

# TOBERMORY HARBOUR ASSOCIATION



## Board Meeting

Taigh Solais  
Thursday 3<sup>rd</sup> May 2018  
7.30pm

### MINUTES

Apologies: Rory Forrester Andy Cripps John MacDonald  
Don Mitchell

Minutes : Mary Macgregor

Present: Brian Swinbanks Robert Hemming Jan Dunlop  
Helen MacDonald Grace Lambert Rob MacDonald Steve Littlewood  
Allan MacLean

Item	Description	Action
1.	<p><b>Minutes of Directors' Meeting dated 5<sup>th</sup> April</b></p> <p><b>Matters arising</b></p> <ul style="list-style-type: none"><li>• SSF have agreed to get TSL in to put a pipe from their compound to link into Taigh Solais sewer.</li><li>• Rules and Regs sub group. Sub committee formed and they will meet and report back to Board</li><li>• Debit Card for staff. Still to action.</li><li>• <b>Drimnin Broadband Lease</b> Drimnin Broadband lease still ongoing. Steve looked at it and has made comments. Meantime, Drimnin Broadband are getting ahead and the green box should be in by mid-May. We will get an agreement in place in due course.</li></ul>	<p>Still to do with the Financial Control Doc amendments</p> <p>Paperwork still to be completed</p>



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	<ul style="list-style-type: none"> <li>• <b>Drainage in Cinema Room</b></li> <li>• <b>Document control. BS asked that the Board and staff think carefully about who they are sending e:mails to. We are all getting bogged down with paperwork and duplication of effort.</b></li> </ul> <p><b>Minutes 5<sup>th</sup> April accepted as true record, proposed A MacL, Seconded BS</b></p>	<p><b>Ongoing</b></p> <p><b>Ongoing</b></p>
2.	<ul style="list-style-type: none"> <li>• <b>Port Marine Safety Code</b> <ul style="list-style-type: none"> <li>○ <b>Safety Review: Accidents, Incidents, near misses</b></li> <li>○ <b><u>Near miss &amp; incidents:</u></b></li> </ul> </li> </ul> <p>Bollard – Weekend of music festival late night revelers decided to throw one of our bollards into the sea from the PLP at 5.45am. CCTV footage is held. No further actions as this was a one off incident.</p> <ul style="list-style-type: none"> <li>○ <b>Safety Management system: no changes</b></li> </ul>	
3.	<ul style="list-style-type: none"> <li>• <b>Finance Report: Cashflows/budgets, insurance</b></li> </ul> <p>A fair amount of my month has been taken up with the review of the Insurances of the Business. A report has been circulated and copies available at the meeting and I am looking for the Boards approval to instruct Clark Thomson to proceed to place cover on both the Marine Policy and the Directors and Officers Policy. We have moved £13,000 from Reserve cash account to available cash. It makes sense to use the Reserve Cash to pay the premium up front and I would replace the reserve over the 3 months of the main season June, July and August to replace the £13,000. Payment plans add about another £1000 to the cost. Cashflow is Ok at the moment. We have weathered the year end cash and have not yet touched the reserve cash. Main outgoings in the coming month are payroll and the insurance with a prior charge to Crown Estate (£9,950) due but we will probably be able to defer that until June. I am still struggling with the cashflow template and am probably going to ditch that template and pay for R A Clement to provide their template which is probably what we should</p>	<p><b>Board approved CT and LTA</b></p>



