

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais

Thursday 7th June 2018

7.30pm

MINUTES

Apologies:

Don Mitchell

Anne Fraser

Minutes : Mary Macgregor

Present:

B Swinbanks

A MacLean

J MacDonald

S Littlewood

J Dunlop

R MacDonald

H MacDonald

G Lambert

R Hemming

A Cripps

R Forrester

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 3rd May 2018</p> <p>Matters arising</p> <ul style="list-style-type: none">No matters arising other than items that will come up later in meeting <p>Accepted as true record, proposed BS seconded A MacL</p>	
2.	<p>Port Marine Safety Code – R Hemming</p> <p>As previously mentioned the 'Local Port Service' is an important part of the MCA and PMSC Audit Trail and it is essential, come September, we can demonstrate how this is being efficiently carried out.</p> <p>To this end, vessel traffic management within Harbour limits is currently being informally discussed to seek the best and most practical way forward.</p> <p>Prior to the next PUG meeting, on 26 June, I will be consulting with CalMac and Staffa Tours and other stakeholders to formulate a 'Voluntary Reporting Code' for all Passenger carrying vessels.</p> <p>The Kilchoan Ferry and Fishing vessels would be exempted from this reporting.</p> <p>Harbour Information and Navigation advice would be introduced at the same time.</p>	



Item	Description	Action
	<ul style="list-style-type: none"> • Oil Spill reporting If we are notified of any oil related incidents, these are logged in our diary with further action taken, as deemed fit. Past reports always seem to be spotted near Calmac, spreading outwards. Brian asked the Aquarium to monitor the water for potential fuel or slurry contamination. • International Ship and Port Facility Code New 'Crowd Control Barriers' have been purchased to act as more effective deterrent, improving unauthorised access into the 'Temporary Restricted Area' (TRA) at the PLP. Disabled Access across the gravel is still a major issue with wheelchairs. • Safety Review: Accidents, Incidents, near misses Nothing to report • Next PUG meeting is 26th June 2018 	
3.	<ul style="list-style-type: none"> • Finance Report: Cashflows/budgets The insurance has been paid in full from available cash. The only other major outgoing this month will be the prior charge at just under £10k. But cashflow will allow that to be paid when the invoice comes in. Incomes are slightly down overall in the first two months but the season started very cold and then turned hot and calm, both of which mean less people staying on in Tobermory. Taigh Solais rentals are down with the loss of Office 5 and Boardroom. The cashflow projection based on budgets we have set are still showing the need for very tight purse-strings in the coming year. We really need to understand what will happen with any projects and the costs involved as there is no spare cash at this time that I can see. The cashflow I prepared does not allow for costs involved in: <ol style="list-style-type: none"> 1. Fuel berth changes 2. Aquarium re-working of pipework in winter 3. Project involving Argyll properties build 4. Any fees in respect of changes to Articles/Land Fund 5. Murrays projects re database and additional computers 	



Item	Description	Action
4.	<ul style="list-style-type: none"> • Staff Report • Fuel berth – Await info from LG : <i>organise a meeting for later in the month to push him to get some costs together.</i> • Ledaig carpark – There will be a council meeting on 28th June, to discuss campervans/caravans in the carpark (in particular MMF) all those effected have been invited, Brian and I will represent THA, but <i>if anyone else wants to come along it's at the fire station 7.30pm.</i> • Water access - the staff have been getting a lot of hassle from campervan owners to provide water/waste facilities, so we have decided to put proper locks of the taps and signage advising water is for marine customers only and directing them to Tobermory campsite. If we provide water, they will expect waste facilities and that taking business away from Angus. • Argyll properties/Tim Williams – Tim is concerned about his rental agreement, he is looking for somewhere to store the portacabin in the winter and a pitch for next year. We have been chasing up the planners to get an update. – <i>We need to give Tim notice and discuss possible alternative rental options for him?</i> • Calmac Pier –Is it time to reopen talks with cmal to take over the management of the pier? As part of the PMSC we now have to manage traffic in the bay, but we get no extra income from this, if we took over the pier it would produce extra income which could support extra staff. <i>Discuss and decide action?</i> <p style="text-align: center;"><u>Pontoons/Moorings: Rob MacDonald</u></p> <ul style="list-style-type: none"> • The general consensus is that the season so far has been quiet. • May boat numbers are slightly down for the same period in 2017 but up from 2016. <p style="text-align: center;"><u>Facilities: Rob MacDonald</u></p> <ul style="list-style-type: none"> • Income is broadly in line with last year for washroom and laundry. • Income on rentals is down with the loss of one office 	<p>Brian is having meeting with Crown Estate and will also arrange a meeting with Lorna Spencer of CMAL soon after to discuss</p>



