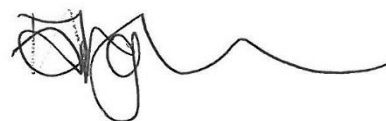


**Date:** 18<sup>th</sup> October 2019

### **NOTICE OF ORDINARY BOARD MEETING**

In accordance with Schedule 1 of the Local Government Act 1985, Notice is hereby given that the next Board Meeting of Port St Mary Commissioners will be held in the **Board Room** of Port St Mary Town Hall on **Wednesday 23<sup>rd</sup> October at 7.30 p.m.** Private session of Port St Mary Commissioners will be held following conclusion of the Public Board Meeting.

1. Only business of a formal nature as defined in the Agenda for the meeting which is set out below, may be discussed as defined in Port St Mary Commissioners Standing Orders governed by Section 27 of the Local Government Act 1985 [as amended by Section 8 Local Government Act 2006]. All Commissioners are urged to attend and bring with them their copy of Standing Orders.



Hayley Fargher  
Clerk

**A pre meeting will be held at 7pm to discuss the Budget for 2020/21**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
23<sup>rd</sup> OCTOBER 2019  
AGENDA – OPEN PUBLIC SESSION**

<b>Item Number</b>	<b>Item</b>	<b>Action Required</b>
<b>1.</b>	<b>OPENING OF THE MEETING</b>	
1.1	Welcome, Apologies & Declarations	As required by Board members
<b>2.</b>	<b>MINUTES</b>	
2.1	Minutes of the Ordinary Meeting held on the 28 <sup>th</sup> August 2019 – <b>deferred from previous meeting</b>	For Board approval
2.2	Minutes of the Ordinary Meeting held on the 25 <sup>th</sup> September 2019	For Board approval
<b>3.</b>	<b>MATTERS ARISING</b>	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>4.</b>	<b>MOTIONS - None</b>	
<b>5.</b>	<b>FINANCE</b>	
5.1	Invoices for payment October 2019	For Board approval
<b>6.</b>	<b>PROJECTS</b>	
6.1	Mariners Shelter	For noting
6.2	Manxonia House	For noting
6.3	Remembrance Service & Garden	For noting

6.4	Skate Park	For noting
6.5	Public Conveniences	For noting
6.6	Highways	For noting
6.7	Happy Valley	For noting
6.8	Boat Park	For noting
6.9	Reduction in Board numbers	For Board discussion
6.10	Jetty Repair	For noting
6.11	Bay Queen Exhibition	For noting
6.12	Christmas Arrangements	For Board approval
<b>7.</b>	<b>PUBLIC CORRESPONDENCE – None</b>	
7.1	Election Information	For Board discussion
7.2	Letter from resident regarding Gansey Point	For Board discussion
7.3	Highways re reserved parking amendment	For noting
7.4	Media release from IOM Post	For noting
<b>8.</b>	<b>PUBLIC CONSULTATIONS - NONE</b>	

<b>9.</b>	<b>PLANNING MATTERS</b>	
9.1	Planning Applications	For Board discussion
9.2	Planning Approvals	For noting
9.3	Planning Appeals	For noting
<b>10.</b>	<b>POLICY &amp; RESOURCES</b>	
10.1	The Underway development – verbal item	For Board discussion
10.2	2019 Meeting Dates	For noting
<b>11.</b>	<b>INVITATIONS</b>	
11.1	Invitation to Remembrance Service at St Johns	For Board discussion
<b>12.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

**PORT ST MARY COMMISSIONERS**

**MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

**Matters Arising**

**Draft Complaints Procedure** – Ongoing with assistance from NME.

**Street Signs by Rushen Heritage Trust** – A further proof with a larger logo and costs for additional signs are awaited.

**Gansey Parking** – The matter is still being dealt with by Highways and has been chased.

**Derelict Buildings** – Contact has been made with Environmental Health and further assistance is awaited. The exterior inspection has been carried and no issues have been reported.

**Commissioners Information Pack** – The project is ongoing.

**Chapel Bay Parking** – A response is awaited from Highways regarding resident parking permits & motor home queries raised.

**Rent Setting 2020/21** – The Board's recommendation of 2.5% was submitted.

**Public Correspondence**

**Hop Tu Naa** – Permission was granted for the marquee, with the condition that the event organiser liaised with all residents in the area.

No other correspondence required a response.

