

**PORT ST MARY COMMISSIONERS**  
**ORDINARY BOARD MEETING**  
**25th 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 11th April 2018
3. Matters Arising:
  - 3.1 Email vote – Ratification required for email vote (For: RA, MH, BW, IS & LVW) re press release regarding kerbside recycling as per Standing Order 12 Interim Decision Making.
  - 3.2 Public Correspondence from previous meeting
  - 3.3 Defibrillator – Town Hall
  - 3.4 Garden of Remembrance
4. Motions: None
5. Finance:
  - 5.1 Approval of invoices for payment late April 2018 - enclosed
  - 5.2 Invoices paid mid April 2018 for noting
  - 5.3 Car Insurance

Special Projects:

  - 6.1 Refuse Tender Information Pack for approval
  - 6.2 Manxonia House Windows Tender Information Pack for approval
  - 6.3 Youth Council
7. Public Correspondence:
  - 7.1 Request for Public Forum from 2 Commissioners

7.2 Correspondence from Southern Group Practice re proposed residential home

7.3 [REDACTED] request for banner

7.4 Email correspondence from Ratepayer re artwork in the village

7.5 Email correspondence from Chairman of Port St Mary Golf Club

7.6 Letter of thanks from Ratepayer

8. Consultations:

8.1 Consultation on Election Legislation

9. Planning Matters:

9.1 Planning Applications

PA18/00336/B 7 St Marys Glebe, Fistard, Port St Mary. C Scott and Z Hawley. Erection of extension to replace existing conservatory and extension of driveway

9.2 Planning Approvals

PA18/00076/B Traie Creggagh, Queens Road, Port St Mary. Mr J Walker. Creation of new vehicular access to provide off street parking and associated ground works and level alterations approved

9.3 Planning Appeals: None

9.4 Planning Amendments: None

10. Policy and Resources:

10.1 Wicksteed Annual Playground Inspection

11. Invitations:

11.1 Chairman invited to Lezayre Parish Commissioners Civic Service on Sunday 29th April 2018 at 3 pm at Kirk Christ Church – previously circulated

11.2 Chairman invited to Tynwald Garden Party on Sunday 1st July 2018 at Government House

11.3 Chairman invited to opening of exhibition of the Methodist Modern Art Collection on Saturday 12th May at the Promenade Methodist Church, Douglas

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

Item 3.2

**PORT ST MARY COMMISSIONERS**

**PUBLIC CORRESPONDENCE FROM PREVIOUS MEETING**

Email from Rushen Commissioners regarding a Dog DNA outline proposal – A response was issued to request a meeting to discuss the proposal further.

E-mail from ratepayer in support of the above mentioned proposal – A response was issued thanking the ratepayer for their contribution and advising that a meeting had been requested with Rushen to discuss the matter further.

Henry Bloom Noble Library – A response has been issued to decline the memberships but thank for the offer.

IoM Post Office re five year strategy – IoM Post Office have been invited to discuss further at the next Clerks forum scheduled for the 8<sup>th</sup> May.

Ratepayer webcam request – The ratepayer has been referred to the Information Commissioners Office.

Email from MH to Chair regarding question raised from ratepayer – LVW responded, no action taken.

Email from Senior Planning Officer requesting to meet – A response has been issued to accept the offer to meet with the Board.

Letter from Alexander Elliott offering external DPO services – A response has been issued to thank and decline the offer.

Letter received from Port St Mary Business Association requesting a public meeting in relation to Manxonia House – A response has been issued to advise that the Commissioners would be willing to meet to discuss, however they would like to defer until after the AGM in May.

Item 3.3

**PORT ST MARY COMMISSIONERS**

**DEFIB – TOWN HALL**



The defib is now in position at the front of the Town Hall, permission is sought from the Board to invite the press and charities involved in obtaining the equipment to an unveiling along with the Chairman.

A new sign has been priced at £45 for the front of the building, after viewing similar defib boxes around the Island, I would suggest that what is in place is sufficient and no further signage for the front of the building is required.

**PORT ST MARY COMMISSIONERS**

**GARDEN OF REMEMBRANCE**

Entry from public minute 12/7/17;

Garden of Remembrance sentinels

A proposal was made to purchase and site 2 additional sentinels together with the adaptation to the fence and electric provision at a cost of £7,500.

**Proposed: BW/AM**

**This was resolved with all in favour**

The sentinels were purchased in August 2017 at a cost of £2,418.88 excluding VAT.

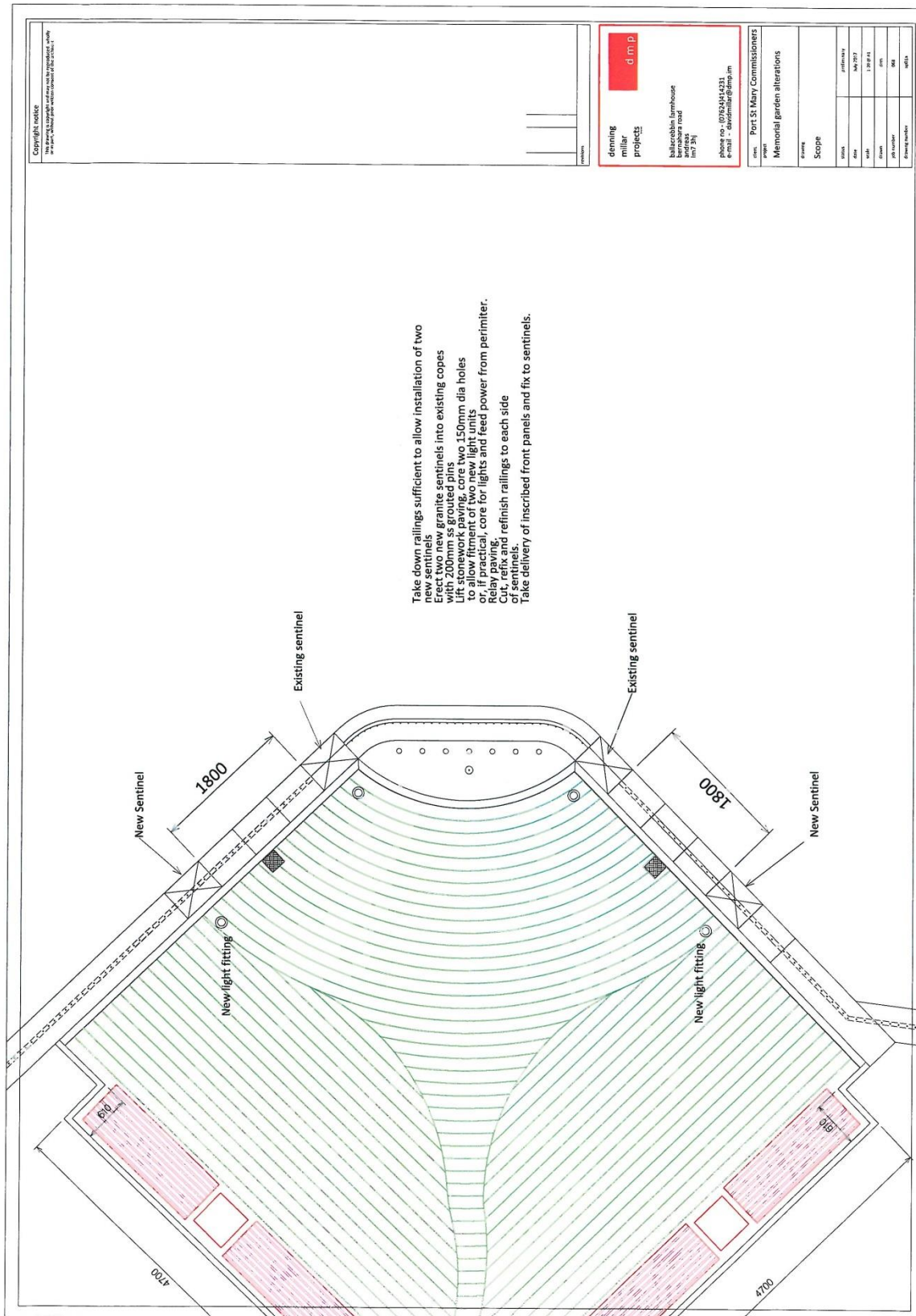
The Architect has advised that planning permission may be required to amend the site, the drawings have been supplied to the planning department, who have stated that no application will be required.

