

**Port St Mary Commissioners
Ordinary Board Meeting
Open Public Session
23rd November 2016 at 7.30pm**

Present:	Mrs B Williams; Dr M Haywood (arrived 7.08pm), R Ashcroft, A Merchant, I Skelly, R Hirst, A Grace, A Phair. A Hamilton (Clerk).
Apologies :	C Kinley
1. Welcome, apologies and declarations	
	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 9th November 2016</u> The minutes of the ordinary meeting held on Wednesday 9th November 2016 were considered. The following amendments were requested:</p> <p><u>Item 3</u> PSM/16 158 Mr Skelly explained that only the masonry paint was free of charge. The reference to Mr Merchant should be changed to Mr Grace.</p> <p>PSM/16 159 To state that the pickup trucks were requiring attention.</p> <p><u>Item 4.1</u> Mr Phair clarified that he had queried whether the Board had approved the clock repair given that it was over £500 rather than the cost.</p> <p><u>Item 6.1</u> Mr Grace asked for it to be noted that he asked the Clerk to contact the DoI to clarify whether this was the Commissioner's or DoI responsibility.</p> <p><u>Item 8</u> The word "approvals" be changed to "applications".</p> <p><u>Item 11.3</u> PSM/16 158 Mr Phair stated that he had queried whether the doors were necessary if it was just to keep the shelter clean and tidy, not that the steel work was enclosed.</p> <p><u>Item 11.8</u></p>

	<p>PSM/16 206 Dr Haywood requested that the last sentence should read “ only need cutting in mid September and March”</p> <p><u>Item 11.11</u></p> <p>PSM 16/209 Mr Phair asked for the reference to “the Board” be changed to “Mr Phair”.</p> <p>Mrs Williams requested that an action column was provided in future minutes.</p> <p>Subject to the above amendments, it was resolved that the minutes be confirmed and signed as a true record.</p> <p>Proposed by Mr Grace Seconded by Dr Haywood All were in agreement.</p>	
3.	<p>Matters arising from the minute of 9th November 2016</p>	
	<p>PSM/16 159 Mr Hirst raised concern about whether the pick up trucks should continue being used until the repairs had been undertaken and asked the Clerk if he knew whether daily visual inspections were undertaken by the staff. The Clerk had received a report outlining the repairs required to one of the trucks that amounted to £2,500. The trucks were first registered in 2006 and had been purchased by the Commissioner’s in 2009.</p> <p>The Clerk was asked to get a similar report on the second truck and the cost for replacing both vehicles and bring the information to the next meeting.</p> <p>PSM/16 202 Mr Phair had been informed that the slab movement had been inspected by the DoI and that it was within tolerance levels. The Clerk had not had an official report and would follow this up.</p> <p>Item 6.1 It was confirmed that the lane had been tarmaced.</p> <p>Item 4.1 Mr Grace stated that he felt the Board had been misrepresented in an article in the local paper following this discussion at the last meeting. Not all Board members had seen the article.</p> <p>PSM/16 158 Mr Skelly had received an email from Mr Norman and would circulate it to the Board the following day. His offer included supplying a painter and joiner not the materials. Mr Skelly had also received an offer from an electrician to look at the electrics. The Clerk confirmed he had the key to the electrics.</p>	<p>The Clerk</p> <p>The Clerk</p> <p>The Clerk</p> <p>Mr Skelly</p>

4.	<p>PSM16/211 Motion received from Mr Andrew Phair that:</p> <p>“with immediate effect, all information contained in the public board pack provided to members should be made available on the commissioners website on the same day that is made available to board members. This information to be suitable redacted where necessary to avoid issues of data protection and confidentiality”</p>	
	<p>The Board discussed this motion. Mr Grace was concerned about releasing the invoices information as they were only for approval at this stage. Likewise, Mrs Williams was concerned that the previous meetings minutes were only draft until they were approved by the Board at the following meeting and releasing them before this could be inaccurate and misleading. Mr Merchant felt that quality and accuracy was more important than the promptness of publishing the information. The Clerk confirmed that the agenda was already published on the website and on noticeboards. Mr Phair explained that he understood it to be a requirement in the Standing Orders and Mrs William’s stated that they did not specify that the information should be published immediately.</p> <p>In light of the discussion, Mr Phair amended his proposal so that the information made public clearly stated that the invoices listed were for approval and that the unapproved minutes would not be included.</p> <p>Proposed by Mr Phair Seconded by Mr Grace All were in agreement.</p>	
5.	Finance	
5.1	<p><u>List of invoices for payment- enclosed</u></p> <p>Dr Haywood thanked the Clerk for separating the invoice list into rate borne and housing expenses.</p> <p>Line 16/17 – Mr Grace was concerned that by laying chippings on the footpaths the Commissioners had shifted the responsibility from the DoI, making the Commissioner’ s liable in future. The Clerk explained that the Board were responsible for the minor maintenance of footpaths. Mr Skelly stated that the chippings had made the footpath safer.</p>	

