

# TOBERMORY HARBOUR ASSOCIATION



## Annual General Meeting (AGM)

**Aros Hall**  
**Friday 7<sup>th</sup> November 2014**  
**7.30pm**

### MINUTES

Chairman's Opening Remarks / Welcome

In addition to members of the public, THA Board Members and staff present:

**Present:**

Brian Swinbanks	Anne Flavell	Barbara Weir
Richard West	James Henderson	Lyndsey Bird
Mike Asher	Mary MacGregor	Sharyn Murray
Allan MacLean	Marion MacLean	Mike Shilson
Rory Forrester	Tim Williams	

**No Show:**

**Apologies:**

John Franklin	Jim Traynor	Murray Finch
Pat Sands	John Marsh	John MacDonald
Neil Morrison		

Item	Description	Action
1.	Minutes of AGM 2013 & matters arising; Adopted as a true record of the meeting; Proposed by: ...R Forrester.....Seconded by: ...T Williams..... No matters arising.	
2.	<b>Chairman's Report (Brian Swinbanks)</b>	
	2014 another excellent year for your Community Harbour Association. Visitor numbers reached a new high. Forward	



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	<p>planning and excellent harbour management by our great staff secured new and repeat Cruise liner business which in turn brought extra income into the town and beyond. Sound business management allowed us to reinvest and make small but important improvements to our facilities in the Harbour and within the Harbour Building.</p> <p>Tobermory is growing. Harbour management and governance is more demanding. Scotland's Marine tourism Sector is awakening. To meet the future the THA Board and our excellent Staff have a far reaching program of plans and future investment to create a Hub Port. A safe harbour to bring benefit to Tobermory, to the wider economy of Mull and to many other more remote ports and harbours to the north and west.</p> <p><u>PHASE 6</u> Marion MacLean is working with THA Directors to deliver Phase 6</p> <p><u>THE MARINE EXHIBITION</u> Lyndsey will explain her new ideas and excellent strategy to deliver more and improve the revenue.</p> <p><u>THE LEDAIG PROMENADE</u> In 1987 Jean Whittaker suggested a promenade, a walkway all round the Ledaig park. At present the walk stops at the head of the slip. This year we created, a summer only, boat free, walk through area with picnic benches to the north of the pontoon entrance. This was very successful and well used by the public. We now have a plan to continue the path south from the pontoons on the seaward side of the Boat Park passed the recycling area to join up with the existing Aros Park Path.</p> <p><u>AN EXTENSION TO THE HARBOUR BUILDING</u> Some time ago Argyll Properties submitted a planning application to build on their land, under their cliff and behind the THA land. At the same time the THA had a future plan to extend our Harbour Building. The THA Board was concerned about Argyll Properties building and the potential effect on our future plans. Following meetings, both parties are now working together to create a joint building that delivers the required THA extension to the Harbour Building and better lines within the architecture of Tobermory. There are no plans yet, only agreements in principle,</p>	



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	<p>and again we are working with representatives of the Core Paths and the Forestry to ensure a good entrance to the Aros Park through or around this new building.</p> <p><u>COMMUNITY HARBOUR AUTHORITY</u> As you know, Richard West and other Directors are working with Transport Scotland, Marine Scotland, the Crown Estate and all our Stakeholders to deliver a Harbour Empowerment Order, known as a Harbour Empowerment Order.</p> <p><u>FACILITIES FOR ALL</u> The Business and Finance Team is working to deliver new levels of corporate governance, sound business management and financial planning plus partnership projects with Argyll and Bute to manage and improve the Ledaig Park.</p> <p>Devolution to the community is the future and in the future the THA may need you. We will need new Directors, younger Directors who are prepared to give their time, their expertise to deliver facilities for all. Facilities that will encourage the next generation to stay or move to Mull and raise their families around the most beautiful bay in the world.</p>	
3.	<b>Financial Report (Richard West)</b>	
	<p>The THA had a successful trading season from April 2014 to end September 2014.</p> <p><b>Harbour and Marine business</b> has been better than expected and has exceeded the budget set for the whole year.</p> <p>This season saw an increase in the number of visiting yachts and a record number of visiting cruise liners.</p> <p>At the height of the season the pontoons are now at full capacity. Whilst this is a positive story, it also means that we are now resource constrained. Future growth will have to come from either adding more pontoon berths or increasing the number of swinging moorings. The THA would also like to extend the season into the shoulder months and to this end the Phase 6 development will provide the solution to this and the berthing</p>	



