# PORT ST MARY COMMISSIONERS ORDINARY BOARD MEETING 23<sup>rd</sup> SEPTEMBER 2020 AGENDA – OPEN SESSION

Item Number	Item	Action Required
1.	OPENING OF THE MI	ETING
1.1	Welcome, Apologies & Declarations	As required by Board members
2.	MINUTES	
2.1	Minutes of the Ordinary Meeting held on the 26 <sup>th</sup> August 2020	For Board approval
3.	MATTERS ARISI	NG
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
4.	MOTIONS - None	
5.	FINANCE	
5.1	Invoices for payment in September 2020	For Board approval
5.2	Setting of Budget Committee – verbal item	For Board discussion
6.	PROJECTS	
6.1	Manxonia House	For noting
6.2	Remembrance Garden	For noting

9.	PLANNING MATT	ERS
8.	PUBLIC CORRESPONDENCE & COM	MUNICATIONS - None
7.2	Tenancy Arrears Report	For noting
7.1	Housing Report For noting	
7.	HOUSING	
6.11	Town Branding Project	For Board discussion
6.10	Celebration of Christmas 2020	For Board discussion
6.9	East Room	For noting
6.8	Bay Queen Exhibition	For noting
6.7	Jetty Repair	For noting
6.6	Boat Park	For noting
6.5	Happy Valley	For noting
6.4	Public Conveniences	For noting
6.3	Skate Park	For noting

9.1	Planning Approvals	For noting
9.2	Planning Applications	For Board discussion
10.	POLICY & RESOUR	RCES
10.1	Amendment to Standing Orders	For Board approval
10.2	Bye-election update - Verbal update to be provided by the Clerk if required	For noting
10.3	2020 - 2021 Meeting Dates	For noting
11.	PUBLIC CONSULTATIONS	
11.1	Capacity Policy	For Board discussion
11.2	Civil Contingencies Bill 2020	For Board discussion
12	INVITATIONS - N	one
13	ANY OTHER BUSINESS OF AN (BY PERMISSION OF TH	

#### **PORT ST MARY COMMISSIONERS**

#### **MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

#### **Matters Arising**

**NFU Health & Safety Report** – A meeting has been arranged and further verbal update should be available from the Clerk.

**Dog restriction signage** – Improved signage has been ordered.

Manx Utilities Contract - A response from Manx Utilities is awaited.

**Street Light Repair –** The police had no report of a collision in the area. The repair was authorised.

**Climate Change Consultation –** No submissions were received from Members of the Board to respond.

**Courts, Tribunal & Local Authority Procedures 2020 Consultation –** The Board response was issued.

#### **Public Correspondence**

**Letter to Planning Department re building heights -** No further correspondence has been received.

**Letter from ratepayer regarding RHT book –** A response has been issued and investigation into signage is ongoing.

**Local Democracy Reporter regarding speed limits –** The Board response was issued.

**Rent Setting Letter –** The Board response was issued.

**Planning Department re withdrawal of paper copies –** The letter was issued to the Minister & Director for Planning as requested, a response is awaited.

