



THA Board Meeting

Date: 15th March 2023

Time: 7:30pm

Location: In Person – THA Board Room; Zoom available

Apologies: Heather Muckle, Johnathon Marks, Sam Lloyd, John A MacDonald (transport)

Board Members Present: Brian Swinbanks, Edd Hewett, Alan MacLean, Emma MacDonald (Via zoom) John H MacDonald (via Zoom)

Staff Present: Anne Fraser, Rob MacDonald, Grace Lambert

Minutes: Anne Fraser

Description	Action
<ul style="list-style-type: none"> • Apologies <ul style="list-style-type: none"> ○ HM, Johnathon Marks, Sam Lloyd, John A MacDonald (transport) • Minutes and matters arising from previous meeting(s): <ul style="list-style-type: none"> ○ Update on Andrew West visit for fuel tank calibration (from Rob) - team are coming up on 21st to fix gauge on side of tank and re calibrate. ○ Update on Compressor & related funding (from Grace) - compressor ordered, due to be delivered by MBS in couple of weeks. ○ Old fuel berth removal (Rob/Anne) - now removed from pontoon, sitting in compound. Alan asked for approval to get Andrew Kirsop into to release the fuel pipe so it can be removed. ○ Argyll Properties update (Brian/Anne) - no update on completion date. • Approval of January minutes <ul style="list-style-type: none"> ○ Brian, Edd. 	<p><i>Rob to action</i></p>
<p>Harbour Report – Rob MacDonald</p>	
<p><u>Port Marine Safety Code</u></p> <ul style="list-style-type: none"> • None to report <p>PMSC Accidents and incidents:</p> <ul style="list-style-type: none"> • None to report <p>General Update</p> <ul style="list-style-type: none"> • The security plan will be completed this weekend and submitted to DfT on Monday. • PUG held today, went well, good input, discussed a video and signage for kayaks/SUP/Wild swimmers. Offer of help from Edd and Emma to produce video to put out safety instructions. Looking to use QR codes to give instructions and helpful info, advise and educate, etc. to minimise risk. • Looking to plan a major exercise in September. • RLNI – lifejacket lockers came back up, have to be careful about advertising, but keen to get that concept back on the agenda again. • Lifejackets for kids going down onto the pontoons. Grace to facilitate this, seek funding to pay for this. <p>VHF Antenna needs to be put back up ASAP (Argyll Properties)</p> <ul style="list-style-type: none"> • Alan advised that he instructed the works a couple of weeks ago. Rob to check let Alan know and he will chase up. 	

<p>Update on lack of marine services contractors on island</p> <ul style="list-style-type: none"> • Highlighting this is an issue for the future of marine services on the island. This will result in higher costs associated with bringing in services. Ed suggested we put out that there is a gap in the market and encourage young people to train up. Rob to check with local service providers to see if they are available for work ahead of the season. 	<p><i>Rob to follow up with Alan</i></p>
<p>Aquarium Report – Grace Lambert</p>	
<ul style="list-style-type: none"> • New staff Emma has settled in well, she has great initiative and is keen to get stuck in. Caitlin starts tomorrow. Lisa Hume volunteering for the season. • We are now pushing to get creatures in the tanks (Open on 2nd April) – thanks to Lee for bringing us creatures already. • I have purchased the air compressor. It is on back order, expected in stock by the end of March so hopefully we will receive delivery of it by end April. Now we are just freshening up the compressor room ahead of the season. • Received £1,842 from Scottish Sea Farms (Heart of the community fund, topped up by local managers) -will contribute towards another year of school visits and supporting educational activities. 	
<p>Facilities, Business Admin, and Finance Report – Heather Muckle (A. Fraser to present)</p>	
<p>Facilities:</p> <ul style="list-style-type: none"> • New change machine should be delivered within the next 5-8 days. • New carpet/matting at the front door in foyer being replaced next week. • Duncan MacLean to begin shower refurbishment on 23/3; estimated to take 3-4 days to complete. • Nettie has completed 95% of painting, finishing touches to be done over the next week. • Electricity contracts: <ul style="list-style-type: none"> ○ Have received quotes for new electricity contracts. Our existing contracts are up in Dec 2023 & Jan 2024. Quotes that have come back from suppliers show that our annual cost will double (from current usage of roughly ~£25k to just over £52K/year). ○ Recommend that we take out a new 12-month contract for when our current contract ends. Rates are expected to drop again so we would hope that at the end of the new 12-month contract we would be looking at lower rates again. <p>Finance:</p> <ul style="list-style-type: none"> • Fuel Berth: <ul style="list-style-type: none"> ○ Board to agree and approve amount of money to transfer to the fuel account as starting capital for the new season. • Accounting – General: <ul style="list-style-type: none"> ○ Have scheduled meeting with accountant for 22nd March to discuss business structure moving forward now that we have the fuel berth and potential retail unit purchase on the table. • Requested £27k from our reserves account to be transferred to our main account. Funds due to land on 23/3. This is to cover work from NWM if necessary. Funds <i>not</i> required to cover work will be transferred back to reserves account. • Total winter work by NWM totalled £32,260.07 (VAT inclusive). Have already paid £8,683.18 and remaining invoices will be paid by the end of March to ensure inclusion in this FY. <p>March Financial Snapshot:</p>	

