

**PORT ST MARY COMMISSIONERS
PUBLIC SESSION 24 JULY 2013**

(22/13)

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 24 July 2013 at 7.30 p.m.

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

Apologies: *None*

In Attendance: Mr M Cowin (Clerk)

Declaration of Interests		Actions
Declaration of Interests	Mr R Ashcroft declared an interest in the Planning Approval regarding PA13/00637/B	
Minutes of Public Ordinary Meeting 10 July 2013	RESOLVED: that the minutes of the Public meeting held on 10 July 2013 be approved and signed as a correct record. (Prop RC, S-AG)	
Matters Arising		
Port St Mary in Bloom 2013	The Clerk referring to page 18/13 of the Boards Minutes reported that judging in respect of the Port St Mary in Bloom competition would take place the following Monday.	
Withdrawal of School Bus Service	The Chairman referring to 19/13 said she had been furnished with a set of correspondence by Mr Will Halsall and said Members were welcome to peruse the same if they wish. Mr R Ashcroft reported on a conversation with Mr I Longworth, Director of Public Transport. He said Mr Longworth had intimated that the school bus service would be reviewed and reinstated for the new term. He said he would monitor this very closely and if required would start a petition on the matter. Mr A Merchant commented that in view of the above information, had the Department therefore made a decision on the implementation of bendy buses to serve the bus routes.	
Deferred Items – None		
Planning Matters		
Planning Applications		
PA13/00793/B	Mr W Bush for the erection of a two storey extension to side elevation at Rocklands, Bay View Road, Port St Mary. RESOLVED: that there are no objections to PA13/00793/B (Prop AG, S-RS)	Housing Officer
Planning Approvals		
PA13/00637/B	On 3 July 2013 by a Senior Planning Officer to Mr & Mrs K Ashcroft for the erection of a conservatory and erection of walls and gates to existing off street car parking area to rear of Bay Crest, 3 Primrose Terrace, 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.	

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	<p>The Clerk referring to payments in particular to the account from Waterworks Ltd, clarified there was a typing error and it should have read 'fan' and not 'fax'. He also expressed concern over the cost to replace the defective boiler door clips. Mr R Cooil requested permission to raise a matter relating to the boiler repairs/maintenance in Private. The Chairman acknowledged Mr Cooil's request. RESOLVED: that the payments list be authorised for execution. (Prop RS, S-CK)</p>	<p>Technical Officer</p>
<p>Policy & Resources – None</p>		
<p>Establishment – None</p>		
<p>Public Housing Matters – None</p>		
<p>Public Correspondence</p>		
<p>Review of Legislation relating to the Control of Advertisements</p>	<p>Letter 3.7.2013 from Planning Officer regarding the consultation was circulated. RESOLVED: that the letter regarding the Review of Legislation in respect of Control of Advertisements be noted. (Prop AG, S-HK)</p>	
<p>Street Collection</p>	<p>Letter 8.7.2013 from branch Secretary, Isle of Man Anti-Cancer Association requesting permission to hold a street collection on 2 August was circulated. RESOLVED: that permission is granted to the Isle of Man Anti-Cancer Association to conduct a street collection on 2 August 2013. (Prop RS, S-MOM)</p>	<p>Housing Officer</p>
<p>Preservation of War Memorials</p>	<p>Letter 9.7.2013 from Secretary to the Isle of Man Government Preservation of War Memorials Committee and information leaflet were circulated. The Clerk reported that Mr Juan Watterson MHK had contacted the Technical Officer and had requested a site meeting at the Garden of Remembrance in order to discuss the proposals for same and to give advice on permitted works. The Chairman replied it was the Board's land and Mr Kinley advised that the War Memorial Trust has no remit on the Isle of Man. RESOLVED: that a reply be sent to Mrs Webb thanking her for the information, but pointing out to her that the War Memorial Trust has no remit on the Island and can give advice and guidance only. (Prop CK, S-AG)</p>	<p>Clerk</p>
<p>Whitley Council Pay 2013/14</p>	<p>News Release 15.7.2013 reporting outcome of ballot regarding pay freeze was circulated. RESOLVED: that the Whitley Council's News Release on Pay for 2013/14 be noted. (Prop RS, S-HK)</p>	
<p>PSM RNLI Fun Day</p>	<p>Email 16.7.2013 from Hon Secretary, PSM RNLI Ladies Guild requesting use of toilets, bins and tables on 14 September 2013 was circulated. The Chairman questioned the number of times the commissioner's equipment i.e. portaloos tables and chairs, are loaned out during the year and also who was responsible for any damage done whilst out on loan. Mr R Cooil at this point stated it had been reported to him that two of the Board's trestle tables had not been returned from the Queenie Festival. The Clerk replied he had not been made aware of this situation. The Chairman stated that individuals hiring equipment from the Board should in future sign an agreement taking full responsibility for the repair or replacement should such equipment be damaged or lost. The Clerk replied he would adopt this policy in future and</p>	<p>Clerk Housing Officer</p>