# Item 5.1

# PORT ST MARY COMMISSIONERS INVOICES TO BE PAID IN SEPTEMBER 20 Rate Born Expenses

1765         31,08/2020         Carcanomos Station Garage         Car Care         Description         In Vehicles-General GOGO         4.98           1766         31,08/2020         2020000006 Station Garage         Car Care         N Vehicles-General GOGO         4.98           1767         31,08/2020         2020000006 Station Garage         Sandfield Unleaded         N Vehicles-General GOGO         11.25           1769         31,08/2020         2020000006 Station Garage         Sandfield Unleaded         N Vehicles-General GOGO         11.58           1776         31,08/2020         2020000006 Station Garage         Sandfield Unleaded         N Vehicles-General GOGO         11.58           1776         31,08/2020         2020000006 Station Garage         Sandfield Unleaded         N Vehicles-General GOGO         11.58           1770         15/08/2020         2020000006 Station Garage         Sandfield Unleaded         N Vehicles-General GOGO         11.58           1771         11/08/2020         2020000006 Station Garage         Sigmitte Ltd         A4 ACM Dog Byelaw Signs         N Rechage         6117         4.63           1771         15/08/2020         13314052         Manx Telecom Ltd.         Stores 19.20 to 30.92.20         N Plaques and Flags         5100         75.59           1773         2				COCHOCA THE PARTIES	-						
31/08/2020         202000006         Station Garage         Car Care         Car Care         N         Vehicles General         6060         4.98           31/08/2020         202000006         Station Garage         Sandfield Unleaded         N         Vehicles- General         6060         16.98           31/08/2020         2020000006         Station Garage         Motor Oil         Motor Oil         N         Vehicles- General         6060         16.98           31/08/2020         2020000006         Station Garage         Sandfield Unleaded         N         Vehicles- General         6060         16.98           31/08/2020         2020000006         Station Garage         Sandfield Unleaded         N         Vehicles- General         6060         16.98           11/09/2020         2020000006         Station Garage         Sandfield Unleaded         N         Vehicles- General         6060         16.98           11/09/2020         20200         Stool         N         Golf - Pavilion         5690         85.00           11/09/2020         Sigmrite Ltd         AA ACM Dog Byelew Signs         N         Office - Telephone         51.50           28/08/2020         Sigmrite Ltd         Inm Courler-All (11cms x 2 Column)         N         Office - Telephone	# AU	Inv Number	Supplier	Description	House		NL Code		VAT	Tol	Total Cost
31/08/2020         Startion Garage         Sandfield Unleaded         N         Recharge         6117         11.25           31/08/2020         202000006 Station Garage         Motor Oil         Motor Oil         N         Vehicles-General         6060         16.38           31/08/2020         202000006 Station Garage         Sandfield Unleaded         N         Recharge         6117         4.63           31/08/2020         2201         Terry Crook         Repairs to Porch Roof         N         Golf - Pavilion         5690         85.00           15/08/2020         35008         Signrite Ltd         A4 ACM Dog Byelaw Signs         N         Golf - Pavilion         5690         85.00           15/08/2020         35008         Signrite Ltd         A4 ACM Dog Byelaw Signs         N         Office - Telephone         5160         75.98           28/08/2020         13314052         Mann Telecom Ltd.         Stores 1.9.20 to 30.9.20         N         Office - Telephone         5160         75.98           28/08/2020         1312660         Newspapers Ltd.         Iom Courier All (11cms x 2 Column)         N         Professional Fees & Store         5170         75.00           26/08/2020         131513         ORB Limited         Isae of Man payroil Administrator         N </td <td>1765</td> <td>202000006</td> <td>Station Garage</td> <td>Car Care</td> <td>z</td> <td>Vehicles- General</td> <td>9090</td> <td>4.98</td> <td>1.00</td> <td>44</td> <td>5.98</td>	1765	202000006	Station Garage	Car Care	z	Vehicles- General	9090	4.98	1.00	44	5.98
31/08/2020         202000006         Station Garage         Motor Oil         No.9         Vehicles-General         6060         16.98           31/08/2020         2020000006         Station Garage         Sandfield Unleaded         N         Recharge         6117         4.63           11/09/2020         2201         Terry Crook         Repairs to Porch Roof         N         Golf- Pavilion         5590         85.00           15/08/2020         35008         Signrife Ltd         A4 ACM Dog Byelaw Signs         N         Golf- Pavilion         5500         85.00           01/09/2020         13314052         Manx Telecom Ltd.         Stores 1.9.20 to 30.9.20         N         Office - Telephone         5160         75.09           28/08/2020         13191         ORB Umited         Isle of Man         Isle of Man payroll Administrator         N         Town Hall - Office         5170         76.00           26/08/2020         447411.00f         APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Office - Telephone         5160         75.90.37           26/08/2020         4515152         Sure         Broadband and phone Sep 2020         N         Town Hall - Cleaning         5152         21.30           10/09/2020         49864         WDS L	1766	202000006	Station Garage	:	z	Recharge	6117	11.25	2.25	I	13.50
31/08/2020         202000006         Station Garage         Sandfield Unleaded         N         Recharge         6117         4.63           11/09/2020         20200         20200         Station Garage         Sandfield Unleaded         N         Golf - Pavillon         5690         85.00           15/08/2020         35008         Signrife Ltd         A4 ACM Dog Byelaw Signs         N         Office - Telephone         5150         72.00           01/09/2020         13314052         Manx Telecom Ltd.         Stores 1.9.20 to 30.9.20         N         Office - Telephone         5150         75.08           10/09/2020         4126660         Newspapers Ltd.         Iom Courier-All (11cms x 2 Column)         N         Town Hall - Office           01/09/2020         447411.00         APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Profitee - Telephone         5160         175.00           10/09/2020         4515152         Sure         Broadband and phone Sep 2020         N         Office - Telephone         5160         101.86           10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         21.90           10/09/2020         49864         WDS Ltd.	1767	 202000006	Station Garage	Motor Oil	z	Vehicles- General	0909	16.98	3,39	1	20.37
