

**PORT ST MARY COMMISSIONERS  
PUBLIC SESSION 17 APRIL 2013**

**(92/12)**

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 17 April 2013 at 7.30 p.m.

**Present:** Mdms B McCabe (Chairman), R Sinfield & H Kinvig  
Messrs R Cooil, A Merchant, A Grace & M O'Meara & R Ashcroft

**Apologies:** Mr C Kinley (Vice Chairman)


**In Attendance:** Mr M Cowin (Clerk)

A quorum being present the Chairman declared the meeting open.

<b>Declaration of Interests</b>	<i>None</i>	
<b>Minutes of Public Ordinary Meeting 3 April 2013</b>	Delete item re Men in Sheds, amend item on page 90/12 re Street Lighting to read 'one streetlight by the Bay View Hotel' and 'one street light on Queen's Road'. P90/12 Civic Functions, Invitations etc. Delete 'The Chairman gave her apologies as she would be unable to attend' and insert ' The Chairman apologised that she had been unable to attend. RESOLVED: that the minutes of the Public meeting held on 3 April 2013, as amended, be approved and signed as a correct record. (Prop RS, S-AG)	
<b>Matters Arising</b>		
Encroaching Hedges	P90/12, RESOLVED: that a letter be sent to the Department of Infrastructure requesting they carry out an inspection of the overgrowing hedgerow at the Point Apartments. (Prop AG, S-RS)	<b>Action</b> Clerk
Bicycle Stand	P85, email 8.4.2013 response from resident was circulated. The Chairman reported that at recent meeting of the SW Regeneration Committee, Mr H MacKenzie had informed the group that the Department had commissioned 10 cycle racks. She had asked him to identify a suitable location for one in the Village. Mr Ashcroft stated the area by the telephone box on Bay View Road would be a good location. RESOLVED: that a reply is sent to the resident confirming that discussions are ongoing with the Department of Infrastructure to provide a cycle rack at no cost to the ratepayer. (Prop AG, S-RS)	<b>Action</b> Clerk
Celtic Kingdom Festival of Silk	P87, email 28.3.2013 from Guild of Silk Painters confirming arrangements fro a banner was circulated. RESOLVED: that the message be NOTED. (Prop RS, S-AG)	
<b>Deferred Items – None</b>		
<b>Planning Matters</b>		
<b>Planning Applications</b>		
<b>PA13/00360/B</b>	Mr A Guy for the conversion of former stables to a dwelling at the Old Coal Yard, Bay View Road, Port St Mary. RESOLVED: that PA13/00360/B be approved. (Prop AG, S-RS)	<b>Action</b> Housing Officer
<b>PA13/00396/B</b>	Mr W Bush for the erection of a dwelling with garage (comprising amendments to PA10/01211/B, retrospective), Land Adjacent to Rocklands, Bay View Road, Port St Mary. RESOLVED: that PA13/00396/B be approved (Prop AG, S-RC) RESOLVED: that clarification is sought on the height of the conservatory. (Prop RS, S-AG)	<b>Action</b> Housing Officer

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<b>Finance</b>		
Finance Officer's Report	List of monthly cheques payments for authorisation was circulated. RESOLVED: that the payments list be authorised for execution. (Prop RS, S-RA)	<b>Action</b> Finance Officer
<b>Policy &amp; Resources</b>		
Defective Street Light	Email 28.3.2013 from MEA reporting street light PM013 o/s Bay View Hotel was beyond repair was circulated. RESOLVED: that a reply be sent to the Manx Electricity Authority accepting their estimate to replace the defective light fitting PM013 for the sum of £443 + 20% VAT, subject to the same matching the new street light scheme. (Prop RS, S-AG)	<b>Action</b> Clerk
<b>Establishment – None</b>		
<b>Public Housing Matters – None</b>		
<b>Public Correspondence</b>		
Proposed Non-Resident Traders (Licence Fees) Regulations 2013	Email 28.3.2013 from Office of Fair Trading re Consultation was circulated. RESOLVED: that a reply be sent to the Office of Fair Trading reiterating the Board's previous comments supporting one standard fee applicable all year round. (Prop MOM, S-AG)	<b>Action</b> Clerk
Proposed Moneylenders (Registration Fees) Order 2013	Email 28.3.2013 from Office of Fair Trading re Consultation was circulated. RESOLVED: that the message be noted. (Prop RS, S-AG)	<b>Action</b> Clerk
RTLTC	Circular No's 378-385 were tabled. RESOLVED: that the circulars be NOTED. (Prop AG, S-RC)	
Meeting	Email 8.4.2013 from the new Sergeant for Port Erin & Port St Mary requesting to meet with the Board was circulated. RESOLVED: that the message be NOTED. (Prop RS, S-AG)	
Flag Lowering	Email 11.4.2013 from Chief Secretary's Office with instructions for flag lowering was circulated. The Chairman also read a further email received from the Chief Secretary's Office Clarified that the flag lowering instruction was for Government Building only. The Chairman reported that the majority consensus from Members was not to lower the flag.	
Change of Branding	Letter 28.3.2013 from Director of BDO (Isle of Man) LLC notifying of the change from PKF to BDO was circulated. RESOLVED: that the message be NOTED. (Prop MOM, S-AG)	
<b>Special Projects – None</b>		
<b>Representative's Reports</b>		
Southern Local Authorities	Consideration was given to a draft letter from the Southern Local Authority Group to the Hon. Chris Robertshaw, MHK. RESOLVED: that the Chairman be authorised to report that the Board are unable to accept the letter in its current form. (Prop AG, S-RC). The Chairman requested a copy of the letter sent by Douglas Corporation to the Minister be obtained.	<b>Action</b> Housing Officer
Southwest Regeneration Committee	The Chairman gave a report on a recent meeting of the Committee. She said there was a presentation by Professor Hugh Davidson on proposals to investigate possibility of a maritime centre. She also referred to the proposed replacement of the phone box on Bay View Road with a red box and prices between £6,000 and £7,000 quoted. However, there were proposals by Manx Telecom to remove the existing telephone box within the next 18-24 months. She also reported that the	

