

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 6th July 2017
7.30pm

MINUTES

Apologies: **Rory Forrester** **Jan Dunlop** **Andy Cripps**
Richard West **D Mitchell** **L McLaren** **Anne Fraser**

Minutes by Mary Macgregor

Present: **B Swinbanks** **A MacLean** **R Hemming**
H MacDonald **J MacDonald**

Item	Description	Action
1.	Minutes of Directors' Meeting dated 1 st June 2017 Matters arising: <ul style="list-style-type: none">• SEPA have not been advised yet as there are other matters to look into first.• Celebration of achievements to be deferred until later in the year. Accepted as true record, proposed A MacL seconded BS	
2.	Safety Review- Accidents & Incidents None to report	
3.	Finance Report: Mary Macgregor Annual Accounts Surplus for year £44661 after £16,320(of which £14,373 is deferred tax. "When it comes to the tax on profits you can advise that the amount payable on 2016 is £1947. The tax on surplus shown on page 3 of £16,320 includes deferred tax that arises due to a timing difference between depreciation and capital allowances. This difference will be eroded as time passes and depreciation catches up and the result will be that the deferred tax will never become payable. The reason this is shown in the accounts this year and has not been shown before is due to changes in the accounting standard that requires reporting of deferred tax liabilities."	



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	<p>Difficult year to report with so many areas benefitting from CCF and other funding. We have done our best to make show the core business areas performance so that the comparisons with next year make easier reading.</p> <p>Management is the catchall for the overheads of the business which affect all areas and much of the Project revenue funding and expenditure is in there. This area by its nature has more outgoing than incoming funds.</p> <p>Mull Aquarium did well but they have the challenge in the coming year of (at this time) no funding. Lyndsey is as always looking to maximize income and is well aware of the challenge.</p> <p>Taigh Solais shows the building income and the cost of running the building. Fraser has done well to keep costs lower by doing a lot of building maintenance himself. He is well aware that there is little room for increase in income in the building and that the Argyll & Bute £8000 will be cut to £4000 in this financial year and zero in the following year.</p> <p>Pontoon performed as we would expect best of the business areas as this is the main income stream for THA.</p> <p>Marine and Harbour performed well and that set of figures carries some of the costs of the HEO and land purchase professional fees which were funded through grants.</p> <p>Overall a good year with benefit of a lot of funding.</p> <p>Going into the new year THA all business areas will need to maximise income and control expenditure to ensure that increased costs flowing from the change to Harbour Authority can be met.</p> <p>Printout shows incomes for the first quarter to end June show encouraging figures.</p> <p>One challenge of the HEO is that insurable liabilities are changed/increased. We have a quote from Everard Insurance which is double what we paid last year. RH is looking at the detail to try to hone in on the actual requirements rather than what an insurance broker thinks they can get us to take. We have only a month to get this done so it will be high on the priority list for the coming weeks.</p>	



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4.	<p>Facilities Report: Fraser Corbet report read by Mary Macgregor</p> <ul style="list-style-type: none"> • Taigh Solais Income is up for this quarter to end June. • Plan to use “Clarity Safety Solutions” to carry out a Fire Risk Assessment and to develop Fire management arrangements and Fire procedures. The depth of this work and severity is just beyond my skill level, we should outsource it so it is done properly and professionally which is important in our current climate. I have asked “Adam Fire” for a quote, I have not heard back. • We have struggled to get contractors to come forward and commit to doing the Electrical Condition Report for the building. We will now leave this work until hopefully the 3rd week in September, due to the amount of disruption that it would cause to carry out. • Pontoon users are impressed with the ability to access the building later at night. <ul style="list-style-type: none"> ○ Keeping the laundry open later was also good for pontoon users wanting to do laundry in the evening. ○ The Aquarium didn’t think they needed an extra lock. • Working to liaise with cruise ships prior to their visits to make sure we have all the correct documentation in order. • Liaised with Angus Williams at the campsite and trialing filling up campervans water tanks for a fee. • Steve Barlow has terminated his lease and will be required to vacate by the 15th August. Looking to put a new tenant in still offering compressed air but with their own equipment. 	
5.	Marine & Harbour: Jim Traynor Report	