## PORT ST MARY COMMISSIONERS

## INVOICES TO BE PAID IN OCTOBER 2019

Rate Born Expenses										
Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1133	20/09/2019	515182	Argon Office Systems	Konica - Ink - Sept 19	N	Printing and Stationary	5050	£ 108.19	£ 21.64	£ 129.83
1134	30/09/2019	SINV00253996	BHX	Stationary - Badge,	N	Printing and Stationary	5170	£ 88.90	£ 17.78	£ 106.68
1135	01/10/2019	1138	Calvert Newsagents	Newspapers - September 2019	N	Printing and Stationary	5170	£ 420.69	£ 1.92	£ 422.61
1136	01/10/2019	G19C3199	Colas	Colas - Stores - Gloves and	N	Refuse - Miscellaneous	5270	£ 89.78	£ 17.95	£ 107.73
1137	28/09/2019	1270280919	Cool Brothers Limited	Milk - w/c 07/09/19 -	N	Stores	6020	£ 9.60	£ -	£ 9.60
1138	28/09/2019	1180280919	Cool Brothers Limited	Milk - w/c 07/09/19 -	N	Office Expenses	5170	£ 7.20	£ -	£ 7.20
1139	07/10/2019	390317	Department of Infrastructure	Gardens - wood chippings	N	Repairs and Renewals	5805	£ 16.62	£ 3.32	£ 19.94
1140	09/10/2019	390675	Department of Infrastructure	Port St Mary Foreshore -	N	Chapel Beach	5850	£ 10.00	£ 2.00	£ 12.00
1141	10/10/2019	390746	Department of Infrastructure	EFW Tipping - September 2019	N	Refuse Expenses	5210	£ 4,429.82	£ 885.96	£ 5,315.78
1142	19/09/2019	1317	Heat Tech	Gellings Avenue Public Toilet -	N	Public conveniences	5400	£ 38.50	£ 1.93	£ 40.43
1143	19/09/2019	1319	Heat Tech	West room toilets - TH -	N	Public conveniences	5400	£ 51.00	£ 2.55	£ 53.55
1144	19/09/2019	21276	Island IT	Internet repair to slow network	N	Computer expenses	5140	£ 82.50	£ 16.50	£ 99.00
1145	20/09/2019	21293	Island IT	NAS Hosting 12 Months Sept 19	N	Computer expenses	5140	£ 360.00	£ 72.00	£ 432.00
1146	30/09/2019	21356	Island IT	Mapped drives and bookmark	N	Computer expenses	5140	£ 27.50	£ 5.50	£ 33.00
1147	02/10/2019	21381	Island IT	Checks 02/10/19	N	Computer expenses	5140	£ 123.75	£ 24.75	£ 148.50
1148	02/10/2019	21386	Island IT	Microsoft email hosting	N	Computer expenses	5140	£ 70.00	£ 14.00	£ 84.00
1149	16/09/2019	26104	JC Fargher (1985) Ltd	Town Hall External Lift -	N	Repairs and Renewals	5150	£ 131.00	£ 26.20	£ 157.20
1150	30/09/2019	155264	JDW Engineering	Empty portaloo - September 2019	N	Public conveniences	5400	£ 125.00	£ 25.00	£ 150.00
1151	03/10/2019	9739-9033-P168	John Gray Limited	Happy Valley - Services to	N	Happy Valley Shelters	5599	£ 6,083.00	£ 1,216.60	£ 7,299.60
1152	09/08/2019	1228	JR Riley Ltd	Grass cutting - STIHL Strimmer	N	Gardening - Machinery	5267	£ 33.33	£ 6.67	£ 40.00
1153	26/09/2019	20352	JRB Enterprise Limited	Dog gloves - dispenser bags	N	Refuse - Miscellaneous	5270	£ 146.00	£ 29.20	£ 175.20
1154	20/09/2019	930781	Lite	Led Bulbs and power lead	N	Town Hall Expenses	5151	£ 151.00	£ 30.20	£ 181.20
1155	07/10/2019	930864	Lite	Christmas Lights	N	Town Hall Expenses	5150	£ 1,792.00	£ 358.40	£ 2,150.40
1156	16/09/2019	960960570	Manx Gas	Heating - Town Hall - 16/07/19	N	Town Hall Expenses	5151	£ 382.75	£ 19.14	£ 401.89
<b>Sub Totals - Rate Born</b>								<b>£ 14,805.44</b>	<b>£ 2,804.31</b>	<b>£ 17,609.75</b>



# PORT ST MARY COMMISSIONERS

## INVOICES TO BE PAID IN OCTOBER 2019

### Rate Born Expenses ( Continued)

Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1157	01/10/2019	12744448	Manx Telecom	Telephone - Town Hall - Sept	N	Office - Telephone	5160	£ 25.50	£ 5.10	£ 30.60
1158	01/10/2019	13001768	Manx Telecom	Telephone - Town Hall - Sept	N	Office - Telephone	5160	£ 1.81	£ -	£ 1.81
1159	10/10/2019	SPI4406634	Manx Utilities	Public Lighting Maintenance -	N	Street Lighting	5900	£ 1,399.56	£ 279.91	£ 1,679.47
1160	30/09/2019	86559	Onchan District	Refuse collection - 01/07/19 to	N	Refuse Expenses	5220	£ 4,062.50	£ 812.50	£ 4,875.00
1161	01/10/2019	11137	Orb Limited	Payroll Administration -	N	Printing and Stationary	5170	£ 40.00	£ 8.00	£ 48.00
1162	01/10/2019	11111	Orb Limited	Payroll Administration -	N	Printing and Stationary	5170	£ 92.50	£ 18.50	£ 111.00
1163	01/10/2019	107893	Southern Civic Amenity Site	Quarterly Contribution -	N	Amenity Site Costs	5240	£ 7,459.00	£ -	£ 7,459.00
1164	30/09/2019	107860	Southern Civic Amenity Site	Waste disposal - various -	N	Refuse Expenses	5210	£ 200.17	£ 40.03	£ 240.20
1165	30/09/2019	107955	Southern Civic Amenity Site	Rubble disposal - September 2019	N	Refuse Expenses	5210	£ 25.29	£ 5.06	£ 30.35
1166	24/09/2019	SWIM2020	Southern Swimming	Annual Contribution YE	N	Swimming Pool Contribution	5800	£ 3,595.64	£ -	£ 3,595.64
1167	30/09/2019	201900000743	Station Garage IOM	Fuel - September 2019	N	Gardening - Machinery	5267	£ 71.74	£ 14.33	£ 86.07
1168	03/10/2019	2140	TLC Business Solutions	AML Course - Directors	N	Staff Training	5180	£ 190.00	£ 38.00	£ 228.00
1169	07/10/2019	1015871925	Trade UK Ltd	Benches - woodstain	N	Public conveniences	5810	£ 28.33	£ 5.67	£ 34.00
1170	08/10/2019	1016253214	Trade UK Ltd	Benches , christmas timers	N	Stores	6020	£ 50.95	£ 10.21	£ 61.16
1171	18/09/2019	061871	Wades Truck Services	Street sweeper - Tyre work	N	Public conveniences	6056	£ 36.00	£ 7.20	£ 43.20
1172	20/09/2019	364077	Wi Manx Limited	Sept 19 Calls - Oct 19 Rental	N	Office - Telephone	5160	£ 267.26	£ 53.44	£ 320.70
1173	15/10/2019	2155	Terry Crook Building	Workshop - New lead and cement		Stores	6025	£ 95.00	£ 19.00	£ 114.00
1174	12/09/2019	2042408	J Qualtrough	Benches - woodstain	N	Repairs and Renewals	5810	£ 28.31	£ 5.66	£ 33.97
1175	14/08/2019	128045	SCS Limited	Port St Mary Golf Pavilion -	N	Repairs and Renewals	5630	£ 199.09	£ 39.82	£ 238.91
1176	25/09/2019	91133	Unique Fire Protection Ltd	Town Hall - Extinguishers	N	Town Hall Expenses	5150	£ 191.92	£ 38.38	£ 230.30
1177	30/09/2019	32885	WDS Limited	Cleaning detergents -	N	Town Hall Cleaning	5152	£ 37.20	£ 7.44	£ 44.64
1178	07/10/2019	258	T & E Decorators	PSM Town Hall - Exterior Painting	N	Repairs and Renewals	5150	£ 300.00	£ -	£ 300.00
1179	09/10/2019	33421	WDS Limited	Cleaning materials -	N	Town Hall Cleaning	5152	£ 127.69	£ 25.54	£ 153.23
<b>Sub Totals - Rate Born</b>								<b>£ 18,525.46</b>	<b>£ 1,433.79</b>	<b>£ 19,959.25</b>