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	<p>have done in the first place. HIE paid over £2000 to the consultant and I have spent countless hours and it is still not a working system. I have fed that back to HIE. Anne and I are keeping close eye on incomes and outgoings and we need to re-align the cashflows with the revised payroll prior to and following the remuneration committee meeting on the 9<sup>th</sup> May.</p> <p>I need to be told what project costs are likely to be as cashflow is so tight that every lawyers bill and report etc adds to costs. Projects need to be setting budgets the same as any other department.</p> <p>Priority for next month is to get the cashflows updated and the financial year end figures prepared for the Accountants and book-keeping moved on to new financial year.</p>	
4.	<ul style="list-style-type: none"> <li>• <b>Mull Aquarium: Grace Lambert</b></li> </ul> <p><b>Income and Visitor numbers</b>  We have had a good start to the season.  1835 visitors, of which, 164 were season pass holders.  Compared to last year it's about the same.  (Closed for 2 ½ days during music festival weekend)  Thanks to marine staff working cruise days, we had 102 visits from passengers from the last 4 ships. (improvement on previous visits, more engagement)</p> <p><b>Aquarium Maintenance + improvements</b>  We are waiting for a quote to fit carpet/lino in the cinema room, this will narrow down the choices which are currently outdoor carpet (£4.99 m2), vinyl flooring (8.49m2) or flooring paint.  We have had some issues with the pump during the last spring tides, at the low tides it stops working.</p> <p><b>Air Compressor</b>  We have had two lots of fills, a small number during the music festival, and a group from N.Ireland (aquaholics).  We have realized that we need some extra parts, like adaptors so we can fill 300bar tanks (most divers use these).</p> <p>Haven't had a sub group meeting but hoping to have one in May. Bring up to date, day to day things, etc.  Helen, Steve – pop in. Jan, Don and Allan</p> <p>Argyll &amp; Bute Supporting Communities Fund has awarded £1800 approx</p>	



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5.	<ul style="list-style-type: none"> <li>• <b>Human Resources Matters: Anne Fraser</b></li> </ul> <p><b>Staff Update:</b></p> <ul style="list-style-type: none"> <li>• <b>Compressor and power boat training complete, everyone passed. Good PR on facebook with community.</b></li> <li>• <b>‘Good Governance’ and ‘understanding finance’ training at An Roth on 30<sup>th</sup> May. They are looking for more attendee’s, so anyone who is interested please let me know.</b></li> <li>• <b>Murray and Grace are attending the training on new data protection regulations and will report back.</b></li> <li>• <b>Grace and I are attending a child protection course next month.</b></li> <li>• <b>We are now having weekly/fortnightly staff meetings, we have set up new calendars with rota’s for marine staff and will have this all on a desk-top pc for everyone to now be aware who is working when. Also, Robert has brought in radio’s so marine staff can now be contracted when someone needs to pay, this cuts down the need for customers coming up to the office.</b></li> </ul> <p><b>Skills for Growth</b></p> <ul style="list-style-type: none"> <li>• <b>Had a follow up meeting this morning just to keep things ticking along. Lauren is going on maternity leave in a few weeks, so ensuring our case is transferred over to someone else.</b></li> <li>• <b>SFG have suggested a funding package from HIE to include:</b> <ul style="list-style-type: none"> <li>○ Leadership and Management Training</li> <li>○ HR Training/Support</li> <li>○ Support for Board Governance Day and development of L&amp;D plan for the board</li> </ul> </li> <li>• <b>Lauren is still waiting on HIE to come back with something. I have asked for additional funding for training for Rob. SFG will chase up and Brian will also discuss when he next speaks to Clare at HIE.</b></li> <li>• <b>I’ve also been looking into apprenticeships:</b></li> </ul>	