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	<p>constraint.</p> <p>Expenditure on the pontoon has increased due to the introduction of a rolling replacement policy with respect to mooring chains and other components subject to wear and tear. We must plan for a higher level of annual maintenance in future years and funds will be set aside accordingly to meet this replacement policy.</p> <p><b>Taigh Solais business</b> in large part reflects the level of visitors and during the year has maintained the level of income seen in previous years. The office accommodation remained fully let throughout the year.</p> <p><b>Marine Exhibition</b> opened fully for the season under the new management of Lyndsey and her team.</p> <p>The Board recognises that it will take more than one season for the Exhibition to achieve full recognition and proposes to continue to provide support for this facility for at least another year during which Lyndsey will change the format and hopefully solve the conundrum of how to get visitors to pay an economic entrance fee.</p> <p><b>Assets and Reserves</b> – as in previous years, the THA continues to maintain adequate reserves to meet unforeseen events and also sets aside funds to meet the future costs of replacing moorings and marine fixtures.</p> <p>At the end of 2013 the THA held cash reserves of £130,420 and after allowance for accrued creditors and debtors net current assets amounted to £106,678.</p> <p>These cash assets are designated as follows:</p> <table border="1" data-bbox="395 1765 1257 1966"> <thead> <tr> <th data-bbox="395 1765 815 1809">Reserves</th> <th data-bbox="815 1765 1034 1809">Mar-14</th> <th data-bbox="1034 1765 1257 1809">Mar-13</th> </tr> </thead> <tbody> <tr> <td data-bbox="395 1809 815 1854">Asset replacement fund</td> <td data-bbox="815 1809 1034 1854">£57,950</td> <td data-bbox="1034 1809 1257 1854">£46,535</td> </tr> <tr> <td data-bbox="395 1854 815 1899">Reserves</td> <td data-bbox="815 1854 1034 1899">£10,000</td> <td data-bbox="1034 1854 1257 1899">£10,000</td> </tr> <tr> <td data-bbox="395 1899 815 1944">Unallocated cash</td> <td data-bbox="815 1899 1034 1944">£38,728</td> <td data-bbox="1034 1899 1257 1944">£2,512</td> </tr> <tr> <td data-bbox="395 1944 815 1966" style="text-align: right;">totals</td> <td data-bbox="815 1944 1034 1966">£106,678</td> <td data-bbox="1034 1944 1257 1966">£59,047</td> </tr> </tbody> </table>	Reserves	Mar-14	Mar-13	Asset replacement fund	£57,950	£46,535	Reserves	£10,000	£10,000	Unallocated cash	£38,728	£2,512	totals	£106,678	£59,047	
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	<p><b>Finance</b> - The THA maintains a term loan with Nationwide Building Society that is due for repayment in 2033.</p> <p>In accordance with the terms of the Loan Agreement repayment, based on capital and interest, results in annual payments of the order of £6,000 per year.</p> <p><b>Future Projects</b> – during the year the THA embarked on the development of a conceptual design for a new pier and breakwater project (referenced as Phase 6). This exciting new project will provide access for fishing and commercial vessels to pier facilities at all states of the tide as well as protecting the pontoons from uncomfortable swell conditions in certain wind conditions.</p> <p>The THA appointed Wallace Stone as engineering contractor for this phase. Following completion of conceptual engineering in September 2014 the next phase of the project will focus on fund raising for the construction phase. The THA appointed Marion MacLean as project manager to seek the required funding.</p> <p>In parallel, and closely connected, the THA has also commenced preparation of an application to Scottish Ministers for a Harbour Empowerment Order (HEO). This is regarded as an essential step to facilitate the future protection of Tobermory Bay and its environs on behalf of the community as well as providing security over the proposed investment in Phase 6. Preparation of the HEO application is well advanced and it is planned to submit it before the end of this year.</p> <p>As a precursor to the HEO application, the THA applied to The Crown Estate for a Local Management Agreement covering the seabed in Tobermory Bay, which was granted in June.</p>	
	<p>Matters arising;</p> <p>J Whittaker asked for a definition of “high season”.</p>	
	<p>V Linneman asked where the THA hoped to get the funding from. Brian and Richard spoke of the hopes for EU funding via HIE or support from Scottish Government but it was acknowledged that funding packages of the size required were not readily available</p>	



