

**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 23 JANUARY 2013**

(66/12)

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 23 January 2013 at 7.30 p.m.

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

Apologies: Mr R Cooil

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

A quorum being present the Chairman declared the meeting open.

Declaration of Interests	Mrs Sinfield declared an interest in item under Public Correspondence regarding MEA substation, Four Roads. Mr Ashcroft declared an interest in PA12/01700/B.	
Minutes of Public Ordinary Meeting 9 January 2013	RESOLVED: that the minutes of the Public meeting held on 9 January 2013 be approved and signed as a correct record. (Prop RS, S-HK)	
Matters Arising		
Local Authority Induction Training	P60, the Clerk reported he had received a note today from the IoM Municipal Association thanking the Board for their support. NOTED.	
Streetlight by Golf Pavilion	P62, the Clerk reported a small section of the wall has been removed by the DLO for the MEA to repair the streetlight. NOTED.	
Deferred Items – None		
Planning Matters		
Planning Application		
PA12/01700/B	Mr & Mrs K Ashcroft for alterations to existing dormer window at Bay Crest, Bay View Road, Port St Mary. There were no objections to PA12/01700/B.	Action Housing Officer
Planning Approvals		
PA12/01565/GB	On 11 January 2013 by a Senior Planning Officer to Mr J Morris for the installation of two roof windows to dwelling (In association with 12/01566/CON) at The Old Sail Loft, Shore Road, Underway, Port St Mary. Condition to Note: The glass in the roof light proposed at the rear of the property, V2 must be fitted with glass obscured to Pilkington Level 5 or equivalent and retained as such unless otherwise authorised by the Planning Authority. NOTED.	
Planning Refusals		
PA12/01567/GB	On 15 January by the Planning Committee to Mr J Morris for the alterations and creation of a first floor conservatory (In association with 12/01568/CON) at The Old Sail Loft, Shore Road, Underway, Port St Mary. Letter 15.1.2013 from Director of Planning and Building Control stating the proposed extension would reduce distinction between the Registered Building and the new dwelling being built alongside was circulated and NOTED.	
Planning Appeals – None		
Planning Correspondence		
PA11/01206/B	Braeside Developments Ltd for the demolition of existing property and replacement with two semi detached dwellings with integral garages at Braeside, Loch Road, Port St Mary. Letter 8.1.2013 from Secretary to the Planning Committee informing the application has been withdrawn was circulated and NOTED.	

B.M. McCabe

**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 23 JANUARY 2013**

(67/12)

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-CK) The Clerk reported stage 7 and stage 8 invoices from Ayre Construction for works to the Town Hall had just been received. RESOLVED: that the invoices for stage 7 £6,305.75 and stage 8 £13,339.98 from Ayre Construction for work on the Town Hall be authorised for payment. (Prop AG, S-HK)	Action Finance Officer
Summary of GRA Expenditure	By cost centre for period ending January 2013 was circulated and NOTED.	
Policy & Resources		
Local Government Health & Safety Responsibilities	Letter 14.1.2012 from Head of Health & Safety at Work Inspectorate, DoI regarding planned seminar to increase level of awareness was circulated. The Clerk reported there was a Health and Safety policy in place which included risk assessments and engagement with safety consultants. NOTED.	
Establishment – None		
Public Housing Matters		
David Tolson Partnership Housing Survey	Copies of Housing Surveys to be sent to Public Sector Housing Applicants, Sheltered Housing Applicants & First Time Buyer Applicants were circulated. The Clerk reported the Department of Social Care will be sending them out on behalf of Port St Mary in order to collate information regarding housing need. NOTED.	
Changes to Public Housing	Notice from UNISON regarding their meeting on 24 January 2013 to discuss how changes may affect employees of Local Housing Authorities was circulated and NOTED.	
Public Correspondence		
MEA Substation Four Roads	Email 8.1.2013 from Substations Civil Engineering Officer requesting permission to install two parking bollards on the driveway to the Substation to prevent vehicles parking there was circulated. Mrs Sinfield took no part in the discussion. RESOLVED: that permission is granted to the Manx Electricity Authority to install two lockable collapsible parking bollards on the driveway to the Substation at the Four Roads, providing Port St Mary Commissioners are supplied with a key to the bollards for maintenance access. (Prop CK, S-RA)	Action Clerk
Boundary Review	Cover letter from the Boundary Review Committee regarding the Consultation and draft plans showing proposed revised boundaries were circulated. It was AGREED members will consider the online consultation material and discuss at the next Board meeting.	
Celebration of Christmas 2012 Donations	Letter January 2013 from Mycheilley and letter 10.1.2013 from Ballabeg WI Handbell Ringers thanking the Board for their donations from the proceeds of the collection taken on the night were circulated and NOTED.	
Special Projects – None		
Representative's Reports – None		
Topics for Discussion submitted by Members – None		
Notices of Motions submitted by Members		
Joint Initiatives	Helen Kinvig - The increasing waste charges, housing review and	

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**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 23 JANUARY 2013**

(68/12)

