

DRAFT Minutes of the meeting of the OCHDA Management Committee

January 13th 2021 15:00 – 16:30

This meeting was held by Zoom

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

1. **Apologies** Paul Knight, John MacAlister

2. **Minutes of the previous meeting**

2.1. All actions have been completed

2.2. Previous minute 5.1: It was noted that one of the membership applicant names was incorrect. The name should be **Donald** Robertson.

2.3. With that amendment the minutes were approved.

3. **Matters arising**

3.1. PT reported that there is no resolution yet re the VAT registration query. **Action PT**

4. **Urgent business to be considered**

4.1. No other business was tabled.

5. **Membership requests**

5.1. No further requests for membership had been made.

6. **Reports from working groups**

6.1. **Harbour extents**

Robert Kincaid introduced the various reports.

a) It was agreed that we should remove the consultation invitation from the website. This should be archived together with the raw data. A summary of the information received should be collated anonymously and should go onto the website. **Action RK**

b) The Committee approved use of TB's version of the draft report by Friday,

subject to any comment by Friday, and then it can be published. Circulation to Members, website, Community Councils etc. **Action PH**

6.2. **Public awareness and fundraising**

PH spoke to his paper outlining the 3-stage approach to publicity and fundraising.

- a) It was agreed to work towards a press release for next week re the Limits consultation as part of awareness-raising. **Action PH**
- b) It was noted that there seemed to be wide-ranging misunderstanding about what the Harbour Authority will actually be doing, particularly as regards restricting traditional activities. This requires to be addressed through publicity as well as individually. **Action PH**
- c) It was stressed that press/public communication needs a consistent message, controlled via one source. It was agreed that the Public Awareness/Fundraising group should consider whether we should be buying in this service and action as required. **Action PR-FR group**
- d) It was agreed that we are not yet ready to launch the Fundraising campaign, more detailed discussion is required, possibly under AOCB today.
- e) The invitation to address our local Councillors on February 10th is accepted. This will be with representatives Ross Wilson and Phil Hamerton. **Action PH**

6.3. **Harbour Order/ Legal Entity**

Tony Bennett updated Committee on progress.

- a) The Asset Transfer Expression of Interest has been acknowledged. This will be considered at the relevant Council meeting on 20 January.
- b) The outstanding information request for data re the N Pier operation is now beginning to hold up our work significantly.
- c) A further meeting has been arranged with Burness Paull next week to clarify outstanding matters.

6.4. **Board Development**

Robert Kincaid introduced his report

- a) Consideration was given to the adoption of a 'two order approach', with separate orders to establish the Constitution of the Board and the Harbour Authority. Both approaches have potential advantages. It was agreed that the Board Working Group will not continue working on the separate Constitution Order, for the time being, pending advice from Burness Paull regarding the 'two order' approach and relative costs. **Action TB**

- b) The rest of the work will continue on Job Descriptions, recruitment strategy etc..
Action RK

6.5. ***Business Planning***

Tony Hammock spoke to his report and thanked members for their contributions.

- a) This is still developing. Good quantities of material have been provided and further analysis is required to identify gaps. A further draft will be circulated as soon as possible. **Action TH**

7. **Project Plan**

7.1. Tony Bennett introduced his paper (previously circulated). This was welcomed as a structure for overall monitoring of progress.

7.2. Additional items and amendments to be notified to Tony by the weekend. **Action all**

7.3. Tony H suggested a different format and will liaise with TB over this. **Action TH**

7.4. A&BC Committee meeting dates to be supplied by PH. **Action PH**

8. **AOCB**

8.1. There was insufficient time to consider our fundraising campaign today.

Dates of future meetings: February 11th, 11th March, 8th April, both at 15:00.