

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 1st March 2018
7.15pm

MINUTES

Apologies: Don Mitchell Rory Forrester S Littlewood
Jan Dunlop
Minutes : Mary Macgregor
Present: Allan MacLean Andy Cripps John
MacDonald
Brian Swinbanks Anne Fraser Rob Hemming Helen
MacDonald
Grace Lambert

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 1st February 2018</p> <p>Matters arising: to be dealt with later in the agenda</p> <p>Accepted as true record, proposed: Allan MacLean seconded: Anne Fraser</p>	
2.	Safety Review: Accidents and Incidents	Nothing to report
3.	<p>Finance Report: Cashflows/budgets</p> <p>The cashflow projection to the end of this month, which is financial year end, is showing slight overspend. Every effort will be made to contain costs until into the new financial year.</p> <p>Cashflow projection for the year up to March 2019 has been started. This builds in the new staffing costs. No account has yet been taken of the compressor income or costs. We will be keeping a close eye on incomes and</p>	



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	<p>costs month by month and we will all need to work hard to make it work.</p> <ul style="list-style-type: none"> Insurance: Next steps. Are the Board are inclined not to go with Robert Iremonger and his offer of advice? Or should we should just be taking the bull by the horns and trying to get a fresh arrangement with our existing insurers or with a new company by the May renewal? It is a lot of work and we could ask for a 6-month arrangement and tackle it in the Autumn but it would need to be done by early November. Allan spoke to Mallaig Harbour. <p>Agreement round the table that the Board will not proceed with Robert Iremonger’s offer. The feeling of the Board is that the THA has a responsibility to adequately insure facilities and liabilities and that it would be reasonable to accept the advice of industry experts from the Insurers and make a judgement based on their recommendations. The Board feels that the requirements of the HEO and PMSC ensure that risk is assessed thoroughly and if at any time any non-standard risks arise they will be flagged to insurers.</p> <p>Proceed to make up a summary of the THA requirements for the renewal. This then to go out to existing and some other brokers for quotes/visits or however they play it.</p> <p>Look at getting payment by instalment rather than all at once to spread the cost.</p>	<p>Mary and Andy to work on schedule of requirements for quotes</p> <p>Mary advise R Iremonger not proceeding</p>
<p>4.</p>	<p>Facilities:</p> <p>Office 5 has come up for rental as Rose Skelton has given notice. We are inclined to keep that un-let unless someone has a pressing need for it for a business idea. This will give us space for the additional staff over summer and a room where staff can have lunch breaks.</p> <p>Scottish Seafarms have built a new shed in their compound. This meets the criteria they were given that it needs to stay within the height of the compound.</p>	



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	<p>They also were given permission to run a water supply from Taigh Solais. This is for the purpose of giving the staff washing facilities and a washing machine. They already had a separately metered electricity supply. The concern arising is that they have made a soakaway for waste water and it is not clear how efficient that would be. Basically, that will just run into the sea. Do we need to ask them to link into waste water in Taigh Solais? Not too difficult. BUT, with all we have a fully serviced works site rather than a storage yard. We would be looking to add a service charge but should there be a new lease? If there is a new lease does it then raise issues with planning and change if use, rates etc. SSF have spent a lot of money on the facility. SSF is a valuable customer and we want to work with them on this.</p> <p>Drimnin Broadband are keen to get the facility up and running. Openreach have now restored the access manhole outside the pumphouse for access to the lines. The cabinet for the system is too big to go in the pumphouse so it will have to go in the compressor shed.</p> <p>This is a community project for Drimnin and we want to help as much as possible.</p> <p>The main door repairs came in at less than the budget.</p> <p>There are some painting jobs to be done around the building but the weather is not good for that just now. We mostly have the paint in hand for whenever it can get started.</p>	<p>Contact SSF re waste water</p> <p>Look at Planning permission</p> <p>Rental to add service charges</p> <p>Look at changing lease</p> <p>Progress lease agreement with reference to lawyers. Liaise with Drimnin, Aquarium and SSF re cabinet in compressor room.</p>
5.	<p>Mull Aquarium: report, including compressor Funding</p> <p>We have applied for funding from NWMCF for £500 to contribute towards our Marine Explorers club, they will hopefully meet the 12th or 13th March to decide. We received the £2000 from the Waterfall fund and have purchased a new pipe extension.</p>	<p>Look at Co-op funding</p>



