



## THA Board Meeting

**Date:** 9<sup>th</sup> March 2022

**Time:** 7:30pm

**Location:** Taigh Solais Board Room

**Apologies:** Vic Linnemann, Laura Hewitt, Lee Gallagher, James Henderson, John MacDonald, Lyndsey McLaren

**Board Members Present:** Brain Swinbanks, Edd Hewett, Steve Littlewood, Allan MacLean

**Staff Present:** Mary Macgregor, Heather Muckle, Rob MacDonald, Anne Fraser, **Guest:** Ron Bailey

**Minutes:** Heather Muckle

Description	Action
<ul style="list-style-type: none"> <li>• Apologies</li> <li>• Minutes and matters arising from previous meeting:               <ul style="list-style-type: none"> <li>○ SL and EH approved minutes from last meeting (Feb)</li> </ul> </li> </ul>	
<b>Harbour Report – Rob MacDonald</b>	
<ul style="list-style-type: none"> <li>• No near misses or accidents</li> <li>• Ron Bailey visiting; no audit – just here to touch base with team</li> <li>• Oil spill plan ongoing; waiting for one consultee to come back. Once we have that we can resubmit the plan to the MCA. Ron has provided a good contact for the missing consultee to try to push things forward.</li> <li>• PUG meeting scheduled for next Wednesday (16/3). Focus will be on water sports and recreational use of the bay. Looking to possibly publish a video to get the message out re: how to use the bay safely.</li> <li>• BS asked for Aros to be a main point brought up at the PUG meeting to get feedback on to provide to AF for funding applications, etc.</li> </ul> <p><b>General Harbour Report:</b></p> <ul style="list-style-type: none"> <li>• Still having fuel berth issues. Andrew West fuel storage systems here on 9/3 to deal with flow issues at the pump. Ongoing.</li> <li>• HTec still struggling with requirements. Rob is trying to simplify the issues for them to be able to resolve.</li> <li>• May need to research a new software company to provide solution. Andrew West may have a suggestion for another software option.</li> <li>• Need to make sure that customers can take fuel after hours.</li> <li>• HTec has not delivered what we expected, <b>however</b>, THA's needs have changed slightly based on now needing to sell fuel for both leisure and commercial customers. Initially, was only ever supposed to be a commercial fuel system.</li> </ul> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• Have had 6 cruise liners cancel for the upcoming season. Will affect income projections but The Hebridean Princess will hopefully make up for some of that lost income in July and August.</li> <li>• One of the boats that has cancelled is because it has not launched yet.</li> <li>• Will need to keep an eye on this considering the Ukrainian/Russia war and how this may affect crews or Russian owned vessels.</li> <li>• Bridge incident: Bridge to be extended so that it will not drop into the water again. Will happen in April depending on materials and the engineer's availability. Not expecting a bill for this work as the company</li> </ul>	

