

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 5th July 2018
7.30pm

MINUTES

Apologies: John MacDonald Rob MacDonald Rory Forrester
J Dunlop

Minutes Mary Macgregor

Present: B Swinbanks A MacLean M Beattie
R Hemming S Littlewood A Fraser G Lambert
H MacDonald

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 7th June 2018</p> <p>Matters arising</p> <ul style="list-style-type: none">• Any matters arising to be dealt with in agenda <p>Accepted as true record, proposed BS seconded SL</p>	
2.	<ul style="list-style-type: none">• Port Marine Safety Code <p>Safety Review: Accidents, Incidents, near misses</p> <p>No incidents to report however there were concerns that the cruise ship Magellan guests were standing for a long time in the very hot sun with no shade. RH worked to help find shade for them where possible. This was the responsibility of the ship who did not exercise good management of the crowds.</p>	



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	<p>Safety Management system: emergency plan, voluntary reporting code</p> <p>The Local Port Service is an integral part of Harbour Management under the MCA Audit trail of annual ‘Health Checks’ Trends under the PMSC and Safety Management System banner.</p> <p>The 2017 Health Check reports on a selection of Ports and Harbours that they feel need to come under closer scrutiny. THA has been chosen for a Health Check on 26 -27 September 2018.</p> <p>To lessen risk and improve Harbour management, Notice to Mariners No 2 – (Voluntary Reporting Code) and Harbour Guidelines have been circulated to stakeholders and placed on the website.</p> <p><u>Oil Spill Contingency Plan</u> CalMac have an Oil Spill Plan already in place for the area surrounding their berth.</p> <p>There have been a number of oil related incidents reported by members of the public, these are logged in our Diary and action taken, as deemed fit.</p> <p><i>**A local contractor is looking at the possibility of becoming a Tier 2 Oil Spill Responder.</i></p> <p><u>International Ship and Port Facility Code</u> An inspection will take place on 18 July</p> <p><u>Emergency Planning</u> We have an elaborate (very detailed) Emergency Response Plan as part of our Marine Safety Management System (MSMS).</p> <p>Contingency Planning for differing scenarios may have to be carefully controlled and rational.</p> <p>Simplified Check Lists and Action Cards are being prepared to use when we may be required to tackle any unplanned or unexplained event.</p>	<p>As many Duty Holders as possible available that day</p> <p>BS suggested that someone from the new Beach Committee should be asked to come to the PUG.</p>



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3.	<ul style="list-style-type: none"> • Finance Report: Cashflows/budgets <p>The month of June shows the expected uplift in income but the good weather seems to have impacted on visitor numbers on marine side and in Aquarium footfall. £3000 lawyers bill for changes to the Articles could have been worse (estimate was £8,300 which Burness Paul modified). This has been added into the cashflow projection.</p> <p>With June's figures input and lawyers' fees added to July, the cashflow is showing slightly less than break even for the year at this time.</p> <p>The cashflow I prepared does not allow for costs involved in:</p> <ol style="list-style-type: none"> 1. Fuel berth changes 2. The Aros Project 3. The purchase of pontoons and Solum 4. Aquarium re-working of pipework in winter 5. Project involving Argyll properties build 6. Project re database and additional computers <p>R A Clement Associates sent apologies to the Board as we had hoped to have the draft accounts done for July meeting. He has committed to having them done for the August meeting.</p>	
4.	<p style="text-align: center;"><u>General Manager: Anne Fraser</u></p> <ul style="list-style-type: none"> • Most of the work I'm involved in is being discussed as separate agenda items; <ul style="list-style-type: none"> ○ Fuel berth - on agenda. ○ Ledaig carpark – on agenda. ○ Purchase of the pontoons and solum – on agenda • Argyll properties/Tim Williams – planning has been declined due to SEPA objection, back to Argyll properties to come up with an alternative design. Have advised Tim but have let him know that if he 	



