

PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
11th APRIL 2018 at 7.30 pm
AGENDA – OPEN PUBLIC SESSION

1. 1.1 Welcome, Apologies and Declarations
2. Minutes for Adoption:
 - 2.1 The Minutes of the Ordinary Meeting held on the 28th March 2018
3. Matters Arising:
 - 3.1 Skate Park - Deferred from previous meeting
 - 3.2 CCTV- deferred from previous meeting
 - 3.3 Garden of Remembrance - Clarification re further questions – discussion was deferred from last meeting as BW was not present
4. Motions: None
5. Finance:
 - 5.1 Approval of invoices for payment mid April 2018 - enclosed
 - 5.2 Invoices paid end March 2018 for noting
6. Special Projects:
 - 6.1 Fireworks for Celebration of Christmas – deferred from previous meeting
7. Public Correspondence:
 - 7.1 Correspondence from Ratepayer re dog fouling – deferred from previous meeting
 - 7.2 Email correspondence from Rushen Commissioners re Dog DNA outline proposal
 - 7.3 Email correspondence from Ratepayers re DNA testing of dogs

7.4 Correspondence from Douglas Borough Council re Henry Bloom Noble Library – deferred from previous meeting

7.5 Correspondence from IOM Post Office – deferred from previous meeting

7.6 Email correspondence from Ratepayer re webcams – deferred from previous meeting

7.7 Email correspondence from MH to Chair - – deferred from previous meeting

7.8 Questions raised from MH & AP Commissioners Surgery – deferred from previous meeting

7.9 Email correspondence re Planning Enforcement from Department of Environment, Food and Agriculture

7.10 Email correspondence from Southern Community Partnership

7.11 Email correspondence from Auditors re General Data Protection Regulation

7.12 Correspondence from Port St Mary Business Association

8. Consultations:

9. Planning Matters:

9.1 Planning Applications

PA18/00300/B Mulroy, Beach Road, Port St Mary. Mr and Mrs D Booth. Alterations to include construction of dormer on rear elevation, widening of existing vehicular access and creation of non-vehicular access

PA18/00272/B Craig Veg, Fistard Road, Port St Mary. Mr C Swainson. Alterations and creation of doorway and windows to the rear elevation

PA18/00265/B Marina House, Bay View Road, Port St Mary. Mr S Cowley and Dr M Haywood. Installation of replacement shop windows and doors.

9.2 Planning Approvals: None

9.3 Planning Appeals: None

9.4 Planning Amendments: None

10. Policy and Resources:

10.1 Request to publish Freedom of Information responses on our website

11. Invitations: None

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

Item 3.1

PORT ST MARY COMMISSIONERS
SKATE PARK

ISB Skateboarding has provided the presentation they issued to the primary school and further research has been conducted by the Deputy Clerk. [REDACTED] of ISB can attend the opening of the event on the evening of the 16th at 7pm, permission is requested from the Board that they allow the event to be open 12-2 for the remainder of the week including the Saturday, during the week the event will be manned by the Deputy Clerk and ISB will attend again on the Saturday. The attendance of any available Board members would be welcomed.

Draft posters and a letter to invite nearby residents and residents who have issued complaints are in process and will be circulated to the Board for approval before issue.

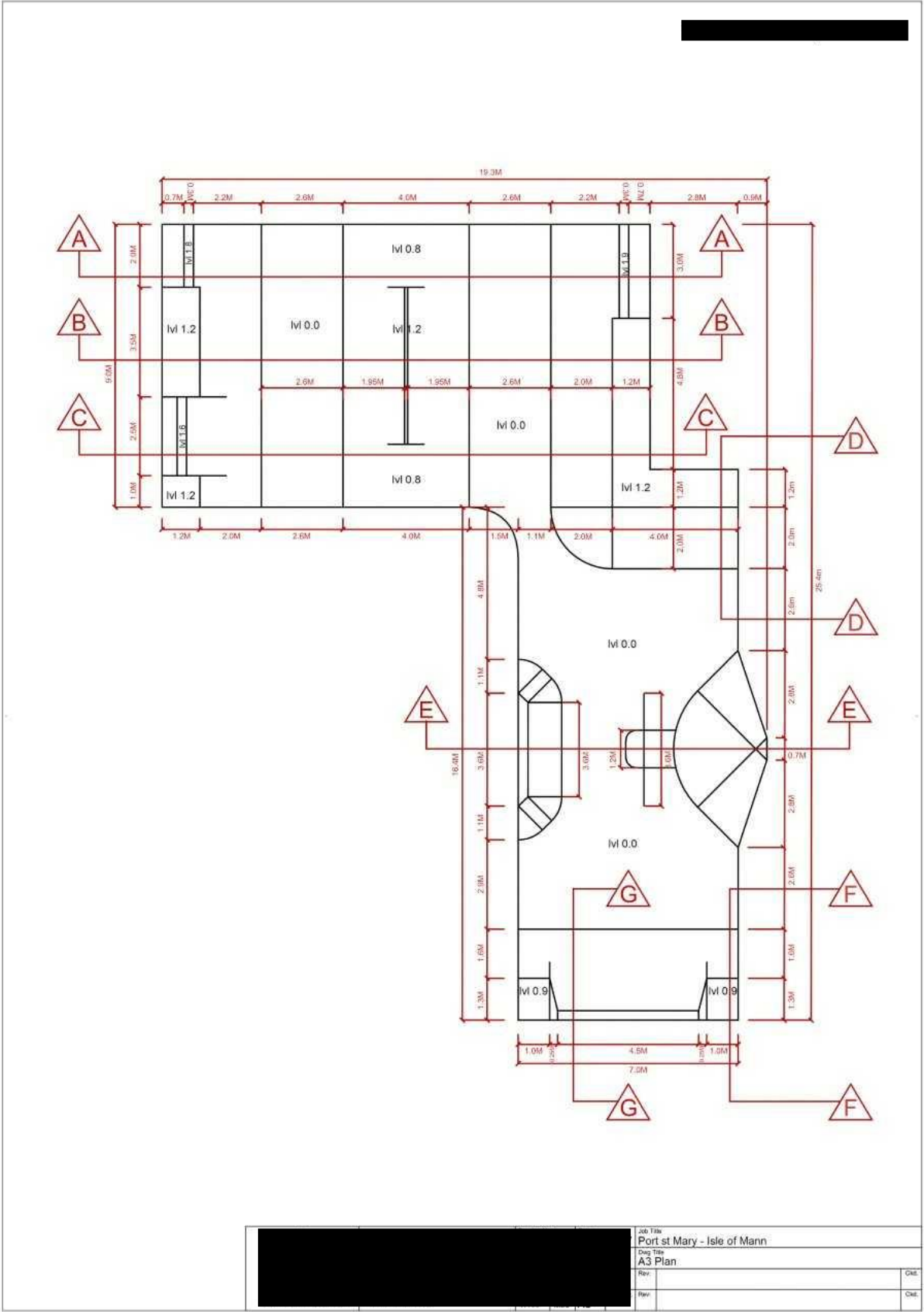
A meeting has been held with ratepayer [REDACTED] to discuss financing options for the park and how to progress this matter. I would request permission from the Board to contact the following charities in relation to assistance with funding (along with any other suggestions the Board may have);

The Clucas Trust

Manx Lottery Trust

Attached are the skate park drawings received from [REDACTED], subject to Board approval. The planning application can then be amended to a full application.





