

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 7th Dec 2017
7.30pm

MINUTES

Apologies: H MacDonald Jan Dunlop A Cripps
D Mitchell

Minutes: M Macgregor

Present: B Swinbanks A MacLean J MacDonald
A Fraser R Hemming R Forrester S Littlewood
L McLaren

Item	Description	Action
1.	Minutes of Directors' Meeting dated 5 th October 2017 Matters arising :Compressor shed Accepted as true record, proposed BS seconded RF	RH said he would make enquiries about the compressor shed options
2.	Safety Review – Accidents and Incidents RNLI reported an accident on the pontoon but that was dealt with and no further actions required	
3.	Harbour Master: Port User Group meeting 7 th Dec. Attended by representatives from Cal mac, RNLI, Local moorings, Fishermen and commercial boat operators. Brian encourages other groups ie Aquaculture to come forward and attend. Next meeting 15 th March	



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4.	<p>Finance Report: Financial Controls Document</p> <p>Cashflow projections: Latest cashflow projection with spending budgets stripped back and adjusted salaries. Still showing a significant overdraft at financial year end. Brian explained how the increased costs have impacted the business with grant funding not coming through in this financial year.</p> <p>Mary still working with HIE financial consultant to refine the cashflow projection process.</p>	
5.	<p>Facilities: Income – Some income streams down, such as boardroom. Others are above target, i.e. toilets, showers and laundry.</p> <p>Budget – Spending has been reduced to essential works required to keep building operational, such as: heat pump service, fire service, emergency light replacement, door repair.</p> <p>Remedial work is completed for the electrical condition report, Ian McAdam to drop of a signed confirmation letter. New Emergency light fittings to be installed by next week.</p> <p>Drimnin Broadband is moving forward, application for antenna was submitted, BT have been to survey for installing a dedicated line.</p> <p>Turnstile is operational after mechanical faults, after being dismantled twice.</p> <p>Drafting an operational manual for Facilities Role.</p> <p>The Automatic door is non-operational, there appears to be a fault with the control panel, I have been unable to determine the actual fault with local</p>	FC to proceed to



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	contractors, engineer to order spare parts with 4 – 6 weeks order time before site visit can be arranged.	get parts ordered
6.	Mull Aquarium: Grace stepping up to cover maternity leave for Lyndsey.	
7.	Human Resources Matters: Presentation by Anne Fraser: Copy in reports file Explained the requirements of the business and how the staffing can be moved forward. Following AGM confirm Board positions. Chairman: Brian Swinbanks Finance Director: Rory Forrester Vice Chairs as before A MacLean and J MacDonald Director sub-groups agreed Copy of AF report circulated to Board confidentially.	
8.	Project: Phase 6, Brian Swinbanks explained the project for SL. The EMFF application needs to be submitted by 12 th January. Purchase solum of car park: CE looking to sell to THA. Looking at Land Fund Purchase pontoons: Looking to Land Fund. SL indicated that he might get involved with funding applications etc.	
9.	Matters requiring Board Approval Any “conflict of interest” changes to report. NONE	
10.	Any other business AGM Fri 3 rd Nov Change to Articles of Association re stakeholders Eilidh Todd at HIE to comment on Articles. Fuel Berth Agreement extension, Donate a bench to Lighthouse path	Hope to get EGM second week in January New sub group to take this forward yes



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	<p>Compressor shed issues to be looked into.</p> <p>RF is very concerned about the effect of carriage costs local business. Some discussion.</p>	<p>RH to investigate further</p>

There being no other business the meeting closed at21.40