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	<p>Staff Jenny (full time seasonal) started 1st March. Joe is now on his full-time hours.</p> <p>Aquarium Maintenance + improvements The new length of pipe has arrived, we are moving forward with installing it asap. Can't progress without THA boat. Still tidying up aquarium, buffing out tanks, building new tank stand, painting etc. The compressor project is moving on quickly, Allan MacLean's help has been invaluable, transporting the compressor here and assisting with all the safety aspects. The compressor room has been tidied, painted and the compressor is in, just waiting on 3-phase electric- Ian McAdam is very busy at the moment but we could contact John Howard. I have contacted Paterson safety to arrange a safety check etc. The plan is for the Aquarium to have responsibility for the facility and the income and expenditure will fall into the Aquarium budgets in the coming year. We have concerns about the Drimnin broadband box being in the compressor room. Health and Safety, 24hour access, we may need the space for future development i.e. air storage tanks. How about putting it in sea farms shed?</p> <p>2018 Aiming to have water on by the 10th march at very latest. Proposed opening date is still March 24th.</p>	<p>Chase up getting boat in the water</p> <p>Mary check with SSF about shed</p>
6.	<p>Human Resources Matters:</p> <p>Trainee Harbour Manager recruitment</p> <ul style="list-style-type: none"> • We had 12 applicants in total, 4 interviewed. • We offered the job to Rob Macdonald, he starts on 20th March and will split this time between facilities and Marine operations. <p>Scot Grad Role</p> <ul style="list-style-type: none"> • 3 applicants, Interviewed all 3 • We have offered the role to Murray Beattie, (subject to references) – Murray is from Houston, Renfrewshire and has just completed a computer sciences degree, he has some interesting 	



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	<p>experience including volunteering as talk show host at university radio show.</p> <ul style="list-style-type: none"> • He is due to start on 26th March <p>Marine Assistant</p> <ul style="list-style-type: none"> • Corrie MacKenzie is going to come on board for the summer season. Initially working weekends and then full-time for the Jun-Sep. • Jim Traynor will possibly be back for some part-time work over the summer season <p>So that's us fully staffed. Thank you to everyone who helped with the recruitment this season. Whether it was; input for job descriptions, screening candidates or attending the interviews. We received a lot of good feedback from those who were unsuccessful, which is a testament to the positive, friendly and professional environment everyone created during the process, so thank you!</p> <p>Cleaning contract</p> <ul style="list-style-type: none"> • Annette is working hours as dictated by need at this time it results in reduced cleaning hours. The new contract starts 1st April. <p>Skills for Growth</p> <ul style="list-style-type: none"> • A consultant from remarkable visited the THA on 22nd -23rd Feb. She spoke to all the staff, myself and Brian. She will arrange a meeting with our skills for growth relationship manager, myself and Brian to discuss her findings. We hope to get some funded training out of the exercise. • One of the urgent points she made was to do with child protection and disclosure. The aquarium staff have kid's groups and although we do have a policy it's not fit for purpose. 	<p>Get contract</p> <p>Anne progressing with child protection</p>



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7.	<p>Harbour Master: report Ron Bailey first ferry Monday. Delayed due to weather. AC, BS and RH to attend with RB</p> <p>Still much discussion about the fuel tanks and the decision to move things forward and act from a more informed position is to have the facility professionally surveyed.</p> <p>The PMSC and MCA sign-off is still to be completed. There are issues with pilotage and one or two other things but Rob feels that the matter is on the right track and nearly there.</p> <p>PUG meeting 15th March Emergency meeting involving fire brigade etc 13th March H & S Executive are coming 13/14th March. We are not sure what their mission is when they come.</p> <p>Ofcom radio license now held</p> <p>Harbour Boat: Question of whether the boat needs to be coded. That will be discussed with RB on Monday. Also whether the boat needs to be in the water all winter.</p> <p>Rob would like a portacabin for payments and enquiries.</p> <p>Winter maintenance schedule: Floats coming off the pontoon and problems with wind direction and low tides.</p>	<p>Allan to find out who would be the best to do the survey of the tanks and sub group to move to get that organised</p> <p>Repairs and maintenance</p>
8.	<p>Project: Purchase pontoons from SCE On hold waiting to hear how the land fund are progressing that. Eilidh Todd will be at the meeting next Friday. Brian expanded on the Crown Estate Devolution Bill.</p>	



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	Sarah Brown will be running a pilot scheme with Communities (in addition to Councils) on how things will go under the CED Bill. BS will get together with MICT and others to involve more than one similar community group.	Brian will contact MICT, and some others to arrange
9.	Project: Phase 6: letter has been sent to R D J Consultants to outline our concerns about the process and the advice received. There is an invoice still to be paid.	Await response but pay invoice
10.	Matters requiring Board Approval	none
11.	Declaration of conflict of interest	none
12.	Any other business <ul style="list-style-type: none"> • Richard West Retirement • Nigel Waterston from Portree wants to meet someone from THA to discuss their plan to set up a community harbour. Consultancy fee to be sought. • There is a new Government Funding package for transport but it does not fit Ph6 • Jan asked what has happened with the Hydro and the Distillery. The answer to that is nothing. Brian will ask Rory if he heard further. 	Brian and Anne will take it forward

There being no other business the meeting closed at21.11