

TOBERMORY HARBOUR ASSOCIATION



Board Meeting

Taigh Solais
Thursday 5th September 2019
7.30pm
MINUTES

Apologies: B Fairbairns R Forrester R Hemming

Minutes Mary Macgregor Chair: Brian Swinbanks
Present: A MacLean L McLaren S Littlewood A Fraser
H MacDonald J MacDonald
Visitors M Shilson R West
8pm-8.25pm

Item	Description	Action
1.	<p>Minutes of Directors' Meeting dated 15th August 2019</p> <p>Matters arising: BS has sent info to Council re the railings/tides/drawings/quotes. THA happy to work with the Council to achieve the best result possible with the funds available.</p> <p>Accepted as true record, proposed :BS Seconded :AMaCL</p>	
2.	<p>Harbour Report</p> <p>Safety Review: Accidents, Incidents, near misses: <u>Incident</u> – Saturday, 24 August @ 1335 Person overboard from Yacht whilst mooring on berth 34. Lifejacket inflated - Quickly recovered by other nearby sailors on pontoon. RH attended and checked individual for injuries and trauma. Shoreside shower arranged. No further action required.</p> <p><u>Harbour</u> Despite the recent adverse weather conditions for Tender operations and the difficulty of anchoring, passenger vessel activity remains buoyant. Many small vessels sheltering in the Bay, tendering passengers ashore using their RIBs.</p>	



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	<p>Helicopter operations from Loch Frisa have commenced earlier this year.</p> <p>2 Fish Carriers have already completed loading.</p> <p>North Arm – A variety of Motor Boats, Yachts, Commercial vessels as well as our local Fishing boats continue to take advantage of this stable berthing platform.</p> <p>A MacL asked if SSF or the helicopter company supplied a risk assessment. Still concerns about them flying directly over the houses at Beadoun/Struan.</p>	<p>Ask Harbour Master if a Risk Assessment is seen.</p>
3.	<p>Finance Report – Mary Macgregor</p> <ul style="list-style-type: none"> The final draft of the accounts is now to hand. Copies available at meeting. Rory Forrester (Finance Director) and I are now ready to commend them to the Board for approval. There were some queries following the last draft and these have been dealt with as follows: <ol style="list-style-type: none"> Fuel Berth rental was not showing in the Pontoon incomes. This was an error at the Accountants end and has been rectified. The question of why the Grant Funding does not show in the trading accounts. Any funding received for revenue spending eg salaries, professional fees etc are shown in the “Other income” section of the Profit and Loss. Grants received for Capital items are not shown in the P & L. The Capital additions are shown in the Fixed Asset Schedule (note 6 on page 7) and the Grants are recognised in the Accruals and Deferred Income (note 14 on page 9). Note 2 Accounting Policies on page 6 also shows this as the Companies policy. Following a year of bigger big Capital spending it seems surprising that there are minimal Capital allowances available to offset tax liability. This is because the Capital Spends in 2018/19 were nearly all Grant Funded and therefore not available as Capital Allowance. This means that the tax liability 	



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	<p>for 2018/19 is £6459.24 and try as I might I could not get that down any further.</p> <ul style="list-style-type: none"> There is still a concern that the receipt of Grants and spending on Projects is not detailed in the main body of the accounts. I would ask that the Board approve the accounts as they are today and I will work with Rory and Anne to put a "Report of Directors" in at page 2 which gives a summary of the year and names the funders and what project they funded. This is the area of the accounts that is signed off by the Board. If the Board agree I will send out that Report by e:mail next week with a view to being able to instruct R A Clement Associates to finalise the accounts by 20th September at the latest. If there are no further queries on the accounts can I have Board acceptance of the Draft to move to final with the caveat that the only change will be the addition of the Report of Directors. 	<p>AF and MHM to do report to add in at page 2 "Report of Directors" e:mail round</p>
4.	<p>Staff Reports:</p> <p>Staff will prepare reports for the next meeting to summarise the season.</p>	
5.	<p>Project: Anne Fraser</p> <p>Purchase Solum from SCE</p> <ul style="list-style-type: none"> AF has spoken to David Jennings the lawyer re the options to buy the Solum. Options are: <ol style="list-style-type: none"> Do nothing Buy Solum and Car Park Just buy Solum (which is the THA's option) <p>The lease would move from CES to THA for the rental to Argyll & Bute. That can then be renegotiated in due course as appropriate to suit changing circumstances.</p> <p>AF asked the Board to approve the purchase of the Solum from CES at this time with any other purchase options being discussed at a future date.</p> <p>Stuart Watson at Council re-iterated that the Boat Park Area will move to THA ownership when the Solum is purchased as they have no interest in it.</p> <p>If in future the THA look to purchase Ledaig Car Park the Council would need to be a willing seller. This is for the future and the feeling of the Board is to get the Solum purchase concluded with assistance from Scottish Land Fund.</p>	



