



THA Board Meeting

Date: 16th February 2022

Time: 7:30pm

Location: Online Zoom Meeting

Apologies: Lee Gallagher, Vic Linnemann, James Henderson

Board Members Present: Brian Swinbanks, Allan Maclean, Edd Hewett, Steve Littlewood, Laura Hewitt, John MacDonald

Staff Present: Anne Fraser, Rob MacDonald, Heather Muckle, Mary Macgregor, Lyndsey McLaren

Minutes: Heather Muckle

Description	Action
<ul style="list-style-type: none"> • Apologies • January minutes approved: Approved BS, seconded by AMaCL • Minutes and matters arising from 12th January meeting? None 	
Harbour Report – Rob MacDonald	
<ul style="list-style-type: none"> • Safety Review: Accidents, Incidents, near misses <ul style="list-style-type: none"> ○ Bridge incident on 16th may need to be classed a near miss. Due to the storm, the bridge came off with broken handrails, etc. The bridge was retrieved with a crane from a boat on the pontoon at the time. May be beyond repair. Will need to get this sorted before the start of the season. ○ The sea plane platform was also moving side to side even though it is tightly anchored. May need to look at how this is connected to the pontoon, so we avoid any future (similar) incidents. ○ MHM mentioned that if this is an insurance claim we need to know in advance and needs to be thought about as well. • Ron Bailey visiting next month as part of the PMSC; March 8-9th • Next PUG group meeting will be focused on prioritizing recreational users of the bay. Rob will be sending out an invite asap to the PUG group about this. <ul style="list-style-type: none"> ○ Goal is trying to make the bay safer for everyone. Ron Bailey, MICT, and other stakeholders will be involved. Hoping for all plans to be developed by the community. ○ MHM asked for small craft to have some sort of identifier on them in case they are found floating, etc. ○ AMaCL suggested a code of conduct for the bay users. Rob said that they are working on these. Will be going out with NTMs to explain to commercial operators that they should be aware of small crafts, etc. ○ EH – suggested contacting related associations who can help post the information wider. AF asked for EH to send those contacts on to Rob. • AF: CalMac is working on a service agreement between them and the THA to act as a more formal agreement re: who does what (pier vs harbour) and what we can charge them, appropriate contacts, etc. 	<p>Rob to organize PUG meeting.</p> <p>EH to supply contact information for associations who can help spread the word.</p>
Aquarium Report – Lyndsey McLaren	
<ul style="list-style-type: none"> • HM gave a quick update since Lyndsey was not on the call <ul style="list-style-type: none"> ○ Work on the refurbishment of the aquarium is well underway with a new layout for the aquarium being built and installed. 	

<ul style="list-style-type: none"> ○ Working with Argyll Properties on getting some construction work completed asap so that the aquarium can complete interior work prior to the start of the season. ○ Concerns about next-door construction impacts to the aquarium have been raised with the developer. Will be working to put mitigation plans in place as necessary once we have more information from the developer. 	<p>THA to follow up with Argyll Properties on outstanding construction plans affecting aquarium.</p>
Finance Report – Mary Macgregor	
<ul style="list-style-type: none"> ● West Highland Yachting Week - of the opinion that we need to get back to being main sponsor for WHYW but that we offer them what we did pre-Covid (£1500). We can also with help organizing. <ul style="list-style-type: none"> ○ Marine staff prefer that WHYW pay for the committee boats and that the £1500 sponsorship will help to covers that cost. ○ It is good for THA to be one of the main sponsors as Tobermory is central to the event. ● Bounceback Loan: Need to minute the decision on extending the option to defer the repayment of interest for a further 6 months. Loan is on a “Pay as you Grow” basis and we are allowed 3 x extension of the interest only option. We have had one extension. <ul style="list-style-type: none"> ○ Loan start date 8 Oct 2020. 12 months free. Opted for 6 months repayment of interest only from 8th Oct 2021 which takes us to April 2022. ○ Recommend extending for a further 6 months to see how business recovery goes. Business can opt for a further interest only ext. and then look at either repaying in the original term or extend the Loan term from 5 years to 10 years. ● Funds received under the Covid Statutory Sick pay for staff unable to work in January £578. Anne is working on several different funding possibilities. ● At the last meeting the Board approved withdrawal from Asset Replacement in Reserves the sum of £20k to cover North West Marine estimated cost to replace the main chain on the pontoon. This work came in underestimate. ● We await payment in from EMFF/Flag for the final claim for Phase 6.2 which has been submitted and is with Marine Scotland for payment. This amount is included in the cashflow forecast. ● The cashflow projection is looking healthier and we have money set aside in that for the only other big cost which is North West Marine but it may not come about until into the next financial year. ● Not yet heard from Andrew Mead but am still hopeful that he will be able to help us out. (HMRC has given everyone extra time for taxes this year which may be why we have not heard from Andrew Meade) ● Still waiting on the last amount of Phase 6.2 funding claim. Anne checked the status today and is hopefully it will be with us soon. ● Discussed approval for additional signatories on the bank accounts (HM) and debit card (HM). 	<p>MHM to follow up again with Andrew Meade.</p> <p>MHM to work with bank on signatory changes and debit card approval for HM.</p>
General Manager Update – Anne Fraser	
<ul style="list-style-type: none"> ● Marine Assistant – need to hire someone to help the team out for at least the upcoming season. Have not had a chance to go to the remuneration 	

