



## THA Board Meeting

**Date: Wednesday 11<sup>th</sup> October 2023**

Time: 7:00pm

Location: In Person – THA Board Room

**Apologies:** Jonathan Marks; John A MacDonald; Lee Gallagher; Sam Lloyd

**Board Members Present:** Brian Swinbanks; Allan MacLean; John H MacDonald; Emma MacDonald; Edd Hewett

**Staff Present:** Laura MacLean; Anne Fraser; Grace Lambert; Annette Stirling; Rob MacDonald

**Minutes:** Laura MacLean

Description	Action
<p><b>Apologies</b></p> <p><b>Minutes and matters arising from previous meeting(s)</b></p> <p><b>Approval of August minutes</b> Brian Swinbanks; Edd Hewett</p>	
<b>Harbour Report – Rob MacDonald</b>	
<p><b><u>Port Marine Safety Code</u></b></p> <p><b>Fuel Audit HMRC</b></p> <ul style="list-style-type: none"> <li>Passed</li> </ul> <p><b>Accidents and incidents:</b></p> <ul style="list-style-type: none"> <li>No Accidents</li> <li>Incident – Boat sunk on mooring – assessment and checks have been done and boat has been marked with a buoy</li> </ul> <p><b>Security Report:</b></p> <ul style="list-style-type: none"> <li>No Incidents * Importance of TRA (Temporary Restricted Area) - Staff off another boat trying to breach TRA</li> </ul> <p><b>Oil Spill Update</b></p> <ul style="list-style-type: none"> <li>Oil Spill Plan has finally been fully approved by MCA <ul style="list-style-type: none"> <li>Exercises regarding this to take place soon – initial table top then full scale</li> </ul> </li> </ul> <p>Visitor Boat nights and Commercial boat nights: We are already up 100 boat nights on the whole of the last financial year (with 5 months still left to run on this).</p>	<p><i>EH agreed to be involved</i></p>
<b>Aquarium Report – Grace Lambert</b>	
<p>The aquarium team have nearly finished the end of season deep clean and have started on their maintenance tasks before they finish in November.</p> <p>Visitor Numbers are up 7% on last year and that even includes the fact we have closed a month early which shows what a great season we have had.</p>	

We have had a great season with our new compressor with very positive feedback from visiting divers. The new booking system and compressor rental has drawn in newer and bigger dive groups than before. Management has passed to Joe and the Harbour team and will move into Harbour assist.

I am going to miss the aquarium and working with everyone over the next year but looking forward to my return at the end of next season.

**Facilities, Business Admin - Annette Stirling**

**Facilities:**

- Electricity renewal now locked in
- Still waiting for a quote for the showers
- There was a lack of interest in the hot desking and so we moved AF into Office one – much better set up than her old office which is now being used as a staff room/break area to comply with staff welfare obligations
- Three quotes requested for stock valuation – AS will request to action these quicker

**Finance Update – Laura MacLean**

**Finance:**

- Accounts for last year are now done – just waiting for the Accountant to get the final journals to close out the year on Sage
- Budgets and financial forecasting being worked on with Department Heads. Each will submit a list of “must haves” and “would like” for consideration over the winter months
- The large fuel debt still remains at half paid – debt collectors have sent in the Sheriff Officers and I have sent all Directors a copy of the report relating to this. The next suggested step from the debt collectors, is taking this to a small claims court which will cost roughly 20% of the remaining debt – Board have approved this next step in the process
- Another local debt which is getting a little big. Have contacted several times via e-mail. Next step will be a letter and copies of invoices via recorded delivery.
- Bank Accounts all look favourable at the moment and don’t anticipate any large spends just yet.
- Thursday 14<sup>th</sup> September – AF and LM decided that the Fuel Bank Account should follow the same protocol as the Current Account and the balance should be kept to not much more than £25k at any time to avoid instances of fraud.
- We have now transferred £80k back into the reserve 30 day notice account

**August Financial Snapshot:**

<b>Account</b>	<b>Balance on 16/08/2023</b>
Current (Business) Account	£21,142.67
Fuel Account	£12,649.23
Cash Management Account	£146,318.05
30 Day Notice (Asset Mgmt.) Account	£100,454.34
<b>Total</b>	<b>£280,564.29</b>

## General Manager Update – Anne Fraser

### Retail

- AF brought a motion to move Seafare into the Harbour Building using the Aquarium space. Pending planning permission, the Aquarium would extended into the boat park area. All Directors present have approved this.
- AF will co-ordinate the project to build a new Aquarium
- AF researching transferring staff in a sale – very complicated employment law. Current staff don't have contracts – spoken to the owner and made her aware that in order to take staff over we need something in writing regarding hours/liabilities with current staff.

### Aros

- Tender is out for the bridge and pontoon – that should be back 18<sup>th</sup> October which will give us an indicator of what our liability will be.
- Boathouse – design team did a procurement process – 8 interested parties and none came back with a quote – one needed more time to quote it – funders are willing to accept one contract as long as they are “competent”.
- BS feels it's a failure on the architect's side – they should have perhaps spoken to some builders locally.
- AM thinking bore holes for a water supply
- AF hoping we're almost at the finish line with quotes etc and hopefully the start of the project.
- Someone interested in running water sports in the area continues to contact us regarding start/end dates– the longer it takes to start the job, the longer we are without income
- Price needed to remove rock

*AM to get price*

### Strategic Plan

- AF has now completed a Company Business Plan, now up to Directors to complete a longer term Strategic Plan
- BS will have this out to directors by 20<sup>th</sup> October – to be returned and ready for the AGM by 3<sup>rd</sup> November

## Matters Requiring Board Approval

- Directors asked to approve final accounts – BS and JHM approved
- AF brought a motion to move Seafare into the Harbour Building using the Aquarium space. Pending planning permission, the Aquarium would extended into the boat park area. All Directors present have approved this.
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## Any Other Business

- Directors requested calendar with Meeting dates for 2024
- Other tank needs to be removed – letter to be sent to the owner to remove – deadline to be put on it.
- AGM and Anniversary party set for 17<sup>th</sup> November. No board members have to be or will be standing down this year

*LM to action*

*RM to action*

***There being no other business the meeting closed at 21:15***