	<p>PSM16/159 Line 29 – The Clerk confirmed that the rental van had been returned mid October and that this was the final invoice.</p> <p>Line 32 – The Clerk confirmed that this invoice related to a cluster of necessary electrical works carried out in the Town Hall.</p> <p>Proposed by Mr Merchant Seconded by Mr Grace. All were in agreement.</p>	
6.	Special Projects	
6.1	<p>PSM16/212 <u>Key Performance Indicators – paper attached</u></p> <p>The Clerk presented a report. Dr Haywood commented that the proposed information to be reported was management not performance data. Mr Ashcroft asked that under the Town Hall heading, the annual revenue to date be reported. Dr Haywood suggested that this could be extended to other assets and the revenue they are earning. Mr Phair queried whether the systems to provide this information were currently available and if they were whether the information could be reported monthly rather than quarterly. The Clerk explained that most of the information was already recorded in some form, it would be a matter of collating it and preferred to report quarterly until a system for reporting had been tested.</p> <p>Mr Grace queried whether a weekly bin collection was still required due to the success of the recycling scheme. Mr Skelly agreed. Mr Phair was concerned that this would not be suitable for larger families and suggested that they could be provided with an extra bin. It was agreed that the public should be consulted and the Clerk was asked to draft a leaflet.</p> <p>Proposed by Mr Grace. Seconded by Mr Merchant. All were in agreement.</p>	The Clerk
6.2	<p>PSM16/213 <u>Manxonia House – email received from Mr Phair</u></p> <p>Mr Grace requested that this item be moved to the private meeting. Mrs William’s agreed on the proviso that if the Board wished it to go public it would be moved back</p>	
7.	Public Correspondence	
7.1	<p><u>Letter re the Garden of Remembrance</u></p> <p>Mrs William’s confirmed that the memorial was for anyone who served in any conflict and agreed that currently the</p>	

	information is not accurate. She stated that it was very important that the names listed were accurate before the commemoration of the end of WW1 in 2018. She asked the Clerk to reply to Mrs Kelly and ask her to provide a list of names. The Board members were asked to assist with gathering this information and a request would be posted on Facebook.	The Clerk All
7.2	<u>Email from Rushen Silver Band requesting permission to carry out charitable collections for band funds around the streets of Port St Mary during December 2016</u> There were no objections. All were all in agreement.	
8.	Consultations	
	There were no consultations to consider.	
9.	Planning Matters	
9.1	<u>Planning Applications</u>	
	There were no planning applications to consider.	
9.2	<u>Planning Refusals</u> There were no planning refusals reported.	
9.3	<u>Planning Correspondence</u> There was no planning correspondence for consideration.	
10.	Any other business	
10.1	PSM16/214 Offer from local farmer to purchase redundant 'yard scraper' stored at the workshop for £100 There were no objections. The Clerk would proceed with the sale. Proposed by Mr Grace Seconded by Mr Merchant All were in agreement	The Clerk
10.2	PSM16/132 Celebration of Christmas The Clerk asked the Board members to confirm their attendance as soon as possible to assist with the seating arrangements. Dr Haywood would be marshalling and Mr Ashcroft would be manning his stall. The Clerk made Dr Haywood aware that the 6.10pm bus needed to be allowed through the village before the parade commenced.	All Dr Haywood
10.3	PSM16/101 Press Release re The Underway The Clerk had presented a draft press release and invited comments. Mr Ashcroft and Dr Haywood both suggested a	The Clerk

	<p>snappier heading would give it more impact. "Crowd Funding to Save Beach" was suggested as an alternative. An amendment was required to the first sentence of the second paragraph, it should read "searching diverse locations such as".</p> <p>The Meeting also felt that the potential cost of any action should be quoted.</p>	
10.4	<p>PSM16/215 <u>Karran Quirk footpath</u></p> <p>Mr Skelly asked if the Karran Quirk footpath sign could be reinstalled on the catwalk. The Clerk agreed to check if the sign was in the store.</p>	The Clerk
The public session ended at 8.55 pm		

BWilliams Chairman

23.11.16