11/09/2020         Terry Crook         Repairs to Porch Roof         N         Golf-Pavilion         5690         85.00           15/08/2020         35008         Signrite Ltd         A4 ACM Dog Byelaw Signs         N         Plaques and Flags         5720         72.00           01/09/2020         13314052         Manx Telecom Ltd.         Stores 1.9.20 to 30.9.20         N         Office - Telephone         5160         75.98           28/08/2020         13150         Newspapers Ltd.         Iom Courier - All (11cms x 2 Column)         N         Town Hall - Office         76.00           01/09/2020         13151         ORB Limited         Isle of Man payroll Administrator         N         Expenses         5170         76.00           26/08/2020         47411.00         APPLEBY         Legal advice - 28 May 2020 to 26 Aug 2020         N         Office - Telephone         5160         2,590.97           10/09/2020         4515152         Sure         Broadband and phone Sep 2020         N         Town Hall - Cleaning         5152         81.30           10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         21.90           10/09/2020         49864         WDS Ltd.         Soft Vinyl	1768	 202000006	Station Garage	Sandfield Unleaded	2	Recharge	6117	4.63	0.93		5.56
15/08/2020         Signrife Ltd         A4 ACM Dog Byelaw Signs         N         Plaques and Flags         5720         72.00           01/09/2020         13314052         Manx Telecom Ltd.         Stores 1.9.20 to 30.9.20         N         Office - Telephone         5.60         75.98           28/08/2020         412.6660         Newspapers Ltd.         Iom Courier- All (11cms x 2 Column)         N         Flections         5090         176.00           01/09/2020         13191         ORB Limited         Isle of Man payroll Administrator         N         Town Hall - Office         500         176.00           26/08/2020         447411.00d         APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Professional fees & 5040         2,590.97           01/09/2020         4515152         Sure         Broadband and phone Sep 2020         N         Town Hall - Cleaning 5152         81.30           10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning 5152         21.90           10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning 5152         E 3,318.8S	1769	 2201	Terry Crook		z	Golf - Pavilion	5690	85.00	17.00	41	102.00
01/09/2020         Isle of Manx Telecom Ltd.         Stores 1.9.20 to 30.9.20         N         Office - Telephone         5160         75.98           28/08/2020         4126660         Newspapers Ltd.         lom Courier- All (11cms x 2 Column)         N         Elections         5090         176.00           01/09/2020         4126660         Newspapers Ltd.         lom Courier- All (11cms x 2 Column)         N         Town Hall - Office         5090         176.00           01/09/2020         412660         Newspapers Ltd.         Isle of Man payroll Administrator         N         Expenses         5170         76.00           26/08/2020         447411.00G APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Professional fees         5040         2,590.97           01/09/2020         4515152         Sure         Broadband and phone Sep 2020         N         Office - Telephone         5160         101.86           10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         81.30           10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning         5122         £3.318.85	1770	35008	Signrite Ltd	A4 ACM Dog Byelaw Signs	Z	Plaques and Flags	5720	72.00	14.40	44	86.40
28/08/2020 4126660         Newspapers Ltd.         lom Courier- All (11cms x 2 Column)         N         Elections         5090         176.00           01/09/2020 13191         ORB Limited         Isle of Man payroll Administrator         N         Town Hall - Office         5170         76.00           26/08/2020 447411.00d APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Professional fees & 5040         2,590.97           01/09/2020 4515152         Sure         Broadband and phone Sep 2020         N         Office - Telephone         5160         101.86           10/09/2020 49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         81.30           10/09/2020 49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning         5152         21.90	1771		Manx Telecom Ltd.	Stores 1.9.20 to 30.9.20	z	Office - Telephone	5160	75.98	15.20	44	91.18
01/09/2020         13191         ORB Limited         Isle of Man payroll Administrator         N         Expenses         5170         76.00           26/08/2020         447411.00G APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Professional fees & 2,590.97           01/09/2020         4515152         Sure         Broadband and phone Sep 2020         N         Office - Telephone         5160         101.86           10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         21.90           10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning         5152         21.90           10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning         5152         21.90	1772	4126660	Isle of Man Newspapers Ltd.	lom Courier- All (11cms x 2 Column)	z	Elections	2090	176.00	35.20		211.20
26/08/2020         447411.00d APPLEBY         Legal advice- 28 May 2020 to 26 Aug 2020         N         Professional fees & 5040         2,590.97           01/09/2020         4515152         Sure         Broadband and phone Sep 2020         N         Office - Telephone 5160         101.86           10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant N         N         Town Hall - Cleaning 5152         81.30           10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium N         N         Town Hall - Cleaning 5152         21.90	1773	13191	ORB Limited		z	Town Hall - Office Expenses	5170	76.00	15.20		91.20
01/09/2020   4515152         Sure         Broadband and phone Sep 2020         N         Office - Telephone         5160         101.86           10/09/2020   49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         81.30           10/09/2020   49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning         5152         21.90	1774	 447411.000	APPLEBY	Legal advice- 28 May 2020 to 26 Aug 2020	2	Legal Fees & Professional fees	5040	2,590.97	518.19	н Н	3,109.16
10/09/2020         49864         WDS Ltd.         Various: Hand Towel, scourer, Disinfectant         N         Town Hall - Cleaning         5152         81,30           10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning         5152         21.90	1775		Sure	Broadband and phone Sep 2020	z		5160	101.86	20.37	44	122.23
10/09/2020         49864         WDS Ltd.         Soft Vinyl gloves, Medium         N         Town Hall - Cleaning 5152         21.90           Soft Vinyl gloves, Medium         Subtotal         £ 3,318.85	1776		WDS Ltd.	Various: Hand Towel, scourer, Disinfectant	Z	Town Hall - Cleaning	5152	81.30	16.26	44	97.56
£ 3,318.85	1777			Soft Vinyl gloves, Medium	z	Town Hall - Cleaning	5152	21.90	0.00	41	21.90
						Subtotal		3,318.85	£ 659.39	£ 3	3,978.24