	email Mr Aubrey Brookes on the matter. RESOLVED: that a reply be sent to Mrs Cowin granting permission for the assistance required subject to signing an agreement of responsibility. (Prop AG, S-RA)	
Special Projects – None		
Representative's Reports		
Housing Conference	The Clerk gave a report on the recent Housing Conference in particular to the extremely detailed presentation by the David Tolsen Partnership. He also referred to the workshop held in the afternoon session, where a series of scenario questions were put regarding a unified housing body or regional bodies, which produced some very interesting common responses. Ms Kinvig and the Chairman added that they (the Department) gave no option on the status quo, a point which the Chairman of Onchan Commissioners had tried to get across to the Minister and the Department. There was no factual information nor budgetary figures provided that would prove whether the proposals would save money and regional housing authorities would create another administration layer. The Clerk also added that the findings and recommendations of the report and the input from the workshop would be compiled and circulated to all the authorities prior to being forwarded to Tynwald. The Chairman said it was unfortunate that Onchan's attempt to get answers at the conference was rudely interrupted by the Chairman of Port Erin Commissioners. Mr A Merchant requested it be recorded that the likely outcome of their intentions will have a cause and effect on local authorities. He said employment arrangements with existing staff will be affected and it will bring additional cost and anxieties. The process had in a way shut down local authorities and there were contradictions to the considered discussion. He believed it could lead to a disadvantage for staff and financial problems could follow. The Chairman said this was commented on at the conference by the Clerk of Port Erin Commissioners as the tipping point for some authorities. Mr C Kinley said there should be no presumption on staff migration. Mr R Ashcroft enquired on the current situation with the legal action that Douglas Borough Council were taking the Chairman replied they had offered previously to give information if required. The Clerk said he would ask the Housing Officer to contact them. Resolved the Clerk's report be noted.	Housing Officer
Topics for Discussion submitted by Members		
Concerts	Mr Grace said that he had been approached on the subject of concerts in the Town Hall over the autumn/winter period. He said the atmosphere and positive feedback received from recent concerts; in particular the Port St Mary Cabaret had prompted the enquiry. He believed there was a demand for this in the south. Mr A Merchant said it was a good idea and suggested enquiries could also be made on a joint booking approach with other venues on the Island, as more often than not individuals were	

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	not happy driving all the way the Centenary Centre in Peel. Mr R Ashcroft suggested a light and pragmatic marketing campaign for the Town Hall and in particular to establishing a booking line and was against the office becoming a ticket office. Mr C Kinley said that the Board should be more active on the topic. Mr Grace said he had a publicity leaflet issued by St German's Cathedral which he would pass to the Clerk. It was agreed a draft leaflet be produced to promote the Town Hall	Clerk
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		
Date of Next Board Meeting	Wednesday 7 August 2013 at 7.30 p.m.	

There being no further business the Public session closed at 8.05pm



Chairman

In Private Session

17. Minutes for Adoption

- 17.1 Minutes of Private Board meeting 10 July 2013
- 17.2 Notes on meeting held with Event Organiser, 10 July 2013

18. Matters Arising

- 18.1 Westroom
- 18.2 Letter 3.7.2013 from Judy Thornley, Advocate, & copy of letter.

19. Deferred Items – *None*

20. Finance Matters

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

21. Private Planning Matters – *None*

22. Housing Maintenance

- 22.1 Electrical Refurbishment – Report on Tenders received from March Consultants Ltd & email 11.7.2013 from Building Surveyor, DSC.

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 Update on HR Issues for Municipal Forum.

31. Policy & Resources - *None*

32. Establishment

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

33. Staffing

- 33.1 Temporary Filing Assistant – Report from interview panel on appointment.