T.E. Cubbon has advised that they can begin engraving as soon as the research has been carried out on the additional names to be added, and they are approved.

The architect has provided a revised plan (attached) including dimensions to enable the contractors to provide accurate quotations. Quotations are being requested from 3 contractors to provide a full cost including removal of railings, fitting of sentinels and lighting.

If the new stone work is damaged during the electrical works process, it would take approximately 12 weeks to source the replacement stones. The only resolution to this is to attempt to cable it in a different way, the contractors will be requested to provide viable options, which will then be passed by the architect for approval. The electrical contractor who provided the services for the original sentinels, has been contacted to request the lighting specification.

£5,000 has been budgeted for the outstanding cost (not including the purchase of the sentinels) for the 2018/19 financial year.



**PORT ST MARY COMMISSIONERS**  
**INVOICES TO BE PAID IN APRIL 2018 (2ND MEETING)**

<b>Housing Expenses</b>										
Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
34	18/02/2018	180218	Andrew McEwan	Fitting wallboards to kitchen	1 CB	Repairs	6100	£339.00	£0.00	£339.00
35	05/04/2018	G18C1138	Colas	Asbestos waste	BB	Repairs	6100	£100.00	£20.00	£120.00
36	01/04/2018	156370	IOM Government - Treasury	Rates	CB	Housing rates	6105	£6,680.20	£0.00	£6,680.20
37	08/03/2018	1927527	J.Qualtrough	Fencing		Repairs	6100	£52.57	£10.51	£63.08
38	08/03/2018	1927527	J.Qualtrough	Key cut	1 CB	Repairs	6100	£2.30	£0.46	£2.76
39	12/03/2018	1928444	J.Qualtrough	Roof tiles	BB	Repairs	6100	£3.37	£0.67	£4.04
40	29/03/2018	1932747	J.Qualtrough	Asbestos removal	BB	Repairs	6100	£48.82	£9.76	£58.58
41	27/03/2018	660/19791	MC Locksmiths	Hinges	16 SA	Repairs	6100	£82.02	£16.40	£98.42
42	09/04/2018	3375	Raven	Electrical repairs	5 FR	Repairs	6100	£97.97	£19.59	£117.56
<b>Sub Totals - Housing</b>								<b>£7,406.25</b>	<b>£77.39</b>	<b>£7,483.64</b>
<b>Rate Born Expenses</b>										
Inv #	Date	Inv Number	Supplier	Description		Category	NL Code	Total Net	VAT	Total Cost
43	10/04/2018	5462	Braddan Parish Commissioners	GDPR training course		Staff training	5180	£130.50	£26.10	£156.60
44	16/01/2018	2766	CLC	Citroen van HMN107L service		Vehicle General Expenses	6056	£349.57	£69.92	£419.49
45	22/06/1900	113	Connor & Co	Professional advice		Accy & Prof Fees	5030	£332.50	£66.50	£399.00
46	09/04/2018	0958 AMF028	City Heating Spares	Hammerite paint for playground		Playground	5820	£45.64	£9.13	£54.77
47	10/04/2018	357497	DEFA	Tipping charge March 2018		Refuse expenses	5210	£3,908.27	£781.65	£4,689.92
48	19/04/2018	115571	Discover Diving	AED course manuals and certificates		Staff training	5180	£140.00	£0.00	£140.00
49	08/04/2018	17779	Island IT	E-mail hosting 25/3-24/4/18		Computer Expenses	5140	£77.00	£15.40	£92.40
50	11/04/2018	17836	Island IT	Call out HF email checks		Computer Expenses	5140	£165.00	£33.00	£198.00
51	13/04/2018	4108581	IOM Newspapers	Traffic consultation		Consultancy fees	5045	£200.00	£40.00	£240.00
52	13/04/2018	4108658	IOM Newspapers	Waste removal EOI		Refuse expenses	5210	£271.44	£54.28	£325.72
53	13/04/2018	4108600	IOM Newspapers	Manxonia house windows EOI		Manxonia House cap	3330	£301.60	£60.32	£361.92
54	01/04/2018	175582	IOM Government - Treasury	Rates Town Hall		Town Hall Rates	5150	£880.12	£0.00	£880.12
55	01/04/2018	350988	IOM Government - Treasury	Rates Golf course store		Golf course rates	5615	£52.44	£0.00	£52.44
56	01/04/2018	172788	IOM Government - Treasury	Rates Golf links		Golf course rates	5615	£636.31	£0.00	£636.31
57	01/04/2018	174146	IOM Government - Treasury	Rates The Smithy		Sundry Stores Rates	6025	£85.86	£0.00	£85.86
58	01/04/2018	256770	IOM Government - Treasury	Rates Ballagawne tip		Amenities Ballagawne site	5815	£2.13	£0.00	£2.13
59	01/04/2018	272772	IOM Government - Treasury	Rates Garage 1		Sundry Stores Rates	6025	£42.61	£0.00	£42.61
60	01/04/2018	272780	IOM Government - Treasury	Rates Garage 2		Sundry Stores Rates	6025	£42.61	£0.00	£42.61
61	01/04/2018	272798	IOM Government - Treasury	Rates Garage 3		Sundry Stores Rates	6025	£42.61	£0.00	£42.61



**PORT ST MARY COMMISSIONERS**  
**INVOICES TO BE PAID IN APRIL 2018 (2ND MEETING)**

<b>Rate Born Expenses (continued)</b>										
<b>Inv #</b>	<b>Date</b>	<b>Inv Number</b>	<b>Supplier</b>	<b>Description</b>		<b>Category</b>	<b>NL Code</b>	<b>Total Net</b>	<b>VAT</b>	<b>Total Cost</b>
62	08/03/2018	1927527	J.Qualtrough	Wood for Golf club		Golf maintenance	5630	£34.16	£6.84	£41.00
63	12/03/2018	1928444	J.Qualtrough	Golf course fencing		Golf maintenance	5630	£14.83	£2.97	£17.80
64	19/03/2018	1929987	J.Qualtrough	Town hall WC repair		Town Hall expenses	5150	£17.44	£3.49	£20.93
65	26/03/2018	1931557	J.Qualtrough	Plywood		Stores	6020	£34.16	£6.83	£40.99
66	01/04/2018	11056160	Manx Telecom	Telephone April 18		Telephone Expenses	5160	£118.34	£23.67	£142.01
67	01/04/2018	8226	Orb Limited	Payroll admin PSMC March 18		Office Expenses	5170	£60.50	£12.10	£72.60
68	01/04/2018	8240	Orb Limited	Payroll admin SRC March 18		Office Expenses	5170	£20.00	£4.00	£24.00
69	06/04/2018	50841	Quine & Cubbon	Mona's Queen Invites		Civic Events	5082	£52.10	£10.42	£62.52
70	10/04/2018	3377	Raven	Workshop boiler repairs		Stores	6020	£54.00	£10.80	£64.80
71	19/03/2018	246136	Sadler	Stihl repair		Garden machinery	5267	£13.80	£2.76	£16.56
72	04/04/2018	6338	Safety Management Services	Supervisor Manxonia House		Manxonia House cap	3330	£647.50	£129.50	£777.00
73	06/04/2018	32828	Search & Select	Temporary finance officer w/e 30.03.18		Accy & Prof Fees	5030	£930.00	£186.00	£1,116.00
74	13/04/2018	32883	Search & Select	Temporary finance officer w/e 06.04.18		Accy & Prof Fees	5030	£914.50	£182.90	£1,097.40
75	20/04/2018	32927	Search & Select	Temporary finance officer w/e 13.04.18		Accy & Prof Fees	5030	£1,147.00	£229.40	£1,376.40
76	06/04/2018	106245	SCASB	Amenity site contribution Q1 18		Amenity site costs	5240	£7,165.93	£0.00	£7,165.93
77	16/04/2018	1800064457	St Johns Ambulance	DLO employee first aid course		Staff Training	5180	£134.50	£26.90	£161.40
78	10/04/2018	2027	Terry Crook	Roof repair Smithy		Smithy maintenance	6005	£230.00	£46.00	£276.00
79	23/03/2018	869112872	Trade UK	Rotary dryers recharge MCHC		Recharge MCHC	6106	£39.58	£7.92	£47.50
80	10/04/2018	274363	WDS Limited	Cleaning supplies		Public Conveniences	5400	£159.49	£31.89	£191.38
81	12/04/2018	274795	WDS Limited	Cleaning supplies		Town Hall expenses	5150	£45.13	£9.02	£54.15
<b>Sub Totals - Rate Born</b>								<b>£19,539.17</b>	<b>£2,089.71</b>	<b>£21,628.88</b>
<b>TOTALS</b>								<b>£26,945.42</b>	<b>£2,167.10</b>	<b>£29,112.52</b>