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	<ul style="list-style-type: none"> • PLP – NWM have done 80 percent of the snagging and await parts from Inland and Coastal to complete the job. I spoke to Calum this morning and he is working hard to resolve the issues. • 10 cruise ships have used the PLP since it was installed and it is used daily by the charter boat operators. • Boat Numbers Pontoon Moorings <p style="margin-left: 40px;">April to June 2364 (2041) 933 (924)</p> • We are still turning away large commercial craft because of lack of berthage and size restriction. • Attended a meeting of The Cross-Party Group in Edinburgh where Tobermory was placed 3rd in a report about places that should have investment. (Brian to comment) <p>Harbour Master: Robert Hemming spoke about his first weeks working at THA. Cruise ships and Port Marine Safety Code are being honed to fit Tobermory Harbour. Cruise ships visits are going well. Movements of people are important and as the public come on to the THA estate and within the area of THA responsibility. Today Steve Phillips from ISPS paid an unexpected visit and Jim, Robert and Steve had an informal meeting. There was an opportunity to go over the security plan. He is calling in again tomorrow to look at the Cruise ship operations when there is a cruise ship in. This is a good opportunity to get feedback on the operations. Marine team will have meetings on a regular basis (weekly) to go over what the tasks are and what THA needs to do. Dive permits need to be issued when any commercial works are under way. Recreational Craft Navigation Guidance. Being introduced.</p>	<p style="text-align: center;">Circulate the Navigational guide to Board</p>



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	<p>Guide for Cruise ships to be prepared. There is a need for a guide to send to the Cruise ships in advance of their visits.</p> <p>There are boats in the boat park which are not deemed to be safe on trailers.</p> <p>The boatpark needs a gate with a lock The compound where the fuel tanks are needs locks.</p> <p>There was a meeting with the new owner of the Harbour Garage. They are in discussions about the way forward with the fuel pumps and tanks.</p> <p>There are issues to be dealt with in respect of the fuel tanks and fuel lines. There needs to be a resilience plan and stage 2 responder for a major oil spill. RH to work on the plan at the end of the season.</p> <p>RH took the opportunity when Iain Erskine (Cal Mac) was here to officially report concerns with the wash from the new Kilchoan ferry.</p>	
6.	Mull Aquarium Report: Lyndsey was dealing with a problem in the Aquarium and unable to attend the meeting.	
7.	<p>Project K Cripps: Katherine was unable to attend the meeting but Brian recorded thanks to Katherine for all the work she did on the projects particularly the significant body of work with CCF.</p> <p>Brian acknowledged Katherines skills and said that if funding became available in future the THA would hope to be able to tap into those skills again.</p>	
8.	<p>Phase 6: There is an opportunity of funding form EMFF and also Argyll & Bute Council RGCF. Helen MacDonald has offered some time and has started on some work. The initial pier plan was too big and it appears that to have new plans to the satisfaction of the funders will cost over £30k if Wallace Stone do it. Rosie Littlehales said THA would need 3 Quotes for construction.</p> <p>Further discussions regarding getting quotes and plans.</p>	<p>Brian will e:mail Kirsten Logue HIE</p>



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9.	Comment or discussion on departments or projects:	done
10.	Argyll Properties Land update:	Brian to give THA feedback on plans.
11.	HEO:	done
12.	Human Resources: done	
13.	Matter requiring Board approval Brian reported on work that Richard has done investigating the possibility of going for charitable status.	Brian to circulate the document written by RW for consideration by the Board.
14.	Any “conflict of interest” changes to report	
15.	Any other business: <ul style="list-style-type: none"> • Date of next meeting ...not 3rd as WHYW.....10th August. • Harbour Garage are in discussion with THA about the fuel berth. 	

There being no other business the meeting closed at 21.30