# PORT ST MARY COMMISSIONERS INVOICES TO BE PAID IN SEPTEMBER 20

Rate Born Expenses (continued)

				Rate Born Expenses (continued)	(panu				
# AUJ	Date	Inv Number Supplier	Supplier	Description	House	Category	NL Code	Total Net	VAT
1778	04/09/2020 49541	49541	WDS Ltd.	Various: Sponges, Jangro Compactor Sacks	z	Town Hall - Cleaning	5152	18.12	3.62
1779	28/08/2020	SINV00304	28/08/2020 SINV003049 Bridson-Horrox	Envelopes, highlighters, spiral files, mesh bags	z	Town Hall - Cleaning	5152	64.44	12,89
1780	16/09/2020	1138 Aug 2	16/09/2020 1138 Aug 2 Calvert Newsagents Ltd	Newspapers, files 1.8.20 to 15.8.20	Z	Stationary and Printing	5152	27.272	0.00
1781	31/08/2020 44044	44044	Ballagawne Gardens	Hanging baskets, compost, plants and fertiliser	Z	Gardens and Flowerbeds	5260	2,152.25	430.45
1782	03/09/2020 21584	21584	JRB Enterprise Ltd	Standard dog gloves, refil waste bags 800 per case	z	Refuse	5270	146.00	29.20
1783	16/06/2020 16339		Manx Fish Producers Org Ltd	Raft Access	z	Chapel Beach	5850	7.90	1.58
1784	29/08/2020	127029082	29/08/2020 127029082 Cooil Bros Ltd	Stores Milk Aug 2020	z	Stores	6020	9.00	0.00
1785	10/09/2020 405632	405632	Department of Infrastructure	Aug 2020 Tipping charge at EFW plant Commercial and domestic	z	Refuse	5210	5,053.29	1010.66
1786	31/08/2020 159819	159819	JDW Engineering	Aug 2020 empty & Service toilets	Z	Public Conveniences 5400	5400	300.00	60.00
1787	20/08/2020 2107196	2107196	J Qualtrough & Co. Ltd.	3 in 1 Aerosol Can 200ml and 450ml spray can (gulleys)	2	Stores	6020	33,58	6.72
1788	10/08/2020 2104065	2104065	J Qualtrough & Co. Ltd.	Island Cement 25kg	z	Stores	6020	3.97	0.79
1789	04/08/2020 177496		Isle of Man Farmers	Glyphosate Weedkiller 20L	Z	Stores	6020	110.00	22.00
						Subtotal		£ 8,171.27	£ 1,577.91

