

PORT ST MARY COMMISSIONERS
ORDINARY BOARD MEETING
28TH MARCH 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 14th March 2018
3. Matters Arising:
 - 3.1 Skate Park
 - 3.2 CCTV
4. Motions: None
5. Finance:
 - 5.1 Approval of invoices for payment end March 2018 - enclosed:
 - 5.2 Invoices paid mid March 2018 for noting
6. Special Projects:
 - 6.1 Fireworks for Celebration of Christmas
7. Public Correspondence:
 - 7.1 Correspondence from Ratepayer re dog fouling
 - 7.2 Correspondence from Douglas Borough Council re Henry Bloom Noble Library
 - 7.3 Correspondence from IOM Post Office
 - 7.4 Email correspondence from Ratepayer re webcams
 - 7.5 Email correspondence from MH to Chair
 - 7.6 Questions raised from MH & AP Commissioners Surgery

8. Consultations:
 - 8.1 Draft Consultation paper – Beach Road for Board approval
 - 8.2 Draft Consultation Paper – Village for Board approval
9. Planning Matters:
 - 9.1 Planning Applications
 - 9.1.1 PA18/00263/B – Mr & Mrs Shaw for alterations and erection of extension at 5 Endfield Avenue, Port St Mary.
 - 9.2 Planning Approvals: None
 - 9.3 Planning Appeals: None
 - 9.4 Planning Amendments: None
10. Policy and Resources: None
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 been contacted to request a meeting to discuss holding an open event in the West Room with a presentation on the proposed skate park. The suggested date was the week commencing 16th April.

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

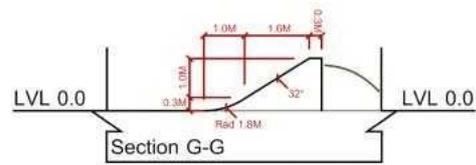
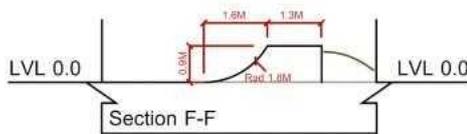
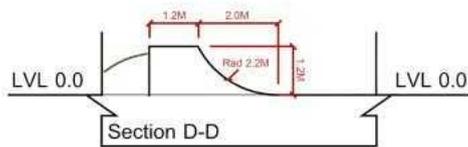
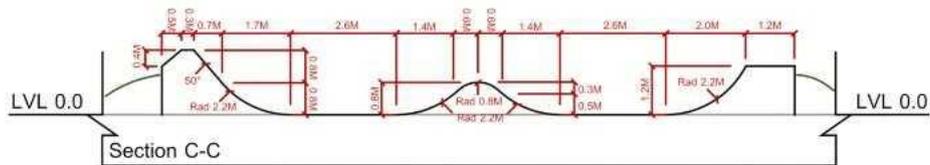
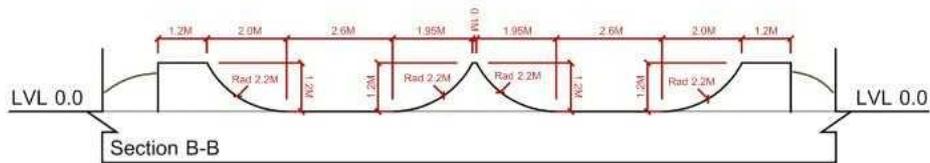
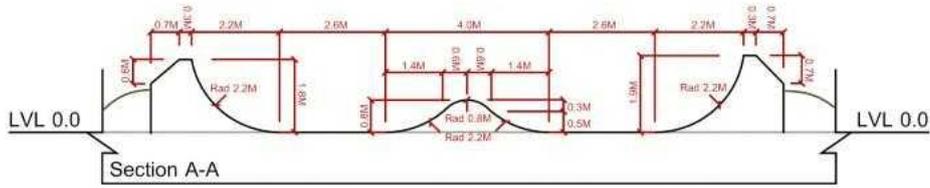
A meeting has been held with ratepayer [REDACTED] to discuss financing options for the park and how to progress this matter. I would request permission from the Board to contact the following charities in relation to assistance with funding (along with any other suggestions the Board may have);

The Clucas Trust

Manx Lottery Trust

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





 <p>CONCRETE SKATEPARKS 45 Shannon Drive Bantaskine Falkirk Scotland FK1 5HU Tel: 07707651102</p>	Drawing No. 003	Date 15/06/2017	Job Title Port st Mary - Isle of Mann	
	Layout No. D.C & I.Y.	Drawn/Checked D.C & I.Y.	Desig Title A3 Sections	
	Series No.	Title	Rev:	Csk.
	Scale 1:100	Units Mtrs	Sheet A3	Desig. Sz. Rev. Csk.

