

**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 15 MAY 2013**

(4/13)

Minutes of the Ordinary Board meeting of Port St Mary Commissioners Open Session held in the Boardroom of Port St Mary Town Hall on Wednesday 15 May 2013 at 7.30 p.m.

Present: Mdms B McCabe (Chairman) & H Kinvig
Messrs A Grace (Vice Chairman), R Cooil, A Merchant, M O'Meara & C Kinley

Apologies: Mrs R Sinfield & Mr R Ashcroft

In Attendance: Mr M Cowin (Clerk)

A quorum being present the Chairman declared the meeting open.

Declaration of Interests		Actions
	Mr M O'Meara declared an interest in item regarding Allotments.	
Minutes of Public Ordinary Meeting 1 May 2013	RESOLVED: that the minutes of the Public meeting held on 1 May 2013 be approved and signed as a correct record. (Prop AM, S-AG)	
Matters Arising		
Dog Fouling Issues	RESOLVED: that a letter be sent to Rushen Parish Commissioners requesting consideration be given to erecting dog bins on Church Road and Ballafesson Road. (Prop AG, S-HK)	Clerk
Declaration of Appointments	The Chairman and Vice Chairman read and signed the declaration of appointments	
Attendance Records	For year ended 31 March 2013 were circulated. RESOLVED: that the attendance record be noted and adopted, and the Clerk be authorised to sign the statement. (Prop CK, S-AG)	Clerk
Port St Mary Railway Station	Mr A Merchant referred to an article in the Isle of Man Examiner regarding the Railway Station and comments made by Laurence Skelly MHK. Mr Merchant pointed out the original regeneration zone for Port St Mary had been reduced considerably as well as the budget, as opposed to the scheme for Port Erin. He referred to the proposed scheme to refurbish the public conveniences on the Quay that was thrown out by the Committee, which would have been of benefit to harbour users and bus passengers. He expressed disappointment with the apparent disparity between the schemes proposed for Port Erin and the Village. Mr Grace agreed adding that the consultancy fees incurred in respect of the Port St Mary regeneration proposal were greater than what the proposed scheme will cost, whereas a considerable budget had been outlined for Port Erin.	
Broadband Coverage	Mr Kinley referred to comment he made at the last meeting of the Board regarding the provision of broadband in the village, which he noted had not been minuted. He said he had received a further telephone call from Manx Telecom and they apologised for giving him incorrect information and in fact they could not give a guarantee when the entire village would have the new broadband service	
Deferred Items – None		
Planning Matters		

B McCabe

Planning Applications		
PA13/00520/B	Mr W Hancox for door and window alterations at Athol House, Athol Street, Port St Mary. RESOLVED: that there are no objections to PA13/00520/B. (Prop AG, S-HK)	Housing Officer
PA13/00523/B	Mr M Hills for the creation of two gable windows to dwelling and widen existing driveway and vehicular access at Anchor House, Queens Road, Port St Mary. There were no objections in principle to PA13/00523/B but concern was expressed over the proposed windows in the gable which will overlook the adjoining property.	Housing Officer
PA13/00540/B	Mr & Mrs R Cregeen for the installation of replacement conservatory roof at Oxenbourne, Beach Road, Port St Mary. RESOLVED: that there are no objections to PA13/00540/B. (Prop RC, S-AG)	Housing Officer
PA13/00539/B	Mr J Kelly & Mr S Riding for alterations to dwelling including installation of replacement windows, removal of a dormer window, installation of roof lights and doorway amendments. RESOLVED: that there are no objections to PA13/00539/B. (Prop AG, S-RC)	Housing Officer
Planning Approvals		
PA12/01567/GB	Following the Appeal (In association with PA12/01568/CON) Mr J Morris for alterations and creation of a first floor conservatory at The Old Sail Loft, Shore Road, Underway, Port St Mary. Copy letter 2.5.2013 from Chief Executive & copy of Independent Inspectors Report were circulated. RESOLVED: that the approval of PA12/01567/GB be noted. (Prop MOM, S-HK)	
Planning Refusals – None		
Planning Appeals – None		
Planning Correspondence		
PA09/00128/REM	Copy letter 30.4.2013 from Secretary to the Planning Committee re approval for extension of the planning consent was circulated and noted.	
Other Planning Matters – None		
Finance		
Finance Officer's Report	Along with list of monthly cheque payments for authorised bank signatories were circulated. Mr Cooil referring to accounts for payment in particular the account from Countryside Mowers requested the same to be quantified. The Clerk replied the account was in respect of the purchase of new grass cutting equipment which had been budgeted for in the estimates. The Chairman referring to the account from Quine & Cubbon Printers Ltd enquired when the Board had sanctioned such design works to be carried out. The Clerk replied he would make further enquiries on the matter. RESOLVED: that the payments list be authorised for execution. (Prop HK, S-CK)	Technical Officer Clerk
Policy & Resources – None		
Establishment – None		

