



THA Board Meeting

Time: 7:30pm

Date: Wednesday 12th August 2020

Location: Online Zoom Meeting

Apologies

R MacDonald, H MacDonald, R Forrester, A Fraser

Minutes

Mary Macgregor

Jenny Hampson (technical for Zoom)

Present

Brian Swinbanks, *Chairman/Director*

Allan MacLean, Jan Dunlop, Steve Littlewood

Description	Action
<ul style="list-style-type: none">• Apologies• Minutes and matters arising from previous meeting, minutes approved BS seconded A MacL• BS followed up on the works to be carried out by TSL on the sea wall/railing which is to start on 24th August. They want to know if the access points to the old steps are to be included in the new railings. One set belongs to Tackle and Books and the other is the Mishnish. Tackle and Books do not want the steps and BS to contact the Mishnish owners to find out what they want to do. The general feeling is that the steps are dangerous and there might be an opportunity to have them removed in case liability for them could come back on THA even though they don't own them.	Brian to speak to Mishnish and revert to Council re the access points

<p>Question of course will be who is liable for the cost of removal and disposal.</p> <ul style="list-style-type: none"> • Harbour Report See Appendix 1 for report <ul style="list-style-type: none"> ○ Safety Review: Accidents, Incidents, near misses. None to report ○ Ron Bailey will be doing an audit towards the end of September. Reminder for Duty Holders (ie Board) that online duty holder training is available through British Ports. • Finance Report See Appendix 1 for report • There was discussion about the difficult VAT situation in respect of the Aros Project costs and funding. VAT services Scotland were engaged who confirmed that THA was Ok at this point but that further advice would be needed to take the project forward. The problem seems to be partly to do with the partial exempt status of the Aquarium and also knowing what the end purpose of the Aros Waterfront Development is. BS suggested speaking to others who had been subject to similar problems for other local organisations. Jenny to speak to Duncan Swinbanks and Moray Finch. More advice needs to be sought but we might need funding for it. There is considerable risk to THA is VAT treatment on a big project like Aros is treated wrongly. If VAT is not reclaimed it could result in a £600k increase in project costs which would be difficult to fund and could limit the project. • Staff Reports any questions arising from reports which were circulated to Directors (see Appendix 1) • Confirmed that the occupancy of pontoon/moorings remains much lower than usual to help with managing Covid 19 arrangements. However, there were some nights when the weather turned stormy and many more boats wanted refuge. This was well managed by the Marine team and appreciated by the customers. • Issues with no hot water were discussed. It is better for the water to be cold than slightly warmed. Luke-warm water is optimum for Legionella. In general customers 	<p><i>Mary send British Ports email on to Board.</i></p> <p>Jenny, Mary and Steve to work on the VAT advice and make a plan to go forward.</p>
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are using their boat showers and not too concerned.
Less campervan people if the water is cold.

- Harbour Assist working well to collect “trace and protect” info but not sustainable in a normal season. May look at part of the pontoon booked, rest first come for 2021.
- Still chasing D MacLean to get the painting done.
- M McKenna is a welcome addition to the Marine Team
- Compressor has had some enquiries.
- General Manager report:
See Appendix 1 for report
- Project: Aros Park. See Appendix 1 for report.
- Bat and Bird surveys need to be started by end Aug and the prices have come in really expensive. Jan suggested some local people who may be able to do surveys. They need to be registered to be suitable for Planning Dept.
- Project: Solum
Nothing to report. Anne will chase again. It is with our lawyers.
- Project: Phase 6.2
BS and AF working hard on the applications to the funders. BS done a lot of work on the fuel berth system. He has been advised that the existing fuel tanks may well be outdated.
The fuel berth system and installation is very complex with H & S integration into the plans essential. Inland and Coastal have been contacted about the conduits for fuel pipes.
Also questions about the way to move pontoon sections around were discussed. These are all ongoing matters being progressed by BS and AF.
Funding is complicated by FLAG looking for innovation so BS and AF are looking at ideas to include facility to re-charge electric driven vessels.
- Project: Shoreside Development
August before we hear about Stage 1
HIE and FLAG both looking at this and Ph6.2

- Matters requiring Board Approval
none
- Any “conflict of interest” changes to report
None to report
- Any other business
- Question was asked about plan for Aquarium for 2021. JH confirmed that they were looking at ways of welcoming visitors as distanced as possible and maybe thinking of bespoke group bookings. JH is looking for some staff funding to help out but they may think of going to 5 days a week to cut down on staffing.
- A MacL asked that Marine team look at getting the boatpark tidied up.