PORT ST MARY COMMISSIONERS
USE OF CCTV

The Information Commissioner was approached and asked if the following wording would be deemed acceptable for CCTV signage;

'CCTV is currently in operation in this area for the prevention of environmental crime'

Below is the response received from the Information Commissioner;

Good Morning,

The rewording of the signage would make it more clear to individuals in the area.

However, compliance with the Data Protection Act is not that simple and the Commissioners will need to make sure that the processing of personal data does not contravene any of the principles – the provision of fair processing information above is an element of the first data protection principle. Further in-depth information should be provided for individuals, such as the retention period for images, how to access their images etc. This could be via the website. (It will be mandatory to provide this information to data subjects when the new law comes into effect – see the GDPR guidance on transparency - <https://www.inforights.im/media/1442/transparency.pdf>).

The Commissioners will need to comply with all of the data protection principles, in particular the second principle (compatible processing - if disclosures of the images are being considered); the fourth principle, (accuracy), for example ensuring that the time and date stamp are accurate, the fifth principle (retention of data – retain images for the shortest time necessary, not just until the media overwrites) and seventh principle (security measures – who can access the images, and recording any access to the images including the reason why etc.).

In addition, the Commissioners must be prepared to comply with all subject access requests made by members of public for their images captured by the camera and have the means in place to be able to review, identify and supply those images, pixelating or removing third party personal data if and when necessary. The maximum fee for a subject access request is currently £10, but no additional fee can be levied for any costs incurred for editing etc. When the new data protection laws come into effect, the time period for compliance will be reduced to one month (from 40 days) and fees are removed.

If you have not already considered our guidance on the use of CCTV cameras (surveillance systems) then we would strongly suggest that you do as it covers the considerations above. <https://www.inforights.im/information-centre/data-protection/data-protection-guidance-for-organisations/surveillance-technology-cctv/> A policy on the use of the system and procedural guidance should be strongly considered.

Outside of the Data Protection Act, the Commissioners will also need to ensure that the images are of evidential standard if they are intended to be used in support of prosecutions for offences and can be extracted and stored appropriately if required.

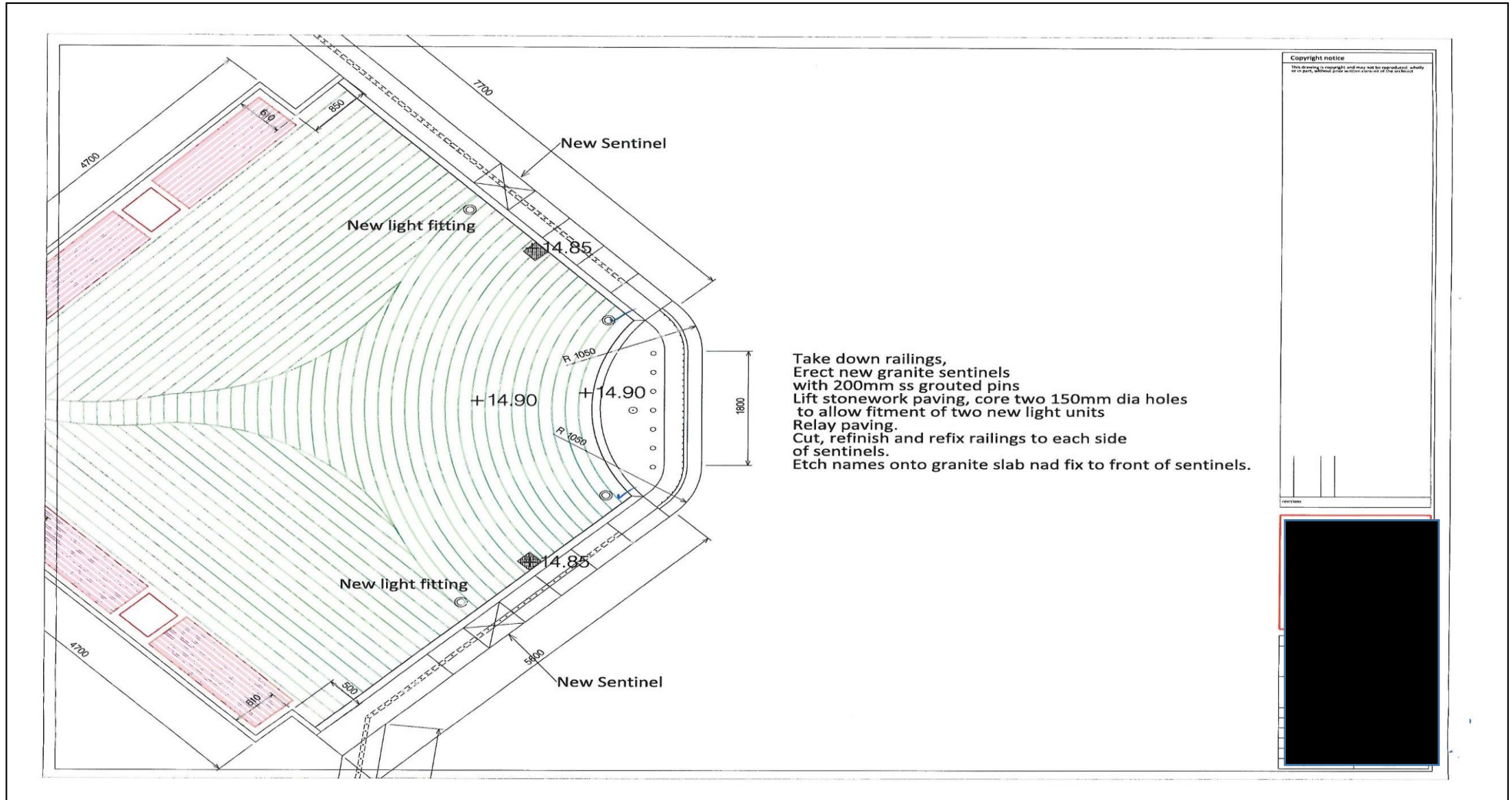
We would also remind you of the restriction imposed by section 2 of the Criminal Justice Act 1996 on the publication of CCTV images - Powers for local authorities to provide closed circuit television.

I hope the above is of assistance to you.

Recommendation

I would recommend the Board review the need to use CCTV and explore the possibility of other options to assist in the reduction of dog fouling in the village. I would particularly bring the Boards attention to the paragraph containing information of Subject Access Requests, these are an extremely costly and time consuming exercise. Agenda item 7.2 contains an invitation from Rushen Commissioners to discuss the possibility of dog DNA testing. I am happy to research other options and bring them back for the Board to review, alternatively we could pursue the CCTV avenue with greater detail.