**PORT ST MARY COMMISSIONERS**  
**INVOICES TO BE PAID IN APRIL 2018 (2ND MEETING)**

<b>Summary Breakdown of Expenditure (excluding VAT)</b>	
Stores, Vehicles & Gdns, WC's, Paths, refuse	£738.85
Manonia House Capital expense	£949.10
Civic Events	£52.10
Office, Professional and Consultancy Expenses	£3,964.84
Town Hall Expenses	£942.69
Golf course/playground/Smithy repairs/rates	£1,101.37
Refuse	£4,179.71
Staff Training	£405.00
Amenity Site Contribution	£7,165.93
MCHC recharge	£39.58
Housing rates	£6,680.20
Housing repairs	£726.05
<b>Total</b>	<b>£26,945.42</b>

£0.00

<b>Paid in April 2018</b>	<b>Salaries Gross</b>	<b>Employers' NI Contribution</b>	<b>Government Pension Scheme Contributions</b>	<b>Members' Attendance Allowance</b>
Office including	£17,011.59	£1,596.78	£3,868.68	
Less: Housing	-£2,130.06	-£146.91	-£524.38	
DLO	£13,019.22	£898.36	£2,890.49	
Members expenses second March and April meetings so far				£416.25
<b>Total</b>	<b>£27,900.75</b>	<b>£2,348.23</b>	<b>£6,234.79</b>	<b>£416.25</b>

**PORT ST MARY COMMISSIONERS**

**INVOICES PAID ON 16TH APRIL 2018**

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1	21/03/2018	44355	Cleevu Aerial Spec. Ltd	Aerial replace	TP	Repairs	6100	£88.50	£17.70	£106.20
2	01/04/2018	10757	Data Proc. Network (1989) Ltd	Annual R+R system support		Housing Miscellaneous	6170	£3,970.00	£794.00	£4,764.00
	22/03/2018	10678	Kestrel Insurance	Commercial Combined renewal		Housing Insurance	6115	£13,723.11	£0.00	£13,723.11
3	29/03/2018	29773	Manx Glass & Glazing	Replace windows	18BB	Repairs	6100	£554.47	£110.89	£665.36
4	14/03/2018	660/19638	MC Locksmiths	Window	4SMA	Repairs	6100	£417.44	£83.49	£500.93
5	28/03/2018	6331	Safety Management Services	Asbestos check	BB	Repairs	6100	£125.00	£25.00	£150.00
<b>Sub Totals - Housing</b>								<b>£18,878.52</b>	<b>£1,031.08</b>	<b>£19,909.60</b>
6	26/03/2018	00146286	Bridson & Horrox	Stationery		Office Expenses	5170	£89.46	£17.89	£107.35
7	29/03/2018	00148835	Bridson & Horrox	Workshop - inks		Stores	6020	£101.65	£20.33	£121.98
	09/02/2018	5046	Bridson & Horrox	Stationery refund		Office Expenses	5170	-£5.57	-£1.11	-£6.68
8	12/03/2018	0866023534	B & Q	Grass seed		Gardens/Flowerbeds	5260	£64.00	£0.00	£64.00
9	12/03/2018	0866023534	B & Q	Gardening equipt		Gardening equipment	5267	£49.41	£9.88	£59.29
10	31/03/2018	1138/310318	Calvert Newsagent	Postage and papers		Office Expenses	5170	£193.65	£0.85	£194.50
11	19/03/2018	0958 AMD326	City Heating Spares	Paint		Town Hall expenses	5150	£112.20	£22.44	£134.64
12	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
13	28/03/2018	664	Cotswold Fireworks	Fireworks for civic event		Civic Events	5082	£2,153.33	£430.67	£2,584.00
14	22/03/2018	17738	Island IT	Call out to move HF files PDF-DWG		Computer Expenses	5140	£41.25	£8.25	£49.50
15	23/03/2018	17748	Island IT	Two call outs DNS/Sage issues		Computer Expenses	5140	£41.25	£8.25	£49.50
	22/03/2018	10677	Kestrel Insurance	Fleet renewal		Insurance Costs	5070	£1,513.52	£0.00	£1,513.52
	22/03/2018	10678	Kestrel Insurance	Commercial Combined renewal		Insurance Costs	5070	£11,030.95	£0.00	£11,030.95
	22/03/2018	10678	Kestrel Insurance	Commercial Combined renewal		Manxonia House Cap	3330	£802.09	£0.00	£802.09
18	03/04/2018	960743634 Credit	Manx Gas Limited	Manxonia CN		Manxonia House exps	5175	-£40.72	-£2.04	-£42.76
19	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
22	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
23	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
24	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
25	31/03/2018	106158	SCASB	Rubble waste March 18		Refuse expenses	5210	£82.09	£16.42	£98.51
26	27/03/2018	900094	SMP Accounting	Accounting services to 31.03.18		Accy & Prof Fees	5030	£2,150.00	£430.00	£2,580.00
27	09/03/2018	13043	Southern Plumbing & Heating	WC seat		Town Hall expenses	5150	£13.07	£2.61	£15.68
28	31/03/2018	201800000266	Station Garage	Refuse collection diesel		Refuse expenses	5210	£38.67	£7.73	£46.40
29	26/03/2018	56873	Wade's Truck Services	Vehicle repair - trailer		Vehicle General Expense	6056	£40.89	£8.18	£49.07
30	20/03/2018	24828	WI-Manx	Phone hosting April 18		Telephone Expenses	5160	£226.61	£45.31	£271.92
31	06/02/2018	271049	WDS Limited	Town Hall cleaning supplies		Town Hall expenses	5150	£111.01	£22.20	£133.21
32	26/03/2018	273624	WDS Limited	Town Hall cleaning supplies		Town Hall expenses	5150	£83.88	£16.78	£100.66
33	04/04/2018	273917	WDS Limited	Town Hall cleaning supplies		Town Hall expenses	5150	£83.90	£16.78	£100.68
<b>Sub Totals - Rate Born</b>								<b>£28,046.59</b>	<b>£2,701.29</b>	<b>£30,747.88</b>
<b>Total</b>								<b>£46,925.11</b>	<b>£3,732.37</b>	<b>£50,657.48</b>

Item 5.3

**PORT ST MARY COMMISSIONERS**

**CAR INSURANCE**

The Internal Audit report has not yet been received, however during discussions attention has been drawn to ensuring all parties who use their vehicle for work use should ensure they are covered for 'business use'.

Staff have been asked to request quotes from their Insurance company for the above mentioned and these are provided below;

████████████████████ (one off admin fee)  
████████████████████ – Already covered  
████████████████████ – Already covered  
██████████ £10 (one off admin fee)

Permission is sought from the Board to reimburse the above amounts once they have been added to the policies and invoices received.

The Internal Auditors advised that Board members should also be covered, as if they were to be involved in an incident on their way to or leaving a meeting, it would be deemed as business use.

