

## **Minutes Of LUCS Committee Meeting**

**7th March 2023, 1900hrs, Manse Road Basin**

Present: Doug Scott( DS), Ronnie Reis (RR), Peter Lewis (PtP), Andy Eaglesfield (AE), Mike Smith (MJS).

1. **Vice-Chairman AE** welcomed all present, especially Doug Scott, whose recovery was nearly complete.
2. **Apologies for absence** were received from **David Shirres (DS)**
3. **The Minutes of the last meeting (7th Feb) were approved**, incorporating the mark-ups inserted when minutes were reviewed in draft.

**Matters Arising** are addressed as tabulated below. printed in **Bold** to help location.

<p><b>KEY FACTS SHEET</b></p> <p>Date clash with Party at the Palace has been resolved by <b>Making FUN DAY 6th August. All public documents to be updated. Website already updated. See also Fun Day section 9 below</b>  <b>It was noted that the Palace is to be re-opened (to some extent) in May</b></p>	<p><b>Action 1.1 (DS) done</b> Update KFS</p> <p><b>Action 1.2 (all)</b></p>
<p><b>Health and Safety</b></p> <p>Top-level documentation virtually complete: Detailed RAs to be completed by specialists <b>(See also Section 13(a) below)</b></p>	<p><b>Action 3.1(AE) WIP</b></p> <p><b>Action 3.2(All) WIP</b></p>
<p><b>IT Support</b></p> <p>A volunteer has been identified and has been invited to join.</p>	<p><b>Action 4.2(AE) WIP</b></p>
<p><b>Winter Projects</b></p> <p>De-cluttering started, with local advice            Mooring upgrade, mooring rope up-skilling plans drawn up, timing and implementation to be decided, with Ian Walker. <b>Steve Braes keen to bring his RYA training skills to bear on this</b></p>	<p><b>Action 6.1, (AE lead) WIP</b>  <b>Action 6.2 (All help) WIP</b>  <b>Action 6.3 (MJS) WIP</b></p>
<p><b>Rubbish Disposal</b></p> <p><b>Instructions and signage nearing completion</b></p>	<p><b>Action 7.1(PtP) WIP</b></p>

#### 4. Incidents to report.

No new incidents to report.

Previous incidents:

Presentation to be arranged with IW. (See 'winter projects' above) New **Action 8.3 (MJS) WIP**

#### 5. Items for Basin Banter (See also "Publicity" below)

Peter encouraged to include specifically a 'welcome to newbies' section.

MJS offered memoir of ancient cruise for editor's consideration for serialisation.

Next issue imminent: all encouraged to find contributions

**Action 9.1(PtP, all) WIP**

#### 6. Review of Office 365 setup and use of Sharepoint

Office 365 account of all personal emails and LUCS emails that are no longer used.

**Action DS**

#### 7. Booking Secy replacement / System User Manual / Customer Interface / Blue 2

7.1 Doug back on the scene.

7.2 A System User Manual, which would shorten startup time for any future incumbent should be devised..

7.3 Blue 2 has undertaken to fix the issue of intermittent booking rejection.

DS to monitor.

**Action(DS)**

#### 8 Marches

Decision as to the theme is required as soon as possible.

**Martine to be at Basin on 10th to inspire our involvement.**

**Deacons' Night: confirmation of catering and boat commitments required**

**Appointment of LUCS Deacon and MyLord: volunteers to be appointed.**

#### 9 Fun Day

**Confirmation of date:** Feedback from Council makes 6th August only option.

**Action**

**9.2(PtP)**

**Done**

**Boats now reserved to Fun Day duties for 6th Aug.**

**Action 9.3(DS)**

**Done**

**First Aid cover for Fun Day:** to be sourced locally

**Action**

**9.3(PtP)**

**Water Safety** to be provided by LUCS: to be further considered:

Risk Assessment needed if electric boats to be used.

**Action 9.4(All)**

## 10 Boat Refurbishment

Planning for actions needed prior to April visit to Dry Dock, done .**See below**

Plea for people to undertake work at Dry Dock to be issued nearer the time.  
Via Basin Banter?

**Action 10.2(PtP)**

## 11 Pre-Season Preparations

**Electric Boats:** Simplified fitting-out and dispatching of the Electric Boats, devised.

Basin Banter to be used to search for more candidates. .  
Contacting previous handlers proving difficult.

**Action (PtP/AE)  
Action 11.1 (AE)**

Battery charge life trial still to be carried out.  
**A roster will be promulgated in due course**

**Action 11.2( RR)**

### Rosters.

**Driver Rota issued .**

Tearoom volunteers initial rota set

Andy has prepared receptionists rota

**Victoria / Leamington Dry Dock preparation;** Weds before DD, strip items that will save time at Ratho . Need to ensure boats logged as Not for Hire. Town Trips will be covered by St Magdalene pro tem.

### Publicity

New sign for Shed, MyLinlithgow website, Facebook. (It was noted that Facebook is interactive and some potential customers use it to ask questions, rather than as just for news.  
**it was proposed that queries via Facebook should be directed to the Secretary.**

**Leafleting to local tourist venues** is in hand.

The introduction of **Afternoon Tea Cruises** to be publicised.

A potential **Coronation Cruise** was proposed: planning to be discussed.

**Action PtP**

**Pre-Season** Volunteers' Weekend to be held the weeknd before Public Opening to let volunteers re-learn the ropes (both physical and mataphorical), practise despatching leckyboats, , using payment system, etc..

Members to be advised via Basin Banter.

**Model Boat Club** had previously been an opening attraction: **contacts?**

**Action All**

## 12. Funding Status

**Status generally satisfactory:** "ring-fencing of 'New Boat Fund'" discussed.

An issue to be borne in mind, and applied with pragmatism. The accumulation to be covered by a note in the Accounts, when presented.

Grant application for Victoria Electrification and Refit is in preparation: Work breakdown structure prepared and in process of being estimated. A revised specification has been sent to suppliers for quotation.

Charges for Room Hire discussed. Agreed that community groups who open rooms should receive a single £5 discount per booking. DS to advise John Aithen and update key facts sheet. .

**Action12.1 (DS)**

**13 (a) Health and Safety (See also Actions 3.1 and 3.2 above)**

Risk Assessments and Mitigation Procedures done or in development with specialists. Andy co-ordinating and prodding where needed).

**Action13(a)1(AE).**

**13(b) Boats**

**Continuing actions**

**Action 13(b).1(RR)  
WIP**

Operating Instructions for Colin G in preparation.

St Magdalene injectors to be sent to Jem Engines for refurbishment.

The new Bowser Hose requires the fitting of an elbow at the pump to prevent kinking.

Use of Colin G to cut back overhanging branches near Friars Brae?

Authority to cut back to be sought

**Action !3(b).2 (AE)**

**13(c) Publicity** (see also above).

**LUCS** presence on “Discover Linlithgow” app being enhanced.

Teardrop banners being investigated and sourced.

Leafleting, — particularly targeting of — under review.

**Action 13(c)1(PtP)  
WIP**

**13(d) Catering**

The updating of Food Preparation training and certification, BBQ operation permits, etc., was held over for subsequent meeting.

**14 Any Other Business**

Repairs to the Black Shed roof, floor in Tearoom, fencing in Yard discussed briefly, and will be further addressed at future meeting.