

# TOBERMORY HARBOUR ASSOCIATION



## Board Meeting

Taigh Solais  
Thursday 4<sup>th</sup> May 2017  
7.30pm

### MINUTES

Apologies: Jan Dunlop Jim Traynor Fraser Corbett  
Anne Fraser John MacDonald

Minutes: Mary Macgregor

Present: Brian Swinbanks Don Mitchell Richard West  
Allan MacLean Rory Forrester Robert Hemming Helen MacDonald  
Lyndsey McLaren Andy Cripps  
(at 8.15pm)

Item	Description	Action
1.	Minutes of Directors' Meeting dated 6 <sup>th</sup> April 2017 Matters arising Any matters arising will be covered in later items Accepted as true record, proposed: DM seconded BS	
2.	Safety Review: Marco Polo lady requiring first aid. <ul style="list-style-type: none"><li>FC reported that a lady disembarking from a cruise ship tender had scratch her leg. Ships medical team came ashore to attend to her and an accident report was completed.</li></ul>	
3.	Finance <ul style="list-style-type: none"><li>Had first meeting with Accountant re the year end reports RW and MHM.</li><li>Had a morning with Eric MacLeod who has been engaged by HIE to help us with cashflow and profit forecasting which will make reporting to the Board and to the Banks clearer as they will be customized to the business and projects as required. Hopefully for next meeting.</li><li>RW is progressing budgets which will be finalized by next month</li></ul>	Hope to have first draft of accounts by June meeting MHM/RW Cashflows and budgets for June meeting



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4.	<p>Facilities Report: Fraser Corbett's report read by MHM</p> <ul style="list-style-type: none"> <li>• Annette Wood and Kerina Dickson are cleaning during the week and are working well. A new start that will be able to do the weekend shifts except the morning ones.</li> <li>• Music Festival weekend went smoothly from facilities point of view, shower and toilet usage was up from last year. Kerina and I were hands on deck over the Friday, Saturday and Sunday, Thanks to Kerina for her help.</li> <li>• There was some damage to the wooden gazebos that was reported to the police. An intoxicated male damaged them in a fit of anger. He wasn't able to be identified and unlikely we will see any result from the investigation.</li> <li>• When the Marco Polo visited on the 23.04.17, Jim informed me that a lady had injured her leg disembarking from one of the tenders, I gave her first aid and kept her company until the medical staff from the ship came ashore and took her back to the Marco Polo. I also filled out an Accident Report.</li> <li>• Getting to grips with cruise ship days and the communication and paperwork aspect of it.</li> <li>• The door is now active with a code between 0600 – 0700 and 2100 – 2300.</li> </ul>	
6.	<p>Mull Aquarium  Open and busy. Over 2000 through the door.  New 3D cinema popular. Only kids and ocean themed films so no cross over with Mull Film Club. Licence in place.  Problems with pumps in April so new 12m of pipe ordered to take inflow further out.  Summer events in planning.  Thanks to fishermen for bringing in creatures.</p>	
7.	<p>Phase 6 Funding  Brian spoke about the RDJ schedule of works and who would do the applications for matched funding. RW will be talking to the Bank about loan funding.  Helen agreed to help with funding applications for other funding sources.</p>	<p>progress work with RDJ Consultants  BS/RW/MHM/HmacD</p>



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	<p>Brian thanked Rory's son(Alexander) who came to help and advise.            Richard has spoken to Rosie Littlehales of RDJ Consultants.            A) She asked to prioritise the quotations for the works.            3 tenders required.            B) Staffing structure</p>	
8.	<p>Aros Park            RW reported that the MKA Economics final report was received which looked at the various aspects of the project and its feasibility.            The report highlighted water-sports facility, café and an indoor activity eg climbing wall, visitor experience (maybe Aros Park focussed) as having the highest potential for an economically viable development.            Scottish land fund will support land purchase to 90% but they will require the THA to commit to a development plan and timescale if funding is provided.            Sub group met JD, H MacD and RW and considered all the pros and cons. The Sub group concluded that as Phase 6 is going to be the THA main focus in the near term that the THA did not have the capacity to pursue the Aros project at this time.            RF, supported by A MacL, suggested that it would be a shame to let the opportunity to obtain the land pass.            The conclusion of the Board was that RW should approach FCS and look for a solution that would meet FCS aspirations and fit with THA timescales.</p>	RW to contact FCS
9.	<p>Argyll Properties Update            Planning have advised THA that someone is looking at planning permission for land owned by THA</p>	Mary pass round Board for info
10	<p>HEO update RW spoke to Val Coghlan at Transport Scotland. Still the 2 outstanding objections re free anchoring. Should be with Minister by end April, hope to hear by end of May after legal review.</p> <p>However, comment noted by Val about managing the speed limit in the car park. That was put in when the car park was included. Val can just drop that from the</p>	RW to advise that in order to drop the "speed limit" clause from HEO



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	wording as the car park was dropped from the HEO. Board were agreeable to that.	
11	<p>Human Resources</p> <p>Robert Hemmings from Swansea is here for further discussion regarding the Harbour Master job. He gave a quick short talk about his initial impressions following meetings today.</p> <p>Further meetings Friday.</p> <p>Robert then left the meeting.</p> <p>Anne Fraser (Human Resources) had sent a short e:mail round the Board member to update them on the current position regarding the HM job.</p> <p>Brian gave a summary of Roberts experience for the Board. Other Board and staff gave their impressions and discussion regarding the Harbour Master job ensued.</p>	<p>Further meetings Friday 5<sup>th</sup> May</p> <p>Recruit new HM</p>
12	<p>Matters requiring Board Approval</p> <p>Brian asked the Board to rule on whether Robert Hemming is offered the job and on what terms. References to be taken up. Probation period 6 months.</p> <p>Board approved : Offer to be made subject to references.</p>	BS, AF and RW
13	Any changes to “conflict of interest”	none
14	<p>Any other Business</p> <p>JT and BS met the project team form Oban Bay Marina. There is to be a summit meeting regarding the A82 which British Ports hope to be involved in.</p>	



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	<p>Directors sub-groups: Defer to next meeting to let new HM</p> <p>Fuel Station on Pontoon: THA would need to have a conversation with a new owner.</p> <p>Management of Car Park: Brian did a report to Council and Police about the overuse of the car park and Health and Safety issues</p>	<p>Next meeting sub groups once HM in place</p> <p>Fuel pump on next months agenda</p>
	<p>Meeting closed</p>	<p>21.05</p>