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	<p>does have to store portacabin, he can move to the boat park over the winter as a temporary solution.</p> <ul style="list-style-type: none"> • GDPR – can everyone, including directors, please think before copying in others to emails, careful with ‘reply all’ , make use of ‘bcc’ we should not be forwarding other people’s emails without their consent. • We are now heading into to full summer season, during which I am observing as much as possible to inform our strategic plan which will come later in the year. • Overall the hot weather is bad for business, we need to keep a close eye on income and expenditure. • The Executive committee need to meet soon to discuss a budget for the IT work Murray is working on and project work expenditure. <p style="text-align: center;"><u>Pontoons/Moorings: Rob MacDonald</u></p> <ul style="list-style-type: none"> • Pontoon and visitor income down on last year • PLP Overnight berthing is up and we have installed water on the PLP. • Commercial Anchorage is down • Overall The figures for June are up on last year thanks to a bumper month with the cruise ships. <p style="text-align: center;"><u>Facilities: Rob MacDonald</u></p> <ul style="list-style-type: none"> • Toilet income is up, showers and laundry are down. • Office Rental is down due to office 5 no longer being rented out. • Tennent in office 6 has given notice. Advertising now for replacement. <p style="text-align: center;"><u>Human Resources Matters: Anne Fraser</u></p> <ul style="list-style-type: none"> • No update 	<p>Make sure that Exec meeting happens in early course to establish budgets for projects in particular</p>



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	<p style="text-align: center;"><u>Mull Aquarium: Grace Lambert</u></p> <ul style="list-style-type: none"> • Visitor Numbers: • Pump issues/floods: <ul style="list-style-type: none"> ○ Pump problems seem to have reduced, ○ Had two minor floods, air pressure blowing pipes. • Compressor update <ul style="list-style-type: none"> ○ We've been filling Dave Underwood's bottles on a regular basis. Have a dive group from Belgium currently, then two more booked in for July. ○ We have paid for air testing, a company called Breathing Air Systems in Glasgow, who will test air quarterly. <p style="text-align: center;"><u>Project: Process Improvement Report by Murray Beattie</u></p> <ul style="list-style-type: none"> • 10th Anniversary Social Media PR Movement - Posts based around the timeline of Taigh Solais. Friday's post to revolve around current staff members. Large amount of interaction from community. • Website - Ongoing design. Possible upgrade to premium plan for purpose of design • Harbour Destination Survey Analysis - See screen. • Also looking at doing a cruise ship impact survey for the shops and cafes 	
5.	<p>Project: Purchase pontoons and Ledaig Solum from CES</p> <p>Need to re-do the surveys which is now out of date</p> <p>Need to move fast on this as there is a deadline</p> <p>AF is now leading on this Stage one application. AF is seeking confirmation from A & B Council and CES.</p> <p>Look to try to get the boat park area arrangements tidied up as CES lease to Argyll & Bute Council who then lease to THA.</p>	



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	<p>Deadline 20th July and then next one is Sept which is more realistic. A & B Council have acknowledged that if the car park goes commercial and the THAS owns the solum then the lease amount would need to reflect the commercial nature of the business.</p>	
6.	<p>Project: Aros Park H MacD. Application going in for 3rd Aug. Needs a new valuation. FCS are organising the valuation. Articles need to be approved and sent to land fund by 3rd Sept. EGM will need to be in mid- August SL circulated the results of the community consultation which showed the result of the support required to go forward.</p>	<p>Suggest put the results on to facebook to inform public of results</p>
7.	<ul style="list-style-type: none"> • Fuel berth update RH and AF met LG earlier in the week and the ball is once again in his court to get figures for the business plan to move this forward. Board asked AF & RH to inform LG that the annual rental to be £3500 plus VAT. The question was asked “what happens if he walks away?” the board agreed that they would deal with that situation if it arose. 	
	<ul style="list-style-type: none"> • Feedback from Council meeting on car park Council proceeding with the Road Traffic Order on the Ledaig Car Park and Main Street. They will be putting restrictions on parking and will be putting in charges. 	
	<ul style="list-style-type: none"> • RLNI – request to introduce lifejacket lockers RH to get Dept of Transport view on the lockers 	
8.	<p>Matters requiring Board Approval Drimnin Broadband £50 plus VAT in year one plus further £100 consultation fee. Then £500 plus VAT for the following years.</p>	<p>Approved to go forward on that basis</p> <p>Approved for AF to</p>



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	<p>Fuel Berth Agreement annual rental to be advised to Harbour Garage at £3500 plus VAT.</p>	<p>write to Harbour Garage to advise.</p>
9.	<ul style="list-style-type: none"> Any “conflict of interest” changes to report 	
10.	<p>Any other business 10th anniversary celebrations. Competition feedback & party Friday 13th</p> <p>Don Mitchell has tendered resignation from the Board due to family circumstances. Brian expressed the THA’s profound gratitude for all the work that Don has done in the past with projects and grants. He has said that he will help where he can in future.</p> <p>Railings project is moving on and Council are discussing the matter. Mull Community Council are lobbying for general upgrade of Tobermory and they will also pursue the low tide protection wall.</p>	<p>Let Anne know who will be coming.</p>

There being no other business the meeting closed at 9.30pm