

**Port St Mary Commissioners  
Ordinary Board Meeting  
Open Public Session  
22nd February 2017 at 7.30pm**

Present:	Mrs B Williams, Dr M Haywood, A Phair, A Merchant, C Kinley, R Hirst, I Skelly, A Hamilton (Clerk)	
Apologies:	A Grace, R Ashcroft	
<b>1.</b>	<b>Welcome, apologies and declarations</b>	<b>ACTION</b>
	<p>The Chairman welcomed the members present, noted the apologies for absence and that there were no declarations of interest received.</p> <p>The Chairman requested that Board members do not record the meetings from now on. She had sought advice from both a local MHK and the Minister of the Department of Infrastructure who had both advised that it was inappropriate. She reaffirmed that it was the Clerk's role to record the meetings in case of any discrepancies and once the minutes were signed as a true record the recording was deleted. It was also provided to Mel Wright for local news reporting.</p> <p>Dr Haywood mentioned that live streaming had been discussed previously, she found recordings useful as they did not receive a copy of the minutes until the Board pack was issued a couple of days before the next meeting. The Chairman reminded the Board that business was not for discussion before approval of the minute. The Clerk confirmed that this practise was in line with the Standing Orders 13.2.</p>	
<b>2.</b>	<b>Minutes for Adoption</b>	
2.1	<p><u>Consideration of the minutes of the meeting of 8<sup>th</sup> February 2017</u> The minutes of the ordinary meeting held on 8<sup>th</sup> February 2017 were considered. The following amendments were agreed:</p> <p>Item 3.1 Mrs Williams asked for the paragraph regarding her proposing the budget committee to continue be removed as it was inaccurate.</p> <p>Item 4 Mr Phair asked for "Mr Ashcroft agreed that" be amended to "Mr Ashcroft suggested" and for his proposal to be amended to "Mr Phair proposed the motion"</p> <p>Item 13.4 Mr Skelly asked for the reference to pot hole to be changed to an undulation in the road.</p> <p>It was resolved that the minutes, subject to the above amendments, be confirmed and signed as a true record. Proposed by Mr Kinley. Seconded by Mr Hirst.</p>	

	All were in agreement.	
<b>3.</b>	<b>Matters Arising</b>	
3.1	<p>Action points arising from the minute of 8<sup>th</sup> February 2017</p> <p><b>PSM16/223</b> <u>Town Hall Booking Fees</u></p> <p><b>PSM16/222</b> <u>West Room</u></p> <p><b>PSM16/224</b> <u>Quote for 40 chairs for West Room</u></p> <p>The Clerk had found that the purchase of chairs did not fall within the Art Council's funding application remit.</p> <p><u>New Budget Sub Committee Terms of Reference</u></p> <p>This is an item on this meeting's agenda.</p> <p><b>PSM16/215</b> <u>Karran Quirk footpath sign</u> The Clerk confirmed that the sign had been received. New fittings have now been ordered.</p> <p><b>PSM16/200</b> <u>Vans</u> The Clerk confirmed that the third vehicle had been repaired. He had not yet received the final invoice.</p> <p><b>PSM 16/217</b> <u>Rifle Club</u> The Clerk explained that there did not appear to be a current lease. <b>He would look into setting up a new lease for the rifle and snooker club premises which would provide an opportunity to review all aspects.</b> Mr Hirst was concerned that that insurance cover may not be valid without a lease in place. Clerk was satisfied that there was sufficient insurance cover in place.</p> <p><b>PSM16/182</b> <u>Refuse Recycling and Disposal</u></p> <p>Mr Phair and the Clerk had met to discuss recycling figures. <b>The Clerk confirmed that the figures requested were being prepared.</b></p> <p><u>Bicycle Stand</u></p> <p>The Clerk reported that the stand had been found dismantled in the store and would look for a suitable size location. <b>Mr Phair suggested the Clerk reply to Mrs Patel and ask for ideas of possible locations.</b></p> <p><b>PSM16/234</b> <u>Dog Byelaws - camera</u></p> <p>The Clerk had obtained a couple of quotes for cameras ranging from £70 to £100.</p> <p><b>Bin Wagon</b> - The Clerk had met with the Port Erin Clerk at a recent meeting and he claimed that he had been quoted out of context and that there was no intent to change or upgrade the wagon. <b>The Clerk has sent a letter requesting a meeting regarding the signing of the contract.</b></p> <p><u>Invoices for payment</u></p> <p>Line 28 - Mr Phair had queried that if the fuel was for the bin wagon that it should be posted under refuse expenses not sundry fuel costs. <b>The Clerk explained that this would deviate from</b></p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Clerk</p> <p>Clerk/Mr Phair</p> <p>Clerk</p> <p>Ongoing</p> <p>Clerk</p> <p>New Budget</p>