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6.	<p>Project: Aros Park</p> <p>Mike Shilson and Richard West joined the meeting to present their ideas on what the plans are for the Walled Garden.</p> <p>Previous owner sold the gardens to Forestry Commission with a view to it being used as a Community Opportunity. This is being done now by a Community Group SCIO through MICT. The group is called Aros Park Historic Walled Garden. The group will apply for funding for the various areas in stages starting with repairs to the walls.</p> <p>The idea is to represent and showcase the history of horticulture on Mull delivering a visitor attraction and event venue. The aim is to work with volunteers but also to access funding wherever possible.</p> <p>MS showed a plan which was done by Mike Swift (ex Torosay gardener and designer). The Beaton Family of Pennyghael were renowned for their medicinal plant development in the Western Isles for the Royal House of Scotland in the 14th and 15th Centuries.</p> <p>The plan included fruit trees, performance area etc.</p> <p>The garden walls are generally in good condition but an area on the North Wall needs to be repaired. The group are presently renting the garden on a long lease. LFS are helping with clearing invasive trees.</p> <p>APHWG hope to work with THA as the waterfront is developed. Ideas such as the water taxi and other to attract visitors.</p> <p>SL has spoken to Richard Thorne (MICT) about potential synergy of projects. Many of the funders at this time are looking for collaboration within Communities and this would fit well between LFS, APHWG and THA.</p> <p>Aros Sub-committee meeting 11am Tuesday 10th.</p> <p>SLF have asked the THA to keep to the original spend timescale if possible for the additional engineering reports etc. Deadline is March 2020. Sub-group to discuss way forward and best use of funds available.</p>	



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7.	Project- Phase 6.1 <ul style="list-style-type: none"> AF reported that this project is completed. Just an end of project report to do to HIE. The Board congratulated the team and in particular Anne Fraser and Rob Macdonald for the tremendous work done to complete this big project in a short timescale. 	
8.	Development Plan for THA Anne passed round a list which she will e:mail out for Board information as the list is quite long. <ol style="list-style-type: none"> 1-year list is to create a plan and actions to ensure that as much as possible is achieved before the start of the season. Anne will develop the list into a set of actions and then it will be agreed who has responsibility for each job/project. This will also include the sub-group of Directors with responsibility for that action to ensure Board kept in the loop and support for staff where needed. Many of the actions relate to regulatory matters and the Board are keen that this is documented and closely monitored to ensure compliance as they are the duty holders. SL asked that a documented mentoring plan for RH to RMacd so that progress in this area can be monitored. The 5 year plan was written 5 years ago so needs to be revisited and revised. Many things have changed and moved on so it is important for the Company, the Community and the Funders to understand the long term objectives of the business. This 5 year list AF has prepared in conjunction with the staff and Brian. The aim is to get feedback from the Board to have a new 5 year Plan to present at the AGM in November. There is also an “All Harbour Master Plan” which will include stakeholders like CMAL, RNLI, Council etc. This is with the aim of looking at the needs of the various facilities and users to get best use of the Harbour to meet the needs of all users The next plan to look at is the further development after Phase 6.1. There are various ideas re slipway for fishermen, new Aquarium, infill area. The development needs to provide, education, safety, youth development, education etc. 	AF will e:mail those plans out for feedback with a view to creating a strategic plan.



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	AF has meetings arranged with CMAL, RNLI, MCA and Don Mitchell at Argyll College/UHI to start planning future development.	
9.	Matters requiring Board Approval <ul style="list-style-type: none"> Financial accounts approved to move to finals with further report Board approve move forward with purchase of the Solum. 	There being a quorum present and no objection to these matters they are approved by the Board to proceed.
10.	Any “conflict of interest” changes to report None	
11.	Any other business TRO/Parking BS briefly mentioned the apology from Argyll & Bute Council which was announced this week which results in the TRO being shelved pending a proper impact assessment. THA has been consulted as a stakeholder. BS is working with the Community Group to try to move the matter forward particularly in respect of the overflow car park. There is a meeting on Friday 13 th with the Council (Pippa Milne) and Community. BS will report back.	

There being no other business the meeting closed at 9.15pm