

Good Morning Neil

Please can you go a head with a fully intrusive asbestos survey at the above address. For assess please contact myself or PSM Town Hall.

Many Thanks

Tom Brown

Re: Manxonia House

Alastair Hamilton

Mon 25/09/2017 14:13

To: David Millar <davidmillar@dmp.im>

Thanks David- Looks fine.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>

Sent: 20 September 2017 17:54:57

To: Alastair Hamilton

Cc: Trevor Denning

Subject: Manxonia House

Alastair,

I attach draft window schedule for your info.

I will use this to obtain some prices for the supply of the windows.

I will try to get quotes for alu clad timber, timber and hardwood as a comparison.

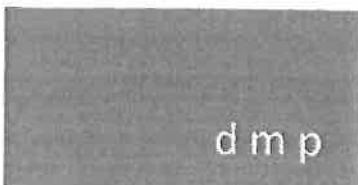
Regards,

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231



RE: Planning Supervisor Services Manxonia

Neil Curphey <neil.curphey@sms.co.im>

Mon 02/10/2017 12:54

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>**Cc:** Glenda Lightowler <glenda.lightowler@sms.co.im>; Stan Yellop <stan.yellop@sms.co.im>

Thanks Alastair

From: Alastair Hamilton [mailto:a.hamilton@portstmary.gov.im]**Sent:** 02 October 2017 10:53**To:** Neil Curphey**Subject:** Re: Planning Supervisor Services Manxonia

Agreed.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: Neil Curphey <neil.curphey@sms.co.im>**Sent:** 02 October 2017 10:52:05**To:** Alastair Hamilton**Cc:** Stan Yellop**Subject:** Planning Supervisor Services Manxonia

Hello Alastair

David Millar has asked us to provide you with a fee for Planning Supervisor Services on this project

Our fee is as follows and is based on the following

- Submit and update the initial F10 to the IOM HSWI
- Review the plans for Health and Safety issues
- Carry out competence and resource checks on contractors if requested to do so
- Prepare the Pre Tender Health and Safety Plan
- Review the construction phase health and safety plan
- Attendance at 4 meetings
- Collate and prepare the health and safety file

We have not allowed for site visits during the construction phase and if these are required then they will be charged at £75.00 per hour

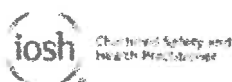
£1850.00 + vat

Regards

Neil

Neil Curphey

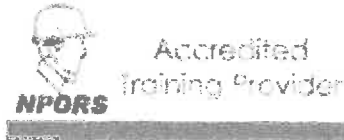
Director



Safety Management Services (IOM) Ltd

Old Granite House
Bridge Road
Ballasalla
Isle of Man
IM9 3DA

Telephone **01624825481**
Fax **01624825491**
Mobile **07624496014**
Web: **www.sms.co.im**



UKATA



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please don't print this e-mail unless you really need to

Manxonia

David Millar <davidmillar@dmp.im>

Wed 11/10/2017 11:46

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>

Cc: Trevor Denning <trevordenning@dmp.im>

Alastair,

We will have completed the pricing document for the external envelope works by close of business on Monday next.

I have had a response from the Thornleys but none from the other neighbour.

Regards,

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231



Fwd: Manxonia

David Millar <davidmillar@dmp.im>

Wed 18/10/2017 19:33

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>

Alastair,

Can you assist re Keggin and do you have to use forms on MACCS IOM federation?

Regards,

Sent from my iPhone

Begin forwarded message:

From: Trevor Denning <trevordenning@dmp.im>**Date:** 18 October 2017 at 18:20:52 GMT+1**To:** David Millar <davidmillar@dmp.im>**Subject: Manxonia**

David,

I confirm the tender docs were issued with return date of the 3/11/17, as requested with the exception of two !

1. Mike Keggin - Not sure who this is, is it T S Keggen & Son from Shore Road P St M
2. James Vickers - Complete Construction Services, from my web enquiry they are not on MACCs IOM employer fed

Could you confirm what action you want me to take

Regards

Trevor Denning AssocRICS MAPM

Project Manager

denning millar projects limited

Unit 6b Middle River Ind Est

Douglas, IM2 1AL

t – 07624 460795



RE: Manxonia House

David Millar <davidmillar@dmp.im>

Mon 13/11/2017 09:39

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>**Cc:** Trevor Denning <trevordenning@dmp.im>

Will do

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231

**From:** Alastair Hamilton [mailto:a.hamilton@portstmary.gov.im]**Sent:** 13 November 2017 09:38**To:** David Millar <davidmillar@dmp.im>**Subject:** Re: Manxonia House

Morning David,

I would appreciate it if you could bring the paperwork relating to the tenders with you so that, following the meeting, we can look at what is included in the Phase 2 works. I would like to get Clawson appointed to Phase 2 once we are content what that includes.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>**Sent:** 09 November 2017 10:39:20**To:** Alastair Hamilton**Subject:** RE: Manxonia House

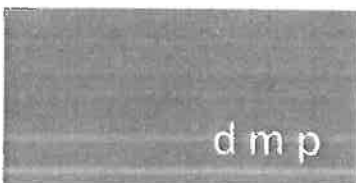
Of course.

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231



From: Alastair Hamilton [<mailto:a.hamilton@portstmary.gov.im>]

Sent: 09 November 2017 10:38

To: David Millar <davidmillar@dmp.im>

Subject: Re: Manxonia House

Also PLEASE...can I have a set of the drawings at A2 to pin to my wall- my increasing decrepitude makes even the writing on the A3 version difficult.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>

Sent: 09 November 2017 10:34:30

To: Alastair Hamilton

Subject: RE: Manxonia House

Alastair,

Trevor will speak to Jim Clawson and get his availability for a prestart meeting.
I will confirm contract period later.

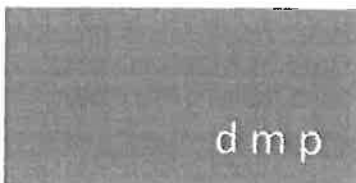
Regards,

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231



From: Alastair Hamilton [<mailto:a.hamilton@portstmary.gov.im>]

Sent: 09 November 2017 10:24

To: David Millar <davidmillar@dmp.im>

Subject: Re: Manxonia House

David,

Phase 1 at this stage- sorry for the lack of clarity.

We require to also order the windows but need to wait for hte planning approval.

Can you confirm the term of the contract.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre
Tel : 01624 832101
Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>
Sent: 09 November 2017 10:17:16
To: Alastair Hamilton
Cc: Workshop; Trevor Denning
Subject: RE: Manxonia House

Alastair,

Are we to appoint them for phase 1 or 1 and 2?
I attach the drawings which define the works tendered.
Phase 1 is the external works - Phase 2 the internal strip out and treatment works inc replacement of boilers and checking of electrics.

Regards,

David Millar RIAS RIBA
Architect
denning millar projects limited
t – 07624 414231



From: Alastair Hamilton [<mailto:a.hamilton@portstmary.gov.im>]
Sent: 09 November 2017 10:05
To: David Millar <davidmillar@dmp.im>
Cc: Workshop <workshop@portstmary.gov.im>
Subject: Re: Manxonia House

Thank you David,

Please appoint J Clawson Ltd and set up a pretender meeting asap. Any morning next week except Monday suits me.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),
Clerk to the Board of Marashen Crescent Housing Committee
Clerk to the Board of the Southern Recycling Centre
Tel : 01624 832101
Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>
Sent: 09 November 2017 08:42
To: Alastair Hamilton
Cc: Trevor Denning
Subject: Manxonia House

Alastair,

Please find attached tender report re the works to Manxonia House.