	<p><b>previous practice and should be considered by the proposed new budget sub-committee.</b></p> <p><b><u>PSM16/241</u></b> Letter from Hon. Juan Watterson SHK re Rushen Parish Church War Memorial Mr Merchant reported that he had seen a press article claiming that Juan Watterson MHK had not received a reply from PSM in relation to his request for funding. The Clerk confirmed that he had sent an email requesting more information on 26<sup>th</sup> January and he had received a reply to say that the information would be forwarded as soon as possible. <b>The Clerk was asked to resend his email as a reminder.</b></p> <p><b><u>PSM16/239</u></b> Planting of an elm tree The Clerk had looked at possible sites. Mount Tabor had been considered but there was a covenant on the land. Other potential sites are the Millennium Garden or the edge of the golf course.</p> <p><b><u>PSM16/258</u></b> Beach Clean Saturday 4<sup>th</sup> March -Keep Britain Tidy The Clerk confirmed that this was underway and tabled a poster that the office had produced.</p> <p><u>PSM16/238</u> Motion from Mr Phair – Budget information <b>The Clerk reported that a summary had been posted on to webpage, but he would have to review this in light of Mr Phair’s amendment to the last minutes.</b></p> <p><b><u>PSM16/243</u></b> Consideration of a Draft Document Retention Policy – training This is an item on this meeting’s agenda.</p> <p><u>Email received from a ratepayer regarding the lane to the rear of Bayview Road.</u> The Clerk reported that he had spoken with the owner of the property who explained that the work had been delayed by the utility company and he predicts the work should be completed within 6 to 8 weeks.</p> <p><b><u>PSM16/246</u></b> Standing Orders The Clerk had corrected the typos. Mr Kinley would let the Clerk know of any other amendments required. On completion the Clerk would circulate a revised copy to Board members.</p> <p><b><u>PSM16/247</u></b> Private session papers The Clerk had made arrangement for the private session papers to be marked confidential.</p> <p><b><u>PSM16/148</u></b> Wall opposite old Police Station The Clerk confirmed that the Department of Infrastructure were in the process of repairing this wall. The Clerk explained that he felt the undulations in the road were a bigger issue. Mr Kinley felt that this was a result of the IRIS works. Dr Haywood suggested</p>	<p>Sub Cttee - ongoing</p> <p>Clerk</p> <p>Ongoing</p> <p>Ongoing</p> <p>Clerk</p> <p></p> <p>Ongoing</p> <p>Mr Kinley/ Clerk</p> <p>Completed</p> <p>Ongoing</p>
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	<p>contacting the sewerage team. Mr Merchant referred to an excess of water seeping from the rocks behind rock cottage. The Clerk was also aware of this and had reported it to the utilities. Utilities had confirmed that it was not a supply pipe that was leaking.</p> <p><b>PSM16/181 Phurt le Moirrey Facebook Page</b> The Clerk had spoken to Graham Shaw about taking over the administration of the Facebook page. The Clerk explained that it was in hand, but Margaret was currently on holiday.</p> <p><b>PSM16/259 Arts Council funding</b> The Clerk had submitted an application and was on this meeting's agenda. The application had been supported by Lenny Conroy and the Cabaret Party.</p>	Ongoing
<b>4</b>	<b>Motions</b>	
	There were no motions for the Board to consider.	
<b>5.</b>	<b>Finance</b>	
5.1	<p><b>List of Invoices for approval</b> The Clerk presented the list of invoices for payment.</p> <p>Line 3 – Dr Haywood queried the EFW charge, the Clerk confirmed that this related to the weighbridge charge for clearing a property.</p> <p>Line 5 – Dr Haywood queried the amount of paint needed. The Clerk presented the invoice and explained that it was required for touching up the Town Hall after recent works.</p> <p>Line 13 – Mr Phair queried the purchase of a ladder. <b>The Clerk confirmed the invoice was for a 8.6m ladder but was not aware of the purpose. He would find out.</b></p> <p>Line17 – Dr Haywood and Mr Phair could not remember receiving a recycling leaflet. The Clerk confirmed that they had been distributed in January. Other members had received a copy.</p> <p>Dr Haywood queried Line 31. The Clerk explained that a switch had needed to be installed on the Town Hall's fire alarm system.</p> <p>Mr Merchant proposed that the invoices be paid, with the exception of Line 13. Seconded by Mr Hirst. All were in agreement</p>	Clerk
5.2	<p><b>PSM16/260 Budget Sub Committee Terms of Reference</b> The Clerk presented draft terms of reference for Board members comments.</p>	

