

PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
11th January 2017
AGENDA – OPEN PUBLIC SESSION

1. Welcome, Apologies and Declarations
2. Minutes for Adoption:
 - 2.1 Consideration of the Minute of the meeting of 14th December 2016
3. Matters Arising
 - 3.1 Matters arising from the Minute of 14th December 2016
 - 3.2 Outstanding items from previous meetings
4. Motions
 - 4.1 Motion from Mr A Phair "That all correspondence addressed to, or for the attention of the board is brought before the board at next ordinary meeting or sooner where of an urgent nature."
 - 4.2 Motion from Mr A Phair "That the board be provided with monthly financial accounts"
5. Finance
 - 5.1 List of Invoices for approval
 - 5.2 Southern CA Site Parish Contributions – letter attached
6. Special Projects:
 - 6.1 Dog Byelaws – requirement to renew the bylaw
 - 6.1.1 Email from Ratepayer regarding Dog Byelaws
7. Public Correspondence:
 - 7.1 Email from Concerned Resident re obstruction on highway
 - 7.2 Email from Pollack Lifts re Town Hall lift
 - 7.3 Email from DoI re Catwalk
 - 7.4 Email from Cabinet Office

8. Consultations –

9. Planning Matters:

9.1 Planning Applications

9.1.1 PA16/01390/B Miss L Hook. Thie Foillan, Shore Road, Port St Mary. Installation of a replacement window and garage door to front elevation.

9.1.2 PA16/01387/B Island Seafare. The Quay, Port St Mary. Partial demolition of lean-to extension, increase level and replacement of existing roof and creation of double doors.

9.1.3 PA16/01383/B Mr D Best. Colwood, Beach Road, Port St Mary. Installation of flat roof dormer to roof elevation and pitched roof dormer to front elevation.

9.1.4 PA16/01362/B Mr and Mrs Woodhall. The Penthouse, St Marys Bay Apartments, The Promenade, Port St Mary. Replacement of fourth floor window with doors and Juliet balcony, and replacement of fifth floor central window, both to front elevation.

9.1.5 PA16/01360/B Mr and Mrs C Worsfold. Cliftonville Cottage, Fistard, Port St Mary. Erection of detached garage.

9.2 Planning Approvals

9.2.1 PA16/01179/B Paul Helps. White House Bungalow, Fistard, Port St Mary. Roofing works and erection of first floor extension. Approved.

9.2.2 PA16/01214/C Mrs Pamela Kelly. 5 Kallow Point Road, Port St Mary. Creation of dog treatment facility within an existing shed and part of the house (retrospective). Approved.

10. Policy and Resources

9.1 Business signage boards

11. Invitations

12. Any other business of an urgent nature (by permission of the Chairman)

12.1 Arrange date for next Event Committee to discuss Monas Queen III event

Item 3.2

Public Meeting – 11th January 2017 Outstanding Action Points

Item	By
PSM16/158 Mariners shelter – keys?	Clerk
Garden of Remembrance – local historian?	Mr Skelly
West Room	Budget C'ttee
Town Hall charging structure	Budget C'ttee
Maintenance to Rifle Range	Budget C'ttee
Refuse Recycling and Disposal – fortnightly allocation	Clerk
Refuse Recycling and Disposal – amendments to consultation paper	Clerk

