

<b>Harbour Location:</b>	Lochaline	<b>Harbour Manager:</b>	Fraser McNab
<b>Meeting Location:</b>	MS Teams Meeting	<b>Date of Meeting:</b>	14/11/2025
<b>Start Time:</b>	14:00	<b>Chair Name / Role:</b>	Fraser McNab, Area Harbour Manager

Stakeholder Name & Organisation	Role or Stake in the Harbour	Invited	Attended	Apologies
Shona McMillan	CFL Harbour Operations Assistant	Y	Y	
Monty Smedley	ABPmer	Y	N	N
David McHardie	CMAL Harbour Master	Y	N	N
Edward Dowds	CMAL Deputy Harbour Master	Y	N	N
Keith Laidlaw		Y	N	N
Shared Mailbox	Lochaline Boats			
Shared Mailbox	Gaelic Rose			
Peter B				

<b>Agenda Topic</b>	<b>Outline Discussion Content</b>
<b>Attendees</b>	Introduce each attendee to the group meeting and their roles in the Harbour
<b>Previous Minutes</b>	Distribute, discuss and agree previous minutes and actions with Forum
<b>Harbour Authority Terms of Harbour Use</b>	Present/confirm HA Conditions of Harbour Use and any updates, observance of these Conditions and gain feedback from all stakeholders.
<b>Harbour Health, Safety &amp; Environmental Issues</b>	Raise and discuss all health, safety or environmental issues relating to and/or relevant to the Harbour, including relevant Accidents, Near Misses, Safety Concerns and Environmental incidents.
<b>Navigational Safety</b>	Discuss NRA existing and planned controls and discuss requirements placed on Harbour Users; Discuss local views on Navigational Safety, AtoN provision/performance, etc
<b>Engagement &amp; Communication</b>	Discuss the relevant methods used for the Harbour Operator to engage and communicate with all users and/or stakeholders, both corporately and locally
<b>Harbour Development</b>	Outline any forthcoming development works, including potential benefits and gathering local user views where possible; Consider infrastructure works or navigational changes
<b>Harbour Specific Issues</b>	Open forum on issues affecting both the HA and Harbour Users in order to identify problems and potential solutions
<b>Attendee Review</b>	Review and keep list of attendees up to date; Consider any representations from other local interested parties/groups;
<b>Agenda Review</b>	Review content of agenda following meeting
<b>AOCB &amp; Q&amp;A</b>	Other items and any questions

<b>Chair Signature:</b>		<b>Date:</b>	
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Topic	Minute of Committee	Action By	Target/ Complete Date
Previous Minutes			
Harbour Authority Terms of Harbour Use	<p>FM had prepared a set of slides to share with attendees. The slide set is intended to follow the general Agenda of the meeting.</p> <p>Meeting closed as only CFL in attendance.</p> <p>Slides available to view on website.</p> <p style="text-align: right;">(Refer Slides 2-5)</p>		
Harbour Health, Safety & Environmental Issues	<p style="text-align: right;">(Refer Slides 6-9)</p>		
Risk Assessment	<p style="text-align: right;">(Refer Slides 10-11)</p>		
Harbour User Communications	<p style="text-align: right;">(Refer Slides 12)</p>		
Harbour Development	<p style="text-align: right;">(Refer Slide13-14)</p>		
Harbour Specific Issues	<p style="text-align: right;">(Refer Slide 15)</p>		
Attendee Review	<p style="text-align: right;">(Refer Slide 16)</p>		
Agenda Review	<p style="text-align: right;">(Refer Slide 16)</p>		
AOCB & Q&A	<p>Meeting Closed at 14:09 Next Meeting Date TBC</p> <p style="text-align: right;">(Refer Slide 16)</p>		