

# TOBERMORY HARBOUR ASSOCIATION



## Board Meeting

**Taigh Solais**  
**Thursday 6<sup>th</sup> September 2018**  
**7.30pm**

### MINUTES

<b>Apologies:</b>	R MacDonald	R Forrester	A Cripps
M Beattie			
<b>Minutes Mary Macgregor</b>			
<b>Present:</b>	B Swinbanks	R Hemming	A MacLean
A Fraser	J Dunlop	S Littlewood	G Lambert
H MacDonald	J MacDonald		

Item	Description	Action
1.	<p><b>Minutes of Directors' Meeting dated 9<sup>th</sup> Aug 2018</b></p> <p><b>Matters arising: Minutes from July meeting were accepted retrospectively by e:mail</b></p> <p style="padding-left: 40px;"><b>Accepted 9<sup>th</sup> Aug minutes as true record,</b>  <b>Proposed: BS seconded: A Macl</b></p>	
2.	<ul style="list-style-type: none"> <li>○ <b>Port Marine Safety Code</b> <ul style="list-style-type: none"> <li>○ <b>Safety Review: Accidents, Incidents, near misses.</b></li> <li>○ <b>Safety Management system</b></li> </ul> </li> </ul> <p>Update regarding MCA 'Health Check' inspection scheduled for 26 – 28 September:-                      The completed 'Aide Memoire' questionnaire has been sent with a copy of our Marine Safety Management System (MSMS) to Southampton for their perusal. A plan is being prepared for the various elements of the visit. Cal Mac have been involved as they will visit all areas of the "port" including the Fisherman's Pier.</p> <p>Brian asked that the HSE and MCA should be made aware of the state of the railings which is the interface between the main road and the harbour.</p>	<b>None to report</b>



Item	Description	Action
	<p>○ <b>Port Marine Safety Code</b></p> <p><u>Oil Spill Reporting</u> – Suitable signage to be placed at Fuel Berth Pontoon to remind persons in charge of vessels that they have responsibility to report any spillage of oil, however small.</p> <p><u>RNLI Lifeboat Day, Sunday 12 August</u> Despite the weather, an improved layout of stalls plus attendance by Tobermory High School Pipe Band helped make this year's Lifeboat Day a great success. THA stall for public consultation was a great success.</p> <p><u>Lifejacket Lockers</u> The decision by the Board to act cautiously with any decision was sensibly heeded. Our responsibility towards security and safeguarding the public takes precedence.</p> <p><u>Health and Safety</u> Following the Health and Safety Executive inspection on 14 March at Tobermory, concerns had previously been raised at Stranraer Harbour regarding interaction between pedestrians, traffic and commercial activities. Dumfries and Galloway Council are acting to ensure only authorised users are permitted access to Harbour areas. (This item was highlighted by Ron Bailey our DP)</p> <p><u>The acquisition of North West Marine by French company Jifmar Offshore Services</u> BS has had communication with NWM, Tony Ratcliffe who has re-assured THA that the core business client base will still be continued as before.</p>	<p>Communication to be sent to Dr Sam Jones of RNLI regarding the THA stance. Trial of maybe 6 units, no advertising but RNLI must take full responsibility for the units.</p> <p><b>Anne to work with Robert on a form of words for interaction with the public</b></p>



Item	Description	Action
3.	<p><b>Finance Report: Cashflows/budgets/annual accounts</b></p> <ul style="list-style-type: none"> <li>○ Annual accounts have been signed and sent to accountant for signatures.</li> <li>○ Reports prepared and ready to send to lender (Nationwide Commercial) as soon as signed copy of accounts back from R A Clement Associates. By Friday 7<sup>th</sup> Sept.</li> <li>○ Cashflow projections updated with the Aug income and expenditure are showing satisfactory projected figures.</li> <li>○ Some comparison figures for Aug and year to date on the reverse of the agenda for information.</li> <li>○ Office 6 for rent has had no enquiries so please spread the word.</li> </ul>	
4.	<ul style="list-style-type: none"> <li>● <b>Staff Report summary</b></li> </ul> <p><b><u>Pontoons/Moorings: Rob MacDonald</u></b></p> <ul style="list-style-type: none"> <li>● <b>August figures - 1450 boat nights in the bay.</b></li> <li>● <b>August 2018 -(compared to same period last year) Overall The income figures for August are down on last year by about £3000</b></li> <li>● <b>Cruise ships are down compared to August last year, but August was a quiet month, over the year the cruise ships figures are up with September promising to be, weather permitting, another busy month.</b></li> <li>● <b>We are planning to have a sign made for the fuel berth, advising customers to take extra care when fueling, and to report any spillages, no matter how small to a member of the marine team.</b></li> </ul> <p><b><u>Facilities: Rob MacDonald</u></b></p> <ul style="list-style-type: none"> <li>● <b>Toilet, shower and Laundry figures for August are slightly up this year.</b></li> <li>● <b>(Over 1690 showers in August, averaging about 54 per day).</b></li> </ul>	



