

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 7th Sept 2017
7.30pm

MINUTES

Apologies: Andy Cripps Rory Forrester Lyndsey McLaren
Jan Dunlop Don Mitchell

Present: Brian Swinbanks Richard West Ron Bailey
Greg Francis Rob Hemming Allan MacLean H MacDonald

Minutes : Mary Macgregor

Item	Description	Action
1.	Minutes of Directors' Meeting dated 10 th August 2017 Matters arising <ul style="list-style-type: none">Fuel pump problem was resolved.Aquasky has vacated and divers are not happy that there is no air facility in Tobermory Accepted as true record, proposed BS seconded A MaCL	
2.	No accidents or incidents to report	
3.	Ron Bailey, Designated Person: RB has been in Tobermory for the day when a cruise ship has been in observing and discussing procedures with Marine staff. RB asked if the THA still wants him to continue as DP. It is now a year since he was appointed. There is to be discussion regarding the input needed as DP and the associated remuneration package. Is the MCA audit closed out? Response still needs to be sent to MCA regarding pilotage. RB does not consider that THA needs to offer pilotage but a response needs to be made. Chairman needs to write to MCA to confirm that the THA is fully compliant with PMSC following audit by RB. RB said that the THA has not seen the Safety Management System. He needs to audit it. RH to pull all	Executive Board to discuss and revert to RB



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	<p>the system works together to allow audit by RH. Work to have that done by March 2018.</p> <p>RB asked if THA would be interested in being a member of the Merchant Navy Welfare Board</p> <p>RB would represent THA at the meetings. No cost involved.</p> <p>BS emphasized that the THA is looking toward training and maybe apprenticeships to bring skills up.</p> <p>Seafarers UK have some funding and may have grants to encourage young people in to seafaring careers</p> <p>RB has a room at the Transport Museum if there is ever a need for a meeting in Glasgow.</p> <p>Website updates in hand to bring THA into contact with links to other ports and associations, notices etc.</p>	<p>RH to work with directors to pull everything together for Spring.</p> <p>Get info and record if we decide to be part of it. What does it involve?</p>
4.	<p>Harbour Master:</p> <p><u>Cruise Ship Information / Pilotage</u></p> <p>Information required from THA before arrival :-</p> <p>Length of vessel, propulsion capabilities, machinery defects</p> <p>The End of Passage Waypoint position (Lat / Long) and vessel's intention -</p> <p>Is anchorage position acceptable to all parties, the depth of water, risk of anchor dragging and close proximity to Calve Island. Damage to BT Cable.</p> <p>Assess current weather conditions, visibility and forecast especially within Harbour Limits</p> <p>ie : - at the designated anchorage.</p> <p>Passing traffic in the Sound of Mull during both arrival and departure periods.</p> <p><u>THA RIB</u> - The boat is 14 years old and is not 'coded' as a workboat. It carries out a 'visual sweep' of Harbour, prior to Cruise Ship arrival, checking for hazards.</p> <p>Other main use to check THA moorings.</p> <p>GF:The RIB needs to be checked as there are problems with it. Greg said that various faults have been reported identified. There should be a record of faults and maintenance held by the business. Engine repairs should be by registered Honda agents. Record of faults also needs to be kept and the information fed to Directors (sub-group)</p> <p>There is no trailer for the THA RIB.</p>	<p>Brian is looking at the fencing linked to signage to meet the request by MCA for the bridge security.</p>