**PORT ST MARY COMMISSIONERS  
INVOICES TO BE PAID IN OCTOBER 2019**

Housing Expenses										
Inv #	Date	Inv Number	Supplier	Description	House	Category	NL Code	Total Net	VAT	Total Cost
1180	02/10/2019	46348	Cleervu Aerial Specialists Ltd	16BB- Signal check	16BB	Housing Repairs	6100	£ 60.00	£ 12.00	£ 72.00
1181	19/09/2019	1315	Heat Tech	11ASMA- Repressurise	11ASMA	Housing Repairs	6100	£ 24.50	£ 1.23	£ 25.73
1182	19/09/2019	1318	Heat Tech	16LA - Recharge tennant -	16LA	Recharges	6100	£ 68.00	£ 3.40	£ 71.40
1183	19/09/2019	1314	Heat Tech	2PR - Recharge tennant - Bleed	2PR	Recharges	6100	£ 48.00	£ 2.40	£ 50.40
1184	19/09/2019	1316	Heat Tech	4CB- Change thermostat	4CB	Housing Repairs	6100	£ 38.50	£ 1.93	£ 40.43
1185	19/09/2019	1320	Heat Tech	5ASMA - Jack bath leg and	5ASMA	Housing Repairs	6100	£ 45.00	£ 2.25	£ 47.25
1144	25/09/2019	1327	Heat Tech	Town Hall - Change two	TH	Housing Repairs	6100	£ 77.00	£ 3.85	£ 80.85
1186	19/09/2019	1318	Heat Tech	7PR - Toilet repair	7PR	Housing Repairs	6100	£ 24.50	£ 1.23	£ 25.73
1187	25/09/2019	1327	Heat Tech	Change two TRV office - Town	TH	Housing Repairs	6100	£ 77.00	£ 3.85	£ 80.85
1188	19/09/2019	2044139	J Qualtrough	Housing - paint materials	-	Housing Repairs	6100	£ 19.95	£ 3.99	£ 23.94
1189	23/09/2019	2044945	J Qualtrough	Housing - Sovereign water	-	Housing Repairs	6100	£ 19.81	£ 3.96	£ 23.77
1190	31/08/2019	19/1476	Lift Man	CB - Cumbria Stairlifts	CB	Housing Repairs	6100	£ 210.00	£ 42.00	£ 252.00
1191	06/09/2019	31798	Manx Glass and Glazing	15PR - Install one window	15PR	Housing Repairs	6100	£ 44.50	£ 8.90	£ 53.40
1192	02/10/2019	8905	Reliance Security	Creggan Beg Block 1-2-7-8	CB	Housing Repairs	6100	£ 52.00	£ 10.40	£ 62.40
1193	07/10/2019	129190	SCS Limited	10BB - Smoke detector base	10BB	Housing Repairs	6100	£ 153.94	£ 30.79	£ 184.73
1194	30/09/2019	129162	SCS Limited	10PR- Kitchen light test	10PR	Housing Repairs	6100	£ 73.38	£ 14.68	£ 88.06
1195	07/10/2019	129193	SCS Limited	6FR - Ground floor lights fused	6FR	Housing Repairs	6100	£ 154.70	£ 30.94	£ 185.64
1196	07/10/2019	129199	SCS Limited	18BB - Carry out EICR	18BB	Housing Repairs	6100	£ 125.00	£ 25.00	£ 150.00
1174	18/09/2019	050IN115885	Yesss Electrical	Plugs - stores and town hall	TH	Housing Repairs	6100	£ 69.61	£ 13.92	£ 83.53
<b>Sub Totals - Housing</b>								<b>£ 1,385.39</b>	<b>£ 216.72</b>	<b>£ 1,602.11</b>
<b>Totals</b>								<b>£40,161.44</b>	<b>£5,544.22</b>	<b>£45,705.66</b>



