



Searched by word 'find' application on 18<sup>th</sup> September 2019 by Hayley Fargher.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>th</sup> FEBRUARY 2016  
MINUTE- CLOSED SESSION**

Special Projects: 6.1 Potential Property Investment- The Clerk raised a potential property investment. AM/CK proposed enlisting a valuer to look at Manxonia House.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
23<sup>rd</sup> MARCH 2016  
MINUTES - CLOSED SESSION**

Special Projects:

6.1 Manxonia House – A paper was tabled and discussed. AG proposed that we offer £180k and authorised the Clerk to negotiate and progress the purchase up to a purchase price limit of £200,000 AM seconded the proposal. All are in agreement. IS abstained.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
13<sup>TH</sup> APRIL 2016  
MINUTE - CLOSED SESSION**

Special Projects:

6.1 A quote from Corlett Bolton to act on purchase of Manxonia House £850 plus vat was approved. HK/AM

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>th</sup> APRIL 2016  
MINUTE - CLOSED SESSION**

Special Projects: Purchase of Manxonia House- The meeting noted a verbal report from the Clerk hearing that an agreement to purchase had been concluded at a purchase price of £190 000 and encouraged the Clerk to continue to settlement as soon as possible.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
15<sup>th</sup> JUNE 2016  
AGENDA - PRIVATE SESSION**

5.1 Commercial Property. Sale of the Smithy-AG/AP suggested we deal only with Manxonia and defer the other points back to the next meeting. The meeting then approved the purchase of Manxonia House and agreed the associated borrowing. AG/AP All in agreement.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
30<sup>th</sup> JUNE 2016**

**MINUTE – COMMITTEE SESSION**

5.1 Commercial Property. **PSM/16/137** Consideration of the proposals for land above Chapel Gate Car Park.

AG proposed that we draw back from selling this land. AM that this sale would fund Manxonia House. **For: MH AG/IS/AP/RH**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
10<sup>th</sup> August 2016**

**MINUTE COMMITTEE SESSION**

**PSM16/129** A report on the acquisition of Manxonia House was provided.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>th</sup> August 2016**

**MINUTE – PRIVATE SESSION**

**PSM16/129** 5.1 Manxonia House – The Clerk reported the advertising of the transaction which was noted.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
14<sup>th</sup> September 2016**

**MINUTE – PRIVATE SESSION**

**PSM16/129** The meeting discussed Manxonia House and a letter from a ratepayer. A member made the case given the overcrowded nature of the current office the development was a natural progression. Comparisons regarding the case for the Town Hall made 12 years ago were made.

**CK/RH** proposed that we thank the writer and that we cannot fully respond due to commercial sensitivity of the subject matter. **This was resolved with all in agreement.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
12<sup>th</sup> OCTOBER 2016**

**MINUTES – PRIVATE SESSION**

**PSM16/129** The Clerk provided an update on progress on the purchase of Manxonia House following a question from a member.

**Port St Mary Commissioners  
Ordinary Board Meeting Agenda  
Private Session**

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**Wednesday 26th October 2016**

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**1. Matters arising from previous minutes**

**PSM16/129** Mr Phair asked what was the current position regarding Manxonia House, the chairman advised that the property had now been purchased.

Mr Phair suggested a public statement should be issued regarding the purchase.

Mr Grace suggested that the board should not issue a public statement until after the next board meeting so that the uses of the building could be considered.

It was agreed that no statement be issued for the time being.

**Any other business**

**PSM16/129 Manxonia House**

Mr Phair asked how the purchase had been financed as no agreement for borrowing had been approved by the board, Mr Grace advised that it was the intention to fund the purchase from reserves which stood at approximately £400,000. Mr Phair queried the level of reserves.

A general discussion followed regarding proposed uses for the building.

Mr Skelly and Mr Phair again reiterated their opposition to the moving of the commissioner's offices to Manxonia House.

**Port St Mary Commissioners  
Ordinary Board Meeting  
Private Session  
9<sup>th</sup> November 2016**

<b>Matters arising from the minutes of 26<sup>th</sup> October 2016</b>
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<b>PSM/16 129 Mr Grace queried whether it had been discussed with this Board that</b>
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the Commissioner's office should move to Manxonia House.

Mr Phair asked for a public statement to be issued. AH agreed to prepare a draft press release and would circulate it to Board members for comment before the end of the week.

### **Policy and Resources**

#### **PSM/16 129 Phase 1 Manxonia House – paper to be circulated**

The Clerk had hoped to bring the Phase 1 schedule of works to the meeting but the prices had not been received. He explained that a structural report had been undertaken before the purchase. AH will circulate a copy to Board members. The first priority was to prevent water ingress. The total project is estimated at £300,000 which included the purchase price of £190,000. AH stated that he was in the process of making a regeneration fund application. So far it has been confirmed that the roof is insulated and a hardwood floor has been found under the carpets. Heating and electrical contractors will be required to do some investigative work.