Item 5.1 Invoices for approval

PORT ST MARY COMMISSIONERS
INVOICES TO BE PAID IN JANUARY 2017

Inv #	Date	Supplier	Description	House	Category	Total Net	VAT	Total Cost
Housing Expenses								
1	03/01/2017	Heattech Limited	Programmer not working	15PR	Repairs	£94.00	£18.80	£112.80
2	17/11/2016	Heattech Limited	Boiler repair	6SA	Repairs	£348.00	£69.60	£417.60
3	10/11/2016	Heattech Limited	Oil tank & radiator	25A	Repairs	£138.00	£27.60	£165.60
4	18/11/2016	Heattech Limited	Boiler repair	11PR	Repairs	£35.59	£7.12	£42.71
5	29/11/2016	Heattech Limited	Bath pipework repair	6ST MA	Repairs	£24.50	£4.90	£29.40
6	29/11/2016	Heattech Limited	Boiler repair	4SA	Repairs	£71.00	£14.20	£85.20
Sub Totals - Housing						£711.09	£142.22	£853.31
Rate Born Expenses								
7	20/07/2016	Argon Office Systems Ltd	Konica Minolta C220 1716-1717		Office - photocopy	£106.55	£21.31	£127.86
8	22/12/2016	Argon Office Systems Ltd	Konica Minolta C220 1711-2212		Office - photocopy	£175.17	£35.03	£210.20
9	29/07/2016	Bridson & Horrox	Shredder		Office - stationery	£447.35	£89.47	£536.82
10	27/12/2016	Bridson & Horrox	Envelopes		Office - stationery	£63.29	£12.66	£75.95
11	31/12/2016	Calvert Newsagents Ltd	Stamps		Office - expenses	£117.52	£0.68	£118.20
12	07/12/2016	Colas	Overalls		Sundry - store	£214.51	£42.90	£257.41
13	19/12/2016	Colas	Overalls		Sundry - store	£114.00	£22.80	£136.80
14	26/11/2016	Cool Bros	Milk		Office - expenses	£7.20		£7.20
15	22/12/2016	Island IT	Computer call out		Office - computer expense	£137.50	£27.50	£165.00
16	14/12/2016	Department of Infrastructure	Tipping charge at EPW Plant		Refuse Expenses	£32,154.50	£6,430.90	£38,585.40
17	14/12/2016	Department of Infrastructure	Tipping charge at EPW Plant		Refuse Expenses	£4,102.19	£820.44	£4,922.63
18	16/12/2016	DOM Newspapers	Expressions of Interest		Office - advertising	£150.78	£30.16	£180.94
19	15/12/2016	Mann Crane Hire Ltd	Christmas trees		Christmas trees	£250.00	£50.00	£300.00
20	01/12/2016	Manx Telecom	Decamber		Office-telephone	£125.34	£25.07	£150.41
21	28/11/2016	Quine & Cubbon	Posters		Celebration of Xmas	£152.60	£30.52	£183.12
22	14/12/2016	Quine & Cubbon	Business cards		Office - stationery	£38.10	£7.62	£45.72
23	21/12/2016	Quine & Cubbon	Roadside collection leaflets		Office - stationery	£295.80		£295.80
24	14/12/2016	Robinsons	Food		Office - expenses	£113.34		£113.34
25	22/11/2016	Trade Point	Books		Christmas trees	£19.17	£3.83	£23.00
26	26/11/2016	Trade Point	Lights		Christmas trees	£20.00	£4.00	£24.00
27	29/11/2016	Trade Point	Lights		Town Hall	£53.33	£10.67	£64.00
28	30/11/2016	Trade Point	Lights		Town Hall	£32.50	£6.50	£39.00
Sub Totals - Rate Born						£38,890.74	£7,672.06	£46,562.80
TOTALS						£39,601.83	£7,814.28	£47,416.11

Summary Breakdown of Expenditure (excluding VAT)	
Stores, Public conveniences & lighting, Roads, Footpaths, Vehicles & celebration of Xmas	£481.11
Town Hall	£85.83
Office	£1,777.94
Xmas trees	£289.17
Repairs	£711.09
Refuse	£36,256.69
Total	£39,601.83

Repairs/ Maintenance Allowance	Expenditure to date	Allowance Remaining
£134,269.95	£140,658.62	-£6,388.67

Paid in December	
Salaries	£17,655.22
Pensions	£4,010.44
NI & ITP	£5,709.95
Members Expenses	£210.00



23rd December 2016

The Clerk,
Port St Mary Commissioners,
The Town Hall,
Port St Mary IM9 5DA

Dear Sirs,

IN CONFIDENCE

1. Southern CA Site Parish Contributions 2016-17

I write to provide you with an update following the letter from the Minister for Infrastructure on 1st December 2016 and the subsequent correction by the Director of Finance of the Department of Infrastructure.

The reversal of the Department's decision to charge authorities an availability fee requires the CA site to pay, via tonnage, a sum that had previously allocated to our stakeholder authorities as part of their availability fee. This reapportionment of existing charges will increase our costs and create equivalent savings in the cost of your bill for tipping at the Energy from Waste Plant.