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 Hayley,

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. 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 5.1

PORT ST MARY COMMISSIONERS

INVOICES TO BE PAID IN MARCH 2018 (2ND PAYMENT)

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	14/03/2018	SP14400479	Manx Utilities	Light fitting	85FR	Repairs	6100	£604.41	£120.88	£725.29
851	08/03/2018	660/19566	MC Locksmiths	Hinges	7LA	Repairs	6100	£74.68	£14.94	£89.62
852	08/03/2018	660/19568	MC Locksmiths	Window	7bSMA	Repairs	6100	£64.21	£12.84	£77.05
853	08/03/2018	660/19572	MC Locksmiths	Hinges	9PR	Repairs	6100	£71.56	£14.31	£85.87
854	12/03/2018	3360	Raven Electrical Services Ltd	electrical repairs	4LA	Repairs	6100	£45.00	£9.00	£54.00
855	28/02/2018	106048	SCACB	Repairs	7bSMA	Repairs	6100	£18.56	£3.71	£22.27
856	28/02/2018	106048	SCACB	Repairs	1CB	Repairs	6100	£108.91	£21.78	£130.69
Sub Totals - Housing								£1,769.87	£353.97	£2,123.84
Rate Born Expenses										
Inv #	Date	Inv Number	Supplier	Description		Category	NL Code	Total Net	VAT	Total Cost
857	20/03/2018	507676	Argon	Photocopying to 19 March		Office Expenses	5170	£208.83	£41.76	£250.59
858	26/02/2018	G188C0639	Colas IOM Ltd	Masks		Stores	6020	£32.00	£6.40	£38.40
859	14/03/2018	G18C0778	Colas IOM Ltd	Hi Viz Jackets		Stores	6020	£136.50	£27.30	£163.80
860	24/02/2018	240218W	Cool Bros. Ltd.	Milk workshop		Stores	6020	£9.60	£0.00	£9.60
861	24/02/2018	240218	Cool Bros. Ltd.	Milk office		Office Expenses	5170	£7.20	£0.00	£7.20
862	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
863	01/03/2018	108070125	Manx Telecom	Office telephone		Telephone expenses	5160	£116.48	£23.30	£139.78
864	07/03/2018	SP14400412	Manx Utilities	Public lighting Jan-Mar 18		Public lighting	5900	£1,846.80	£369.36	£2,216.16
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 & flowerbeds	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								£13,510.15	£2,323.65	£15,833.80

PORT ST MARY COMMISSIONERS

Summary Breakdown of Expenditure (excluding VAT)	
Stores, Vehicles & Gdns, WC's, Paths	£1,517.14
Public lighting	£1,846.80
Outdoor Seating	£595.00
Office Expenses	£3,058.51
Town Hall Expenses	£1,875.00
Legal fees	£2,413.50
Refuse	£2,204.20
Repairs	£1,769.87
Total	£15,280.02

Housing Expenditure		Expenditure to date	Allowance Remaining to 31 March 2018
Repairs/ Maintenance/Service			
£87,328 Housing Maintenance Account Reserve B/F 1 April 2017			
£137,145 Repairs NL 6100		£98,210	
£0 Wages NL 6102		£49,112	
£0 Legal exps NL 6114		£94	
£0 Insurance NL 6115		£12,729	
-£41,475 Less target reserve C/F 7.5% rent at 31 March 2018			
£182,998 Total spend available 2017/2018		£160,145	£22,854

Paid in March 2018	Salaries Gross	Employers' NI Contribution	Government Pension Scheme Contributions	Members' Attendance Allowance
Office	£13,435.82	£1,145.52	£2,930.95	
Less: Housing	£2,073.45	-£141.28	-£524.38	
DLO	£13,049.18	£899.64	£2,905.33	
Members expenses first March meeting				£240.00
Total	£28,558.45	£1,903.88	£5,311.90	£240.00