Item 6.1

**Port St. Mary Commissioners**

Town Hall, Port St. Mary, Isle of Man. IM9 5DA

Tel: (01624) 832101

[www.portstmary.gov.im](http://www.portstmary.gov.im)

Email: [h.fargher@portstmary.gov.im](mailto:h.fargher@portstmary.gov.im)



Name  
Address

Date

Dear Sir,

**TENDER DOCUMENTATION: REFUSE COLLECTION CONTRACT 2018**

Thank you for your expression of interest in tendering for the above contract. Details are enclosed concerning tendering for the removal of refuse from Port St Mary.

**Specification for Refuse Contract from 1st July 2018.**

1. To uplift and resell all refuse bins for the ratepayers of Port St Mary on a weekly basis each Tuesday commencing 3rd July 2018. Please note that a Tuesday is preferable, not essential.

In 2017/18 the village collected 305 tonnes of waste. Due to the removal of the kerbside collection recycling system, we estimate a further 89 tonnes to be included, bring the total to an average of 394.

The Board are willing to consider an increase in the contracted rate only if and when there has been a 20% increase on the above mentioned tonnage sustained over a 3 month period.

The collection service operates from 08 00 every Tuesday collecting refuse from 881 homes. All homes are within the village of Port St Mary. In addition, refuse is also collected from 15 commercial businesses through the village, the facility to weigh these bins in order to produce accurate invoicing would be desirable.

Contractors are requested to price for the undertaking of the round on any (or all) of the following bases:

1. Provision of vehicle only:
2. Provision of vehicle and driver only:
3. Provision of a fully manned service:

The contractor must commence at 08 00 and is expected to complete the collection by the end of the day.

At all times transported waste must go directly to a waste transfer facility arriving within 1 hour of leaving the village.

In the event of driver sickness or vehicle breakdown, the tenderer must provide alternative driver/vehicle as necessary.

A current Health & Safety Policy must be in place along with up to date Risk Assessments for the transportation of waste from the village to the waste facility.

Thank you for showing an interest in contracting for this service. A visit to the village is strongly recommended to discuss the details and an appointment may be made by contacting the Deputy Clerk, Hayley Fargher whose details are below.

Yours faithfully

**Hayley Fargher**  
**Deputy Clerk**

## **SUBMISSION OF TENDERS**

Completed tenders **must** be submitted on letter-headed paper and must be signed and sent or delivered in plain sealed envelopes marked:

**"Tender-Refuse Round. 2018"**

to *arrive at*

**The Chairman  
Port St Mary Town Commissioners,  
Port St Mary Town Hall,  
The Promenade,  
Port St Mary  
IM9 5DA**

no later than noon on **TBC**.

On arrival all tenders will be opened in accordance with Government Procurement Regulations.

Proof of posting will not be accepted as proof of delivery.

1. Tenders must be given in £ sterling per annum and must not include VAT.
2. Tender price must be expressed as a fixed sum for one year, to be paid in four equal quarterly installments in arrears. The tender price must cover the cost of collection and transportation to a waste transfer facility.
3. The tender must be valid for 3 years starting 1st July 2018, with an option to extend the contract for 2 extra years making a total of 5 years.
4. The Board may terminate this contract by giving 90 days notice in writing
5. The completed tender must state that the terms of the form of Contract are accepted in full and a copy of the Form of Contract must be enclosed with the tender.
6. The Board does not bind itself to accept the lowest or any tender.



## Port St Mary Commissioners Refuse Collection Contract 2018/2021

### FORM OF CONTRACT

This contract is made between the Port St Mary Village Commissioners "the Board" and (*the successful contractor name and address*)

"the Contractor"

#### Definitions

"the Board " is the Board of Port St Mary Commissioners as duly constituted.

"the Contractor" is the person appointed under this contract and where the context so admits shall include his executors and administrators *or in the case of a company its successor*

The Board shall ensure compliance to the current Health and Safety Regulations regarding its employees and shall oversee Health and Safety practice of the Contractor. The Contractor remains responsible for his own Health and Safety.

Throughout this contract words in the singular shall include the plural and in the masculine shall include the feminine.

- 1.1 This contract will operate for the period Monday 2nd July 2018 – Wednesday 30th June 2021 with an **option** to extend it for **two years** by mutual agreement between the Board and Contractor
- 1.2 This contract is conditional on the Contractor completing a satisfactory Financial Regulations Declaration Certificate in the form hereto annexed.
- 1.3 This contract is **not** assignable.
- 1.4 The services to be provided by the Contractor are:
  - 1.4.1 the uplift of refuse from Port St Mary residents.
  - 1.4.2 the uplift of commercial refuse from listed Port St Mary properties.
- 1.5 All vehicles must be purpose built for collection of refuse and all transportation of materials must be covered.
- 1.6 The Contractor must meet all current Health and Safety standards when picking up materials. The Contractor must carry out a thorough Health and Safety risk assessment prior to the start of this contract and supply the Board with copies.
- 1.7 The Contractor shall comply with the instructions of the Deputy Clerk/ Foreman in the placing of the operation of this contract.
- 1.8 Invoices in respect of services supplied under the terms of this contract shall be forwarded to "The Deputy Clerk," Port St Mary Commissioners, Port St Mary Town Hall, The Promenade, Port St Mary IM9 5DA or as advised, at the end of each quarter of the contract and will be paid on receipt of an invoice via BACS.



- 1.9 Whereas the Board will endeavour to ensure the supervision and safety no liability will be accepted by the Board for any damage to the Contractors vehicles or skips howsoever caused.
- 2.0 If the Contractor fails to comply with any of the terms of this contract the Board may immediately terminate the contract without prejudice to any course of action in relation to the contract prior to its termination.
- 2.1 If the Contractor or the Board wish to terminate the contract for whatsoever reasons, then this must be done in writing giving at least 90 days notice in writing by either party.
- 2.2 The Contractor will produce a current copy of the Companies Employers and Public liability insurance certificates.
- 2.3 **GOVERNING LAW:** This agreement is governed by the Laws in the Isle of Man.

EXECUTED on behalf of the Board in the presence of:-

:
  
Witness: .....
  
  
Sign : .....
  
:
  
Print Name : .....
  
:
  
Address : .....
  
:
  
.....
  
:
  
Occupation .....

EXECUTED by/on behalf of the Contractor in the presence of:-

Witness: .....
  
  
Sign : .....
  
:
  
Print Name : .....
  
:
  
Address : .....
  
:
  
.....
  
:
  
Occupation .....

**FINANCIAL REGULATIONS DECLARATION CERTIFICATE**

**PORT ST MARY COMMISSIONERS**

**REFUSE COLLECTION CONTRACT 2018**

To: Port St Mary Commissioners,  
Port St Mary Town Hall, The Promenade,  
Port St Mary IM9 5DA

On behalf of Limited I/we confirm that there are no outstanding statutory payments or returns in relation to ITIP, Company Tax, National Insurance Contributions or VAT, currently due to the Isle of Man Government by me/us/the Company and that I/we/the Company am/are/is in no other way indebted to the Isle of Man Government.

I/We hereby authorise the Board/Treasury to seek and obtain any necessary verification in relation to the foregoing matters.

I/We/the Company undertake(s) not to employ any person on this contract, directly or indirectly, as an employee or as a sub-contractor or as an employee of a sub-contractor, unless such person has produced prior to starting work on the contract

- i) a valid Work Permit unless the person is an "Isle of Man Worker" as defined in the Work Permit legislation.

Dated this . . . . . Day of . . . . . 201

Signature. . . . . Name . . . . .  
. .

Address. . . . .  
.....  
.....

VAT Reg. No. . . . .

Company Tax Ref. No . . . . .  
.

Employers Ref. No. (NI and Tax) . . . . .

Item 6.2

**Port St. Mary Commissioners**

Town Hall, Port St. Mary, Isle of Man. IM9 5DA

Tel: (01624) 832101

[www.portstmary.gov.im](http://www.portstmary.gov.im)

Email: [h.fargher@portstmary.gov.im](mailto:h.fargher@portstmary.gov.im)



Name  
Address  
Address  
Address  
Address

Date

Dear Sir,

**TENDER DOCUMENTATION: MANXONIA HOUSE WINDOW REPLACEMENT CONTRACT 2018**

Thank you for your expression of interest in tendering for the above contract. Details are enclosed concerning tendering for the replacement of windows in Manxonia House, Bay View Road, Port St Mary.