Based on figures provided by the Department of Infrastructure the amount that is involved is:

Arbory	£3056
Castletown	£5098
Malew	£7531
Port Erin	£5884
Port St Mary	£2937
Rushen	£2566

We intend to include these sums in invoices raised on 1st January. If any authority requires to discuss this matter further please contact me.

2. Southern CA Site Parish Contributions 2017-18

The Board of the Southern CA site have set the rate for parish contributions for 2017-18. We have continued the rate for 2016-17 with the exception of:

1. Allowing for the continuation of the revised charging basis (above) in 2017-18.
2. Applying a 2% inflation-related increase to our rate.

The exact breakdown will be calculated shortly and be based on the rateable value as at 31st December 2016.

This represents challenging budget and we plan to make further efficiency savings to achieve it. Our planned operational costs in 2017-18 are set at a level £40 000 (15%) below those in 2015-16.

The site continues to offer a valued service to our communities. In 2016-17 12.6% (660 tonnes) of the total regional domestic waste will go through the site. This has increased from 9% (459 tonnes) in 2014-15.

This additional tonnage continues to put pressure on our budget with tipping costs rising by £14 529 and additional skip hire and haulage costs of £2665. Given that the waste created within the region is broadly constant, time will tell whether this shift in the pattern of disposal is permanent. This may result in a future requirement to reallocate the budget to match useage.

While the Board regret this increase in parish contributions they resolved that, if they result in a surplus being created, this will be returned to stakeholder authorities in the proportion that they contribute.

Yours sincerely,



Alastair Hamilton
Clerk

Clerk: Alastair Hamilton
Southern Recycling Centre
Castletown Road
Port St. Mary
IM9 5LT



Statutory Document No. 364 /07

THE DOGS ACT 1990

THE PORT ST MARY DOG CONTROL BYELAWS 2007

Approved by the Department: 27th April 2007

Coming into operation 1st May 2007

In exercise of the powers conferred on the Commissioners of the Village District of Port St Mary by section 24 of the Dogs Act 1990¹, and of all other enabling powers, and (as respects byelaws 4,5 and 6) with the consent of the respective owners of the open spaces in question, the following Byelaws are hereby made: —

1. Citation, commencement and termination

- (1) These Byelaws may be cited as the Port St Mary Dog Control Byelaws 2007 and, subject to section 24(10) of the Act, shall come into operation on 1st May 2007 .
- (2) These Byelaws shall, if not revoked earlier, cease to have effect on 30th April 2017.

2. Interpretation

- (1) In these Byelaws
“the Act” means the Dogs Act 1990.
“the Department” means the Department of Local Government and the Environment
- (2) Other words have the meanings ascribed to them by the Act.
- (3) References in these Byelaws to the keeper of a dog do not include:
 - (a) a registered blind person in charge of a dog; or
 - (b) a member of the Isle of Man Constabulary in charge of a dog in the course of his duty.

¹ 1990 c.16, as amended by the Dogs (Amendment) Act 2006
Price 70p Price Code A

3. Penalties

Subject to Section 24(2) of the Act, any person guilty of an offence under these byelaws may be liable to a fixed penalty fine of £50.00 or, upon summary conviction, shall be liable to a fine not exceeding £1,000.

4. Dogs prohibited from open spaces and beaches

Where any dog during a specified period of time or throughout the year is permitted to have access to the open space described in Part A of Schedule 1, or the beach described in Part B of Schedule 1, the keeper of the dog shall be guilty of an offence.

5. Dogs at large in open spaces and beaches

Where any dog during a specified period of time or throughout the year is found to be at large in the open space described in Part A of Schedule 2, or the beach described in Part B of Schedule 2, the keeper of the dog shall be guilty of an offence.

6. Removal of canine faeces

(1) Where the keeper of a dog fails without reasonable excuse to remove any faeces deposited by the dog on –

- (a) any highway in its district which consists of or comprises a carriageway,
- (b) an open space described in Part A of Schedule 3, or
- (c) a beach described in Part B of Schedule 3,

the keeper of the dog shall be guilty of an offence.

