. Normal income, mainly bookings from the end of the season, was £240.58 greater than our expenditure which is normal for this time of the year. 3. With the second payment now received from LEADER, there can now no longer be any cash flow issues in respect of A L Gordon payments. 	Noted Noted Noted
13.	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Burgh Beautiful request that LUCS endorse their proposals. Agreement was given. 	AM
14.	<p>Any Other Competent Business:</p> <ol style="list-style-type: none"> 1. Agreed that a review of the 5 year plan will be deferred to the incoming committee. Gordon will lead on this (or the incoming Chairman) 2. Agreed that, unless the committee specifically requires, papers presented to the committee should not be appendixes to the minutes but that instead the minutes should present an informative summary of what was presented and discussed. all 3. Vacant 'Roles' <ol style="list-style-type: none"> (a) Ms Stewart has expressed an interest in Museum Curator. This will be pursued. (b) Ronnie Reis has expressed an interest in Membership Secretary. This will be pursued. (c) Tearoom Convenor is pending (d) LUCS News Convenor is pending (e) Boats Convenor is pending 4. Special meeting to decide future of St Magdalene. Agreed that the notes of the meeting will be 	<p>GH /Chairman</p> <p>ALL</p> <p>AM</p> <p>Noted</p>

	<p>reviewed by the new committee.</p> <p>5. 200 Year anniversary Agreed that this should be celebrated. SR to take this forward></p> <p>6. KEY FACTS 2018 – These were reviewed and agreed. SR will include these in Marketing.</p> <p>7. Quotations for printing/distribution were agreed.</p> <p>8. Agreed that the Website will be updated with regard to St Magdalene/St Michael.</p>	<p>SR</p> <p>SR</p> <p>SR</p> <p>SR</p>
15.	<p>Next Meeting Agreed that the next regular meeting is to be arranged by the new committee.</p>	Noted
16.	<p>Future Meetings Proposed dates for future meetings in 2017 are as follows:-</p> <p>AGM 7 December 2017</p>	Noted
17.	<p>Distribution</p> <p>Allan Melling By email David Shirres, By email Johnny Green, By email Norman Foulner By email Lynne Nelson, By email Stuart Rennie By email Gordon Hewit By email</p>	