



LUCS Management Committee

Minutes – Tuesday 17th July 2012

Present: Bob Wigley (Chairman), John Aitken, Duncan McIntyre, Barbara McKenzie, Douglas Robertson (Treasurer), Elspeth Ross (Secretary).

1. Chairman’s Introduction

- Queen’s Award for Voluntary Service. Enjoyable Garden Party and thanks to Joy for organising bus. Formal presentation of certificate signed by the Queen by Isobel Brydie at 11 am on Saturday August 18.
- Falkirk Wheel 10. Thanks to Stewart for co-ordinating LUCS involvement and the event. More publicity for LUCS when BB, CG & JKMG met HRH Princess Royal.
- Chairman’s night. 13th October.

Meetings Attended

- None.

Meetings Diary

- LCVG 030812, EASL.

2. Apologies: Stephen Nixon, Catherine Smith, Mike Smith.

3. Adoption of Minutes of meeting of 11th June 2012

- Proposed AM, Seconded BMcK, with amendment: Page 1, item 1, should read – ‘Festival of Transport. Presentation this Thursday and the plaque, presented to us by Tom Kerr, will be displayed in a case to the left of the Chairman’s board.’

4. DAM’s

- 220612 – Town Management Committee Meeting re Star & Garter. No clear decision.

5. Provisional Dates for 2013/2014

It was agreed that, because of poor response from the public, we would no longer open on Bank Holidays. Also, Christmas Lunch Cruise dates would remain as provisional until the effect of Saturday (rather than Sunday) cruises this year was known. Dates as follows:

Dates 2013	
Start of cruising	29/03/13
Opening	30/03/13
End of cruising	29/09/13
Start of continuous opening	01/07/13
End of continuous opening	23/08/13
Fun Day	18/08/13
Wheel trip 1	23/06/13
Wheel trip 2	28/07/13
Wheel trip 3	25/08/13
Celebrate Linlithgow Cruise	13/10/13
AGM	05/12/13
Christmas lunch cruise 1	14/12/13 (Provisional)
Christmas lunch cruise 2	21/12/13 (Provisional)
Santa weekend 1	14&15/12/13
Santa weekend 2	21&22/12/13

6. LUCS Articles of Association

Request by CG to revisit certain aspects of the AofA with a view to altering some areas. After discussion, it was agreed that, because this was a legally binding document, it was easier to alter Committee procedures if necessary.

Action 1 – ER discuss content of recommendations with CG

Action 2 – Agenda item at next meeting



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

Bookings and Education (DAJS)

- System spec. for bookings. DAJS and JA now working on this but useful if more committee members involved in future.

Action 1 – JA DAJS, DR & RCW involved in discussions in future

Action 2 – JA & DAJS report back to next meeting

- Driver co-ordinator. RCW may become available in near future. **Action – C/F**
- Online Bookings. Problem with automatic responses to online enquiries because of email box being full. Problem now resolved.
- Falkirk Wheel trip 290712. High number of bookings.
- Wedding Cruise. Very successful event and excellent publicity for LUCS through Visit WL website, Gazette, etc. Wedding couple very happy for LUCS to gain publicity.

Treasurer & IT (DR)

- Savings a/c £58690.67, Current a/c £23755.34.
- Bank signatories. Continued problems. Bank issued us with incorrect mandate forms and we will require to complete new ones (bah, humbug).
- Cheque returns. 2 cheques were recently returned – cash now received for one and 2nd to be represented to bank.
- New 'doocot' for DR. DR requires new tray for receipt book and cheques issued to members. **Action – Rename bottom tray from 'Development' to 'Receipt Book'**
- Affordability. Several issues:
 - Expenditure increased by approx. £9000 last year.
 - All spends are from the current a/c.
 - DR thinks that ring fencing £70000 for new boat is too high, and should be £50000.
 - DR proposes that £9000/year, for 2 years, should be kept to cover potential losses.
 - It is not clear if we are making a loss on a running cost basis.

Action – DR circulate figures to committee for discussion at next meeting

- Funding Alex Inglis **Action - DR C/F contact Richard Millar Scottish Canals**
- Networking. **Action – C/F AM**
- LandTrust. Chance meeting during Wheel10 celebrations with Dr Harold Mills, Chairman of Landtrust, led to discussions about possible future funding by them for environmental projects such as refurb. of Alex Inglis. We must be careful that this project does not become overfunded.

Boats and driver training (MJS)

- ER stated that, in future, she would take no part in any discussions or decisions relating to boats.
- New boat. **Action – C/F meeting to specifically discuss new boat issue**

Premises (DMcI)

- MGC door. Push lock fire door installed. Now no direct route between toilets and meeting room.
- Tearoom roof. Leak that caused damage to tearoom ceiling, was due to blocked vent. This has now been fixed.
- Driveway resurfacing. A meeting with Mike Vickers on 26th May, discussed fundraising to cover the cost of resurfacing the remaining driveway.
Action – DmcI will get approx cost of work
- Tearoom windows. DMcI is investigating cost of repair/replacement.
- Museum. ER notified that masonry was falling from museum wall/ceiling.
Action – DmcI to investigate



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Tearoom (CS)

- 55Life Magazine. Magazine gave us too short a deadline for inclusion.

Marketing (JA)

- JA will complete Moffat returns in future. **Action – DR pass relevant info to JA**
- Visitor numbers. Difficult to assess/compare since 2010 numbers extremely high.
- Stall in Peel Marquee 8th September. **Action – Agreed**
- Visitor surveys. Continued favourable comments. **Action – On 4th August, all visitors will be asked to complete survey form produced by JA**
- Publicity. Good so far with Queen's Award being widely published. JA to contact WL Courier again, although they rarely publish info that is regularly sent to them.

Workshop & Health & Safety (AM)

- Clock above workshop. Fixed.
- Life preservers. 2 have been missing since Wheel10 celebrations.

Museum & Website (ER)

- Installation of spotlight for 2-man saw. **Action – C/F**
- Canal-side plants. New photographs being added seasonally.

8. Correspondence received

- IWA Lancs & Cumbria branch. Request for LUCS member to do talk for them. **Action – RCW send DAJS details**
- Bridge 43. RCW contacted Richard Millar of Scottish Canals about recent new damage to bridge. He has acknowledged this and is actioning as is the highways department.
- Scottish Canals, Public Consultation. **Action – RCW to send copy to committee**
- Linlithgow and Boness Rotary. They wish to make us a donation for recent use of boats. CG suggested a pole chainsaw. Discussions raised H & S issues. **Action – AM investigate H & S and contact CG And ask him to hold off on acceptance**

9. AOB

- Fun Day. Suggestion from Martine that, in return for Folk Festival members providing the music, we provide St Magdalene at reduced/no cost for Folk Festival in September. **Action – Agreed, and no charge for St Magdalene**
- Fun Day Funding. DR on holiday just prior to Fun Day so any cash/cheques required must be requested early. **Action – ER remind Chris & Karen**
- Meeting Agenda's. DAJS raised the point that it was impossible to have in-depth discussions about major issues at normal committee meetings. Also, if not at basin on a Saturday, committee members can miss information/discussions about important issues. **Action – Agreed in principle to hold additional committee meetings, first**

10. Date of next meetings: Wednesday 15th August 2012 at 7.20 pm