(2) For the purpose of this Byelaw –

- (a) faeces shall be taken as removed if they are deposited in a receptacle provided for the purpose in the area or open space by a local or other public authority;
- (b) it shall not be a reasonable excuse that the keeper did not have with him any means of removal of the faeces.

7. Revocation

The Port St Mary Dog Control Byelaws 1993 ² are hereby revoked.

² SD 476/93

Byelaw 4.

SCHEDULE 1

PART A

OPEN SPACES WHERE DOGS ARE PROHIBITED

Throughout the year:

The tennis courts, Kallow Point Road

The Children's playground, Clifton Road North

Those areas of Port St Mary Golf Links as delineated by a thick black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007" (but excluding the un-adopted track across golf course between Clifton Road North and Clifton Road South and the Public rights of ways within the boundaries of the golf course referred to below in Schedules 2 and 3);

PART B

BEACHES WHERE DOGS ARE PROHIBITED

Between the 1st May and the 30th September in any year and between the hours of 09:00 and 18:00 (BST):

Dogs are prohibited from the whole of Chapel Beach (including the foreshore) (as delineated by a thick black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007")

Byelaw 5.

SCHEDULE 2

PART A

OPEN SPACES WHERE DOGS MAY NOT BE AT LARGE

Throughout the year:

The grassed area known as Queens Place (Mount Tabor), Queens Road;

The grassed area known as The Point Triangle, Queens Road/ Clifton Road;

The grassed area known as Corner Plot, Loch Road;

The Public right of way through Perwick Rise to Glen Chass Road;

The Public coastal footpath from Strathallan, Callow Point Road to Perwick Road along Traie Coon;

The un-adopted track across golf course between Clifton Road North and Clifton Road South, also the Public rights of ways within the boundaries of the golf course;

The grassed area and footpaths at Kallow Point, Clifton Road as delineated by a dashed black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007";

The coastal footpath from Willow Terrace to Chapel Beach known as the Catwalk;

The grassed verge to seaward on The Promenade;

The Lower Promenade walkway around Chapel beach to Gansey Point;

The grassed area and footpaths at Gansey Point as delineated by a dashed black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007";

The Public coastal footpath from Gansey Point to the Smelt, Beach Road;

The Pound Lane (between Castletown Road and Beach Road);

The grassed area at fronting numbers 1-8 and 13-18, Barna Beg Bank, Barna Beg known as the Brews;

The grassed area abutting 1, The Paddocks;

The grassed area at Four Roads plots, Castletown Road / Four Roads;

The grassed area at Ballacreggan Corner Plot, junction. of Station Road / Beach Road;

Byelaw 5.(continued)

SCHEDULE 2

PART B

BEACHES WHERE DOGS MAY NOT BE AT LARGE

During those times not specified in Schedule 1, Part B:

The whole of Chapel Beach (including the foreshore) (as delineated by a thick black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007").

Byelaw 6

SCHEDULE 3

PART A

OPEN SPACES IN WHICH DOGS' FAECES MUST BE REMOVED

Throughout the year:

The grassed area known as Queens Place (Mount Tabor), Queens Road;
The grassed area known as The Point Triangle, Queens Road/ Clifton Road;
The grassed area known as Corner Plot, Loch Road;
The Public right of way through Perwick Rise to Glen Chass Road;
The Public coastal footpath from Strathallan, Callow Point Road to Perwick Road along Traie Coon;
The un-adopted track across golf course between Clifton Road North and Clifton Road South, also the Public rights of ways within the boundaries of the golf course;
The grassed area and footpaths at Kallow Point, Clifton Road as delineated by a dashed black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007";
The coastal footpath from Willow Terrace to Chapel Beach known as the Catwalk;
The grassed verge to seaward on The Promenade;
The Lower Promenade walkway around Chapel beach to Gansey Point;
The grassed area and footpaths at Gansey Point as delineated by a dashed black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007";
The Public coastal footpath from Gansey Point to the Smelt, Beach Road;
The Pound Lane (between Castletown Road and Beach Road);
The grassed area at fronting numbers 1-8 and 13-18, Barna Beg Bank, Barna Beg known as the Brews;
The grassed area abutting 1, The Paddocks
The grassed area at Four Roads plots, Castletown Road / Four Roads;
The grassed area at Ballacreggan Corner Plot, junction. of Station Road / Beach Road;