Item 3.3



Item 5.1

| PORT ST MARY COMMISSIONERS | | | | | | | | | | |
|---|------------|------------------|-----------------------------|--|-------------------------|---------|------------|-----------|------------|--|
| INVOICES TO BE PAID IN APRIL 2018 (1ST MEETING) | | | | | | | | | | |
| Rate Born Expenses | | | | | | | | | | |
| Inv # | Date | Inv Number | Supplier | Description | Category | NL Code | Total Net | VAT | Total Cost | |
| 1 | 26/03/2018 | 00146286 | Bridson & Horrox | Stationery | Office Expenses | 5170 | £89.46 | £17.89 | £107.35 | |
| 2 | 29/03/2018 | 00148835 | Bridson & Horrox | Workshop - Inks | Stores | 6020 | £101.65 | £20.33 | £121.98 | |
| 3 | 12/03/2018 | 0866023534 | B & Q | Grass seed | Gardens/Flowerbeds | 5260 | £64.00 | £0.00 | £64.00 | |
| 4 | 12/03/2018 | 0866023534 | B & Q | Gardening equipt | Gardening equipment | 5267 | £49.41 | £9.88 | £59.29 | |
| 5 | 31/03/2018 | 1138/310318 | Calvert Newsagent | Postage and papers | Office Expenses | 5170 | £193.65 | £0.85 | £194.50 | |
| 6 | 19/03/2018 | 0958 AMD326 | City Heating Spares | Paint | Town Hall expenses | 5150 | £112.20 | £22.44 | £134.64 | |
| 7 | 23/03/2018 | 30698 | Corlett Bolton Co | Professional services 23 Feb to 22 March | Legal fees | 5040 | £4,500.00 | £900.00 | £5,400.00 | |
| 8 | 28/03/2018 | 664 | Cotswold Fireworks | Fireworks for civic event | Civic Events | 5082 | £2,153.33 | £430.67 | £2,584.00 | |
| 9 | 22/03/2018 | 17738 | Island IT | Call out to move HF files PDF-DWG | Computer Expenses | 5140 | £41.25 | £8.25 | £49.50 | |
| 10 | 23/03/2018 | 17748 | Island IT | Two call outs DNS/Sage Issues | Computer Expenses | 5140 | £41.25 | £8.25 | £49.50 | |
| 11 | 29/03/2018 | HMN342L | IOM Govt, Vehicle Licencing | Vehicle Tax | Vehicle General Expense | 6056 | £252.00 | £0.00 | £252.00 | |
| 12 | 03/04/2018 | HMN107L | IOM Govt, Vehicle Licencing | Vehicle Tax | Vehicle General Expense | 6056 | £252.00 | £0.00 | £252.00 | |
| 13 | 03/04/2018 | 960743634 Credit | Manx Gas Limited | Manxonia CN | Manxonia House exps | 5175 | -£40.72 | -£2.04 | -£42.76 | |
| 14 | 03/04/2018 | 960743543 | Manx Gas Limited | Town Hall gas 13.01 to 16.03.18 | Town Hall expenses | 5150 | £1,294.25 | £64.72 | £1,358.97 | |
| 15 | 03/04/2018 | 960743617 | Manx Gas Limited | Manxonia House | Manxonia House exps | 5175 | £0.00 | £0.00 | £0.00 | |
| 16 | 03/04/2018 | 960743541 | Manx Gas Limited | Manxonia House | Manxonia House exps | 5175 | £0.00 | £0.00 | £0.00 | |
| 17 | 07/03/2018 | 16045 | Positive Solutions HR Ltd | HR services from 19.02 to 06.03.18 | Accy & Prof Fees | 5030 | £1,040.00 | £208.00 | £1,248.00 | |
| 18 | 28/03/2018 | 16048 | Positive Solutions HR Ltd | HR services from 07.03 to 20.03.18 | Accy & Prof Fees | 5030 | £1,088.75 | £217.75 | £1,306.50 | |
| 19 | 29/03/2018 | 32770 | Search & Select | Temporary finance officer w/e 23.03.18 | Accy & Prof Fees | 5030 | £1,147.00 | £229.40 | £1,376.40 | |
| 20 | 31/03/2018 | 106158 | SCASB | Rubble waste March 18 | Refuse expenses | 5210 | £82.09 | £16.42 | £98.51 | |
| 21 | 27/03/2018 | 900094 | SMP Accounting | Accounting services to 31.03.18 | Accy & Prof Fees | 5030 | £2,150.00 | £430.00 | £2,580.00 | |
| 22 | 09/03/2018 | 13043 | Southern Plumbing & Heating | WC seat | Town Hall expenses | 5150 | £13.07 | £2.61 | £15.68 | |
| 23 | 31/03/2018 | 201800000266 | Station Garage | Refuse collection diesel | Refuse expenses | 5210 | £367.14 | £73.43 | £440.57 | |
| 24 | 26/03/2018 | 56873 | Wade's Truck Services | Vehicle repair - trailer | Vehicle General Expense | 6056 | £40.89 | £8.18 | £49.07 | |
| 25 | 20/03/2018 | 24828 | WI-Manx | Phone hosting April 18 | Telephone Expenses | 5160 | £226.61 | £45.31 | £271.92 | |
| 26 | 06/02/2018 | 271049 | WDS Limited | Town Hall cleaning supplies | Town Hall expenses | 5150 | £111.01 | £22.20 | £133.21 | |
| 27 | 26/03/2018 | 273624 | WDS Limited | Town Hall cleaning supplies | Town Hall expenses | 5150 | £83.88 | £16.78 | £100.66 | |
| 28 | 04/04/2018 | 273917 | WDS Limited | Town Hall cleaning supplies | Town Hall expenses | 5150 | £83.90 | £16.78 | £100.68 | |
| Sub Totals - Rate Born | | | | | | | £15,538.07 | £2,768.10 | £18,306.17 | |

PORT ST MARY COMMISSIONERS

INVOICES TO BE PAID IN APRIL 2018 (1ST MEETING)

| Housing Expenses | | | | | | | | | | |
|----------------------|------------|------------|-------------------------------|---------------------------|-------|-----------------------|---------|------------|-----------|------------|
| Inv # | Date | Inv Number | Supplier | Description | House | Category | NL Code | Total Net | VAT | Total Cost |
| 29 | 21/03/2018 | 08/06/2021 | Cleevu Aerial Spec. Ltd | Aerial replace | TP | Repairs | 6100 | £88.50 | £17.70 | £106.20 |
| 30 | 01/04/2018 | 13/06/1929 | Data Proc. Network (1989) Ltd | Annual R+R system support | | Housing Miscellaneous | 6170 | £3,970.00 | £794.00 | £4,764.00 |
| 31 | 29/03/2018 | 29773 | Manx Glass and Glazing | Replace windows | 18BB | Repairs | 6100 | £554.47 | £110.89 | £665.36 |
| 32 | 14/03/2018 | 660/19638 | MC Locksmiths | Window | 4SMA | Repairs | 6100 | £417.44 | £83.49 | £500.93 |
| 33 | 28/03/2018 | 6331 | Safety Management Services | Asbestos check | BB | Repairs | 6100 | £125.00 | £25.00 | £150.00 |
| Sub Totals - Housing | | | | | | | | £5,155.41 | £1,031.08 | £6,186.49 |
| TOTALS | | | | | | | | £20,693.48 | £3,799.18 | £24,492.66 |

| Summary Breakdown of Expenditure (excluding VAT) | |
|--|-------------------|
| Stores, Vehicles & Gdns, WC's, Paths, refuse | £759.95 |
| Manonia House expense | -£40.72 |
| Civic Events | £2,153.33 |
| Office Expenses | £592.22 |
| Town Hall Expenses | £1,698.31 |
| Accountancy fees | £3,297.00 |
| Legal and HR fees | £6,628.75 |
| Refuse | £449.23 |
| Housing annual system support | £3,970.00 |
| Housing repairs | £1,185.41 |
| Total | £20,693.48 |

