



## THA Board Meeting

**Date:** 12<sup>th</sup> April 2023

**Time:** 7:30pm

**Location:** In Person – THA Board Room

**Apologies:** Anne Fraser, John H. MacDonald, Emma MacDonald, Jonathon Marks, Lee Gallagher

**Board Members Present:** Brian Swinbanks, Allan MacLean, John MacDonald, Sam Lloyd, Edd Hewett

**Staff Present:** Heather Muckle, Laura MacLean, Rob MacDonald, Grace Lambert

**Minutes:** Heather Muckle

Description	Action
<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>Anne Fraser, John H. MacDonald, Emma MacDonald, Jonathon Marks, Lee Gallagher</li> </ul> <p><b>Minutes and matters arising from previous meeting(s):</b></p> <ul style="list-style-type: none"> <li>Old fuel berth removal – Allan and John removed the equipment and put in new boards.               <ul style="list-style-type: none"> <li>RM: Completed the remaining removal on 12/4/2023. Pipe belongs to THA; RM and JG will cut it up and dispose of the remains on 13/4/2023.</li> <li>Just the tanks still to deal with; need to investigate this further as there will be some residual fuel in the old tanks. Aim would be to have them completely removed by the end of the year.</li> </ul> </li> <li>Argyll Properties update (BS/AM) – See notes in General Manager section</li> </ul> <p><b>Approval of March minutes</b></p> <ul style="list-style-type: none"> <li>Sam Lloyd, Brian Swinbanks</li> </ul>	<p><i>Action for Rob to look into final disposal of the old fuel tanks.</i></p>
<p><b>Harbour Report – Rob MacDonald</b></p>	
<p><b>Port Marine Safety Code</b></p> <p>Accidents and incidents:</p> <ul style="list-style-type: none"> <li>1 incident report. Kayak capsized in the bay on 3rd April 2023. Casualty reached shore on their own. 999 called, coastguard RNLi Responded.               <ul style="list-style-type: none"> <li>EH: Mentioned that it was really good that the THA called the incident in as the casualties were in very bad shape when they reached the shore and needed quite a lot of medical attention until the ambulances had arrived.</li> </ul> </li> </ul> <p>Security Report:</p> <ul style="list-style-type: none"> <li>No Incidents</li> <li>PFSP (Port Facility Security Plan) Now updated and being reviewed by DfT. The final plan was over 10,000 words so was a big slog to get it done.</li> <li>PFSA (Port Facility Security Audit) Up to date Audit was carried out via Teams on the 31st March. All seemed to go ok. This has been a big learning curve, and we have to comply with a large booklet (90 pages) of instructions.</li> </ul> <p>Oil Spill Update</p> <ul style="list-style-type: none"> <li>Oil Spill Plan has been fully submitted. We are still waiting for any comments from the MCA.</li> </ul> <p><b>VHF Antenna needs to be put back up ASAP (Argyll Properties)</b></p> <ul style="list-style-type: none"> <li>Alan advised that he instructed the works a couple of weeks ago.               <ul style="list-style-type: none"> <li>AM confirmed that it should be done this week, next week at the latest.</li> </ul> </li> </ul>	<p><i>AM to confirm that antenna is scheduled to be reinstalled.</i></p>

**Aquarium Report – Grace Lambert**

- The air compressor is due to be delivered to Oban MBS this week. Has been fully paid for.
- Season has kicked off well and the team are working well together for the most part; Grace monitoring any staff issues as they arise.
- Thanks to Lee Gallagher for stocking the aquarium with lovely sea creatures.

**Facilities, Business Admin, and Finance Report – Heather Muckle****Facilities:**

Foyer update:

- New carpet fitted in the entryway and shower (ceiling) refurbishment has been completed.
- New change machine has just entered the UK this morning; should be here within the next several days.
- Donations box has been updated, waiting on final signage from KFT to complete update. Already starting to see good flow of money being donated.
- Tourist leaflet stand has been delivered. Will be put together in the next couple of weeks and Nettie will be working to get advertising pamphlets from various businesses to fill it with. We are hoping to generate approximately £6k this season from having tourist information available in the foyer.

**Finance:**

- Welcome to Laura MacLean who started on Monday this week. HM's last day will be the 28<sup>th</sup> of April.
- March was a very heavy month with outgoings including our first major payment to TSL for Aros project. Majority of major expenditures are now complete barring upcoming annual insurance bill which will be paid in June.
- Have enough funds in the fuel account to cover our first order from Gleaner while having funds left over in account. This is a positive change in the right direction for the new FY.
- Final (draft) numbers for last FY are still outstanding as the reconciliation for March is still in progress while HM is transitioning role to LM.