## PORT ST MARY COMMISSIONERS

Summary Breakdown of Expenditure (excluding VAT)	
Category	Amount
Amenity Site Costs	£ 7,459.00
Chapel Beach	£ 10.00
Computer expenses	£ 663.75
Gardening - Machinery	£ 105.07
Happy Valley Shelters	£ 6,083.00
Office - Telephone	£ 294.57
Office Expenses	£ 7.20
Printing and Stationary	£ 750.28
Public conveniences	£ 278.83
Refuse - Miscellaneous	£ 235.78
Refuse Expenses	£ 8,717.78
Repairs and Renewals	£ 675.02
Staff Training	£ 190.00
Stores	£ 155.55
Street Lighting	£ 1,399.56
Swimming Pool Contribution	£ 3,595.64
Town Hall Cleaning	£ 164.89
Town Hall Expenses	£ 2,517.67
Housing Repairs	£ 1,269.39
Recharges	£ 116.00
<b>Total</b>	<b>£ 34,688.98</b>

Rate Born Payments in October 2019	Salaries Gross	Employers' NI Contribution	Government Pension Scheme Contributions	Members' Attendance Allowance
Office	£12,183.75	£4,210.70	£4,973.46	£0.00
DLO	£10,216.34	£2,602.05	£3,600.66	£0.00
Members Allowance September 2019	£0.00	£0.00	£0.00	£180.00
<b>Total</b>	<b>£22,400.09</b>	<b>£6,812.75</b>	<b>£8,574.12</b>	<b>£180.00</b>

## PORT ST MARY COMMISSIONERS

### PROJECTS UPDATE

6.1	<b>Mariners Shelter</b> Repairs are ongoing by Estate Services.
6.2	<b>Manxonia House</b> A business case for the building is being prepared.
6.3	<b>Remembrance Service &amp; Garden</b> Lighting options for the new sentinels are currently being explored. Several Board members have been approached and asked if the poppies in the garden are due to be painted again, they will be done prior to the November service.  All members are advised that the service is due to be held on Monday 11 <sup>th</sup> November at 10.45am, in the garden.
6.4	<b>Skate Park</b> A meeting has been arranged with the contractor & investigations into other designers is ongoing.
6.5	<b>Public Conveniences</b> The internal door has been fitted and planning permission is being sought for the external door. The media release seeking public opinion on Gellings Avenue was issued and the closing date for submission is the 31 <sup>st</sup> October.
6.6	<b>Highways</b> The Beach Road project is progressing well, the Clerk has met with the engineers who have agreed to deposit planning's from the project at various locations to assist with pot holes etc (Chapel Gate Lane car park, the road to the Allotments and Gansey Mill).  The Clerk & Foreman completed their parking controller training on Thursday 17 <sup>th</sup> October.
6.7	<b>Happy Valley</b> The contractors have been instructed to progress to the next stage, a meeting has been scheduled for the 21 <sup>st</sup> October to discuss this further.
6.8	<b>Boat Park</b> Ongoing – Chair to provide update.
6.9	<b>Reduction in Board numbers</b> Correspondence from the Local Government Unit follows.



**Isle of Man**  
Government  
*Reillys Ellan Vannin*

Dr Michelle Haywood  
Chair of Port St Mary Commissioners  
c/o Town Hall  
The Promenade  
Port St Mary  
IM9 5DA



Office of the Minister  
and Chief Executive

Telephone: (01624) 686613  
Email: [REDACTED]  
Our ref: LA/PSM/ReductMem  
Date: 14 October 2019

Dear Dr Haywood

**Re: Public Inquiry Port St Mary Reduction of Numbers – Chairperson's Report**

Following the Public Inquiry which took place on Wednesday 3<sup>rd</sup> July 2019, I write to let you know that I have received and considered a report from the Inquiry Chair, Mr G. F. Karran, MBE TH.

As you are aware the Port St Mary (Number of Members) Scheme 2019 was seeking to reduce the number of Members in Port St Mary Commissioners from nine to five. The Chairperson upon consideration of the issues has recommended that there be a slight change to the original Scheme. The Recommendation being that an Order be made to bring into operation a reduction in the number of members of Port St Mary Commissioners from nine to seven. Please find enclosed a copy of the Chairperson's report of the Public Inquiry for information.

I have accepted the findings of the Inquiry Chair and therefore I have instructed my officers to draft an Order, namely the Port St Mary (Number of Members) Order 2019. It is envisaged that this will be progressed to the November 2019 sitting of Tynwald where approval will be sought.

The Chair has determined under Section 5(1) of the Inquiries (Evidence) Act 2003 that Port St Mary Commissioners shall pay the costs of the Inquiry.

Yours sincerely,

**Hon R Harmer MHK**  
**Minister for Infrastructure**

enc.

cc. Ms Hayley Fargher (Clerk to the Commissioners)

**Department of Infrastructure**  
Sea Terminal Building, Douglas, Isle of Man, IM1 2RF

IN THE MATTER of the Application  
of Port St Mary Commissioners  
under Section 9(2) of the above  
Act for the approval of a scheme  
reducing the number of  
Commissioners from nine to five  
Members.

To: The Minister of the Department of Infrastructure

#### REPORT AND RECOMMENDATION OF G.F.KARRAN M.B.E;T.H

Following a Public Inquiry held at Port St Mary Town Hall on 3<sup>rd</sup> July 2019