Regards,

David Millar RIAS RIBA
Architect
denning millar projects limited
t – 07624 414231



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Electrical installation -
 undertake a full test of the electrical installation and provide a report

Drainage -

undertake a full CCTV survey of all drains and provide a report relating to the property and provide live copies for client.

Woodwork -

Treat all exposed timber against woodworm infestation.

Slates -

open up fabric where slates about masonry to check for rot and fungal growth.

Skip out all internal linings.
 Clean down inner face of wall and repair with lime based mortar. Inspect for dry rot in timbers and stonework and treat area 1m larger than visible extent with Boron based chemical.

Remove all loose wall finishes and plaster.

Remove all bath and plaster clean down and apply fungicide to masonry.

Main roof -

Carefully remove all roof ridge pieces and replace with new ridge pieces. Remove and replace all damaged rafters and slates of remaining gables. All new rafters to be treated against wood-boring insects. All new slates to be treated against wood-boring insects. Fit inter-tenonable membrane between rafters and battens. Seal all joints at corners to suit slate covering. New roof of lead battens to valley and eaves. Supply and fit new cast iron rainwater pipes.

Carefully remove and seal inside slate roof covering. Replace rotten or damaged rafters and apply gip covering. Fix batten wavy plywood to rafters and apply gip covering. Replace roof slates in accordance with LSA guidance.

Valley battens -
 Remove existing battens and gable batten. In accordance with LSA and Stone Association guidance.

Roofing battens -
 Remove all lead battens and slates. Install new roof battens and slates in accordance with LSA and Stone Association guidance. Fit batten wavy plywood to rafters and apply gip covering. Replace roof slates in accordance with LSA guidance.

Horizontal battens -
 Remove all lead battens and slates. Install new roof battens and slates in accordance with LSA and Stone Association guidance. Fit batten wavy plywood to rafters and apply gip covering. Replace roof slates in accordance with LSA guidance.

Sheep roof -
 Carefully remove all roof ridge pieces and replace with new ridge pieces. Remove and replace all damaged rafters and slates of remaining gables. All new rafters to be treated against wood-boring insects. All new slates to be treated against wood-boring insects. Fit inter-tenonable membrane between rafters and battens. Seal all joints at corners to suit slate covering. New roof of lead battens to valley and eaves. Supply and fit new cast iron rainwater pipes.

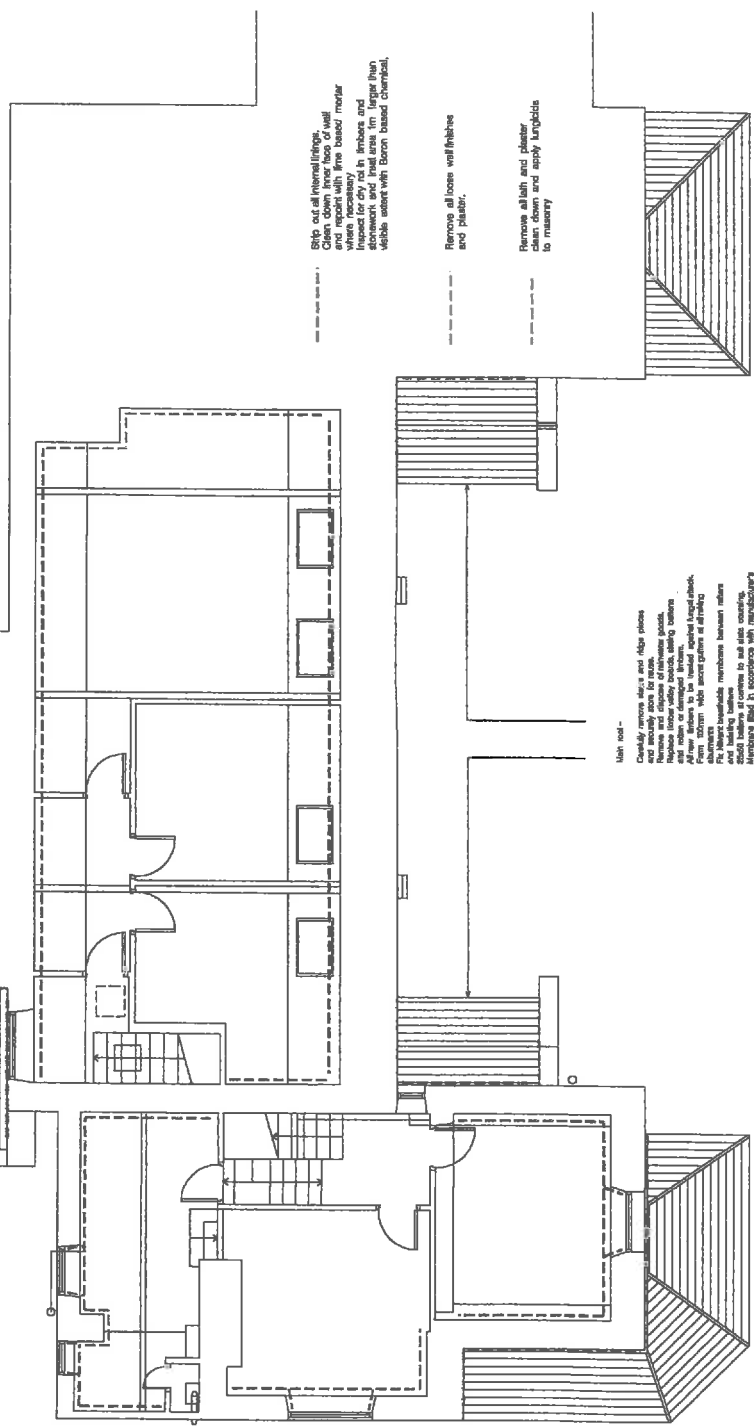


denning millar projects
 baileysabbon farmhouse
 baileys road
 baileysabbon
 nr7 3H

phone no: 01262414031
 e-mail: davidmiller@denj.com

client:	First Ebury Consultants
project:	Mason's House
drawing	Ground floor strip out
revision	preliminary
date	September 21, 17
scale	1:50 @ A1
drawn	David Miller
job number	083
drawing number	14/0205

First floor plan



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revised

denning
miller
projects

bellicebbin farmhouse
barraghara road
Barraghara
Co Wick
W91 3H1

phone no - 0752414331
e-mail - davidmiller@denningmiller.com

client - Part B Heavy Dismantlers

project - Barraghara House

drawing - Ground floor plan set

status - preliminary

date - September 2012

code - 1-10-0-1-1

drawn -

job number - 003

drawing number - 1-10-0-1-1



Electrical installation -
undertake a full test of the
electrical installation and provide a report

Drainage -
undertake a full CCTV survey of private
drainage relating to the property and provide
two copies for client.

Woodworm -
Treat all exposed timber against woodworm
infestation.

Stairs -
open up stairs where stairs about
masonry to check for rot and fungal growth.

Strip out all internal linings.
Clean down inner face of wall
and repairs with fine based mortar
and plaster. All repairs to be
based for dry rot in timbers and
stonework and treat area 1m larger than
visible extent with Boron based chemical.

Remove all loose wall finishes
and plaster.

