

# TOBERMORY HARBOUR ASSOCIATION



## Board Meeting

**Taigh Solais**

**Thursday 10<sup>th</sup> August 2017**

**7.30pm**

### MINUTES

**Apologies:** R West A Cripps Don Mitchell  
H MacDonald Anne Fraser R Forrester J Traynor  
L McLaren

**Present:** B Swinbanks J Dunlop A MacLean  
F Corbett R Hemming

**Minutes: M Macgregor**

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 6<sup>th</sup> July 2017</p> <p>Matters arising</p> <ul style="list-style-type: none"><li>• Actions from last meeting have been attended to</li></ul> <p>Accepted as true record: proposed BS seconded A Macl</p>	<p>Mary circulate the charity status info before the next board meeting.</p>
2.	<p><b>Safety Review- Accidents and Incidents.</b></p> <p>Accident Report Book. The following minor accidents have been recorded in the book since April.</p> <ul style="list-style-type: none"><li>• 23.04.17 Avulsion from coming off tender, cruise ship passenger. First Aid given</li><li>• 06.06.17 Volunteer small laceration. First Aid given</li><li>• 16.07.17 Boat user trapped finger. Ice pack given.</li><li>• 18.07.17 Boat user went over on ankle. Ice pack given. Went to Doctor.</li><li>• 03.08.17 Boat user fell in water. No visible injuries</li></ul>	<p>None of these require any change of procedure or training</p>



Item	Description	Action
	<ul style="list-style-type: none"> <li>• 10.08.17 Boat user fell in water. No visible injuries</li> </ul>	
3.	<p><b>Finance Report: Final accounts are now prepared as agreed at the last meeting. As it was a small meeting we circulated the reports round all Directors and invited comment or questions. As none were received we proceeded to finals. It was agreed with a quorum of directors at the last meeting that Brain to sign off and have the tax return completed.</b></p> <p><b>With the new responsibilities of the HEO the insurance premium will go from about £7000 per annum to more than double that. Following discussion with Coleman who are the existing broker and Everard who provided an alternative quote, it was decided to remain with Coleman for a period of 9 months. This shorter period will bring the premium outlay down to £10,500 in this financial year but also brings the renewal date to 8<sup>th</sup> May instead of August which has been challenging in previous years as it is a big decision and landed when everyone was really busy or on holiday.</b></p> <p><b>Cash incomes for the year to end July are doing well comparing them with the same period last year. Pontoon showing a particularly strong performance but there are fewer cruise ships in the coming month so that may fall back a bit.</b></p>	
4.	<p><b>Facilities Report: Fraser Corbett reported</b></p> <ul style="list-style-type: none"> <li>• <b>Clarity Safety Solutions carried out the Fire risk assessment. There was nothing major that required immediate attention. Various High, medium and low issues which I am working on sorting. Already have John Macphail looking at the emergency lights as not all are working, some will need to be replaced. I now have a new more detailed fire log book to keep up to date records of checks carried out working alongside Bernie. New contractor briefings will have to be carried out and hot works permits issued. I will liaise with Fire service to hopefully come down and have a talk with staff do some training. Fire drills will also need to be carried out on a regular basis. New Fire safety arrangements will have to be read</b></li> </ul>	<p><b>FC has an action plan to follow. He will need to speak to R West about budget for changes.</b></p>



Item	Description	Action
	<p>by all staff and new fire procedures will be implemented and all staff and tenants will be made aware of correct procedure.</p> <ul style="list-style-type: none"> <li>• Loss of pressure in the heat pump loop. Investigating where the leak may be, but may require digging behind the building to locate.</li>   <li>• Having connection issues with the internet when a lot of connections are made (50+). It seems to just die and instead of people at least getting a slow connection they are connected but not able to get any internet. Talking with Matrix Solutions for possible solutions</li> </ul>	<p>FC to get expert help to try to resolve.</p> <p>Pressure test them first. Allan to ask A Hargrieves about doing pressure tests.</p> <p>Need to locate the boreholes and get the head of the ground pipes exposed.</p>
5.	<p>Harbour Master: Lifeboat day on Sunday 12<sup>th</sup> Aug. RH had meeting with Lifeboat people and risk assessments and event plan to be given to THA in advance.</p> <p>Cal Mac meeting to discuss operations within the Harbour following HEO. RH, RW, BS, CAL Mac personnel, Lorna Spencer from CMAL and Board members will be present. There is to be a pre-meeting to discuss on Monday 14<sup>th</sup> with the full meeting on Wed 16<sup>th</sup> at Taigh Solais.</p>	



Item	Description	Action
	<p>Ron Bailey will be here for the next Board meeting and staying for the following day for a Cruise ship meeting. RH looking at the rear of the building with a view to storage for kayaks and dive bottles. RH draft document on “navigation for recreational craft” has been prepared.</p>	
6.	<p>Mull Aquarium: Lyndsey not present. Ammonia situation is being monitored and testing is being done.</p>	
7.	<p>Human Resources: Anne Fraser not present Training budget to be devised and look to HIE for some help with that.</p>	
8.	<p>Project: Phase 6. RDJ Consultants who had promised enhanced EMF funding but they are now only looking at 40% which is a big disappointment. This knocks on to the other funders who all then would reduce the amounts they are willing to look at. Brian has done revised drawings showing a pontoon which is big and able to have vehicles drive on to it. There would be no hard pier. There are some similar schemes in Iceland at this time. It is called a “drive down docking pier”. BS and RW are working with RDJ to keep pursuing EMF funding.</p>	<p>Jan D to come back with the name of the Company who did the piers for timber.</p>
9.	<p>Project: Aros: A MacLean has contacted FCS with an offer £1. David Jardine has indicated that there may be ways forward. Information has been sent to DJ with paperwork re the HEO as there may be a Community Right to Buy option.</p>	
10.	<p>Argyll Properties Update: Project likely now to be winter 2019.</p>	
11.	<p>Matters requiring Board Approval: no quorum present</p>	
12.	<p>Any “conflict of interest” changes to report</p>	
13.	<p>Any other business:</p>	



Item	Description	Action
	<p><b>Tobermory Hydro: Rory Forrester is going to try to find out what the latest situation is with the Tobermory Hydro as nothing seems to have progressed from Distillery.</b></p> <p><b>Fuel Berth agreement. Brian noted that the draft agreement has been prepared by Richard West. The draft agreement indicates that the THA will transfer the THA equipment to Harbour Garage in exchange for a higher rent. Brian asked that the detail of the agreement be taken to the full Board for discussion. There is a 3 month extension period from 11<sup>th</sup> June so that may need to be extended further to allow the agreement to be reached.</b></p> <p><b>Compressor at shed. Fraser is talking to MDive.</b></p> <p><b>Aquasky compressor is being removed on Friday 11<sup>th</sup> Aug so the shed will be vacant.</b></p> <p><b>There was a suggestion that visiting boat owners should be offered a space in the boat park if there is space. This will free up space in the public car park and bring benefit to the town.</b></p> <p><b>Jan Dunlop reported that the Lighthouse path work is progressing well.</b></p>	<p><b>R West to ensure Board consulted on the agreement. R West to look at the date for completion of the agreement if beyond 11<sup>th</sup> Sept.</b></p> <p><b>Fraser to look into what it would cost to put in a compressor system. Possibly coin operated.</b></p> <p><b>RH to look at doing that</b></p>



Item	Description	Action
	<b>Surveyors working for Strontian Development Group were asking questions on the pontoon and will share the surveys.</b>	

**There being no other business the meeting closed at 8.55pm**