

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 20 February 2013 at 7.30 p.m.

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

Apologies: Mr R Cooil & Mr R Ashcroft

In Attendance: Mr E Convery (Interim Clerk) & Mrs D Greenwood (taking minutes)

Prior to the start of the meeting one minute's silence was held as a mark of respect for the tragic loss of staff member James Wade. It was AGREED a letter of condolence and flowers from the Board is sent to Mrs Wade.

A quorum being present the Chairman declared the meeting open.

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| Declaration of Interests | <i>None</i> | |
| Minutes of Public Ordinary Meeting 6 February 2013 | P70 - Joint Initiatives, insert 'plus Chairman's' casting vote. RESOLVED: that the Minutes of the Public meeting held on 6 February 2013, as amended, be approved and signed as a correct record. (Prop HK, S-RS) | |
| Matters Arising | | |
| Change in Policing | P71, email 8.2.2013 from Senior Secretary, Department of Home Affairs confirming the Chief Constable and Inspector Bibby have agreed to meet with the Board at 7pm on 6 March 2013 was circulated and NOTED. | |
| Draft Order, Links Avenue | P71, further copy letter 5.2.2013 from resident was circulated and NOTED. | |
| Parking Review | P71, email 4.2.2013 from resident opposed to the proposed deregulation of parking regulations was circulated. Mr Convery pointed out the trial removal of the parking signage poles would shortly be advertised by the DoI. Residents would have the opportunity to express their views directly to the DoI. NOTED. | Action Interim Clerk |
| MEA Substation, Four Roads | P67, email 6.2.2013 from the MEA confirming the installation of one bollard was circulated and NOTED. | |
| Deferred Items – None | | |
| Planning Matters | | |
| Planning Applications – None | | |
| Planning Approvals | | |
| PA12/01700/B | On 7 February 2013 by a Senior Planning Officer to Mr & Mrs K Ashcroft for alterations to existing dormer window at Bay Crest, Bay View Road, Port St Mary. No none standard conditions to note. NOTED. | |
| Planning Refusals – None | | |
| Planning Appeals – None | | |
| Planning Correspondence – None | | |
| Other Planning Matters – None | | |
| Finance | | |
| Finance Officer's Report | List of monthly cheque payments for authorisation was circulated. RESOLVED: that the payments list be authorised for execution. (Prop RS, S-AG). It was AGREED that a list of payments yet to be paid to a housing maintenance contractor is brought to the Board | Action Finance Officer |

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**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 20 FEBRUARY 2013**

(76/12)

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| | for approval at the next meeting. | |
| Summary of GRA Expenditure | By cost centre for period ending February 2013 (<i>not available</i>) | |
| Policy & Resources | | |
| Playground Inspection | Email 11.2.2013 from Wicksteed Playscapes confirming booking on 4 March 2013 for inspection of the Clifton Road North playground was circulated and NOTED. | |
| Workers Leave | Letter 8.2.2013 from Employers' Side Whitley Council highlighting the legal entitlement of Whitley Council workers to carry forward to next year up to 9 days annual leave was circulated and NOTED. | |
| Establishment – None | | |
| Public Housing Matters – None | | |
| Public Correspondence | | |
| 'Open All Hours' Production | Letter 5.2.2013 from Director of Hog the Limelight Drama Group regarding the production and highlighting the very poor acoustics in the Town Hall was circulated. Mr Grace tabled his letter 16.2.2013 requesting a report is produced to identify ways of improving the acoustics. RESOLVED: that a response is sent to the Director of Hog the Limelight Drama Group, confirming the Commissioners' intention to monitor feedback from users of the multi functional Town Hall. (Prop CK, S-AG) | Action Interim Clerk |
| Walney Extension Offshore Wind Farm | Email 6.2.2013 from Sillson Communications Ltd regarding mini report and second consultation was circulated. Mr O'Meara reiterated his opinion that wind power was an expensive form of electricity production, required fossil fuel support in the extreme cold and vibrations from the turbines discouraged fish from establishing colonies on the underwater structures. NOTED. | |
| Landlord & Tenant (Private Housing) Bill 2013 | Letter 5.2.2013 from the Minister for Social Care and consultation documents were circulated and NOTED. | |
| Housing (Standard) Regulations 2013 | Email 13.2.2013 from Manager, Environmental/Public Health Unit and consultation documents regarding the Housing Standards and Registration and Definition of House or Flat in Multiple Occupation Order 2013 were circulated and NOTED. RESOLVED: that Board members are given a list of consultations for their meetings; consultation documents are only to be provided on request. (Prop RS, S-HK) | |
| Lifeboat Day 2013 | Letter 11.2.2013 from RNLI regarding arrangements for Lifeboat Day was circulated. RESOLVED: that permission is granted for the RNLI to erect a bouncy castle and possibly another sideshow on the green at the Point, and for the loan of Commissioners' tables on Lifeboat Day on 28 July 2013. (Prop AG, S-RS) | Action Housing Officer |
| Ballakilly Land | Copy letter 12.2.2013 from Port Erin resident expressing his views on proposals in the Southern Area Plan in respect of Ballakilly Land, letter 14.2.2013 from Chairman of Planning Committee in response and letter from Mr A Grace supporting the residents concerns were circulated. RESOLVED: that a letter of support from Port St Mary Commissioners is sent to the Port Erin resident, with copies sent to the Rushen MHK's, neighbouring local authorities and the Planning Committee. (Prop AG, S-MOM) | Action Housing Officer |
| Special Projects – None | | |