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	<ul style="list-style-type: none"> <li>○ I've asked about foundation apprenticeships that may fit into the aquarium remit</li> <li>○ Scotland's Employer Recruitment Incentive –grants towards employing apprentices,</li> </ul> <p><b>Child Protection and Safe Guarding Policy</b></p> <ul style="list-style-type: none"> <li>● I have everything we now need and have checked requirements with Alex Honeyman (inter-agency lead for NHS) and arranged to attend training. We will then role out the new policy and training to staff once Grace and I have attended the course next month.</li> </ul>	
6.	<ul style="list-style-type: none"> <li>● <b>Harbour Master: Robert Hemming</b></li> </ul> <p><u>Port Marine Safety Code -</u></p> <p>Notices to Mariners <b>No 1</b> of 2018, dated 17 April, has been issued and emailed / distributed to Harbour users. It is on display at head of Pontoon and in Foyer. Going on website when Murray returns.</p> <p>Harbour Information / Local Regulations / Navigation Advice - prepared and ready for display.</p> <p>Notice to Mariners <b>No 2</b> – is more specific to Traffic Management and Vessel reporting.</p> <p><u>MCA Health Check Trends -</u></p> <p>2017 version is published and is of interest to all Duty Holders.</p> <p>Since they were first published, Health Checks have become more specific in their nature.</p> <p>This edition includes DPs, Duty Holders and 'Work Stations' in Marine Control Rooms.</p> <p>Following the Board's Compliance letter, at the end of March, we have been contacted by MCA.</p> <p>They would like to make a re-visit, preferably in the Autumn.</p> <p>Provisional dates have been pencilled in today (tbc with Board) w/c 24th September 2018.</p> <p><u>Health and Safety Executive Inspection, 14 March 2018 -</u></p>	<p><b>Approved stop taking outside bookings that will interfere with Harbour Ops in the Boardroom Apr-Sept</b></p>



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	<p>HSE Report received; contact made with A+B Health and Safety Officer, Eddie Shaw. Emergency Vehicle Access is highlighted in the original telephone conversation. Correspondence available.</p> <p>Port User Group (PUG) minutes for first 2 meetings available for circulation. Any future Navigation or Harbour Regs are always discussed with Stakeholders first</p>	<p><b>Email to BS, A MacL and those present at PUG</b></p>
<p>7.</p>	<ul style="list-style-type: none"> <li>• <b>Harbour and Facilities: Rob MacDonald</b></li> </ul> <p><b><u>HARBOUR</u></b></p> <p><b><u>Maintenance issues:</u></b></p> <p><u>Phillipe/Engineering Services</u> Last week we discovered that some welds broken on 2014 pontoon section: Assume this to be from the Gales; Now re-welded and made good.</p> <p><u>John Howard Electrician</u> John completed an Electrical safety inspection on the original section (2014) of the pontoon. Comments and recommendations as follows: Given the age and environment the installation is in fair condition however has been classified as in an unsatisfactory condition owing to a number of C 2 defects. Replace cable from top of slip to box at the bottom. Earth bonding cable has broken and needs replacing. 6 Bollards to be ordered for replacement</p> <p><b><u>Income:</u></b></p> <p>Visitor mooring is down this year but this is because some long term moorings were invoiced last April.</p> <p>A benefit of the Harbour empowerment order is that we can charge for commercial Anchorage Eg the Stockholm and Polarfront.</p> <p>We had 4 large cruise ships in during April, with over 4400 passengers &amp; crew ashore.</p>	



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	<p><b><u>Suggested Replacement/repair:</u></b></p> <p>Plates for bridge runners have been quoted there would be steel left over from these and this could be placed down each side of the bridge to protect the pontoon further. Not manage to ask AHS yet for a quote on this.</p> <p><b><u>FACILITIES</u></b></p> <p>The tumble driers have had their quarterly deep clean. The showers have been serviced, this is normally done yearly.</p> <p>Music Festival: Facilities seemed to cope well this year, with no major issues other than damage to bollard.</p> <p>Cleaning contract seems to be working well, and they did a great job over Music Festival.</p>	
8.	<p><b>Project: Process Improvement Report by Murray Beattie</b></p> <p><b>Renewal of Matrix Contract</b> 11 month contract renewal starting from May running until April 2019.</p> <p><b>Upgrade of Guest &amp; Office Wi-Fi systems</b> Both Wi-Fi networks upgraded to cloud based systems allowing password protected access from any internet enabled device. Permits the customisation of passwords/access points.</p> <p><b>Install of Raspberry Pi on Foyer Welcome Screen</b> Raspberry Pi installed as weather/welcome screen as displayed at last Board Meeting.</p> <p><b>Creation of Asset Matrix of PC's/Software</b> Created Matrix displaying Office &amp; Aquarium PC's &amp; what critical software each machine has installed.</p> <p><b>Upkeep of Social Media</b> Maintaining high standard of PR on Social Media.</p> <p><b>Review of Survey</b> Only 10 responses this month.</p> <p><b>Review &amp; Development of current website</b> Work ongoing</p> <p><b>Generalised duty iPad &amp; iPhone Accounts</b></p>	