Heating system - Offices
replace boiler and recommission
heating system pipe work and
radiators.

Strip out kitchen units,
and shelving.
Clean down walls.

Replace exterior door and frame
with steel coated timber faced doorset

Heating system - Shop
replace boiler and recommission
heating system pipe work and
radiators.

Remove all leadwork
and remaining glazing
from proposed store

Carefully fill floor
with concrete
to level to
inspect underfloor work.
Replace when directed

Ceiling height 2730mm

Strip out all leadwork
and remaining glazing
from proposed store

Ceiling height 2730mm

Remove timber inside
door frame with 3mm, 100x50
concrete finish

Replace existing door and frame
with custom made hardwood set
Form new concrete unit (200
x 1000) with 100mm
12mm plasterboard floor
3mm skim coat plaster and
3 coats emulsion paint.
Install 1000x1000mm
doors with prop door gear.

Replace existing door and frame
with custom made hardwood set

Ground floor plan



TENDER REPORT

PROPOSED REMEDIAL WORKS TO MANXONIA HOUSE

For

PORT ST MARY COMMISSIONERS

Introduction

We have prepared this Tender Report in line with the requirements of the IOM Government Procedure Notes for Management of Construction Projects (April 2012).

The project comprises remedial and upgrade work to Manxonia House, Port St Mary, with Phase 1 works to the External envelope and Phase 2 Internal works. It was proposed that the client would obtain tender prices for the Phase 2 works and review against departmental budgets and Commissioners direct labour workload, in order to achieve the best use of available funds.

Tender Documents

The tenders are based on a Scope and Schedule of Works prepared by dmp from the drawing/specifications prepared by dmp and was approved by the Commissioners department on the 3rd October 2017 for issuance for tender purposes to the select list of PStM Commissioners approved contactors. The proposed Form of Contract is the JCT 2011 Minor works, modified to comply with Manx Law.

Procurement

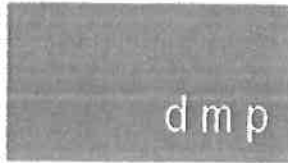
A select list of contractors was provided by the Commissioner's office and tender documents were issued via post to the tenderers on 31st October 2017, with a tender by the due return date of Monday 18th September 2017. One tenderer (CCS Ltd) returned the documentation confirming that due to workload there were unavailable to commit at this juncture.

Tender Return

Tenders were initially due for return at 12.00 on Friday 3rd November 2017, but following a request from the Clerk to take cognisance of one tenderers premises suffering arson attack it was agreed to grant an extension to the return date to 12.00 the Tuesday 7th November 2017 to allow further time to complete and visit site.

When contacting the remaining five tenderers to advise them of this change a further tenderer (T S Keggen & Sons) expressed inability to quote due to holiday commitment.

Three tenders were received by the due date (Note no submission received from T E Leece) and these were opened at a meeting held at the Commissioners offices on the 8th November 2017.



Examination of Tenders Received

Tenders were opened by Mr Alec Merchant Vice Chairman in the presence of Mr Alastair Hamilton Clerk to the Commissioners and the tender spread is listed in the two tables for just Phase 1 and Phase 1 & 2 below:-

<u>Contractor</u>	Tender	Index
Phase 1 only		
• J Clawson Ltd	£ 74,181.05	83%
• Kinrade Construction Ltd	£ 84,552.40	95%
• Kennaugh & Skinner	£ 114,412.50*	128%
	(*Excludes Ph 1 Prelims)	
• <i>Pre-tender Estimate</i>	<i>£89,221.00</i>	<i>100%</i>

<u>Contractor</u>	Tender	Index
Phase 1 & 2		
• J Clawson Ltd	£ 109,496.27	84%
• Kinrade Construction Ltd	£ 122,450.52	94%
• Kennaugh & Skinner	£ 160,951.50	124%
• <i>Pre-tender Estimate</i>	<i>£ 130,000.00</i>	<i>100%</i>

Following receipt of the submissions by dmp the two lowest summaries and breakdowns were examined and extrapolated against the Pre tender estimate and are summarised in greater detail in Appendix A attached hereto.

Generally as can be seen the tenders received straddle either side of the pre-tender estimate of £130,000 prepared by dmp in two groups at approx 84 and 94% and 124%.

J Clawson Ltd

The lowest tender received was from J Clawson and following a summary arithmetical and rate check was found to be correct with no errors.

Kinrade Construction Ltd

A summary breakdown of the second lowest tender was requested from the Contractor for comparison and arithmetical check purposes, this was received via email and was found to be correct with no arithmetical errors and incorporated in appendix A.

Kennaugh & Skinner Ltd

The submission from Kennaugh & Skinner was reviewed at summary level only and not 'called in' due to being significantly in excess of the PTE. This was primarily within the measured Phase 1 works which was over £50k above the other two tenders received and £36k in excess of the PTE.



T E Leece & Sons Ltd

No tender submission or explanation was received from T E Leece & Sons Ltd, despite confirmation they would be tendering a submission on the 1st November 2017.

Conclusion

As can be seen on Appendix A, the two lowest tenders received were comparable, it was noted that the submissions were somewhat reflective of the size, quality and management of the organisations involved.

Recommendation

As can be seen below the two lowest tenders are within the dmp pre-tender estimate :-

Contractor	Tender	Index
J Clawson Ltd	£ 109,496.27	84%
Kinrade Ltd	£ 122,450.00	94%
Kennaugh & Skinner Ltd	£ 160,951.50	124%
<i>Pre-tender Estimate</i>	<i>£ 130,000.00</i>	<i>100%</i>

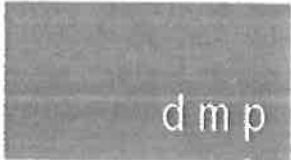
We concur that J Clawson Ltd have submitted the lowest bid which in our opinion is compliant and they fully understand the scope and work content, the client has worked with the Contractor on recent projects and we therefore would recommend acceptance of J Clawson Ltd tender in the amount of **£109,496.27**, or in respect of Phase 1 works only dependent upon the Commissioner further considerations.

In order to enable acceptance of the above tender, J Clawson Limited will be required to confirm their bid and complete a financial regulations declaration and sign certificate of non-collusion along with confirmation that full cognisance of the Pre-Tender Health and Safety plan and acceptance of the JCT Minor works conditions (including LAD's) has been taken for within their tender submission.