Item	Description	Action
	<p style="text-align: center;"><u>Mull Aquarium: Grace Lambert</u></p> <ul style="list-style-type: none"> • Income and visitor numbers- 3215 visitors, of which 221 are season revisits • Pump issues/floods Meeting with Andy Cripps highlighted problems with micro bubbles-air getting into system. Recommended a complete redesign including a header tank (at least 5x4x2m). New pump arrived. • Compressor update Had a group in May, two booked in June. <p style="text-align: center;"><u>Human Resources Matters: Anne Fraser</u></p> <ul style="list-style-type: none"> • Child protection and good governance training was cancelled due lack of interest, ask them to try again in the winter months. • There is an online course for child protection, so will role out the new policy and get all the staff to sign up for online course. • No update from Skills for Growth or HIE – will chase up new contracts as both relationship managers have left/mat leave and we haven't been appointed replacements yet. <p style="text-align: center;"><u>Project: Process Improvement Report by Murray Beattie</u></p> <ul style="list-style-type: none"> • Creation of new Privacy Policy in line with GDPR stipulation while ensuring company remains GDPR compliant with customer and member details. • Renewal and reduced cost of BT contracts. • Website - Ongoing • CCTV Code of Practice - Ongoing 	
5.	<ul style="list-style-type: none"> • Project: Phase 6 EMFF are looking for more supporting evidence re fishing and they may put THA though to the next funding round. BS, AMaCL and RH are collecting data on commercial use. J MacD said that there is a lack of facility for Seafarms and commercial in the West Coast. 	<p>Brian continuing to gather info and asks that all Board and staff feed info</p>



Item	Description	Action
	<p>Purchase: Pontoons and Solum of Ledaig from SCE</p> <ul style="list-style-type: none"> • Possible purchase from Crown Estate Scotland of the old seabed under the Ledaig car park. This will make the THA the landlord of Argyll and Bute Council who run and will continue to run and maintain the car park (already agreed by email). This will return a small income. • Possible purchase back of all the Tobermory Pontoons. At present owned by the Crown Estate and run by the THA under a complex management and prior charge agreement. This will save the THA considerable outgoings. 	<p>to him as support for Phase 6</p> <p>Brian will speak to Anne about taking the Land Fund application forward</p>
6.	<p>Project: Aros Park deadline 3rd Aug. Public Meeting 15th June</p> <p>*The THA have been given a one-off opportunity to buy the Aros Park waterfront area *The purchase would be funded by a grant from the Scottish Land Fund *The only immediate plans the THA have are to make the pier and buildings safe *If the THA don't buy the land, the Forestry Commission may likely sell to a private developer *In which case, the community would be unlikely to have any say in how the area is developed</p>	
7.	<ul style="list-style-type: none"> • Matters requiring Board Approval 	none
8.	<p>Any "conflict of interest" changes to report</p>	none
9.	<ul style="list-style-type: none"> • Any other business <ul style="list-style-type: none"> ○ 10th Anniversary of the Building needs to be organised for July ○ Brian would like to look again at how he exits as Chair and succession planning 	party for staff and Board

There being no other business the meeting closed at9pm