<p>committee but since we had previously planned to have an apprenticeship, we are aware of what we will be paying this position.</p> <ul style="list-style-type: none"> ○ Will advertise for an assistant with the option to grow into an apprenticeship. Rob has spoken to Tomo about the kids that are doing to the marine skills program via SAMS. ○ Plan to get these postings up by the end of the week on the Website and on social media. <ul style="list-style-type: none"> ● Phase 6.2 - final claim has been sent in and just waiting on approval. ● First large vessel fueled up a couple of weeks ago and we were able to complete the transaction. <ul style="list-style-type: none"> ○ There were still issues with fuel software. Once we get some of the issues fixed (hopefully at the end of the month) we should be ready for the season ○ Once all issues are resolved, goal will be to sign off completely on Phase 6.2 ● Ron Bailey is coming on the 9th of March to conduct an audit <ul style="list-style-type: none"> ○ May be able to do an in-person board meeting for his visit or a hybrid – investigate Aros Hall being available. ● Hydro project – the people doing the feasibility study were supposed to be here this week but have rescheduled for next week due to the weather. Anne will update everyone on her visit at the next meeting. ● Fund for community engagement on environmental – we have a bid out for funding to have SAMS expertise to help us look at ways we can broaden (environmental) ownership of the bay going forward. Waiting to say more until we know if we get this funding. Should know by the end of the month. Project would need to be delivered quite quickly if we do get funding. ● Aros update – We are still waiting on a site plan; Bari is going to send those soon. He sent us a draft plan of the building works which was way over budget. BS will be meeting with him next week to see where we can reduce costs. <ul style="list-style-type: none"> ○ BS has put out to tender the water-related parts of the project and we have started to seek funding for this as well. 	<p>HM to post job on website and social channels.</p> <p>HM to check to see if Aros Hall is available to book.</p>
Matter(s) Requiring Board Approval	
<ul style="list-style-type: none"> ● Bounceback Loan: We need to minute the decision on extending the option to defer the repayment of interest for a further 6 months. <ul style="list-style-type: none"> ○ Approved by BS, seconded by AMaCL ● Minute approval of dual signatories and named employee access for bank accounts internet access/debit card <ul style="list-style-type: none"> ○ Approved by BS, seconded by AMaCL. 	
Other Business	
<ul style="list-style-type: none"> ● Duty holder training reminder; March 28th, 2022. If board members have already completed the training, please send details to HM. ● First Aid Training & Defib refresher course: AMaCL is interested. 	<p>Rob & HM to work on a plan for a refresher course.</p>
Conflict of Interest Changes to Report	
<ul style="list-style-type: none"> ● None. 	
Any Other Business	
<ul style="list-style-type: none"> ● BS: Seawall – has the operations manual from TSL. He will pass this along to the group. Nothing for us to; just will store the manual until it is needed. 	

<ul style="list-style-type: none">○ The seawall has slightly affected the vehicles on the street. We need to do something about traffic mgmt. to make sure we are protecting the integrity of the wall and therefore the harbour.○ JM: Any heavy traffic going beyond the clock needs to be looked at as the infill for the seawall at this point is not the most stable. Main concern is very heavy vehicles.○ AMacL: asked if there is a weight limit for the street. JM said that there is not, but we want to avoid having many heavy vehicles on this stretch of road.○ BS: thinks that the goal of the THA should be to reduce traffic at this end of town – potentially ties into a longer-term strategy to possibly move things to Ledaig in the future.● BS: has the actual Act of Parliament 1861 document for the Mishnish Pier. He will pass this on to Rob for us to have for reference.● BS: Balisgate Park and Ride is out for quotations. How the quotes come will affect how the design is ultimately finalized. No timescale known.	
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There being no other business the meeting closed at 20:55