### **Port St Mary Commissioners**

#### **Ordinary Board Meeting**

#### **Open Public Session**

**23rd November 2016 at 7.30pm**

#### **PSM16/213 Manxonia House – email received from Mr Phair**

Mr Grace requested that this item be moved to the private meeting. Mrs William's agreed on the proviso that if the Board wished it to go public it would be moved back

### **Port St Mary Commissioners**

#### **Ordinary Board Meeting**

#### **Private Session**

**23<sup>rd</sup> November 2016**

#### **PSM16/129 Manxonia House – Phase 1 tender prices received**

The Clerk presented a paper updating the Board.

Dr Haywood queried whether the roof insulation was suitable for both commercial and residential purposes. The Clerk agreed to seek clarification on this.

Mr Grace suggested establishing a sub-committee as there was insufficient time during these meetings to discuss the development in detail. Mr Merchant

agreed that this approach had been successful in relation to the Town Hall. It was agreed that the sub-committee would consist of Mr Merchant, Mr Skelly, Mr Phair and Mr Grace. They would report their findings back to the full Board.

Proposed by Mr Grace.

Seconded by Mr Ashcroft.

All in agreement.

Mr Hirst reminded the sub-committee of the urgency in light of the forthcoming changes to the regeneration fund.

The paper stated that TS Keggen had not replied when asked to quote for the roofing works. Mr Skelly had asked Sarah Keggen and she had said they were not given the opportunity. The Clerk agreed to investigate what had happened.

### **Any Other Business**

#### **Mr Phair's email re Manxonia House**

Mr Phair had sent an email to The Clerk asking for clarification of points raised in the structural survey relating to the roof as he understood from the report that it should be replaced. The Clerk explained that a full overhaul of the roof had been recommended, including reinstating redundant leadwork, chimney repairs, strip back the slates and replacement of necessary timbers. The Clerk confirmed that pre purchase checks were carried out as best as possible when you don't own the building. He stated that the legal documents were currently with the Registry and they would be made available to the Board on their return.

Mrs William's requested the Clerk to draft a press release, to include bringing a prominent building in the village up to date and that possible options for use may include shop, offices, flats. The Board considered seeking interest from the public. The formation of sub committee to oversee the project was also considered.

**Port St Mary Commissioners  
Ordinary Board Meeting  
Private Session  
14<sup>th</sup> December 2016**

### **Representative Confidential Reports**

#### **PSM16/129 Manxonia Report – attached**

The sub committee had met. Mr Phair stated that in accordance with standing orders any works over £12,000 should go out to tender. Mr Grace explained that an immediate requirement was to stop water ingress over the winter. The Clerk had asked the DLO to clear the guttering and gulleys over one day before xmas to help this.

Dr Haywood proposed that the sub committee get tenders and report back.  
Seconded by Mr Kinley.  
All were in agreement.

Mrs William's asked for the regeneration fund application to be made by the sub-committee. The Clerk was waiting for the planner to provide advice about style of windows that would be acceptable and would pass this information on the sub-committee.

**Port St Mary Commissioners  
Ordinary Board Meeting  
Private Session  
11<sup>th</sup> January 2017**

Matters arising from the minute of 14<sup>th</sup> December 2016

**PSM16/12 Manxonia Report** The Clerk confirmed that there would be an advert for expressions of interest for renewing the roof in the press this week. The guttering and gulleys have been cleared and checks carried out. The regeneration fund application has not been submitted yet, prices are coming in and the planners have provided their advice. **The Clerk explained that the sub-committee will meet again to discuss the expressions of interest, after the closing date for these which is 14 days from the date of the advert.** Mr Grace was keen for local builders to apply and asked for the Boards permission to call builders

**Port St Mary Commissioners  
Ordinary Board Meeting  
Private Session  
8<sup>th</sup> February 2017**

**PSM16/129 Receipt of Title for Manxonia House – attached as two files for noting**

The Board noted the receipt.

**Port St Mary Commissioners  
Ordinary Board Meeting  
Private Session  
29th March 2017**

**PSM16/129 Manxonia House**

**Mrs Williams requested an update on progress at the next meeting.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
12<sup>th</sup> April 2017  
MINUTE**

A motion was received from Mr Ashcroft that

"Manxonia Sub Group is disbanded with immediate effect and responsibility for the timely development of the property is delegated to the Clerk reporting to the Board quarterly.

**This was seconded by Mr Merchant.**

**Following a discussion this was voted on.**

**Voting for the motion were:**

**Mr Ashcroft, Mr Merchant, Mrs Williams**

**Voting against the motion were:**

**Dr Haywood, Mr Phair, Mr Skelly**

**Abstaining: Mr Grace**

Mrs Williams used the Chairman's casting vote in favour of the motion. The motion passed.