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	but that the project work being undertaken will put THA in a good position to apply as and when such funding opportunities come up.							
	Annual Report and Unaudited Financial Statements for the financial year to 31 <sup>st</sup> March 2014 adopted;  Proposed by: ...V. Linneman... Seconded by: ...B. Swinbanks...							
<b>4.</b>	<b>Marine Manager's Report (Jim Traynor)</b> Read by Barbara Weir							
	<table border="0" data-bbox="395 853 949 929"> <tr> <td><b>Boat Numbers</b></td> <td><b>2013</b></td> <td><b>2012</b></td> </tr> <tr> <td></td> <td>9921</td> <td>9630</td> </tr> </table> <p>In 2013, the number of visiting yachts continued to increase with the added bonus of great weather. More clubs made Tobermory their venue for a summer gathering with the Royal Yacht Squadron bringing in a number of large yachts and motor vessels. Malts cruises. Navy Sail training and Ocean Youth Trust.</p> <p>2014 continued this trend with more foreign yachts visiting for longer periods.</p> <p>At this date we are now over 10,000 boat nights in Tobermory. More commercial craft and fishing vessels are now using our facilities.</p> <p><u>Cruise Ships</u> 2013 season was our best yet with 37 visits including the Hebridean Princess. This brings in over 10,000 day visitors to the town each summer.</p> <p>2014 brought a similar number of people although the Hebridean Princess berthed mainly at the Mishnish Pier.</p> <p>2015 bookings are at 23 confirmed ships.</p> <p><u>Local Moorings</u> We have reallocated a number of moorings in the 2014 season, and continue to have people adding their names to the waiting list especially for moorings up to 50 feet.</p>	<b>Boat Numbers</b>	<b>2013</b>	<b>2012</b>		9921	9630	
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	<p><u>Port Marine Safety Code</u>            The THA, like most harbours and marinas, is aiming to implement most aspects of the safety code by the end of next season. I would ask that all users of the bay be considerate to fellow boat users, and make the harbour a safe environment for everyone. Please feel free to look up the Port Marine Safety Code and ask any questions about it.</p> <p>I would like to thank everyone who has helped Barbara and I over the season, and remind you that if you want to discuss any matter about the bay or the Harbour Association please feel free to drop in and chat with us. Thanks to Mike Asher, Jackie Asher, Jane Traynor and Tim Williams.</p>	
	<p>Matters arising;</p> <p>No matters arising.</p>	
5.	<p><b>Business Administrator's Report (Mary MacGregor)</b></p>	
	<p>It has really been 2 seasons since we reported to AGM due to the change of AGM date.</p> <p>Incomes for Taigh Solais remain broadly the same through 2013 and 2014 seasons. Showers, toilets and laundry have held up well with the numbers through the door. The new washers and dryers remain popular. This winter we will need to look at upgrading the toilet facilities as some things are not standing the test of time and need to be replaced.</p> <p>Taigh Solais office rental remains at 100% occupancy.</p> <p>We have introduced more robust financial tracking and budgeting so that the Board is kept apprised on a regular basis of how cash flow is at any given month.</p> <p>Running the facilities at Taigh Solais is a very varied job. I never know from one day to the next what will crop up. One minute hosting a group of delegates from Scandinavia (through an interpreter) the next repairing a shower door or clearing a</p>	