Item	Description	Action
	<ul style="list-style-type: none"> <li>• As expected office and board room rentals are down. Overall the facilities income is down by just over £1500 on the same period last year.</li> </ul> <p style="text-align: center;"><b><u>Mull Aquarium: Grace Lambert</u></b></p> <ul style="list-style-type: none"> <li>• 10,253 visitors this year, of which 720 are season revisits.</li> <li>• Air Compressor engineer visited on the 8<sup>th</sup> Aug. Fixed the R1 Micro Processor. Completed in a few hours so saved us from an extra day of expense (extra 783.6), overall costs are approx. £2808.43 as we also must pay a handling charge of 25% for the parts ordered we didn't need in the end.</li> <li>• Two groups used the compressor in Aug, one utilizing the storage container.</li> <li>• August ran smoothly with events nearly every week.</li> <li>• The Aquarium was closed for three days to do work to the intake pipe following water issues. The new 50m length has been removed. We believe the problem was caused by fouling inside the pipe, reducing the diameter by around an inch.</li> <li>• Will have to investigate anti-fouling methods over the winter.</li> <li>• Grace and Lyndsey think that they need to revitalise the Aquarium and they are looking for new ideas.</li> <li>• Feedback is always mixed but on the whole there is a need to bring something new to the offering.</li> </ul> <p style="text-align: center;"><b><u>Human Resources/GM: Anne Fraser</u></b></p> <ul style="list-style-type: none"> <li>• Community Land Scotland – We are now members of Community land Scotland, (which is a networking organisation to support community land owners). Brian and I were invited to Ulva to launch Community land week, we met Rosanna Cunningham there and</li> </ul>	



Item	Description	Action
	<p>spoke with Moray Finch about issues with funding. There is a conference is on Monday 10<sup>th</sup> in Oban, I'm going, Helen is going as MICT (and speaking at it I believe) and Steve may come as well. – if anyone else is interested please let me know? It's a chance to meet other community groups and discuss issues and opportunities.</p> <ul style="list-style-type: none"> <li>• Danish MP's visit – group of 12 MP's visited to look at effects of RET, Brian, Robert and I were grilled on island life, harbour activities and ferry issues. Corrie did some great piping to welcome them into the building and Grace gave a well received, impromptu touch pool session, they all seemed to enjoy their visit, which was covered on An La' on BBC Alba (good PR for THA).</li> <li>• Peter Macdonald (our new relationship manager at HIE) came to visit THA on Tuesday, he met staff, had a tour of facilities, as well as a presentation on projects and staff development by Brian and myself. I've asked for funding towards training costs but was advised that HIE won't fund mandatory training but may fund development training. I've also asked if they will cover travel expenses as least. Peter is going to meet with Claire (his boss) and see what they can do.</li> <li>• Training – I've been working on sourcing training, currently speaking with Calmac for Port security and oil spill, etc. Working on creating a training plan for Rob Macdonald (before MCA visit at the end of this month).</li> <li>• Community Job Scotland salary funding – I have requested another round of funding for 25 hour aquarium post.</li> <li>• Appraisal's will be taking place this month, with staff planning coming next month. Lyndsey has indicated she will return to work, possibly part-time, towards the end of December or January (but has holidays to use</li> </ul>	



Item	Description	Action
	<p>up before the financial year end). Executive and remuneration committee to meet next month to discuss staffing option/costings for winter and next season.</p> <ul style="list-style-type: none"> <li>• Reminder - Robert will be going home to Wales after next month's board meeting 4<sup>th</sup> October.</li> </ul> <p><b><u>Project: Process Improvement Report by Murray Beattie</u></b></p> <ul style="list-style-type: none"> <li>• No report – Murray is on leave back on 17<sup>th</sup> September</li> <li>• I am going to create a survey for Businesses on the Main street to ask how the cruise ships impact their business; i.e. if they have seen an increase/decrease in recent years, which ships bring in the most revenue, etc. Are we providing enough communication/updates? Murray to send out. Do you think it should be a Main Street only or include businesses across Tobermory or Mull even?</li> </ul>	
5.	<ul style="list-style-type: none"> <li>○ EGM 13<sup>th</sup> August New Articles were approved. Presentation and promotion of the current projects and a history of THA so far was well received by those present. Formal EGM was followed by an informal meeting regarding parking issues. A small steering group was formed and they agreed to meet separately. They are working on a response to the Councils proposals.</li> </ul>	
6.	<p>Projects:</p> <ul style="list-style-type: none"> <li>○ Purchase pontoons from SCE and solum from Council. AF has sent off the stage one application to Scottish land Fund to meet the Sept deadline. Hoping for a decision by 3<sup>rd</sup> Oct.</li> <li>○ Aros Park application stage 2 is in to SLF and response awaited which should be by 13<sup>th</sup> Sept.</li> </ul>	



Item	Description	Action
7.	<ul style="list-style-type: none"> <li>○ <b>Fuel berth update.</b> Almost at conclusion. The agreement is now prepared and the Harbour Garage are in general happy but want some small matters of wording checked by their own lawyers. Hopefully this will be concluded within the month.</li> </ul>	
8.	<p><b>Pilot Project /Crown Estate</b> Sea-bed monitoring and education project with assistance from CES. Looking at the impact running a Harbour has on the ecosystems and natural habitats as a result of various infrastructure and boat movements etc. Joe Golledge is involved with BS in putting forward a proposal.</p>	
8.	<ul style="list-style-type: none"> <li>○ <b>Matters requiring Board Approval</b></li> </ul>	none
9.	<ul style="list-style-type: none"> <li>○ <b>Any “conflict of interest” changes to report</b></li> </ul>	none
10.	<ul style="list-style-type: none"> <li>○ <b>Any other business</b> Consultancy from other Harbours etc</li> </ul> <p>There is a call for a petition on the state of the railings. There needs to be public pressure to ensure action.</p>	<p><b>Consultation fee is £250 per day for consultation visit. They can get funding. Helen to let Anne know who the funders are.</b></p>

**There being no other business the meeting closed at 9.30pm**

