



LUCS Management Committee

Minutes – Thursday 10th May 2012

Present: Bob Wigley (Chairman), Duncan McIntyre, Barbara McKenzie, Alan Melling, Douglas Robertson (Treasurer), Elspeth Ross (Secretary), David Shirres, Mike Smith.

1. Chairman's Introduction

- The road has now been resurfaced as far as the kayak shed. Thanks to Duncan for all his work. Richard Millar of Scottish Canals has approved of the work.
- Martine has passed her test to become a boatmaster.
- A new Board Member of Scottish Canals recently visited the basin.

Meetings Attended:

- Wheel 10. EASL attended a meeting on 2nd May. One LUCS member will be formally introduced to the Princess Royal on 6th July.

Meetings Diary: None

2. Apologies: John Aitken, Stephen Nixon, Catherine Smith.

3. Adoption of Minutes of meeting of 5th January 2012

Proposed MS, Seconded DS, with amendment:

- Page 1, item 3, heading should read 'Adoption of Minutes of meeting of 6th March 2012.'

4. DAM's

- 120412 – Provision of worksheets to school parties. **Action – Agreed**

5. Victoria 40 Steam Weekend

- Reed band will now march from the towpath to the basin.
- CG has contacted previous owners of Victoria and they are likely to be represented.
- MS has some original documents from Victoria's purchase and will provide copies of the most interesting for the LUCS table.
- Risk assessment has been completed.

6. Actions from previous Minutes, Reports and Issues for following month

Bookings and Education (DAJS)

- David Wood does not generally know in advance who will be driving the boat.
Action – Dmci will notify DW that he can access info on LUCS website
- Room bookings – recent no-show by volunteer. **Action – In future, hirer will be given Bob's mobile phone number in their confirmation email**
- Committee were given details about current bookings for Wheel trips, Leamington, St Magdalene, Victoria, Brunch cruise, Rooms, Schools.
- DS & JA will develop booking system and web-based database during this winter.
- Visit by Director of Lowport Centre, Elspeth Powlat. She visited on 20th April and was shown the presentation used with primary school pupils. Keen to develop links.
- Driver co-ordinator. **Action – RCW will contact potential volunteer**

Treasurer & IT (DR)

- Savings a/c £58668.79, Current a/c £25312.68.
- Bank account signatories. Bank has been in touch re amendments. **Action – DR**
- Funding for work on Alex Inglis. May be able to possible to reallocate some funding that we receive from Scottish Canals. **Action - DR will contact Richard Millar**
- Recent donation. A generous donation was received from LUCS member for the upkeep and maintenance of Liz Burrows' bench. **Action – RCW send letter of thanks**
- Festival of Transport. DR provided Committee with a breakdown of costs to date, including insurance for Slateford (~£100) and public liability insurance (~£50). Total will be close to £350.



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- Fundraising. **Action – RCW will contact Mike Vickers to organise monthly meetings between RCW, MV, DR & MS**
- Dennis Franks has suggested that we should consider withdrawing the membership category of Multi-user, since our only member will not renew. **Action – JA will be asked to investigate promoting this membership category**
- Networking. **Action – C/F AM**

Boats and driver training (MJS)

- New boat. MJS has been in touch with boatbuilder, Galgail, and they will meet with him in near future. **Action – C/F Committee meeting to discuss new boat once costings are available**

Premises (DMcI)

- CCTV upgrade. RCW reminded us that, on the 5 year plan, we intend to replace the CCTV. Perhaps more urgent because of recent theft. **Action – AM look at options**
- Driveway resurfacing. Work has now been completed to a high standard.
- Boiler in MGC. Boiler has had its annual service.
- Tearoom lights. AM will install lights that go on when main door is opened.
- Planters. Bob Ross has filled 2 new planters.
- Maintenance painting. Work is almost completed.
- Removal of LUCS property by members. DMcI recently thought that there had been a theft from the workshop. **Action – AM will speak with blackhanders. No items to be borrowed without OK from AM or DMcI**
- New shelf in boilerhouse. Someone unknown recently fitted a shelf. It may interfere with functioning of boiler. **Action – Remove**

Tearoom (CS)

- Festival of Transport. Organised on same basis as fun day, including ice cream, burgers, etc.
- Poor customer numbers on recent bank holiday.
- Summer volunteer numbers are very low.

Marketing (JA)

- Street Fair. Ken Denver and RCW will man LUCS stall on Saturday 12th May.
- Sunday Brunch Cruise on 20th May. Numbers were low, but are now picking up.
- Scotland's Heartland. Vouchers should start to appear in museum.
- Visitor survey. Reminder to hand out to visitors.

Workshop & Health & Safety (AM)

- Lifejackets. Replacement cylinders will be installed next week.
- Fire extinguishers. All passed although some will require to be replaced next year. Forbes Kidd has been given 2 complementary family tickets.

Museum & Website (ER)

- Photographs. Canalside plants are currently being photographed to replace originals.
- Dreamweaver software has been transferred to ER and she is going through a fast learning curve. Thanks to JA for his time, encouragement and support.

7. Correspondence received

- Thank you from Friends of Saltergate School for donation of Complementary tickets.
- Business Rate Discretionary Relief. WLC has notified LUCS that the current scheme will end on 31/03/2013. We will be notified when consultation on the new scheme begins.
- Thank you from Linlithgow Kayak Racing for support during construction of storage locker at the basin.



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8. AOB

- Anglers on the canal. Correspondence from a hiree of Leamington whose dog was injured by a fish hook left on the canal bank and an incident between DR (driving St Magdalene) and anglers at the transshipment basin.

Action – RCW to contact BWS re both incidents

9. Date of next meetings: Monday 11th June 2012 at 7.20 pm