

# TOBERMORY HARBOUR ASSOCIATION



## Board Meeting

Taigh Solais  
Thursday 1<sup>st</sup> Feb 2018  
7.30pm

### MINUTES

Apologies: Don Mitchell Rory Forrester Jan Dunlop

Minutes: Mary Macgregor

Present: Brian Swinbanks Allan MacLean John MacDonald

Rob Hemming Helen Lyndsey McLaren Andy Cripps

MacDonald

Steve Littlewood Grace Lambert Anne Fraser

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 4<sup>th</sup> January 2018</p> <p>Matters arising</p> <ul style="list-style-type: none"><li>Any matters arising will be dealt with in the agenda</li><li>Accepted as true record, proposed A MacL seconded BS</li><li>Apologies to Jan Dunlop who did arrive for the meeting but could not get access. For future meetings the attendees will be given the door access codes.</li><li>No accidents and incidents to report for January</li></ul>	
2.	<p>Harbour Master: PLP walkway came off the steel plate again. Kevin at Inland &amp; Coastal has asked NWM to attend to it. Other snagging: fenders still to be attended to.</p>	<p>NWM to do further PLP works</p>



Item	Description	Action
	<p>Fuel berth            J MacD and RH and AC have been in touch with Lewis Gallagher of Harbour Garage            J MacD: Installation is not satisfactory. It could be resolved by changing the system from bottom feed from the bund to top feed and ideally THA tank could be changed to top feed. However interim measures which are quicker fix can be implemented.            The way forward is not yet clear.</p> <ol style="list-style-type: none"> <li>1. LG said that the fuel berth is a good part of his business but not wanting at this time to invest in more equipment</li> <li>2. The spend on tanks alone could be in the region of £10-£15K</li> <li>3. If THA invests in the assets Harbour Garage would then need to pay a higher rent</li> </ol> <p>THA need to decide what needs to be done in the short term.            Eg. valves on to the tanks with the proviso that the Garage would be responsible every night for shutting down the valves to minimise risk.            RH and AC felt that the THA could continue for a further year but that Harbour Garage want to have the pipes pressure tested. That would be another expense.            RH said that an ongoing plan needed to be in place to address the issues to satisfy an MCA inspection, which could take place any time.</p>	<p>Sub-group to do further investigation and meetings with LG</p>
3.	<p>Finance: Mary outlined the position in the cashflows. The savings made over the winter and the refined cashflow worksheet are presently showing the cash position as in the black at financial year end.            However, they do not take into account any fuel berth costs or the proposal to look at the dive compressor.            Going in to the new year there needs to be funds available to cover the insurance in May.            Ample scope in the marine budget to get works done like the electrics, maintenance contractors NWM so that is all covered.</p>	<p>Financials for coming financial year to be prepared</p>
4.	<p>Insurance: Discussion about the meeting with Robert Iremonge            In the short term look to have a further extension of 6 months from May to further assess</p>	<p>Hold off decision making on this until Brian and Allan speak to other harbours to get an idea of how they</p>



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		approach the issue of risk
5.	Facilities: Door repaired. Invoice not yet received. New tenant in Office 6. Elena working for Roots Architects Ltd Tiree	
6.	<p>Mull Aquarium</p> <p><b>Funding</b></p> <hr/> <p>Applied for funding from NWMCF for £500 to contribute towards our Marine Explorers club Waterfall fund for £2000 to cover the cost of the pipe extension Argyll and Bute Community Fund for £1800 to extend the running of the Marine Explorers club.</p> <p><b>Staff</b></p> <hr/> <p>Two seasonal positions, interviews held Tuesday (30<sup>th</sup>), Lyndsey leaves 16<sup>th</sup> Feb Full time new staff 1<sup>st</sup> March Part timer 1<sup>st</sup> April</p> <p><b>Aquarium Maintenance + improvements</b></p> <hr/> <p>Aiming to put in a new length of pipe, reaching out to the hammerhead to try and improve the quality of water entering the aquarium, applied for waterfall fund for which £2000 award confirmed. We are looking at swapping one of the tanks in the aquarium with one we already have in the shed, to make the aquarium look a bit different/new.</p> <p><b>2018</b></p> <hr/> <p>We have run our first CREST kids club. Ticking over with the cinema, opening one a month and as per requests. We have proposed price changes and had them approved by the sub group.</p>	Waterfall fund successful



