

Minutes of LUCS Management Committee Meeting held in the Tea Room at the Canal basin on Monday 16 January 2017

Revision 01 Dated 24 January 2017

Item	Business Matters	Action
1.	<p>Present: Allan Melling, (Chairman), David Shirres, (Treasurer)., Johnny Green, (Vice Chairman), Norman Foulner,(Secretary), Lynne Nelson, Stuart Rennie, June Green, Gordon Hewit</p>	Noted
2.	<p>Chairman's Introduction: The Chairman opened the meeting and welcomed the new and existing members to the new committee for the year 2017.</p>	Noted
3.	<p>Apologies: There were no apologies received.</p>	Noted
4.	<p>Adoption of Minutes from previous Meeting held 14 November 2016</p> <ol style="list-style-type: none"> 1. Minutes proposed by Allan Melling, and seconded by Lynne Nelson. 2. Johnny to append a copy of the document regarding St Magdalene replacement (minutes Item 6) prior to uploading to the website. 	JG
5.	<p>Correspondence received:</p> <ol style="list-style-type: none"> 1. Correspondence with Scottish Gas Networks (SGN) is ongoing. They have still to visit the site and advise on the possibility of a new gas supply. 	AM
6.	<p>Santa Report</p> <ol style="list-style-type: none"> 1. Four days of Santa were well received by the 340 visitors over two weekends. 2. Noted that music was available, on the first day only, by volunteer musicians 3. Agreed that arrangements should be made to secure musicians for all four days in the future. 4. Agreed that arrangements should be made showing appreciation for the musicians who have served us well in the past. 5. Consideration needs to be given to piped music in the Grotto. 	<p>Noted</p> <p>Noted</p> <p>June</p> <p>June</p> <p>????</p>

	<p>6. Consideration needs to be given to music on the boats.</p> <p>7. Noted that there were problems with payments for the boats cruises. The issue was that those not accompanying children were taking free trips on the boats without making a donation</p>	<p>JG</p> <p>????</p>
7.	<p>Update on Closure of the Canal</p> <p>1. Noted that in connection with the closure of the canal, Scottish Canals have arranged two 'Drop-in' sessions to be held in the Tea Room on 17 January and 4 February 2017.</p> <p>2. The intention is for Scottish Canals to explain and clarify the ongoing works which are planned for the Avon Aqueduct which will be closed from 9th February for 4 weeks and intermittent closures at Linlithgow embankment from 5th December. The actual work being undertaken from 9th January for 6 weeks.</p>	<p>June</p> <p>Noted</p>
8.	<p>External Meetings:</p> <p>1. Mike Smith and David Shirres attended a meeting with the Project Manager for Scottish Canal's proposed Rotate proposal at the Falkirk Wheel. She advised that Scottish Canals were proposing to operate Rotate and one trip boat.</p> <p>2. David presented a note of the considered views of Mike and himself.</p> <p>3. A meeting is to be held with other canal groups on 18th January to discuss way forward. David is to keep the committee informed</p>	<p>Noted</p> <p>Noted</p> <p>DS</p>
9.	<p>Update on St Magdalene Replacement:</p> <p>1. Reported that the unexpected requirements of the Maritime and Coastguard Agency (MCA) regarding inspections was likely to add circa £30,000 to the costs. Consideration will now be given to how this will be funded and who will bear the risk of MCA approval not being granted.</p> <p>2. Confirmed that the existing Procurement Group will continue. At present the members are. Duncan McIntyre Johnny Green Gordon Hewit Allan Melling</p> <p>3. David requested the LEADER details with regard to control of payments.</p> <p>4. Noted that the boat specification will be available when purchase details are concluded.</p>	<p>JG</p> <p>Noted</p> <p>GH</p> <p>Noted</p>

10.	Convenors' Reports: It was agreed that all matters were covered elsewhere in the meeting notes.	Noted
11.	Premises: (AM) It was agreed that all matters were covered elsewhere in the meeting notes.	Noted
12.	Tea Room: <ol style="list-style-type: none"> 1. The Christmas event was well received by those attending. 2. A Burns Supper has been arranged with an expected 30 in attendance. (final ticket costs have still to be advised) 3. Worn table tops have now been replaced. 4. Signatories for cheques has still to be arranged. 5. Existing suppliers will be continued for 2017 6. June requested access to booking system so she could see bookings for it. Alan to arrange. 	Noted June Noted ???? June AM
13.	Boats <ol style="list-style-type: none"> 1. Painting is required for all the boats and this is not progressing as well as hoped. 2. Mechanical aspects of all the boats are up to scratch. 3. Lists of activities will be prepared for each boat and posted in the Workshop for Blackhanders to action. 4. Confirmed that all servicing on Leamington is now complete. 5. Welding for Slateford should now be progressed. It is intended that this will be done on the slipway. 6. Colin G is available for use. Induction for crews needs to be carried out. 7. Confirmed that fenders will be provided on Leamington. It is hoped that Chris Hunt will take this forward. 8. Confirmed that LUCS have not incurred any expenses for Lochrin regarding the purchase of materials other than minor 'sundry' items. Labour has been provided by individual Volunteers outwith the control of LUCS. 	JG Noted JG Noted JG ???? JG/Chris Hunt DS