# PORT ST MARY COMMISSIONERS INVOICES TO BE PAID IN SEPTEMBER 20

fnv#	Date	Inv Number Supplier Sadler A	Supplier Sadler Agricultural	Rate Born Expenses (continued)  Description Hous	House		NL Code	NL Code Total Net	VAT
1790	09/09/2020 313204			Stihl Strimmer Part	z	Gardening - Machinery	5267	220.00	44.00
1791	14/09/2020 1681		HeatTech Limited	New office- Change Saniflo under sink	z	Town Hall - New Office	5156	284.00	14.20

2	Town Hall - New Office 5156 Subtotal	284.00	17
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# PORT ST MARY COMMISSIONERS INVOICES TO BE PAID IN SEPTEMBER 20

1.33 1.33 3.05 2.98 5.35 1.23 2.70 12.00 199.60 1.23 1.93 1.93 406.40 VAT 60.00 6.67 998.00 26.50 61.00 59.50 24.50 54.00 24.50 38.50 38.50 107.00 2,032.00 **Total Net** NL Code 6100 6100 6609 6100 6100 6100 6100 6100 6100 6100 6100 5040 6100 Professional fees Legal Fees & Housing Category Recharge Recharge Housing Housing Housing Housing Housing Housing Housing Housing Housing House **10BB** 12CB **15PR** 15LA **4SA** 11B **5CB 1SA 6BB** 98 Z Housing Expenses 4 Seafield Ave- Fit new non return valve for 11B St Marys Draw of excess pressure from 1 Seafield Ave- Change pressure vessel on 5 Creggan Beg- Replace condense pipe Links Avenue, Barna Beg, Creggan beg, Legal advice: Various Housing matters 15 Links Ave-Repair leaking radiator 10 Barna Beg- Repairing porch leak Rotary Airer Replacement Clothes 6 Barna Beg- Change tap inserts 15 Park Road Change tap inserts Description 12 Creggan Beg- Repair leak Paddock-Bathroom refurb 9B St Marys- Maintenance filling loop pass heating boiler Safety Management 19/08/2020 NR/EW/224 Corlett Bolton & Co HeatTech Limited Services Ltd Terry Crook 109332802 Trade UK Inv Number Supplier 73760 1679 2199 1670 1673 1674 1675 1676 1680 1671 1672 1792 24/08/2020 1793 25/08/2020 1795 | 14/09/2020 1797 14/09/2020 1798 | 14/09/2020 1801 14/09/2020 1803 14/09/2020 1794 26/08/2020 1796 14/09/2020 1799 14/09/2020 1800 14/09/2020 1802 14/09/2020 Date 1804 # / 1

641.06

41

3,530.67

41

Subtotal Total

£ 15,524.79 £ 2,936.56

# PORT ST MARY COMMISSIONERS

Category	Amount
Chapel Beach	£ 7.90
Elections	£ 176.00
Gardening - Machinery	£ 220.00
Gardens and Flowerbeds	E 2,152.25
Golf - Pavilion	£ 85.00
Housing	£ 1,411.17
Legal Fees & Professional fees	£ 4,622.97
Office - Telephone	€ 177.84
Plaques and Flags	£ 72.00
Public Conveniences	£ 300.00
Recharge	£ 103.38
Refuse	£ 5,199.29
Stationary and Printing	£ 272.72
Stores	£ 156.55
Town Hall - Cleaning	£ 185.76
Town Hall - New Office	£ 284.00
Town Hall - Office Expenses	£ 76.00
Vehicles- General	£ 21.96
	41
Total	£ 15,524.79