AmCair

Public Housing Matters – None		
Public Correspondence		
Chapel Gate Car Park	Letter 13.4.13 from resident re proposed housing on the car park was circulated. RESOLVED: that a reply be sent to Mrs Jean assuring her that the development in principle relates to the top section of land only and any future sale of the land will help finance the regeneration and upgrade works to the existing car park. (Prop AG, S-RC)	Clerk
Coach Parking	Copy emails 2 & 3.5.2013 between the Manager of the Pavilion Restaurant and DoI re coach parking for visiting coaches were circulated and noted. Mr Merchant referring to the Beach Road and Kallow Point Road noted how visiting coaches very rarely turned right, which meant visitors were not aware of the Mona's Queen III Anchor Memorial. He queried what information if any was given to coach companies. Mr A Grace suggested suitable signage be erected and to the creation of a coach park. RESOLVED: that a letter be duly sent to the Department of Community, Culture and Leisure and costing for appropriate signage be obtained. (Prop CK, S-AG)	Clerk
Event Organiser	Email 7.5.2013 from event organiser requesting to meet with the Board was circulated. It was agreed that Mr Carr be requested to submit further information on the event in the first instance.	Housing Officer
Isle of Man Queenie Festival 2013	The proposed program of events was circulated and noted. It was agreed that the Clerk obtains the cost of the additional refuse collection.	Clerk
Nocturne Event 2013	Email 8.5.2013 from local business regarding the event was circulated. RESOLVED: that the letter be noted and forwarded to the organisers of the Nocturne Event. (Prop MOM, S-HK)	Clerk
RTLK	Circular No: 386 was tabled and NOTED.	
Special Projects – None		
Representative's Reports – None		
Topics for Discussion submitted by Members – None		
Notices of Motions submitted by Members – None		
Chairman's Business		
Civic Functions, Invitations etc	List was circulated and noted.	
Chairman's Report	<i>None</i>	
Any Other Business		
Allotments	Mr Grace reported that the Allotment Committee were to revisit the matter of the planning application to erect sheds and greenhouses. Mr M O'Meara declared an interest and took no part in the business. Mr Grace was advised by the Chairman that the Committee need to come forward with their proposals for consideration by the Board. Mr Grace and Mr Kinley as Board representatives on the	

Alan Grace

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(7/13)

	Allotment Committee said they would arrange to meet with the said Committee.	
Date of Next Board Meeting	Wednesday 5 June 2013 at 7.30pm.	

There being no further business the Public Session of the meeting closed at 8.15 p.m.