PART B

BEACHES IN WHICH DOGS' FAECES MUST BE REMOVED

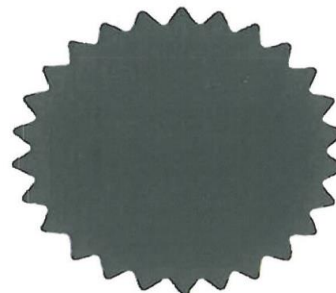
During those times not specified in Schedule 1, Part B:

The whole of Chapel Beach (including the foreshore) (as delineated by a thick black line on the plan annexed to these Byelaws and marked "Map Port St Mary Dog Control Byelaws 2007").

Throughout the year:

The foreshore at Willow Terrace, Shore Road

MADE this day of 26th day of April 2007



Seal of Authority

Signed *P. H. H.*

R. C. C.
Chairman of Authority

Signed *J. R. Kelly*

J. R. Kelly
Clerk of Authority

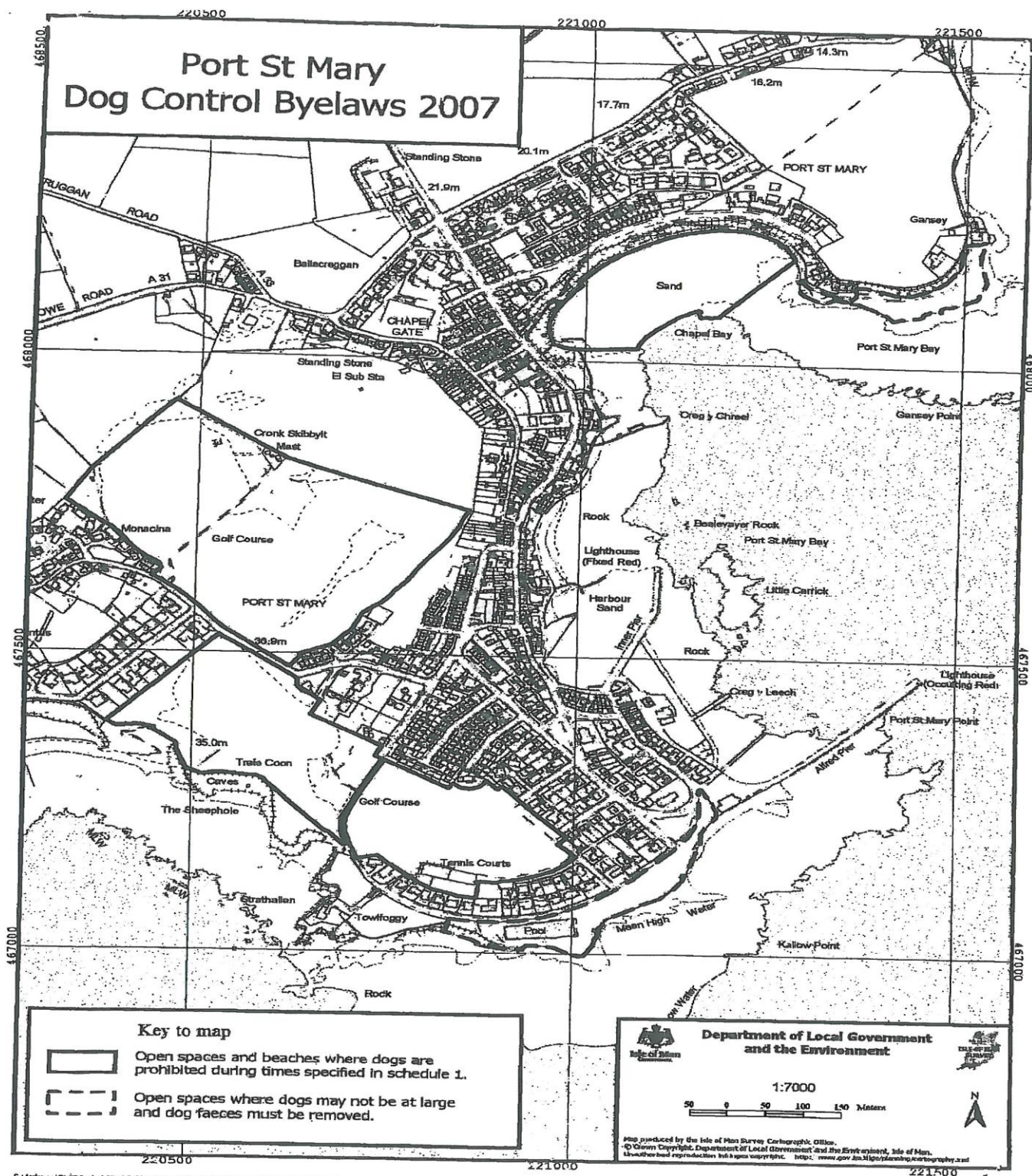
EXPLANATORY NOTE

(This note is not part of the Byelaws)

These Byelaws impose controls on dogs in certain parts of the Village District of Port St Mary. Dogs are prohibited from the open spaces and beaches described in Schedule 1 and dogs may not be at large in the open spaces and beaches described in Schedule 2. A dog at large is a dog not on a lead or under the effective control of a person aged 10 years or over. Dog faeces must also be removed from any highway within its district which consists of or comprises a carriageway and from the open spaces and beaches described in Schedule 3.

Contravention is an offence by the keeper of the dog, punishable by a fixed penalty fine of £50 or, upon summary conviction, a fine of up to £1,000.

Port St Mary Dog Control Byelaws 2007



Item 6.1.1

From:

Sent: 21 December 2016 09:43

To: Alastair Hamilton

Subject: Dog walking By-Law Chapel Beach

Dear Mr Hamilton

It has come to our attention that the above By-Law is due for renewal early next year, and "gossip" has it there is to be a petition to have the restrictions removed and dogs allowed on the beach 24/7, 365 days.

We would like it put on record we would be against this change in the By-Law as we think it only right that the beach is kept clear of dogs during the summer months to allow children to play in safety. We have family over every year, including a 2 year old, and the beach is a great attraction and much enjoyed by all.

We ourselves are dog lovers, and feel the existing policy works and is fair: there is a huge area, (with the exception of Chapel Beach) stretching from the Flat Rocks to Gansey to walk dogs.

We are off Island from early January to early May and would appreciate if indeed the "gossip" is correct and a petition is made our names are on record opposing same.