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	<p>existing railings on the Promenade junction are to be removed and new paving will be installed. It was also suggested that a bicycle rack could be installed where the telephone box is. The Chairman also confirmed that a possible budgetary allowance in the sum of 50% maybe available through the regeneration scheme toward the cost of the proposed new street lighting for the Promenade/regeneration area.</p> <p>RESOLVED: that a letter be sent to the Regeneration Manager requesting the removal of the red telephone box from the scheme and request the allowance be put towards the street lighting scheme for the Promenade. (Prop MOM, S-AG)</p>	<b>Action Clerk</b>
Railway Station	<p>Mrs Sinfield reported that Port St Mary Railway Station building was for sale and was seeking to meet on site with the three MHK's for Rushen as well as the Chairman. The Chairman said the building had great potential and could form a heritage centre. Mr Cooil referred to a previous planning application to create flat type accommodation. Mr Merchant said the building could contain asbestos based materials. Mrs Sinfield stated the building should be included in a conservation order.</p>	
Street Art	<p>The Chairman in conclusion enquired if the Board were still open to suggestions regarding street art pieces, and passed to Members examples of the artwork proposed.</p>	
<b>Any Other Business - None</b>		
<b>Date of Next Board Meeting</b>	<p>Statutory Meeting: Wednesday 1 May 2013 at 7.00 p.m. Followed by Ordinary Meeting at 7.30 p.m.</p>	

There being no further business the Public Session closed at 8.45 p.m.



**Chairman**

**In Private Session**

**17. Minutes for Adoption**

- 17.1 Minutes of Special Meeting 3 April 2013
- 17.2 Minutes of Private Board Meeting 3 April 2013.
- 17.3 Minutes of Private Events Committee Meeting 5 April 2013

**18. Matters Arising**

- 18.1 P94, Clifton Road North Playground Inspection

**19. Deferred Items**

- 19.1 P35, Pavilion Restaurant Lease
- 19.1.1 Email 5.4.2013 from Pavilion tenant.

**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 1<sup>st</sup> meeting of month***

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

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

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

**28. Urgent Housing Correspondence - *None***

**29. Special Projects**

- 29.1 Heritage Trail

**30. Private Correspondence**

- 30.1 Letter from Alexander Elliot enclosing internal audit review.

**31. Policy & Resources**

- 31.1 Housing Meeting 9.4.2013 - copy of Legal Briefing from Laurence Keenan, draft Tenancy Agreement, draft standard letters and draft Policy Document. Feedback from local authorities required by end of May 2013.
- 31.2 Email 26.3.2013 from Executive Officer, Local Government Unit in response to Interim Clerk regarding disposal of land
- 31.3 Standing Orders – review.

**32. Establishment**

- 32.1 DLO List April 2013 (*for information*)

**33. Staffing**

- 33.1 Letter 2.4.2013 from Disclosure Unit Manager re Police Check – Mr M Cowin.
- 33.2 Clerk to report on seasonal worker and to confirm his actions.