Chairman

In Private Session

17. Minutes for Adoption

17.1 Minutes of Private Board meeting 1 May 2013

18. Matters Arising

18.1 Email 8.5.2013 re review of Town Hall heating system.

18.2 Email 9.5.2013 from resident re Farmers' Markets.

18.3 Email 2.5.2013 from The Pavilion Restaurant confirming price per person for MQ III menu.

18.4 Report on suspensions of Standing Orders to the year ended 31 March 2013.

18.5 Email 3.5.2013 re Land behind Cloverdale

18.6 Email 29.4.2013 re Westroom

19. Deferred Items

19.1 P35, Pavilion Restaurant Lease

19.2 P2/13, Public Session, Civil Service Commission Consultation: Proposal to establish a Public Services Commission.

20. Finance Matters

20.1 Execution of staff related/housing tenant items for cheque payments - *None*

21. Private Planning Matters – *None*

22. Housing Maintenance – *None*

23. Housing Vacancies - *None*

24. Housing Waiting List Applications – *N/A 1st meeting of month*

25. Housing Rent Arrears – *N/A 1st meeting of month*

26. Housing Transfers – *N/A 1st meeting of month*

27. Garages – *N/A 1st meeting of month*

28. Urgent Housing Correspondence - *None*

29. Special Projects – *None*

30. Private Correspondence

30.1 Copy of letter from Southern Local Authorities Group to Hon Chris Robertshaw MHK.

30.2 Email 9.5.2013 from Director, SMP Accounting & Tax Ltd re Audit matters.

31. Policy & Resources

31.1 Copy of the Stage 9 Report for the refurbishment of properties Seafield and St Mary's Avenues.

31.2 Stage 2 Report on Electrical Refurbishment.

32. Establishment

32.1 DLO List May 2013 (*for information*)

33. Staffing

33.1 Clerk's Report

34. Representative's Confidential Reports - *None*

35. Confidential Topics for Discussion submitted by members - *None*

36. Motions submitted by Members in order of receipt to the Clerk – *None*

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

Port St. Mary Commissioners
Finance Officer's Report
May 2013

Chairman and Members of the Board,

Please find below details of the current financial position of the various bank accounts which we hold:-

Revenue Account

The total cash that is currently in the General Revenue Account amounts to £ 336,611.02 of which £ 330,866.70 is on a weekly "on call" account which is gaining a higher weekly interest than the £ 5,744.32 which is in the Current & Reserve accounts, which are linked together with automatic transfers.

Capital Account

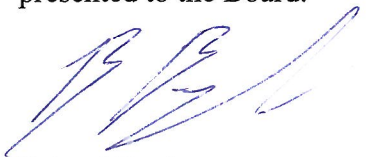
The total cash that is currently in the Capital Account amounts to £ 240,663.71 of which £ 146,506.06 is on a monthly "on call" account and £ 55,589.47 being on a weekly "on call" account which are gaining a higher weekly interest than the £ 38,568.18 which is in the Current & Reserve accounts, which are linked together with automatic transfers.

Invoices To Be Paid

Please find attached a list of invoices which have been received in the Office but remain unpaid and await the Board's approval.

The total amount of invoices that have not been paid as yet amount to £ 134,637.50, with £ 257.91 to be paid by Direct Debit, leaving a total of £ 134,379.59 still to be paid. Of this amount £ 97,616.23 is regarding the now completed Refurbishment Scheme at Seafield & St. Mary's Avenues, with £ 36,763.36 to be paid out of the General Account.

There have been no payments made since the last meeting, which have not already been presented to the Board.