**Specification of Contract**

2. To supply and fit windows at Manxonia House to the specification drawings attached.

Manxonia House was purchased in October 2016 by Port St Mary Commissioners. The building is considered an important part of the village the refurbishment of the rundown building in the Regeneration Area is underway, with phase 1 almost complete.

Contractors are requested to price for the replacement of windows on the following bases:

4. Supply & fit hardwood windows;
5. Supply & fit either upvc white or rosewood effect windows.

The contractor must remove the existing hardwood windows and dispose of such in the correct manner.

A current Health & Safety Policy must be in place along with up to date Risk Assessments for the work to be carried out.

Thank you for showing an interest in contracting for this service. A drawing of intent supplied by our Architects is appended to this document, however a visit to the site to enable accurate pricing is strongly recommended and an appointment may be made by contacting the Deputy Clerk, Hayley Fargher whose details are at the top of this letter.

Yours faithfully

**Hayley Fargher**  
**Deputy Clerk**

### **SUBMISSION OF TENDERS**

Completed tenders **must** be submitted on letter-headed paper and must be signed and sent or delivered in plain sealed envelopes marked:

**"Tender-Manxonia Windows. 2018"**

to arrive at

**The Chairman  
Port St Mary Town Commissioners,  
Port St Mary Town Hall,  
The Promenade,  
Port St Mary  
IM9 5DA**

no later than noon on **TBC**.

On arrival all tenders will be opened in accordance with Government Procurement Regulations.

Proof of posting will not be accepted as proof of delivery.

1. Tenders must be given in £ sterling and must not include VAT.
2. Tender price must be expressed as a fixed sum for the full project.
3. The tender must be valid for 12 months starting 1<sup>st</sup> May 2018.
7. The Board does not bind itself to accept the lowest or any tender.



Item 6.3

**PORT ST MARY COMMISSIONERS**

**YOUTH COUNCIL**

The Chairman has requested the Board's views on the possibility of inviting students from Castle Rushen High School and King Williams College to attend the public meetings of the Authority with a view to forming their own youth councils and reporting back their views.

## Item 7.1

Proposed      Dr M. Haywood  
Second      Andrew Blair

I wish to propose that Port St Mary Commissioners hold an open public forum session prior to the scheduled Board meetings.

The public forum would allow residents of the Port to air their opinions and ask any questions of the Board. Each contributor may be limited to a maximum 5 minutes by the Chair to allow for other contributions to be made.

Public forums should start at 7pm before the first scheduled Board meeting of the month in February, April, June, August, October and December. The public session of the Board meeting would commence at 7.30pm as per Standing Orders.

The Public Forum should be advertised at least a fortnight in advance on the notice boards, through posters in the Port and on social media to ensure sufficient notice is given. The list of Public Forum dates should be posted on the Commissioners website and updated to give at least 6 months notice.

## Item 7.2

On 11 Apr 2018, at 15:28, [REDACTED] [Kit.Lampitt@gov.im](mailto:Kit.Lampitt@gov.im)> wrote:

Good afternoon [REDACTED],

Please find attached a letter expressing our practices concerns in regards to the proposed "Spaldrick Residential Home" and its wider impact.

Please note I have copied in members from DHSC, DoI due to their involvement in planning, our local MHK and both commissioners in our region.

Please note that I am now out of the office for a few days but any queries regarding the attached should be directed to me in the first instance.

Kind regards

**Kit**

**Kit Lampitt (Mr)**

**Practice Manager**

**Southern Group Practice**

Castletown Road, Port Erin





## **Southern Group Practice**

Castletown Road, Port Erin, Isle of Man, IM9 6BD

Tel: 01624 686979 Fax: 01624 686981

**Dr C Blackwell, Dr D Wignall, Dr S Cowin, Dr J Longan**

---

### **PROPOSED SPALDRICK RESIDENTIAL HOME**

10<sup>th</sup> May 2018

Dear Annmarie,

In relation to the proposed residential home on Bradda Head, we would like to point out to the powers that be that Southern Group Practice does not, and will not, have the capacity to provide medical cover for this home. This is on the grounds of medical safety due to excessive workload.

We already provide cover to (a recently enlarged) Southlands/"EMI" unit and a large number of sheltered accommodations with a substantial demand for medical services. This is set on a background ageing population spread of which almost 30% of our patients are currently aged 65 or older.

We have seen a year on year growth in our list size which has increased in the last 12 months by almost 2 percent due mainly to significant housing developments within the area.

Unlike you I am not sure everyone appreciates the amount of time and care required on average for people as they get older. For our practice to even attempt to absorb this level of increase at this time would also have a detrimental effect on the service we currently offer to our existing patients.

Should another option not be in place prior to the opening of the new home then our practice may have to consider other options such as closing our list to ensure consistency of the care we provide with our community.

Yours sincerely,

THE PARTNERS OF SGP

**Cc'd**  
**Juan Watterson MHK**  
**DHSC**  
**David Ashform MHK**  
**Malcolm Couch – Chief Office**  
**DOI**  
**Ray Harmer MHK**  
**Nick Black – Chief Office**  
**Port Erin & Port St Mary Commissioners**

**From:** [REDACTED]  
**Sent:** 18 April 2018 10:42  
**To:** [REDACTED]  
**Cc:** [REDACTED]

**Subject:** RE: The proposed Spaldrick Residential Home

Dear [Kit](#),

Thanks for your correspondence.

From a contractual perspective of course the Practice is obliged to take on any patients who reside in its catchment area. It might be that these patients will already be registered with your Practice. The Department is very aware of the current pressures within general practice and the need to work with GPs to support and properly resource the health needs of patients. The policy of the Department is to work towards providing care in a community setting, where that is both appropriate and possible.

During recent contract negotiations the GPs have raised the issue of the substantial GP workload in relation to patients in care homes and have requested that the current remuneration for that be reviewed. This will form part of the contract discussions for 19-20.

I'm unclear as to whether Southern Group Practice raised any concerns with the Planning Committee at the planning stage, however this development has now been approved so perhaps that's an irrelevant point.

In the meantime I am very happy to support your Practice with any discussions with the proposed care home or indeed meet with them separately initially. For example, it will be important to identify any plans in terms of whether these are likely to be nursing or residential beds, which of course is likely to affect the health needs of the patients.

I think it would be helpful if you were party to initial discussions. Let me know if you are content with that and I'll set up a time to meet.

[Annmarie](#).

[Mrs Annmarie Cubbon](#)  
Head of Primary Care Commissioned Services  
Department of Health and Social Care

Item 7.3

**PORT ST MARY COMMISSIONERS**

**HARBOUR 2 HARBOUR WALK**

The Harbour 2 Harbour walk is due to take place along the coastal path of the village on Sunday, 20<sup>th</sup> May 2018.

