

Minutes of the LUCS Committee Meeting 13th February 2024

1.0 Chairman's Welcome.

Present: Chairman David Shirres (DSh) welcomed Andy Eaglesfield (AE), Peter Lewis (PtP),

Doug Scott (DS), Mike Smith(MJS), Lynne Nelson (LN), Ian Gray (IG), Ronnie Reis (RR).

2.0 Approval of previous Minutes:

Minutes of meeting of 13th Feb 2024 were approved.(AE, PtP)

Matters Arising from the minutes are reported under the headings which follow.

3.0. Boat Operations /Status

3.1 BML Issues:

3.1.1 The **Annual pre-season formal meeting of BMLs**, to update their knowledge , skills, and compare and share collected wisdom is scheduled for 8th March.

3.1.2 Two BML Applications are to be sent to MCA Paisley this week. **Action PL**

3.2 Battery Boats - nothing to report

3.3 Technical / Certification /Dry Docking

3.3.1 Dry Docking . Dates for St Magdalene to be confirmed between RR and DSh:
RR to book asap thereafter. **Action RR**

(The need for BMLs to cover the transit was noted).

3.3.2 St Magdalene's has new injectors and glowplugs fitted. Unconnected intermittent power losses under investigation: chief suspect is a moving obstruction in fuel line. investigation continues.

Action RR

3.4 Plans /Actions

3.4.1 New firewall fwd of engine fitted to St Magdalene.

3.4.2 Colin G's leak temporarily plugged, but weldable when opportunity can be found.

Action RR

3.4.3 Galvanic isolation: MJS to investigate and report. Part of discussions on Victoria electrification programme. (WIP) **Action**

MJS

3.5 Proposed 'Specialised' Cruises — Falkirk Wheel Cruises

3.5.1 Scope and plans (routes, timings, catering, etc.) in discussion with Scottish Canals (SC). Chairman and Publicity collaborating to optimise Publicity strategy.

Known movements include Victoria and St Michael going to Wheel for a SC-sponsored function on 25th May. Possibility of LUCS passengers outbound requires detailed logistics..and maybe advertising in BB? **Action**

DSh, PtP

3.5.2 Long-term member Sandra Purves has requested whether a celebratory sailing on the Forth and Clyde could be set up for the Institution of Civil Engineers to

recog - nise the 300th Anniversary of the birth of John Smeaton, one of the great
early British Canal Engineers.
The suggestion was received positively, and preliminary plans to try to fit this in
with the Falkirk Wheel activities will be pursued. **Action**

DSh

4.0 Basin Operations

4.1 The implications of the above Falkirk Set of cruises on LUCS Basin boat avail-
ability and staffing rosters are to be discussed **Action DSh, LN, AE,**

GHt

4.1.1 Season Opening Staffing arrangements

4.1.1 Receptionists: AE reported mostly rostered, but checking with G Hewit to confirm.
(See also 4.2.2 below).

4.1.2 Tea Room: there are 5 confirmed staff currently identified, with Ann Mackie as re-
serve — however, there are new members expressing some interest (who
have been invited to the open day on 23rd). Sandra Purves will volunteer
when she has completed sale of her shop. The first two weeks are covered.
The committee were reassured that the necessary training in food hygiene
and Tearoom protocols could be completed in time when LN returns: the
first set are already trained. Encouragement of newbies continues.
AE to circulate Receptionist Rota, enquiring whether they would like to take on tea
room staffing also... **Action**

AE

TeaRoom will not be open 23rdMarch.

In circumstances where the Receptionist is working from the Tea Room, there was
concern that managing who is next due on Victoria might become an issue. If the
Driver were to come into the tearoom to ask for his next load, this should not be a
problem.

4.2 Facilities / Status

4.2.1 Tea Room floor progressing as planned. The logistics of shifting and storing furni-
ture were much discussed. It was deemed wise to postpone D Sh's Talk
since it was not clear that the MGC would be free of stored items.
This to be advertised.

Action Pt

4.2.2 Toilets have now been painted by Martine. New toilet-roll holders have been fitted:
training in how to replenish them is required. How best to spread the
word?

4.2.3 The proposed supply of a skip to facilitate clearance of the yard has been post-
poned in the light of the time needed to sort metaphorical wheat from chaff,
and the safety issues of having people around. Discuss with Tam McPhie **Ac-
tion PtP**

4.2.4 Quayside maintenance. It was noted that SC personnel had replaced the loose
slabs in front of the Chalet, though there was some wonder at what was
keeping them there. There is no word yet of plans to address the timbers fall-
ing off at the west end. Discuss with SC.

Action DSh

4.3 Mooring protocol revision. No further action.

5.0 Promoting Heritage

5.1 Museum Initiatives

5.1.1 Clearance of items stored during Tea Room restoration to be planned **Action AE**

5.1.2 New monitor being procured to enable showing of continuous slideshows (whether made by LUCS or others). **Action**

AM

5.1.3 Development of displays / artefacts continues.

Action GH

5.1.4 The old panoramic photograph of the Basin is to be refurbished and hung in the Tea Room. **Action**

GH

5.1.5 The need to make choices as to pictures to be hung in the Tea Room was recognised, without reaching conclusions as to theme, style etc. Discussions and choices will evolve.

