

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 4th Oct 2018
7.30pm

MINUTES

Apologies: J MacDonald J Dunlop

Minutes Mary Macgregor

Present: B Swinbanks A MacLean R Forrester

S Littlewood R Hemming G Lambert M Beattie
R MacDonald H MacDonald A Cripps A Fraser

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 6th Sept 2018</p> <p>Matters arising:</p> <ul style="list-style-type: none"> RNLI letter re lockers sent Funding information H MacD to AF done <p>Accepted as true record, proposed RF, seconded H MacD</p>	
2.	<ul style="list-style-type: none"> Harbour Master/Marine Report Safety Review: Accidents, Incidents, near misses: NONE to REPORT Safety Management system: emergency plan, voluntary reporting code report on the MCA visit: <p>We await the formal report from the MCA following their visit on 26 – 27 September.</p> <p>The Inspector, Forkanul Quadar met all staff and 5 Directors; he was very positive about progress the THA had made with the Safety Management System and future training requirements. We continue to examine the ongoing 'Pilotage' issue which remains the main concern of the MCA.</p> <p>However, we believe the pilotage risk has been substantially reduced to an 'As Low As Reasonably Practical Level' (ALARP).</p>	<p>Following receipt of the report from MCA a meeting with DP and action plans to be put in place</p>



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	<p>Ron Bailey, our designated person, had a telephone interview with the MCA representative as part of the visit. RB was involved at various stages and will visit THA once the report is in.</p> <p>In Brian's discussion with Ron Bailey a matter of priority to look at is issue of "General Directions". It may be that "dynamic risk assessment" is more effective way to go in each individual case. RH and Marine staff doing that already. General Directions are prescriptive and restrictive. This lays down legal requirements and could lead to legal proceedings for non-compliance.</p> <p>Going forward recording and reporting will be in place so that annual reports on the systems can be prepared and published. As THA is a new Harbour Authority there were no reports to present for past record as such reporting has only just been introduced.</p> <p>Look at inviting the Lighthouse Board for a meeting to look at buoyage in the Sound and the Harbour.</p> <p>It is too soon for this business to look at the day charter companies being licensed as they are in some other Harbours. This may need to be looked at in the future.</p> <p>AF to do refresher and training regarding what it means to be a Duty Holder.</p> <p>All of these matters will be firmed up and an action plan in place once the formal report is received.</p> <p>Oil Spill Reporting</p> <p>Signage is in place at the Fuel Berth reminding all users of their responsibility to report any spillage of oil, however small. The Tier 1 Spill Kit is also in place at this location.</p> <p>Fuel leak in the area of the fuel berth was reported by a member of the public. The Fuel berth was closed down for investigation. The conclusion was that this oil is coming from the interceptor in the car park following heavy rainfall. It has been observed in the past at heavy rainfall and causes a fine sheen by a small amount of oil.</p> <p>The old (THA)green fuel tank is no longer in use and Harbour Garage are now working from one tank which suits them fine as they can get deliveries often enough.</p> <p>Lifejacket Lockers :</p> <p>BS has communicated to RNLI that the THA is willing to host 6 units as a trial. RNLI to deal with having the frame made and putting it in place. Operation, maintenance and repairs to sit with RNLI.</p>	<p>as appropriate</p>



