

Minutes of the meeting of the OCHDA Management Committee

December 17th 2020 15:00 – 17:00

This meeting was held by Zoom

Present: John MacAlister (Chair), Ross Wilson, Tony Bennett, Duncan Martin, Robert Kincaid, Andy Spence, Keith Miller, Peter Tosh, David Vass, Alison Rennie, Phil Hamerton, Tony Hammock.

1. **Apologies** Mike Thoms, Paul Knight.

2. Minutes of the previous meeting

2.1. All actions have been completed

2.2. Previous minute 9.3: Transport Scotland have now confirmed that that the inception of the new SHO will only require one HRO.

2.3. With the above amendment the minutes of the meeting of 19th November were accepted as a true record.

2.4. Andy Spence was thanked for his recent Oban FM interview and the need for maximised and ongoing publicity was emphasised.

3. Matters arising

3.1. There were no matters arising from the previous minutes other than items already on the agenda.

4. Urgent business to be considered

4.1. RW asked for consideration of our need or not to be VAT registered.

5. Membership request

5.1. The following requests for membership of OCHDA were agreed:

- a) Donald Robertson
- b) Mark Feinmann
- c) John Carmichael

5.2. **Action: A R** to write

Reports from working groups

6. Fundraising and public awareness group

6.1. Phil spoke to his report (previously circulated).

6.2. The urgency of fundraising was generally recognised, given the limited success of the

recent approaches to businesses and publicity in general.

- 6.3. It was noted that the Harbour Extents consultation report could be the basis for some publicity and the launch of a significant fundraising campaign in the new year.
- 6.4. The Committee considers that this may require professional support to maximise the likelihood of raising the funds required. It was agreed that Andy approach David McPhee about this. **Action: AS**
- 6.5. The Committee recognises that we must ensure that local politicians understand all the issues and engage their active support if possible. It was agreed that we need to get an invitation to the area business meeting with the Councillors. **Action: PH**
7. ***Harbour extents working group***
 - 7.1. Robert spoke to his brief summary report (previously circulated). He reported that the consultation was generally favourable and there were no obvious comments against.
 8. The full draft report will be circulated shortly for comment. The final document requires to be finished by January 5th so any further comments to go to him at least a week before that. **Action: all**
9. ***Business Planning Group report***
 - 9.1. Tony H reported a poor response from members of the Committee for his requests for feedback on the structure and help with information. In particular work is required to clarify the specific objectives of the development of a Trust Port for Oban.
 - 9.2. Various sources of information have been identified or suggested. A draft of the Business Plan is to be circulated by late January, all Committee members are asked to contribute with their own statements of objectives/outcomes etc. **Action: all**
10. ***Harbour order and legal entity working group report***
 - 10.1. Meetings have been held, on-line, with Burness Paull and work is ongoing by PH & TB re the type of corporate entity that may be required to accept an Asset Transfer. Tony B reported some progress in contacts with A&BC, specifically the Officer responsible for Asset Transfer discussions. **Action: PH & TB**
 - 10.2. The Asset Transfer Expression of Interest is to be submitted to the Council tomorrow, 18th December. **Action: PH and TB**
 - 10.3. The draft plan of the area to be requested for lease/transfer has been circulated. Discussion considered the precise boundaries shown which require clarification, especially re the sea-wall on the S side of the pier. **Action: TB**. Feedback from all re other aspects was requested. **Action: all**
11. **Board establishment working group proposal**

11.1. It was agreed that a new working group should be established to oversee the process of recruiting a Board for the Trust Port. This group to be led by Robert Kincaid, with other members of OCHDA and our HR consultant.

11.2. In discussion over working groups' membership it was agreed that Management Committee minutes need not show membership of working groups.

12. **Dates of future meetings**

The next meeting will be 13th January Wednesday at 1500.

Thereafter the meetings will be the second Thursday of every month i.e. 11th February, 11th March, 8th April, all at 1500.

AOCB

Project Plan proposal: general agreement that we need to develop a clear project plan with risk register, as soon as possible. **Action: RW**

VAT registration. As we are shortly going to be paying substantial bills it might be worth our while to be VAT registered. Peter Tosh will look into the pros and cons of us becoming VAT registered. **Action: PT**