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|  | MCTC Board Meeting Minutes      DRAFT   |  |
|   | Date:   | Wednesday 13 <sup>th</sup> August 2025 |
|   | Time:   | 7.00PM                                 |
|   | Location:   | The Hub                                |
|   | Public/Board Only   | Board Only                             |
| Directors Attending:  | Annie Tordoff (AT)<br>Dave Mealand (DM)<br>Bob Jones (BJ)<br>Jenny Rennie (JR)<br>Lesley Jones (LJ)   |  |
| Staff attending:  | Suzanne Pender (SP)   |  |
| Apologies:  |   |  |
| Chaired by:   | Dave Mealand  |  |
| Minutes by:   | Aukje Delnooz   |  |
| Meeting is quorate:   | Minimum 3 directors   |  |
| Declaration of Interests  | DM is sauna supplier (having been awarded the tender) as well as MCTC Chair. (This declaration to be added in future meetings as long as sauna is relevant) No other declarations.<br>Café will be discussed, AD works at Café. |  |

| Agenda Points                        | Summary/Discussion/Feedback  | Actions/Decisions | Person resp. | Date due |
|--------------------------------------|--|-------------------|--------------|----------|
| 1 Welcome & declarations of interest | Done   |                   |              |          |
| 2. Minutes of last meeting           | Matters arising that are not discussed elsewhere:<br>Thank you to Isla for creating the space for minutes on website.        |                   |              |          |
| 3. Operations                        | Harbour update:<br>Harbour, sauna and bar performing well; good season, good atmosphere.<br>Staff are great and hardworking. |                   |              |          |

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|  | <p>Learning from musters and will have pre-meeting before musters next year. Tightened up on commercial boats: no deals.</p> <p>Harbour Development: Directors met informally prior to the board meeting to discuss next phase of harbour development and propose to use new building for a small community gym in line with aspirations in Live life Morvern plan.</p> <p>SP to prepare business plan for next phase of harbour development including phased bike replacement and exploring partnership/support with High Life Highland.</p> <p>A boat crashed into one of our new lights. £120 damage. SP to pursue.</p> <p>There is probably enough wood left for a bin store.</p> <p>Stretch tent: needs to be taken down over winter. Exploring a larger tent and sides for the existing one will be included within a business case for next phase of grant funding for harbour development. SP to look into getting sides for the tent.</p> <p>Insurance for bikes: SP to contact Acharacle Community Company to ask about the insurance for their community ebike scheme.</p> <p>Annual bike maintenance by Karl will cost £10/bike plus parts. We also need to update the document for community bike hires, describing how to look after the hire bikes (e.g. regularly washing them down to get rid of sand/grit and ensuring batteries are brought indoors for charging in colder temperatures).</p> <p>Comparison of last year's boats to this year: almost the same. Local commercials slightly down, but local non-commercials up. Moorings up. How to check if boats on the moorings have paid? Harbour masters can use Watersports boat (or BJ's dinghy) to check boats.</p> | <p><b>Action: SP</b> to prepare business plan for Harbour Development</p> <p><b>Action: SP</b> to pursue boat that damaged our lights</p> <p><b>Action: SP</b> to discuss making bin store out of leftover wood with harbourmaster</p> <p><b>Action: SP</b> to get quote for sides for stretch tent.</p> <p><b>Action: SP</b> to contact ACC for info about bike insurance</p> <p><b>Action: SP's team</b> to communicate bike maintenance requirements again to locals</p> <p><b>Action: SP</b> to ask harbour master to do round of boats before leaving work in evening, checking if they've all paid.</p> | <p>SP</p> <p>SP</p> <p>SP</p> <p>SP</p> <p>SP</p> <p>SP's team</p> <p>SP</p> | <p>10/9/25</p> <p>10/9/25</p> <p>10/9/25</p> <p>10/9/25</p> <p>asap</p> <p>10/9/25</p> <p>asap</p> |
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|   | <p>Winter sauna (DM left the room while this item was discussed): sauna doing well, with 44% local use. Directors keen to keep it for winter, but will need proper lighting. Directors to do site visit and see if sauna should be moved closer to harbour building. Also need to check staffing (sauna would probably be popular at weekends).</p> <p>Winter maintenance programme for Hub/Harbour: DM still trying to get hold of Galeforce. Need to put socks on 3 moorings. Have bought decking board; to be collected as soon as truck is ready. Building needs to be painted with sealant.</p> <p>Café update<br/>Needs painting inside; work party? Café action plan in effect from 1<sup>st</sup> August and expecting to see it break even end of this month. Advertising/social media strategy now clear. Directors thank Isla for her support. Gala Week dinner was successful.</p> <p>Fuel station update<br/>Been monitoring it carefully. Doing well. Old pumps now sold (money to go towards petrol pump fund).</p> | <p><b>Decision:</b> all agree the sauna should be kept during winter. Reduced rate between 1<sup>st</sup> October-end of March: £450/month.</p> <p><b>Action:</b> SP to circulate list of maintenance tasks to directors and all to add tasks where necessary.</p> <p><b>Action:</b> SP to review harbour master remit.</p> | <p>SP</p> <p>SP</p> | <p>10/9/25</p> <p>10/9/25</p> |
| <p>4. Financial and performance reporting</p> | <p>July turnover 49.4K<br/>Cost of sales 19K<br/>Gross profit 30K<br/>Admin costs 27K<br/>Operating profit: 3.3K<br/>Other income: 9.5K from MCDC<br/>Profit after tax: 12.9K (still below budget by 9%, but down by 10% on boats; and tourism has been quiet in whole area this summer)</p>   |   |                     |                               |