#### INTRODUCTION

1. On 3<sup>rd</sup> May 2019 I was appointed by the Department of Infrastructure (hereinafter called "the Department") to chair a Public Inquiry pursuant to Section 9(5) of the Local Government Act 1985 (hereinafter called "the Act") into a scheme dated 13<sup>th</sup> February 2019 (hereinafter called "the Scheme") submitted by Port St Mary Commissioners, (hereinafter called "the Commissioners") to reduce the membership of the Commissioners from nine to five members. A copy of the Scheme is attached to this report and marked "Attachment A".
2. The Commissioners resolved to prepare the Scheme at meetings held 9<sup>th</sup> May 2018 and 22<sup>nd</sup> August 2018.
3. The Commissioners gave public notice of the Scheme on 1<sup>st</sup> March 2019 and invited any person wishing to make representation to submit their views to the Department before 29<sup>th</sup> March 2019.
4. At a sitting of Tynwald on 9<sup>th</sup> April 2019 the Court approved the setting up of a Public Inquiry under Section 9(5) of the Act to consider the making of the Scheme.
5. On 17<sup>th</sup> May 2019 the Department gave notice of the Public Inquiry to be held on 3<sup>rd</sup> July 2019 and invited any person wishing to make comment on the Scheme to do so before 10<sup>th</sup> June 2019 and then subsequently extended the date to 21<sup>st</sup> June 2019.
6. 6 comments were received in opposition to the Scheme and one comment received in support. Where I am permitted under Data Protection Rules I attach to this report the original e mail from the Commissioners and comments received in relation to the Scheme. These are marked "Attachment B".
7. I duly conducted the Public Inquiry on the morning of 3<sup>rd</sup> July 2019 at the Town Hall Port St Mary. Dr.M.Haywood and Hayley Fargher, the Clerk, appeared for the Commissioners. Mr N McGregor Edwards appeared in support of the Scheme and Mr.L. Vaughan Williams,

Mr.K. Leigh, Mrs B.Williams and Mr.A.Merchant appeared in opposition to the Scheme. A Mr Phair attended as an interested party as did one other person who did not wish to provide their name.

#### CASE FOR THE COMMISSIONERS

8. Dr M Haywood presented the case as Chair of the Commissioners. Dr Haywood stated that the decision to apply for a reduction in numbers reflects the way Local Authorities function today. Housing Allocations are no longer the province of Commissioners. There is a standardised decision taken by a trained housing officer who applies a set of common criteria. Functions that used to be part of the Board no longer come to the Board table reducing the workload of the Board to one of guiding policy and strategy rather than operational matters. The current functions of the Board are much more aligned with those of a Company Board of Directors and there is a sort of younger more business focused cohort pushing a number of reform strategies in Port St Mary. She said the Commissioners now have a well-managed and well-resourced administrative office that deals with a lot of the day to day matters. She said there was now a full time Clerk, a full time Finance Officer, a full time Housing Officer and a part time Admin Assistant. This has led to a reduction in the frequency of Board Meetings. Responsibilities for roads, sewage and planning are now centrally managed and so are not matters the Commissioners get involved in. At present they have 1 Commissioner for every 213 residents whilst the Island average is 1 per 550 residents. Many Authorities she stated with larger populations have found that 5 representatives is a workable arrangement. Dr Haywood accepted that there was no public mandate for any change but felt the lack of interest in the Inquiry as shown by the poor level of attendance or submissions indicates what the public think about the proposal. Dr Haywood did not accept that 5 of the present Board were under her direction and rehearsed by her. She accepted that certain Board Members meet in advance of Board Meetings over coffee to read through the pack together. She stated all Board Members were allowed to attend these chats but no decisions were made. It was not a formal meeting. She also stated that records show that not all people who attend these coffee meetings vote the same way when it comes to voting at the formal meetings.
9. Dr Haywood further stated that there is a body of evidence that suggests smaller more dynamic Committees function better, take decisions faster and those decisions are not detrimental to the overall Board. She accepted that there were a number of statutory Boards that Port St Mary Commissioners would still be obliged to attend and to have input into but the reduction in numbers would not create any significant difference. There are lots of groups the Commissioners are invited to but they never meet. The only ones they are constantly involved with are the Amenity Site, one which is proposed will become the Southern Shared Housing Joint Board, the PSM & District Allotments Committee and the Southern Swimming Pool Board. The Municipal Authority is useful but not compulsory. 5 Commissioners could manage those groups and it would not create over demand on member's time. Dr Haywood confirmed that the Commissioner have only recently moved to meet once per month. They have an option for a second meeting but generally they manage on one per month. There are occasions she stated when not all 9 members could attend. Port St Mary has always had sufficient candidates to fill the seats. As to obtaining a fair balance of representation Dr Haywood said it was down to the electorate to select people they feel would have the skills that are necessary. Dr Haywood explained the amenities provided in Port St Mary but she did not consider that they were very different to other local Authorities around the Island. Dr Haywood also stated that there is interest



in local issues in Port St Mary and although there are not regular attendees to meetings from the public there was a 44% turnout at their last election.

10. I made my own inquiries from the Department over the number of representatives on other Local Authorities around the Island and referred to these figures during the Inquiry. In 2016 Port St Mary had a population of 1916 and 9 members. Braddan had a population of 3621 and now has 5 members. Castletown had a population of 3216 and now has 7 members. Marown had a population of 2246 and now has 5 members. Michael had a population of 1591 and now has 7 members.