Item 5.2

PORT ST MARY COMMISSIONERS

INVOICES PAID April 3RD, 4TH and 6TH

| Rate Born Expenses | | | | | | | | | | |
|------------------------|------------|------------|-------------------------------|--|------|------------------------|---------|------------|-----------|------------|
| Inv # | Date | Inv Number | Supplier | Description | | Category | NL Code | Total Net | VAT | Total Cost |
| 856 | 20/03/2018 | 507676 | Argon | Photocopying to 19 March | | Office Expenses | 5170 | £208.83 | £41.76 | £250.59 |
| | 31/03/2018 | 43 | Christina Bourdiec | Town Hall Cleaning March 18 | | Town Hall expenses | 5150 | £150.00 | £0.00 | £150.00 |
| 857 | 26/02/2018 | G188C0639 | Colas IOM Ltd | Masks | | Stores | 6020 | £32.00 | £6.40 | £38.40 |
| 858 | 14/03/2018 | G18C0778 | Colas IOM Ltd | Hi Viz Jackets | | Stores | 6020 | £136.50 | £27.30 | £163.80 |
| 859 | 24/02/2018 | 240218W | Cooli Bros. Ltd. | Milk workshop | | Stores | 6020 | £9.60 | £0.00 | £9.60 |
| 860 | 24/02/2018 | 240218 | Cooli Bros. Ltd. | Milk office | | Office Expenses | 5170 | £7.20 | £0.00 | £7.20 |
| 861 | 23/02/2018 | 30606 | Corlett Bolton Co | Professional services 22 Jan to 22 Feb | | Legal fees | 5040 | £2,413.50 | £482.70 | £2,896.20 |
| | 28/02/2018 | 2982 | J. Clawson | Manxonia House Interim Inv 3 | | Manxonia House Capital | 3330 | £12,271.23 | £2,454.25 | £14,725.48 |
| 862 | 01/03/2018 | 108070125 | Manx Telecom | Office telephone | | Telephone expenses | 5160 | £116.48 | £23.30 | £139.78 |
| 863 | 07/03/2018 | SP14400412 | Manx Utilities | Public lighting Jan-Mar 18 | | Public lighting | 5900 | £1,846.80 | £369.36 | £2,216.16 |
| 864 | 14/03/2018 | SP14400479 | Manx Utilities | Light fitting | 85FR | Public lighting | 5900 | £604.41 | £120.88 | £725.29 |
| 865 | 19/03/2018 | SI39023 | Port Erin Commissioners | Bin van finance and maintenance Q4 | | Refuse expenses | 5210 | £1,794.08 | £358.82 | £2,152.90 |
| 866 | 08/03/2018 | 3356 | Raven Electrical Services Ltd | Workshop electrical work | | Stores | 6020 | £133.12 | £26.62 | £159.74 |
| 867 | 28/02/2018 | 105 | JR Riley Ltd | Lawn mower repairs | | Garden machinery | 5267 | £10.56 | £2.11 | £12.67 |
| 868 | 19/02/2018 | 244151 | Sadler Agricultural Supplies | Park bench | | Outdoor seating | 5810 | £595.00 | £119.00 | £714.00 |
| 869 | 23/02/2018 | 244565 | Sadler Agricultural Supplies | Strimmer repair | | Garden machinery | 5267 | £138.50 | £27.70 | £166.20 |
| 870 | 23/02/2018 | 244565 | Sadler Agricultural Supplies | Weedkiller | | Footpath maintenance | 5520 | £296.00 | £59.20 | £355.20 |
| 871 | 09/03/2018 | 32610 | Search & Select | Compliance support | | Accy & Prof Fees | 5030 | £1,362.00 | £272.40 | £1,634.40 |
| 872 | 16/03/2018 | 32662 | Search & Select | Temporary finance officer | | Accy & Prof Fees | 5030 | £217.00 | £43.40 | £260.40 |
| 873 | 23/03/2018 | 32711 | Search & Select | Temporary finance officer | | Accy & Prof Fees | 5030 | £1,147.00 | £229.40 | £1,376.40 |
| 874 | 28/02/2018 | 106049 | SCACB | Rubble waste | | Refuse expenses | 5210 | £122.51 | £24.50 | £147.01 |
| 875 | 03/03/2018 | 95 | Station Garage | Refuse collection diesel | | Refuse expenses | 5210 | £287.61 | £57.51 | £345.12 |
| 876 | 03/03/2018 | 95 | Station Garage | Mower fuel | | Gardens & flowebeds | 5260 | £40.86 | £8.17 | £49.03 |
| 877 | 20/03/2018 | 20.03 | Temple Plasterers | Town Hall plaster work balance 50% | | Town Hall expenses | 5150 | £1,875.00 | £0.00 | £1,875.00 |
| 878 | 19/03/2018 | 2024 | Terry Crook Bldg & Prop Maint | Proofv repairs Geeling Ave & Quayside | | Public conveniences | 5400 | £720.00 | £144.00 | £864.00 |
| Sub Totals - Rate Born | | | | | | | | £26,535.79 | £4,898.78 | £31,434.57 |
| TOTALS | | | | | | | | £27,701.25 | £5,131.87 | £32,833.12 |

PORT ST MARY COMMISSIONERS
INVOICES PAID April 3RD, 4TH and 6TH

| Housing Expenses | | | | | | | | | | |
|-----------------------------|-------------|-------------------|-------------------------------|--------------------|--------------|-----------------|----------------|------------------|----------------|-------------------|
| Inv # | Date | Inv Number | Supplier | Description | House | Category | NL Code | Total Net | VAT | Total Cost |
| 849 | 06/03/2018 | 29708 | Manx Glass and Glazing | Double glazing | 10BB | Repairs | 6100 | £782.54 | £156.51 | £939.05 |
| 850 | 08/03/2018 | 660/19566 | MC Locksmiths | Hinges | 7LA | Repairs | 6100 | £74.68 | £14.94 | £89.62 |
| 851 | 08/03/2018 | 660/19568 | MC Locksmiths | Window | 7bSMA | Repairs | 6100 | £64.21 | £12.84 | £77.05 |
| 852 | 08/03/2018 | 660/19572 | MC Locksmiths | Hinges | 9PR | Repairs | 6100 | £71.56 | £14.31 | £85.87 |
| 853 | 12/03/2018 | 3360 | Raven Electrical Services Ltd | electrical repairs | 4LA | Repairs | 6100 | £45.00 | £9.00 | £54.00 |
| 854 | 28/02/2018 | 106048 | SCACB | Repairs | 7bSMA | Repairs | 6100 | £18.56 | £3.71 | £22.27 |
| 855 | 28/02/2018 | 106048 | SCACB | Repairs | 1CB | Repairs | 6100 | £108.91 | £21.78 | £130.69 |
| Sub Totals - Housing | | | | | | | | £1,165.46 | £233.09 | £1,398.55 |

Item 6.1

PORT ST MARY COMMISSIONERS

FIREWORKS FOR CELEBRATION OF CHRISTMAS

At their meeting on 8th January 2018, the Events Committee discussed the 2017 Celebration of Christmas fireworks launch site from the inner harbour. BW reported the site did not work as the fireworks were not visible from the Town Hall. DG was requested to seek a new fireworks supplier.

██████████, based on the Island were contacted. This organisation provides fireworks displays for all local authorities on the Island with the exception of Port Erin and Port St Mary.

During discussions, ██████████ were made aware ██████████ being unhappy with the launch site at Chapel Beach and ██████████ of Safety Management Services concerns regarding vents at Gansey Point. ██████████ had a different opinion and felt launching from these sites would not pose a risk to the public.

On 26th February 2018, the Fireworks supplier from ██████████ UK Company visited the various proposed sites in Port St Mary. He attended the office and confirmed launch sites at Chapel Beach (if tide permits), Gansey Point and the jetty in front of Carrick Bay Apartments were all viable. The option to launch a display from a barge in the bay was also discussed. They indicated to hire a barge would cost approximately £1,500 subject to availability.