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	<p>Board concerned that the repairs have been identified and not addressed. A MacL asked that Ardoran Marine are contacted immediately to address the issues with the RIB. Directors are the duty holders and a boat with no radio, broken engine parts and a leak needs to be dealt with as a matter of urgency</p> <p><u>Port Marine Safety Code / Safety Management System</u> The SMS/Risk Assessments have been drafted to be incorporated in the new manual Port User Group (PUG) meetings to be organized involving Harbour stakeholders</p> <p><u>Oil Spill Response</u> Our obligations as a SHA – investigating options with Tier 2 Response Contractors Some discussion followed regarding the tier two and who else in the area has Tier 2 and could THA “join” their list rather than paying for dedicated response standby</p> <p><u>ISPS – THA Security Plan</u> An informal visit by a DfT inspector occurred on 6 – 7 July during the visit of ‘Boudica’ Temporary fencing is required to deter unauthorised access to the TRA.</p> <p><u>Civil Contingencies Act</u> Made initial contact with Argyll and Bute Resilience / Emergency Planning Team. Re : Future exercises with Local Responders</p> <p><u>Maritime Radio Communications - Ofcom</u> Still awaiting the application for our Coastal Radio License to be processed.</p> <p><u>THA acting as Local Lighthouse Authority</u> Power Line crossing to Calve Island – New signage has been made by SSE.</p> <p><u>ABP Mer</u> Software license / training - total spend to date £3,300. Consider further spending unnecessary for the THA as a small harbour Authority.</p>	<p>Ardoran Marine to be contacted immediately to address the issues with the RIB</p> <p>BS working on idea for fencing/signage</p>



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	<p><u>Misc</u> Recreational Craft Guidance (Draft) copy for RB to sight Permission to Dive / Dive Permits required for Diving operations within Harbour Limits F/V Boy Paul detained by MCA on 25 August 2017 RNLI – Lifeboat Day on Sun 13th August. To arrange a Cold Debrief</p> <p>Interface between Public Car Park and Harbour frontage – signage to be agreed/actioned.</p> <p>Funding for slabbed path between top of PLP bridge and Passenger shelter to aid wheelchair access. Both Disabled ‘Dropped Kerb’ areas outside Taigh Solais are obstructed by vehicles.</p>	<p>KFT to be asked to make signage for the safety on our land</p> <p>RH to get pricing for slabbing the pathway at the top of the PLP for disabled access.</p>
5.	<p>Finance report</p> <p>Charity status: RW has been looking at the THA having charity status. Not-for-profit but not official charity status. Plus side: Some tax advantages. Funders prefer charity status which opens more funding Company structure would remain the same but THA would report to OSCAR not Cos House. Under £500k pa does not require audit.</p> <p>Minus side: Do tax advantages outweigh the amount of disruption to the Company? Change to structure, lenders, company banking. Additional layers of board management.</p> <p>In the immediate term the Land Fund did not like the wording of the Articles of Association in respect of the way the THA “seeks” directors. RW and the Executive (per meeting 6th Sept) Propose and recommend that the change to the Articles of Association are amended in this respect at the upcoming AGM. BS has checked that there will be no issues with Transport Scotland and the HEO. Helen MacDonald is looking in to the possible Community buyout for the pontoons from the CE. BS asked that H MacD</p>	



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	check that the change to the Articles of Association will meet the requirements of the funders. H MacD said that the problem of the Articles is not unique to THA and that it is being looked at at a higher level.	
6.	Facilities: nothing to report	
7.	Mull Aquarium: nothing to report	
8.	Human Resources: Jim finishes at the end of September. He will be retained for advice through the winter. If required he will come back on a summer seasonal basis to deal with customers only. Staff appraisals and contracts need to be looked at in Sept to Oct. A night out for Jim. Possibly 7 th Oct.	
9.	Phase 6: RDJ has not come up with any enhanced funding. HIE has offered some funding. Argyll & Bute hope to be able to help through RDF in 2018 as the funding has been allocated elsewhere on Mull in 2017. HMacD and RW are chasing up RDF to find out what is happening and make a joint approach to RDJ. BS and RW have pared down the PH6 to a drive down attenuator. Mike Asher is assisting. 4 companies to give quotes to allow the deadline for funding application to be met.	
10.	Matter requiring Board Approval Proceed to change the Articles of Association.	No objections so proceed
11.	Any change to “conflict of interest”	
12.	Any other business Cruise summit in Edinburgh 21/9/17 Fuel Berth agreement. The extension of the fuel berth agreement expires this month and RW looking to extend for a further 3 months to allow the Board to decide the	RH will attend RW will write to LPG for further extension



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	<p>way forward. The issues are in respect of who owns and maintains the fuel berth which need to be ironed out</p> <p>Sub Groups to be re-done by next meeting.</p>	<p>MHM to re-do lists and circulate.</p>

There being no other business the meeting closed at21.30