#### CASE FOR THE OPPOSITION TO THE SCHEME

11. Mr Vaughan Williams gave evidence before me. He referred to the coffee meetings where some invited members go through the agenda before meetings. Some members are therefore within the clique or not and the latter never get invited. The group going to the coffee house sessions tend to vote together. He stated that if the membership went down to 5 you could have 3 people determining policy. The decision to reduce the number of meetings per month results in insufficient time to give proper consideration to a matter. He gave as an example of his views the present position over the property known as Manxonia which the Board had initially purchased with a view to project managing it to produce income. The present Board had now decided to sell it which is proving difficult and it is lying as a deteriorating asset. He stated that with 9 members everyone brought something to the table which was valuable. One for instance was an expert on surfacing and drainage, another had lectured on building at the IOM College. He felt therefore a reduction would result in a lack of diversity around the Board table. Mr Vaughan Williams stated that he had not heard from any of the Local Authorities who have reduced their numbers that they are having problems with quorums for meetings. In answering to questioning over the numbers of representatives of other Local Authorities he considered that Port St Mary justify 9 members because of all the administration they provide to statutory bodies and groups. He considered it would be wrong to reduce the number and as a result dilute the range of diverse views and expertise.
12. Mr Merchant gave evidence before me. He was also concerned over the potential clique of 3 people controlling the Board if the number reduced to 5. He agreed that there was a lot of interest in Local issues in Port St Mary as there was a strong sense of local identity in the community. He considered a reduction to 7 was a reasonable compromise. He considered a reduction to 5 however would dilute the democratic process and a range of opinions and experience in the membership has value. He accepted that Port St Mary now has a very competent staff team and irrespective of the Politicians elected he felt that the team will continue to run the village well.
13. Mrs Williams did not give evidence before me but I allowed her to make a statement. She saw no benefit in making a change. Since the change in number of meetings she felt certain issues were being rushed through. She stated that at present there is a split board. She reads the pack of papers thoroughly before a meeting and gets herself prepared for it. She saw no need for a pre meeting session. She did not believe that a reduction to 5 would serve the people of Port St Mary very well. She stated she would agree to a reduction to 7.
14. Mr Leigh also did not give evidence but I allowed him to make a statement. He also expressed concern that a smaller number could result in control to only 3 people. There was a need to attract younger people into membership of the Commissioners. In his opinion reference to voting more recently had shown a pattern of certain members

always voting the same way which results in a divisive issue and could lead to unforeseen consequences.

#### CONCLUSIONS

15. I have of course considered this matter very carefully and thank all people who attended and gave evidence to me. Whilst we did receive certain submissions the number was very low and mostly from Commissioners or past Commissioners. Notwithstanding this I was informed by witnesses that there is a healthy interest in Local Authority business in Port St Mary which is welcoming to see, as is the fact that there seems to be little difficulty in getting people to stand for election and 44% of the electorate voted at the last Authority General Election. Port St Mary Commissioners do seem to have certain issues and it is hoped that the members can work together to sort these out for the benefit of what all agree is a charming village. Clearly the people who appeared before me, despite their differences, feel very passionate about Port St Mary and want to see it continue to thrive. I have to say that the holding of a pre meeting coffee chat for want of better words has created mistrust and whilst certain members feel it is better to prepare for meetings in this way it might help the situation if an invite was extended to all members to join in future.
16. The Commissioners have tried to streamline the work by holding less formal meetings in the hope it will attract new members. I do not believe that this will be harmful to obtaining a quorum if the number is reduced. I see a positive attitude in Port St Mary to engage with the public and make it possible for people to stand for election from all different ages and backgrounds. This is to be applauded.
17. The Commissioners do provide representatives to Statutory Boards or other groups and in fact Port St Mary provide administrative support to certain of these which again is to be applauded.
18. It is clear that all persons appearing before me are of the opinion that the present employees of the Commissioners are capable and hard -working and provide a team that carries out so much of the day to day operation required from the Commissioners. This enables the Board of the Commissioners to concentrate on policy and strategy.
19. Other Authorities around the Island have in recent years reduced their numbers and no evidence has been presented to me that this has created any problems for those Authorities in relation to quorums for meetings or in carrying out their duties. Authorities which have a greater population than Port St Mary and administer the same services and amenities or in some cases more have managed to carry on with 7 or less members.
20. In my opinion there is no doubt that the Commissioners can continue to effectively carry on their duties with less members. The issue to me is whether the correct number for now should be 5 or 7. Under Section (3) of the Act the Department may by order give effect to the Scheme with or without modifications and therefore in my opinion the Department could if so minded amend the order to a different number of members to be elected in the future as opposed to the present suggestion of 5.
21. There is always an issue on whether different sectors of the community can be properly represented on a Local Authority. It is a matter for the voters to try and ensure this occurs. Emphasis was made by objectors on the fact that up to now Port St Mary has achieved a good balance of representations with people from different backgrounds having particular experience and abilities to enable them to put forward comments during debates. This can be so beneficial to a Board of Commissioners. My difficulty throughout is to decide if a Board of 5 for a place like Port St Mary is the right number or whether they would benefit more from having 7 members. I have found this to be a difficult decision, as clearly there

are authorities in the Island which seem to manage with only 5 Commissioners. In view of what I have heard and read I have decided on balance that at this particular time it would be better to reduce the number of Commissioners to 7 and not 5.

22. In my opinion therefore a scheme to reduce the number of Commissioners is eminently sensible. I do however recommend to the Department that it uses its powers under the Act to modify the Scheme by changing the words "5 members" in Section 3 of the Scheme to "7 Members". I am satisfied that such a change in representation will not affect the good governance of Port St Mary by the Commissioners.
23. I also make an Order under Section 5(1) of the Inquiries (Evidence) Act 2003 that Port St Mary Commissioners shall pay the costs of this Inquiry

This 7th day of August 2019



G.F.Karran M.B.B;T.H

6.10	<b>Jetty Repair</b> A response from the Department is still awaited and has been chased.
6.11	<b>Bay Queen Exhibition</b> Discussions are ongoing with Rushen Heritage Trust.
6.12	<b>Christmas</b> Christmas Lights - A colouring competition to turn on the Christmas tree lights is being run, with the switch on scheduled for 4pm on Friday 29 <sup>th</sup> November Christmas Market – This will take place in the Town Hall on Tuesday 10 <sup>th</sup> December Santa sleigh – It is hoped to take place on Wednesday 18 <sup>th</sup> December Celebration of Christmas - Verbal discussion to be had.