<p>14.</p>	<p>Bookings</p> <ol style="list-style-type: none"> 1. Graham Scott and Gordon Hewit_ are both dealing with bookings for 2017. 2. Noted that 22 February and 18 March are the dates for proposed St Magdalene cruises. These cruises are subject to the Canal closures being completed as intended. Noted that bookings will only be able to go East until the Aqeduct is reopened. 3. Agreed that advance payments for bookings should be revisited_in two months time. 	<p>GH/ Graham Scott</p> <p>Graham Scott</p> <p>DS</p>
<p>15.</p>	<p>Treasurer</p> <ol style="list-style-type: none"> 1. The following figures were given by David. <ol style="list-style-type: none"> a. The balance in the Current Account is £60,736.23 b. The balance in Savings Account is £59,513.80 2. Agreed that the 'Finance Progression Statement' as tabled by David was helpful and should be continued. Noted that this document should have an issue date on it. (David to provide a copy for the Minutes) 3. Noted that the Six Month Reserve Policy has now been implemented. 4. Noted that monies to the Scottish Canals in respect of the Leamington agreement have now been paid. 5. Agreed that a soft copy as well as hard copies of the accounts will be obtained. 6. Agreed that cheque signatories will be as follows:- <ol style="list-style-type: none"> a. Allan Melling, (Chairman), b. David Shirres, (Treasurer), c. Johnny Green, (Vice Chairman), d. June Green. (Tearoom) <p>David is to liase with Douglas to get signatories changed</p> <ol style="list-style-type: none"> 7. June Green is to obtain Tearoom cheque book from Pat McIntyre 8. As company secretary DS reminded all committee members of the objectives of the society as specified in the articles of association, their responsibilities as both Charity Trustees and Directors of the company in as 	<p>Noted</p> <p>DS</p> <p>Noted</p> <p>Noted</p> <p>DS</p> <p>Noted</p> <p>DS</p> <p>June</p> <p>ALL</p>

	<p>specified in the email that he had previously circulated. All Committee members then signed the 'LUCS Director's declaration to confirm this'.</p> <p>9. Agreed that consideration should be given to reimbursing Volunteers using 'Bank Transfer' if they so require and that the expenditure limit without prior authorisation is £100. Anything above this must be agreed by the committee beforehand or certified as an emergency by Allan or Johnny. Committee members to advise all concerned</p>	All
16.	<p>Committee and Convenor's Roles for 2017</p> <p>1. Allan discussed a draft. This will be issued for comment.</p>	AM
17.	<p>Any Other Competent Business:</p> <p>1. Governance: Gordon noted that LUCS should be clear that their activities are in line with the 'Articles of Association'.</p> <p>2. Training: This relates to Boat Master training. New drivers are required. Likely candidates should be made aware of the LUCS training that is available. Noted that LUCS training is also available to outside organisations.</p> <p>3. Strategy: Gordon suggested that LUCS should be clear on future 'strategy' and the 'Articles' should inform our thinking on this. Gordon and Stuart offered to do the basic review on this and bring it back to the committee by end February 2017. Agreed that an 'Away Day' would be held 11 March 2017 at 1300 to review this and other issues.</p> <p>4. 'Kelpies' It was suggested that a repeat trip to the 'Kelpies' should be considered for the 2017 programme and decided not to proceed with this.</p> <p>5. e-newsletter It was suggested that the e-newsletter should be issued during 2017. Stuart Rennie is prepared to take this on. Some suggestions for likely topics were tabled. Agreed that this should be discussed further with additional suggestions invited. David Shirres is to provide Stuart with the list of emails addresses he had produced in 2015.</p> <p>6. Twitter / Facebook. Alan advised that Stuart Rennie is to take this on. David is to provide the required information and make him an administrator of the Society's Facebook page</p> <p>7. Future canal events It was noted that Allan has a list of relevant canal events which will be made available to the Committee for further consideration.</p>	<p>GH</p> <p>????</p> <p>GH&SR</p> <p>Noted</p> <p>SR /DS</p> <p>SR/ DS</p> <p>AM</p>

18.	<p>Next Meeting Agreed that the next meeting is to be 13 February 2017 at 19.30 hrs (7.30 pm)</p> <p>Norman gave his apology for missing the meeting due to holiday arrangements.</p>	Noted
19.	<p>Future Meetings Proposed dates for future meetings in 2017 are as follows:-</p> <p>13 March 2017 10 April 2017 8 May 2017 12 June 2017 10 July 2017 14 August 2017 11 September 2017 9 October 2017 13 November 2017 AGM 7 December 2017</p>	Noted
20.	<p>Post Meeting Notes The following comments were received after the meeting and are included here as a matter of record.</p> <p>Allan Melling The Christmas lunch cruises were cancelled after an issue with the caterers regarding payment for 2015. The late realisation of this previously unknown situation left no time to organise replacement caterers in time to run the cruises. It should be noted that neither LUCS or John McLauchlin were at fault or aware of the situation that arose. A new caterer will be required for 2017 and will be selected by John McLauchlin, and hopefully the cruises will run again successfully.</p> <p>Johnny Green Johnny has provided a draft Specification for the St Magdalene replacement, to the Committee, by email.</p> <p>Norman Foulner I confirm that there was some licence taken with the 'Action' column pending the issue of 'Committee and Convenor's Roles for 2017' No doubt any clarifications will be picked up at the next meeting.</p>	<p>AM</p> <p>JG</p> <p>ALL</p>

21.	Distribution Allan Melling By email David Shirres, By email Johnny Green, By email Norman Foulner By email Lynne Nelson, By email Stuart Rennie By email June Green By email Gordon Hewit By email	