34. Representative's Confidential Reports – *None*

- 35. Confidential Topics for Discussion submitted by members**
- 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)**

6.1

<p><u>Port St. Mary Commissioners</u> <u>Finance Officer's Report</u> <u>July 2013</u></p>

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 £ 327,920.24 of which £ 260,949.09 is on a weekly "on call" account which is gaining a higher weekly interest than the £ 66,971.15 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 £ 207,988.37 of which £ 146,552.59 is on a monthly "on call" account and £ 55,604.37 being on a weekly "on call" account which are gaining a higher weekly interest than the £ 5,831.41 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 £ 18,573.45, with £ 75.34 to be paid by Direct Debit, leaving a total of £ 18,498.11 to be paid out of the General Account.

There have been no payments made since the last meeting that have not already been approved by the Board.



Brian J Boyle.
Technical Officer

17th July 2013.

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Received	Supplier	Reason for Invoice	House	Category	Total Nett	VAT	Total Cost
17/07/2013	Manx Electricity	Communal Supply for TV System	1 - 6 FR	Housing	£16.18	£0.81	£16.99
08/07/2013	Judy Thornley Advocates	Notice to Quit Works	1 FR	Housing	£1,142.50	£167.50	£1,310.00
28/06/2013	Water Works Ltd.	Fit New Non Return Valves	1 PR	Housing	£67.97	£13.59	£81.56
17/07/2013	Manx Electricity	Communal Supply for TV System	1-10 PR	Housing	£15.42	£0.77	£16.19
17/07/2013	Manx Electricity	Communal Supply for TV System	11-16PR	Housing	£13.45	£0.67	£14.12
28/06/2013	Water Works Ltd.	Fit New Torbec Ball Valve	12 BB	Housing	£59.97	£12.00	£71.97
28/06/2013	Water Works Ltd.	Replace Auto Air Vents	13 SA	Housing	£97.19	£19.44	£116.63
01/07/2013	Water Works Ltd.	Supply & Fit New Boiler Door Clip	18 SA	Housing	£26.24	£5.25	£31.49
28/06/2013	Water Works Ltd.	Call to Oil Pipe Leaking - Tank Valve	18 SA	Housing	£19.99	£4.00	£23.99
28/06/2013	Water Works Ltd.	Re-New Tank Valve	18 SA	Housing	£264.82	£52.97	£317.79
04/07/2013	Water Works Ltd.	Fit New PRV Valve & Test	2 FR	Housing	£118.84	£23.77	£142.61
28/06/2013	Water Works Ltd.	Repair Leaking Cistern	4 LA	Housing	£58.78	£11.76	£70.54
01/07/2013	Water Works Ltd.	Supply & Fit New Boiler Door Clip	4 SA	Housing	£26.24	£5.25	£31.49
28/06/2013	Water Works Ltd.	Replace Filling Loop	5 FR	Housing	£60.00	£12.00	£72.00
28/06/2013	Water Works Ltd.	Replace Auto Air Vents	5 FR	Housing	£97.19	£19.44	£116.63
01/07/2013	Water Works Ltd.	Repair PRV Valve & Replace Door Clip	5 PR	Housing	£46.23	£9.25	£55.48
28/06/2013	Water Works Ltd.	Fit New Washer to Leaking Heat Exchanger	5 PR	Housing	£39.98	£8.00	£47.98
28/06/2013	Water Works Ltd.	Fit New Torbec Ball Valve	5A SMA	Housing	£59.97	£12.00	£71.97
01/07/2013	Water Works Ltd.	Supply & Fit New Boiler Door Clip	6 FR	Housing	£26.24	£5.25	£31.49
28/06/2013	Water Works Ltd.	Replace Alpha Fax Assembly	7 TP	Housing	£432.16	£86.43	£518.59
02/07/2013	J Quailtrough & Co. Ltd.	New Plastic Hit&Miss Vent	9 BB	Housing	£3.94	£0.79	£4.73
01/07/2013	Ardern & Druggan Ltd.	Reposition Cooker Hood, Wiring & Sockets	9 BB	Housing	£201.13	£40.23	£241.36
28/06/2013	Water Works Ltd.	Re-locate Kitchen Sink, Alter Cooker Location	9 BB	Housing	£191.75	£38.35	£230.10
28/06/2013	Water Works Ltd.	Replace Flexi Pipe	9 SA	Housing	£54.73	£10.95	£65.68
08/07/2013	J Clawson Ltd.	Replacement Roof Tiles	CB	Housing	£270.66	£53.62	£324.28
02/07/2013	Unique Fire Protection Ltd.	Extinguisher Refills	CB	Housing - Annual	£120.74	£24.15	£144.89
12/07/2013	Manx Electricity	Communal Supply	TP	Housing	£13.52	£0.68	£14.20
24/06/2013	IOM Municipal Association	Annual Subscription		Subscriptions	£275.00	£0.00	£275.00
27/06/2013	Quine & Cubbon Printers Ltd.	5 Order Books		Office - Stationary	£87.40	£17.48	£104.88
28/06/2013	Water Works Ltd.	Inspect Gas Boiler - Time Clock 1 Hour Slow		Golf - Pavillion	£39.98	£8.00	£47.98
02/07/2013	Isle of Man Farmers Ltd.	Strimmer Head		Gardener - Machinery	£29.89	£5.98	£35.87
02/07/2013	J Quailtrough & Co. Ltd.	Cement		Seating	£14.96	£2.99	£17.95
02/07/2013	J Quailtrough & Co. Ltd.	Anchor Bolts & Hazard Warning Tape		Seating	£9.86	£1.97	£11.83
02/07/2013	J Quailtrough & Co. Ltd.	Plywood		Signage	£27.13	£5.43	£32.56

