

**Port St Mary Commissioners
Ordinary Board Meeting
Open Public Session
8th February 2017 at 7.30pm**

Present:	Mrs B Williams, R Ashcroft, A Grace, Dr M Haywood, A Phair, A Merchant, C Kinley, R Hirst, I Skelly, A Hamilton (Clerk)	
Apologies :		
1.	Welcome, apologies and declarations	ACTION
	The Chairman welcomed the members present, noted there were no apologies for absence and that there were no declarations of interest received.	
2.	Minutes for Adoption	
2.1	<p><u>Consideration of the minutes of the meeting of 25th January 2017</u></p> <p>The minutes of the ordinary meeting held on 25th January 2017 were considered.</p> <p>Dr Haywood requested that in Item 3.1 PSM16/182 that the reference to the Town Hall Car Park be removed.</p> <p>Mrs Williams requested that the reference to her letter in Item 3.1 be removed.</p> <p>It was resolved that the minutes, subject to the above amendments, be confirmed and signed as a true record. Proposed by Dr Haywood. Seconded by Mr Hirst. All were in agreement.</p>	
3.	Matters Arising/Action Points	
3.1	<p><u>Action points arising from the minute of 25th January 2017</u></p> <p>PSM16/223 <u>Town Hall Booking Fees</u></p> <p>PSM16/222<u>West Room</u></p> <p>PSM16/224<u>Quote for 40 chairs for West Room</u></p> <p>Mr Grace queried why the above actions were to be considered by the Budget Sub-Committee, when he thought that this committee was just set up for the budget setting. He felt that all Board Members should have an input. He stated that he felt the current committee had served their purpose and should come to a close. Mr Merchant raised a concern that there was a danger of the political role of the board members and the administrative staff becoming blurred. Mr Kinley stated that budget setting was a strategic process and Dr Haywood agreed that it should be ongoing. Mr Ashcroft suggested a rotating membership of the committee and stressed that Board member's professional roles should not</p>	New Budget Sub-Cttee

become confused with their political role. Dr Haywood explained that the remaining action points for the Budget Sub Committee needed information pulling together.

Mr Grace proposed an amendment that the current Budget Sub Committee should end and a new committee be set up under new terms of reference to be defined.

Seconded by Mr Kinley

Mr Merchant and Mrs Williams were against.

The revised proposal was carried.

The Clerk agreed to draft the terms of reference for the proposed sub-committee.

PSM16/159 Vehicle Maintenance The Clerk had asked Ellerslie how long they keep their vehicle maintenance records, but had not received a reply. He stated that this was overridden by the Document Retention Policy to be discussed later in the meeting.

PSM16/158 Mariners Shelter Mr Skelly explained that Dave had the access in hand.

PSM16/213 Garden of Remembrance Mr Skelly had received some historical information from his contact and he would pass this on to the Clerk.

PSM16/215 Karran Quirk footpath sign The sign had not yet been received. **The Clerk would let the Board know when it was in place.**

PSM16/200 Vans **The Clerk confirmed that the third vehicle was still in for repair.**

PSM 16/217 Rifle Club The rifle club maintenance was on this meeting's agenda. **The Clerk had not been able to find the lease on the premises to confirm the Boards responsibilities.**

PSM16/182 Refuse Recycling and Disposal
Mr Phair and the Clerk were still to look into the recycling figures after the budget setting.

PSM16/225 Item 6.6 Bicycle stand The Clerk had looked at the suggested sites. The Manxonia site would need to wait for the building work to be carried out.

Mr Merchant proposed that the purchase and positioning a bike stand at the top of Happy Valley be delegated to the Clerk. Mr Grace seconded. All were in agreement.