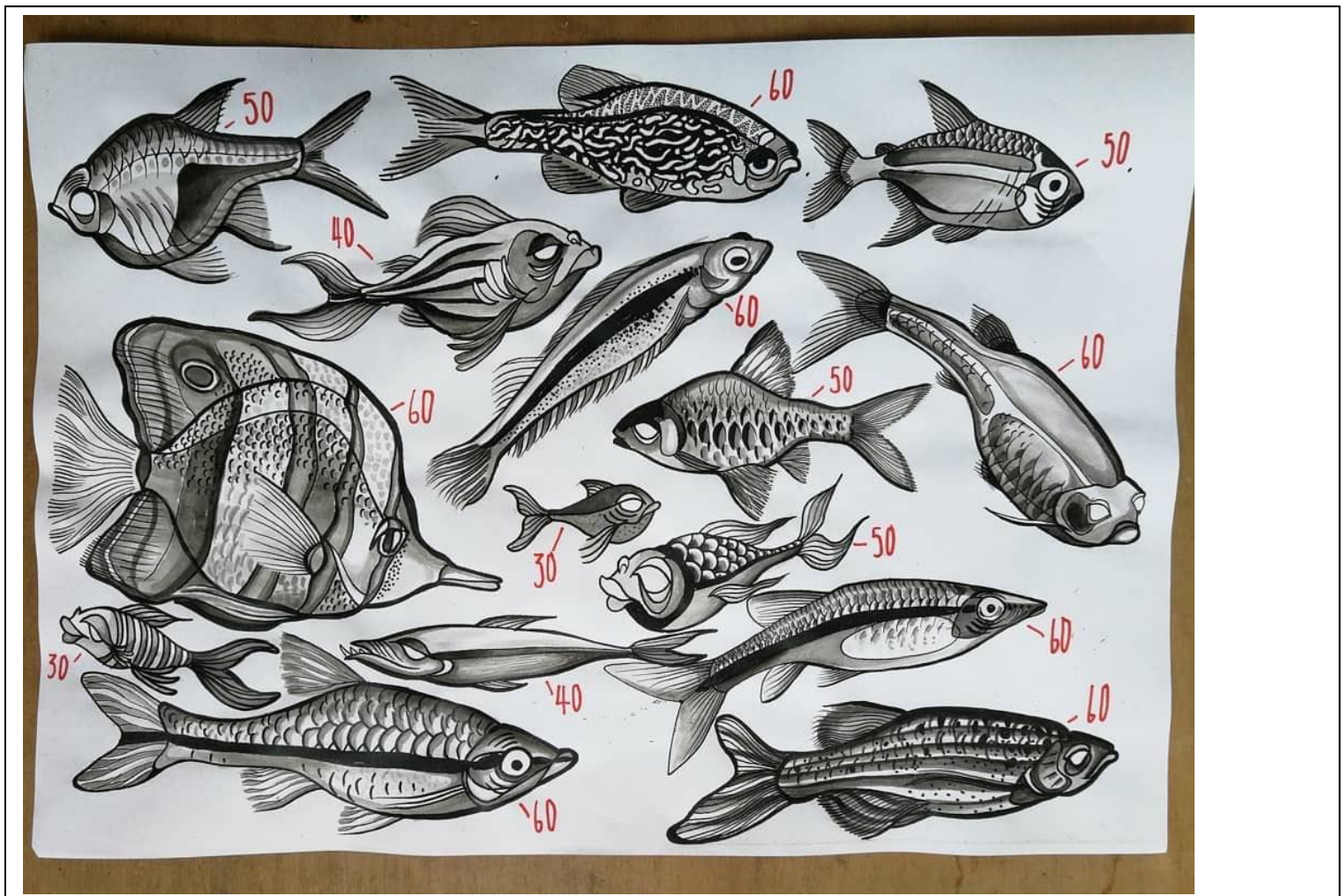
The organisers have requested permission to erect a poster to the Four Roads advertising the event.

PSMC owns a number of portable toilets, permission is sought from the Board to place one along the route covering Gansey and one along Chapel (usual summer location) for the event. The wc located at Chapel will then stay in place for the season and the Gansey location will be brought in on the Monday. The cost to have the wc emptied is £25. Request is sought from the Board to provide this service as a good will gesture to the event organisers.

#### Item 7.4

Hello my name is [REDACTED] I have recently moved back to the port and I have seen how they use blank walls and spaces around the world. As an budding artist myself I have a few ideas that will hopefully bring people into port St mary/underway, I have been helping my friend paint a wall in castle town [REDACTED] and today in [REDACTED] new shop. Now I was thinking of doing a load of the fish you can catch of the island with the English name and Manx. I will attach some photos to illustrate my point.

Thanks [REDACTED]







---

**From:** [REDACTED] >  
**Sent:** 08 April 2018 10:57  
**To:** Hayley Fargher  
**Cc:** Andy Phair; [REDACTED]  
**Subject:** PSM Golf Course Dog Fouling

The Deputy Clerk  
Port St Mary Commissioners  
Townhall  
PSM

Dear [REDACTED]

I write in my capacity as Chairman of PSM Golf Club Ltd concerning the exercising of dogs on the golf course by individuals who have the dogs under control(not necessarily on a lead) and the non removal of faeces from the dogs. Last year you will recall the Commissioners introduced a new set of By- laws to cover these matters. The Golf Club were supportive of the new By-laws at the consultation stage and welcome their introduction.

It is our interpretation of the By-laws that it is an offence to allow dogs to exercise in the area of the GC and allow faeces to be deposited (fouling)

With regard to the fouling and it's non removal this is anti social behaviour of the highest degree .It creates a health and safety hazard for the users of the course and the greenkeeping volunteers who work the ground.

A simple view maybe that if a dog deposits it's faeces in a rough area it does not matter.It must be remembered that rough areas on a golf course are created and managed. The rough is cut regularly and the presence of faeces which is propelled into the air and deposited onto the machinery is wholly unacceptable. I have discussed the issue with a number of the greenkeeping volunteers and they are prepared to sign formal witness statements covering these issues. They can record names of individuals, dates times and activities.

I note in the newspapers this week that Ramsey Commissioners have taken a prosecution forward in this area.

I formally request the PSM Commissioners to take a prosecution forward of the individuals concerned on the basis of the proposed witness statements being available as noted above.

Please contact me by email or phone [REDACTED] when your Board has had opportunity to discuss this matter.

I have discussed this issue with Commissioner Andy Phair and as a matter of courtesy have copied him this correspondence.

Best Regards

[REDACTED]



6<sup>th</sup> April 2018

Clerk to P.S.M. Commissioners

Re: Use of CCTV to deal with the problem of  
dogs running loose on PSM Promenade.

Please pass on my thanks to staff  
at PSM Town Hall.

Recently there were problems with  
dogs running loose on The Promenade.  
I asked the Town Hall staff to  
ensure that the CCTV footage  
from the Town Hall camera  
be available for Police to view.

The Police viewed the CCTV  
footage and were able to  
identify the dogs and the

(2)  
person with the dogs. As a  
result the Police were able  
to locate the person concerned  
and take action.

Thank you





Item 8.1

From [REDACTED] >

Sent: 05 April 2018 12:05

Cc: [REDACTED]

Subject: Consultation on Election Legislation

Good afternoon,

As you will recall from the stakeholder meetings which you were invited to in November 2017, the Cabinet Office is completing a root and branch review of the Island's electoral legislation. To assist with the review we are holding a consultation at an early stage so that all interested parties have opportunity to genuinely contribute to shaping the direction of this important future piece of legislation.

This consultation intentionally stays away from detail regarding elections and instead poses a series of high level questions on how elections should run in the Isle of Man to elicit the views from members of the public and relevant stakeholders.

The consultation can be responded to on the Government website consultation hub at <https://consult.gov.im/cabinet-office/elections-that-work-for-everyone/>.

The consultation closes on **20 May 2018**. Please let me know if you would like a hard copy of the consultation document.

Kind regards,

**Elizabeth Keefe**

**Policy and Administration Executive**

**Crown and Elections Unit**

### Overview

The Isle of Man has a proud tradition of democracy, being the oldest continuous parliament in the world and one of the first jurisdictions to include [women in the franchise in 1881](#) and lowering the [minimum voting age](#) to 16 in 2006.

This consultation is part of the root and branch review of the Isle of Man's election legislation and poses a series of high level questions on how elections should run in the Isle of Man.

To assist with the review and provide an independent viewpoint, the former Chief Executive of the [Association of Electoral Administrators](#), Mr John Turner, has been engaged by the Cabinet Office to advise. A series of stakeholder meetings were held in November 2017 with Mr Turner and the Cabinet Office elections team to obtain views on the existing election legislation and how legislation should look in the future.

The following stakeholders were invited to attend these meetings:

- Tynwald Members
- Returning Officers
- 2016 Keys election candidates
- Registered political parties
- Local Authorities and Department of Infrastructure

### Why We Are Consulting

We are holding this consultation so that all interested parties have an opportunity to genuinely contribute to shaping the direction of this important future piece of legislation.

Item 10.1

**PORT ST MARY COMMISSIONERS**

**PLAYGROUND INSPECTION**

The annual inspection of the playground equipment has taken place and the report is attached.