██████████ offer a more sophisticated method of launching firework displays. Where ██████████ required men on site to physically light fireworks, ██████████ controls the display electronically from a central control panel. This can be done with the controller being on site by the Town Hall and can even offer one person the opportunity to press a button to start the display.

██████████ also manages all aspects of organising a fireworks display by doing all the paperwork.

This information was brought to the attention of the Events Committee at their meeting on 26th February 2018. DG was instructed to request ██████████ invoices the Committee before the financial year end as there were sufficient funds left in the Events Budget. The cost of the fireworks display was agreed at £2500 including VAT the same as the last years. ██████████ has also agreed to supply and release maroons for the Remembrance Service at a cost of £35 each + VAT.

When tide times are established for 7th December 2018 and launch site(s) agreed, a risk assessment will be provided.

7.1 Public

12 March 18

RECEIVED
13 MAR 2018

Dear Port St Mary Commissioners

I write as a long standing resident living on The Promenade, Port St Mary.

Recently, the amount of dog fouling on the Promenade and in Promenade lane behind my home has increased, also the number dogs running freely with the owner being some distance away or no owner visible at all has increased.

Both of these problems caused by a small group of irresponsible dog owners.

I understand that Port St Mary bylaws prohibit dog fouling in the Promenade area and prohibit dogs not being under control in the area.

Sadly there seems to be no enforcement of these laws. There is little regard for Locals & visitors enjoying this outstanding area also posing a danger to children. The Commissioners are trying to encourage tourism and to encourage a thriving community.
which we are grateful.

Kind Regards



Item 7.2

From: Clerk <rushencommissioners@manx.net>

Sent: 27 March 2018 14:53

To:; Port St Mary Commissioners

Subject: Dog DNA outline proposal.

See below and attached a proposal Rushen received as a result of our recently launched dog policy consultation. I know each authority has various policies and procedures in place to tackle dog fouling, and indeed others have tried to get dog DNA related solutions to work in the past, but my Board wonders whether there might be an appetite among southern boards for a collective approach to this problem.

I've sent this out to Castletown, Arbory and Malew too - looking to see if a whole south solution might work.

Many thanks,

**Clerk to the Rushen Parish Commissioners,
Lamode,
Rushen.**

Item 7.3

From: >
Sent: 03 April 2018 14:36
To: rushencommissioners@manx.net
Cc: Port St Mary Commissioners
Subject: DNA testing dogs to combat dog fouling

Hello,
Please may I add our support to this initiative.

The rise in popularity of dog/multiple dog ownership is causing a huge increase in the incidence of dog fouling of footpaths etc. such that when out walking at night, the only poo free zone seems to be the middle of the road!

The potential human health issues need to be taken seriously! See here:
<http://www.kingdom.co.uk/articles/issues-and-dangers-surrounding-dog-fouling/>



Issues and dangers surrounding dog fouling | Kingdom

www.kingdom.co.uk

This article by Kingdom looks at why dog fouling is such an issue and explains the dangers of dog mess, health risks, legal issues & what to do about it.

DNA testing may appear initially to be a sledgehammer to crack a nut approach, but the sad fact is that there are a minority of dog owners who simply don't care.

You have tried doggy bins, notices, cameras etc., all to no avail.

The change in dog licensing to microchip is a great opportunity to carry out DNA swabs at the **same time** at virtually no extra cost.


I realise that there would be additional costs involved in analysis, but the action of collecting samples would in it's self be a powerful deterrent.

This would offer 99% certainty that the offender would be identified and the problem resolved once and for all.

Kind Regards

Douglas

Public



Douglas Borough Council
Coonceil Valley Corpagh Doolish

Henry Bloom Noble Library
Borough Librarian

Mr A Hamilton
Clerk
Port St Mary Commissioners
Commissioners Offices
Town Hall
The Promenade
PORT ST MARY
Isle of Man IM9 5DA

RECEIVED
16 MAR 2018

JM/LI-1-10

15th March 2018

Dear Mr Hamilton

Re: Shared Services Membership of the Henry Bloom Noble Library

For several years Douglas Borough Council has offered all local authorities Island-wide the opportunity to join our annual shared services scheme. The scheme enables residents from participating authorities to use the HBN Library for free.

The subscriptions for the coming year 1st April 2018 – 31st March 2019 are:

- Local authorities with a population of less than 1,500 is £270
- Local authorities with a population of more than 1,500 is £550.

The library, which opened on the 4th January 2016 in Duke Street, Douglas, holds a stock of over 30,000 items providing a wide range of fiction and non-fiction titles for all ages.

16 PCs and 2 iMacs are available to use free of charge for up to 2 hours per day to all library members. Free Wi-Fi is also available for everyone who chooses to use their own device.

There is a large selection of audiobooks in CD and PlayAway formats. eBooks and audiobooks are also available to download via the library website www.douglaslibrary.im. To access this service is simple; all you need is a library card number and PIN which will be issued upon joining. There is currently over 4,500 titles available for both adults and children.

8 DUKE STREET, DOUGLAS, ISLE OF MAN, IM1 2AY TELEPHONE: (01624) 696461

www.douglas.gov.im

-2-

We also offer an eMagazine and eComics service which gives access to over 60 magazines and over 16,000 comics/graphic novels. Magazine titles include BBC Good Food, Closer, Men's and Women's Health, Cosmopolitan, Top Gear and PlayStation and Xbox. They can be downloaded onto a mobile device and accessed anywhere. Visit our website for more information.

Also online you can access a wide range of authoritative reference materials, e.g. Encyclopaedia Britannica and Oxford Reference Online, which are fantastic resources for homework and research. Also accessible for free on the library PCs are Ancestry.com and the Manx National Heritage Newspapers and Publications Service.

Our children's space has bespoke furniture and a fabulous collection of books and audio aimed at children from birth to teen. Our 'Cracking Reads' section is a collection of books specifically aimed at children with dyslexia and reluctant readers.

A weekly story time takes place every Thursday from 10.30 a.m. During school holidays the library hosts workshops for children and participates in the annual Summer Reading Challenge.

The study area is downstairs with seating for 20 people plus comfy chairs for more casual reading. There are charging points to enable people to charge laptops and other personal devices and free Wi-Fi.

To join the library people will need to show proof of address, e.g. utility bill, and complete a joining form. This can also be completed online. For more information please phone 696461 or email library@douglas.gov.im.

Yours sincerely



**M
Borough Librarian**

Direct Line: (01624) 696453

E-mail:



8 DUKE STREET, DOUGLAS, ISLE OF MAN, IM1 2AY TELEPHONE: (01624) 696461

9th March 2018

Mr A Hamilton
Clerk to Port St Mary Commissioners
Town Hall
Port St Mary
Isle of Man
IM9 5DA



Dear Mr A Hamilton,

I write to inform you that Isle of Man Post Office has a new five year strategy in place that has recently been presented to the Department for Enterprise, our sponsoring department, and the Council of Ministers.

The strategy is required to sustain the business in the long term as a modern, self-funding post office fit for the future and minimise the risk for a subsidy from Government. As our universal service obligations of letter mail and retail network service transactions continue to decline as more business and communications move online, it's imperative we focus on these two key areas of our business operation within the strategy.

Therefore a review of the mail delivery service and the structure and affordability of the Island's network of post offices will be undertaken to identify and implement efficiencies and potential savings. As part of this process, we will be sharing aspects of the strategy which relates to the retail division with all key stakeholders to ensure their views and ideas are captured and considered. The first stage of this is a meeting with the sub postmasters followed by engaging with all local authorities and of course our customers through a consultation exercise. We are keen to understand what services customers want from their local post office in this modern digital era, where traditional habits of doing things are being substituted with new and preferred ways.