A proposal was made that the subject remain as a Standing Agenda item to be reported on monthly.

**Proposed: Dr Haywood**

**Seconded: Mr Phair**

**This was resolved with All in Agreement**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
26<sup>th</sup> April 2017  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129** A member raised a point of order regarding the meeting regarding Manxonia House being considered in a pre meeting which was not within the Board meeting. This was accepted as a meeting which had been properly notified by the Clerk. It was accepted that any outcomes from it would require ratification by a full Board meeting.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
26<sup>TH</sup> APRIL 2017  
ADJOURNED UNTIL 3<sup>RD</sup> MAY 2017  
MINUTE – PRIVATE SESSION**

**PSM16/129 Manxonia House**

It was resolved the Board would advertise for expressions of interest in:

- Recovering the roof
- Replacing the rainwater goods and fascias
- Carrying out chimney repairs
- Spraying the roof timbers for woodworm.

**Proposed: Dr Haywood**

**Seconded: Mr Grace**

**This was resolved with all in agreement**

In a further motion a member proposed that windows be replaced throughout the building but the shop windows left until a final use is clearer.

**Proposed: Dr Haywood**

**Seconded: Mr Grace**

**This was resolved with all in agreement.**

A member suggested that the public be involved in the discussion on the future use of the building. He proposed that we seek expressions of interest from people seeking to use the building or part of it. He further proposed that we host a public consultation for 3 weeks and a press release seeking expressions of interest possibly followed by a public meeting.

**Proposed: Mr Phair**

**Seconded: Mr Skelly**

**This was resolved with all in agreement**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
10<sup>th</sup> May 2017  
MINUTE – PRIVATE SESSION**

**PSM16/129** The Clerk advised the progress on Manxonia House and the fact that an advert and press release had been issued. A member proposed that the Board contact the Rushen Heritage Trust regarding them producing posters detailing the history of the property.

*Proposed: Dr Haywood*

*Seconded: Mrs Williams*

The meeting asked for future items on the Manxonia House be transferred into public in the Special Projects section.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>th</sup> May 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129** 6.1 Manxonia House: Due to the inclusion of commercially sensitive details it was proposed that this matter be transferred into private.

*Proposed: BW/AM*

*The motion carried with all in agreement.*

6.1.1 Email to David Miller Architect was noted

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>th</sup> May 2017  
MINUTE – PRIVATE SESSION**

**PSM16/129** Manxonia House.

The Clerk tabled a supplementary paper listing the Expressions of Interest lodged in response to our press advertisement together with letters from Suzanne (Flowers) and Eclipse Nursecall Services Ltd.



*It was proposed that the Clerk reply to Eclipse Nursecall Systems, thanking them for their offer and further that he investigate the due process that would facilitate the sale of a portion of Manxonia House.*

*Proposed: BW*

*Seconded: RA*

*This motion was carried with all in agreement.*

The Clerk was requested to contact Karl Berrie to establish the nature and seriousness of the interest

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
14<sup>th</sup> June 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129** 6.1 Manxonia House. Given the commercially sensitive nature of this discussion it was proposed that this item be considered in private with the outcome transferred to public.

**This was resolved with all in agreement.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
14<sup>th</sup> JUNE 2017  
MINUTE– PRIVATE SESSION**

2.1.3 Email reply from Corlett Bolton headed Manxonia House & The Underway see minute below for 2.1.4:

**PSM16/129** 2.1.4 Email from Stephen Willoughby re Manxonia House:

The Board discussed 2.1.3 and 2.1.4 together as they were on a single subject.

The Board discussed the email received from the Local Government Unit. A discussion on past Board decisions took place.

RA made the case that the Town Hall is hampered as a venue due to lack of kitchen space. A discussion on the shortcomings of the Town Hall took place.

AM spoke of a plan to hand the Town Hall over to a community trust and relocate the commissioners elsewhere.

*(AP left the meeting.)*

The Board considered approaching the Department to explain that following the election we cannot agree on a future for the property as a Board and therefore our only option may be to sell it.

**RA/IS proposed that we ask the question subject to Departmental approval we place the property on the market.**

**An amendment was put (MH/RH): that we sell half or all of the building.**

**For the motion: MH/IS/RH**

**Against the Motion: AG/BW/AM.**

**CK, having declared an interest did not take**

**With the voting tied the Chairman used his casting vote against the Motion. The motion fell.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
28<sup>th</sup> June 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129** 6.1 Manxonia House :

The Board considered the original petition. AM/BW discussed that the original plan was sound. IS disagreed. AM recalled the 2004 manifesto and business plan for the recommissioning of the Town Hall and how, following election, they had a mandate from the village to pursue this.

