

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 5th October 2017
7.30pm

MINUTES

Apologies: Jan Dunlop Don Mitchell Lyndsey McLaren
Andy Cripps
Minutes : M Macgregor
Present: B Swinbanks A MacLean G Francis
R Hemming A Fraser H MacDonald R Forrester
F Corbett

Item	Description	Action
1.	Minutes of Directors' Meeting dated 7 th Sept 2017 Matters arising <ul style="list-style-type: none">• Change to Articles of Association (RW not here)• THA RIB (see HM report)• Fuel Berth Agreement extension (RW not here) Accepted as true record, proposed BS seconded H MacD	
2.	Safety Review – Accidents and Incident In August a child fell over and it is in accident book.	No actions
3.	Harbour Master: <u>Harbour RIB</u> Boat is not required for any major harbor working during the quiet season. It is unrealistic to consider 'Coding' it as a Harbour Launch. If any inspection around the pontoons or moorings is necessary, it is carried out using appropriate PPE and Communications. This avoids unnecessary expense until next year.	



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	<p><u>Port Marine Safety Code</u>; Oil Spill Response Plan; - nothing further to report.</p> <p><u>ISPS Meeting</u> THA is hosting the meeting on 25 October. Await numbers to attend to venue etc</p> <p><u>Cruise Summit in Edinburgh</u> 2 Ministers from Scottish Government and representatives from 4 Cruise Ship companies spoke of opportunities for Tourism and how the infrastructure will cope. Correct the cruise liner assumption that Scottish islands are closed on Sundays</p> <p><u>ABP Mer</u> Risk Assessment Software is now on system for management going forward. Final invoice paid. No further works required from ABP Mer</p> <p><u>NW Marine</u> Waiting for response re invoice breakdown before any payment Priority for snagging work to be completed on PLP – awaiting steel plates to be fitted under Walkway Rollers to adequately protect deck boards.</p> <p><u>AOB</u> Opportunity to acquire small green container in SSF Compound for a small fee.</p> <p>Ports of Scotland Yearbook – updated for 2018 Edition.</p> <p><u>Mull Rally</u> – Car Park / Location of Marquee / Impact on THA business. This is going ahead and we just need to go with it but any future events of this kind THA needs to be kept in the loop.</p> <p>Concerns about the power and lights not working, spoken to John Howard and will ask him to take on the pontoon electrics.</p>	<p>RH to speak to NWM and look at alternatives</p> <p>OK for marine staff to proceed to accept container</p>



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4.	<p>Finance Report: Half Year</p> <p>No Half Year report to present to Board as Richard West was not present. As Mary did not know that he would not be there she did not do a half year report.</p> <p>Mary expressed concerns about the amount of available cash to see the business through to next trading season.</p> <p>Challenge is to shave £13k off the present spend budgets (or increase income) to remain in the black at end March.</p>	Mary looking for Board support in preparation of cashflows etc
5.	<p>Facilities:</p> <ul style="list-style-type: none"> • The electrical condition report is completed. Remedial work needs to be undertaken. I hope Ian Mcadam will be able to carry out in the next few weeks, if he is unable then another electrician to do the more immediate remedial actions. • I have been in talks with Mdiver about setting up a compressor for next season. Mdiver are very keen to install a system. • Been looking (with Rob) at the MarNIS program provided by ABPmer for managing Marine Risk Assessments. To manage risk assessments, create new ones, collate marine documents and manage incident reports. • Drimnin are still investigating planning for their antenna. • I have done a costing of upgrading our internet onto a leased line. There will be an initial cost of getting all our servers etc working with the new leased line, I am in talks with Andy about how this will work and if this will work. • With the inclusion of rental from Drimnin Broadband an Extra £1 on boat price would cover the increase in cost. Costs were circulated for information. 	GF to look at Puffin Dive and other alternatives



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	<ul style="list-style-type: none"> On a separate issue, the THA antenna needs to be upgraded to handle more concurrent users it maxes out at about 30-40 which is nowhere near enough. We want something that can handle 250+ users. This will be a cost of approx. £500 – 1000. 	FC speaking to Matrix
6.	<p>Mull Aquarium: visitor numbers As we record the weather we can see the weather has be relatively good compared with last year which is reflected in our visitor numbers being down for July and August. However, our income overall is going to be very close to breaking even this year, which is not bad for our first year without funding.</p> <p>Events and activities The October events program has been planned and advertised.</p> <p>Staff Joe eligible for a funded job package which will make winter works easier to prepare for L McL maternity leave next year.</p> <p>Compressor shed Concerns about the compressor shed. Should there not be one next year, this would seriously impact on the aquarium and the diversity of creatures we are able to get. We regularly get visiting dive clubs to collect creatures for us and regulars have already told us that if there is not compressor shed they won't be visiting. If we lose these clubs it will be a loss of business not just for us but also for the community and they may not return.</p> <p>Other News Our touch pool has been replaced and the new one has been installed.</p>	
7.	<p>Human Resources Matters:</p> <p>AF : Annual appraisals will be during October. Staff handbook is being worked on and enhanced benefits are being looked at. Additional holidays. Sick Pay. Paternity pay and maternity pay. Compassionate leave. Brian thanked Anne for the work done on this body of work.</p>	



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	Team meetings every 2 weeks.	
8.	<p>Project: Phase 6</p> <p>BS has received quotes for the drive down dock with slip, and infill. This would cost about £2.5m.</p> <p>Brian has been asked by Inland and Coastal to go to N Ireland to see their plant and what they can do. This will be paid for by Inland and Coastal and BS asked that the Board approve him going and that it is purely a fact- finding meeting.</p> <p>Brian, Helen and Richard are continuing to work on with this.</p>	Board approved BS visit to NI
9.	<p>Matters requiring Board Approval</p> <p>Any “conflict of interest” changes to report</p>	BS invited to Ireland as above
10.	<p>Any other business</p> <p>AGM Fri 3rd Nov</p> <p>There have been indications that some Directors wish to stand down so a campaign to recruit nominations for 3rd November required.</p> <p>Brian reported that the Council would not have objections to the THA becoming the owners of the solum of Ledaig Car Park</p>	Helen MacD to prepare a notice for facebook for FC to put on THA facebook

There being no other business the meeting closed at 21.40