Item 5.2

PORT ST MARY COMMISSIONERS

INVOICES PAID 14TH AND 20TH MARCH 2018

Housing Expenses										
Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
799	23/02/2018	958AMB318	City Plumbing Supplies	Dulux gloss paint	General	Repairs	6100	£21.86	£4.37	£26.23
800	04/05/2017		DEFA	Planning Fee for BB Garages		Repairs	6100	£60.00	£0.00	£60.00
801	05/03/2018	10739	HeatTech Limited	Repair watermain	3CB	Repairs	6100	£76.00	£15.20	£91.20
802	05/03/2018	10746	HeatTech Limited	Repair tap	9LA	Repairs	6100	£31.50	£6.30	£37.80
803	05/03/2018	10747	HeatTech Limited	Repair outside tap	CB	Repairs	6100	£23.50	£4.70	£28.20
804	05/03/2018	10744	HeatTech Limited	Repair boiler	11CB	Repairs	6100	£23.50	£4.70	£28.20
805	05/03/2018	10743	HeatTech Limited	Repair boiler	14SA	Repairs	6100	£26.50	£5.30	£31.80
806	05/03/2018	10738	HeatTech Limited	Repair WC	13PR	Repairs	6100	£41.95	£8.39	£50.34
807	05/03/2018	10735	HeatTech Limited	Replace tap & riser rail kit	94SMA	Repairs	6100	£241.00	£48.20	£289.20
808	05/03/2018	10725	HeatTech Limited	Repair WC	3TP	Repairs	6100	£38.50	£7.70	£46.20
809	05/03/2018	10741	HeatTech Limited	Boiler call out	20SMA	Repairs	6100	£23.50	£4.70	£28.20
810	08/02/2018	1921763	J Qualtrough & Co Ltd	Plywood	1CB	Repairs	6100	£23.43	£4.69	£28.12
811	12/02/2018	1922612	J Qualtrough & Co Ltd	White spirit & vent	1CB	Repairs	6100	£19.08	£3.82	£22.90
812	19/02/2018	1924048	J Qualtrough & Co Ltd	MDF cill	1CB	Repairs	6100	£12.47	£2.49	£14.96
813	06/03/2018	U1129899	Manx Utilities	Void electric 23/1-01/03	1CB	Repairs	6100	£16.50	£0.82	£17.32
814	20/02/2018	66019390	MC Locksmith Services Ltd	Cockspur handles & ramps	2FR	Repairs	6100	£50.00	£10.00	£60.00
815	20/02/2018	3329	Raven Electrical Services Ltd	Replace faulty doorbell	7bSMA	Repairs	6100	£110.50	£22.10	£132.60
816	20/02/2018	3330	Raven Electrical Services Ltd	Repair doorbell	7aSMA	Repairs	6100	£51.95	£10.39	£62.34
817	28/02/2018	3341	Raven Electrical Services Ltd	Repair light	1BB	Repairs	6100	£46.63	£9.33	£55.96
818	28/02/2018	3342	Raven Electrical Services Ltd	Replace socket	4LA	Repairs	6100	£29.00	£5.80	£34.80
819	25/02/2018		T&E Painters & Decorators	Void decorating	1CB	Repairs	6100	£960.00	£0.00	£960.00
Sub Totals - Housing								£1,927.37	£179.00	£2,106.37