MH reported that any letter written on behalf of the Business Association was that and did not represent her personal views. She voted for the purchase as she believed in bringing the building back into use.

AM/BW proposed that we continue with the original plan as outlined in the Business Plan that supported the Petition.

**For: RA/BW/AM/AG**

**Against: MH/IS/RH**

**The Motion was carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
Held on 28<sup>th</sup> June 2017  
MINUTE - PRIVATE SESSION**

Matters Arising:

2.1 Matters arising from the Minute of 14<sup>th</sup> June 2017

2.1.1 Manxonia House – The Board considered the original petition. AM/BW discussed that the original plan was sound. IS disagreed. AM recalled the 2004 manifesto and business plan for the recommissioning of the Town Hall and how, following election, they had a mandate from the village to pursue this.

MH reported that any letter written on behalf of the Business Association was that and did not represent her personal views. She voted for the purchase as she believed in bringing the building back into use.

AM/BW proposed that we stick with the original plan as outlined in the Business Plan that supported the Petition.

**For: RA/BW/AM/AG**

**Against: MH/IS/RH**

The Motion was carried and is to be transferred to public.

2.1.2 Manxonia House – Public Consultation

BW/RA suspend s/o to discuss windows.

This was put to the vote:

**MH/IS/RH against**

**AG/BW/RA/AM-for**

The meeting discussed replacing all windows in a single contract.

It was proposed that the Board replace all windows in a single contract.

**Proposed: AM/BW**

**For AG/AM/RA/BW**

**Against: IS/RH/MH**

The meeting considered a proposal from MH to hold a 3-week public consultation in the West Room once the design is drafted including the use of a 'post-it wall'.

**Proposed: MH/AM**

**This was resolved with all in agreement.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
12<sup>th</sup> July 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

6.1 **PSM16/129** Manxonia House – this matter was adjourned to Private with result to be published in Public. A draft layout plan prepared by the Architect was discussed. The Board welcomed the minimal structural alteration. It was proposed that the Board approve the plan for more detailed development.

**Proposed: BW/AM**

**For the motion: AG/BW/AM/CK**

**Against: IS.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
12<sup>th</sup> JULY 2017  
Minute – PRIVATE SESSION**

2.1.2 **PSM16/129** Manxonia House – A draft layout plan prepared by the Architect was discussed. The Board welcomed the minimal structural alteration. It was proposed that the Board approve the plan for more detailed development.

**Proposed: BW/AM**

**For the motion: AG/BW/AM/CK**

**Against: IS.**

The outcome of this discussion was transferred into the Public Minutes, as requested at a previous meeting.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
26<sup>th</sup> July 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

6.1 **PSM16/129** Manxonia House –Was considered in Private Session.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
26<sup>th</sup> JULY 2017  
MINUTE – PRIVATE SESSION**

6.1 **PSM16/129** Manxonia House:

6.1.1 The meeting considered an email received from Mr M Crosbie of Prosper and agreed the Clerk's recommendation.

6.1.2 The Clerk made a progress report on a further meeting with an architect and that he was investigating the possibility of creating an office for letting on the top floor. He

further mentioned progress toward drafting a specification for the repair of the roof and pointing and that Expressions of Interest would be sought.

6.2 Workshop Re-pointing in lime mortar – Quotes for the work were considered  
The Board expressed a desire to use a local tradesman.

BW/IS proposed that we accept the quotation from Temple Plastering Ltd.

This was resolved with all in agreement.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
23<sup>rd</sup> August 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

3.2 **PSM16/129** Manxonia House Rates- the Clerk circulated a reply from the Treasury confirming that Manxonia House was exempt for rating purposes in its current condition.

6.1 Manxonia House

6.1.1 **PSM16/129** The Board considered and noted the Asbestos Survey which had been copied to the Architect.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
13<sup>th</sup> SEPTEMBER 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM17/129** 6.1 Manxonia House – the Clerk reported that the specification for external works was awaited and would be tendered in line with a previous Board approval.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>th</sup> SEPTEMBER 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/287** 6.1 Manxonia House: The Clerk raised the issue of an arriving Butchers van that may be able to trade from Manxonia House Car Park until renovation works start. Following discussion it was decided that it was more appropriate for it to trade from directly outside the Town Hall.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
11<sup>th</sup> OCTOBER 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

6.1 Manxonia House –Clerk confirmed that the pre tender H&S plan and tender documentation was completed and being sent out imminently.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
8<sup>th</sup> NOVEMBER 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

6.1 **PSM16/129** Manxonia House – Due to commercially sensitive material contained in a late paper the Clerk requested that this item be transferred to private session. This was agreed.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
8<sup>th</sup> NOVEMBER 2017  
MINUTE – PRIVATE SESSION**

6.1 **PSM16/129** Manxonia House external works – The Board considered a report from the Clerk advising the outcome of the tender exercise for Phase 1 of Manxonia House.