APPENDIX A

The total gross costs for the scheme and comparison of tenders with the PTE is shown below:-

Schedule of Work	dmp	J Clawson	Kinrade Construction	Kennagh & Skinner	TE Leece & Sons
	PTE	As submitted	As submitted	As submitted	No Submission received
PHASE 1	£89,221.00	£74,181.05	£84,552.40	£114,412.50*	
Premiminaries	£11,111.00	£15,541.90	£18,350.00	£8,550.00 excl	
Dem & remedial	£14,510.00	£12,811.70	£22,934.00	-	
Doors & Windows	£15,000.00	£7,934.85	£9,155.00	-	
Roofworks	£29,360.00	£18,948.60	£17,861.00	-	
Drainage & Plumb	£11,240.00	£11,504.00	£8,791.00	-	
Electrical Works	£1,000.00	£440.00	£461.40	-	
Provisional Sums	£7,000.00	£7,000.00	£7,000.00	-	
PHASE 2	£40,779.00	£35,315.22	£37,898.12	£37,989.00	
Dem & remedial	£22,250.00	£13,299.00	£16,274.62	-	
Doors & Windows	£2,000.00	£2,757.70	£2,105.00	-	
Floor Finishes	£500.00	£123.20	£85.00	-	
Fittngs & Fixtures	£800.00	£1,588.32	£726.50	-	
Plumb & Heating	£8,200.00	£10,397.00	£11,510.00	-	
Electrical Works	£1,000.00	£1,000.00	£1,000.00	-	
Incoming Services	£1,250.00	£1,250.00	£1,250.00	-	
Fire Alarm	£250.00	£150.00	£172.00	-	
Provisional Sums	£1,750.00	£1,750.00	£1,750.00	-	
Preliminaries	£2,779.00	£3,000.00	£3,025.00	*No split of Ph2 prelims	
Total submitted As	£130,000.00	£109,496.27	£122,450.00	£160,951.50	
Adjustment for arithemetical errors	NIL	NIL	NIL		
Total	£130,000.00	£109,496.27	£122,450.00	£160,951.60	
Cost of Windows	£17,000.00				



PROJECT SUM	£147,000.00				
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Board Paper

Alastair Hamilton

Tue 14/11/2017 15:33

To: Margaret Davies <m.davies@portstmary.gov.im>

 1 attachments (12 KB)

Board Paper 2 1117.docx;

in private please

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

Paper to the Board of Port St Mary Commissioners

Subject:	Manxonia House Window Purchase				
Recommendation:	That, subject to Planning Approval, the Board spend £15 545.80 purchasing replacement hardwood windows, doors and shopfront from HV Joinery, Holmfirth.				
Background:	<p>The Board have previously considered the issue of window replacement at Manxonia House. As a result of these deliberations it was decided that hardwood windows were preferable from an aesthetic point of view: Purchasing hardwood windows within the available budget was problematic with early on-island quotes coming in at close to £40 000. As a result the architect was commissioned to produce a window schedule and expose the purchase to the market. As a result the following additional prices have been received:</p> <table data-bbox="517 949 970 1025"> <tr> <td>HV Joinery</td> <td>15545.80</td> </tr> <tr> <td>B Walmsley Ltd</td> <td>20476.00</td> </tr> </table> <p>The only substantial difference between the specification is that HV Joinery include the staining of the windows, Walmsley do not.</p> <p>Delivery times are around a month and to meet the project schedule it is necessary to place this order as soon as the planning permission has been received. Hence Board approval is being sought now and the planners are being encouraged to grant an early approval.</p> <p>The cost of fitting the windows is already built within the quote accepted from J Clawson Ltd.</p> <p>The Board are requested to approve the purchase of the windows from HV Joinery as quoted.</p>	HV Joinery	15545.80	B Walmsley Ltd	20476.00
HV Joinery	15545.80				
B Walmsley Ltd	20476.00				

AH

14/11/17

Re: 063 - Manxonia - Port St Mary**Alastair Hamilton**

Mon 27/11/2017 10:14

To: David Millar <davidmillar@dmp.im>

David,

Our telephone call refers....

J Darbyshire Joinery, 7 Springham Park, Douglas, Isle of Man IM2 2QU,
Bridson Joinery Ltd., The Workshop, Marina Lane, Port Erin, Isle of Man IM9 6LB,

Please get delivery times from these companies too as I have reservations over their ability to meet our timescales

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>**Sent:** 22 November 2017 18:00:35**To:** Alastair Hamilton; J Clawson Ltd; Vicky Clawson; Neil Curphey; Workshop**Cc:** Trevor Denning**Subject:** 063 - Manxonia - Port St Mary

All,

Notes of Prestart meeting attached.

Regards,

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231



Re: Last night's meeting.**Alastair Hamilton**

Fri 01/12/2017 15:48

To: Alec Merchant <alec.merchant@manx.net>

Read with interest . . .

Al

Sent from my Samsung device

----- Original message -----

From: Alec Merchant <alec.merchant@manx.net>**Date:** 01/12/2017 15:11 (GMT+00:00)**To:** Alastair Hamilton <a.hamilton@portstmary.gov.im>**Subject:** FW: Last night's meeting.

Alastair,

Part two of recent e-mail exchanges. I hope you feel this is a positive step in the right direction?

Alec.

From: Laurence Vaughan-Williams [mailto:barrister@manx.net]**Sent:** 30 November 2017 17:29**To:** 'Alec Merchant'**Cc:** Amanda@lvwlaw.com**Subject:** RE: Last night's meeting.

Alec ;

I agree totally.

I was not impressed by the actions of either of the two culprits.

The one abdicated responsibility the other arrived late and was rude and failed to treat Alastair the Chairman or the Board with respect.

I do not believe that appeasement will work with either of them.

I would like us to work out a strategy in advance of the meetings.

Kind regards;

Laurence

From: Alec Merchant [mailto:alec.merchant@manx.net]**Sent:** 30 November 2017 11:21**To:** barrister@manx.net**Subject:** FW: Last night's meeting.

Laurence,

Here is the e-mail I sent to the Chairman the day after our meeting last week. He has not directly replied to it even though he has phoned me about other matters and we have spoken when passing in the Street. He is ducking the central issue because he wants to keep everyone on the Board happy and he thinks he understands Alastair better than I do. Alan thinks Alastair responds to a firm hand and being told what to do. From his point of view Alastair has to spend time and effort "managing" the Chairman.

Politics is a tricky business even at our modest level of endeavour.

Regards,

Alec.

From: Alec Merchant [<mailto:alec.merchant@manx.net>]

Sent: 23 November 2017 14:32

To: 'a.grace@portstmary.gov.im'

Subject: Last night's meeting.

Alan,

I was with Alastair when he phoned you this morning. What he needed and was looking for was for you to come to the office and look at the audit trail of documentation that supported the Manxonia Project which Michelle in her self appointed role as "Project Manager" and Andy in his self appointed role as "Auditor/Compliance Officer" sabotaged last night by a series of decisions that will build in inevitable delays to the project and additional "un-necessary" costs to the rate payers.

I am sorry but, outside of housing allocations, it is the Board member's general responsibility to determine policy direction and priority, but not to micro manage the implementation. That is what we have a Clerk and a staff team for.

At the end of the day Alastair is accountable for his actions, beyond the Board, to auditors and compliance officers.

Based on his previous proven ability to bring projects forward on time and within budget (completing the Town Hall and the Memorial Garden) Board members should allow him to get on with it without constantly challenging him on the technical and process issues.

As Chair you should not be letting members continue to "micro manage", particularly as one of the culprits persistently "abstains" on some obscure point of principle to the point of abdicating responsibility and not being a fully active, participating member of the Board.

Alec.

Re: Manxonia House - Port St Mary

David Millar <davidmillar@dmp.im>

Mon 04/12/2017 18:15

To: darbs@iom.com <darbs@iom.com>

Cc: Alastair Hamilton <a.hamilton@portstmary.gov.im>; Trevor Denning <trevordenning@dmp.im>

Thank you, I look forward to seeing your tender.

Kind regards,

David Millar

Sent from my iPhone

On 4 Dec 2017, at 18:09, "darbs@iom.com" <darbs@iom.com> wrote:

Dear Mr Millar

Thank you for your email and for the opportunity for us to put forward a tender for the windows at Manxonia House. Just to confirm that I will be posting our tender to Mr Hamilton tomorrow.