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**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 20 FEBRUARY 2013**

(77/12)

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| Representative's Reports – None | | |
| Topics for Discussion submitted by Members – None | | |
| Chairman's Business | | |
| Civic Functions, Invitations | List was circulated and NOTED. | |
| Chairman's Report | The Chairman expressed her dismay at a recent newspaper article regarding the Board's decision to postpone a meeting with Port Erin Commissioners until a permanent Clerk was in place. Mrs McCabe drew attention to paragraph 14.4 of 'Standing Orders' which states that any statement made to the media or third party by a Board member or officer shall only be made with the consent of the Chairman or Vice Chairman. RESOLVED: that a letter is sent to the local newspaper reporter highlighting Port St Mary Commissioners' rules in their 'Standing Orders' regarding statements made to the media. (Prop RS, S-AG) RESOLVED: that a copy of the draft Public minutes from the previous meeting are sent to the local newspaper reporter prior to the commencement of each public meeting. (Prop AG, S-CK) | Action Interim Clerk Action Housing Officer |
| Date of Next Board Meeting | Wednesday 6 March 2013 at 7.30 p.m. | |

There being no further business the Public Session of the meeting closed at 8.20 p.m.



Chairman

IN PRIVATE SESSION

17. Minutes for Adoption

- 17.1 Minutes of Private Board Meeting 6 February 2013.
- 17.2 Notes of Private Events Committee Meeting 15 February 2013.

18. Matters Arising

- 18.1 P83, Port St Mary Big Day
- 18.2 P85, Office Credit Card
- 18.2.1 Annual invoice for email charges

19. Deferred Items

- 19.1 P35, Pavilion Restaurant Lease.
- 19.2 P84, New Pointing System.

20. Finance Matters

- 20.1 Execution of staff related/housing tenant items for cheque payments - *None*
- 20.2 Summary of GRA expenditure by payee period ending February 2013 – *(Not available)*
- 20.3 Report on manual staff basic pay by cost centre for period ending February 2013 – *(Not available)*

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

- 28.1 Letter 5.2.2013 from tenant & letter 23.1.2013 from Health Visitor.

29. Special Projects – *None*

30. Private Correspondence

- 30.1 Report for the Southern Amenity Site January 2013.
- 30.2 Letter 8.2.2013 from music festival organiser.

31. Policy & Resources

- 31.1 Letter 10.2.2013 from Port St Mary Golf Club
- 31.2 Letter 10.2.2013 from Port St Mary Golf Club
- 31.3 Information re Flavia Creation 400 drinks system.