PORT ST MARY COMMISSIONERS

INVOICES PAID 14TH AND 20TH MARCH 2018

Rate Born Expenses										
Inv #	Date	Inv Number	Supplier	Description	Category	NL Code	Total Net	VAT	Total Cost	
820	21/02/2018	6371	Abbey Property Renovation	Damp inspection report	Town Hall Expenses	5150	£30.00	£6.00	£36.00	
821	28/02/2018	408217092AC	ACE Hire & Sales Ltd	Saw hire	Gardens & Flowerbeds	5260	£66.50	£13.30	£79.80	
822	25/01/2018	310855	Agrimark Limited	Water	Office Expenses	5170	£47.92	£9.58	£57.50	
823	22/01/2018	507051	Argon Office Systems Ltd	Photocopying 18/12-17/01	Photocopier	5060	£90.07	£18.02	£108.09	
824	20/02/2018	507368	Argon Office Systems Ltd	Photocopying 18/01-19/02	Photocopier	5060	£229.25	£45.85	£275.10	
825	06/03/2018	AWD527	Ask Website Design	PSMC Website assistance	Office Expenses	5170	£75.00	£0.00	£75.00	
826	27/02/2018	27020067	Auto Electrical & Detailing	12v fuel/water pump	Gardens & Flowerbeds	5260	£45.00	£9.00	£54.00	
827	21/02/2018	76079	Bridson & Horrox	Rubber stamp	Stationary & Printing	5050	£26.00	£5.20	£31.20	
828	28/02/2018	141918	Bridson & Horrox	Stationary supplies	Stationary & Printing	5050	£47.36	£9.47	£56.83	
829	25/02/2018		Calvert Newsagents Limited	February stamps	Office Expenses	5170	£75.38	£0.00	£75.38	
830	16/02/2018	G18C0482	Colas IOM Ltd	Bin bags & marker spray	Stores	6020	£197.20	£39.44	£236.64	
831	05/03/2018	354639	DOI	EFW Tipping charges Feb 18	Refuse Expenses	5210	£3,924.85	£784.97	£4,709.82	
832	02/03/2018	746297	Glasdon UK Limited	Durapol Liner (bin inserts)	Refuse Expenses	5210	£249.76	£49.95	£299.71	
833	05/03/2018	10736	HeatTech Limited	Repair WC seat	Town Hall Expenses	5150	£146.00	£29.20	£175.20	
834	21/02/2018	17572	Island IT Ltd	Call out	Office - Computers	5140	£165.00	£33.00	£198.00	
835	28/02/2018	17639	Island IT Ltd	Call out	Office - Computers	5140	£55.00	£11.00	£66.00	
836	08/02/2018	17497	Island IT Ltd	Email hosting 25/1-24/2	Office - Computers	5140	£80.50	£16.10	£96.60	
	08/03/2018	17666	Island IT Ltd	E-mail hosting 25/2-24/3	Office - Computers	5140	£80.50	£16.10	£96.60	
837	21/02/2018	24732	JC Fargher (1985) Ltd	TH Lift call outs Nov & Dec	Town Hall Expenses	5150	£433.08	£86.62	£519.70	
812	19/02/2018	1924048	J Qualtrough & Co Ltd	Wood filler	Outdoor seating	5810	£6.84	£1.37	£8.21	
	19/02/2018	1924048	J Qualtrough & Co Ltd	Cellulose thinner	Stores	6020	£10.58	£2.12	£12.70	
813	22/02/2018	1924820	J Qualtrough & Co Ltd	Broom & white spirit	Stores	6020	£18.05	£3.61	£21.66	
	22/02/2018	1924820	J Qualtrough & Co Ltd	Anchor sleeve	Outdoor seating	5810	£10.08	£2.02	£12.10	
838	20/02/2018	29667	Manx Glass & Glazing	TH Mirror replacement	Town Hall Expenses	5150	£130.26	£26.05	£156.31	
839	01/01/2018	10670861	Manx Telecom	Rental Charges	Office - Telephone	5160	£25.50	£5.10	£30.60	
840	21/02/2018	1331	Middle Park Recycling Limited	Kerbside Oct 17-Jan 18	Refuse Expenses	5210	£3,090.00	£618.00	£3,708.00	
841	02/03/2018	25006534	Ocean Ford	Van healthcheck Citroen Relay	Vehicles	6056	£91.87	£18.37	£110.24	
842	01/03/2018	8054	ORB Limited	Payroll Admin	Office Expenses	5170	£60.50	£12.10	£72.60	
	01/03/2018	8074	ORB Limited	SCAS payroll Feb	Office Expenses	5170	£20.00	£4.00	£24.00	
843	16/01/2018	18009830	St John Ambulance	First aid at work course	Office Expenses	5170	£109.00	£21.80	£130.80	
844	28/02/2018	20180193	Station Garage	Fuel Feb 18	Fuel Expenses	6056	£320.18	£64.04	£384.22	
	06/03/2018		Temple Plasterers	Deposit 50% Town Hall Work	Town Hall Expenses		£1,875.00	£0.00	£1,875.00	
	06/03/2018	80480	Unique Fire Protection Ltd	Extinguisher Service	Vehicles	6056	£59.60	£11.92	£71.52	
845	28/02/2018	56689	Wades Truck Services	Generator repairs	Stores	6020	£20.00	£4.00	£24.00	
846	20/02/2018	271747	WDS Ltd	Cleaning products	Town Hall Expenses	5150	£187.82	£37.57	£225.39	
847	20/02/2018	319645	WiManx	Phone system	Office - Telephone	5160	£239.85	£47.96	£287.81	
848	15/02/2018	80182	Yess Electrical	Phillips TLD Super 80 & Starter	Stores	6020	£48.84	£9.77	£58.61	
Sub Totals - Rate Born							£12,388.34	£2,062.83	£14,451.17	
TOTALS							£14,315.71	£2,241.83	£16,557.54	