	<p>A discussion on the role of the committee took place with two members making the case for a broader terms of reference.</p> <p>Mr Kinley commented that paragraph 5. Chairman and Secretary was unnecessary as this was covered by Standing Order 42.2. This was accepted by The Clerk.</p> <p>Mr Phair stated that he felt 6. Quorum was not necessary. Dr Haywood proposed that the requirement for a quorum be removed. Mr Phair seconded. All were in agreement.</p> <p>Dr Haywood suggested that the meetings should be more frequent than quarterly. The Chairman proposed a trial of bi monthly meetings. Mr Kinley seconded. All were in agreement.</p> <p>The Clerk and Mrs William's both raised concern about the ever increasing workload on staff.</p> <p><b>The Clerk would amend the draft presented in line with the above proposals and comments.</b></p>	Clerk
<b>6.</b>	<b>Special Projects</b>	
6.1	<p><b>PSM16/133</b> <u>Town Hall: Quarterly booking numbers</u></p> <p>The Clerk presented the booking figures for all 3 rooms for the last year together with bookings already received for the remainder of 2017. He was pleased to report a significant increase on the usage for the same period the previous year. Bookings already received for 2017 ensure there will be an increased level of use during the year. He reminded the Board the original target set was 100 bookings in the Town Hall, 100 for the West Room and 50 for the Board Room.</p> <p>The Clerk explained that there are 7 weddings scheduled for 2017 and one already booked for 2018. Consideration was required to staff these events as a member of staff was required to be present. <b>The Clerk would consider various options, including a dedicated resource and report back.</b></p>	Clerk
6.2	<p><b>PSM16/259</b> <u>Town Hall: Application to the IOM Arts Council – verbal report</u></p> <p>The Clerk had submitted the application since the last meeting with the help of the Cabaret Party and the Triskellion Promotions. The application had concentrated on grid system for above the stage and secondary drapes.</p>	
6.3	<p><b>PSM16/167</b> <u>Local Enquiry into Public Right of Way 447 – correspondence attached</u></p> <p>Mr Merchant explained that he was one of three people who opposed the Department's actions to remove this Right of Way. He felt there was substantive case law to support the case. The Clerk</p>	

	<p>explained that the Public Enquiry referred to in the letter would be held in the West Room on 24<sup>th</sup> March. <b>The Clerk sought approval from the Board to explore the possibility of using Nigel Crowe as an expert witness.</b></p> <p>Proposed by Mr Skelly.          Seconded by Mr Hirst.          All were in agreement.</p>	Clerk
<b>7.</b>	<b>Public Correspondence</b>	
7.1	<p><b>PSM16/261</b> <u>Douglas Borough re Shared Services Membership of Henry Bloom Noble Library</u></p> <p>The Clerk had received an invitation to join the annual shared service scheme. <b>The Board members asked the Clerk to find out how many Port St Mary residents are currently members.</b></p>	Clerk
7.2	<p><u>Southern 100 road closure request</u></p> <p>The request was noted by the Board members.</p>	
7.3	<p><u>Municipal Association, Planning Training Event: Enforcement and Devolution at Sulby Village Hall on 7<sup>th</sup> March 2017 at 7pm</u></p> <p>Mr Phair would try to attend this training.</p>	
7.4	<p><u>IOM Government Superannuation Scheme – Consultation Draft Funding Strategy Statement – separate attachment</u></p> <p>The Clerk asked the Board members to come back to him if they had any comments.</p>	
7.5	<p><b>PSM16/262</b> <u>Port Erin Commissioners request for donation to George Herdman Library</u></p> <p>Mr Kinley proposed a donation of £250.          Seconded by Dr Haywood. She asked the Clerk to stipulate that the books should be purchased from a local book shop.          All were in agreement.</p>	
<b>8.</b>	<b>Consultations</b>	
	There were no consultations to consider.	
<b>9.</b>	<b>Planning Matters</b>	
9.1	<p><u>Planning Applications</u></p> <p>There were no planning applications for the Board to consider.</p>	
9.2	<u>Planning Approvals</u>	
9.2.1	PA17/00025/C Richard Michael Best. 1 High Street, Port St Mary. Change of use of ground floor residential unit for additional use as tourist accommodation.	
9.2.2	PA16/01390/B Miss Lindsay Hook. Thie Foillan, Shore Road, Underway, Port St Mary. Installation of a replacement window and garage door to front elevation.	
9.2.3	Ballacreggan Farms Ltd. Alterations and extension to existing farm building to facilitate change of use to veterinary practice and	

	<p>separate office with associate existed parking, including alterations existing vehicular access to improve visibility.</p> <p><b>The Board noted the above planning approvals.</b></p>	
<b>10.</b>	<b>Policy and Resources</b>	
10.1	<p><b>PSM16/242</b> Freedom of Information Act Training – Thursday 23<sup>rd</sup> March from 9.15 to 12.15 in the West Room, Port St Mary Town Hall. Cost £110 plus VAT per delegate (discount to £100 if 3 or more from PSM)</p> <p>The Clerk had arranged the above training session to assist with implementing the Data Policy. He suggested a maximum of 3 staff to attend, to include him and Margaret. Mr Kinley suggested that if there were specific areas the Clerk required to be covered he should ask the training provider in advance.</p>	
<b>11.</b>	<b>Invitations</b>	
	There were no invitations for the Board to consider.	
<b>13.</b>	<b>Any other business of an urgent nature</b>	
	There was no other business to consider.	
<b>The public session ended at 9.05pm</b>		

BWilliams Chairman

8-3-17