**A proposal was made RA/MH to accept the Clerk's recommendation that subject to concurrence of the Project Architect, that J Clawson Ltd are appointed as contractors for Phase 1 of the refurbishment of Manxonia House at a price of £74 181.**

**For the motion: RA/RH/MH/LVW/AM**

**Abstentions: IS/AP. The motion carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
22nd NOVEMBER 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

6.1 Manxonia House: this was deferred to consideration in private where a paper had been submitted.

**9.1 Planning Applications:**

PA17/01153/B Manxonia House, Bay View Road, Port St Mary. Port St Mary Commissioners. Replacement of existing softwood windows with hardwood double glazed units.

No objections

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
22<sup>nd</sup> NOVEMBER 2017  
MINUTE – PRIVATE SESSION**

6.1 Manxonia House

6.1.1 Manxonia House window purchase.

The Clerk confirmed that regeneration moneys are still available.

AP/BW proposed that within 14 days the Clerk retenders the purchase of windows following explicitly our tender procedures contained in the Standing Orders as the refer to the Making of Contracts, using the MACCS list for Expression of Interests and offering local companies to supply windows based on a tender specification prepared by the project architect.

This was resolved with All in Agreement

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
20<sup>TH</sup> DECEMBER 2017 at 7.30 pm  
MINUTE – OPEN PUBLIC SESSION**

*Note: These minutes were taken from a recording of the meeting.  
Due to incomplete recording, there is no record of the vote to approve the  
minutes of the meeting held on 22<sup>nd</sup> November 2017.*

**PSM16/129** 6.1 Manxonia House: this was deferred for consideration in the private session.

9.2 Planning Approvals

- PA17/01153/B Port St Mary Commissioners, Manxonia House, Bay View Road, Port St Mary for the replacement of existing softwood windows with hardwood double glazed units.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
20<sup>TH</sup> DECEMBER 2017 at 9.00 pm  
MINUTE – CLOSED PRIVATE SESSION**

Special Projects

4.1 Manxonia House – AH circulated an audit trail document relating to the windows. AH reported the first tendering exercise had been unsuccessful. The budget allocation was £15,000 and the cheapest tender price was £18,000. The Board had agreed to apply for Regeneration funding in November 2016. The Manxonia Subgroup had agreed to take architects advice re window design and materials. A discussion took place regarding the tender process and materials to be used for the windows. AH confirmed the original companies had been asked to re-tender for the supply of hardwood windows only. BW proposed suspending Standing Orders to continue this item of business AM seconded. For – AM, RA, BW, LVW, AG  
Against – AP, IS, RH, MH.  
LVW asked if this matter was urgent, AH confirmed the contractors needed depth of windows to finish the frames.

BW proposed continuing the meeting to carry on this discussion LVW seconded. All in favour.

MH requested a full audit trail including relevant Board Minutes. LVW agreed.

MH objected to the inclusion of email with personal comments from AM to AG in the audit document presented. AP agreed.

AH suggested continuing the discussion at the next meeting on 10<sup>th</sup> January 2018. LVW proposed a 7pm start for the meeting on 10<sup>th</sup> January, BW seconded. For AM, RA, BM, LVW, AG, IS, RH, MH. AP Against. The proposal was approved.

Searched by word 'find' application on 22<sup>nd</sup> September 2019 by Hayley Fargher.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
CONTINUATION OF the MEETING FROM 20<sup>TH</sup> DECEMBER 2017  
HELD ON 10<sup>TH</sup> JANUARY 2018 at 7.30pm  
MINUTE – CLOSED PRIVATE SESSION**

**PSM16/129** 6.1 Manxonia House:

Delay to the works was discussed. BW proposed a meeting is arranged with the Architect. AP proposed this is amended to include that regardless of whether or not the Clerk returns, a meeting should be held as soon as possible. This was seconded by LVW with all in favour. HP to arrange the meeting.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>TH</sup> JANUARY 2018 at 8.15pm  
MINUTE – CLOSED PRIVATE SESSION**

**PSM16/129** Item 6.1.1 Manxonia House Window Purchase: A discussion ensued regarding the wording of AP's proposal regarding retendering. **AP/IS proposed that the whole paragraph starting with "AP/BW proposed that within 14 days" ... to "tender specification prepared by the project architect" be removed and replaced with the wording "to retender the windows contract using Architect's window schedule and MACCS mailing list". Against: LVW, AM, BW For: RH & AG. RA abstained due to non-attendance at that meeting. The motion was passed. LVW raised his strongest objection to the re-writing of a Minute. AM also expressed his concern about changing the wording of a Minute that may later prove significant.**