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	<p>Anchorage: Marine staff are pursuing ways to change the way anchorage is charged for.</p>	
3.	<ul style="list-style-type: none"> • Finance Report: Cashflows/budgets <p>The cashflow projection continues to show a positive year end result at this time and we will re-visit the budgets for winter spending to ensure that all the works and repairs are done but at the same time ensuring that the cashflow can cover the expenditures.</p> <p>There have been a fair number of repairs and renewals identified in Taigh Solais as well as Boatpark. Some of these are unexpected costs like the refurbishment of the showers and repairs to the Yacht Club compound. Hopefully they can be fitted within the winter spend budget but a comprehensive plan and cost estimates need to be worked on.</p>	
4.	<ul style="list-style-type: none"> • Staff Report <p>Income and visitor numbers for Marine and Taigh Solais facilities reported. Still got an office to let and Boardroom now available for rent over the winter.</p> <p>Mull Aquarium figures read out with some good income from visiting dive groups in Sept. Events planning under way for October include Halloween and Release Day.</p> <p>Two funding Applications in and continuing to seek other funding for Aquarium.</p> <p>Community Jobs Scotland have approved a further 12 month placement which we propose will start in January.</p> <p>Staff appraisals to take place in October</p> <p>AF and R MacD on holiday and RH is away on leave, so Jim Traynor will be keeping an eye on Marine and Harbour 6th Oct for 2 weeks. He will hold the duty mobile.</p>	
5.	<ul style="list-style-type: none"> • Project: Purchase pontoons from SCE <p>Brian explained that the SLF had approved stage 1 funding just for purchase of the Solum not including the Pontoon. The Board is minded to go ahead with the purchase of the pontoons as it makes a good business case.</p> <p>Board to decide if they want to proceed with the purchase of the solum. Ownership would make projects like Phase 6 easier as THA would own the Boatpark.</p> <p>SLF stage 1 confirmation then valuation to be arranged and information gathered to inform taking it forward.</p>	<p>MMacg to go to Clydesdale to investigate borrowing the money for the pontoon purchase.</p> <p>AF and MMacg to follow up the Stage 1 Land Fund project.</p>



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6.	<ul style="list-style-type: none"> • Project: Aros Park <p>Approved to go forward with the purchase of Aros Pier and buildings with the contribution to be drawn from the reserves if required. All Board members present agreed that the offer to purchase from the Forestry should proceed on that basis. JMacD and JD sent their approval by e:mail prior to the meeting.</p> <ul style="list-style-type: none"> • BS signed the sale offer and Anne will send the offer back to FCS. <p>SLF Funding has been confirmed but the press release has embargo until Monday 8th Oct.</p> <p>SL asked for additional help on the Aros Park sub committee</p> <p>A huge vote of thanks to Steve and Helen for the work done</p>	<p>Proceed with paperwork for purchase</p> <p>press release following lift of embargo Monday 8th Oct.</p>
7.	<ul style="list-style-type: none"> • Fuel berth update: <p>Harbour Garage have had the agreement and the solicitor still has it for review. AF chasing up. Further agreement regarding the rental amount which is now firmed up.</p>	<p>Macg amend the invoice</p>
	<ul style="list-style-type: none"> • Pilot Project Crown Estate <p>Proposed scientific study to investigate the effect of commercial assets in a Harbour. Crown Estate Scotland asked that a Pilot Project be prepared to be led by Joe Golledge and they will look to possibly fund that. The Pilot application has been put forward. Other funding sources to be investigated.</p>	
8.	<ul style="list-style-type: none"> • Matters requiring Board Approval <p>Aros Park Purchase following Scottish Land Fund Funding confirmation.</p> <p>If required THA contribution for Aros purchase can come from Reserves</p> <p>Feasibility study on purchase of Solum to proceed with SLF stage 1 funding.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p>
9.	<ul style="list-style-type: none"> • Any “conflict of interest” changes to report • Brian explained why his boat is sitting on the pontoon as an interim measure due to problems with his local mooring. 	



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10.	<ul style="list-style-type: none"> • Any other business <p>CMAL: Meeting to be held at the end of October to look at how the CMAL operations impact on the THA as Harbour Authority. BS and others meeting with Lorna Spencer. Any Board member wishing to attend let Brian know.</p> <p>AGM Fri 2nd Nov.</p> <p>Brian explained how the Board will be structured according to the new Articles of Association.</p> <p>Discussion about possible skill sets required for the Board going forward. It is felt that Marine skills and commercial operations skills would strengthen the Board.</p> <p>Brian indicated that he would be willing to remain as Chair if that suited the Members for a further year. The THA should then look for a Chairperson to run the meetings etc with a restricted “job remit” and be advertised well in advance of the AGM to ensure Members are aware of the opportunity.</p> <ul style="list-style-type: none"> • Next Board meeting 8th November as it is too long to wait until <p>Christmas Party.</p>	<p>Arrange Board meeting for 8th Nov.</p> <p>Fix a date and venue</p>

There being no other business the meeting closed at 21.00