Clerk

	<p>PSM16/234 Dog Byelaws – requirement to renew the byelaw. The Clerk had issued the consultation on the bylaw since the last meeting. Dr Haywood stated that she thought that at the last meeting a decision on this had been deferred until this meeting. Mr Ashcroft explained that there was a tight deadline. He had asked the office to prepare the consultation and it was sent to the Local Government Unit for their approval before being issued. Mrs Williams commented that hearing dogs were not mentioned in the draft. Mr Phair had contacted Castletown regarding their experience of using cameras in targeted areas. They had still not made any prosecutions but they felt it was a useful deterrent.</p> <p>Mr Skelly proposed that the Clerk should purchase a camera after seeking advice from the CCTV company. Mr Ashcroft seconded. All were in agreement.</p> <p>PSM16/235 Arrange date for next Event Committee to discuss Monas Queen III event. The meeting had taken place.</p> <p>Invoices for payment The Clerk had been trying to arrange a meeting with Port Erin Commissioners to discuss the contract for the bin wagon. Mr Merchant raised concern as he had seen an article in the paper regarding Port Erin purchasing a new replacement bin wagon and that PSM had paid a third towards the current one. The Clerk agreed to send a letter to Port Erin expressing concern and asking for clarification of the situation.</p> <p>Line 22 – The Clerk explained that the further invoice for vehicle hire had been presented in error.</p> <p>Line 28 – Mr Phair had queried that if the fuel was for the bin wagon that it should be posted under refuse expenses not sundry fuel costs. The Clerk explained that this would deviate from previous practice and should be considered by the proposed new budget sub-committee.</p> <p><u>Letter from Hon. Juan Watterson SHK re Rushen Parish Church War Memorial</u> The Clerk had asked for more information regarding the 3 names but had not yet received a reply.</p> <p>PSM16/239 Email from Arboricultural Officer, DEFA re planting of Elm Tree The Clerk had replied to DEFA expressing the Boards interest and he would be meeting a representative within the next week or so to look at potential sites.</p> <p>PSM16/240 Email from Keep Britain Tidy</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/Mr Phair</p> <p>Clerk</p>
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Dr Haywood suggested that Saturday 4th March was the best tide for the beach clean, although low tide was early at 9.24am.

Dr Haywood offered to be present for the beach clean. Mr Ashcroft suggested a press release should be issued calling for volunteers. **The Clerk agreed to prepare a press release.**

Quotation from Raven Ltd re electrical works to be carried out at Port St Mary Rifle Club, Athol Place, Port St Mary
This is on the agenda for this meeting.

Quotation from G Sloane to paint Rifle Club staircase
Quote from A Potts to paint Rifle Club staircase and entrance
This is on the agenda for this meeting.

Clerk

New
budget
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Clerk

		Clerk
4	<p>PSM16/238 Motion received from Mr Phair: "That the 2017/18 annual budget will be published and that in future years the report(s) will be published at the time of the authorities rate announcement so that ratepayers are fully informed of the authority's intended spending in the coming year."</p>	
	<p>Mr Phair referred to the information issued by Peel Commissioners as an example. Mr Ashcroft suggested that an abbreviated version of the budget would enable the community to understand what their money was spent on. The Clerk explained that he had not done this as he wanted to seek clarification from the Board. Mr Phair proposed the motion. Dr Haywood seconded. All were in agreement. The Clerk would prepare a summary.</p>	Clerk
5.	Finance	
5.1	<p><u>List of invoices paid in January – for noting</u> The list was noted. Dr Haywood queried that Line 7 and 9 were both dated July. She also reminded the Clerk that Line 28 should have been changed to a waste cost. The Clerk agreed to get this amended.</p>	
5.2	<p><u>List of invoices due for payment in February- for approval</u> The Clerk presented the list of invoices for payment.</p> <p>Dr Haywood queried Line 3, the Clerk confirmed it related to doorlocks.</p> <p>Mr Grace proposed that all the invoices be paid. Seconded by Mr Ashcroft. All were in agreement.</p>	
5.3	<p><u>Management accounting information to 31st January 2017 – tabled</u> The Clerk tabled the accounts. Dr Haywood requested that the figures were presented alongside the budget totals. Mr Phair asked if the figures could be drawn from Sage directly.</p> <p>Mr Grace proposed that this should be discussed in private and marked confidential as the figures were provisional and hadn't been agreed. Seconded by Mr Kinley. Dr Haywood, Mr Skelly and Mr Phair were against.</p>	Private item in future