32. Establishment

32.1 DLO List February 2013 (*for information*)

33. Staffing

33.1 Office Staff annual spine point increases

33.2 Tragic death of staff member

34. Representative's Confidential Reports - *None*

35. Confidential Topics for Discussion submitted by members

35.1 Mr A Grace – Installation of access ramp

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 6 March 2013 following the Public Session

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| <p><u>Port St. Mary Commissioners</u> <u>Finance Officer's Report</u> <u>February 2013</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 £ 400,919.94 of which £ 395,753.55 is on a weekly "on call" account which is gaining a higher weekly interest than the £ 5,166.39 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 £ 215,575.73 of which £ 146,437.44 is on a monthly "on call" account and £ 55,571.59 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 £ 54,157.49, with £ 273.81 to be paid by Direct Debit, leaving a total of £ 53,883.68 still to be paid. This is all due to be paid out of the General Account.

There has only been one payment since the last meeting that has not as yet been approved by the Board, which is for £ 614.80 to Manx Gas Ltd. for the Town Hall Heating.



Brian J Boyle.
Technical Officer

15th February 2013.



| Received | Supplier | Reason for Invoice | House | Category | Total Nett | VAT | Total Cost |
|------------|-----------------------|--|--------|----------------|------------|---------|------------|
| 16/05/2012 | Water Works Ltd. | Re-plumb Bath & New Pipeworks | 1 PR | Housing | £126.02 | £25.20 | £151.22 |
| 17/12/2012 | Water Works Ltd. | No Heating or Hot Water | 1 PR | Housing | £19.99 | £4.00 | £23.99 |
| 18/05/2012 | Water Works Ltd. | Leaking Tank Valve in Garden | 1 SA | Housing | £19.99 | £4.00 | £23.99 |
| 11/06/2012 | Water Works Ltd. | Pump Out Tank & Replace Tank Valve | 1 SA | Housing | £278.92 | £55.78 | £334.70 |
| 11/06/2012 | Water Works Ltd. | Leaking Flow Switch on Boiler | 1 SA | Housing | £43.66 | £8.74 | £52.40 |
| 26/06/2012 | Water Works Ltd. | Repair Leaking Flow Switch | 1 SA | Housing | £99.52 | £19.91 | £119.43 |
| 01/10/2012 | Water Works Ltd. | Repair Leaking Boiler | 1 SA | Housing | £39.98 | £8.00 | £47.98 |
| 05/12/2012 | Water Works Ltd. | Replace Time Clock on Boiler | 1 SA | Housing | £93.08 | £18.62 | £111.70 |
| 05/12/2012 | Water Works Ltd. | Boiler Losing Pressure | 1 SA | Housing | £99.57 | £19.91 | £119.48 |
| 07/12/2012 | Water Works Ltd. | Replace Oil Watchman | 1 SA | Housing | £139.92 | £27.99 | £167.91 |
| 20/09/2012 | Water Works Ltd. | Replace Leaking Auto Air Vents & Unblock Flexi | 1 SMA | Housing | £59.05 | £11.81 | £70.86 |