£180.00	£6,200.68	£2,344.55	£25,074.81	lotal
			20 074 04	
180 00				Members Allowances
	£ 3,023,35	£ 1,097.41 £	£ 12,759.54	DLO
	£ 3,177.33	£ 1,247.14 £	12,315.27	OHICE
Members Allowances	Scheme Contributions	Employers IN Contribution	Salai les Gioss	27
	Colonia Constitution	Employer, M. Contribution	Salaries Gross	20
	Government Pension			Rate Born Payments in August
		後にはあるといれるとは		

## PORT ST MARY COMMISSIONERS PROJECTS UPDATE

	Manyonia House	
	Manxonia House	
6.1	Several viewings have taken place since restrictions were lifted, further information is on the private Agenda due to commercial sensitivity.	
	Remembrance Garden	
6.2	Contractors have been approached and undertaken site visits, quotations are awaited.	
	Skate Park	
6.3	A meeting with an interested party was held, discussions regarding lack of location and funding were had and it was agreed the most reasonable solution would be the area at Ballakilley zoned for recreation.	
	Public Conveniences	
6.4	Gellings Avenue - A valuation by the estate agent is awaited.	
	Happy Valley  The contractor has recreated parting the work on hold antil April 2021	
6.5	The contractor has requested putting the work on hold until April 2021, the structural engineer has agreed this would be acceptable. The Board are requested to approve the postponement.	
6.6	Boat Park	
6.6	The project is on hold.	
6.7	Jetty Repair	
6.7	A response from the Department is still awaited and has been chased.	
6.8	Bay Queen Exhibition	
0.0	The project is on hold.	
	East Room	
6.9	Options for the old office are being explored and will be brought before the Board once complete.	
	Celebration of Christmas	
6.10	A possibility of funding from the Department of Enterprise is being investigated, which would allow the Board to consider food/drinks and extending the event for this year. A verbal update will be provided.	

#### **PORT ST MARY COMMISSIONERS**

#### **PROJECTS UPDATE - TOWN BRANDING**

A suitable date for the Board to meet with the Business Association is to be discussed. Below is a revised logo based on feedback and revised stickers.





#### Item 7.1

# Housing Officer's Report to Port St Mary Commissioners 23<sup>rd</sup> September 2020

Decisions		
	1. To note summary of housing works & repairs	
Sought	2. To approve transfer request	
	3. To note fixed five year tenancies & temporary licences	
	4. To note shared housing waiting list update	
	5. To note transfer list	
	6. To note callouts in August	
	7. To note the 2020 All Island Strategy for Affordable Housing	
	8. To note dog fouling issue	
August 2020	1 responsive repairs was carried out by DLO in August	
Summary of	The state of the s	
Housing Works	12 responsive repairs were carried out by contractors in August:	
& Repairs	2 boiler related issues	
	5 plumbing repairs	
	3 electrical repairs	
Transfer	2 door repairs  A topport gurrently in a 2 had 5 at 5	
Request	A tenant currently in a 2 bed first floor flat at Creggan Beg will be	
request	retiring in 2022. She requests a transfer to a one bed bungalow so she can have a garden. <b>Recommendation:</b> To accept the applicant	
	onto the transfer waiting list.	
Fixed Five Year	Following inspections of the properties, two temporary	
Tenancies &	licences were converted to fixed five year tenancies as the	
Temporary	<ul> <li>tenants had kept to the terms of their licence.</li> <li>Following inspections and completion of their reviews, two</li> </ul>	
Licences	Following inspections and completion of their reviews, two expiring fixed five year tenancies were renewed for a further five years.	
	expiring fixed five year tenancies were renewed for a further five years.  • One new application was processed and placed on the waiting	
Country	Tive years.	
Southern	One new application was processed and placed on the waiting	
Shared	list in August.	
Housing		
Waiting List		
Transfer List	There is currently one family on the transfer waiting list.	
Out of Hours	None	
Callouts in	i	
August 2020		
2020 Ali Island	I attended a Public Housing Managers meeting recently, where we	
Strategy for	I attended a Public Housing Managers meeting recently, where we were provided with a list of Strategic Policy Principles for Affordable	
Affordable	Housing (attached below). This was taken from the government's	
Housing	document published in February 2020. The entire 16 page report is	
_	available on the link below:	
	https://www.gov.im/media/1369246/200220-all-island-strategy-for-	
Dog Fouling	affordable-housing.pdf When grace cutting the DLC and	
-vy i vullily	When grass cutting, the DLO encountered large amounts of dog	
	faeces on the communal area at The Paddocks. A letter has been sent to all the residents reminding them of their obligations as dog	
	owners.	