There being no other business the meeting closed at 20.35

Appendix 1

Staff Combined Reports

Summary report for Board meeting 12th August 2020

Finance

With the return of boats to the moorings and pontoon the Marine side has seen better than Covid 19 budgeted income in all areas

Between Taigh Solais, Marine and Harbour income Apr – July is significantly compared to last year.

First draft accounts have been received from R A Clement Associates and the final draft should be ready for the Board to review well in advance of the next meeting. That gives us time to get final account to lenders within 6 months of the calendar year to meet the lending covenant.

The invoice for North West Marine works done on local moorings, visitor moorings and fairway came in, invoice will be paid in August.

With the grant assistance, the surplus cash from last year the THA is in a reasonable cash position but we will need to fully assess that once the season winds down, incomes in 2020 are known and outlays for Spring 2021 are costed before deciding whether borrowing is required.

THA acknowledges receipt with thanks from the Waterfall Covid 19 fund to pay for sanitisers etc in the public areas of the Harbour.

Taigh Solais

We have had a few challenges, such as problems with our hot water system and breakdowns in the laundry equipment. Hopefully resolved now, delays were due to waiting for parts. Plumber and electrician both attended as quickly as possible.

Most of the visitors are very thoughtful and happy to social distance, and wear masks. Of all the visiting boats we have had, I could count on one hand the people we have had a problem with.

Thanks to Nettie who does a great job of keeping the facilities clean.

Marine

Pontoons & Moorings. The new booking system, although resulting in more time on the phone, is helping us keep control of the boats coming in, manage them and it also helps make taking payments a lot safer and easier.

The addition of Michael to our team has helped and he is picking the job up quickly, ensuring that there is better cover for our long harbour days. (Many harbours operate a 9am-5pm service, whereas we try and be available 8am-7pm in the height of the season to continue with the good service that people are used to here).

We have tried to keep the visitor numbers minimised, but as you can imagine, there are certain nights, in bad weather, where the people who are there don't want to leave and the people who are booked in still come in. There is not really much we can do in these situations other than accommodate them. We don't want to be guilty of sending people out into bad weather. So there have been a few nights when we are very full, but in general numbers are down.

Problems with the water and electrics on the North Arm. These are hopefully all sorted now. The majority of our customers have been polite, understanding and just grateful that we are open at this time.

Compressor

The annual service work has been completed and Joe is working on refresher training and training for staff operators.

Aros Waterfront

Aros:

- We have received the finalised technical note from Jacobs. This incorporates comments about the angle of the pier and the safety ladders. The final report and drawings were of much better quality than previous work and will be suitable to be used by the contractors that do the work.
- Bari (Organic Architects) is costing up the next phase of the works (planning, bat consultants, flood risk, technical drawings, QS, Engineer etc.) with him acting as a coordinator. He should have the quote to me by the end of the week. We don't have enough funding left to cover all of

this work (I expect) so I will need to fundraise to get us spade ready. He also flagged that we would need to get a bat survey done before 31/08/20 to be able to think about doing any building works next year, so I hopefully will get that booked in before then.

- Continue to work on the business options appraisal. Have received an expression of interest in the site for a large business proposal.
- Have had great feedback from the Scouts, Guides etc. about a temporary outdoor shelter at Aros. I'm going to meet Jackie on site to discuss with her further to see whether we can get this done with relative ease with the Awards for All funding as planned.
- Cowal Design came across on Thursday to assess the small bridge above the buildings at Aros. Await his assessment.

Other:

- CARES funding – I sent in an expression of interest for the new fund for a feasibility study. We would work with them to build a project that allows us to incorporate sustainable energy throughout all projects.
- I have been working with Aquarium staff to get some funding to allow small alterations to the aquarium that may need to be made in order to open next year. The hope is that I can also get funding to cover one staff salary to ease the pressure for next year.