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	<p>Brought iPad &amp; iPhone both on to the same iCloud account so that backups can be made with ease.</p> <p>Begun research on POS kiosk systems</p>	
9.	<ul style="list-style-type: none"> <li><b>Project: Fuel Berth</b></li> </ul> <p>Meeting with Mr &amp; Mrs L Gallagher, Harbour Garage on Wed 1<sup>st</sup> May. To go over the facilities, history of the facility and who owns the assets. The pressure tests on the pipes has been passed. A few minors on the tanks to be remedied. Lewis looking for a 10-year agreement. THA looking more like a 3-year agreement. LG also said that he would be willing to take on the safety checks, maintenance and responsibility.</p> <p>If Phase 6 comes in then THA might have a commercial boat fuel facility.</p> <p>Some discussion on options ensued.</p>	<p>Wait for Lewis to revert back to THA once he has done some more research. Further meeting to be arranged</p>
10.	<ul style="list-style-type: none"> <li><b>Project: Purchase pontoons from SCE</b></li> </ul> <p>Eilidh Todd is still not sure about our revision to the Articles so BS has asked her to speak directly to the Lawyers</p> <p>We need to look at the funding of the 5%-10% purchase cost of the pontoons and the solum. Where is the cash coming from?</p>	
11.	<ul style="list-style-type: none"> <li><b>Project: Aros Park</b></li> </ul> <p>SL and H MacD had a meeting and looked at making a timeline for the Land Fund Purchase</p> <p>H MacD is concerned that it is a lot of work to progress. In the short term the initial part of the application may need a lot of work but SL thinks we can use Marion's previous work and ask them how that needs to be revised to make it current.</p> <p>Where will 5%-10% of the purchase price come from?</p> <p>Jan Dunlop re-iterated that the Forestry would most likely be looking for joint landowners to take share of the cost of road and access repairs and renewals in future.</p> <p>H MacD to bear in mind the cost implications going forward</p>	<p>Steering group meeting to be held to move that forward</p>





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	H MacD asked if THA would join Community Land Scotland. They do a lot at Government level and lobby for Community Groups	Proceed to join
12.	<ul style="list-style-type: none"> <li>• <b>Project: Pilot/Sarah Brown meeting/Crown Estate Project idea to survey the affect on Harbour of Marine Traffic. This would involve Joe Golledge in Aquarium doing a scientific project. CE might want to extend the area of research. No funding available. Funding would need to be sought.</b></li> </ul>	
13.	<ul style="list-style-type: none"> <li>• <b>Matters requiring Board Approval: Insurance recommendation to go with Clark Thomson for both policies and Long Term Agreement per the separate report</b></li> </ul>	Approved
	<ul style="list-style-type: none"> <li>• <b>Any “conflict of interest” changes to report</b></li> </ul>	none
	<ul style="list-style-type: none"> <li>• <b>Any other business</b> <ul style="list-style-type: none"> <li>○ <b>Mull Music Festival</b></li> </ul>           Some discussion regarding minor damage and staffing           <ul style="list-style-type: none"> <li>○ <b>10<sup>th</sup> Anniversary of the Building</b></li> </ul> </li> </ul>	Lets have a party

There being no other business the meeting closed at 21.50