The below two areas have been highlighted as having a medium risk;

Multi Sports Goal on Tarmac – Recommend 1 missing upright is replaced to reduce potential entrapment hazard. No price has been provided for this and the Foreman has been asked to source a quote.

Bay Traditional Swing – The broken Sellock pin on 1 shackle was replaced at the time of the inspection. Recommend monitoring, and consider replacing all shackles on both swings. A cost of £28.00 has been provided.

All other risks have been allocated as low with some suggestions for improvement reported.

### Introduction to Inspections

Our Safety Inspectors are registered with the RPII (Register of Play Inspectors International) to their annual level and qualified to BTEC Level 3 advanced Playground Operation & Inspection. In addition to this they are also CRB checked and will carry their RPII identification with them. Authentic Inspection reports will show the inspector's personal RPII seal.

Unless otherwise instructed the playground equipment will have been assessed in accordance with BS EN 1176:2008 Playground Equipment.

The European standard was originally published on 1<sup>st</sup> January 1999 when the existing standards, BS5696, were withdrawn, and was revised in 2008. Equipment installed prior to 1 June 2009 may fail to meet BS EN 1176 in a number of areas. This does not mean that the equipment has become dangerous or that remedial action is required, provided that the equipment met the requirements of previous standards, i.e. BS EN 1176:1998, BS 5696/DIN. As an example, the majority of chains which were installed prior to the advent of EN 1176 will fail in relation to the gap in the links being in excess of 8.6mm. These chains need only be replaced when they are broken or worn, with new chains that meet the new standard requirements, however it would not be an issue requiring immediate action.

The risk criteria we apply in our inspection reports are as follows:-

**Very Low** – No remedial action is required

**Low** - Items are considered safe for use and require monitoring only as part of your regular inspection procedures.

**Medium** – Items require appropriate action within resources and individual site assessment. The equipment should be safe for use, but you must consider this in relation to your detailed knowledge of the site.

**Medium High** – Safe for continued use but remedial action should be planned or implemented within three months but again to be considered in respect to your detailed knowledge of the site.


**High** – Items require urgent action. The equipment should be immobilised or removed until repairs are carried out.



Where any compliance failures occur, these are briefly noted and a risk assessment made of the failure. Where we believe action is required, this is indicated in more detail and identified as a medium or high risk. In rare cases where an item is likely to result in major injury or death, the operator or appropriate representative will be notified from the site by telephone.

Where present, multi sports facilities and wheeled sports facilities and outdoor gym equipment will also be inspected and each area will be charged as a separate area.


Multi-Sports facilities will be inspected to BS EN 15312:2007.



<b>Certified Inspection Report for:</b> Port St Mary Commissioners Commissioners Office, Town Hall, Promenade Port St Mary, Isle of Man IM9 5DA			<b>Contact:</b> Darleen Greenwood Tel: 01624 832 101 Email: d.greenwood@portstmary.gov.im		<b>Order N:</b> 400622	<b>Site Address:</b> Clifton Road North, Port St Mary		<b>SHEET</b> 1 of 4
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
<u>Ball Sports Area</u> Multi Sports Goal on Tarmac  Operator's Sign	unknown	M L	Inspected to the requirements and recommendations of BS EN 15312:2007 'Free Access Multi-Sports Equipment' Recommend 1 missing upright is replaced to reduce potential entrapment hazards. Recommend 1 missing nut is replaced.  Satisfactory condition.					
<u>Fenced Play Area</u> Motorbike Spring Mobile on Black Safety Tiles	Ledon	L	Generally satisfactory, but foot rests fail BS EN 1176 Ring Gauge Test (Ref BS EN 1176:2008 Part 6 Section 4.7) No remedial action is recommended at present.					
Sidewinder See-Saw on Black Safety Tiles	Wicksteed		Satisfactory condition, but the item is very stiff in operation. See right for details of a retrofit kit to replace the existing mechanism with a new design.	1	5901-891	Indespension Unit	£820.00	£820.00
1.8m 1 Bay Traditional Swing 2 x Cradle Seats on Black Safety Tiles	Wicksteed 2002	L  <b>Note</b>  L L	2 shackles have seized in the brass bushes. This may lead to wear on metal parts if Sellock pins break, which would allow shackles to rotate around the bolts. Recommend monitoring, and replace shackles, bolts, pins and bushes if Sellock pins are broken. Ensure that 2 spare links are passed though KeyLinks at top of chains, and any more spare links are removed to prevent snag hazards. Monitor corrosion on the nuts on the underside of the seats. Monitor minor deformation on the top frame of 1 seat.	2 2	4064-007 2511-010	Small Shackle, Bolt & Pin CT10 Oilite Bush	£7.00 £1.30	£14.00 £2.60
						Continues on next sheet...		
 Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028		H/MH M VL/L	<b>INDICATION OF RISK RATING ASSESSMENT</b> HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes	INSPECTED BY : - A J Hayes DATE : - 11. 04. 2018		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&OE) ESTIMATE TO FIT PARTS * Based on all works ordered		£836.60 £0.00 £836.60 see sheet 4

Certified Inspection Report for: Port St Mary Commissioners Commissioners Office, Town Hall, Promenade Port St Mary, Isle of Man IM9 5DA			Contact:  Darleen Greenwood 01624 832 101 Email: d.greenwood@portstmary.gov.im		Order N: 400622  Site Address: Clifton Road North, Port St Mary		SHEET 2 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
Bo-Peep Nursery Rhyme Multiplay Unit on Black Safety Tiles	Wicksteed 2001		Satisfactory condition, but note corrosion, in particular at the stairs and purple barriers. Customer has work in hand to rub down and repaint the affected areas as soon as possible.						
2.8m 1 Bay Traditional Swing 1 x Flat Seat on Black Safety Tiles	Wicksteed 2002	M	The broken Sellock pin on 1 shackle was replaced at the time of the inspection. Recommend monitoring, and consider replacing all shackles on both swings.	4	4064-007	Small Shackle, Bolt & Pin	£7.00	£28.00	
		L	All shackles have seized in brass bushes. This may lead to wear on metal parts if Sellock pins break, which would allow shackles to rotate around the bolts. Recommend monitoring, and replace shackles, bolts, pins and bushes if Sellock pins are broken.	4	2511-010	CT10 Oilite Bush	£1.30	£5.20	
		Note	Ensure that 2 spare links are passed though KeyLinks at top of chains, and any more spare links are removed to prevent snag hazards.						
Rota Rider Roundabout on Black Safety Tiles	Wicksteed 2002	Note	This item has been dismantled, and was fenced off at the time of the inspection. Customer has all the parts required in store, awaiting fitting.						
		Note	Manufacturer recommends that bearings are greased annually. This should be included in your regular maintenance programme.						
						Continues on next sheet...			
<div><div></div><div></div><div>Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028</div></div>			INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - A J Hayes DATE : - 11. 04. 2018		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&OE) ESTIMATE TO FIT PARTS * Based on all works ordered		£33.20 £836.60 £869.80 see sheet 4