6.	Special Projects	
6.1	<u>PSM16/242 Freedom of Information Act – correspondence received from the Minister at the Department of Infrastructure</u> The Board members noted the letter.	
6.2	<u>Implementation Guidance received from the Public Records Office – enclosed</u> This was noted by the Board.	
6.3	<u>PSM16/243 Consideration of a Draft Document Retention Policy – enclosed</u> The Clerk presented a draft policy, due to the amount of work involved he was seeking the Boards approval at this meeting. Dr Haywood asked if staff had received the necessary training. Mr Kinley mentioned that several law companies offered training on this subject. Mr Ashcroft proposed that the policy be adopted and the work to commence. Mr Grace seconded. All were in agreement. The Clerk confirmed that no documents would be destroyed before any training was undertaken and would look into the training available.	
6.4	<u>PSM16/244 Programme for Government 2016 – paper attach</u> The Clerk presented a paper explaining that the new programme for Government issued in January, commits to legislation affecting Local Authorities in six months time. The paper provides a link for interested Board Members.	Clerk
7.	Public Correspondence	
7.1	<u>PSM16/245 Email received from a ratepayer regarding the lane to the rear of Bayview Road – enclosed</u> <i>Mr Ashcroft declared an interest.</i> Dr Haywood asked what the legal position was as it is an unadopted lane. A builder's fence was obstructing the highway and bins had therefore been moved. Mr Phair suggested that the dilapidated buildings legislation might help. The Clerk agreed to investigate this as an option and would reply to the email received.	Clerk
7.2	<u>Email received from the Head of Waste, Department of Infrastructure – enclosed</u> The Board Members noted the email.	
8.	Consultations	
	There were no consultations to consider.	
9.	Planning Matters	
9.1	Planning Applications	
9.1.1	PA17/00045/B – Melita, 11 Perwick Road, Port St Mary for alterations to external finishes of property partly to smooth	

<p>9.2</p> <p>9.2.1</p> <p>9.2.2</p>	<p>render and partly cladding in stone, as well as installation of balustrade and bifold doors.</p> <p>The above planning application was noted.</p> <p><u>Planning Approvals</u> PA16/01263/D – Food Programme Delivery Orchid Group for the installation of illuminated and non illuminated signage at Co-op Shop, Bay View Road, Port St Mary. No non standard conditions.</p> <p>PA16/01362/B – The Penthouse, St Mary’s Bay Apartments, The Promenade, Port St Mary for the replacement of fourth floor window with doors and Juliet balcony, and replacement of fifth floor central window, both to front elevation. No non standard conditions.</p> <p>The above planning approvals were noted.</p>	
<p>10.</p>	<p>Policy and Resources</p>	
<p>10.1</p> <p>10.2</p>	<p><u>PSM16/217 Quotation from Raven Ltd re electrical works to be carried out at Port St Mary Rifle Club, Athol Place, Port St Mary – additional information enclosed</u> Proposed by Mr Kinley. Seconded by Mr Skelly. All were in agreement.</p> <p><u>PSM16/217 Quotations from G Sloane and A Potts to paint Rifle Club staircase and entrance</u> Mr Skelly proposed to accept the quotation from Mr Potts on the basis of the detailed information provided in the quote. Seconded by Mr Grace. All were in agreement.</p>	
<p>11.</p>	<p>Invitations</p>	
<p>11.1</p> <p>11.2</p>	<p><u>Manx National Heritage Marshall Cubbon Lecture “The Fight for Beauty” on Saturday 11th February 2017 at 2pm to 3.30pm at the Manx Museum, Douglas</u> The invitation was noted. Mrs Williams asked the Board members to let the Clerk know if they wished to attend.</p> <p><u>Arbory Parish Commissioners Annual Civic Service at Parish Church, Ballabeg on Sunday 19th February 2017 at 10.30am followed by light refreshments in the Parish Hall</u> Mrs Williams accepted the invitation.</p>	
<p>13.</p>	<p>Any other business of an urgent nature</p>	
<p>13.1</p> <p>13.2</p>	<p><u>PSM16/246 Standing Orders</u> Mr Kinley asked the Clerk if the numbering and typing issues could be sorted. He also asked if all the members and the staff could take time to read through them.</p> <p><u>PSM16/247 Private session papers</u></p>	<p>Clerk</p>

	Dr Haywood asked if the private session papers could be marked confidential.	
13.3	PSM16/148 Wall opposite old Police Station Mr Skelly if the Clerk could chase up the repair.	Clerk
13.4	PSM16/249 Pot hole Mr Skelly said there was an undulation in the road that required attention near the old bank.	Clerk
13.5	PSM16/181 Phurt le Moirrey Facebook Page The Clerk explained that Graham Shaw was taking over the administration of the Phurt le Moirrey Facebook page. The existing admins can remain. Mr Ashcroft would assist the Clerk with this.	
13.6	PSM16/250 Arts Council funding The Clerk explained that they have been invited to apply for funding for any work on the Town Hall that remains undone. The Clerk was preparing an application as the closing date is the 17 th February. Mr Grace suggested that the 40 chairs requested could be included in the application.	Mr Ashcroft/ Clerk
13.7	PSM16/251 Pizza Van The Clerk had been asked by a local mobile pizza company for permission to sell to the public when they were attending private events in the village. There were no objections as it would be on private land.	Clerk
The public session ended at 9pm		

BWilliams

22-Feb 17