

**Port St Mary Commissioners
Ordinary Board Meeting
Open Public Session
14th December 2016 at 7.30pm**

Present:	Mrs B Williams, Dr M Haywood, A Phair, A Merchant, C Kinley, R Hirst, A Grace, A Hamilton (Clerk)	
Apologies:	I Skelly, R Ashcroft	
1.	Welcome, apologies and declarations	ACTION
	The Chairman welcomed the members present, noted apologies for absence and that there were no declarations of interest received.	
2.	Minutes for Adoption	
2.1	<p><u>Consideration of the minutes of the meeting of 23rd November 2016</u></p> <p>The minute of the ordinary meeting held on Wednesday 23rd November 2016 were considered. The following amendments were requested:</p> <p>Mr Phair should be added to the attendance list.</p> <p><u>Item 2.1</u> The first mention of PSM16/159 should be amended to PSM16/ 158.</p> <p><u>Item 3 PSM16/202</u> Replace "with tolerance levels" to "within tolerance levels".</p> <p><u>Item 6.2 PSM16/213</u> Mrs Williams asked for "on the proviso that if the Board wished it to go public it would be moved back" to be added to the last sentence.</p> <p>Mr Phair also pointed out that 3 of the amendments agreed at the last meeting to the minutes of the meeting held on the 9th November had not been made on the version published on the webpage. The amendments were the change of a date and PSM16/206 and PSM16/209. The Clerk agreed to correct the minutes and would look into how this had happened. Subject to the above amendments, it was resolved that the minutes be confirmed and signed as a true record. Proposed by Mr Grace Seconded by Dr Haywood All were in agreement.</p>	Clerk
3.	Matters arising from the minute of 23rd November 2016	
	Mr Phair suggested that as an action column had been added to the minutes, the Board should run through the action points at this point of the meetings and that any outstanding action points would be carried forward to the next meeting. The Board agreed. It was noted that the names in the action column did not line up	Clerk

<p>with the corresponding action in the main text. The Clerk explained that this had happened during the editing process and would be corrected.</p>	
<p><u>Item3</u> PSM/16 202 Mr Grace asked the Clerk if he had received an official report. The Clerk had requested a copy of the report from the DoI, but was still waiting for a reply.</p>	Clerk
<p>PSM/16 159 The Clerk explained that the costs requested were outlined in the Board pack. He also confirmed that the vehicles are checked visually on a daily basis and fully inspected on a weekly basis. The weekly checks are recorded. Mr Phair requested the Clerk to find out if the daily checks were recorded. Mr Grace was aware of daily checks being recorded in the past. Mr Hirst said that a daily record sheet was essential. The Clerk confirmed that service and maintenance records were kept for all vehicles. They were now using Car and Light Commercial in Balthane.</p>	Clerk
<p>PSM16/158 Mr Skelly had circulated Mr Norman's email to the Board members. Mr Phair explained that Mr Norman was waiting for access. The Clerk had been unable to find the key and was continuing to make enquiries.</p>	Clerk
<p><u>Item 6.1 PSM16/220</u> The Clerk had prepared a paper to be discussed at this meeting regarding the weekly bin collection.</p>	Clerk
<p><u>Item 7.1 PSM16/213 Garden of Remembrance</u> The Clerk had sent a letter to Mrs Kelly, he had also had a response from three people following on from some publicity in the paper. He was keeping a record of the name of deceased and the contact name and details. Mr Phair explained that Mr Skelly had been in touch with a local historian who thought he could help. Dr Haywood asked for clarification as to whether it was for anyone who served or anyone who died in service. Mrs William's confirmed that it was for anyone who had served in any conflict and had since died.</p>	
<p><u>Item 10.1 PSM16/214 Yard Scraper</u> PSM16/214 The Clerk confirmed the yard scraper sale had gone ahead.</p>	Mr Skelly
<p><u>Item 10.2 PSM16/132 Celebration of Christmas</u> The Board agreed it had been a successful evening and many positive comments had been received. Mrs Williams had had a follow up meeting with those involved and had noted some areas for improvement, particularly with regards to refreshments available in the Town Hall.</p>	
<p><u>Item 10.3 The Underway</u></p>	