| 05/12/2012 | Water Works Ltd. | Replace Filling Loop on Boiler | 1 SMA | Housing | £60.00 | £12.00 | £72.00 |
| 17/12/2012 | Water Works Ltd. | Repair Leaking Boiler | 1 TP | Housing | £59.97 | £11.99 | £71.96 |
| 16/05/2012 | Water Works Ltd. | Gas Boiler Safety Check | 10 LA | Housing - Void | £26.35 | £5.27 | £31.62 |
| 24/05/2012 | Water Works Ltd. | Bathroom Works & Extra Works for Same | 10 LA | Housing - Void | £2,344.85 | £468.97 | £2,813.82 |
| 16/05/2012 | Water Works Ltd. | Repairs to Leaking Boiler | 10 PR | Housing | £39.98 | £8.00 | £47.98 |
| 11/06/2012 | Water Works Ltd. | Leaking Boiler / Expansion Vessel | 10 PR | Housing | £39.98 | £8.00 | £47.98 |
| 11/06/2012 | Water Works Ltd. | Supply & Fit New Expansion Vessel | 10 PR | Housing | £161.48 | £32.30 | £193.78 |
| 09/08/2012 | Water Works Ltd. | Replace Leaking Ball Valve in WC | 10 PR | Housing | £59.97 | £12.00 | £71.97 |
| 09/08/2012 | Water Works Ltd. | Unblock Kitchen Sink | 10 PR | Housing | £19.99 | £4.00 | £23.99 |
| 03/09/2012 | Water Works Ltd. | Unblock Expansion Vessel | 10 PR | Housing | £59.97 | £11.99 | £71.96 |
| 03/07/2012 | Water Works Ltd. | Replace Auto Air Vents | 10 SMA | Housing | £167.22 | £33.44 | £200.66 |
| 05/12/2012 | Water Works Ltd. | Replace Time Clock on Boiler | 10 SMA | Housing | £93.08 | £18.62 | £111.70 |
| 17/05/2012 | Water Works Ltd. | Boiler Safety Check & Call out Manx Gas | 11 BB | Housing - Void | £59.97 | £11.99 | £71.96 |
| 17/05/2012 | Water Works Ltd. | Repair Leak in Upstairs Bedroom | 11 BB | Housing - Void | £95.58 | £19.11 | £114.69 |
| 18/05/2012 | Water Works Ltd. | Repair Leaking Pipes in Ceiling | 11 BB | Housing - Void | £123.82 | £24.76 | £148.58 |
| 11/06/2012 | Water Works Ltd. | Leaking Stop Tap | 11 BB | Housing - Void | £39.98 | £8.00 | £47.98 |
| 18/05/2012 | Water Works Ltd. | Repair Faulty Kitchen Tap | 11 PR | Housing | £57.98 | £11.60 | £69.58 |
| 03/07/2012 | Water Works Ltd. | Replace Auto Air Vents | 11 SA | Housing | £97.19 | £19.44 | £116.63 |
| 05/12/2012 | Water Works Ltd. | Repair WC Seat - Lose Again | 11 SA | Housing | £19.99 | £4.00 | £23.99 |
| 28/01/2013 | Ardern & Druggan Ltd. | Replace Faulty Light Switch in Lounge | 11 SA | Housing | £26.51 | £5.30 | £31.81 |
| 17/05/2012 | Water Works Ltd. | Gas Boiler Safety Check | 12 BB | Housing - Void | £26.35 | £5.27 | £31.62 |
| 18/05/2012 | Water Works Ltd. | Repalce Vents, Unblock Expansion Vessel | 12 PR | Housing | £238.68 | £47.73 | £286.41 |
| 26/06/2012 | Water Works Ltd. | Replace Auto Air Vents & Expansion Vessel | 12 PR | Housing | £279.59 | £55.92 | £335.51 |

