

# TOBERMORY HARBOUR ASSOCIATION



## Board Meeting

Taigh Solais  
Thursday 5<sup>th</sup> April 2018  
7.30pm

### MINUTES

**Apologies:** John Macdonald Andy Cripps Jan Dunlop  
Mary Macgregor

**Minutes :** Anne Fraser

**Present:** Allan Brian Swinbanks Don Mitchell  
MacLean

Steve Littlewood Anne Fraser Robert Hemming Helen MacDonald  
Grace Lambert Rob Macdonald Murray Beattie

Item	Description	Action
1.	<p><b>Minutes of Directors' Meeting dated 1<sup>st</sup> March 2018</b></p> <p><b>Matters arising:</b></p> <p>Finance: Mary and Andy to work on Schedule of requirements for quotes – neither Andy or Mary at meeting roll over to next meeting ongoing</p> <p>Mary to advise R Iremongor not proceeding - done</p> <p>Facilities – Contact SSF re waste water, planning permission, rental service charge, changing lease, Mary has contracted SSF and is awaiting response.</p> <p>Drimnin broadband – update provided in facilities report</p> <p>Aquarium – look at co-op funding, Grace advised she has looking into, they do fit the criteria but must have a project that will last until 2019, could possibly fit with marine explorers group.</p>	<p>Ongoing update at next meeting</p> <p>Mary to chase up and provide update at next meeting</p> <p>Grace looking at developing a project to fit criteria.</p>



Item	Description	Action
	<p>Chase up getting boat in the water – done</p> <p>Mary check with SSF about shed – done, more info provided later in meeting.</p> <p>Human resources – all covered in HR report</p> <p>Harbour Master report – fuel tanks – tb discussed later in meeting</p> <p>Brian provided an update on pilot scheme meeting:  - BS met with various community groups &amp; Sarah Brown (pilot) re purchasing/leasing assets from crown estate –they are looking for innovative ideas, projects on renewables, to monitor the whole bay, project 5-10 years to monitor the state of the bay and possibly around the coast of mull, everyone to look into projects , could include partnering up with other community groups.</p> <p>Phase 6; re letter to RDJ - no response from them and no official notification that we were unsuccessful, invoice paid, HIE have paid their half.</p> <p><b>Accepted as true record:  proposed: Allan MacLean  seconded: Brian Swinbanks</b></p>	<p>Ideas to Brian, 2-3 week timeline for project proposals, all to think about it, Grace to speak to Joe as he has an interest/background in research.</p>
2.	<p><b>Port Marine Safety Code</b>  <b>Safety Review: Accidents, Incidents, near misses</b>  2 incidents recorded in near miss and incident form –</p> <ul style="list-style-type: none"> <li>• BS reported a slip incident, 2 people slipped on weeds on the slipway, John Weir already scheduled to clean during low tide and slipway now included in daily checklist.</li> <li>• Rob MacD advised the board of an incident, refuelling at the pontoon, fuel spilt and hot works were being carried out nearby. Potential fire risk. Situation was resolved with no damage or further risk.</li> <li>• lessons learned recorded, communicated and procedures will be updated accordingly.</li> </ul>	



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	<p><b>Safety Management system: changes/updates to be approved –</b></p> <ul style="list-style-type: none"> <li>• Update provided to board on the compliance Audit. Ron Bailey signed THA off as compliant with PMSC. Brian has now sent a compliance letter to MCA. A copy of the audit has now been sent to the board (by Anne) separately along with notes and actions from this audit. Role of duty holder’s reiterated</li> <li>• Anne advised that the Safety Marine System document is held in the office and is available for anyone to read, including the general public. The board, as duty holders, should take time to familiarise themselves with this document. Staff will all be given time to read through the document.</li> <li>• Mainly action points were discussed and sub group needs to be set up to agree the rules and regulations for the harbour. Volunteers for this group are Robert, Rob, Brian, Don and Andy (Andy was not present but in light of his H&amp;S remit will be asked to join) Robert also suggested that PUG users may want to be involved in these discussions. PUG users are also to be included in talks and agree rules once sub group have met and agreed an action plan.</li> <li>• Pilotage policy - update signed off by Brian and Anne will add to the SMS</li> <li>• New ‘near miss and incident form’ created</li> <li>• Ron Bailey’s contract renewal coming up, slight increase for annual service. (needs board approval) -BS recommends we renew contract, AF agrees, Ron has been very supportive, Rob had lunch with him and found him reassuring. – Board approved</li> </ul>	<p>sub group to be formed for rules and regulations; Robert, Rob, Brian, Andy, Don to be included– invite PUG users as well to have input.</p> <p>•</p> <p>Anne will advise Ron that terms have been approved. (Cc Mary)</p>
3.	<p><b>Finance Report: Cashflows/budgets</b></p> <p>We are starting the financial year from a pretty low cash situation however the changes made are</p>	<p><b>No actions</b></p>



