

LUCS Management Committee

Minutes - 19 September 2012

Present. Bob Wigley (Chairman), Pat McIntyre (Secretary), Duncan McIntyre, Barbara Mackenzie, Allan Melling, Stephen Nixon, Douglas Robertson (Treasurer)

1. Chairman's introduction

It is with great regret that we lost Elspeth Ross as minutes secretary to the Committee. She has done a great job since she started in 2009 but she will still manage the web site and museum curatorship. Thanks to Pat who has stepped in to the breach for three months until AGM.

The Leader Executive are coming tomorrow following on to our meeting with them at Livingston. They were interested in coming to see the canal and they have hired the MGC tomorrow. After a brief tour of the centre they will have a short trip on Victoria. They have not specifically asked for a rundown on what we have done since the grant was awarded but we will show them this tomorrow.

Referring to the last minutes, Stewart had asked for volunteers to record hours spent at the canal. Should we ask Stewart to record how many hours does everyone put in.

Action RCW

Colin Galloway reported from the Town Management Committee about the path leading from the station to the canal. Maintenance and additional signage is proposed and as far as the Manse Road Bridge is concerned Tom Conn said this had been passed to Highways as a matter of urgency. Apparently no timescale has been fixed for signage.

The sign post for the tea room on the other side of the canal has been pointing in the direction of the station and this has now been fixed.

Regarding the change in entertainment licences next April. Action should be taken before then.

The Advent Fair is on 24 November. Colin suggests that we get involved by offering afternoon cruises on Victoria complete with Christmas lights and a glass of mulled wine. There may be issues in putting this into place, e.g. manning the tearoom.

Action RCW

2 Apologies from Catherine Smith, Mike Smith, David Shirres and John Aitken.

3 The minutes of the last meeting were adopted. This was not a full minute. It was proposed by Alan Melling and seconded by Barbara Mackenzie.

4 DAMS – there were no DAMS

5 Actions from the previous minutes. Reports and issues for the following month

Bookings and Education (Report from DAJS)

The report was emailed to the Committee for approval to improve the database and agree the reference documents, policies and procedures. Policies had been put on the old computer and had been lost. Bob Wigley to try and get a standard

form for everything.

Action RCW

Database. This was discussed. David Shirres had shown Bob Wigley how this works and he had said that this spec is trying to mimic what we are already doing but automating it. David Shirres and John Aitken to produce an updated version.

Stewart Liddle had met someone called Eric. He was one of the people who had set us up with the education system and reviewed and revised all work sheets for school parties and he has said he would revise these again so that it would come in line with the current curriculum. We are trying to contact him about this. This has been passed to David Wood.

Premises (DM)

Duncan McIntyre said that the shutters had been converted to close from the outside via Yale locks. Barbara Mackenzie asked if an email could be sent out to all Tea Room volunteers on how to work these.

Action DM

Work is now in progress changing the format of the grotto for Christmas.

Boats and Driver Training (MJS)

Bob Wigley had not received a report on this from Mike Smith. The only thing he would like passed on from David Shirres is that we need a list of St Magdalene crew members who have been through their training and a list of members who are crew but have not been through their training. Congratulations to David Shirres on obtaining his Boat Master's Licence. Alan Melling, Duncan McIntyre and Ronnie Reis should be sitting their tests early in the spring of next year.

Work has started on the task lists for the boats for the winter period. The alternator had come off on Victoria but has now been repaired.

The leak in the toilet and the blockage in the water supply system on St Magdalene have been fixed.

Tea Room (CAS)

Duncan and Catherine had decided to dispense with the cleaner due to reduced revenue this year. She will leave on 28th September.

Marketing (JSA)

A report has been received from John Aitken and read by the committee and approved. Duncan McIntyre said that the visit from West Lothian Survey Committee did not take place last weekend and no notification had been received from them.

Workshop (AM)

Allan Melling had nothing to report on workshop but on health and safety he is pulling together a report on use of strimmers, etc.

Treasurer's Report (DSR)

Douglas said that the Current account amounted to £34,646.68 and Savings Account £58,705.59

Funding of Alex Inglis. Douglas has contacted Richard Millar, Scottish Canals. The network cable is now in the workshop and will be tested by Allan Melling soon.

Douglas Robertson mentioned that a cheque from Klaus Toedter had been returned from the bank.

New signatories for the cheque book are needed.

Duncan McIntyre asked what the final numbers for the Fun Day were - Douglas to have these for the next meeting. **Action DSR**

Membership. Bob Wigley asked if the membership numbers should have cards showing validity and if new cards should be issued each year. It was decided not to take this any further.

6 Correspondence

Email has been received from Craig Young, President of Linlithgow Rugby Football Club inviting representatives from LUCS to meet on October 4th at 7.30 to view plans for the new training facility.

Email from Ross McIntosh, Deacons Court re quiz night on 5th October Queen Margaret Hall at £5 per head including light supper. Bob Wigley to get a list of people who are interested to go to this.

We have received a letter from Trip Advisor saying that we had earned a 'Recommended on Tripadvisor sticker'. Bob passed the letter round.

Letter from solicitors handling Liz Burrow's estate asking if we want our share of shareholdings in shares or in cash. Bob has said we would prefer cash.

7 Any other business

Heritage Lottery Fund. LUCS could, at any time up to 2018, be asked by the Lottery Fund for usage figures for the MGC. It was decided on no further action but we may be asked about this.

Marjory Crooks Video. Colin Galloway had outlined for committee approval. Marjory has suggested three strands, history and building of the canal, formation of LUCS and where we are now. Each section about 10 minutes with LUCS writing the scripts. She would like to start in October and record the history of Linlithgow in all its aspects from the mouths of the inhabitants. Stevenson's College has asked if this can be part of their project work. So far this looks very professional. Colin Galloway suggested we form a group with Colin, Nuala and Jim Lonie, Barbara Braithwaite and Mike Smith, produce the script and contact Marjory before the end of September. Bob Wigley has been assured there is no cost to LUCS and it was agreed to proceed on this basis.

Douglas Robertson asked about Colin Galloway's suggestions re Articles of Association. Colin suggested changing the Articles of Association to say that people should serve on the committee for a fixed period of no more than three years. Douglas suggested that people should be given the opportunity to do this at the Annual General Meeting. Do we know of anyone who could serve well on the committee that we should be approaching? Could we discuss this at the next meeting?

Douglas mentioned that the end of September is the end of the financial year and Bob requested that conveners send in reports by email by Saturday 13 October for input into the Annual Report.

The date of the next meeting is Monday 22nd October 2012.