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| 05/12/2012 | Water Works Ltd. | Small Flexi Blocked on Boiler | 12 PR | Housing | £39.98 | £8.00 | £47.98 |
| 05/12/2012 | Water Works Ltd. | Replace Flexi Pipe on Expansion Vessel | 12 PR | Housing | £161.94 | £32.38 | £194.32 |
| 08/01/2013 | Water Works Ltd. | Carry Out Repairs to Boiler | 12 SA | Housing | £39.98 | £8.00 | £47.98 |
| 28/01/2013 | Ardern & Druggan Ltd. | Replace Faulty Light Switch in Front Bedroom | 12 SA | Housing | £26.51 | £5.30 | £31.81 |
| 03/07/2012 | Water Works Ltd. | Remove Boxing Lid, Fit Oil Lines & Lever Valve | 12 SMA | Housing | £90.02 | £18.01 | £108.03 |
| 17/12/2012 | Water Works Ltd. | Check Boiler for Leaks - Condensation | 12 SMA | Housing | £19.99 | £4.00 | £23.99 |
| 20/12/2012 | Water Works Ltd. | Replace Washers on Flow Switch on Boiler | 12 SMA | Housing | £38.99 | £7.80 | £46.79 |
| 08/01/2013 | Water Works Ltd. | Repair Leaking Boiler | 12 SMA | Housing | £19.99 | £4.00 | £23.99 |
| 27/07/2012 | Water Works Ltd. | Bond & Earth Boiler | 13 PR | Housing | £99.18 | £19.84 | £119.02 |
| 03/07/2012 | Water Works Ltd. | Replace Weeping Blending Valve | 13 SA | Housing | £145.28 | £29.06 | £174.34 |
| 06/08/2012 | Water Works Ltd. | Repair Flow Switch & Blending Valve | 13 SA | Housing | £43.66 | £8.74 | £52.40 |
| 12/07/2012 | Water Works Ltd. | Reseal Leaking Pipe on System | 13 SMA | Housing | £127.30 | £25.46 | £152.76 |
| 27/07/2012 | Water Works Ltd. | Repair Leaking Pipe from Bathroom Sink | 14 LA | Housing | £57.98 | £11.60 | £69.58 |
| 08/01/2013 | Water Works Ltd. | Fit New Photo Cell & Clean Chamber | 14 PR | Housing | £103.97 | £20.79 | £124.76 |
| 03/07/2012 | Water Works Ltd. | Replace Auto Air Vents & Fire Valve | 14 SA | Housing | £160.71 | £32.14 | £192.85 |
| 20/12/2012 | Water Works Ltd. | Replace Push Button Plug in Basin - Jammed | 14 SA | Housing | £51.98 | £10.40 | £62.38 |
| 05/12/2012 | Water Works Ltd. | Replace Leaking Washers on Boiler | 15 SA | Housing | £39.98 | £8.00 | £47.98 |
| 03/07/2012 | Water Works Ltd. | Replace Auto Air Vents | 15 SMA | Housing | £97.19 | £19.44 | £116.63 |
| 04/02/2013 | J Qualtrough & Co. Ltd. | Chimney Pot & Colt Top | 16 BB | Housing | £127.74 | £25.55 | £153.29 |
| 01/10/2012 | Water Works Ltd. | Carry Out Oil Lockdown on Boiler & Make Safe | 16 PR | Housing - Void | £39.98 | £8.00 | £47.98 |
| 05/12/2012 | Water Works Ltd. | Faulty Boiler - Lose Wire in Control Box | 16 PR | Housing - Void | £39.98 | £8.00 | £47.98 |
| 08/01/2013 | Water Works Ltd. | Boiler Gone in to Lock Out | 16 PR | Housing | £39.98 | £8.00 | £47.98 |
| 24/01/2013 | Magnet (IOM) Ltd. | Doors & Latch Handles | 16 PR | Housing - Void | £29.40 | £5.88 | £35.28 |
| 28/01/2013 | Ardern & Druggan Ltd. | Replace 2 x Fuse Spurs | 16 PR | Housing | £37.56 | £7.51 | £45.07 |
| 11/06/2012 | Water Works Ltd. | Leaking Flow Switch on Boiler | 16 SA | Housing | £43.66 | £8.74 | £52.40 |
| 03/07/2012 | Water Works Ltd. | Replace Auto Air Vents & Lever Valve | 16 SA | Housing | £230.74 | £46.14 | £276.88 |
| 20/12/2012 | Water Works Ltd. | Replace Hot Water Stat on Boiler | 16 SA | Housing | £88.98 | £17.80 | £106.78 |
| 07/02/2013 | Cleervu Aerial Specialists Ltd. | Replace Rusty Dish With New | 16 SA | Housing | £84.16 | £16.84 | £101.00 |
| 03/07/2012 | Water Works Ltd. | Repairs to Leaking Boiler | 16 SMA | Housing | £39.98 | £8.00 | £47.98 |
| 03/07/2012 | Water Works Ltd. | Replace Auto Air Vents & Lever Valve | 16 SMA | Housing | £167.22 | £33.44 | £200.66 |
| 12/07/2012 | Water Works Ltd. | Remove & Refit Secondary Heat Exchanger | 17 SA | Housing | £352.49 | £70.50 | £422.99 |
| 27/07/2012 | Water Works Ltd. | New Heat Exchanger & Parts + Fitting | 17 SA | Housing | £874.79 | £174.96 | £1,049.75 |
| 12/07/2012 | Water Works Ltd. | Replace Auto Air Vents & Test | 18 SA | Housing | £97.19 | £19.44 | £116.63 |
| 10/09/2012 | Water Works Ltd. | Low Pressure On Boiler | 18 SA | Housing | £39.98 | £8.00 | £47.98 |
| 20/12/2012 | Water Works Ltd. | Pump Out Expansion Vessel & Top Up Boiler | 18 SA | Housing | £38.99 | £7.80 | £46.79 |
| 31/01/2013 | Cleervu Aerial Specialists Ltd. | Replace Rusty Dish With New & Mast | 18 SMA | Housing | £96.41 | £19.29 | £115.70 |

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