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	<p>working and that finances are under control. We can't rest on our laurels though. The insurance spend will have a big impact on the coming year in addition to loss of income from Council and a rental from office 5.</p> <p>We may need to think about buying more laptops. Murray is going to look into leasing.</p> <p>Grace and Rob need a debit card for purchasing stock – need board approval for this; all Agreed - limit set at £500</p>	<p>Mary to action at bank</p>
<p><b>4.</b></p>	<p><b>Facilities:</b></p> <p>Bernie has been off ill since just after Christmas. He will hopefully be returning to work 5 mornings a week on Thursday 4<sup>th</sup>. Bernie does the coin meters each day, fire alarm checks and meter readings weekly.</p> <p>Some discussion about how the facilities and Harbour are supervised and managed over Music Festival. This needs to be firmly but tactfully managed as there is some income from the weekend but there is increased traffic and risk of damage. Careful management of the main door code is essential as access late at night is not a good idea at Music Festival so it may be that marine users will need to be told that the building is not accessible after 9pm. Dust2shine will monitor the facilities more often. Not sure if the Aquarium will just close as in previous years.</p> <p>Decision was made to take on Office 5 when present tenant vacates at the end of April. That will make life easier when we have more office space for the extra staff. Also affords space for staff to have breaks.</p> <p>Drimnin Broadband is moving along. The decision has been made that the cabinet they need is too big to accommodate in the building so a further survey has been done to get a green cabinet round the back of the building. The lease agreement has been</p>	<p><b>Aquarium closing on Saturday, extra staff will be in place over the weekend to ensure safety and facilities are in good working order.</b></p> <p><b>Agreed short term.</b></p> <p><b>Steve to have a look at the agreement also</b></p>



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	<p>reviewed by Drimnin Community Broadband but I have not had a chance to look at it.</p> <p>The compressor is here and installed in the room at Taigh Solais. Enquiries are coming in but there is still a sizable bill to come for the commissioning and training so we need to promote that as well as we can and maximise income from that too.</p>	<b>ongoing</b>
5.	<p><b>Mull Aquarium: report, including compressor Funding</b></p> <p>We have applied for funding from NWMCF for £500 to contribute towards our Marine Explorers club.</p> <p>Local council funding – voting very complicated, PR going out this weekend.</p> <p><b>Staff</b></p> <p>Chloe Morrow started on 1<sup>st</sup> April (part-time member of staff)</p> <p><b>Aquarium Maintenance + improvements</b></p> <p>The Aquarium is open. After lots of hard work from the team and Allan.</p> <p>We had a small flood in the aquarium on Monday 26<sup>th</sup> March, the carpet in the cinema room has been removed and some electrical items had to be replaced. I'm looking into what to do with the floor, it will be painted to make it look a bit tidier until suitable flooring has been decided on. (crowdfunding?)</p> <p>The compressor is being installed and serviced on the 9<sup>th</sup> and 10<sup>th</sup> April. Four staff members will be trained on the 10<sup>th</sup>, Grace, Joe, Jenny and Rob</p> <p>Promoting compressor to diving groups, already had enquiries.</p>	<b>Drainage required going into the cinema room – Alan and Brian to look into solutions</b>
6.	<p><b>Human Resources Matters:</b></p> <p><b>Staff Update:</b></p>	



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	<ul style="list-style-type: none"> <li>• All staff have now started, they are completing their inductions and they all seem to be settling in well.</li> <li>• Jim has been helping with training of Rob and Corrie on the marine side.</li> <li>• Arranged powerboat training for Rob, Corrie and Joe. this is a 2-day course Sun/Mon next week. (this allows us to comply with SMS audit)</li> <li>• Compressor training - organised with 'Paterson safety' to complete training with staff whilst they are here servicing the compressor (Tuesday 10<sup>th</sup>) – Rob MacDonald will sit in on that training as well as the aquarium staff just to ensure as much cover as possible.</li> </ul> <p><b>Cleaning contract</b></p> <ul style="list-style-type: none"> <li>• The new contract with Dust2Shine has been agreed and starts 1<sup>st</sup> April.</li> </ul> <p><b>Skills for Growth</b></p> <p>Anne stated “We had a meeting with Sheila (Remarkable consultant) and Lauren (SFG relationship manager) on Wednesday, Brian, Rory and myself in attendance. We received a People skills action plan and had discussions around how we can move forward with it”.</p> <p>“We all felt that it was a good reflection of the company status and highlighted areas we were all aware of but will help us prioritise actions. The main points were that we need:</p> <ul style="list-style-type: none"> <li>• Strategic 3-year Plan</li> <li>• to strengthen leadership with the company,</li> <li>• to build in succession planning, utilise apprenticeship schemes to move away from seasonal staff and enable skills building.</li> <li>• to develop and training existing staff.</li> </ul> <p>Unfortunately, Kirsten (HIE relationship manager) has left so we are waiting a new person to be</p>	<p><b>BS/AF to move forward with this.</b></p>