	<p>PSM16/101 A press release regarding The Underway had been published since the last meeting.</p> <p><u>Item 10.4</u></p> <p>PSM16/215 The Clerk had not been able to find the sign in the store. Mrs Williams asked the Clerk to order a replacement from the usual supplier, Colas.</p>	Clerk
<p>4.</p>	<p>Finance</p>	
<p>4.1</p>	<p><u>List of invoices for payment- enclosed</u></p> <p>The Clerk presented a revised list, line 34 had been removed regarding Christmas tree lights, it was actually a Marashen Crescent expense.</p> <p>Mr Phair queried Line 13. The Clerk confirmed that it was the monthly service and usage charge for the large printer.</p> <p>Mr Phair also queried Line 14 regarding the website. It was confirmed the invoice was for three months at £25 for hosting and support, therefore a quarterly charge.</p> <p>Dr Haywood queried Line 2, regarding the installation of another new boiler at 6 Seafield Avenue. The Clerk confirmed that Seafield Avenue had been refurbished in 2010/11 and the boilers were outside their 5 year warranty period. Mr Phair referred to the 5 year maintenance survey completed in 2014 by Bell Burton, having talked to the Housing Department he had been told that it was the Commissioners responsibility to keep this up to date.</p> <p>Dr Haywood asked the Clerk if there could be an expanded version of the spread sheet that he was currently using as a job sheet as this should form part of the performance indicators discussed previously. The Clerk explained that there was a maintenance log for each property, the information wasn't aggregated per street.</p> <p>Mr Phair asked if Line 35 regarding the crane hire to remove boats from the boat park was recharged to the boat owners. The Clerk explained that it was not possible. On two of the occasions he was unable to identify the boat owners concerned. The boats are moved to the civic amenity site for 6 months and if not claimed they are destroyed.</p> <p>Mr Phair queried Line 47. The Clerk explained that the Cabaret Party have the use of a room down at the stores and there had been an electrical fault. He confirmed that the Cabaret Party had agreed for this cost to be recharged.</p> <p>Mr Phair queried Line 48 regarding electrical works at the Town Hall. The Clerk explained that there had been an incident in March when a lady had fallen down the stairs and although there</p>	

4.2	<p>was no liability they had realised that the lighting could be better. It had been agreed by the Board as part of the accident reporting.</p> <p>Mr Grace proposed that all the invoices be paid. Seconded by Mr Hirst. All were in agreement.</p> <p><u>Report from Budget and Business Planning Sub Group</u> The Clerk presented a report. He apologised for two errors on the second page. "£x" should read "£21,000" and "y%" should read 11%. Mrs William's reminded the Clerk that he would need to have the budget prepared for their January meeting.</p> <p>PSM16/221 Marashen Crescent The Clerk explained that by not recovering the cost of plant and fuel the ratepayers have been subsidising Marashen Crescent by a small amount. There was a willingness of this Board and Marashen Crescent to tidy this up and make it truly cost neutral. The Clerk explained that the addition of £2 to the current charge out rate would be probably cover the deficit, but he needed to check the figures. The Board were in agreement for the revised charging structure.</p> <p>PSM16/222 West Room Mrs William's explained that the small toilets and sinks had been removed and a lot of storage would be required. Mr Merchant was concerned that the Department of Social Care would require certain specifications that would reduce the usability. Mr Grace stated that if it was to be used as a nursery it should be advertised. Dr Haywood felt that a regular tenant would provide considerably more income than at present and the current enquiry was for 52 weeks a year. Mr Kinley reminded everyone that when it was previously used as a nursery it had involved a considerable amount of Clerk, Board and office time that had never been captured in the finances in exchange for a limited rent. The Clerk had not spoken to the local nursery as it had to be considered by the Board in the first instance.</p> <p>Mr Grace proposed a costing to be done before agreeing to a nursery after weighing up other user options for the room. Mr Phair seconded. All were in agreement.</p> <p>Mr Hirst asked for figures on the use. Dr Haywood stated that she had looked into this and the income equated to £350 over the last year but it wasn't possible to quantify the expenses for running it. Mr Merchant stated that it would be premature to make any decisions without considering the whole picture and looking at the charging structure for all rooms the usage. Mr Phair felt that potential other uses should be considered. Mr Grace and Mr Hirst suggested there should be a 5 year plan and it's current use was only in it's infancy.</p> <p>PSM16/200 Vans</p>	<p>Clerk</p> <p>Clerk</p>
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<p>The Clerk explained that there had been a mechanical report and he had not been told it was unsafe to use. He stated that three vehicles were essential and a fourth vehicle was desired to elevate the need to hire a van during the summer months each year.</p> <p>Mr Merchant proposed the maintenance be undertaken on the van and the flat bed. Mr Grace seconded. All were in agreement.</p> <p>Mr Grace proposed that due to the cost of a replacement vehicle, the tipper be repaired. Mr Merchant seconded. All were in agreement.</p>	<p>Budget C'ttee</p>
<p>PSM16/221 <u>Housing Account</u> The Clerk had agreed with the accountant that the cost of a van and its running costs can be charged to housing. The ratepayer has been technically subsidising the housing stock. Mr Phair asked if the DoI had agreed to this arrangement. The Clerk explained that the accountant had agreed and similar arrangements were already being carried out by other authorities.</p>	
<p>Proposed by Mr Merchant Seconded by Mr Grace Mr Phair and Mr Hirst were not in agreement on the basis that the arrangement had not been agreed with the DoI beforehand.</p>	<p>Clerk</p>
<p>PSM16/223 <u>Town Hall Booking Fees</u> The Clerk hoped the new charges would be operational from 1st April 2017. Dr Haywood explained that they were looking for a more flexible charging structure tailored to the user, in terms of keeping charges realistic for local groups and earning revenue where possible, with an eye on covering costs of running and maintaining the building. The Board were in agreement for options to be considered at the next budget meeting on 20th December at 2pm.</p>	<p>Clerk</p>
<p>PSM16/217 Mr Grace asked if the rifle range maintenance was to be included in the budget planning process. Dr Haywood confirmed that this was on the agenda for the next budget meeting.</p>	