Thanking you.

Yours faithfully,

Item 7.1

From: Concerned Ratepayer

Date: 12 December 2016 at 07:49:14 GMT

To: ian.skelly@portstmary.gov.im

Subject: Obstruction on Public Highway

Dear Mr Skelly

Further to our telephone conversation of the 9th December 2016 I am writing to express my disappointment that following an approach to the Commissioners office regarding wheelie bins left on the public highway the status quo remains.

The Commissioners have worked tirelessly to improve the village in recent times and this practice does nothing to enhance our image and indeed forcing pedestrians on to the roadway presents real safety issues.

Thank you for your time in considering what for some is I am sure a somewhat minor issue.

Kind regards

Mr
Port St Mary

11th November 2016

Dear Mr

A member of the public has contacted the Commissioner's Office to say that they have to take a wheelchair out into the road when passing your property as the wheelie bin is left out on the pavement all the time. There are about bins left outside about 4 properties so it is causing quite a bit of inconvenience.

We appreciate that the bins are left out on Monday evening and Tuesday for emptying, but if you would be so kind as to take your bin in during the rest of the week it would keep the pavement clear for wheelchairs and prams.

Thank you very much for your anticipated co-operation

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Alastair Hamilton', with a stylized flourish at the end.

Alastair Hamilton
Clerk

Item 7.2

From: Gary McConville <GMcConville@pollocklifts.co.uk>
Sent: 20 December 2016 12:32
To: Darleen Greenwood
Cc: Ruth Moore
Subject: RE: Port St Mary Town Hall External Disabled Lift

Darleen,

Thanks for your email. Per our conversation I have looked into things with our technical people. Given the location of the lift (100mtrs from the sea) we believe it would have been much better to have been specified as a marine grade lift. It is not possible to fully upgrade the lift post install to full marine grade, however, we can upgrade the wiring loom to IP67 rated which is fully waterproof. We can also coat the switching with a protective wax to provide further protection from the sea air. This would normally be reapplied at each service interval. This will assist with any corrosion related call outs.