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	<p>blocked drain. Many thanks for help and support from staff, Board and volunteers.</p> <p>In 2014 we had the outside of the building painted and introduced our picnic area which has been very well used over the summer. It is important that we make the environment around the Harbour attractive and welcoming for visitors from the sea but also for the very many visitors coming into Tobermory by car or coach. The enhancement to the picnic area is ongoing and we will be adding more features to that for 2015.</p> <p>I am still working with the Argyll &amp; Bute Council in an effort to improve the look of Ledaig Car Park, particularly the garden areas which get ever more wild and weedy.....apart from the round bed at the bus stop. Volunteers (most notably Jane Traynor) put in many hours weeding, feeding and watering to make the area so much nicer. Many thanks go to Jane who carried gallons of water during the dry spell. This winter we have a pledge from the Council to bring the other areas back to a low maintenance state so that we can keep the Car Park looking nicer going forward.</p> <p>Wi-fi is on the agenda to improve before the 2015 season.</p>													
	<p>Matters arising;</p> <p>Mike Reavy suggested that the schools could be asked to volunteer</p>													
6.	<b>Marine Exhibition Manager’s Report (Lyndsey Bird)</b>													
	<p><b>Yearly Totals</b></p> <table border="1" data-bbox="486 1675 1260 1951"> <thead> <tr> <th></th> <th>2014</th> <th>2013</th> <th>2013</th> </tr> </thead> <tbody> <tr> <td></td> <td>Season totals May - Nov</td> <td>Season totals May - Nov</td> <td>Full season Mar-Nov</td> </tr> <tr> <td>Visitor Numbers</td> <td>13,000</td> <td>11,675</td> <td>15,133</td> </tr> </tbody> </table>		2014	2013	2013		Season totals May - Nov	Season totals May - Nov	Full season Mar-Nov	Visitor Numbers	13,000	11,675	15,133	
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	<p><b>Season Highlights</b>            We developed and ran a successful programme of events.</p> <p>This included:            Touch pools, Film screenings, Harbour tours, Marine labs, Marine week, Craft sessions, Meet the experts, Halloween and Release Day.</p> <p>We also have established our Marine Explorers kids club which is continuing to run over the winter. We have 10 children who currently attend the sessions once a month.</p> <p>We introduced a Scotgrad placement scheme for the summer season.</p> <p>I would like to say thank you for the continued support of our volunteers, Ron, Cindy and Faith for their help over the summer. We couldn't have achieved what we have without their support which is greatly appreciated. I would like to also thank our new young volunteers, James, Daniel and Graham for their commitment over the summer and willingness to get stuck in.</p> <p><b>Future Plans</b>  <b>The Exhibition is changing!</b>            For the exhibition to become a sustainable business we need to change.</p> <p>Our vision is to expand the number of tanks, integrating them into the Exhibition to become the <b>UK's first catch and release aquarium</b>. We aim to pave the way for a new class of sustainable aquariums, where hands-on education and community support drive a unique visitor experience.</p> <p>The aquarium will build on our aims and foster curiosity about local marine life through hands-on experience, allowing visitors to 'see deeper' into our oceans.</p> <p>Our unique selling points will attract more visitors and provide a much needed indoor visitor attraction on the Isle of Mull, appealing to a broad range of visitors. This expansion will allow us to charge a small entry fee, enabling the Marine Exhibition to become a sustainable business.</p>	



