

TOBERMORY HARBOUR



Board Meeting

Taigh Solais
Thursday 4th Jan 2018
7.30pm

MINUTES

Apologies: Andy Cripps Jan Dunlop

Minutes: M Macgregor

Present: B Swinbanks R Hemming Anne Fraser
Allan MacLean Steve Littlewood Rory Forrester Don Mitchell
Lyndsey McLaren John MacDonald Helen MacDonald

| Item | Description | Action |
|------|---|--|
| 1. | <p>Minutes of Directors' Meeting dated 7th Dec 2017</p> <p>Matters arising</p> <ul style="list-style-type: none">• Compressor Shed• Door parts ordered and awaited• Fuel berth agreement and works <p>Accepted as true record, proposed A F seconded BS</p> | <p>RH still looking for options</p> |
| 2. | <p>Safety review: nothing to report</p> | |
| 3. | <p>Harbour Master: Looking at staffing and works to be done. A Cripps has done the report on the fuel facility. PMSC is priority to be completed by end Feb for Ron Bailey visit. Sub groups to look at the maintenance in particular</p> | <p>Fuel facility: Works to be agreed per Andy's report to move this forward PMSC to be progressed Sub group meetings for Marine and Fuel Berth to be arranged</p> |



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| 4. | <p>Finance: Agreed that BS, AF, RF and MHM to be the Bank signatories going forward.</p> <p>RF will overview finances. Mary will get support from Derwyn Hewitt.</p> <p>RF happy to meet with AF and MHM on regular basis (2 x per month when possible).</p> <p>Cashflow projections still under way but spending has been pegged back and changes made to payroll so it is moving in the right direction.</p> <p>RF proposed that Anne Fraser should be remunerated for a number of hours per week. Anne is happy to take on work to oversee operations and co-ordinate works being done in addition to the work she is already doing on HR and recruitment. Brian proposed that the Board sanction AF being on Executive Board. Seconded by John MacDonald.</p> <p>J MacD said that overview of work by contractors needs to be tight to ensure quality and quantity of work.</p> <p>BS has a meeting with HIE and the Land Fund and he wants to make sure the way that AF will be remunerated fits OK with the funders.</p> | |
| 5. | <p>Facilities: Fraser Corbett has now left and he has compiled a manual to assist with handover.</p> <p>The Board acknowledged the valuable contribution that Fraser had made to the Company.</p> | |
| 6. | <p>Aquarium: Staff all back on Monday.</p> <p>Pipework needs work.</p> <p>Funding is being sought.</p> <p>Maintenance under way.</p> <p>Job ads and descriptions are ready to go public.</p> <p>One plus a part-time members of staff being advertised</p> <p>Grace will be filling in for Lyndsey's maternity leave.</p> <p>Joe funded 25 hours for a year and will go full time in summer.</p> | |
| 7. | <p>Human Resources:</p> <p>Trainee Harbour Manager roll is to be advertised.</p> <p>Job description is for someone to take on facilities and harbour management.</p> <p>Harbour Master position is reducing from full time to 2/3rd job.</p> <p>A seasonal position for marine staff will also be advertised.</p> <p>G F has been advised he is eligible to apply for the new posts following non-renewal of existing contract.</p> <p>AF looking for a team to take forward the decision making on the job description and adverts then interviews. Don and Brian both indicated that they would do that.</p> | Remuneration committee to |



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| | <p>HIE may give some training funding once they have assessed the training needs of the business as a whole.</p> <p>Scotgrad post applied for to take on a graduate for a project to take the technology side of the business forward.</p> <p>Technology, website, database, process, payments, social media, advertising, data collection and recording. AF is moving that forward.</p> <p>Looking at Cleaning contract with Dust2Shine to have a year-round contract. F C and AF have had discussions with Annette Wood.</p> <p>AF wants clarity on the way forward with pay and remuneration. Remuneration sub-group to meet to ensure clear overview of decisions in this area.</p> | <p>meet soon and feed into the Executive to get the salary levels etc set for new posts.</p> |
| 8. | <p>Phase 6: BS outlined where the EMFF application is with RDJ consultants. The application will hopefully go 5/1/18. If the first response is positive THA will need to look for a further £300k funding as a minimum. SL indicated a willingness to be involved in funding work.</p> | |
| 9. | <p>Record Board Approval: Bank signatories BS,RF,AF and MHM AF to be remunerated for some hours to be agreed. New job descriptions to be agreed and advertised Discussion with Dust2Shine to be progressed</p> | |
| 10. | Conflicts of interest changes: | none |
| 11. | <p>Any other business:</p> <p>Change to Articles of Association re stakeholders</p> <p>Fuel Berth Agreement extension</p> <p>Sub group meetings need to be arranged in January to move different areas forward.</p> | <p>Land fund visit will inform the move on Articles</p> <p>John MacDonald will meet with RH re fuel berth</p> |

There being no other business the meeting closed at 8.50pm