Kind regards,

Jim

Mr J Darbyshire

J Darbyshire Ltd.

t. 662198

m. 433102

----- Original Message -----**From:** David Millar [mailto:davidmillar@dmp.im]**To:** darbs@iom.com**Cc:** a.hamilton@portstmary.gov.im, trevordenning@dmp.im**Sent:** Mon, 27 Nov 2017 16:58:16 +0000**Subject:** Manxonia House - Port St Mary

Dear Mr Derbyshire,

Further to your response to an expression of interest request from Port St Mary Commissioners, we have pleasure in asking you to provide a tender for the supply and delivery of the hardwood windows as shown on the attached drawing.

We would be pleased if you would provide your tender by noon on the 6th of December.

Your tender should be sent to Mr Alastair Hamilton, Clerk to the Commissioners at the Town Hall, Port St Mary, clearly marked on the outside of the envelope as being your tender for the supply and delivery of windows for Manxonia House.

The windows will be required week commencing 5th February 2018 please confirm you are able to meet this deadline.

If you have any queries please call the undersigned.

Kind regards,

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231

 logo-screen

RE: Decision Notice for Application Ref 17/01153/B

David Millar <davidmillar@dmp.im>

Thu 07/12/2017 15:06

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>

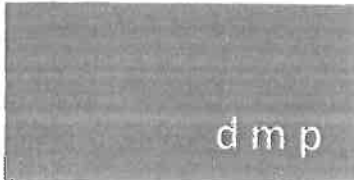
Noon yesterday.

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231

**From:** Alastair Hamilton [mailto:a.hamilton@portstmary.gov.im]**Sent:** 07 December 2017 15:04**To:** David Millar <davidmillar@dmp.im>**Subject:** Re: Decision Notice for Application Ref 17/01153/B

Excellent- the only tender will be opened this afternoon. (I presume that the deadline has passed!)

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>**Sent:** 07 December 2017 15:00:55**To:** Alastair Hamilton**Cc:** Trevor Denning**Subject:** FW: Decision Notice for Application Ref 17/01153/B

Planning approval for the windows attached.

Regards,

David Millar RIAS RIBA

Architect

denning millar projects limited

t – 07624 414231

-----Original Message-----

From: cath.dudley@gov.im [mailto:cath.dudley@gov.im]**Sent:** 07 December 2017 15:00**To:** David Millar <davidmillar@dmp.im>**Subject:** Decision Notice for Application Ref 17/01153/B

Please find attached formal notice of the decision to APPROVE application ref 17/01153/B for works at

Manxonia House
Bay View Road
Port St. Mary
Isle Of Man
IM9 5AE

Isle of Man. Giving you freedom to flourish

WARNING: This email message and any files transmitted with it are confidential and may be subject to legal privilege. You must not copy or deliver it to any other person or use the contents in any unauthorised manner without the express permission of the sender. If you are not the intended addressee of this e-mail, please delete it and notify the sender as soon as possible.

No employee or agent is authorised to conclude any binding agreement on behalf of any of the Departments or Statutory Boards of the Isle of Man Government with any party by e-mail without express written confirmation by a Manager of the relevant Department or Statutory Board.

RAAUE: S'preevaadjagh yn çhaghteraght post-l shoh chammah's coadanyn erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er agh erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied currit da failleydagh ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheynt ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scrut leayr veih Reireyder y Rheynt ny Boayrd Slattyssagh t'eh bentyn rish.

Fw: Decision - Planning Application Number 17/01153/B**Port St Mary Commissioners**

Fri 08/12/2017 08:42

To: Darleen Greenwood <housing@portstmary.gov.im>; Alastair Hamilton <a.hamilton@portstmary.gov.im> 1 attachments (92 KB)

ufm27.pdf;

From: cath.dudley@gov.im <cath.dudley@gov.im>
Sent: 07 December 2017 14:59
To: Port St Mary Commissioners
Subject: Decision - Planning Application Number 17/01153/B

Please find attached your formal notice of the decision to APPROVE planning application 17/01153/B for works proposed at

Manxonia House
Bay View Road
Port St. Mary
Isle Of Man
IM9 5AE

Isle of Man. Giving you freedom to flourish

WARNING: This email message and any files transmitted with it are confidential and may be subject to legal privilege. You must not copy or deliver it to any other person or use the contents in any unauthorised manner without the express permission of the sender. If you are not the intended addressee of this e-mail, please delete it and notify the sender as soon as possible.

No employee or agent is authorised to conclude any binding agreement on behalf of any of the Departments or Statutory Boards of the Isle of Man Government with any party by e-mail without express written confirmation by a Manager of the relevant Department or Statutory Board.

RAAUE: S'preevaadjagh yn çhaghteraght post-l shoh chammah's coadany'n erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er aght erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied currit da failleydagh ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyenn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scruit leayr veih Reireyder y Rheyenn ny Boayrd Slattyssagh t'eh bentyn rish.



Isle of Man
Government

St. John's, Douglas, Isle of Man

Department of Environment, Food and Agriculture

Rheynn Chymmyltaght, Bee as Eirinys

Please reply to the signatory
Our Ref: CD/17/01153/B/TPC

Port St Mary Commissioners
Clerk To The Commissioners
Town Hall
Promenade
Port St Mary
Isle Of Man
IM9 5DA

Tel: (01624) 685950
Fax: (01624) 686443
Email: planning@gov.im
Jennifer Chance, MRTPI
Director of Planning & Building
Control

7th December 2017

Dear Mr Hamilton,

TOWN AND COUNTRY PLANNING ACT 1999 **The Town and Country Planning (Development Procedure)(No 2) Order 2013**

PA Ref: 17/01153/B
By: Port St Mary Commissioners
For: Replacement of existing softwood windows with hardwood double glazed units
At: Manxonia House Bay View Road Port St. Mary Isle Of Man IM9 5AE

The Department of Environment, Food and Agriculture determined to **APPROVE** the abovementioned planning application and in doing so has extended your authority interested party status.

A copy of the Officer's report and any correspondence which led to the assessment and decision is now available to view on the Government's website (via Online Services <https://www.gov.im/planningapplication/services/planning/search.iom>) or at the Department's offices Murray House, Mount Havelock, Douglas.

The approval is subject to compliance with the following **condition(s)**:

1. The development hereby approved shall be begun before the expiration of four years from the date of this decision notice.

Reason: To comply with article 14 of the Town and Country Planning (Development Procedure) (No2) Order 2013 and to avoid the accumulation of unimplemented planning approvals.

This decision relates to drawings ad(20)01, pa00, pa01 and pa02 all received on 3rd November, 2017.

This decision was made by the Head of Development Management in accordance with the authority delegated to them in the name of the Minister and/or in the name and on behalf of the Department.

Should you wish to appeal against this decision on behalf of your authority your request must be in accordance with criteria set down. Specifically any appeal must be in writing, signed by a qualified representative for your authority as appellant, and submitted to the

Department of Environment, Food and Agriculture, Planning & Building Control Directorate, Murray House,
Mount Havelock, Douglas, Isle of Man, IM1 2SF. Email planning@gov.im. Tel 01624 685950

Department within 21 days of the date of this Notice. To further validate the appeal your request must contain:

- Payment of a planning appeal fee as prescribed in the Town and Country Planning (Application and Appeal Fees) (No2) Order 2016 (currently £175);
- The reasons for making the appeal; and
- An election to have the appeal conducted by means of an inquiry (a hearing) or by means of written representation.