	<p>Governments' decision to take back responsibility for drainage is going to be a big challenge for the board and we need to explore the risks and opportunities for increased joint initiatives with other local authorities but in particular those in the South. Mr A Merchant suggested a hypothetical show of hands is taken on the willingness to consider a part time 'shared Clerk', letter 23.1.2013 from Clerk of Port Erin Commissioners inviting the Board to meet with them to discuss shared working between the two authorities, email 21.1.2013 from resident and newspaper article from resident supporting the potential for shared working were circulated. Mrs McCabe tabled copies of email 22.1.2013 from Higher Executive Officer, Local Government Unit confirming advice given regarding issues raised relating to the recruitment of a replacement Clerk.</p> <p>RESOLVED: that Port St Mary Commissioners accepts the invitation from Port Erin Commissioners, for both authorities to meet to hold an initial open discussion on the potential for increased co-operation and shared working. (Prop AG, S-HK).</p>	Action Clerk
Chairman's Business		
Civic Functions, Invitations	List was circulated; Mrs McCabe accepted the invitations. It was NOTED no Member was available to attend the DoI User Group meeting on 24 January, the Clerk to send apologies.	Action Clerk
Chairman's Report	<i>None</i>	
Any Other Business		
Wheelie Bins	Mr Ashcroft reported it had been brought to his attention that certain bins are being left in the roadway causing a danger to cars. The Clerk stated he was aware of the bins in question, the issue has been reported to DoI and notes have been left on the bins. NOTED.	
Potholes	Mr Grace reported many potholes previously filled in by the DoI have opened up again. The Clerk stated these have been reported to the Department of Infrastructure. NOTED.	
Removal of Parking Restrictions	Mr Grace requested clarification on the areas where parking restrictions will be suspended. The Clerk reported restrictions will be suspended in all areas except by the Town Hall, across the road from the Town Hall and from the Rasoi Indian Restaurant down to the far side of the Living Hope Community Church. Mr Kinley pointed out that DoI were still sending out resident parking permit renewals and residents will need to be notified of the removal of parking restrictions. NOTED.	
Date of Next Board Meeting	Wednesday 6 February 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 Events Committee Meeting 18 December 2012
- 17.2 Notes of Private Extraordinary Meeting 19 December 2012
- 17.3 Minutes of Private Extraordinary Meeting 19 December 2012
- 17.4 Minutes of Private Board Meeting 9 January 2013
- 17.5 Minutes of Private Extraordinary Meeting 21 January 2013

18. Matters Arising

- 18.1 P70, Housing Allocations - Clerk

19. Deferred Items

- 19.1 P35, Pavilion Restaurant Lease
- 19.2 P79, Future Proofing Port St Mary. Context, Analysis & Options – Mr A Merchant

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 January 2013
- 20.3 Report on manual staff basic pay by cost centre for period ending January 2013
- 20.4 Town Hall project account update
- 20.5 Approval of 2013-14 budgets

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 Email 18.1.2013 requesting written confirmation regarding the Town Hall Westroom
- 30.1.1 Letter 23.1.2013 from resident

31. Policy & Resources – *None*

32. Establishment

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

33. Staffing – *None*

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

IN PRIVATE SESSION

17. Minutes for Adoption

- 17.1 Minutes of Private Board Meeting 21 November 2012
- 17.2 Minutes of Private Board Meeting 12 December 2012
- 17.3 Minutes of Events Committee Meeting 18 December 2012
- 17.4 Notes of Private Extraordinary Meeting held with the Minister of Social Care 19 December 2012
- 17.5 Minutes of Private Extraordinary Board Meeting 19 December 2012

18. Matters Arising

- 18.1 Future Management of Social Housing – copy letter from the Minister of Social Care re Housing Review Consultation.
- 18.2 New Pointing System – revised projected housing rent figures
- 18.3 Town Hall Westroom – letter from Advocates

19. Deferred Items

- 19.1 Chapel Gate Car Park Improvement Plans
- 19.2 Pavilion Restaurant Lease

20. Finance Matters – N/A 2nd meeting of the month

21. Private Planning Matters - None

22. Housing Maintenance – None

23. Housing Vacancies – None

24. Housing Waiting List Applications

- 24.1 Current Housing Waiting List – *For information*
- 24.2 Housing Applicant – Points Assessment

25. Housing Rent Arrears

- 25.1 Arrears list as at 9 January 2013

26. Housing Transfers – None

27. Garages - None

28. Housing Correspondence - None

29. Special Projects

- 29.1 Town Hall – correspondence regarding Draft Final Account

30. Private Correspondence

- 30.1 Letter from Accountants regarding fees
- 30.2 Letter & Invoice from Auditors regarding additional audit fees
- 30.3 Email from Regeneration Manager regarding publicity of local events

31. Policy & Resources

31.1 Happy Valley Shelters inspection report

32. Establishment – not applicable 2nd meeting of month

32.1 DLO List – not applicable 2nd meeting of month

33. Staffing – None

34. Representative's Confidential Reports – None

35. Confidential Topics for Discussion submitted by members

35.1 Mr A Merchant – "Future Proofing Port St Mary– Context, Analysis & Options"

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

37. Any other business

Port St. Mary Commissioners
Finance Officer's Report
January 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 £ 416,938.14 of which £ 395,711.05 is on a weekly "on call" account which is gaining a higher weekly interest than the £ 21,227.09 which is in the Current & Reserve accounts, which are linked together with automatic transfers.

Capital Account

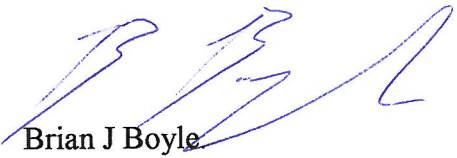
The total cash that is currently in the Capital Account amounts to £ 215,546.41 of which £ 146,416.10 is on a monthly "on call" account and £ 55,565.63 being on a weekly "on call" account which are gaining a higher weekly interest than the £ 13,564.68 which is in the Current & Reserve accounts, which 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 £ 58,959.34, with £ 1,029.35 to be paid by Direct Debit, leaving a total of £ 57,929.99 still to be paid. This is all due to be paid out of the General Account.

I have also attached a list of all payments that have been paid since the last Board meeting but have not yet been approved by the Board, which totals £8,562.49.


Brian J Boyle
Technical Officer

16th January 2013.