

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 6th April 2017
7.30pm

MINUTES

Apologies: Helen MacDonald Richard West Andy Cripps
Rory Forrester Lyndsey McLaren Fraser Corbett
Minutes Mary Macgregor
Present: Brian Swinbanks Jim Traynor Allan MacLean
John MacDonald Don Mitchell Jan Dunlop
Anne Fraser

Item	Description	Action
1.	Minutes of Directors' Meeting dated 2 nd March 2017 Matters arising : Rock removed from slipway Accepted as true record, proposed AF seconded BS	
2.	Accidents and incidents: Identified that slipway cleaner needs to be applied following pressure washing. Need to check that staff qualified to use and following COSH guidelines.	JT to check the COSH/UNnumber of the slipway cleaner
3.	Finance Report: MHM presented some cashflow projections which show that the cash position is fair at year end but mindful of payments still to go out for Passenger Landing Platform and other payments which were deferred. Will be working with Accountant and draft year end reports may be available in time for the May meeting. HIE have are funding some training for Mary on presenting cashflow and profit forecasts.	
4.	Facilities Officer: MHM read out Fraser Corbett's short report outlining work done and in progress. No issues or items requiring Board attention.	



Item	Description	Action
5.	<p>Marine Manager: JT reported</p> <ul style="list-style-type: none"> • Hebridean Princess was first cruise ship on Sunday 2nd, trialled the checklists for PMSC which worked well. • Extra casual staff will be taken on especially on long days of cruise ship visits • Passenger Landing Platform (PLP) consultation periods are over. Marine Scotland on holiday. A & B planning, Andrew Barry, on holiday. Jim will follow up both next week. Bidwells progressing the “small works agreement” for the PLP. Jim hopes that they can bring everything together by the beginning of May for the PLP. NWM will probably get Kangley Construction to do the shoreside works. • April 22nd is Music Festival weekend and there is a cruise ship in. Jim trying to speak to Ian MacKinnon at Council, also on holiday. Mark Steven Police Sergeant has been in touch to ask for numbers and times. 	
6.	<p>PHASE 6</p> <p>Brian reviewed progress with the Project Plan from RDJ Consultants and the end of Marion's contract. The Project Plan lists the task and inputs required from THA. The Board agreed on a team approach with Mary acting as a conduit between THA and RDJ.</p> <p>Port Marine Safety code project: BS, RW and KC met and agreed that KC would concentrate on the Safety Management System. Richard West sent the following timeline to update the Board: The SMS Marine is 85% complete. The SMS Shoreside is 15% complete</p> <p>Emergency procedures (EMOPS) total 13 of which 5 are complete, 5 are in advanced draft stage and 3 not yet started. Safety management Procedures total 20 of which 5 are in draft form and 15 still to do</p> <p>Estimated time to complete all this work is end June.</p>	



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	<p>Thereafter the work remaining, and requiring Harbour Master input is :</p> <p>Integrity Management procedures Staff Competency register Training Schedules</p> <p>BS has asked KC to feed the procedures and forms to Jim and Marine staff plus Fraser so that the procedures can be tested and trialled where possible. JT has already trialled the cruise ship checklist with the Hebridean Princess and will meet with KC to refine very minor points but on the whole it works well.</p> <p>Jim said that particularly the emergency procedures (EMOPS) need to be put in place asap even if not complete or finalised.</p> <p>The Board also agreed that the Marine Management must now step up to mitigate the liabilities to the Board.</p> <p>The Board agreed that working together the team will produce a robust system. New Harbour Master, when in post will have input.</p>	<p>KC to provide forms and flowcharts for trials as they are drafted.</p> <p>Regular meetings/discussions as the systems are designed. Get EMOPS trialled asap.</p>
7.	<p>MKA Economics meeting regarding Aros Waterfront was held on 28th March with Marion, Richard, Brian, Anne, Helen and Jan attending. RW has written a summary for discussion at May meeting which was circulated to the Board. However, MKA were asked to expand on some areas and they are to revert to THA with a final report. The deadline for Scottish Land Fund has been extended but a decision about the way forward has still to be made.</p>	
8.	<p>Argyll Prop land update: none</p>	
9.	<p>HEO: RYA and one other are still pursuing the “anchoring free of charge” issue. THA has asked the Scottish Ministers to move ahead and make a ruling on THA’s HEO and that the issue of charging for “wild anchoring” be pursued at a separate national review.</p>	



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10.	<p>Human resources matters:</p> <p>Harbour Master: interview process scoring and findings. BS and AF reported on the 4 interviews which were held on 3rd and 4th April. The 5th candidate was unable to come to interview and appears to have dropped out. The merits of the various candidates were discussed at length and it was apparent that each one had significant skills to bring to the job.</p> <p>There was discussion about the direction each of the candidates might take the Company and how the Board viewed the way forward for THA in the coming years. A decision was made based on the scoring system used throughout the interview process which was discussed and endorsed by those present and the chosen candidate was considered to be the one to take the THA forward. The candidate who came second may also still be considered for the position as he had direct HM experience.</p> <p>AF as HR Director has minutes, notes and scoring which will be filed in restricted confidential files.</p> <p>Anne Fraser to look into the course she wants to do to update HR skills and the Board agreed that THA would pay towards that as Board Skills training.</p>	<p>Brian to go back to the interview panel.</p> <p>Anne to communicate with applicants</p>
11.	Matters requiring Board approval	none
12.	Any conflict of interest to declare	none
13.	Any other business	No other business

There being no other business the meeting closed at21.40