**It was agreed that the recording of the Private Minutes of the meeting held on 22<sup>nd</sup> November 2017 be checked to establish the correct proposal by AP regarding Manxonia House Window Purchase.**

**Transcript of Proposal by Andy Phair Taken from a Recording of the Private  
Ordinary Board Meeting held on 22<sup>nd</sup> November 2017  
Regarding Item 6.1.1 Manxonia House Window Purchase**

AP "I propose to follow our tendering procedures using window schedule prepared by the Architect (BW stated "14 days") and I want to add it should be made through the MACCS scheme mailing list which goes out to all contractors on the Island" (MH stated "just to supply the windows" AG said "Clawson's will be fitting") BW said "I would second that on the proviso that we have a meeting to discuss the thing" (AG stated "open tenders at the meeting").

AG asked if everyone was happy – YES All said they were in agreement.

MH asked "would be for hardwood only suppliers" – AG stated "tenders would be as per the schedule specification".



**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
14<sup>TH</sup> FEBRUARY 2018 at 8.50pm  
MINUTE – CLOSED PRIVATE SESSION**

2.2 Minutes of the Private Meeting of 22<sup>nd</sup> November 2017: The transcript from the recording of the meeting for item 6.1.1 re Manxonia House was circulated. **AP/MH proposed that the whole paragraph of item 6.1.1 be removed and the transcript be inserted in its place. For: IS, RH, AM, BW, AG. RA abstained due to non-attendance. LVW voted against objecting to the re-writing of minutes. Motion Carried.**

Following the agreed amendment: **MH/RH proposed that the Minutes of the Private Meeting of 22<sup>nd</sup> November 2017 as amended be approved and signed as a correct record. For: BW, AM, IS, AP, AG. RA abstained due to non-attendance. LVW voted against. Motion Carried.**

7.1 **PSM16/129** Manxonia House – RA stated he thought progress was slow on the roof works. HP was requested to make contact with the Architect.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
28<sup>TH</sup> FEBRUARY 2018 at 8.28pm  
MINUTE – CLOSED PRIVATE SESSION**

3.1.3 Manxonia House Roof – HP reported the contractor was two weeks behind schedule due to bad weather.

3.1.5 Freedom of Information Request – A draft response was circulated. **LVW/AM proposed that the FoI response be sent with the last paragraph amended to read “The purchase of Manxonia House did not contribute to the increase in the rates”. RA, RH, BW & AG in favour, IS, AP, MH against. Carried.**

7.1 Manxonia House – The date to hold an Extra Ordinary Meeting was set for Wednesday 21<sup>st</sup> March 2018 at 7pm.

**PORT ST MARY COMMISSIONERS  
EXTRA ORDINARY BOARD MEETING  
HELD ON 29<sup>TH</sup> MARCH 2018 at 7.00pm  
MINUTE – CLOSED PRIVATE SESSION**

1.1 The Chairman welcomed the Board and declared the meeting open.

Mr Begley reminded the Board of the financial status reported at the end of the 2016/17 accounting year and provided information relating to the historic position the accounts have previously been reported in.

A paper containing 3 options was tabled and Mr Begley guided the Board through each option advising the effect each would have on the finances of the Authority, the Board were advised that HSBC rates were variable.

The Chair requested a recommendation from Mr Begley, who then confirmed that his advice would be to wait until the 2017/18 draft accounts were available, this would then enable the Board to have the most up to date financial information.

AP asked if there was a rule as to what reserves should be held at, Mr Begley advised that 25-30% of the rates income was the Government recommendation.

MH expressed concern in relation to the project already being overspent and advised that only the interest rates were in the forthcoming year's budget. RH & IS expressed agreement that the forecasted costing would not be viable.

Options were discussed in relation to the use of the building.

**AG proposed that the meeting be adjourned until the draft accounts were available. The motion was seconded by AP. AM, MW, RH, IS & LVW were in favour. The motion was carried.**

HP agreed to issue the Electrical Report to all Board members.

A draft Expressions of Interest in relation to the window tender process was tabled, **AG proposed that the wording was to be amended to read upvc and issued, the motion was seconded by MH. AM, RH, AP, IS & LVW were in favour. The motion passed.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
11<sup>th</sup> April 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129 7.12 Letter 27.3.18 from Secretary, Port St Mary Business Association requesting a public meeting to discuss plans for Manxonia House and the future of Town Hall was discussed. IS/AM proposed that a response be sent informing the Business Association that Port St Mary Commissioners are not against a meeting in principle, but would like defer a meeting until after the Board's AGM on 9<sup>th</sup> May 2018. AP, MH, BW & LVW in favour. Carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
25<sup>TH</sup> APRIL 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129 6.2 Manxonia House Windows Tender Information Pack was circulated. AG identified the existing windows were softwood and not 'hardwood' as stated in the pack. Subject to this amendment MH/AG proposed that the Manxonia House window tender information pack is approved. AM, AP, RH, RA, IS, BW & LVW in favour. Carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
9<sup>TH</sup> MAY 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129 3.5 Manxonia House Window & Refuse Tenders – HF reported the tender packs had been issued to interested parties.**