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	<p>Proposed date for switching the water on is March 5<sup>th</sup>. Proposed opening date is March 24<sup>th</sup>.</p> <p>Compressor: See Lyndsey’s report for details on project for taking on the compressor. Following discussion, the matter of the financial outlay was taken in context with other priorities of the business and the business case assessed. See decision in “matters requiring Board Approval”</p>	<p>Allan MacLean volunteered to visit Glenuig Inn to look at the compressor for sale there and report back</p>
<p>7.</p>	<p>Human Resources: report by Anne Fraser Trainee Harbour Manager recruitment</p> <ul style="list-style-type: none"> <li>• Closing date Monday – 8 applicants with 2 more potentially on their way, will push on social media and hopefully get some more over the weekend.</li> <li>• Only advertised locally at the moment and contacted a couple of candidates from last year. If we need to we can extend the deadline and pay for wider advertising £100 per ad usually.</li> <li>• Brian and Rob away (but back for interview)- Don isn’t available, Lyndsey, Anne and Helen for the selection stage/scoring applications.</li> </ul> <p>Scot Grad Role</p> <ul style="list-style-type: none"> <li>• Our ScotGrad application has been approved.</li> <li>• IT graduate not affordable 24K at least</li> <li>• Role changed to Process Improvement Officer 19-21K DOE – for IT or BIM graduate or business degree with experience in setting up IT systems</li> <li>• Advertised now on ScotGrad website – we will promote through social media – closing date is 18<sup>th</sup> Feb – all applications through Scotgrad</li> </ul> <p>Marine Assistant</p> <ul style="list-style-type: none"> <li>• Job description done and ready to go as soon as the THM role closes</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Possibility of hiring a school leaver for this role and then offering an apprenticeship next year.</li> </ul> <p>Skills for Growth</p> <ul style="list-style-type: none"> <li>• In talks with Skills For Growth (SFG) about possible apprenticeships.</li> <li>• Marine apprenticeship doesn't work for us, but there is a possibility of linking up with Argyll College and their Maritime skills programme (20-week course) – refer to Don when he is available.</li> <li>• I've completed a report for SFG and they have referred us to a consultant at Reliance (formerly investors in People)</li> <li>• A consultant, Sheila, will visit 22<sup>nd</sup> -23<sup>rd</sup> Feb to talk to as many staff and directors as possible, she will then write a report on her findings and recommendations in areas such as leadership and management, staff training and development, and youth development, etc., then help us come up with a staff development plan. This is fully funded and will give THA an independent assessment needs, succession planning etc., for the company.</li> </ul> <p>Remuneration committee</p> <ul style="list-style-type: none"> <li>• Met shortly after the last meeting and agreed on salary scales for new roles.</li> <li>• No pay rises for other roles this year.</li> <li>• Agreed to pay AF as Executive Director a monthly fee for around 10 hours on the senior staff scale, this will be reviewed at the end of the summer. This is a short term arrangement only to see the business through a big transition period, particularly in staffing. By end of summer Lyndsey may be looking at a date to return to work and the new staff will have established and the business can look ahead to a permanent solution.</li> <li>• Rory is concerned that there is no overall "management" of the company and this has to be addressed. The actions in place now and through the summer will hopefully see this resolve.</li> </ul>	



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	<ul style="list-style-type: none"> <li>• Cleaning contract discussed at remuneration committee- see next item</li> </ul> <p>Cleaning contract</p> <ul style="list-style-type: none"> <li>• AF and MHM met Annette Wood of Dust2shine. Although the hourly rate is more than the THA cleaning budgets allow it is anticipated that a contracted company will trim the number of hours through efficiencies. Annette agreed that would most likely be the case. She would also assess the needs and work hours according to demand rather than a set timetable of work which will be more efficient.</li> <li>• She is going to work under the old terms until 1<sup>st</sup> April.</li> <li>• We will sign a 1-year contract and reassess next year</li> </ul>	<p>Dust2shine to give us their terms/contract which we can discuss with them.</p> <p>Employers and Public Liability are the responsibility of Dust2shine</p>
8.	<p>Phase 6: BS not confident that EMFF funding will be successful</p> <p>Purchase of the pontoons and Ledaig Car park solum:</p> <p>Meeting with HIE (Land Fund). Land fund assistance to purchase the pontoon is proceeding. Land Fund to organise the valuation of the solum. Brian is moving this forward</p> <p>Aros Park: meeting to be held in March with Forest Enterprise, Rebecca Carr and Eilidh from Land Fund.</p>	<p>Brian is moving this forward with HIE, Crown Estate and Land Fund</p>
9.	<p>Matters requiring Board Approval</p> <p>Compressor. Board agreed that it was a good project. Lyndsey has approval to move forward and report back when a deal agreed either on new or the Glenuig equipment with a view to purchase asap.</p>	<p>Allan to look at the asset in Glenuig next week and move negotiation forward</p>



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	<p>Fuel berth. Get pressure tests and valves etc done with bigger project later in the year.</p> <p>Grace takes on the Aquarium Manager budget</p> <p>West Highland Week Sponsorship £1300. Approved.</p>	<p>John MacDonald Will meet again with Harbour Garage</p>
10.	Report any conflict of interest	none
11.	<p>Any other business</p> <ul style="list-style-type: none"> <li>• Changes to the Articles in hand with Eilidh from the land fund. Brian leading this.</li> <li>• Rob raised the subject of having a kiosk for marine visitors to pay fees etc. Rob to prepare a business case of costs and benefits for the next meeting.</li> </ul>	

There being no other business the meeting closed at .....21.50