




The following section contains extracts relating to Manxonia House from an Internal Investigation Report.

Collated by H. Fargher 25/9/2019 through the hard copy of the report.



25/9/19.

On the specific matter of whether a formal tender process was carried out by the Clerk in respect of the window for Manxonia House, evidence suggests that this was not undertaken in strict adherence to the process set out in Standing Orders.

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11. A full formal tender process to be carried out for the windows and doors in respect of the Manxonia Project.



Replacement Doors and Windows for the Manxonia project

Dr Haywood maintains that a proper tender process was not carried out for the supply and fit of replacement doors and windows for the Manxonia project.

Quotes were obtained by the Clerk for the work described, as part of the fund application for a regeneration grant. The details are listed in the Board Paper produced in November 2016. It is not clear what specification was given as the basis for the quotes and from the large discrepancies in prices, some quotes appear to be for UPVC and some for hardwood windows and doors.

PSM Standing Orders for the making of contracts sets out clear guidelines which should be followed in the expression of interest and tendering process. There is no evidence available to confirm that a proper tender process was undertaken, despite assertions from Dr Haywood that agreement was made at a formal meeting to do so.

In his meeting note of 23rd November, Mr Hamilton expresses concern with the timescales involved in the decision to enter into a full tender process and has sought guidance from Mr Grace. Mr Hamilton reports that that he was instructed to “send the architect’s spec to the unsuccessful companies who had priced hardwood windows in the first round and give them a week to respond”

Findings:

- **A complete and fair tender process for the supply and fit of windows and doors for the Manxonia project has not been completed, based on the stipulations set out in PSM Standing Orders.**



**Port St Mary Commissioners
Manxonia House Sub Committee
Minute of Meeting Held at
14 30 on 6th December 2016**

Present:	A Grace, A Merchant, A Phair, I Skelly
Apologies:	None
	<p>The meeting opened with an agreement that the sub-group was a non-executive Committee which would provide recommendations to the Board.</p> <p>The following issues were considered:</p> <p>Repair Quotations for the Roof: The Committee considered three quotations for the repair of the roof of the building. It was agreed that we would seek quotations for the replacement of the roof in line with Financial Regulations.</p> <p>The Committee requested that the Clerk approach the Department of Planning for pre application advice relating to the renewal of all windows, doors and rainwater goods.</p> <p>The Clerk requested that the Committee consider appointing an architect on an hourly basis for the small amounts of design work that will arise from the project. Mr Grace suggested that this was not immediately required as window companies will provide a design service within their price.</p> <p>No date was set for the next meeting which would be called when the above information was to hand.</p> <p>There being no further business the meeting closed at 15 20</p>

Manxonia House Sub Committee

Minute of Meeting Held at

Port St Mary Town Hall at

11 00 on 23rd February 2017

Present:	A Phair, I Skelly, A Hamilton ,Clerk

1. Election of a Chair to the sub committee
The meeting agreed to defer the election of a Chairman until the entire Board was present.
2. Consideration of the Minutes of the Meeting of 6th December
These were considered and approved as a true record. AP/IS
3. Matters Arising: None
4. Consideration of the Expressions of Interest in Roof Renewal
The meeting agreed to get prices from architects to specify and tender the renewal of the roof.
5. Consideration of Advice Received from the Department of Planning:
6. The meeting agreed to lodge a bid to the Regeneration Fund based on prices received. It further agreed to receive advice from the architects on a style that would complement the existing adjacent property.
7. Date of Next meeting: None proposed and left to the Clerk to call.
8. Any Other Business:

The meeting requested the Clerk contact letting agents to enquire about potential interests from chains in the opportunity.

Meeting closed 11 50