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5.	Special Projects	
5.1	<p>PSM16/182 Refuse Recycling and Disposal – paper attached</p> <p>Mr Merchant made an observation that given the success of the kerbside recycling there has been a slight increase in the amount of waste going to the incinerator. The Clerk had considered this and felt that this was most likely to be due to changes in society or could be down to an extra bin collection in a year.</p> <p>Mr Phair asked the Clerk which authorities were the 7 out of 22 authorities quoted in the report. He asked the Clerk if he could find out who these were as it was also quoted in the questionnaire. The Clerk stated that of more relevance was working out the load on the bin lorry and whether it could manage a fortnights waste.</p> <p>Mr Grace asked if recycling figures were available. The Clerk did not know the number of households but when asked staff had told him they felt it was in the region of 40%. Dr Haywood suggested a survey may be appropriate. The Clerk had drawn up a survey with regards the frequency of bin collections and suggested a press release should accompany it. Dr Haywood required some changes to be made to the consultation paper before it is circulated. The Clerk agreed to draft a press release and circulate it to the Board and issue it before Christmas. Mr Kinley suggested that, as in the UK, communication can be made via labels on the bins.</p> <p>Mr Phair queried the commercial waste section. The Clerk requested the Boards ideas as he felt they were undercharging commercially. Dr Haywood suggested that they talk to the businesses to find out their requirements. She agreed to consult with the local Business Association and report to the Board before the end of January.</p> <p>Proposed by Mr Merchant Seconded by Mr Hirst All were in agreement</p> <p>Mr Phair queried whether kerbside recycling was a cost not a saving to the authority.</p> <p>Mr Kinley proposed the recycling trial to be extended for a further 6 months and for Mr Phair and the Clerk could look into the figures at a convenient time after the budget setting in January. Seconded by Mr Merchant.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Dr Haywood</p>

