

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 9th August 2018
7.30pm

MINUTES

Apologies:	H MacDonald	A Fraser	A Cripps
R MacDonald			
Minutes Mary Macgregor			
Present:	B Swinbanks	R Hemming	A MacLean
M Beattie	J Dunlop	R Forrester	G Lambert
S Littlewood			

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 5th July 2018</p> <p>Matters arising: minutes not circulated due to oversight. They will be circulated on Friday and Board members present were asked to review and confirm that they represent a true copy. E:mail to Mary</p> <ul style="list-style-type: none"> • Agreed by e:mail A MacL and BS <p>Accepted as true record, proposed seconded By e:mail</p>	<p>Mary circulate the minutes and gather responses</p>
2.	<p>Port Marine Safety Code</p> <ul style="list-style-type: none"> • Safety Review: Accidents, Incidents, near misses • Safety Management system. Our Safety Management System (SMS) 6 monthly review is now due. • Port Marine Safety Code <p>Reminder of MCA Health Check scheduled for 26 /27/28 September. Duty Holders are invited to be available for informal meeting.</p>	<p>None to report</p>



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	<p><u>Oil Spill Report</u> On 1 August at 19.30, oil was reported lying off the CalMac jetty visible in a SE'ly direction. The Harbour RIB was out at the time, photographs were taken, a F/V was moored to the NWM barge. CalMac were asked for input. This incident was recorded.</p> <p><u>Emergency Response Plan</u> As previously reported 'Incident Check Lists' are in the process of being reduced from 12 individual scenarios to a more manageable number. Consideration is necessary to reflect response availability with current staffing levels. An 'Emergency Plan Overview' has been written as a summary to Emergency Responder Roles.</p> <p><u>Security</u> A security audit was carried on 18 July. Compliance was agreed in regard to signage, type and configuration of fencing.</p> <p><u>Lifejacket Lockers</u> RNLI have asked to site 12 lockers at Pontoon head Suggest offer to start with 6 lockers Suggest RNLI have to manage and maintain them No advertising Contact details needs to be RNLI staff not THA</p>	<p>BS would like some PR to send out the message to ask boatowners to take more care when fuelling</p>
<p>3.</p>	<p>Finance Report: Cashflows/budgets/annual accounts</p> <ul style="list-style-type: none"> ○ Annual accounts have been prepared and a copy will be available with an Executive summary by e:mail to all Directors in the coming days. Andrew Mead the Accountant who has been our main contact and a great help at R A Clement is unfortunately leaving at the end of next week and I would like to have all of the year end tax and journals completed before then. This puts the Board under some pressure to approve the 	



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	<p>accounts and I would like the go-ahead to circulate and finalise in the coming week.</p> <ul style="list-style-type: none"> ○ Andrew Mead has worked with THA to bring the accounting information to a level of transparency which is appropriate for a Community Company and to help the Board understand the financial position as clearly as possible. ○ Cashflow projections updated with the July income and expenditure are showing a satisfactory improvement in the projected figures. ○ Some comparison figures for July and year to date on the reverse of the agenda for information. 	
4.	<ul style="list-style-type: none"> • Staff Report summary • <u>Pontoons/Moorings: Rob MacDonald</u> <ul style="list-style-type: none"> • See table for boat numbers • West Highland Yachting Week went well with good boat numbers and full staff. • <u>Facilities: Rob MacDonald</u> <ul style="list-style-type: none"> • See table for incomes • <u>Mull Aquarium: Grace Lambert</u> <ul style="list-style-type: none"> • See table for incomes and visits • Compressor update: Engineer from Patersons on 8th Aug to fix control panel, should be up and running following that. The part has been replaced and the compressor up and running. It has been expensive, however there are enquiries coming in. <ul style="list-style-type: none"> • Aquarium will utilize the green shipping container as a rentable storage space for dive groups as a trial to see if there is demand. Facebook group started for the Diving side. • End of July, beginning of August saw two weeks of activities in the aquarium, Shark week the Marine Week with good uptake. 	<p>Ok to give that a trial. Make sure a form about risk etc.</p>



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	<p><u>Project: Process Improvement Report by Murray Beattie</u></p> <ul style="list-style-type: none"> • Executive agreed spend on IT equipment of up to £1,000 (to include 2 new laptops + licenses) • Website Ongoing design and started inputting content. • West Highland Yachting Week: Photographed racing on the Thursday for PR. • Social Media: Instagram - Up to 190 followers, Facebook - Broken 900 Likes on page, posts gaining more traction/reactions than ever. • Boat of the Week on social media is popular • Brian asked Murray to look at putting THA on Wikipedia 	<p>MB Wikipedia</p>
<p>5.</p>	<p>Ledaig carpark and Pontoon purchase</p> <ul style="list-style-type: none"> ○ Executive looked at figures – potential purchase price and development costs Discussed SLF stage 1 application progress, AF on track for deadline of 7th September and agreed funding approach If stage 1 is not successful, will start looking into self-funding the pontoon purchase. ○ Brian outlined the content of the presentation for meeting on Monday 13th Aug. ○ Discussion about Ledaig Car Park. Overflow car park etc. Some feeling that THA should be stronger in the future of car parking in Tobermory. The response needs to go in to A & B Council on the consultation by 15th August. There needs to be a response that the charging can't just be introduced without a plan for the overall parking situation in the 	<p>Response to consultation</p>



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	<p>town and in light of the island wide situation with Craignure and Fionnphort also affected.</p> <ul style="list-style-type: none"> ○ Railings: Morag Brown is looking at getting THA to partner with Council. However, the railings are the responsibility of the Council. There are serious safety implications for the owners of railing in future. THA feeling is to stand back and not get on board with that. 	
6.	<p>Project: Aros Park.</p> <ul style="list-style-type: none"> ● The SLF stage 2 application has gone in. The valuation of the land went up so the fund application had to be increased. ● SL suggested that a database of information should be put together for future 	
7.	<p>Fuel berth update</p> <ul style="list-style-type: none"> ○ Executive had discussed and had figures from Harbour Garage on upgrading the equipment. Resistance from Garage to increase in rent and also some maintenance and repairs. THA needs to make sure that income covers future costs or in fact will be in a loss making situation on fuel berth. 	
8.	<p>Matters requiring Board Approval</p> <ul style="list-style-type: none"> ● The Board agreed that Mary could proceed to bring the accounts to conclusion with Andrew Mead by 15th August. This following circulation of the final draft and Executive Summary to Board and questions or amendments dealt with by Tuesday 14th. 	approved
9.	<ul style="list-style-type: none"> ○ Any “conflict of interest” changes to report 	none
10.	<ul style="list-style-type: none"> ○ Any other business ○ Meeting 13th August. Encourage proxy voting and attendance 	



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	<ul style="list-style-type: none"> ○ Brian noted that THA did not give a letter of support for Phase 2 of the Light Industrial Park as there is a conflict of interest in application for the same funding pot ○ ADS in receivership ○ Office 6 not let yet available from end Aug 	

There being no other business the meeting closed at 21.20