**April Financial Snapshot:**

Account	Balance on 12/04/2023
Current (Business) Account	£23,743.34
Fuel Account	£14,633.02
Cash Management Account	£96,799.94
30-Day Notice (Asset Mgmt.) Account	£20,212.37
<b>Total:</b>	<b>£155,388.67</b>

**General Manager Update – Anne Fraser (Heather Muckle to present)****Aros – Pier:**

- The first valuation has been done on the pier project and the first claim made just before FYE. Monies were paid last week.
- The £80k from reserves was requested and hit our account early, so we had enough funds to pay out and then claim back.

- The reserves will stay in our main account to help with cashflow until after the next claim is paid, we then hope to be able to return to the reserves account by mid-May – will report position at next meeting.

**Aros – Boathouse:**

- The subgroup met last week to discuss the boathouse fit out; I have a list of queries that will be sent to the architect.
- We hope to finalise the tender pack next week and send our invitations to tender by the end of the month. Still on schedule to hit the September start date depending on if we get enough interest for a competitive tender process.

**Aros – Other:**

- AF requested for BS to give an update on the letter sent to MICC on moving the speed limit and pathway to Aros. AF is planning to do a report for the council on this.
  - BS: Lots of other meetings have been going on behind the scenes. Next spring tides is when they plan to build up the fronts. The whole team working on it is doing well.

**OTHER:**

- BS: Had a meeting with the forestry concerning the small triangle of land (opposite Tob Stores); the otter group has put pressure on the forestry group to sell this land to a community group so they can put up an otter sculpture. The reason the THA is interested is so that we have access to this beach and we can clean it up. Need to get the valuation done and to get the legal side of things done as well.
- BS: Re: Car park at the top of the town - BS has been asked to write a letter about getting pavement all the way to Aros because it is currently very dangerous. AF is working on money for this as there is a fund for paths and tracks. BS told the community council that them that the THA would be pleased if that moved ahead.

**General**

- Please remember the HMPA consultation is still live until 17th April, if you haven't already done so, please complete the consultation before the deadline.
- I have been invited to HIE's Argyll and the Isles business and community consultation event in Oban on the 24th April. It's a chance to help shape future policy and funding priorities. This is the first in person event since covid, so it is a good networking opportunity. If you have any feedback, (challenges, opportunities, how they are performing, etc.) you would like me to rise, please let me know before the 24<sup>th</sup>.

**Matters Requiring Board Approval**

- Approve daily banking limit to be raised to £100K
  - All approved.
- Formal approval for an application to run a pop-up Gin & Oyster bar from a boat during WHYW
  - BS: consideration is about whether we allow a business to run a business that is separate from what the pontoons are currently used for. Need to make sure that we are being equally fair to all the businesses in Tobermory. Do we need permissions and licenses in order to let this happen? Need to be fair to all.
    - AM: when the THA was initially set up it was that the THA would not compete with any other local businesses.
    - JM: Does not feel that we should do anything that would conflict with anything that would upset anyone in the town.
    - SL: How do we make sure that we are policing the safety of people who may be drinking. Check with our insurance company as to our liability.

*HM to follow up with Insurance company on liability. Also, would need to open this up to anyone else that would want to run a pop-up during the WHYW.*

<ul style="list-style-type: none"> <li>▪ EH: What right do we have to stop people from showing initiative in setting up pop-up businesses?</li> </ul>	
<b>Conflict of Interest Changes to Report</b>	
<ul style="list-style-type: none"> <li>• JHM – is it a conflict for him to also be on the Aros Hall Committee? <ul style="list-style-type: none"> <li>○ Board agreed that there is no conflict and that it is actually a good thing for him to be involved with Aros Hall.</li> </ul> </li> </ul>	<p><i>Hm to let JHM know that there is no conflict.</i></p>
<b>Any Other Business</b>	
<ul style="list-style-type: none"> <li>• EH – Should the THA notify the public in advance of high tides/ bad weather? <ul style="list-style-type: none"> <li>○ BS: Has always put this information up on his FB profile. Brain has been working with people to try to get a text system in place for tide warnings and surges but no one is interested to take this forward. The issue as well is that the tide surges always happen very early in the morning when no one is up. Really trying to get a gauge on our sea wall that would send off a signal to people in town letting them know. An option may be to get live access to the existing tide gauge on the pier in Tobermory now. <i>HM: To ask Marsh Commercial about the gauges that can be used for this.</i></li> <li>○ RM: Do we need to look at something for the top of the slip? BS: has been speaking to the council about three defenses that would be paid for from the council’s flood defense budget.</li> </ul> </li> <li>• Need Argyll Properties to remove scaffold transom blocking upper floor fire escape. <i>AM will make sure this is taken care of.</i></li> <li>• AM: Winch from Maclachlainn family loaned to THA; meant to have a brass plaque on it stating it was in memory of Cambell lamont boat builder at port na choite. <i>AM: The plaque is not there but it needs to be done. AM will email Brian with what the plaque is meant to say.</i></li> <li>• Do we have any news that we would like published in upcoming issues of Round &amp; About? HM: Was mentioned and noted.</li> </ul>	

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