



**Minutes of LUCS Management Committee Meeting held in person in the Tearoom on Tuesday 10 May 2022**

**GENERAL COMMITTEE MEETING**

| Agenda Ref. | Business Matters  | Action |
|-------------|---|--------|
|             | <p><b>Present:</b><br/>Chris Matheson Dear (Chairman and acting minute secretary) Tom McPhie, Mike Smith, , Ronnie Reis, Peter Lewis, Doug Scott</p>  |        |
|             | <p><b>Chairman's Introduction:</b><br/><b>Chris</b> introduced <b>Lucy Wilson</b> who attended in person by invitation and is assuming the role of museum curator. Lucy is arranging the loan of various museum artefacts to Linlithgow museum above the library on the High St for an exhibition from Jun- Aug. Loans include peat shovel, model of St Mag, tools, coal barge model, horseshoes, millennium link plaque, way bills/manifests from canal house, stone distance marker, lock tools and knot display. Transfer mtg is on 30 May with Nicola McHendry of the museum. Lucy also attends the West Lothian Heritage Forum . Catriona Kerr and Cat McGhee were also in attendance and updated us on funding initiative (from West Lothian Council disbursement fund for roof repair) and school visits (none yet scheduled), respectively</p>  |        |
|             | <p><b>Chris opened the meeting</b></p> <p><b>Apologies:</b> Andy Eaglesfield, Cass McArdle, Lynne Nelson, David Shirres</p>   | Noted  |
| 1.0         | <p><b>David Shirres report submitted</b></p> <p><b>Treasurer Reporting :</b></p> <ul style="list-style-type: none"> <li>• Current balance is £42,682 at 30 Apr per the report submitted, an increase of £3,670 since 31 Mar.</li> <li>• Since start of financial year on 1 Oct, LUCS has spent £7,288 more than it earned, £6,044 of this was on Leamington's engine.</li> <li>• Aqueduct and Falkirk Wheel trips – bookings remain low for both types of trip but wheel trip at end May will go ahead . <b>Doug</b> should book the bus per the numbers booked. Discussion was had about the reasons for low passenger numbers and it was felt it related to two subject matters, per submissions to the meeting by <b>Cass, David</b> and <b>Mike</b>. Accordingly :</li> </ul> <ol style="list-style-type: none"> <li>1 The advertising/marketing of <i>aqueduct trips</i> should be moderated on Facebook and the Website to actively encourage walk up passengers,. by indicating that booking is advised but is not essential. <b>Cass</b> should take this marketing forward, immediately</li> <li>2 That while the flat tariff being £25 per table for aqueduct trips dated to Covid restrictions, this is now past and while this booking type and cost can be retained, further flexibility is necessary to encourage smaller numbers of adults and cater for concessions too. <i>Accordingly, we should introduce a rate of £10 per adult, £8.50 for a concession and £5 for an accompanied child aged 5-</i></li> </ol> |        |



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|     | <p>18. Full recognition is given of the requirement to amend our software but we must act to try and address falling passenger numbers. Can this be taken forward by end May by <b>Doug</b> and <b>David</b> on the booking system and on the tills ? <b>Post meeting note</b> - can the <i>Fact Sheet</i> be amended and issued by hard copy for display in the chalet, the museum and tearoom as a point of reference for all volunteers please? Can I also ask that a £10 per half hour option be introduced for electric boat hire as £20 per hour seems a barrier to hire (<b>Chris</b> view, not expressed at the meeting)</p> <ul style="list-style-type: none"> <li>• Charters - 24 40-seat boat bookings, up 3 from last month includes 3 Gin cruises and two to Falkirk Wheel at £450 each, compares with 19 pre-pandemic bookings</li> <li>• Leamington - 17 bookings, up from 9 last month.</li> </ul>  |  |
| 2.0 | <p><b>Andy Eaglesfield</b><br/> <b>Membership and Health &amp; Safety</b><br/>         No report</p> <ul style="list-style-type: none"> <li>• <b>Chris</b> had asked <b>David</b> to establish where the accident book actually is, as it was previously minuted (in Feb 22) to be kept accessible in the key cupboard and is an essential governance tool</li> <li>• There is a first aid course for BML's on 14 May in the MGC</li> <li>• (<b>Andy</b> is away May/June 22)</li> </ul>  |  |
| 3.0 | <p><b>Doug Scott</b><br/> <b>Booking Convenor :</b></p> <ul style="list-style-type: none"> <li>• Lot of verbal contact enquiries despite online booking system now operating. <b>Doug</b> suggested listing frequently asked questions (FAQ's) on the booking system website to reduce the queries</li> <li>• Blue 2 are still being pursued over remaining software issues. <b>Chris</b> expressed concern at the lack of response but movement has been seen in recent weeks by them appointing a specific contact. Blue 2 have submitted a quote for £1,440 plus VAT = £1,728 for "future proofing" ie building in resilience and preventing obsolescence. Recognition is given that the business case for this spend can only be judged by technical members such as John Aitken and Mauro Vecchi in consultation with David and Doug. The remaining bugs (specifically bookers paying but no record of a booking, has to be addressed for our credibility) Final contact should be sought from the committee before the quote for cover is paid</li> <li>• <b>David</b> to email all BML's in how to access bookings – minute carried over from last meeting pending confirmation</li> <li>• Leaflets have been printed and are being distributed by <b>Ronnie, Cass and Chris</b> in basin rooms and all High St outlets and</li> </ul> |  |