**PSM16/129 4.2 Motion by Mr Hirst, seconded by Mr Skelly that Manxonia House is offered for sale on the open market immediately. With recent refurbishment works, the Motion requested the Deputy Clerk seeks advice on the offer price and terms from three commercial estate agents and ensure the best deal for the Board. Taking into consideration that there were multiple options for the sale or lease of all or part of the building, LVW/AM proposed to support the Motion in principle with the removal of the first sentence and the Deputy Clerk also investigates leasing options. BW & MH in favour. IS, AP & RH abstained, AG against. Carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
9<sup>TH</sup> MAY 2018 at 8.45pm  
MINUTE – CLOSED PRIVATE SESSION**

Any Other Business:

12.1 A letter 4.5.18 from Eclipse Nursecall Systems Ltd reiterating their interest in purchasing part or all of Manxonia House or arranging long term lease was tabled. **AP/BW proposed that the Acting Clerk explores the range of options available regarding the sale or lease of Manxonia House. LVW, IS, RH, AG, AM & MH in favour. Carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
23<sup>RD</sup> MAY 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

7.5 Deferred correspondence from the Business Association in relation to a public meeting being held to discuss the rate increase and future of Manxonia House was discussed.

**RA declared an interest in Manxonia House and took no part in the discussion.**

LVW called a Point of Order and stated that the Chair is conflicted due to also being the Chair of the Business Association.

The Chair left the Chair and the Vice Chair took the Chair.

HF was requested to circulate dates for the end of June/beginning of July to call a public meeting as requested.

The Vice Chair left the Chair and the Chair returned.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
13<sup>TH</sup> June 2018 at 8.45pm  
MINUTE – CLOSED PRIVATE SESSION**

**PSM16/129** 7.1 Manxonia House – Tender results for window replacement was circulated. HF advised deferring discussion until valuations have been provided and outcome of planning application is known.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
13<sup>TH</sup> June 2018 at 7.35pm  
MINUTE – OPEN PUBLIC SESSION**

**PSM16/129** 6.2 Manxonia House – HF reported she was in the process of obtaining valuations from estate agents. Correspondence from local business requesting temporary lease of parking spaces by Manxonia House was circulated. **IS/BW proposed the request is approved at a charge of £75 per space per month payable in advance with one weeks' notice to quit. RH, LVW, AG & MH in favour. Carried.**

Planning Matters

9.1 Planning Applications:

9.1.3 18/00534/B – Manxonia House, Bay View Road, Port St Mary. Installation of replacement windows.

There were no objections to the planning applications.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>th</sup> June 2018 at 7.40pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – Item on agenda under private due to the contents of tender documents. RH stated he would like Manxonia to remain in public.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>TH</sup> June 2018 at 8.35pm  
MINUTE – CLOSED PRIVATE SESSION**

Projects:

**PSM16/129** 7.1 Manxonia House – The Options Paper was discussed. Concern was voiced in relation to the finish of the phase one works. It was agreed that HF would meet with AG & IS to undertake a site visit and prepare a snagging list. **LVW/BW proposed that HF arrange a meeting with the Architect to discuss the issues raised and the contents of the phase two scope previously provided. AM, RH, AG, IS, AP & MH were in favour. Carried.** It was requested that the Options Paper remain on the Agenda.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
18<sup>th</sup> July 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – Item on agenda in private session of the meeting.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
18<sup>th</sup> JULY 2018 at 8.42pm  
MINUTE – CLOSED PRIVATE SESSION**

Projects:

**PSM16/129** 7.1 Manxonia House – An options paper, a report on valuations received and pictures showing areas of concern with the phase 1 works were circulated. **BW/IS proposed getting an independent Surveyor to inspect the phase 1 works. AG, AP, LVW, AM & MH in favour. Carried**

An options report was considered – **BW/AG proposed that Manxonia House is put up for sale at the highest valuation of £295,000. IS, AP, AM & MH in favour, LVW was against.**

**LVW proposed an amendment to sell Manxonia House on 99 year leasehold. There was no second to the amendment. Amendment proposal fell.**

**LVW proposed an alternative amendment to sell Manxonia House on a 99 year full repairing lease with a covenant stating whoever purchases conducts renovations. There was no second to the amendment. AP voted against, IS, BW & AG abstained. Amendment proposal fell.**

**The proposal to put Manxonia House on the market to sell providing an acceptable offer is received was therefore Carried.**