5.1.6 The preparation of U66 Frame for exhibition requires trimming and metal passivation using as yet undecided preservative. Physical action will await clearance of the Yard. **Action**

MJS

5.2 Education

5.2.1 Peter Lewis is in contact with a Teacher who will be invited to discuss the issues and potential resolutions. **Action PtP**

6.0 Projects

6.1 Victoria Refit

6.1.1 Technical status:

Quotation received from Revolutionworks for £22,000 Plus VAT for supply and installation of a plug-in electric propulsion system *to meet our performance criteria*. This includes a suite of solar panels, which will ease power demands. The aesthetics of the solar panels were queried. Details of the physical layout are being sought, to enable LUCS to estimate cost and effort of preparing the boat for this installation as a significant part of the overall refurbishment.

Continuing Action MJS

6.1.2 On receipt of the above information, the Project Cost Plan will be revised.

Action

AE

6.1.3 Technical selection.

Supplier choice will ultimately depend upon technical merit, supplier reputation, lead times and price. The timing of this selection depends also on funding commitment: down payments will be needed to establish contract. Placing a contract will require discussion and commitment in committee.

6.1.4 It was noted that there was a need to match Victoria Driver availability with the demand for the boat. In addition to current stock, two RYA helmsmen, and 2 newcomers are in training. (*All Victoria Drivers will require a conversion course to Electric Victoria by next season*).

6.1.5 Approaches to Potential Funders.

IG summarised his activities and reported that he had seven requests in the pipeline so far, totaling £30k. Further applications are in work. Presentation of LUCS profile continues to be refined, and the list of potential sources gently expands. A response from Airport Fund expected soon.

Continuing Action IG

6.2 Website Revision

6.2.1 The new Site Map is in development, with a bias towards membership and donations. DSh in consultation with Graeme Harvey. **Continuing Action DSh**

6.3 Cashless Donation Schemes

Cashless Donation machine abandoned as too expensive. Strategic postering and use of QR code, and website option for payment will be adopted.

6.4 Tea Room Floor

Floor relaid: awaits laying of working surface, deep clean, decoration and furniture replacement. Those involved were congratulated on the rapid progress so far.

Continuing Action AE, AM et al.

7.0 Health & Safety

7.1 New Incidents. None

7.1.1 The previous concern about interfacing with Linlithgow Kayak Racing had led to very constructive discussions, and formation of an amicable relationship. As a result, arrangements for future Time Trials will avoid competing kayakers sharing space with LUCS Boats by scheduling our activities. Otherwise, Kayakers are instructed to avoid big boats, and allow the larger vessel to continue on its established course, given that kayakers are hidden by the cabin, and are unable to give audio signals.

7.2 Training

7.2.1 Shore Party / Crew rope-handling: need was recognised to promulgate rope-handling information and guidance (recently developed by Ken D, Steve B and Ian W) to all who may find themselves - however unexpectedly - handling ropes ashore. Best implementation to be considered.. Use of the new life-ring rope cartridges and rescue ladder to be added to driver training.

7.2.2 Victoria Drivers pre-season refresher

Training scheduled for morning of 23rd March. Had been mentioned in BB, but further call to be issued. Check that GHt has definitive list of all Victoria Drivers.

Action

PtP

7.3 H&S Manual

7.3.1 In collaboration with new member Graeme Simpson (GS) a one-page H&S summary guide has been developed, and will be issued shortly.

7.3.2 The framework of the Manual nears completion, but requires the identification of nominated responsible persons for the various areas of activity. The work of unifying the individual documents is ongoing. **Action AE/GS**

7.3.3 Particular consideration is being given to managing the safety of use of tools, edged or powered, and the facilities of the Workshop. The need for training / refreshment in safe methods of work is recognised and needs urgent implementation.

Action AE/MJS/RR/GS

7.3.4 Preventing Public Access to the Workshop when it is unattended was raised as a concern. Fitting of curtains, or a closed door policy, raised more problems than it solved. It was decided that suitable fencing to direct public from the Workshop entrance would serve on public open days: choice / source of fencing to be resolved. No Unauthorised Entry signage to be added? **Action AE/AM**

7.4 New Members / Mentoring
An ongoing need, which should increase is our pre-season opening generate new interest in the locals.

7.5 A Safety Tip to be added to BB as a mini-feature? **Action AE**

8.0 Events

8.1 Street Fair 11th May
Agreed that LUCS should take a stall — what promotional materials exist or need to be created? AE to appeal for materials. **Action AE**
Peter L to supervise development, and book table. **Action PtP**
Secretary to add to agenda. **Action MJS**

8.2 Marches.
'Float' design (MiniVic) in work with all interested parties invited to lend a hand in its production. **Action DSh**

8.3 *LUCS 50TH Anniversary 2025*
Members encouraged to think of best ways of celebrating, bringing joy to the community and publicity to the Press and Media. To be trailed in BB. **Action PtP**
To be added to Agenda. **Action MJS**

8.4 Doors Open Day
There was general support for LUCS involvement as a means of expanding our media presence, though caution that we would need to be tidy! **Action DSh**

9.0 Marketing

9.1 Opening adverts to be put in Journal & Gazette **Action PtP**

9.2 DSh and PtP to generate words to help recruit an IT support specialist

9.3 Adverts in Black Bitch: 3 are scheduled monthly, for which copy will be required, covering this year's opening, heritage and Victoria. **Action PtP**

9.4 Tentative plans are being explored to add Friday Victoria Lunch Trips to Bridge 49 Bistro to the options Negotiations at earliest stages. **Action DSh**

9.5 Basin Banter is ever-hungry for copy... **Action All**

10.0 General Management

10.1 Finance Treasurer submitted summary of movements this year so far, which showed a positive position. The format of presentation was favourably received, and would be provided quarterly hereafter.

Date of Next Meeting: 2nd April 2024