Brian J Boyle.
Technical Officer

9th May 2013



Received	Supplier	Reason for Invoice	House	House Category	Total Nett	VAT	Total Cost
03/05/2013	Cleervu Aerial Specialists Ltd.	Fit New Zone one Dish & Quad LNB	3 SA	Housing	£86.62	£17.32	£103.94
02/05/2013	J Qualtrough & Co. Ltd.	Door Latches, Handles & Frame Fixings	6 PR	Housing - Void	£10.89	£2.18	£13.07
07/05/2013	Ardern & Druggan Ltd.	Replace Kitchen Light & Door Bell	6 PR	Housing - Void	£65.75	£13.15	£78.90
02/05/2013	J Qualtrough & Co. Ltd.	Roll of Flashband DIY & Primer	7 LA	Housing	£9.68	£1.94	£11.62
12/04/2013	Action Services Ltd.	Remedy Leak on C/H Pipe	8 PR	Housing	£65.00	£13.00	£78.00
07/05/2013	Ardern & Druggan Ltd.	Replace Light in Lounge & Carryout Checks	9 BB	Housing - Void	£64.31	£12.86	£77.17
22/04/2013	Water Works Ltd.	Oil Boiler Safety Checks - February	Various	Housing - Annual	£248.10	£49.62	£297.72
08/05/2013	Cameron Hall	Phase One Refurb - Stage 9 Payment		Housing - 3100	£1,942.13	£388.43	£2,330.56
08/05/2013	Cameron Hall	Phase Two Refurb - Stage 9 Payment		Housing - 3100	£2,810.24	£562.05	£3,372.29
08/05/2013	Norman Cowin Ltd.	Phase One Refurb - Final Account Payment		Housing - 3100	£58,370.88	£11,674.18	£70,045.06
08/05/2013	Norman Cowin Ltd.	Phase Two Refurb - Final Account Payment		Housing - 3100	£32,508.30	£6,501.66	£39,009.96
09/05/2013	MacOwan Collett Consulting Engi	Phase Two Refurb - Final Account Payment		Housing - 3100	£1,984.68	£396.94	£2,381.62
11/04/2013	Data Processing Network (1989)	Install Year End Update		Office - Computers	£85.00	£17.00	£102.00
12/04/2013	Southern Group Practice	Employment Medical - M A Cowin		Office	£120.00	£0.00	£120.00
15/04/2013	K L Contractors Ltd.	Lift Two Christmas Trees into Position		Xmas Trees	£70.00	£14.00	£84.00
15/04/2013	Manx Marine Ltd.	New Shackle		Raft	£6.63	£1.33	£7.96
18/04/2013	Countryside Maintenance Ltd.	Supply New Mowing Equipment		Gardener - Machinery	£1,911.99	£382.40	£2,294.39
19/04/2013	J Clawson Ltd.	Fit New Polyroof Flat Roof to Annex		Town Hall	£4,765.74	£953.15	£5,718.89
22/04/2013	Compleat Cookshop-Ken Quine	Keys, Sanding Discs, Paint - Aug12-Mar13		Store	£73.85	£14.77	£88.62
22/04/2013	Compleat Cookshop-Ken Quine	Keys, Kettle, First Aid Kit - Aug 12 - Mar 13		Town Hall	£189.17	£37.83	£227.00
22/04/2013	Quine & Cubbon Printers Ltd.	Map Design, Draw, Proofs & Corrections		Office	£465.00	£93.00	£558.00
23/04/2013	City Electrical Factors (IOM) Ltd.	Fixed Temp Heat Detectors		Store	£84.00	£16.38	£100.38
23/04/2013	Sign & Design Ltd.	Sign for Chapel Beach		Beach	£20.00	£4.00	£24.00
23/04/2013	Sign & Design Ltd.	Signs for Playground		Playground	£40.00	£8.00	£48.00
25/04/2013	Isle of Man Newspapers Ltd.	Seasonal Worker Vacancy Notices		Advertising	£234.16	£46.82	£280.98
25/04/2013	Manx Electricity Authority	Supply for Xmas Lights at St. Mary's Church		Xmas Trees	£11.97	£0.58	£12.55
26/04/2013	Countryside Maintenance Ltd.	Bolt, Nut, Washers & Collar for Kubota		Gardener - Machinery	£8.27	£1.65	£9.92
26/04/2013	Trade UK (B&Q)	Hammerite Paint & Thinners for Railings		Roads & Footpaths	£56.63	£11.32	£67.95
26/04/2013	Trade UK (B&Q)	Sanding Discs		Store	£13.30	£2.66	£15.96
29/04/2013	J Clawson Ltd.	Fit New Guttering Where Required		Town Hall	£230.50	£46.10	£276.60
29/04/2013	Post Office	Postage		Postage	£6.84	£0.00	£6.84
02/05/2013	Argon Technologies Ltd.	Photocopier Count		Office - Photocopier	£43.80	£8.76	£52.56
02/05/2013	J Qualtrough & Co. Ltd.	Hammerite for Rail on Queen's Road		Roads & Footpaths	£6.60	£1.32	£7.92
02/05/2013	J Qualtrough & Co. Ltd.	Anchor Bolts		Seating	£7.18	£1.44	£8.62

