

**PORT ST MARY COMMISSIONERS
PUBLIC MEETING 18 APRIL 2012**

(78/11)

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 18 April 2012 at 7.30 p.m.

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

Apologies: Mr M Kennaugh

In Attendance: Mr J Roberts (Clerk) & Mrs D Greenwood (taking minutes)

A quorum being present the Chairman declared the meeting open.

Minutes of Public Ordinary Meeting 4 April 2012	RESOLVED: that the minutes of the Public meeting held on 4 April 2012 be approved and signed as a correct record. (Prop BMcC, S-RS)	
Matters Arising		
Garage Rent Query	P76, the Clerk stated he was progressing with the review of rents charged on all assets, and hoped to have it completed for the next meeting. NOTED.	
Allotment Field	P75, the Clerk reported a meeting was held on the allotment field with the Planning Supervisor who stated he couldn't see a problem with the shed providing it was removed by the plot holder should she vacate the plot. The Planning Supervisor stated he would contact the Clerk once he had checked the historical background regarding sheds on the site. The Clerk stated the plot holder was aware of the Boards support and wished to express her gratitude. NOTED The Clerk reported he had received a call from the owner of the adjacent property requesting permission to enter the site in order to carry out trimming of the hedge and to erect fencing. It was AGREED that permission is granted.	
Allotment Society	P76, the Clerk reported that planning permission may be required for a shipping container on the allotment car park as it requires heavy plant to install; the Clerk stated he would check with the Planning Office. NOTED.	Action Clerk
Ben Varrey 2 Athol Street	P77, the Clerk stated he contacted the Building Control Manager regarding additional safety concerns. It was a condition on the road closure order that the road could not be reopened until the property had been inspected by Building Control; it can be assumed that it has been made safe as the road is now open. NOTED.	
Deferred Items – None		
Planning Matters		
Planning Applications		
PA12/00429/B	Mrs B Ingham for the installation of replacement windows to front and rear elevations at Broome House, 22 High Street, Port St Mary. There were no objections to PA12/00429/B.	Action Housing Officer
PA12/00465/B	Mr & Mrs G Watt for alterations, erection of extensions and widening of vehicular access and hard standing at The Junipers, Queens Road, Port St Mary. The Clerk stated a letter of support from the neighbours had been received. NOTED. There were no objections to PA12/00465/B.	Action Housing Officer

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PA12/00487/B	Ms C Owen for the installation of a replacement front door and door surround at Beach House, Beach Road, Port St Mary. There were no objections to PA12/00487/B.	Action Housing Officer
Planning Approvals – None		
Planning Refusals – None		
Planning Appeals – None		
Planning Correspondence – None		
Other Planning Matters – None		
Finance		
Finance Officer's Report	List of monthly cheque payments for authorised bank signatories was circulated. RESOLVED: that the payments list be authorised for execution (Prop RS, S-BMcC). Mr Cooil reiterated his concerns regarding the cost of maintaining the central heating systems installed as part of a government framework agreement and requested the Clerk invites the Minister of Social Care to attend a meeting with the Board. RESOLVED: that the Minister of Social Care is requested to attend a meeting with Port St Mary Commissioners to discuss the high level of repairs and costs incurred following the installation of central heating boilers as part of a government framework agreement. (Prop RC, S-BMcC)	Action Technical Officer Action Clerk
Summary of GRA Expenditure	By cost centre for year ending 31 March 2012 was circulated and NOTED.	
Policy & Resources – None		
Establishment – None		
Public Housing Matters – None		
Public Correspondence		
RTL	Circular No: 367 was circulated and NOTED	
Draft PPS on Planning & the Economy	Letter 5.4.2012 from Minister, Dept of Infrastructure informing of extension to consultation to Friday 4 May 2012 was circulated and NOTED.	
Whitley Council Meeting Arrangements	Email 10.4.2012 and letter 29.3.2012 regarding dates for meetings in 2012 were circulated and NOTED.	
Boundary Review	Letter and form 3.4.2012 from the Chair of the Boundary Review Committee inviting views were circulated and NOTED.	
Mad Sunday Vintage Rally 3 June 2012	Letter 17.4.2012 from Chairman of Southern Vintage Engine and Tractor Club requesting use of portaloos for the rally was circulated. RESOLVED: that the Southern Vintage Engine and Tractor Club may loan PSM Commissioners' portaloos on 3 June 2012 for their Mad Sunday Vintage Rally free of charge providing they cover the cost of emptying them after the event. (Prop BMcC, S-RS)	Action Housing Officer
Community Week Cubs/Scouts	Letter from Assistant Cub Leader requesting sponsorship and projects for the cubs and scouts during Community Week 14-20 May 2012 was circulated. RESOLVED: that the Clerk investigates suitable jobs for the cubs and scouts of the 1 st Rushen cub to conduct as part of Community week on 14-20 May 2012, up to £50 will be offered as sponsorship. (Prop AG, S-RS)	Action Clerk