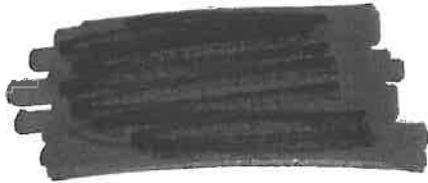
An appeal form and guidance notes are available from either Planning & Building Control, Tel 685950, or to download from the Department's website <https://www.gov.im/categories/planning-and-building-control/planning-applications/planning-appeals/how-to-appeal/>

The applicant has been advised that the proposed development must not be commenced until either;

- The time for requesting an appeal has expired; or
- Any appeal has been determined;

Whichever is the later.

Yours sincerely

A large, dark, rectangular redaction covering the signature area of the letter.

Mrs C Dudley pp
Director of Planning and Building Control

Re: Manxonia

David Millar <davidmillar@dmp.im>

Mon 11/12/2017 10:36

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>**Cc:** J Clawson Ltd <jclawson@manx.net>; Trevor Denning <trevordenning@dmp.im>

Alastair,

The date stone should not be touched in these works. I will have a look at it when down for the site meeting.

David

Sent from my iPhone

On 11 Dec 2017, at 10:10, Alastair Hamilton <a.hamilton@portstmary.gov.im> wrote:

David,

I have an enquiry from a Board member about the date stone set high up in the masonry of Manxonia.

I cannot see that it will be touched by the work being done (please confirm this)- but it is pretty tired and may need renewed.

I have no idea if it can be refurbished in situ or whether it would need replaced? If the latter maybe we need to add the refurbishment date.

Regards,

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: David Millar <davidmillar@dmp.im>**Sent:** 07 December 2017 14:46:31**To:** Alastair Hamilton**Cc:** Trevor Denning**Subject:** Manxonia

Hi Alastair,

Did you get the prices for the windows from the two local companies?

If you have could you send them to us for review please.

Once you have decided which company you want to go with we can advise J Clawson who can then add to their programme.

I have their draft programme and will set up the site meeting dates shortly.

Regards,

David Millar RIAS RIBA

04/10/2019

Mail - Alastair Hamilton - Archive - Outlook

Architect
denning millar projects limited
t – 07624 414231

<image001.gif>

Re: Manxonia

Alastair Hamilton

Mon 11/12/2017 10:38

To: ROB HIRST <rob.hirst60@gmail.com>; Ian Skelly <skell@manx.net>

Cc: Bernie McCabe (mrsbmccabe@gmail.com) <mrsbmccabe@gmail.com>; Andrew Phair <aphair.iom@gmail.com>; Michelle Haywood <michelle@discoverdiving.im>; Alec Merchant <alec.merchant@manx.net>; Alan Grace <a.grace@portstmary.gov.im>; Richard Ashcroft <richashcroft@gmail.com>

Morning all,

There is nothing in the current contract that will touch the date stone. That said it is pretty worn and the Board may wish options for restoring or replacing it.

Alastair Hamilton,

Cleragh Ny Barrantee Piurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: ROB HIRST <rob.hirst60@gmail.com>**Sent:** 10 December 2017 12:28:29**To:** Ian Skelly**Cc:** Bernie McCabe (mrsbmccabe@gmail.com); Andrew Phair; Alastair Hamilton; Michelle Haywood; Alec Merchant; Alan Grace; Richard Ashcroft**Subject:** Re: Manxonia

I agree as well

Rob

On 10 Dec 2017 12:13, "Skell" <skell@manx.net> wrote:

Yep I agree it should be preserved.

Sent from my iPhone

> On 9 Dec 2017, at 20:48, Bernadette McCabe <mrsbmccabe@gmail.com> wrote:

>

> Absolutely agree. Hope it is already in hand.

>

> Bernadette

>

>> On 9 Dec 2017, at 18:04, Andrew Phair <aphair.iom@gmail.com> wrote:

>>

>> Alastair,

>>

>> I've been approached by a resident asking that we seek to preserve and restore the date stone on the front of Manxonia as part of the renovations.

>>

>> Given the status of the building as one of architectural and historical interest and being within the conservation area, I thought it seemed like a reasonable suggestion.

>>

>> The resident suggested that MNH should be able to advise.

>>

>> With that in mind, can you confirm what (if any) any action has planned with regard to the date stone?

>>

>> Andy

Manxonia

Alastair Hamilton

Fri 15/12/2017 11:21

To: Margaret Davies <m.davies@portstmary.gov.im>

 1 attachments (14 KB)

Board Paper 1217.docx;

Paper attached.

Alastair Hamilton,

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

Paper to the Board of Port St Mary Commissioners

Subject:	Manxonia House Window Purchase				
Recommendation:	That, subject to Planning Approval, the Board spend £15 545.80 purchasing replacement hardwood windows, doors and shopfront from HV Joinery, Holmfirth.				
Background:	<p>The Board have previously considered this recommendation as part of the procurement of replacement windows at Manxonia House.</p> <p>1. A tender exercise requesting supply and fit prices from a range of window manufacturers in hardwood, softwood and plastic took place in November 2016. A decision was taken to lodge a bid to the regeneration fund based on the prices received and, following their rules a grant was awarded based on the lowest price.</p> <p>Following a decision to follow architectural advice made at the Manxonia Sub-group in February 2017 the architect was commissioned to produce a window schedule and expose the purchase to the market. A second tender was carried out based on a window schedule produced by DMP Architectural. The following additional prices were received and placed before the Board last month:</p> <table border="0" data-bbox="518 1160 970 1240"> <tr> <td>HV Joinery</td> <td>15545.80</td> </tr> <tr> <td>B Walmsley Ltd</td> <td>20476.00</td> </tr> </table> <p>These prices were laid before the Board in November 2017. The Board instructed a further exposure to the market with a 14 day response time. A further price was received from J Darbyshire Ltd of £21 500</p> <p>Delivery times are around a month and to meet the project schedule it is necessary to place this order now. Planning permission has been received.</p> <p>The cost of fitting the windows is already built within the quote accepted from J Clawson Ltd.</p> <p>The Board are requested to approve the purchase of the windows from HV Joinery as quoted.</p>	HV Joinery	15545.80	B Walmsley Ltd	20476.00
HV Joinery	15545.80				
B Walmsley Ltd	20476.00				

AH

14/11/17

Manxonia House

David Millar <davidmillar@dmp.im>

Fri 29/12/2017 12:50

To: Alastair Hamilton <a.hamilton@portstmary.gov.im>; 'J Clawson Ltd' <jclawson@manx.net>; Vicky Clawson <vicky@jclawsonltd.im>; Neil Curphey <neil.curphey@sms.co.im>; Trevor Denning <trevordenning@dmp.im>

📎 1 attachments (84 KB)

063 - Manxonia - Site Meeting 01 notes 18-12-17.pdf;

Dear all,

Notes of the first site meeting attached.