**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)**

**Date of Next Board Meeting:** Wednesday 1 May 2013 following the Public Session

6.1

<p><b><u>Port St. Mary Commissioners</u></b> <b><u>Finance Officer's Report</u></b> <b><u>April 2013</u></b></p>
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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 £ 359,952.20 of which £ 330,822.30 is on a weekly "on call" account which is gaining a higher weekly interest than the £ 29,129.90 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 £ 215,631.90 of which £ 146,483.18 is on a monthly "on call" account and £ 55,582.02 being on a weekly "on call" account which are gaining a higher weekly interest than the £ 13,566.70 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 £ 20,446.85, with £ 177.01 to be paid by Direct Debit, leaving a total of £ 20,269.84 still to be paid. This is all due 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

10<sup>th</sup> April 2013

Received	Supplier	Reason for Invoice	House	Category	Total Nett	VAT	Total Cost
28/03/2013	Suzannes Flowers	Bouquet to Castletown Commissioners		Office	£25.00	£5.00	£30.00
01/04/2013	Data Processing Network (1989) Ltd.	Rent & Rates Annual Support		Housing	£3,970.00	£794.00	£4,764.00
02/04/2013	SMP Accounting & Tax	Professional Services to Year End		Accountancy Fees	£514.85	£102.97	£617.82
03/04/2013	J Qualtrough & Co. Ltd.	Coach Bolts & Nuts M10		Raft	£2.51	£0.50	£3.01
03/04/2013	J Qualtrough & Co. Ltd.	Sandtex Smooth & Brushes		Seating	£22.89	£4.58	£27.47
03/04/2013	J Qualtrough & Co. Ltd.	Polysulphite Sealant for Shelters		Roads & Footpaths	£29.76	£5.95	£35.71
03/04/2013	J Qualtrough & Co. Ltd.	Hammerite Brush Cleaker & Thinners		Store	£9.80	£1.96	£11.76
03/04/2013	J Qualtrough & Co. Ltd.	Yacht Varnish & Glidden Trade Gloss		Store	£41.65	£8.33	£49.98
03/04/2013	J Qualtrough & Co. Ltd.	Yale Cylinder with Keys & Sanding Discs		Store	£40.40	£8.08	£48.48
03/04/2013	Southern Civic Amenity Site Board	First Quarter Contribution 2013/14		Amenity Site	£6,413.06	£0.00	£6,413.06
04/04/2013	Alexander Elliott	Internal Audit for 2012/13		Internal Audit	£3,150.00	£630.00	£3,780.00
04/04/2013	Argon Technologies Ltd.	Photocopier Count to Year End		Office - Photocopier	£59.01	£11.80	£70.81
04/04/2013	Bridson & Horrox Group	Blue Paper		Office - Stationary	£5.99	£1.20	£7.19
04/04/2013	Isle of Man Government	Foreshore Due 01/04/2013		Wayleaves	£10.00	£2.00	£12.00
04/04/2013	Manx Inspirations	Custom Blocks for P Collett & H Goldsmith		Town Hall	£157.00	£27.48	£184.48
04/04/2013	Post Office	Postage Charges		Postage	£10.32	£0.00	£10.32
05/04/2013	Isle of Man Government	Tipping Charges for March 2013		Refuse	£2,231.43	£446.29	£2,677.72
05/04/2013	Manx Electricity Authority	Garden of Remembrance		Memorial	£8.98	£0.45	£9.43
05/04/2013	Manx Electricity Authority	Store Supply		Store	£493.55	£98.71	£592.26
08/04/2013	Manx Telecom Ltd.	Ebiz Standard for April - June		Office - Computers	£25.50	£5.10	£30.60
09/04/2013	Manx Telecom Ltd.	Office Lines		Office - Telephones	£58.49	£11.70	£70.19
09/04/2013	Manx Telecom Ltd.	Alarm Line		Golf - Pavilion	£10.83	£2.16	£12.99
09/04/2013	Manx Telecom Ltd.	Store Line		Store	£12.69	£2.54	£15.23
09/04/2013	WDS Ltd.	Bleach, Toilet Rolls, Hand Towels etc. (Feb)		Public Toilets	£217.24	£43.45	£260.69
09/04/2013	WDS Ltd.	Sacks, Hand Towels & Toilet Rolls (March)		Public Toilets	£95.56	£19.11	£114.67
10/04/2013	Manx Electricity Authority	Communal Supply	TP	Housing	£13.30	£0.67	£13.97
10/04/2013	Post Office	Tax for HMN 107L		Vehicles	£203.00	£0.00	£203.00
10/04/2013	Post Office	Tax for HMN 342L		Vehicles	£203.00	£0.00	£203.00
	<b>Total</b>				<b>£18,035.81</b>	<b>£2,234.03</b>	<b>£20,269.84</b>
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	£147.51	£29.50	£177.01
	<b>Total</b>				<b>£147.51</b>	<b>£29.50</b>	<b>£177.01</b>