

## **Minutes Of LUCS Committee Meeting**

**4th April 2023, 1900hrs, Manse Road Basin**

**Present:** Doug Scott (DS), David Shires (DSh), Ronnie Reis (RR), Mike Smith (MJS), Andy Eaglesfield (AE), Lynne Nelson (LN), Peter Lewis (PtP)

Chairman David welcomed all present.

The minutes of the meeting of 7th March were accepted.

**Matters arising** are dealt with below and under topic headings (in **Bold**).

### **Rescue Lines**

It was recognised that there is insufficient provision of throw-lines at the Basin, (and on the Boats) — and of people trained to use them. MJS to liaise with Steve Braes to make recommendations and initiate training. New lines to be purchased as needed.

Action

MJS, SB

### **Distribution Lists**

The need for selected access to distribution lists (Drivers, Crew, Receptions, etc.) to enable easier search for volunteers was discussed. Lists to be collated, and to be made accessible to LUCS Office 365 users.

Action D Sh.

### **Boat Operations**

Linlithgow Kayak Racing had raised issues about location of electric boat moorings. Chairman to discuss with Derek of LKR.

Action DSh

After recent experience, towropes are to be held on board each vessel. Action RR

The need to re-establish contact with the Edinburgh Model Boat Club, a known crowd-puller, was discussed, and an invitation to be extended. Action D Sh

### **Finance**

There was some concern expressed about apparent cost / consumption of *boat fuel* as it appears in the accounts; an eye to be kept on this via fuelling records.

*Electricity:* new contract price approx 4X current unit cost. Smart Meter part of the deal, and its ability to monitor (and minimise) use should be exploited to the full!

### **H & S**

*Skipper's Guide* incorporating comments raised: publication imminent.

*Incident Reporting Procedure* about to be issued.

*Mooring Provisions:* informal discussions currently suggest that no more rings are needed, but the key issue is mooring Leamington as far East as possible, securing the stern squarely on the ring forward of St Magdalene's bow mooring. MJS to produce a dimensioned plan for consideration. Action MJS

Replacement of the decaying / decayed posts to be planned.

Provision of soft life buoys and throw-bag rescue lines to be enacted. (See also above).

*When Life-Jackets are worn they should have crotch-straps fitted.*

This will be in the Skipper's Guide, but needs to be promulgated more widely.

There is a perceived need for a *wiring schematic for the Basin and the Premises*.

None present knew of any existing document. Andy E to speak with Alister Mackie on his return.

Action AE / AM

*H & S Policy* to be issued in preliminary form.

Action AE

## **Marketing**

PtP Mailchimped re-start announcement

Expertise in Social Media being sought.

Leaflets distributed to Library, Museum, Court Residence... more needed.

After discussion it was agreed that an *updated leaflet* should be produced asap.

Action PtP, D Sh

The whereabouts of existing 'Sandwich Board' adverts queried, and it was agreed that survivors should be renovated, or, if necessary, replaced,

Action PtP

## **Sailing Safety Information**

There was much discussion. One conclusion for *Town Trips* was that returning to base was probably the easiest and most rapid way of getting on-board casualty to assistance, rather than trying to identify a suitable RDV elsewhere.

Skippers should, *before sailing*, make themselves familiar with the operation of the Ship's Phone, which may be very different from their own. The Ships' Phones are equipped with location mapping apps, which should help correlation with the Emergency Services, in conjunction with the wall-mounted Access Ashore maps on each vessel.

Skippers must familiarise themselves with the processes of identifying locations, and agreeing with the Emergency Services the preferred geographical Co-ordinates, whether Map References, 'What Three Words' or description of local landmarks, road numbers, etc.

Skippers to bear in mind that the best RDV may not be the nearest access point, but one where the vessel is likely to be when the Emergency Services arrive. This may be difficult to achieve in the heat of the moment.

In the case of on-board casualty, the Emergency Services may wish to maintain continuous phone contact to offer first aid advice, monitor patient symptoms, etc., so the use of a Second Phone to establish shore contact with LUCS, etc., is also a necessity.

Background noise during emergencies is often a barrier to effective communication by phone. Provision of bluetoothed headset for the Skipper would be a great help.

Contact Numbers shall be listed on board (but should be also loaded on Ship's Phone). Key amongst these is the Basin, and Basin Staff should be advised that

the Tea Room Phone should be answered without fail during opening hours as it might be an emergency.

“What to do if..” texts to be reviewed, and pinned in prominent position on board.

The above will be significant in the upcoming BML Meeting. (Date tba)

### **Educational Visits**

This once-vibrant part of LUCS’ activity has been in the doldrums for some time, despite its undeniable value. It is believed that travel costs, administration burdens, etc., have inhibited trips, other than those within local walking distance. (The closure of Lowport Centre was an additional blow).

Convener to be identified in the hope that some means of reviving schools’ involvement can be found.

(It was noted that one visit is scheduled for 20th April).

### **Battery Boats**

There was general enthusiasm for developing this aspect, but it was recognised that set-up and despatch needed to be kept very simple, otherwise staffing it would be very difficult, given its intermittency. The need to fit and exchange batteries perceived as an issue, being a task needing strength and agility.

The duration of a battery charge to be investigated.

Action RR

For the present, it was proposed to offer them for Saturday Afternoons only, and to see how best the despatch process could be simplified.

The service not to be advertised until we are confident of being able to provide it sustainably.

RR reported that the seats on the boats were rotted to the point of failure, and would be replaced.

Action RR /LD

### **Afternoon Tea Cruises**

Test run planned, and dates in the diary.

Booking to be by table, and concessions considered too difficult to administer.

St Magdalene to be used for AAqueduct trips when St Michael doing Tea Cruises.

### **Opening Day ‘Pre-Flight Checks’**

Putting in place of provision for Floats, daily recording and accounting processes, uses of I Zettle, are all currently in progress. Staffing rotas established.

### **Basin Banter, etc.**

BB continually work in progress...

It was recognised that a Sharepoint should be established for potential publicity photographs.

Current Posters need to be invigorated.

### **Marches Status**

'Costumes' being created in all corners.  
Meeting with Deacons' Court planned for 13th April.

Action D Sh, GH

### **Fun Day Status**

Water safety will be covered using electric boats.

Action AE

First Aid : contacts to be established to contract out as necessary.

Action PtP

Ensure all participants are members.

Stall Holders are being approached

Permissions and associated paperwork in train.

Provision of Skip, Fencing and Food Safety Certificate to be discussed with Tom McPhie.

### **Victoria Update**

Submission to potential Grant award organisation about to be submitted.

The level of LUCS contribution to the overall cost is still under discussion, but it is assumed that a high proportion will be the 'cost' of the effort used in the rework, which goes well beyond just fitting electrical propulsion.

Response to the opening application will determine future action.

Alternative quotes for the electrics continue to be sought.

Action MJS

### **Membership**

Andy E has circulated renewing members to encourage participation in our activities.

We need to highlight benefits of membership (not just limitless coffee).

LUCS to have a recruitment stall on Fun Day.

***Date of Next Meeting Tuesday 2nd May 2023***