Invoices Received But Not Yet Paid

Appendix 1

02/05/2013	J Quailtrough & Co. Ltd.	Aggregate Sand & Gravel	Store	£73.94	£14.79	£88.73
02/05/2013	J Quailtrough & Co. Ltd.	Sanding Discs & Surfform	Store	£15.92	£3.18	£19.10
02/05/2013	J Quailtrough & Co. Ltd.	Sanding Discs	Store	£2.46	£0.49	£2.95
02/05/2013	Metalco Engineering Ltd.	Repair Gate	Playground	£38.00	£7.60	£45.60
02/05/2013	Metalco Engineering Ltd.	Repair Rail Surrounding Bins - Kallow Point	Refuse	£38.00	£7.60	£45.60
02/05/2013	Metalco Engineering Ltd.	Repair Bent Bollards from Lower Prom	Roads & Footpaths	£109.55	£21.91	£131.46
02/05/2013	Metalco Engineering Ltd.	Cut, Drill & Paint 12 Brackets	Seating	£65.00	£13.00	£78.00
02/05/2013	Metalco Engineering Ltd.	Move Aggregate With Fork Lift	Store	£19.00	£3.80	£22.80
02/05/2013	Phonographic Performance Ltd.	Licence for Sound Recordings	Town Hall	£47.50	£9.50	£57.00
02/05/2013	Post Office	Postage	Postage	£41.68	£0.00	£41.68
03/05/2013	Ashcrofts 1997 Ltd.	Woodstain	Seating	£38.84	£7.77	£46.61
03/05/2013	Bridson & Horrox	Archive Storage Boxes	Office - Stationary	£59.97	£11.99	£71.96
07/05/2013	Ardern & Druggan Ltd.	Attend to Report Lamps Keep Blowing	Golf - Pavilion	£37.50	£7.50	£45.00
07/05/2013	Isle of Man Government	April Tipping	Refuse	£2,958.03	£591.61	£3,549.64
07/05/2013	Isle of Man Government	Ground for Sea Wall & Promenade	Wayleaves	£1.00	£0.20	£1.20
07/05/2013	Post Office	Postage	Postage	£21.58	£0.00	£21.58
07/05/2013	Southern Civic Amenity Site	2 x Fridges to Amenity Site	Refuse	£20.00	£4.00	£24.00
08/05/2013	Manx Electricity Authority	Replacement Fitting - PM013 Bay View Rd	Streetlighting	£370.55	£74.11	£444.66
09/05/2013	Manx Telecom Ltd.	Alarm Line	Golf - Pavilion	£10.83	£2.17	£13.00
09/05/2013	Manx Telecom Ltd.	Office Lines	Office - Telephones	£110.63	£22.13	£132.76
09/05/2013	Manx Telecom Ltd.	Store Line	Store	£12.68	£2.53	£15.21
09/05/2013	Sadler Agricultural Supplies Ltd.	Bag of Amenity Grass Seed - Mount Tabor	Gardening	£110.00	£0.00	£110.00
09/05/2013	Sadler Agricultural Supplies Ltd.	Safety Trainers for D Cairns	Store	£40.00	£8.00	£48.00
12/05/2013	S Craig & Sons Ltd.	New Water Service Pipe (Emergency Works)	Store	£1,175.00	£235.00	£1,410.00
	Total			£112,034.87	£22,344.72	£134,379.59
Direct Debit	Cable & Wireless Isle of Man	Mobiles, Broadband & Cisco Data Equipment	Office - Telephones	£0.00	£0.00	£0.00
Direct Debit	Darnills	Fuel	Fuel	£219.89	£38.02	£257.91
	Total			£219.89	£38.02	£257.91

BM Case