Certified Inspection Report for: Port St Mary Commissioners Commissioners Office, Town Hall, Promenade Port St Mary, Isle of Man IM9 5DA			Contact:  Darleen Greenwood Tel: 01624 832 101 Email: d.greenwood@portstmary.gov.im		Order N: 400622  Site Address: Clifton Road North, Port St Mary		SHEET 3 of 4		
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL	
Rainbow Multiplay Unit - Cherry on Black Safety Tiles	Wicksteed 2002	L	Recommend the missing log on the access ramp is replaced.	1 5	70118-03 2111-006	150mm Diameter Half Round Log No.12 x 2 1/2" Csk Woodscrew	£24.00 £0.45	£24.00 £2.25	
		L	Some areas of rope are wearing on the rope bridge. Exposed metal strands may create hazards to users. Recommend the complete rope assembly is replaced within approximately 12 months. Affected areas may be taped over as a short term measure.	1 26 1	70123-09 2177-002 2372-008	Suspension Net Assembly M10 Safety Fastener Pentagon Key to Suit M10, M12 Button Screw & Safety Fastener	£1,873.00 £2.00 £9.00	£1,873.00 £52.00 £9.00	
		L	Monitor minor wear on the back board on the access ramp. See right for costs for replacement parts when required.	1 8 40 6 6	70118-02 70118-03 2111-006 2182-072 2177-003	Log Ramp Board 2320 x 700 Wide ( 2 x 350mm) 150mm Diameter Half Round Log No.12 x 2 1/2" Csk Woodscrew M12 X 65 Carriage Bolt M12 Pent Head Safety Fastener	£284.00 £24.00 £0.45 £0.90 £2.00	£284.00 £192.00 £18.00 £5.40 £12.00	
		L	Monitor wear on the platform deck panel at the top of the slide.						
		Note	1 damaged plastic post cap was replaced at the time of the inspection.	1	2611-014	50mm Square Plastic Post cap	FOC		
						Parts prices are for supply only and do not include delivery or VAT			
		L	Monitor minor wood rot.						
			Satisfactory condition, but fails BS EN 1176 Head & Neck Probe Test, Ref BS EN 1176:2008 Part 1 Section 4.2.7.2. No action recommended at present.						
		L	Recommend spring tension is adjusted as required to ensure the gates fully close.						
		L	Monitor the bent hinge bolts, and replace as required.						
Picnic Table		L	Monitor minor wood rot.						
Metal Bow Top Fence			Satisfactory condition, but fails BS EN 1176 Head & Neck Probe Test, Ref BS EN 1176:2008 Part 1 Section 4.2.7.2. No action recommended at present.						
2 x Gates		L	Recommend spring tension is adjusted as required to ensure the gates fully close.						
		L	Monitor the bent hinge bolts, and replace as required.						
					Continues on next sheet...				
		Wicksteed Leisure Ltd Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028	INDICATION OF RISK RATING ASSESSMENT H/MH HIGH & MEDIUM HIGH RISK - See Introductory Notes M MEDIUM RISK - See Introductory Notes VL/L VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - A J Hayes DATE : - 11. 04. 2018		PARTS SUB TOTAL BALANCE C / FORWARD PARTS TOTAL EXC. CARRIAGE & VAT. (E&OE) ESTIMATE TO FIT PARTS * Based on all works ordered		£2,471.65 £869.80 £3,341.45 see sheet 4

<b>Certified Inspection Report for:</b> <b>Port St Mary Commissioners</b> Commissioners Office, Town Hall, Promenade Port St Mary, Isle of Man IM9 5DA			<b>Contact:</b> <b>Darleen Greenwood</b> Tel: 01624 832 101 Email: d.greenwood@portstmary.gov.im		<b>Order N°</b> 400622 <b>Site Address:</b> Clifton Road North, Port St Mary		<b>SHEET</b> 4 of 4	
DESCRIPTION OF PRODUCT(S) INSPECTED	MAKER & YEAR	RISK RATING	INSPECTION COMMENTS	QTY.	PRODUCT CODE	DESCRIPTION OF PART(S) REQUIRED	UNIT PRICE	TOTAL
<u>Outside Fenced Area</u> Picnic Tables  Litter Bin  Operator's Sign		L   L	Monitor minor wood rot.  Satisfactory condition.  Generally satisfactory, but note that the following information is recommended, in pictogram form: a) General emergency telephone number (999 or 112) b) Telephone number to contact maintenance personnel c) Name of the playground d) Address of the playground e) Other relevant local information, if applicable (ref: BS EN 1176-7:2008 clause 8.2.4) Sign at car parking area is partly obscured by recycling bins.			A variety of signs are available from Wicksteed sales Dept		
<b>Wicksteed Leisure Ltd</b> Digby St., Kettering Northants, NN16 8YJ Tel: 01536 517 028 <a href="http://www.wicksteed.co.uk">www.wicksteed.co.uk</a>			H/MH M VL/L	<b>INDICATION OF RISK RATING ASSESSMENT</b> HIGH & MEDIUM HIGH RISK - See Introductory Notes MEDIUM RISK - See Introductory Notes VERY LOW & LOW RISK - See Introductory Notes		INSPECTED BY : - <b>A J Hayes</b> DATE : - <b>11. 04. 2018</b>		PARTS SUB TOTAL £0.00 BALANCE C / FORWARD £3,341.45 PARTS TOTAL EXC. CARRIAGE & VAT. (E&OE) £3,341.45 ESTIMATE TO FIT PARTS * Based on all works ordered TOTAL COST EXCLUDING VAT £3,341.45



**Wicksteed Leisure Ltd**  
Digby St., Kettering  
Northants, NN16 8YJ  
Tel: 01536 517 028

[www.wicksteed.co.uk](http://www.wicksteed.co.uk)

H/MH  
M  
VL/L

### INDICATION OF RISK RATING ASSESSMENT

HIGH & MEDIUM HIGH RISK - See Introductory Notes  
MEDIUM RISK - See Introductory Notes  
VERY LOW & LOW RISK - See Introductory Notes

INSPECTED BY : -  
A J Hayes  
DATE : -  
11. 04. 2018

PARTS SUB TOTAL	
BALANCE C / FORWARD	
PARTS TOTAL EXC. CARRIAGE & VAT. (E&OE)	
ESTIMATE TO FIT PARTS * Based on all works ordered	
TOTAL COST EXCLUDING VAT	

£0.00  
£3,341.45  
£3,341.45  
£3,341.45





RECEIVED  
18 APR 2018

Legislative Buildings  
Douglas  
Isle of Man  
IM1 3PW  
British Isles



Office of the Clerk of Tynwald  
*Oik Cleragh Tinvaal*

*Oikyn Slattyssagh*  
*Doolish*  
*Ellan Vannin*  
IM1 3PW  
*Ny Ellanyn Goaldagh*

Telephone: 01624 685500  
Fax: 01624 685504

Chellvane: 01624 685500  
Facs: 01624 685504

Our Ref: TD18/GP

17th April 2018

The Chairman  
Port St Mary Village Commissioners  
Town Hall  
Port St Mary  
Isle of Man  
IM9 5DA

Dear Chairman

**Tynwald Garden Party 2018**

The Tynwald Garden Party, hosted by the President, the Hon. Steve Rodan MLC, and Members of Tynwald, will be held on Sunday, 1st July 2018 at Government House, in the presence of His Excellency the Lieutenant Governor, Sir Richard Gozney KCMG CVO, and Lady Gozney.

An invitation will be extended to yourself and your guest. If you are unable to attend, and wish to nominate a representative of your local authority to attend in your place, please contact Sandie Bougourd at this office via email [enquiries@tynwald.org.im](mailto:enquiries@tynwald.org.im) or telephone 685515 as soon as possible, but no later than Friday, 11th May 2018.

Yours sincerely



Head of Tynwald Administration



Synod Secretary



RECEIVED  
11 APR 2018

We have pleasure in inviting you and a guest to the opening of the exhibition of the Methodist Modern Art Collection by His Excellency the Lieutenant Governor at the Promenade Methodist Church in Douglas at 4.00 pm on Saturday May 12<sup>th</sup> 2018.

The Methodist Modern Art Collection comprises over 50 works by acclaimed artists including Graham Sutherland, Edward Burra, Elizabeth Frink and Maggie Hambling. It is a collection of international significance and presents a rare opportunity to see original works by renowned artists in a local setting.

It will be on display at 6 venues around the island until Sunday June 17<sup>th</sup>, to make it as accessible as possible to local communities, schools, groups, organisations and visitors.

The opening will feature a newly commissioned work by local composer, Tim Price, inspired by one of the works in the collection.

Guests are requested to arrive by 3.45 pm.

RSVP by Friday April 27<sup>th</sup> to [redacted] District Administrator, The Methodist Church in the Isle of Man, Trinity Methodist Church, Rosemount, Douglas. IM1 3EY Email: [administrator@methodist.org.im](mailto:administrator@methodist.org.im) Tel. 01624 625408

The organisers gratefully acknowledge the support of the The Isle of Man Arts Council, The Steam Packet Company and the Church of England.

As the Methodist Church in the Isle of Man  
we are called to love and serve in response to God's love in Jesus.

[www.methodist.org.im](http://www.methodist.org.im)