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	<p>appointed, there has been mention of a funding package for training and developing staff. There may be some funding from SFG on apprenticeship salary as well as training costs covered.</p> <p>Now waiting for Lauren to send an updated report with funding information and then I will communicate this out to everyone”.</p> <p><b>Child Protection and Safe Guarding</b> – Anne stated “more questions have arising from this, we have volunteer workers who are under 16, therefore we need to update our policy to cover this element as well as kid’s clubs. I’m working on the policy and training and hope to have it completed by month end”.</p>	<p><b>Ongoing hope to be finalised by next board meeting</b></p>
<p><b>7.</b></p>	<p><b>Harbour Master Report</b></p> <p>Robert welcomed Rob Macdonald &amp; Murray Beattie.</p> <p>VTS – as part of the PMSC we need to monitor traffic in the bay. Robert explained VTS is similar to an air traffic control system, which is used in larger ports, however, we can set up at LTS system ( local traffic system) here at Tobermory. With a LTS we can set hours of operation, we will need to schedule a rota to monitor ships coming in and out of the harbour, Radio licence in place, notice to mariners going out to advise of this .</p> <p>Update on PUG meeting 15<sup>th</sup> March – Stakeholders Group, Meetings are part of the PMSC, a number of speakers gave talks, minutes can be available for anyone.</p> <p>Emergency exercise - 13<sup>th</sup> March – started out with the emergency plan exercise, role play, Robert</p>	<p>RH to send out a notice to mariners advising LTS is in place and the new radio channel.</p> <p><b>RH to send out the PUG minutes to the board as well as the other stakeholders.</b></p>



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	<p>created an exercise where a life boat from a cruise ship nearly fell into water – 12 players in the room this exercise is part of the PMSC compliance.</p> <p>H &amp; S Executive came on 13/14th March. – looked at pedestrians, rights of way, dropped curbs blocked, took photos and walked around with Rob, still waiting on a report on the outcome</p> <p>NWM – came and gave an inspection of the chains, bolts; some of the chains need re-tensioning and re- aligning. PLP - moved during the bad weather, damage done, NWM should now have completed works.</p> <p>Rob Mac is creating a drawing for an extension to guide rails on the pontoon, to send out to contractors for tender.</p> <p>Music Festival and other events in the carpark: Robert stated that under the civil contiguously act - events should be managed under H&amp;S regulations, as a SA we have a duty of care for public going down onto the pontoons, therefore we need signage. Also access for emergency vehicles.</p>	<p>RH to send Letter to Council to ask for emergency vehicle access during the music festival.</p>
8.	<p><b>Project: Process Improvement Report by Murray Beattie</b></p> <p>Murray explained that he is looking at IT systems and streamlined approach to systems and process across the company. He explained the Rasberry pie – welcome board in the foyer. Has been looking at Social media side of the business, updated google, established Instagram, updated Facebook, re - establish twitter, displaying weather, making id badges, updating templates, created a survey for customer data. He is also looking at the Matrix service contract - reviewing renewal and wants a decision if we should renew the contract. Brian and Rory asked is there anything we could cut from the</p>	



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	<p>contract. We could look at licences, Murray explained that all the systems have been set up by Matrix and they have all the server and hardware, difficult to separate that. Other contractors would charge around the same amount. Steve asked if we could take back control. Murray explained that we would need to have someone in house. He also advised that they seem to be doing a good job, Laptop fixed within 2 days, Rob stated that it would be interesting to see if we are charged extra for laptop fix. Anne asked if Murray can contract Matrix and ask if they have records of how much we have used.</p>	<p><b>Murray to negotiate contract with matrix and advise the board of terms.</b></p>
<p>9.</p>	<p><b>Project: Fuel Berth</b></p> <p>John Macdonald not at meeting, Allan says an inspection to be done</p> <p>Some discussion about the way forward and meetings to be arranged to discuss</p>	<p><b>Mary to bill Lewis quarterly under same arrangement until the inspection has been done.</b></p>
<p>8.</p>	<p><b>Project: Purchase pontoons from SCE</b></p> <p>Changes to the Constitution: has to be changed to remove the Clause 'has an interest in the bay' and change from 2 stakeholder directors to 3 directors to executive.</p> <p>Also conflicts of interest, any director would have to declare interest and leave the room if they have a conflict of interest with regards to projects.</p> <p>SGM will have to take place to approve the changes to the constitution</p>	<p><b>Brian to email the new constitution once approved by the lawyers</b></p>



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9.	<p><b>Project: Aros Park</b></p> <p>Helen – explained her report on Aros park, the previous land fund criteria was a restriction on timing of development project. The criteria has changed. Helen happy to take the lead, Brian will help along with Steve. Steve asked about longer term, partnerships with other community groups. Everyone agreed that would be included in the project plans.</p>	As above
10.	<p><b>Matters requiring Board Approval</b></p> <p>Ron Bailey’s contract to be renewed – approved</p> <p>Grace and Rob to receive a debit card to the value of £500 – approved</p>	as stated earlier
11.	<b>Declaration of conflict of interest</b>	none
12.	<b>Any other business</b>	none

**There being no other business the official meeting closed at 9.35pm -**