To provide some background, in the last financial year the retail network made a loss of £1.5m. In a time when the Post Office is not forecasted to make a profit this year for the first time in its history, losses of this magnitude in a division of the business are neither sustainable nor acceptable. Across the retail network over the last three years, post office transactions have fallen by almost 20% with up to 50% for some offices and a number of postmasters are telling us that this level of decline is making the financial viability of their post office challenging.

We would appreciate the opportunity to meet with you to discuss the review of the retail network and will be in touch in due course.

Yours sincerely

Chief Executive Officer

Isle of Man Post Office
Postal Headquarters
Spring Valley Industrial Estate
Douglas
ISLE OF MAN
IM2 1AA

Switchboard:
Telephone:
Fax:
Web

+44 (0) 1624 698400
+44 (0) 1624 698402
+44 (0) 1624 698406
www.iompost.com



Printed on recycled paper

iompost.com

Item 7.6

From: R
Sent: 17 March 2018 12:17
To: Port St Mary Commissioners
Subject: Webcams

Good morning,

I was hoping I might be able to speak to someone in the commissioners about the possibility of positioning one or more sea facing webcams and what would be required to do so in terms of permissions.

As a test I would be interesting positioning a camera facing out to see at the Port St Mary end of Shore Road, Gansey. The overarching aim is to assist leisure users of the beach to gauge conditions prior to a visit. I would publish the feed online. The ideal position for a camera would be on a lamppost overlooking the beach/bay.

If this camera proves successful there are also other locations that would benefit from a camera.

The camera would be totally remote and solar powered, requiring no cabling, providing a still image every 10 minutes or so initially (testing would provide the best balance between useful images and power consumption).

Please let me know what permissions I would need to do this and if there are particular processes I would need to follow.

Many thanks for your assistance,

R

Item 7.7

From: M>

Sent: 19 March 2018 15:34

To: Hayley Phillips

Subject: Question for answer by the Chairman

Dear Hayley

Please include this business for the agenda at the next ordinary meeting of the Board on 28th March 2018, as per Standing Order 17.2 (a).

Questions for the Chairman of the Board.

1. Please can you advise on what steps have been taken to address [REDACTED]'s complaint made at the public session of the Board meeting on 14th March 2018?

2. Furthermore, what steps have been taken to answer [REDACTED] question about whether we are adhering to the processes that suitably and properly represent and include the public of Port St Mary?

Further question for the Chairman of the Board:

[REDACTED] informed me that any answer to the questions arising from mine and [REDACTED] surgery on March 7th will require Board approval. I attach the questions herewith and ask for them to be included on the agenda at the next meeting. Given that there are a number of questions, I am happy to accept written answers to be circulated to members of the Authority (Standing Order 17.4(c)) for approval at the meeting. Obviously I would like agreement that these responses are made in public session and can be freely communicated.

Best wishes

[REDACTED]

Port St Mary Commissioner

Item 7.8

Commissioners Surgery March 7th 2018 – [REDACTED]

Questions regarding Manxonia

- What was the exact cost of purchase? **191,302.28**
- How much was borrowed, for the purchase and for the refurbishment? **No borrowing as of yet**
- What is the total cost of refurbishment? **£100,687**
- How much of the Commissioners own work force time will be needed? **Unknown at this present time**
- How much money do you expect to earn from the building when it is open? **Use not agreed as of yet**
- What is the term of the loan? **Not drawn down as of yet, proposed 15 years**
- What is the cost of repaying those loans per annum? **£16,333**
- Are the loan repayments made monthly or annually? **Quarterly**
- What is the cost of moving the offices to Manxonia?
- What are the costs of fitting kitchens or refurbishing the space in the Town Hall? **No change of use has been decided**
- What happened to the money raised in Millennium Year that was intended to be for the kitchen in the Town Hall?
- When will you consult residents over the use of Manxonia? **Suggest public consultation**

Questions regarding the rates and the budget

- Please issue a more detailed explanation of the categories in the budget, with specific explanation for:
 - MCHC recharge changes from 2017-2018, why? **Amount offset against income, increase in time spent, expenditure will mirror income at year end**
 - Where were audit fees accounted for in the 2017 budget? **Office Expenses £21,500**
 - 45% rise in property expenditure, why? **Proposed maintenance in owned properties not budgeted for in 17/18**
 - Town Hall costs have 60% increase showing, what for? **The 17/18 figures are a budget, the estimated year end figure is £8,000**
 - What is in the public amenity category? **Parks maintenance, golf club, tennis courts, machinery, swimming pool contribution, outdoor seating, playground, Christmas trees & raft.**
- Please provide a breakdown of the increases for each category in the published budget.
- How much money has been made from recycling?

N.B. 17/18 Budget for Office Expenses was £3,500, actual to Year End are estimated £15,531

Other topics

- Would you consider merging with another local authority to help control costs?
- Would you consider reducing the number of board members?

- What are the short term, medium term and long-term goals of the Board?
- Will you consider a 6-monthly public meeting with the full Board attending so they can hear the public's opinion?
- Dog poo continues to be a problem. Can the staff be empowered to act as wardens too? **Not all staff are happy to do this due to the aggressive encounters they have had with members of the public in the past**
- Seagulls are a problem in the car park at Kallow Point. Can we have a sign (like in Peel) to say please don't feed them?
- The drains outside of Studio 42 are still overflowing. Please can they be cleared? **Resolved**
- Will we be replacing street lamp bulbs with low energy LEDs? **Not on the budget for the coming year, prices can be obtained at the request of the Board**

Breakdown of Rates Statement is provided below;

| | 18/19 | 17/18 |
|----------------|---------|---------|
| Salaries | -131518 | -133522 |
| Man Wag | -4160 | -4400 |
| Audit & Acc | -22850 | -21500 |
| Legal | -2500 | 0 |
| Stationary | -1233 | -500 |
| Photocopying | -2081 | -500 |
| Donations | -763 | -150 |
| Memberships | -500 | -600 |
| Election | -2500 | 0 |
| Bank Charges | -3861 | -3000 |
| Travel Exp | -631 | -500 |
| Attendance All | -5488 | -6480 |
| Computer Exp | -6199 | -5000 |
| Phone | -4421 | -3600 |
| Office Exp | -15531 | -3500 |
| Advertising | -1625 | -1250 |
| Sundry | -1000 | 0 |
| Civic Events | -8250 | -8250 |
| Staff Training | -380 | -1500 |
| Direct Labour | -41462 | -27000 |
| Vehicle Costs | -11442 | -9000 |
| Property Ins | -12186 | -13334 |
| Prop Maint | -7182 | -1000 |
| TH Costs | -8000 | -5000 |
| TH Wages | -2000 | -2000 |
| Manxonia costs | -5000 | 0 |
| MCHC Recharge | -22000 | -16500 |
| Store | -9545 | -5000 |
| Store wages | -380 | -4500 |
| Refuse wages | -36639 | -31200 |