<p>who advised on the install of the bridge is (ideally) taking responsibility. Will need to track this.</p> <ul style="list-style-type: none"> <li>Chris Cotton has been in touch asking us to assist him with his pier and pontoon. The THA will <b>not</b> be assisting and will communicate this to him. Will show him the Harbour Map to show him that his property is not within the THA's remit. Would be the THA's responsibility to notify the UK hydrographic office if he does make any changes that impact the fixtures on the bay.</li> </ul>	
<p><b>Finance Report – Mary Macgregor</b></p>	
<ul style="list-style-type: none"> <li>Since the last meeting we have received the final payment from EMFF for Phase 6.2 so that project is now tidied up. We propose to put the £39,250 borrowed for Phase 6.2 cashflow back to the Reserve account. <ul style="list-style-type: none"> <li>It would be good to go into the new financial year with the funds all in the right places and the Reserves back to pre-Phase 6.2 and pre-Covid levels. This would start the year with less in working cashflow than pre-Covid times and of course the £50,000 Bounceback Loan.</li> <li>If a further “loan” from the Reserves is needed to prop up the cashflow into 2022-23 then it can be done as a fresh instruction.</li> <li>There are some bigger costs in the first couple of months of the season before the income starts to pick up. These are largely North West Marine and the insurance.</li> <li><b>Board in agreement to put the £39,250 back into the reserves account to wrap up this financial year.</b></li> </ul> </li> <li>I have circulated some balances for information together with a copy of the cashflow projection to the end of March. The 2022/23 projections are now done, and they are based on an optimistic view of the year to come. These will be refined after the year end and circulated to the Board to show the anticipated movements based on our best guess. However, the success of the season could very well be impacted by global events out with our control and uncertainty is creeping in once again. This will be kept under review as events and the state of the economy unfold.</li> <li>2021-22 has been propped up by grant funding but trading was ahead of projections. The fuel berth has yet to be fully operational and a season of trade there will show its worth in the future.</li> <li>Heather and I met the Insurance Broker on Monday. <ul style="list-style-type: none"> <li>Marsh Commercial have a link to a company who do desk-top valuations specifically for insurance purposes. This comes at a modest additional cost, and we asked Graeme to arrange to get that under way.</li> <li>The valuation that is produced from that report will inform the building insurance value and protects the business against the risk of being under (or indeed over) insured.</li> <li>The insurance is still in a 3-year long term agreement so rates will remain the same although premium will move according to any changes to declared values.</li> </ul> </li> <li>Heather and I have been working together for several weeks now and I am confident that she has a good grasp of how everything works, and the finances will be in capable hands.</li> </ul>	

<ul style="list-style-type: none"> <li>• Unfortunately, I have not heard from Andrew Mead so I can only assume he does not have time to add Tobermory Harbour to his workload at this time. I am all out of ideas so will need to leave finding a Finance Director for someone else to find. <ul style="list-style-type: none"> <li>○ If we hire on an executive director our constitution says we can hire off Mull.</li> <li>○ RB: we have a few retirements coming up that the THA needs to be prepared for (Mary, Brian, etc.). May want to look at just the PUG group being duty holders; really need to think about getting a succession plan in place.</li> </ul> </li> <li>• <b>Bank balances as of 9th March 2022:</b> <ul style="list-style-type: none"> <li>○ Current Account £7,795</li> <li>○ Cash Management £95,541</li> <li>○ Fuel Account £2,052</li> <li>○ 30-day notice £58,673</li> <li>○ Bounceback Loan £50,000</li> <li>○ Nationwide Loan £95,454</li> </ul> </li> </ul>	<p>Need to research options for a replacement if Andrew Meade does not come on. Possible suggestion – Derwin?</p>
<b>Aquarium Report – Heather Muckle on behalf of Lyndsey McLaren</b>	
<ul style="list-style-type: none"> <li>• The water was turned on last night with the help from James Henderson and the aquarium team, the new plumbing system is working well so far.</li> <li>• We still have a huge amount to do. If anyone is keen to help with putting up boards, painting, collecting gravel and general DIY, we would welcome your support. We are in the aquarium Monday- Friday 9.30-5.00, so just pop down. We will also start working evenings as we get closer to opening day so send me an email or Facebook message if you are able to help.</li> <li>• We are also ready to collect creatures, anyone who has creels or dives, we would really appreciate any creatures brought in, it was a huge struggle last year as there are no longer that many fishermen operating locally.</li> </ul> <p><b>AF: noted that there are major childcare issues within the Aquarium Staff that we need to be aware of.</b></p> <p><b>Other:</b></p> <ul style="list-style-type: none"> <li>• AF: Waterfall Fund extra money: is board happy for this to be allocated to the aquarium for educational display items, etc.? <ul style="list-style-type: none"> <li>○ <b><i>Board is okay for that money to be spent on that for the aquarium display needs.</i></b></li> </ul> </li> <li>• BS wants to make sure that displays are highlighting the environment under the pontoons. SL will get in touch with SAMS to find out how they film and record their local environments and will relay that information to Lyndsey.</li> </ul>	<p>SL to relay information gleaned from SAMS to Lyndsey.</p>
<b>General Manager Update</b>	
<ul style="list-style-type: none"> <li>• Staff childcare issues across the board <ul style="list-style-type: none"> <li>○ Fynd End – researching indoor / outdoor play centres. Could be an option for the Sawmill Building (See Aros project). May want to look at the feasibility of this to use as a bargaining tool for funding applications.</li> <li>○ AF looking for buy in from the board; Edd has contacts AF can reach out to. <b><i>Board in favor of exploring this as an option.</i></b></li> </ul> </li> </ul>	