**PORT ST MARY COMMISSIONERS**  
**PUBLIC CORRESPONDENCE**



To: Clerks & Chief Executives of Local Authorities



**Director of Strategy, Policy & Performance**

Contact:  
Telephone:  
Email:  
Our Ref:  
Date:

LA Elections  
2 October 2019

Dear Clerk

**Re: Local Authority Elections 2020**

The Department would like to give advance notice that under the provisions of section 3 of the Local Elections Act 1986, it is proposed that the date of the next Local Authority (General) Election shall be **Thursday 23<sup>rd</sup> April 2020**. Should your authority have any concerns surrounding this date, please inform the Local Government Unit as soon as possible.

I would also like to take this opportunity to provide an update on the review of legislation governing the Local Authority Elections. The Cabinet Office is progressing a root and branch review of all elections legislation on the Island but the timeframe for the completion of this work is beyond the elections in April 2020. In these circumstances the extant legislation will remain in place for the April 2020 elections.

Please also be advised that the next updates to the electoral register will be effective from 1<sup>st</sup> January 2020, and following this, the 1<sup>st</sup> April 2020. However, it is important to note that the actual cut-off point for receipt of applications for inclusion on the register will be **18<sup>th</sup> December 2019** for the January register and **18<sup>th</sup> March 2020** for the April register. It is anticipated the annual postal canvas will be carried out early in the New Year and it is important to remind your members to ensure that they complete and return their registration form by the Deadline prior to the 1<sup>st</sup> April 2020 in order to ensure they remain on the electoral register. The Electoral Registration Unit has advised that there is a website which can be visited which assists with registration, the address is [www.gov.im/elections](http://www.gov.im/elections).

It may also be helpful to remind your members that if they change their address or if there are any additions or deletions to their household registration outside the annual canvass period, then they should contact the Electoral Registration Office so they can complete an amendment form to update their details. Should you have any queries in the meantime, please contact the Electoral Registration Office on 685741 or [elections@gov.im](mailto:elections@gov.im).

It is intended that the Department will again be seeking to arrange elections training for Clerks and Returning Officers, and you will be contacted closer to the time regarding this.

Yours sincerely,

**Local Government Unit Manager**

**Department of Infrastructure**  
Sea Terminal Building, Douglas, Isle of Man, IM1 2RF

**PORT ST MARY COMMISSIONERS  
PUBLIC CORRESPONDENCE**

1.

10th October 2019

Letter to Port St Mary Commissioners (2 pages)

Dear Commissioners,

Firstly, as a rate-payer, I would like to express my thanks to you and your team for keeping Port St Mary looking clean and tidy! throughout the year. In the summer, with the flower tubs, it looks particularly nice and I always see the team of men working diligently mowing, weeding, removing litter etc.

I was very pleased to see the stoned put on Garsay Point to prevent people, mainly dog-walkers, from spoiling the grass. But, and there is always a "but", today I witnessed a particular dog owner, I will not name him, drive over the stoned at the parking area onto the grass. Would it be possible for the stoned to be lifted

where they have been pushed into the grass by vehicles? Maybe a few more planters, carefully placed, would deter inconsiderate car-owners.

I do not require an answer to this letter, but hope that this issue can be addressed.

Yours faithfully,



**PORT ST MARY COMMISSIONERS**  
**PUBLIC CORRESPONDENCE**

Port St Mary (Various Roads) (Reserved Parking Places)  
(Consolidation) (Amendment) Order 2019

Article 1

Statutory Document No. 20XX/XXXX



*Road Traffic Regulation Act 1985*

**PORT ST MARY (VARIOUS ROADS) (RESERVED  
PARKING PLACES) (CONSOLIDATION)  
(AMENDMENT) ORDER 2019**

*Made:*

*Coming into Operation:*

The Department of Infrastructure makes the following Order under section 14 of the Road Traffic Regulation Act 1985.

**1 Title**

This Order is the Port St Mary (Various Roads) (Reserved Parking Places) (Consolidation) (Amendment) Order 2019.

**2 Commencement**

This Order comes into operation on .

**3 Amendment to principal order**

Port St Mary (Various Roads) (Reserved Parking Places) (Consolidation) Order 1995 shall be amended as follows.

**4 Amendment**

In Schedule 1 revoke and remove paragraph 2(b) relating to the south side of Lime Street, opposite property No. 13.

Signed by authority of the Minister for Infrastructure

**MADE**

**J F ROBINSON**  
*Director of Highway Services*



V01

Page 1

Item 7.4

**PORT ST MARY COMMISSIONERS**  
**PUBLIC CORRESPONDENCE**

Dear Clerk

Please see below a press release from Isle of Man Post Office regarding its report on the Retail Network, which will be presented to this month's sitting of Tynwald, for your information.

Kind regards

Date: Wednesday 2<sup>nd</sup> October 2019

**Post Office Prepares to seek Tynwald Approval to Modernise the Island's  
Retail Network of Postal Services**

Later this month, Isle of Man Post Office (IOMPO) will seek Tynwald approval to modernise the way postal services are provided in the community, adapting to the changing demands of its customers and commercial partners (including Government) in the digital age.

The report will be debated as IOMPO's annual accounts are laid before October's sitting of Tynwald, which show it's been another challenging year for the business. The report comes following the commitment made in the December 2018 sitting of Tynwald that following the public consultation, IOMPO would undertake further work on the format of the delivery of retail services and come back to Tynwald with its results and recommendations no later than October 2019.

Julie Edge MHK, Chairman of IOMPO, said: "We will be presenting our retail network modernisation strategy to Tynwald, based on a thorough analysis of the challenges and opportunities through consultation with all key stakeholders, while setting out the Board's recommended way forward."