**HF was instructed to place the property on the market with Chrystals and Deanwood estate agents and to seek their terms.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
25<sup>th</sup> JULY 2018 at 7.48pm  
MINUTE – CLOSED PRIVATE SESSION**

2.1 Minutes of the Private Meeting of 18<sup>th</sup> July 2018.

**PSM16/129 Item 7.1 Manxonia House - LVW stated he had voted against the decision, this was added to the vote. BW/AP proposed that the Minutes of the Private meeting held on 18<sup>th</sup> July 2018 as amended be approved and signed as a correct record. IS, LVW, AM, AG & MH in favour. Carried**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
8<sup>th</sup> AUGUST 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – The planning approval notice for the installation of replacement windows was circulated. HF pointed out that no approval was given for a mix of frame materials or any frames to be finished in rosewood uPVC. AG pointed out originally, planning department requested the windows matched neighbouring property.

9.2 Planning Approvals:

9.2.1 PA18/00534/B Manxonia House, Bay View Road, Port St Mary. Port St Mary Commissioners. Approval granted for installation of replacement windows. *Please note this approval relates only to replacement windows which are framed either all in timber or all in white coloured uPVC. No approval is granted to a mix of frame materials or for any of the frames to be finished in rosewood uPVC.*

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
8<sup>th</sup> AUGUST 2018 at 8.20pm  
MINUTE – CLOSED PRIVATE SESSION**

3.1 **PSM16/129** An update on matters from the previous meeting was circulated and noted. HF gave a report on site visit to Manxonia House with Structural Engineer. HF is to send the Engineer the Schedule of Works and surveys done. He will provide a full report in due course which can be used to raise the poor workmanship with the Architect who signed off the work. HF confirmed all fees had been paid to the contractor for the work.

**PSM16/129 7.1** Manxonia House – A draft Press Release was circulated. AP suggested an amendment. **BW/RH proposed the amended press release is approved. AP, AM, IS, AG in favour. LVW Against. Carried.**

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
22<sup>nd</sup> AUGUST 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF advised she had contacted Local Government Unit to find out their involvement regarding placing the property on the market

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
12<sup>th</sup> September 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – Discussions are still ongoing with Local Government Unit.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
26<sup>TH</sup> SEPTEMBER 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF advised of need to publish formal notice in the press.

12.1 The Draft Newsletter was circulated. HF advised it was the intention to produce a quarterly newsletter. NME raised the need to provide residents with updates on Manxonia House and Skate Park as these were topics of interest.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
10<sup>th</sup> October 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF confirmed the government surveyor had visited the premises and draft petition for Local Government Unit was completed.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>TH</sup> OCTOBER 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF advised the property had been viewed by the government surveyor and the next stage was to advertise its sale via Estate Agents.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>TH</sup> OCTOBER 2018 at 8.38PM  
MINUTE – CLOSED PRIVATE SESSION**

7.1 Manxonia House – Report by the Government Surveyor on the property was circulated. LVW raised the ongoing dispute with roofing contractor. HF confirmed this was still with the Structural Engineer. IS requested HF provides the original valuation of the property before PSM Board purchased it.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
14<sup>th</sup> November 2018 at 7.36pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF confirmed it had been placed on Estate Agents website.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
28<sup>TH</sup> NOVEMBER 2018 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF confirmed there had been two viewings of the property.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
12<sup>th</sup> DECEMBER 2018 at 7.32pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – Covenant wording is currently being drawn up. Noted.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
9<sup>TH</sup> JANUARY 2019 at 8.05pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF advised of another viewing of the property.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
23<sup>rd</sup> JANUARY 2019 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF was requested to get feedback from the Estate Agents.

6.11 Newsletter – The draft newsletter was circulated. NME requested viewings of Manxonia House are mentioned. LVW requested the Board's serious concerns regarding the state of the roads in the Port are mentioned. HF advised she would include an update on the decision regarding a skate park.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
13<sup>th</sup> FEBRUARY 2019 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF advised that the covenant is currently being drawn up. AG requested confirmation of the scope of the covenant, HF confirmed that it restricted the ground floor only to commercial use.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>TH</sup> FEBRUARY 2019 at 7.30pm  
MINUTE – OPEN PUBLIC SESSION**

6.2 **PSM16/129** Manxonia House – HF advised of an overflow from neighbouring property leaking water into the kitchen of the building was being dealt with by the owners. The estate agents had taken more pictures of the property in order to update their website. AP mentioned the building did not come up when he did an online search for commercial properties for sale.

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
27<sup>TH</sup> FEBRUARY 2019 at 7.58PM  
MINUTE – CLOSED PRIVATE SESSION**

12.2 Manxonia House – NME raised the possibility of pop-up shops using the building. HF advised this was previously explored and not possible due to insurance issues and the unfit state of the building.