As standard our lifts are made from aluminium and 304 grade stainless steel. A marine grade spec would have 316 (this shows no rusting when exposed to the elements), marine grade rams, IP67 wiring and special paint and laquer finish to the paintwork for durability.

In order to do the wiring upgrade we can send a senior engineer from England with the parts. You would only be charged for any parts used. The cost for this including flights plus tools, 2 days labour on site and wiring loom would be £2000 approx (£1500 labour, £200 flights plus tools, £300 parts).

Let me know if this is of interest to you and we can arrange a date in the New Year.

Thanks Gary

From: Darleen Greenwood [mailto:housing@portstmary.gov.im]
Sent: 16 December 2016 14:25
To: Gary McConville <GMcConville@pollocklifts.co.uk>
Subject: Port St Mary Town Hall External Disabled Lift

Good Afternoon

Thank you for taking the time to discuss the issues we have had with the lift.

The serial number for the lift is 6012063. It was installed in 2012.

I look forward to hearing from you in due course.

Kind regards

Darleen

Darleen Greenwood CIHM Cert. CIH 4

Item 7.3

From: [REDACTED]
Sent: 21 December 2016 15:27
To: Alastair Hamilton
Cc: [REDACTED]
Subject: Chapel Bay Catewalk (SN2724)

Alastair

Thank you for your email to [REDACTED] of 28th November regarding The Catwalk at Port St Mary (Structure No: 2724)

With regard to the points you raise:

1. the set of steps that collapsed in early 2016 and have remained cordoned off with tape since:

As agreed with Ports Division, these steps (SN3827) are not required for beach access. There are other steps within 20m of these steps. It is proposed that these damaged steps be blocked off with a like for like extension of the pedestrian railings. A work instruction will be issued for this work.

2. the maintenance requirement to repaint the railings which are now very degraded with corrosion and in need of immediate repair.

A work instruction for the painting of the railings has been issued for this work. Tenders are now being obtained.

3. the outcomes of your recent survey into the movement in the slabs and piers

The design engineer has confirmed that the movement of the slabs are in line with the design. There is no movement of the piers

I hope this information is of use.

Regards

[REDACTED]

Asset Inspection
Highway and Asset Management

Item 7.4

To: All local authorities

Dear all

The Cabinet Office is reviewing how we carry out consultation and public engagement, including an update to the current [Code of Practice on Consultations](#).

As part of this, I'd like to make sure we speak to the local authorities about how best to involve you when Government consults. Departments consult on a wide range of topics during the development of policy, projects and legislation. To make sure we do this effectively and efficiently, we need your feedback.

I'd like to set up a meeting for early February with any of the local authorities who are interested in discussing this topic in more detail to help finalise guidance in this area for Government staff. If interested, please let me know and I will send out potential dates and check everyone's availability.

If you'd like to provide written feedback, there is a short survey on the consultations page at www.gov.im/consultations - it would also be great if you could please help publicise the link with residents in your area. The survey link will remain open until (at least) the end of January.

Thanks

| Cabinet Office | Government Office, Bucks Road, Douglas, IM1 3PN, ISLE OF MAN, BRITISH ISLES

Item 10.1

From: Andrew Phair

Sent: 15 December 2016 14:27

To: Alastair Hamilton; Ian Skelly; Richard Ashcroft; Michelle Haywood; Bernadette Williams; Alan Grace; Alec Merchant; Christopher Kinley; Rob Hirst

Subject: Business signage

Hello Alastair.

Someone asked me this morning about the business signage board(s) for the village that were discussed at board meetings before the election.

Could you please add to the next agenda for an update.

PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
11TH JANUARY 2017
AGENDA – PRIVATE SESSION

1. Minutes for adoption
 - 1.1 Consideration of the minute of the Private Meeting of 14th December 2016
2. Matters Arising
3. Health, Safety and Environmental Performance
4. Housing
5. Policy and Resources
6. Finance
7. Staffing
8. Representative Confidential Reports
9. Private Correspondence
10. Any other business of an urgent nature (by permission of the Chairman)