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02/07/2013	J Quailtrough & Co. Ltd.	PPE for TLH & MDK	Store	£74.52	£14.90	£89.42
02/07/2013	Manx Business Solutions	Laserfiche Annual Maintenance Renewal	Office	£620.00	£124.00	£744.00
04/07/2013	Argon Technologies Ltd.	Photocopier Count	Office - Photocopier	£69.39	£13.88	£83.27
04/07/2013	Colas (IOM) Ltd.	Therogrip Insulated Gloves	Store	£29.40	£5.88	£35.28
04/07/2013	Isle of Man Government	June Tipping Charges	Refuse	£3,548.74	£709.75	£4,258.49
08/07/2013	Southern Civic Amenity Site B4	Quarterley Contribution	Amenity Site	£6,413.06	£0.00	£6,413.06
08/07/2013	Station Garage	Fuel	Fuel	£128.77	£25.76	£154.53
08/07/2013	Whittaker Trading Ltd.	Replacement Sanding Pad for Sander	Store	£39.87	£7.97	£47.84
09/07/2013	Isle of Man Newspapers	Filing Clerk Advertisements	Advertising	£199.30	£39.86	£239.16
09/07/2013	Metaco Engineering Ltd.	Repair Gate Closers	Playground	£67.00	£13.40	£80.40
09/07/2013	Post Office	Tax for HMN 634N - Kubota	Vehicles	£12.00	£0.00	£12.00
09/07/2013	Trade UK (B&Q)	Fridge Freezer & Sanding Discs	Store	£134.65	£26.93	£161.58
10/07/2013	Castletown Commissioners	Planting of Garden of Remembrance	Gardening	£500.00	£100.00	£600.00
10/07/2013	Manx Telecom	Alarm Line	Golf - Pavilion	£11.47	£2.29	£13.76
10/07/2013	Manx Telecom	Office Lines	Office - Telephones	£84.24	£16.85	£101.09
10/07/2013	Manx Telecom	Store Line	Store	£12.16	£2.43	£14.59
10/07/2013	WDS Ltd.	Clear Sacks, Toilet Rolls, Hand Towels	Public Toilets	£109.61	£21.92	£131.53
11/07/2013	Manx Telecom	Ebiz Standard	Office - Computers	£25.50	£5.10	£30.60
11/07/2013	Sadler Agricultural Supplies	Lawn Sheers	Gardening	£58.00	£11.60	£69.60
11/07/2013	Sadler Agricultural Supplies	Hi Viz Trousers (DC, TLH & MDK)	Store	£95.00	£19.00	£114.00
12/07/2013	Manx Electricity	Garden of Remembrance	Remembrance	£11.56	£0.58	£12.14
12/07/2013	Manx Electricity	Store	Store	£323.46	£16.17	£339.63
12/07/2013	Trade UK (B&Q)	Sanding Discs, Sand Papers Etc.	Seating	£34.43	£6.89	£41.32
	Total			£16,632.18	£1,865.93	£18,498.11
Direct Debit	Cable & Wireless Isle of Man	Mobiles, Broadband & Cisco Data Equipment	Office - Telephones	£53.45	£10.67	£64.12
Direct Debit	Darnills	Fuel	Fuel	£0.00	£0.00	£0.00
Direct Debit	Post Office	Postage - June	Postage	£11.22	£0.00	£11.22
	Total			£64.67	£10.67	£75.34

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