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	To enable this project to go ahead we have to raise sponsorship and funding.													
	Matters arising;  Sponsorship allows plaques to be put up but any political statements must be avoided as should outright advertising.													
<b>7.</b>	<b>A.O.B.</b>													
	No other business was raised.													
<b>8.</b>	<b>Nominations for the Board</b>													
	<p>All Board Members stood down. Mary Macgregor (staff) took the Chair for elections.</p> <p>Member Directors are selected by their respective constituted stakeholder groups and for 2014/15 will be as follows:</p> <ul style="list-style-type: none"> <li>• <b>Member Directors</b></li> </ul> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Fishermans Association</td> <td style="width: 50%;"><b>Allan MacLean</b></td> </tr> <tr> <td>Mull Community Council</td> <td><b>Rory Forrester</b></td> </tr> <tr> <td>Western Isles Yacht Club</td> <td><b>Pat Sands</b></td> </tr> <tr> <td>RNLI</td> <td><b>Anne Flavell</b></td> </tr> <tr> <td>Forestry Commission</td> <td><b>Jan Dunlop</b></td> </tr> <tr> <td>Beach Committee</td> <td><b>Richard West</b></td> </tr> </table> <p>Nominations have been received from the following stakeholder groups and as there are no contested positions we will not require to ballot <i>unless</i> there are any objections from the meeting, the Board's Appointed Directors will therefore be as follows for 2014/15:</p>	Fishermans Association	<b>Allan MacLean</b>	Mull Community Council	<b>Rory Forrester</b>	Western Isles Yacht Club	<b>Pat Sands</b>	RNLI	<b>Anne Flavell</b>	Forestry Commission	<b>Jan Dunlop</b>	Beach Committee	<b>Richard West</b>	
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	<p style="text-align: center;"><b>Appointed Directors</b></p> <ul style="list-style-type: none"> <li>• <b>Commercial Divers</b> No nominations received</li> <li>• <b>Aquaculture</b> No nominations received</li> <li>• <b>Commercial Boat Owners Michael Asher</b> Proposed J Fairbairns Seconded P Gallagher</li> <li>• <b>Mooring Holders John Franklin</b> Proposed Rob MacDonald seconded John Bidwell</li> <li>• <b>Small Boat &amp; Running Mooring Holders Brian Swinbanks</b> Proposed John Marsh seconded E J Whittaker</li> <li>• <b>Shops, Hotels &amp; Adjacent Landowners Neil Morrison</b> Proposed James Henderson seconded Allan MacLean</li> <li>• <b>Transport Operators John MacDonald</b></li> <li>• Proposed Ishbel Robbie seconded J Polson</li> <li>• <b>The Public James Henderson</b></li> <li>• Proposed Derwyn Hewitts seconded Lydia Hosdell</li> <li>• <b>The Public Michael Shilson</b></li> <li>• Proposed V Linnenman seconded A MacLean</li> <li>• <b>The Public John Marsh</b></li> <li>• Proposed Chris Swinbanks seconded Kathleen Sweeny</li> <li>• <b>The Public Tim Williams</b></li> <li>• Proposed Jackie Parker seconded Nikki Clarke</li> <li>• <b>Caledonian MacBrayne Iain Erskine (non-voting rep)</b></li> </ul> <p>No objections raised and no elections required. The new Board were asked to remain behind for a short meeting following the AGM.</p>	
<b>9.</b>	<b>Closing Remarks by the Chairman (Brian Swinbanks)</b>	
	<p>The Chairman thanked the Staff and the Board for the work in the past year. He re-iterated that the board will move in the coming years to a smaller board of Directors which will be discussed and put to the membership before next AGM.</p> <p>Mike Shilson gave a vote of thanks to Brian for all his hard work.</p>	
<p>There being no other business the AGM closed at .....9.10pm.....</p>		



Item	Description	Action
	<p>The new Board remained behind for a short meeting. It was decided that the office-bearers for the coming year would be:</p> <p><b>Chairman</b> Brian Swinbanks proposed MS seconded RW  <b>Vice Chairman</b> Allan MacLean proposed BS seconded AF  <b>Vice Chairman</b> John MacDonald proposed RW seconded RF  <b>Company Secretary</b> Mike Shilson proposed BS seconded RW  <b>Finance Director</b> Richard West proposed AF seconded AMaCL</p> <p>Next meeting first Thursday in December</p>	