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|     | <p>neighbouring equivalents. Committee should bring forward any other suggested locations</p> <ul style="list-style-type: none"> <li>• Room hires are now open by individual discussion and subject to our own janitorial availability. Burgh beautiful (Ron Smith) successfully booked one day ; Speakers Club use MGC every second Tuesday (7.15 to 9.45) via direct access arranged via second box on gate facilitating their remote access. Repeat note to ask all <b>committee</b> to ask all members to keep MGC presentable</li> </ul>  |  |
| 4.0 | <p><b>Tom McPhie</b><br/><b>Boat Report :</b><br/>Leamington new engine install is now complete and is being chartered . Breakdown occurred at Bridge 49 this week which Ian Walker addressed and brought the passengers back to the basin. <b>Chris</b> asked <b>Doug</b> for their details to offer a 50% refund or a repeat free trip. <b>Tom</b> and <b>Ronnie</b> to review cause of engine failure. New plate on toilet floor required owing to water ingress</p>  |  |
| 5.0 | <p><b>Ronnie Reis</b><br/><b>Boat Report</b> – St Magdalene and St Michael – nothing to report . Leamington should be moored as far East as possible for operational reasons</p>   |  |
| 6.0 | <p><b>Peter Lewis</b><br/><b>Boat Report :</b> Victoria – nothing to report .<br/><b>Flotilla Liaison :</b> 25 boats booked for 21 may ; St Mag and St Michael will be berthed in normal place ; <i>(NB Charter booked on Sunday at noon)</i><br/>LUCS has to man our 4 boats (Peter to allocate BML’s to 2 big boats while Chris drives musicians on Victoria and Tom drives Leamington)<br/><b>David</b> should now facilitate public access to big boats on 21 may as member take up is low (<b>Chris</b> suggests £10)</p> <p>LUCS will try and provide marshalls to order but no understanding yet of marshalling and stewarding organisation (<b>Peter</b> must liaise with <b>Stuart</b> over this, including walkie talkie utilisation and tell us)<br/><b>Allister/Ronnie/Peter/Tom</b> leading marquee erection/Lochrin staging/BBQ and also bacon rolls on Sunday am, £10 tickets bought via flotilla website ; Bathgate Junior Reed Band ; Jennifer Ewan band on Lochrin stage ;</p> |  |
| 7.0 | <p><b>Lynne Nelson</b><br/><b>Tearoom – no report</b><br/><b>Fun Day 7 Aug – Lynne</b> liaising with WLC, done risk assessment, contacted international rescue and gala queen. <b>Chris</b> has asked <b>Cass</b> to administer cardboard boat race organisation while air cadets will assist on the day , <b>Chris</b> has registered event on Scottish canals website and is contacting contact stall holders ,having a members stall, face painter is booked, ferry, compere, trailer for cardboard boats, (no punch and judy as retired), musical entertainment (<b>Chris</b> will ask Martine for folk musicians), ice cream, fire brigade. <b>Tom</b> will supply 20 foot skip ; <b>Mike</b></p>   |  |



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|     | <p>should pursue access to low port centre paddles, vests and helmets<br/><b>(reminuted)</b></p>   |  |
| 8.0 | <p><b>Chris Matheson Dear</b><br/><b>General</b></p> <p><b>Chris</b> asked all committee who can attend to please try and recruit and participate in June events centring around Marches parade on Tue 14 Jun (Martine is organising 200<sup>th</sup> anniversary theme of any period costume – only 10 volunteers to date) Also perambulation visiting tearoom on Wed 8 Jun 7-7.30pm (<b>Peter</b> will facilitate this – soft/hot drinks for walkers) ; Deacons Night on Sat 11 Jun (<b>Chris</b> and Willie Irvine will represent LUCS) 6.30pm but LUCS will not host Deacons Court at the basin that night. Also Gala Day on Sat 18 Jun 11.30am. Chris will attend a LUCS street fair stall on Sat 14 May (<b>Post meeting note – no voluntary assistance for street fair has come forward despite a request so attendance at this will be decided at 9am on sat morning</b>)</p> <p>Film crew (Bruce Fummey) went out on St Mag (<b>Mike</b> and Ken Duerden) on Tue 19 Apr to wheel for promotional film for Visit Scotland focus on West Lothian</p> <p>(Wedding being booked on boat on Sat 3 Sep)</p> <p><b>Chris</b> took out Gillian Tait on Victoria who is editing a book called 111 Things to do in the Lothians</p> <p>7 members want to attend a debate about the 200<sup>th</sup> Anniversary of the Union Canal as sponsored by Fiona Hyslop MSP and has cross party support. <b>Chris</b> has arranged access</p> <p>Danny Callaghan will oversee access to Barbara Braithwaite canal artefacts in the cottage via the family.</p> <p><b>Chris</b> has registered LUCS with SCVO for funding purposes</p> <p>Committee agreed to £900 quote from Watson Roofing for urgent venting roof repair which includes a survey for coping /flashing major repair. <b>Allister</b> should take forward.</p> <p>Chris re-iterated that all electric boats should be returned to Jim Lonie landing stage on Sunday by 5pm to keep quay clear at basin. Can <b>Stuart</b> remind all electric boat attendants</p> <p>June meeting will be on Mon 13 Jun (short) ; no meeting proposed in July</p> |  |
|     | <p><b>Next meeting :</b></p>   |  |



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|  | <b>Mon 13 Jun (owing to Marches on Tue 14 Jun) /no meeting in July/Tue 2 Aug (fun day on 7 Aug) /Tue 13 Sep/Tue 11 Oct/ Tue 8 Nov/ AGM Thur 1 Dec</b> |  |
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