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|   | Expenses are still challenging. Now better idea what should be in budget next year, but still more explanation for budget variances needed.  | <b>Action: SP</b> to speak to Adeline re meeting up and getting this done in time before next meeting.<br><br><b>Action: SP</b> to ask MCDC for the insurance money to replace tools from burnt down shed. | SP/Ade line<br><br>SP | 01/09/25<br><br>10/9/25 |
| 5. Staff  | Staff appraisal: AT and SP have been working on developing a staff appraisal with admin input from GH. Appraisal documentation will be circulated to board before next staff meeting in August for staff input. Staff housing: sorted now. Thanks to LJ for accommodation for chef. MCTC to approach MCDC re solution for SP housing. Gill finishing on 14/8/25, Hamish finishing at end of season. Directors express concern regarding SP's workload. | <b>Action: SP</b> to finalise staff appraisal with AT  | SP/AT                 | 22/8/25                 |
| 6. H&S policy                                   | Discussion held about the new H&S policy - all comments to be fed back to SP.  | <b>Action: LJ to work with SP</b> on implementation of all MCTC H&S  | SP/LJ                 | 18/8/25                 |
| 7. Stakeholder messages /new stories to cascade | - Reminder of how to look after the community bikes (see 3).<br>- Minutes are all on website.<br>- MCTC are planning to open a gym at harbour; what top 3 pieces of equipment would you like to see?<br>- Sauna has been well supported by locals, so will stay in winter.<br>- Please support local café; will stay open in winter incl. some evenings.   |  |                       |                         |
| 9. AOB  | Truck: brakes not working properly. Loch Shiel not collected it yet. BJ will look at it tomorrow.  | <b>Action: BJ</b> to look at brake problem with truck  | BJ                    | 14/8/25                 |

Meeting closed at 20.35

|                                  |          |                                      |                   |            |
|----------------------------------|----------|--------------------------------------|-------------------|------------|
| <a href="#">Next Meeting</a>     | Date     | Wednesday 10 <sup>th</sup> Sept 2025 | Time:             | 7PM        |
|                                  | Location | Hub                                  | Board Only/Public | Board Only |
| <a href="#">Minutes approved</a> | Date:    | Sign:                                | Name              |            |

Overview of 2025 meetings:

| Proposed dates MCDC                         | MCTC (monthly between April-Sept, then once every two months) | MorVolts                       |
|---|---|--------------------------------|
| -   | 10th September - Hub  |                                |
| 7 <sup>th</sup> October – Village Hall, AGM | -   | 27 <sup>th</sup> October - Hub |
| -   | 12th November - Hub   |                                |
| 2 <sup>nd</sup> December – Hub              | -   |                                |

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