Account	Balance on 13/03/2023
Current (Business) Account	£16,918.13
Fuel Account	£10,542.68
Cash Management Account	£56,711.05
30-Day Notice (Asset Mgmt) Account*	£100,126.36
Total:	£184,298.22

*This reflects balance *prior* to £27k of requested funds being transferred out

Upcoming Major Expenses (rough estimates)	
NWM Winter Payments*	£22,121.00
Payroll (March & April)	£22,000.00
Shower Refurbishment	£4,200.00
New Compressor	£6,000.00
Ringfenced funding (Aros & Aquarium)	£7,500.00
Total:	£61,821.00

*This reflects THA balance owed after NWM credit applied.

General Manager Update – Anne Fraser

Staff update,

- Laura Mclean will join us on 10th April as finance officer. This allows for a 3-week handover period before Heather finishes up.
- Nettie also starts full time on 3rd April as facilities officer. Heather will work with Nettie from next week to ensure the facilities work is handed over.
- Nettie and I will be working on ways to generate income from the tourist desk to help pay for the additional source.

Aros Update

- **Pier and quayside restoration works** will begin on Monday 20th March. All statutory bodies have now signed off on the project, FLS have approved the traffic management plan and ABC are happy all the planning conditions have been met and a Marine license is due to be issued on Friday.
- TSL have sub contracted works to Steven O'Donnell (beadoun) but will still have overall responsibility for the site, engineering and H&S, etc.
- All that's left to do is put up signs and do some social media posts to let the public know that works are going ahead and that the site will not be accessible throughout the project.
- Works are due to be complete and site hand back by mid –July.
- **Boathouse** – Building warrant has still not been granted, it is now 4wks passed their deadline
- Bari is now working on the tender package to go out to contractors. He therefore needs input on design decisions so more accurate costings can be produced.
- The Aros committee confirmed as John, Emma, Jonathon, Edd, Brian, and Alan.
- I will send out design spec documents to the subcommittee for review.
- **FLS-** very productive talks with Joanne Maclean at FLS, who is now working on a master plan for the park.
- FLS will not reopen their toilet block, instead THA will run the public toilets from our building.
- As a contribution in kind to the project, they have verbally agreed to bring the water supply down to site, to make some improvements to the coastal path and to add new signage to direct the public to our site.
- site meeting scheduled with Joanne tomorrow, to go over the project and to discuss the wider park improvements.

- **PR** - we received some good publicity in newspapers and on social media for articles by HIE, we have also received a letter from Jenni Minto MSP congratulating us on our funding award.
- **Finance** – with both projects running this financial year we are looking at over £1million in cash to manage, including VAT. I estimate THA will need to contribute around £90k to the overall project and will need to access a loan for this.
- We will also need to cover cashflow for a very short period of time in May until a loan has been secured. Therefore, I need approval from the board to move funds for 30-day notice account until he have secured funds or until core business cash allows. This money will probably only be needed for a few weeks as we hope the funders will pay out within 1-2 weeks, however I would be more prudent to do very short-term borrowing from our own funds rather than pay for a bridging loan facility and pay interest.
- We have already applied for £27k to be transferred into the main account for NWM, however we should be able to cover that cost from core accounts. Therefore, I propose we request a further 53K to be transferred, which will hit our account in mid-April. This will still leave 20k for emergencies.

Brian thanked Anne for all the hard work to get to this point and for the extra effort to get all the permissions in place so work could go ahead.

ScotGov proposals for HPMA

- Scottish government's consultation on the introduction of Highly Protected Marine Areas (HPMA). This environmental policy aims to designate 10% of all Scottish sea area as HPMA's which in turn will impact what activities can and cannot take place in HPMA areas.
- We have been asked by WHAM to consider input into the consultation either as a body or as individuals. Wham have stated that whilst they support the concept of environmental protection, there may be restrictive implication to leisure maritime activities with the introduction of HPMA's. The fishing industry will probably be hardest hit for both inshore and deep-sea fishing.
- There has also been a lot of press on this from the inshore fishing industry, especially coming out of Tiree, who feel this is a threat to many islander's livelihoods.

The board discussed the issues and the consultation process:

- Alan stated that it's very difficult to comment on this policy without more information on the specific plans.
- Alan and Brian will attend the Scottish ports meeting on Friday to see if they can find more on how it will affect ports and coastal communities.
- Brian will look at the consultation and recommended that other board members look into responding.

The consultation is due to end on the 20th. Anne stated that this will likely be extended given the amount of negative press coverage.

Matters Requiring Board Approval

- Fuel payment to start season. Agreement needs to be made on how much the THA is willing to transfer from the main account to the fuel account to allow for the season's initial fuel purchase (Balance in fuel account as of 14/03/2023 is £16,534). - **agreed top up the account to 15,000ltrs.**
- **Board agreed to transfer in another £53k from reserves, along with retain the 27k already transferred help with short term cashflow on the project,**

Heather/Anne to arrange transfer of funds.

Conflict of Interest Changes to Report

- none

Any Other Business

None

There being no other business the meeting closed at 20.45pm.