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 of Pains Fireworks 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 Pains 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.

Item 7.1

7.1 Public

[Redacted]

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~~

[Redacted]

Public

Douglas



Douglas Borough Council
Coonceil Valley Corpagh Doolish

[Redacted]
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.

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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: @douglas.gov.im

Item 7.3

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

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Item 7.4

From [REDACTED]
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,

[REDACTED]

Item 7.5

From: Michelle Haywood <michelle@discoverdiving.im>

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 Mr Booth's complaint made at the public session of the Board meeting on 14th March 2018?

2. Furthermore, what steps have been taken to answer Mr Booth's 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:

Mrs Williams informed me that any answer to the questions arising from mine and Mr Phair's 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

Michelle

Port St Mary Commissioner

Item 7.6

Commissioners Surgery March 7th 2018 – Andy Phair & Michelle Haywood

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



PORT ST MARY COMMISSIONERS

CONSULTATION FORM RELATING TO TRAFFIC CALMING

This consultation is being carried out to determine the need for traffic calming measures along Beach Road and the residential estates relating to the Road.

Should you be willing to participate, please complete the below form and return it to the Commissioners Office at the Town Hall, alternatively you can e-mail the form to commissioners@portstmary.gov.im

Name	
Address	
Contact No.	
Would you support speed reduction measures being put into place on Beach Road? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you have answered no to the above, please sign and return the form. The following measures have been suggested to encourage traffic calming along the road, please indicate by placing a mark in the box alongside which options (if any) you would be in favour of:	
White lines down either side of the road <input type="checkbox"/>	
More use of speed awareness cameras <input type="checkbox"/>	
Warning signage <input type="checkbox"/>	
Improved speed signs <input type="checkbox"/>	
Home Zone area with 20mph speed limit <input type="checkbox"/>	
Traffic Island for crossing between the residential estates and bus stop <input type="checkbox"/>	
Bus shelter for the bus stop <input type="checkbox"/>	
Please provide any further comments you may wish to make in relation to the consultation:	

Please return your completed form to the Town Hall or e-mail it to commissioners@portstmary.gov.im by XXXX

Item 8.2

Port St. Mary Commissioners

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

Tel: (01624) 832101



www.portstmary.gov.im

Email: commissioners@portstmary.gov.im

VILLAGE SPEED LIMITS

Port St Mary Commissioners in conjunction with the Department of Infrastructure, Highways Department are carrying out a consultation to establish local opinion regarding possible traffic calming measures within the village.

1. Do you support the principle of traffic calming in Port St Mary?

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not Sure <input type="checkbox"/>
------------------------------	-----------------------------	-----------------------------------

2. Which roads do you think would benefit from traffic calming?

Road	Yes	No	Not sure
Beach Road			
Station Road			
Bay View Road			
Park Road			
Perwick Road			
Queens Road			
High Street			
Lime Street			
Residential side streets			

3. Which methods of traffic calming would you support?

Method	Yes	No	Not sure
Speed humps			
Speed cushions			
White lines			
Speed awareness cameras			
Home zones			
20 mph limit			
Traffic islands			
Road narrowing			
Road plateaus			

4. Do you have any other comments to make about traffic in Port St Mary?

Box is bigger on actual document, made smaller to fit on the page for the pack.

Please return your completed form to the Town Hall or e-mail it to commissioners@portstmary.gov.im by XXXX. Thank you.