| | | |
|------------------|--------|--------|
| Tipping exp | -69782 | -69777 |
| Refuse veh | -12120 | -12000 |
| Refuse bins | -1228 | -1000 |
| Amenity costs | -29752 | -28664 |
| Refuse sacks | 0 | -400 |
| Street Lighting | -19637 | -17000 |
| Light wages | -2060 | -50 |
| Street cleaning | -22000 | -20000 |
| car parks | -20 | -2000 |
| Pub Con wages | -2815 | -3000 |
| Pub Con Exp | -2600 | -3000 |
| Parks Maint | -10000 | -2500 |
| Golf Misc | -750 | -750 |
| Pavilion | -1500 | 0 |
| Tennis courts | -200 | -4000 |
| Planting | -18000 | -29000 |
| Machinery | -650 | -3000 |
| Contractors | | -5000 |
| Swimming Pool | -3602 | -3600 |
| Mariners shelter | 0 | -3000 |
| outdoor seating | -1200 | -650 |
| seating wages | -2060 | -4000 |
| playground | -935 | -750 |
| playground wages | -1241 | -350 |
| xmas tree | -1800 | |
| xmas wages | -1133 | |
| raft | -22 | -850 |
| beach wages | -815 | -2000 |
| signage | -920 | -1500 |
| signage wages | -31 | -300 |
| misc | | -2500 |
| memorials | -5000 | -1000 |
| flags | -500 | -1000 |
| flags wages | -750 | -1000 |
| manxonia loan | -11333 | |
| bad debt | -4000 | -6000 |

Item 7.9

From: @gov.im>

Sent: 22 March 2018 14:48

ToCc:

Subject: Planning Enforcement

Dear Clerk,

I have recently been appointed as a Senior Planning Officer with special responsibility for planning enforcement matters, which is a newly created 3 year contract post, established to address concerns that breaches of planning control are under enforced.

As the body elected to represent the interests of your community, I would welcome the opportunity to meet with your Commissioners to discuss any planning enforcement issues which are of particular concern to them or their constituents. It is hoped that such a meeting would also allow me to let them know the resources which are available to this office with regard to planning enforcement.

I am also tasked with updating the Department's Planning Enforcement Policy, a copy of the current Policy is attached, and the meeting may be an opportunity for your Authority to provide informal comment towards the formulation of the revised Policy.

I am extending this invitation to all of the Island's Local Authorities and, if you would like to take up the opportunity of my attending one of your regular meetings, please let me know, together with the dates of your future meetings and I will try to schedule the meetings over the next 6 months.

If in the meantime, you have any particular concerns, please do not hesitate to contact me.

Yours sincerely

**Sent on behalf of
Senior Planning Officer**

Email enforcement.p&bc@gov.im

Assistant Head of Technical & Customer Support
Planning & Building Control Directorate
Department of Environment, Food & Agriculture (DEFA)

The Government recognises the importance of establishing effective control over unauthorised development so as not to undermine its objectives. Thus it is an offence to carry out development without the necessary permissions. However, the purpose of enforcement is to ensure development complies with policy and does not result in material harm. The objective of the enforcement function is compliance and not punishment.



Requests to Investigate

It is current policy to keep the identity of complainants' confidential**. (in certain circumstances when a breach is pursued to prosecution a complainant may be asked to act as a witness, this would only be with the agreement of the complainant).

If you wish to make a complaint you should:

Give your name and address and contact number;
Give the address of the site of the alleged breach, and the name of the owner/developer if known;
State what the alleged activity is and why you think it is a breach of control (general complaints such as 'development is not being carried out in accordance with the plans' will not be acceptable, the nature of the breach should be established, for instance 'the building is higher than approved' ;
State what harm you consider it is causing;
Any other relevant information.

A request to investigate should only be made when someone feels the development is unlawful, and harmful or unacceptable. Complaints made simply because someone thinks permission should have been sought take up valuable officer time and prevents officers concentrating on harmful breaches. The Directorate reserve the right not to investigate anonymous complaints.

How we will Investigate a Complaint

All complaints will be acknowledged and investigated in accordance with the priority to which it is afforded in accordance with the types outlined below.

When investigating a potential breach of planning control the following questions need to be addressed:

Does the work constitute development*?

Is there a breach of planning control?

Is the breach causing harm?

What level of action is appropriate? (is enforcement expedient?)

When a breach is established, officers will first seek compliance through negotiation and only resort to formal action when all other routes have been exhausted. It will be normal to allow for a retrospective application to be submitted to regularise the development. Retrospective applications will be dealt with on their planning merits. The applicant will neither gain advantage nor be disadvantaged by the fact that the application is retrospective.

How long does it take?

Whether permission is required for works or an activity is not always clear cut, in addition, the means of resolving the complaint will nearly always differ depending on the circumstances of each case. Therefore the length of an investigation will vary depending on:

The nature of the concerns;

The extent of investigations to be carried out;

Time given for compliance;

The resources available; and

The legal powers available.

In each case the reason for closing the investigation will be made clear. In some instances it may be decided that it is not appropriate to pursue action. This may be because the breach may be minor or technical; or even when the breach is clear, the harm it causes may not be significant, or that formal action may not be in the public interest. In reaching the decision the balance of harm must be weighed against the likely success of any formal action; the availability of resources, and other cases that might be causing a greater level of harm, but whose progress may be delayed as a result. If a case is to go to court the Attorney General must be satisfied that there is sufficient evidence to substantiate the breach. The complainant will be notified of the outcome of the investigation.

Legal Powers

The formal actions that can be undertaken in respect of an unresolved breach are:

Requisition of Information: This is a formal means of seeking information where there is a suspected breach. The Department may, where appropriate, require by notice, information relating to the use or development of land or buildings.

Enforcement Notice: This is the most commonly used power once it has been established that a breach has occurred and it has not been able to resolve this through negotiation. It is served by the Coroner and states clearly the subject of the breach, the actions required and the period for compliance. There is the ability to appeal against the Notice. Should the Enforcement Notice not be complied with, the case is likely to be referred to the courts for prosecution. A case can be referred to the Courts on more than one occasion should the breach not be satisfactorily resolved.

Stop Notice: A Stop Notice requires immediate cessation of activity. It can only be served together with, or following, an Enforcement Notice. It should only be used in exceptional circumstances.

Prosecution – Injunction:

In addition there are other powers that relate to enforcement control of Registered Buildings and Advertisements.

What the Enforcement Service cannot deal with:

Planning enforcement is restricted to matters associated with Town and Country Planning Legislation. For this reason it is not possible to deal with matters relating to:

- Neighbour disputes;
- Land ownership and boundary disputes;
- Legal Covenants;
- Civil Matters.

Further Information/links:

<http://www.gov.im/categories/planning-and-building-control/planning-applications/unauthorised-work-and-planning-complaints/>

Contact: General Enquiries 685950



See also Documents:

The Town and Country Planning Act 1999

The Town and Country (Procedure Order)

The Strategic Plan 2007

* development is defined in Part 2, paragraph 6 of the Town and Country Planning Act 1999 as 'the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land.'

** refer to Code of Practice to Government Information.



**The Hub
Thie Rosien
Castletown Road
Port Erin IM9 6BD**

29th March 2018

Dear Colleague

In December 2016 you participated in joint discussions at The Hub, Thie Rosien regarding the potential to create a Southern Community Partnership. Various subjects were raised including:

1. How to tackle isolation and loneliness
2. Issues surrounding silo working and improvements that could be made regarding communication between and within departments
3. Integrated Health and Social Care

We then held a series of public meetings around the various communities in the south and listened to what members of those communities had to say about their understanding of Integrated Health & Social. A number of similar issues were also raised in particular:

1. Isolation and loneliness
2. Community Transport
3. Appropriate housing
4. Silo working in government, charity and voluntary groups.
5. The ongoing role of Commissioners

We now invite you to a follow up session to give valuable feedback from those meetings and to gather ideas for the formation of a Southern Community Partnership. We will be looking to establish a Steering Group that can meet in the next few weeks to decide how to take forward such a partnership, who to involve and what it should be tackling at the onset. Your views and ideas are important to moving forward and therefore your attendance at this development stage is vital.