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Perimeter Hedge The Point Apartments	Letter 16.4.2012 from Director of Point Management Ltd requesting a formal apology from the Board in respect of the cutting of their hedge was circulated. Mrs McCabe suggested getting a second opinion on the correct way a Veronica hedge should be maintained, historical issues with the hedge was discussed. RESOLVED: that the Clerk responds to Point Management Ltd informing them that there will be no apology from PSM Commissioners in respect of the cutting of their hedge by DLO, and requesting the perimeter hedge at The Point Apartments is cut back within 6 weeks or further action will be taken, a copy of the letter is to be sent to the three Rushen MHK's. (Prop AG, S-BMcC)	Action Clerk
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	List was circulated and NOTED	
Chairman's Report	The Chairman stated he had enjoyed his term as Chairman. NOTED.	
Any Other Business		
M Kennaugh	RESOLVED: that a letter is sent to Martin Kennaugh, thanking him for his contributions as a Board member. (Prop RC, S-BMcC)	
Message of Thanks	Mr Grace thanked the Clerk, Housing Officer, office and outside staff for their hard work. NOTED.	
Southern Community Initiatives Vision	The Clerk reported a invitation had been received for members to attend community project meeting at Thie Rosien, Port Erin on 19 April 2012 1-3pm or 7-9pm. NOTED.	
Date of Annual General Meeting	Wednesday 2 May 2012 at 7.00 p.m.	
Date of Next Board Meeting	Wednesday 2 May 2012 at 7.30 p.m.	

There being no further business the Public Session of the meeting closed at 8.00 p.m.


Chairman

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<p><u>Port St. Mary Commissioners</u> <u>Finance Officer's Report</u> <u>April 2012</u></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 £ 284,351.06 of which £ 275,302.59 is on a weekly "on call" account which is gaining a higher weekly interest than the £ 9,048.47 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 £ 206,007.33 of which £ 146,169.47 is on a monthly "on call" account and £ 55,503.70 being on a weekly "on call" account which are gaining a higher weekly interest than the £ 4,334.16 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 £ 29,876.61.

Of this amount, £8,638.98 is to be paid out of the Capital Account and is with regard to the Housing Refurbishment Scheme.

The remaining £21,237.63 is all to be paid out of the General Account, with £293.58 to be paid via Direct Debit.

Please also find a list of the invoices, totalling £30,196.87, that have been paid since the last Board Meeting but not presented to the Board.



Brian J Boyle.
Technical Officer

12th April 2012.