She continued: "We recognise that the retail network is a unique social asset, and a key contributor to our heritage and our reputation as a trusted brand. However, society's needs are changing and all evidence supports that it is no longer financially sustainable or appropriate for IOMPO to maintain it in its current form. For some time, the retail network has operated at a loss and has been subsidised by other areas of the business, but the status quo is no longer acceptable. The results of our performance in the last financial year will be laid before Tynwald at the same sitting and highlight the spiralling costs of the retail network, further evidencing the need for change."

The internet revolution that started in the 1990's has changed retail services globally, as customers increasingly choose to transact their services digitally, at a time and place that suits them, rather than at a designated counter. In the last 10 years, transactions at post offices across the Isle of Man have fallen by 39% with the emergence of the digital alternatives. The majority of the current network transaction income relates to Government and commercial clients, which are anticipated to materially reduce or cease within the next three years, as these organisations pursue their digital strategies, gradually returning the focus of IOMPO to the delivery of postal services within the community. While not new or unforeseen, this significant change is having a profound impact on not only the financial viability of independently operated post offices around the Island, but IOMPO's overall ability to operate profitably and financially responsibly.

In developing its recommended retail network modernisation strategy for Tynwald, IOMPO consulted all key stakeholders including the general public; a public consultation was completed, the results of which were then explored by public focus groups, to ensure a balanced range of opinions. Key learnings of which included a general acceptance that change was necessary, with no desire to pay more for a service they were using less of, and recognition that if something could be made easier online, they would choose that option.

Made up of 22 sub post offices which are in the main dedicated counters within retail outlets, independently operated by individuals or businesses under a commercial service contract, the retail network must modernise to remain relevant and competitive in this digital age. In line with trends and feedback, IOMPO is exploring innovative ways to tailor postal services, responding to the demand for greater convenience, including the provision of 'pop up' offices, enhanced kiosks, self-administered postage and parcel drop off/pick up points.

Ms Edge said: "The retail strategy is part of IOMPO's five-year strategic business case identifying the need for change and efficiency in all aspects of our business, with the aim of returning IOMPO back into profit. IOMPO wants to avoid becoming a part of Isle of Man Government which requires a subvention and a further strain on the public purse."

She concluded: "I sincerely hope Tynwald will recognise IOMPO's financial situation, the cost of the retail network and its unaffordability. The Board takes its financial, commercial and social responsibilities very seriously. It is in this vein we are committed to ensuring the future sustainability of the Post Office, which enables it to provide access to postal services which are value for money, and in line with customer demand while supporting our local communities."

-Ends-

**PORT ST MARY COMMISSIONERS**

**PLANNING**

**9.1 Planning Applications**

19/01076/B Miramar, Clifton Road, Port St Mary. Alterations and installation of replacement windows.

19/01064/B Sydney House, Athol Street, Port St Mary. Installation of replacement ground floor window to front elevation.

**9.2 Planning Approvals**

19/00976/C 20 Lime Street, Port St Mary. Additional use of residence as tourist accommodation approved.

**9.3 Appeals**

9.5.1 19/00560/B Garage and store, Creg dy Shee, Lhargan, Port St Mary. Alterations and erection of second storey extension to garage to provide residential and tourism accommodation. Appeal date now set as 24<sup>th</sup> October 2019.

*It was noted in the August 2019 meeting minutes that the Board had no objections to the original application.*

Item 10.2

**PORT ST MARY COMMISSIONERS**

**MEETING DATES 2019/20**

Below is a list of scheduled meeting dates for the coming year.

<b>2019 Meeting Dates</b>	
23 <sup>rd</sup> October 2019	
13 <sup>th</sup> November 2019	Notice to be issued by 8 <sup>th</sup> November if meeting is required
27 <sup>th</sup> November 2019	
11 <sup>th</sup> December 2019	
8 <sup>th</sup> January 2020	Notice to be issued by 3 <sup>rd</sup> January if meeting is required
22 <sup>nd</sup> January 2020	
12 <sup>th</sup> February 2020	Notice to be issued by 7 <sup>th</sup> February if meeting is required
26 <sup>th</sup> February 2020	
11 <sup>th</sup> March 2020	Notice to be issued by 6 <sup>th</sup> March if meeting is required
25 <sup>th</sup> March 2020	
8 <sup>th</sup> April 2020	Notice to be issued by 3 <sup>rd</sup> April if meeting is required
22 <sup>nd</sup> April 2020	

**Election scheduled for Thursday 23<sup>rd</sup> April 2020.**



## Item 11.2

### PORT ST MARY COMMISSIONERS INVITATIONS

From [REDACTED]

Sent: 17 October 2019 15:09

Subject: The National Service of Remembrance and Re-Dedication - Sunday 10 November 2019

**Sent on behalf of The Chief Minister, Hon Howard Quayle, MHK**

17 October 2019

#### **To all Local Authorities**

Dear Clerk

The National Service of Remembrance and Re-Dedication will take place at the Royal Chapel of St. John and the National War Memorial, St John's on Sunday 10 November 2019 at 3.00pm.

The Service will be attended by His Excellency the Lieutenant Governor and Lady Gozney and I am pleased to invite you to attend. Please note that the congregation is requested to be seated no later than **2.45pm**.

As I will be laying a wreath on behalf of the Isle of Man at the Cenotaph at the National Service of Remembrance Ceremony in London, I shall, unfortunately, be unable to be present at this Service this year.

To facilitate appropriate seating and catering arrangements, I would be grateful if you could advise **Miss Voirrey Cowley** by **Thursday 31 October 2019** whether or not you expect to be present and also whether or not you will be accompanied. **Miss Cowley** can be contacted via email to [voirrey.cowley@gov.im](mailto:voirrey.cowley@gov.im)

Finally, I would advise you that refreshments will be available in the Methodist Hall opposite the Fair field at the conclusion of the Service.

Yours sincerely

**Hon Howard Quayle MHK**  
**Chief Minister**