<ul style="list-style-type: none"> <li>• Staffing – Marine Assistant role closes this Friday. Starting interviews next week. Hoping to grow this role into an apprenticeship role. BS would like a director involved in the interviewing process. <ul style="list-style-type: none"> <li>○ EH has volunteered to be involved in the interviewing process.</li> <li>○ Rob working on an instruction manual, SMOX, and our existing training matrix to guide the new marine assistant.</li> <li>○ BS concerned that that hiring this new person may mean that it is more work for our existing staff when this person comes on board.</li> <li>○ AF went through ideas for staffing the front desk. Really need another ‘Fraser’ back to do facilities and desk management. The unknown factor potentially impacting staffing is the fuel berth.</li> <li>○ Board agreed that we need to find ways to automate processes and to standardize the hours that payments are collected, etc.</li> </ul> </li> <li>• Aros: <ul style="list-style-type: none"> <li>○ Now have costings in for project - £700K for phase 1 (£750K with contingency). 50/50 between pier and boathouse redevelopment.</li> <li>○ Decision to be taken on Anne’s salary related to Aros project; BS thinks it should be a remuneration subgroup decision.</li> <li>○ HIE looking to raise their funding contributions from 80K to 125K with funds going towards pier restoration.</li> <li>○ <i>Will still require a contribution from the THA for the funders to want to move this forward. Anne has put in £20K as our contribution – wants approval from board on this.</i></li> <li>○ BS: should we potentially put the whole Aros project on hold until we know we have the funding in place?? AF concerned if we don’t do anything we are still liable for the land as we own it.</li> <li>○ Jim Traynor is helping to clear the Aros site before the summer.</li> </ul> </li> </ul>	<p>HM to email board to see if anyone on the board wants to be involved in interviewing the Marine Assistant.</p> <p>Anne is putting together a staffing remuneration report that will be sent out to the remuneration subgroup soon.</p>
<b>Matters Requiring Board Approval</b>	
<ul style="list-style-type: none"> <li>• Board in agreement to put the £39,250 back into the reserves account to wrap up this financial year.</li> <li>• Board in agreement for Waterfall Fund additional money to be used by the Aquarium for education display needs.</li> <li>• Board agrees that THA is prepared to contribute £20k towards the Aros project to meet (potential) funding application requirements</li> </ul>	
<b>Conflict of Interest Changes to Report</b>	
<ul style="list-style-type: none"> <li>• Declarations of Interest <ul style="list-style-type: none"> <li>○ No new declarations declared. Declarations remain unchanged from Dec 2021.</li> </ul> </li> </ul>	
<b>Any Other Business</b>	
<ul style="list-style-type: none"> <li>• Pontoon electricity costs <ul style="list-style-type: none"> <li>○ Current contracts end in Dec 2023 and Jan 2024; won’t look at new rates until April 2023. Not necessary for us to raise our rates at this time. Hopeful that our rates will remain competitive against other harbours who have recently raised their prices.</li> </ul> </li> <li>• Afterhours access and security in Taigh Solais <ul style="list-style-type: none"> <li>○ AM to research options for replacing and/or fixing our existing door to put better after-hours security in place.</li> </ul> </li> </ul>	<p>Need to make sure that we submit and photograph our meter readings by 31<sup>st</sup> March.</p> <p>AM to research door resolutions and revert information to staff.</p>

***There being no other business the meeting closed at 21:45.***