Regards,

David Millar RIAS RIBA
Architect
denning millar projects limited
t – 07624 414231





Remedial and Upgrade Works to Manxonia House For Port St Mary Commissioners

Site Meeting 18th December 2017 at 3pm
At Port St Mary Commissioners Offices
Notes

Attendees

- Mr A Hamilton – Clerk to PSM Commissioners
- Mr J Clawson – Contractor
- Mr N Curphey – SMS – Planning Supervisor
- Mr D Millar – DMP LTD - Architect

1.0	Introduction Site meeting no 1.	
2.0	Progress	
2.1	Contractor's report JC issued his report (copy appended) Scaffold erection complete and signed off. Removal of pointing behind programme Cast iron rainwater goods due to be delivered after the xmas period. Information required – confirmation of window delivery date. Window awning case opened up as AI no1. JC advised that they had not encountered much rot in the roof timbers inspected to date. JC awaits supply of movement telltales from engineer to allow monitoring of stonework cracks.	AH JC
2.2	Architects report Inspection of window box followed meeting – Local blacksmith to be approached to provide a price to replicate the framing and support rods etc.	JC
3.0	Programme Contractor slightly behind programme but advised that this would be pulled back to allow completion by due date – subject to window delivery.	
4.0	Contract matters	
4.1	Architect's Instructions AI no1 issued re the opening up of the window awning case.	

4.2	<p>Technical queries</p> <p>JC advised that the cement gable skewers were in poor condition and may need to be replaced. Following an inspection JC was asked to provide quotes for alternative replacement solutions.</p>	JC
4.3	<p>Valuations</p> <p>DMP to prepare first valuation following the xmas break.</p>	DMP
4.4	<p>Photographic record of progress of works</p> <p>JC provided record photos with his report.</p>	
5.0	<p>Quality Control</p> <p>Works still at strip out stage.</p>	
6.0	<p>Health and Safety</p>	
6.1	<p>Method Statements</p> <p>NC requested a method statement for the removal of asbestos and confirmed that a revised F10 has been submitted to HSE.</p>	JC
7.0	<p>Public relations</p> <p>JC advised that he has yet to hear from the adjoining owners re the recovering of their roof and confirmed there had been no issues with the residential tenants to the rear.</p>	
8.0	<p>Client matters</p>	
8.1	<p>Windows</p> <p>AH advised that a decision on the suppliers of the windows would be made this week (we 22nd Dec)</p>	AH
8.2	<p>Date stone</p> <p>AH asked if the contractor could advise on the possibility of repairing/replacing of the date stone - JC advised that they has recently undertaken similar work and would consider whether the date stone could be repaired/refaced or would require replacement.</p>	JC/DMP
9.0	<p>AOB</p>	
10.0	<p>Date and time of next site meeting -</p> <p>15th Jan @2pm – offices of PSM Commissioners</p>	
11.0	<p>Distribution</p> <p>All Present plus TLD and VC</p>	

Fw: Complaint**Alastair Hamilton**

Mon 12/02/2018 14:23

To: [REDACTED]**Alastair Hamilton,**

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: Alastair Hamilton**Sent:** 30 January 2018 14:49**To:** [REDACTED]**Subject:** Fw: Complaint**Alastair Hamilton,**

Cleragh Ny Barrantee Phurt Le Moirrey (Clerk to the Board of Port St Mary Commissioners),

Clerk to the Board of Marashen Crescent Housing Committee

Clerk to the Board of the Southern Recycling Centre

Tel : 01624 832101

Mob: 07624 230202

From: Alec Merchant <alec.merchant@manx.net>**Sent:** 30 January 2018 14:09**To:** 'Michelle Haywood'; Alastair Hamilton**Cc:** Alan Grace; Ian Skelly; 'Andrew Phair'; mrsbmccabe@gmail.com; Richard Ashcroft; 'Rob Hirst'; Laurence Vaughan-Williams**Subject:** RE: Complaint

Michelle,

Regretfully I have only just read this as my manx.net e-mail capability was compromised before Christmas by an un wanted, unsolicited Windows 10 update. I have not be able to open manx.net e-mails for the best part of six weeks. My "official" commissioners e-mail via the cloud has been operating though, which may have been a better way of communicating with me. I thought most Board members were aware of that?

I note the list of demands you have dictated.

I can only re-iterate what I put in my letter to Mr Willoughby at the beginning of January after I was called into the Town Hall by Mrs Williams. I advised Mr Willoughby that my e-mail to Mr Grace had been intended to be a private e-mail to motivate him to focus on and attend to his duties as

Chairman, and that Mr Hamilton had no prior knowledge that I was sending it. It was not something cooked up between the Clerk and myself.

I did say to Mr Willoughby that I regretted that the e-mail had become more widely read and that I could understand you being offended by the tone and that I regretted causing you offence in that way, but that I did not step back from my basic position that the amount of detail some Board members want to go into is simply not supportable in the scope of a two and half hour meeting. Hence the great difficulty we then have in trying to reconcile minutes at the next meeting.

Given that it is now clear, and confirmed by Isle of Man Newspapers, that two members of our Board have spoken directly to the press about what, by any measure, should have remained highly confidential, uncannily timed in terms of potential impact, I don't think I am able to accept lectures from you at the moment.

Alec.

From: Michelle Haywood [mailto:michelle@discoverdiving.im]
Sent: 04 January 2018 09:25
To: 'Alastair Hamilton'
Cc: 'Alan Grace'; 'Ian Skelly'; 'Andrew Phair'; mrsbmccabe@gmail.com; 'Richard Ashcroft'; 'Rob Hirst'; l.vaughan-williams@portstmary.gov.im; 'Alec Merchant (alec. merchant)'
Subject: FW: Complaint
Importance: High

Dear Alastair

Please include this email (and the one reproduced below) in the Board pack for next meeting. I will leave it to the Chair's discretion as to whether this forms part of the public or private agenda for the meeting.

Subsequent to recent correspondence with the Chair I would like to make the following proposals:

1. An apology from Mr Merchant for his personal attack on myself and fellow Board members
2. A recognition from Mr Merchant that neither Mr Phair nor myself are seeking to micromanage decisions, but we are trying to ensure that financial decisions are taken in account with our Standing Orders.
3. An apology from Mr Merchant for accusing me of trying to sabotage the will of the Board, when he is complicit in trying to overturn a legitimate Board decision without following due process.
4. An apology from the Clerk for providing incomplete meeting documentation (withholding his incomplete 'audit trail' during the meeting rather than including it in the Board pack).
5. An apology from the Clerk for including personal meeting notes in a presentation to the Board an attempt to overturn a legitimate decision of the Board.
6. The Clerk to provide a complete 'audit trail' pack relating to the Manxonia windows decisions, to include all Expressions of Interest, Tender Specifications and Tender Documents.
7. All of the apologies to be fully minuted and a post meeting note to be added to the minutes from 21st December 2017 noting that the 'audit trail' document was submitted late in the meeting and is incomplete and has not been accepted by the Board.

It may be that other Board members have opinions about each of these actions, but I am prepared make each of these as a formal proposal in order to move business on.

Regards,

Michelle

From: Michelle Haywood [mailto:michelle@discoverdiving.im]

Sent: 22 December 2017 10:47

To: 'Alan Grace' <a.grace@portstmary.gov.im>

Subject: Complaint

Importance: High

Dear Alan

I wish to lodge a complaint about the conduct of both the Vice Chair, Mr Alec Merchant, and the Clerk, Mr Alastair Hamilton. At the meeting of 20th December 2017, the Clerk distributed a document entitled Manxonia House Audit Trail, which include the transcript of a File note written by the Clerk and a copy of an email sent by the Vice Chair to yourself. My complaint comprises two parts, one about the language and allegations made in Mr Merchant's email and the other regarding the information provided by the Clerk to the Board.