Received	Supplier	Reason for Invoice	House	Category	Total Nett	VAT	Total Cost
11/04/2012	Brian Skillicorn	Wood Worm Treatment	1 PR	Housing - Void	£100.00	£0.00	£100.00
23/03/2012	Water Works Ltd.	Fuel Line Leaking at Tank Valve	1 SA	Housing	£39.98	£8.00	£47.98
03/04/2012	J Quailtrough & Co. Ltd.	Shield Anchor Bolts	1 TP	Housing	£4.94	£0.99	£5.93
05/04/2012	Ardern & Druggan Ltd.	Reposition Light Switch in Bedroom	10 LA	Housing	£25.00	£5.00	£30.00
03/04/2012	J Quailtrough & Co. Ltd.	Pair of Latch Handles	10 LA	Housing - Void	£5.76	£1.15	£6.91
11/04/2012	Manx Electricity Authority	Reading Whilst Carrying Out Works	10 LA	Housing - Void	£5.89	£0.29	£6.18
26/03/2012	Water Works Ltd.	Disconnect Pipeworks in Bathroom	10 LA	Housing - Void	£67.84	£13.57	£81.41
26/03/2012	Water Works Ltd.	Top Up Boiler & Repair Leak	10 PR	Housing	£59.97	£11.99	£71.96
23/03/2012	Water Works Ltd.	No Pressure - Faulty Expansion Vessel	10 PR	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	Fit New Expansion Vessel	10 PR	Housing	£161.48	£32.30	£193.78
30/03/2012	Water Works Ltd.	Replace Corroded T-Joint in Ceiling	11 PR	Housing	£98.96	£19.79	£118.75
29/03/2012	Ardern & Druggan Ltd.	Repace Smoke Detector & Heat Detector	11 SA	Housing	£83.52	£16.70	£100.22
10/04/2012	Water Works Ltd.	Repairs to WC Seat	11 SA	Housing	£19.99	£4.00	£23.99
05/04/2012	Manx Electricity Authority	TV System	1-10 PR	Housing	£12.41	£0.62	£13.03
05/04/2012	Manx Electricity Authority	TV System	11-16 PR	Housing	£11.04	£0.55	£11.59
29/03/2012	Ardern & Druggan Ltd.	Check & Replace Batton Lamp Holder in Porch	12 PR	Housing	£30.50	£6.10	£36.60
23/03/2012	Water Works Ltd.	Repair Leaking Filling Loop	13 SA	Housing	£39.98	£8.00	£47.98
26/03/2012	Water Works Ltd.	Repair Leaking Boiler	14 PR	Housing	£59.05	£11.81	£70.86
05/04/2012	Manx Electricity Authority	TV System	1-6 FR	Housing	£13.33	£0.67	£14.00
10/04/2012	Water Works Ltd.	Water Temp in Shower Poor - Repair	16 LA	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	Flow Switch Leaking on Boiler	16 SMA	Housing	£39.98	£8.00	£47.98
10/04/2012	Water Works Ltd.	Boiler Losing Pressure - Repair	17 SA	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	Repair Leaking Boiler	19 SA	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	No Pressure in Boiler - Repair Filling Loop	2 BB	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	Repressurise & Vent System	2 BB	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	Replace Expansion Vessel	2 BB	Housing	£39.98	£8.00	£47.98
30/03/2012	Water Works Ltd.	Repressurise & Vent System	2 BB	Housing	£39.98	£8.00	£47.98
10/04/2012	Water Works Ltd.	Repair Leaking Expansion Vessel Fittings	2 BB	Housing	£39.98	£8.00	£47.98
23/03/2012	Water Works Ltd.	Fit 2 x New Auto Air Vents	2 SA	Housing	£78.12	£15.63	£93.75
23/03/2012	Water Works Ltd.	Supply & Fit New Ball Valve to WC	8 BB	Housing	£69.49	£13.90	£83.39
02/04/2012	Water Works Ltd.	Supply & Fit New Watchman	8 SA	Housing	£139.96	£28.00	£167.96
30/03/2012	Water Works Ltd.	No Pressure - Faulty Expansion Vessel	8 SA	Housing	£161.48	£32.30	£193.78
23/03/2012	Water Works Ltd.	Fit 2 x New Auto Air Vents	8 SMA	Housing	£78.12	£15.63	£93.75
23/03/2012	Water Works Ltd.	Flow Switch Leaking on Boiler	8 SMA	Housing	£39.98	£8.00	£47.98

05/04/2012	DPN (1989) Ltd.	Rent & Rates Annual Support 12/13	Housing	£3,970.00	£794.00	£4,764.00
08/02/2012	Norman Cowin Ltd.	C/H Oil - Phase Two	Housing - 3100	£4,820.04	£964.01	£5,784.05
08/02/2012	Norman Cowin Ltd.	C/H Oil - Phase One	Housing - 3100	£3,818.94	£763.79	£4,582.73
23/03/2012	Water Works Ltd.	Fit New Sink & Pipeworks, Isolate Old	Town Hall	£649.62	£129.93	£779.55
03/04/2012	J Quattrough & Co. Ltd.	WD40	Stores	£5.46	£1.09	£6.55
03/04/2012	J Quattrough & Co. Ltd.	Refurbished & Treated Sawn Whitewood	Raft	£24.23	£4.85	£29.08
03/04/2012	J Quattrough & Co. Ltd.	Redwood, Plywood & Dado Rail - Stage	Town Hall	£246.82	£49.36	£296.18
03/04/2012	Southern Civic Amenity Site Boa	April - June 2012 Contribution	Amenity Site	£6,123.19	£0.00	£6,123.19
05/04/2012	2e2 (IOM) Ltd.	Photocopier Count	Office - Photocopier	£93.70	£18.74	£112.44
05/04/2012	Isle of Man Government	March Tipping Charges	Refuse	£2,122.11	£424.42	£2,546.53
05/04/2012	Post Office	Postage	Postage	£10.37	£0.00	£10.37
05/04/2012	Post Office	Tax for HMN 342L	Vehicles	£193.00	£0.00	£193.00
05/04/2012	Post Office	Tax for HMN 107L	Vehicles	£193.00	£0.00	£193.00
05/04/2012	Quine & Cubbon Printers Ltd.	Letterheads	Office - Stationary	£171.48	£34.30	£205.78
10/04/2012	SMP Accounting & Tax	Professional Services to Date	Accountancy Fees	£360.00	£72.00	£432.00
11/04/2012	Metaico Engineering Ltd.	Fabricate 12 Angle Brackets	Seating	£53.47	£10.69	£64.16
11/04/2012	Sadler Agricultural Supplies Ltd.	2 Hardwood Memorial Benches (Cannon)	Seating	£900.00	£180.00	£1,080.00
12/04/2012	Isle of Man Government	Foreshore Wayleave	Wayleaves	£10.00	£2.00	£12.00
12/04/2012	Manx Telecom	Main Line, Fax Line & Broadband	Office - Telephones	£141.20	£28.24	£169.44
12/04/2012	Manx Telecom	Alarm Line	Golf Pavilion	£10.42	£2.09	£12.51
12/04/2012	Manx Telecom	Store Line	Stores	£11.91	£2.38	£14.29
12/04/2012	Manx Telecom	Ebiz Standard	Office - Telephones	£25.50	£5.10	£30.60
	Total			£25,761.05	£3,821.98	£29,583.03
Direct Debit	Darnills	Fuel	Fuel	£247.59	£45.99	£293.58
	Total			£247.59	£45.99	£293.58