We are holding two meetings on **Wednesday 2nd May 2018** at the Civic Hall in Castletown. The first one at 10am (with a view to finish by 12pm) will be attended by professional colleagues from the Third Sector and DHSC, whilst mostly the public will attend the evening session. We look forward to seeing you at either meeting; confirmation of your attendance would be helpful.

Kind regards



SCI / Hub Coordinator
838180
admin@hubclubsci.im

SCI is a company limited by guarantee, incorporated in the Isle of Man, Number 126289C.
Manx Registered Charity 1085, registered office: Thie Rosien, Castletown Road, Port Erin, IM9 6BD
Directors:

Item 7.11

From: >
Sent: 29 March 2018 17:42
To:
Cc:
Subject: GDPR

Dear

Please see attached a formal letter explaining the services we can offer with regard to GDPR which I hope you will discuss with your Boards.

Whilst we would be delighted to be employed by you as DPO, at this stage we are already working to help you to identify what you will need to do to comply with the new Legislation and Regulation as part of our role as Internal Auditor. Please don't hesitate to consult with us on this matter, even where your intention might be to seek your full time solution some other way

Ms H Phillips
Port st Mary Village Commissioners
Town Hall
Promenade
Port st Mary
Isle of Man
IM9 5DA

Date: 29 March 2018
Our ref: DE.GDPR.2018

Dear Hayley

**Re: General Data Protection Regulation (GDPR)
Implementation and Data Protection Officer Services**

As you will be aware, GDPR will come into effect in the UK on 25th May this year. Details of changes in Isle of Man legislation were issued at the end of January along with an assurance that the Isle of Man is committed to introduce the GDPR, on time, replacing the Island's Data Protection Act 2002.

In our position as Internal Auditor to a considerable number of Local Authority Boards, we have become aware of that, whilst there is substantial amount of work required to be undertaken by entities in both the private and public sector if they are to meet the new requirements, from a Local Authority point of view the new legislation is quite prescriptive. This is particularly so in respect to the appointment and duties of the Data Protection Officer ("DPO"), and we are writing to bring these to your attention and to offer our assistance.

For those of you who have appointed [REDACTED] to perform your internal audit we have prepared a paper, giving an overview of GDPR and its effects on Local Authorities, which will form part of this year's report. We have extracted those points which are particularly relevant to the appointment of a DPO as an appendix to this letter.

We would like to offer our services to help you understand the implications for your organisation of the introduction of GDPR and where required, provide assistance in preparing plans to become fully compliant. In addition, as we meet the requirements set for an independent DPO, should you decide to outsource this role, we would welcome the opportunity to tender for the position.

We feel that we not only have the necessary skill base but we are used to working closely with Local Authority Officers, staff and Board Members and are therefore uniquely positioned to carry out this role. Part of the function is to perform the internal audit on the work of the controller and processors, therefore there is no conflict with the internal audit role.

Yours sincerely

D

Regis



Appendix

GDPR

Article 37(1) of the GDPR states:

*"The controller and the processor shall designate a data protection officer in any case where: a) the processing is carried out by a **public authority or body**, except for courts acting in their judicial capacity;*

Article 37(3) states:-


"Where the controller or the processor is a public authority or body, a single data protection officer may be designated for several such authorities or bodies, taking account of their organisational structure and size."


Article 39 sets out the minimum tasks of the DPO.

In summary these are:-

- To inform and advise the organisation and its employees about their obligations to comply with the GDPR and other data protection laws.
- To monitor compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- To be the first point of contact for supervisory authorities and for individuals whose data is processed (employees, tenants etc).


We have also picked out the major points you must consider when appointing a DPO, which are:

- **Expertise and skills:** A DPO must have suitable professional qualities and expert knowledge of data protection law, to fulfil the role.
 - **Independence of the DPO:** The DPO must be autonomous (i.e., he or she must avoid any conflict of interests). As a rule of thumb, most senior positions within an entity are likely to conflict with the duties of the DPO (e.g., chief executive, chief operating, chief financial, chief medical officer, head of marketing, Head of HR or Head of IT). Boards should create internal rules and safeguards to ensure that the DPO is able to act independently and without conflicts of interest.
 - **Protections for DPOs:** To help ensure that DPOs are autonomous and independent, DPOs are protected under the GDPR from unfair dismissal / termination for reasons relating to their performance of the DPO role. The Board cannot remove a DPO merely because he or she adopts a risk-averse approach to data protection compliance. If you appoint an external contractor as your DPO, the protections afforded by the GDPR also apply to such external contractor (e.g., no unfair termination of the service contract for activities as DPO).
- 

- 
- **Role of the DPO:** The Board must involve the DPO from the outset in all issues relating to data protection compliance (e.g., by inviting the DPO to attend relevant meetings at which decisions about data processing are made). The Board must provide the DPO with necessary resources to fulfil the DPO role (e.g., active support from senior management; if the DPO role is part-time, sufficient time to carry out his or her DPO responsibilities; continuous training; appropriate financial resources; etc.).
 - **Tasks of the DPO:** The tasks of the DPO include monitoring the Board's compliance with the GDPR and advising on data protection issues. Additionally, the DPO has a role in carrying out data protection impact assessments ("DPIAs"). Where high-risk processing is contemplated, there is a requirement to actively seek advice from the DPO on conducting a DPIA. The DPO is supposed to take a risk-based approach, ensuring that high-risk processing activities are prioritised.
 - **Accountability:** The task of the DPO to monitor the Board's compliance with the GDPR does not lead to individual liability of the DPO for non-compliance. You may disagree with the advice given by the DPO (e.g., in the context of a DPIA) and are not required to follow the DPO's advice. However, the Guidelines then require you to document in writing the reasons for not following the DPO's advice.

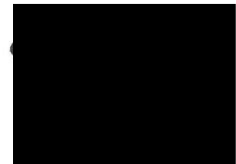
Useful Links for fuller information:

<https://www.inforights.im/information-centre/data-protection/the-general-data-protection-regulation/steps-towards-compliance/compliance-resources/gdpr-guidance/>
<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>





RECEIVED
29 MAR 2018



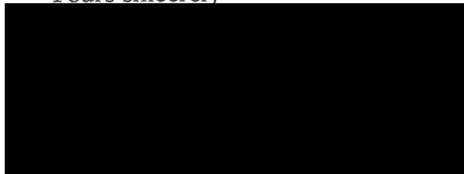
27 March 2018

FAO The Chair of Port St Mary Commissioners

Dear Mr Vaughan-Williams

Following a recent meeting of the Port St Mary Business Association, I have been asked to write to you to request that you consider holding a public meeting to discuss your plans for Manxonia House and the future of Town Hall. Our members, many of whom are small businesses working on tight margins, are concerned at the recent rates rise and we would like to understand whether these development plans will have a future impact on business rates in Port St Mary.

Yours sincerely



Secretary Port St Mary Business Association

Item 10.1

PORT ST MARY COMMISSIONERS

FREEDOM OF INFORMATION

Permission is sought from the Board to create a Freedom of Information section on the PSMC website and publish previously completed Freedom of Information requests.

This will help improve transparency, also if similar requests are received, directions to the website can be provided.