Mr Merchant's email

The email was presented as part of the papers to the Board and is now part of the public record. Mr Merchant accuses me of having "self appointed role as "Project Manager" and of working with Mr Phair to sabotage the will of the Board. You may recall the extended discussion that occurred earlier in the evening, where Mr Merchant sought to clarify that he had not voted with the rest of the Board to ensure that our window tender process was fair and offered the best value to the Ratepayers. At the time I was little baffled by his insistence, but then I wasn't aware that both he and the Clerk must have worked together to prepare the 'Audit Trail' document. However, the original vote that the Vice Chair refers to was recorded in the minutes of 22nd November 2017 as "all in agreement". How Mr Merchant alleges that I can sabotage the will of the Board is a mystery to me. The Board listened to the discussion at that meeting and voted accordingly. I believe that not only does Mr Merchant unfairly label myself and Mr Phair, but by implication he suggests that the rest of the Board were misled into voting as well. Perhaps that is an indication of the regard he holds his fellow Board members in?

Mr Merchant further alleges that you as Chair have been letting members micro manage rather than sticking to policy direction. My position is that ensuring our Clerk adheres to our own standing orders for tender processes is a key part of our role. Our standing orders for contracts are directed to ensuring a fair, value for money system. I explained clearly at the meeting on 22nd November that it was patently obvious that we had not run a fair tender in this instance, and the proposal I made (which was supported by the rest of the Board except perhaps Mr Merchant) was to address any accusations that we had run a closed system. I contend that this is not micromanaging but is at the heart of what we should be doing.

I note with a wry smile that Mr Merchant has criticised a member for abstaining, but spend a large part of last night's meeting trying to amend the minutes to record his abstention to the key vote.

I also note that our Clerk has recently had to admit to failing to follow Tender procedures for the Southern Amenity Site Board, and been forced to apologise for his oversight. I therefore believe I have reasonable ground to question whether procedures have been followed in this instance. I remain unconvinced, even though we have asked numerous times for reassurance.

I would contend that Mr Merchant may well be misled if he believes that all projects within the village have been delivered on time and on budget. Substantial questions during budget setting last year revealed that there was no clear budget for the Town Hall renovation and therefore no means for assessing the overall spend, or even any prediction of the maintenance and upkeep costs. This year's budget illustrates this problem.

With respect to the inclusion of the Clerk's briefing note and Mr Merchant's email in an Audit Trail document, when neither was disclosed to the parties cited in advance, I believe that Mr Merchant is in contradiction of the Code of Conduct for Local Authority members. Mr Merchant has not upheld the key principle of openness. Furthermore, Mr Merchant has demonstrated considerable lack of respect towards myself, Mr Phair and the other members of the Board. The publication of the email may well be perceived as an attempted act of intimidation towards Board members. This document now forms part of the public record and, when FoI comes in next year, will be available to the public on request. I demand that Mr Merchant withdraws this document with its deplorable, unfounded allegations and issues a full and complete apology.

Information provided to the Board

This paper was not included in the supplementary papers on the Board table, but hidden by the Clerk until the appropriate part of the meeting. Once again, we are faced with lots of information being handed out at the last minute and with an urgent decision required. This situation happens far too often, despite numerous requests from the Chair and Board members that all paperwork should be included in the Board pack. I note that the meeting between the Clerk and the Vice Chair occurred on 23rd November, so it cannot be claimed that there was not enough time to include this document in the board pack issued on 15th December. This leads me to the only logical conclusion that the Clerk and Vice Chair colluded to introduce this document at the latest possible moment, and I presume they recognise the inflammatory accusations and language. I find it to be unacceptable that the Clerk and the Vice Chair could work together in this way to conspire to overturn a decision made by the Board.

Furthermore, the 'Audit trail' document does not include the full range of the documents. I believe that the Clerk may be in contravention of the Code of Conduct regarding the provision of information that is complete, accurate and up to date. Although the Clerk has included a briefing note from the meeting on 9th November 2016, but does not include the minutes covering that meeting. The front sheet of the Clerk's briefing note stipulates that the Board were only asked to approve the lodging of Bids with the Regeneration Fund.

We asked for companies to supply and fit replacement windows and doors, without specifying the material. In hindsight it is clear that the Clerk wanted this decision urgently because he believed that Regeneration funding may be drying up. The briefing document states that 6 companies were asked to price the window replacement and the Board was requested to approve a Regeneration fund application. My meeting notes from that meeting have the word "Tender?" written in the margin. I believe that we were informed at that stage that there was no need to run a Tender as we just needed quotes for the Regeneration application. I can find no record that a tender process was run at that time in accordance with our Standing Orders.

In the meeting of January 11th 2017, I have a note regarding an outstanding action point from the 14th December meeting, where I have written "advert in paper, 14 days to respond, then sub committee to review". The meeting minutes do not mention a tender for windows, but do mention a tender for the roof contract. As the Clerk now seems to be quoting 'tenders' for the windows that were clearly not subject to our tender rules, then I contend that he misled the Board last night. Furthermore, the time period would render the 'tenders' as open to challenge because it would be unreasonable to expect suppliers to honour prices from over a year ago. Furthermore, the initial prices were for supply and fit, not for the supply only prices we are being asked to assess now. The

two sets of prices are not comparable. This was the background to the decision made with agreement by the Board on 22nd November 2017.

I routinely make and keep annotated copies of all papers presented to the Board. Over the next few days I shall work through my notes and extract all relevant information. It is clear that this so called Audit Trail is a blatant attempt to cherry-pick information to support the Clerk's decision to ignore the vote from the Board taken on 22nd November 2017. I fully endorse the call made at the meeting this week for a complete set of documentation pertaining to this matter to be made available *before* the next meeting. Rest assured I will be cross checking against my own records, as I currently do not fully trust the Clerk to complete this task.

I further request that the Clerk produce the tender files pertaining to each aspect of the Manxonia development. I anticipate that these files will contain the expression of interest notice, with dates of the advertisements, a record of the assessment of the companies prior to the invitation to tender, the tender specification, the tender documents and the record of the tender assessment. I am no longer reassured that we have complied with our own Standing Orders throughout this process. The Clerk alleged at last night's meeting that we may have broken financial regulations, but failed to elaborate. This is a serious allegation and I request that you ask the Clerk to provide the evidence for his claim.

I left last night's meeting feeling bitterly disappointed in the actions of Mr Merchant and the Clerk. I am personally aggrieved at the inclusion of Mr Merchant's scurrilous hearsay and personal opinions in a clear and blatant attempt to overturn a vote taken by the Board. Once again we have been placed in a situation where the Clerk attempts to railroad major capital expenditure items through with piecemeal information, poor justification and the threat of being charged with 'delaying a major project'. The reasoning for disbanding the Manxonia subcommittee was the delay imposed on the project. However, it would appear that nothing has really improved since then, and poor provision of information in a timely fashion is a key factor in the ongoing delays.

I would appreciate your guidance as Chair to deal with both my complaint and my requests to provide the relevant information. I would be happy to meet with you at your convenience to discuss these matters further. Although I am sending this email directly to you, I give explicit permission for it to be shared with other Board members and the Clerk as you see fit. I appreciate that this email will also form part of the public records within PSM Commissioners and may therefore be made public in the future.

Best wishes

Michelle

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