Invoices Paid Since Last Board Meeting and Not Presented To Board

Ref No.	Date	Chq No.	Payee	Allocated To.	Nett	VAT	Total
Bacs	30/03/2012		Colas (IOM) Ltd.	Flags	£183.35	£36.67	£220.02
Bacs	30/03/2012		Colas (IOM) Ltd.	Refuse - Sacks	£164.60	£32.92	£197.52
Bacs	30/03/2012		Colas (IOM) Ltd.	Store	£29.40	£5.88	£35.28
Bacs	30/03/2012		Kestrel Insurance	Vehicles	£1,400.00	£0.00	£1,400.00
Bacs	30/03/2012		Kestrel Insurance	Insurance	£19,276.00	£0.00	£19,276.00
Bacs	30/03/2012		Manx Drain Surveys Ltd.	Sewers	£190.00	£38.00	£228.00
Bacs	30/03/2012		Post Office	Postage	£25.61	£0.00	£25.61
Bacs	30/03/2012		Stewart Clague Services Ltd.	Town Hall	£958.00	£191.60	£1,149.60
Bacs	10/04/2012		Manx Electricity Authority	Store	£413.76	£20.17	£433.93
Bacs	10/04/2012		Manx Electricity Authority	Housing	£11.60	£0.58	£12.18
1	04/04/2012	3757	Isle of Man Government	Tax & NI	£3,674.36	£0.00	£3,674.36
2	04/04/2012	3758	Douglas Superannuation	Superannuation	£3,353.02	£0.00	£3,353.02
3	04/04/2012	3759	Port St. Mary Commissioners	Petty Cash	£191.35	£0.00	£191.35
			Total		£29,871.05	£325.82	£30,196.87

Actual Revenue & Housing To 31st March 2012
 (Exc VAT; Incl payments via DD but Excl. payroll ;

Allocated To.	Total
Accountancy Fees	3,599.55
Accountants	6,538.65
Advertising	73.78
Allotments	4,197.52
Amenity Site	22,344.12
Audit Fees	28,240.83
Beach	1,964.62
British Legion	56.25
Car Parks	132.19
Celebration of Christmas	266.05
Chapel Beach	433.00
Data Protection	100.00
Events	5,543.95
Flags & Flag Poles	379.23
Garage	114.30
Garage (Refund)	167.60
Garages - Rates	521.43
Gardener	7,913.30
Gardener - Machinery	803.43
Gardening	7,259.88
Gardening - Machinery	491.60
Gardening - Machines	140.87
Golf - Pavilion	541.06
Golf Course	545.12
Golf Pavilion	10.42
Health & Safety	1,041.66
Housing	33,324.39
Housing - Annual	5,896.14
Housing - Rates	71,921.88
Housing - Refurb	0.00
Housing - Void	2,599.93
Incidentals	102.83
Insurance	44,459.48
Legal Fees	19,768.40
Mariners Shelter	37.00
Millennium Grove	37.39
Municipal Association	300.00
Office	5,252.09
Office - Computers	602.41
Office - Events	80.45
Office - Photocopier	197.36
Office - Stationary	1,220.20
Office - Telephones	2,189.37
Petty Cash	1,162.09
Playground	153.86
Postage	551.43
Professional Fees	671.70
PSM In Bloom	300.00
Public Lighting	21,474.92
Public Toilets	3,586.03
Refuse	40,808.41
Refuse - Bins	12,618.16
Refuse - Sacks	584.66
Refuse - Vehicles	5,453.19
Refuse - Warden	2,377.42
Roads & Footpaths	1,770.98
Seating	3,336.21
Sewers	8,316.99
Sewers - Machinery	375.00
Signage	110.00
Smithy	67.87
Store	3,768.72
Store - Rates	360.78
Streetlighting	27,134.10
Superannuation	44,156.55
Swimming Pool	3,419.53
Tax & NI	41,839.41
Tennis Courts	34.13
Tip Field	1.43
Town Hall	14,897.16
Vehicles	5,328.09
Wayleaves	21.12
Xmas Bonuses	270.00
Xmas Trees	982.84
(blank)	
Grand Total	527,342.51