5.2	<p>All were in agreement.</p> <p>PSM16/224 <u>Quote for 40 chairs for West Room</u> The Clerk explained that there had been an occasion recently when there had been in sufficient chairs. The Town Hall and West Room were being used simultaneously and at the weekends there are no staff to move the chairs. Mr Merchant suggested it went back to the budget committee.</p> <p>Dr Haywood proposed that a decision was deferred until the end of January after the budget had been set. Seconded by Mr Kinley Mr Hirst and Mr Grace were not in agreement as they felt the chairs were necessary.</p>	Mr Phair/ Clerk Clerk
6.	Public Correspondence	
6.1	<p><u>Email from Andrea Hawley, DoI re Beach Road Traffic Survey</u> The Clerk explained there were two issues, Beach Road and the entrance to the civic amenity site, which is this Board's site, but within another authority.</p>	
6.2	<p><u>Email from Mannin Angling Club</u> The Clerk had received a request to locate a portable building on the land where the dive boats are located. The DoI have rejected the use of the breakwater as a site. Dr Haywood felt that should be welcomed as it is bringing activities for young people to the village. Proposed by Dr Haywood subject to funding, planning and choice of colour. Seconded by Mr Hirst. All were in agreement.</p>	Clerk
6.3	<p><u>Press release re Public Sector Rents with effect from 01 04 17</u> The Board noted the press release.</p>	
6.4	<p><u>Email from Southern Amenities Initiative re Public Meeting on 24th January</u> The Board agreed that normal rates should apply. Proposed by Mr Grace Seconded by Mr Hirst All were in agreement.</p>	
6.5	<p><u>3rd Supplemental List 2016</u> The Board noted the supplemental list.</p>	
6.6	<p>PSM16/225 <u>Email from Mrs Patel re Bicycle Stand</u> The Clerk had sent an acknowledgement to Mrs Patel. The bicycle stand had been offered to the school and declined and the Commissioner's no longer have that particular stand. The Clerk was asked to look at a couple of viable locations which did not take up a parking space and come back to the Board.</p>	

		Clerk
7.	Consultations	
7.1	<u>Consultations on the Beneficial Ownership Bill 2017</u> The Board noted the Bill.	
8.	Planning Matters	
8.1	<p><u>Planning Applications</u></p> <p>PA16/01279/B Mr D Cooil. Ballacreggan Farm, Plantation Road, Port St Mary. Alterations and extension to existing farm building to facilitate change of use to Veterinary Practice and separate office with associated parking, including alterations to existing vehicular access to improve visibility.</p> <p>PA/01263/D Food programme Delivery Orchard Group. Co-op Shop, Bay View Road, Port St Mary. Installation of illuminated and non -illuminated signage.</p> <p>The above planning applications were noted.</p>	
8.2	<p><u>Planning Approvals</u></p> <p>PA16/01218/B Southern Communities Initiative (M.i.S). Extension to existing shed to provide storage and project preparation facilities. Approved.</p> <p>PA16/00535/B Anorgarth Ltd. Vacant plot with garage, Gellings Avenue, Port St Mary. Erection of a dwelling with integral garage. Approved.</p> <p>PA16/00535/B Haven Homes Ltd. Port St Mary Railway Station. Conversion existing station and goods shed buildings to provide office accommodation with associated parking. Approved.</p> <p>PA16/01119/B Central Pacific Services Ltd. 27B High Street, Port St Mary. Replacement of shop front with windows and door and change of use from commercial/retail unit to a residential flat. Approved.</p> <p>PA16/01152/B Ms Sharon Mitchell. South Brent, Cronk Road, Port St Mary. Off road car parking space. Approved.</p> <p>The above planning approvals were noted.</p>	
9.	Policy and Resources	
9.1	<p>PSM16/226 <u>Estimate from JC Fargher (1985) Ltd re cabling for lift</u></p> <p>The Clerk said the lift was installed in 2013. Mr Phair asked the Clerk if he could contact the manufacturer to discuss the issues.</p>	Clerk

<p>9.2</p> <p>9.3</p>	<p>Mr Merchant proposed that the repair should go ahead but to contact the manufacturer in the meantime. Seconded by Mr Grace. All were in agreement.</p> <p>PSM16/152 <u>Celebration of Christmas 2016 – Donations to participants</u> The Clerk confirmed that £239 had been collected. Mrs Williams said the Cabaret Party had said they would not accept the donation and offered it to the skate park fund. Dr Haywood stated that the school had accepted their donation and promptly donated it to the skate park fund. Dr Haywood suggested that the donation was offered to the list of participants, suggesting that they could donate it to the skate park if they wished. Mr Phair asked what the authority was allowed to spend on events and donations, the Clerk agreed to check it was within the limits. Proposed by Mr Hirst Seconded by Mr Merchant. All were in agreement.</p> <p>PSM16/227 <u>Joint Initiative with Port Erin Commissioners</u> Mr Phair expressed concern that the letter did not reflect the proposal agreed by the Board. The Clerk agreed to formulate a further letter and send it to Mrs Williams for agreement before sending. Proposed by Mr Phair. Seconded by Dr Haywood. All were in agreement.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p>Invitations</p>	
	<p>There were no invitations to consider.</p>	
<p>11.</p>	<p>Any other business</p>	
	<p>There was no further business to consider.</p>	
<p>The public session ended at 9.40pm</p>		