#### 6.0 Strategic Policy Principles

- **Principle 1** Government will continue to support and facilitate the provision of affordable housing for the wider benefit of all across the island.
- **Principle 2** Housing providers and stakeholders will work collaboratively to encourage the delivery of good quality affordable homes and services which meet the changing needs of the Island's population.
- **Principle 3** The subsidy for affordable housing will be appropriately targeted to those with the least means and most in physical, social and financial need.
- **Principle 4** The changing needs of the individual should be at the heart of affordable housing services.
- **Principle 5** There is a continued commitment to cost effective, efficient and sustainable housing design capable of delivering good quality energy efficient homes.
- **Principle 6** Affordable housing development and refurbishment should support a mix of types of home to help deliver diverse and sustainable local communities.
- **Principle 7** There should be an appropriate legislative and regulatory framework to underpin the affordable housing sector and support the principles of social provision.

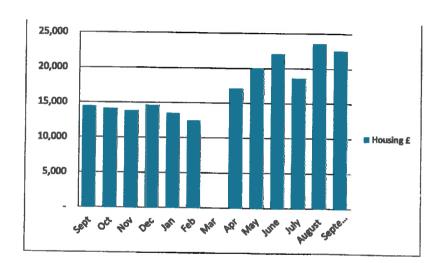
#### PORT ST MARY COMMISSIONERS

## Tenancy Arrears Report for September Meeting Week 24 2020 commencing 14h September 2020

#### **Management Summary**

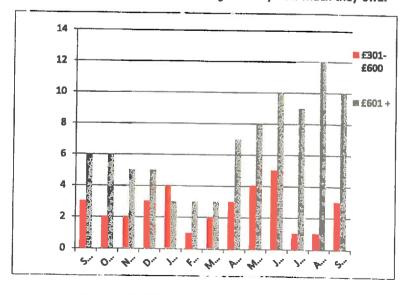
Unpaid rents currently stand at £ 22,534.19 a decrease of £ 1,031.66 since the previous report.

The first graph shows the rent arrears by sector over the last 12 months. As in previous months, all arrears are housing related.



#### **Number of Debtors and Actions Taken**

The second graph shows the number of debtors categorised by how much they owe.



#### **Tenancy Arrears Report for September Meeting**

#### Week 24 2020 commencing 14h September 2020

#### (Continued)

Below is a detailed analysis of the arrears and the separate action being taken for each tenant.

#### **Uncontrolled debt**

There are currently 3 tenants with uncontrolled debt.

#### Tenant 1- Arrears £863.34

Arrears to be noted and left on account at year end.

#### Tenant 2 - Arrears £3,542.83 (no payment since last report)

Request for judgment of an instalment order granted by court, payments of £ 100.00 per month to be received from  $14^{th}$  September 2020. Finance officer has communicated payments are to be received by individual no later than the  $23^{rd}$  of each month, or further proceedings will ensue.

#### Tenant 3 - Arrears £ 9,821.28 (Increased by £ 361.20 since previous report)

Small claims court has granted attachment of earnings on 10 August 2020, to commence and be received by Coroner of Rushen from tenant's employer on monthly basis as of 26 August 2020. Attachment of earnings only in respect of arrears, tenant still obligated to pay monthly rent, for which are still awaiting payment. Ongoing correspondence between Coroner of Rushen, tenant's employer and elected advocates acting on behalf of Port St Mary Commissioners.

#### **Controlled Debt**

The following tenants have controlled debt but due to the amounts, are being brought to the Boards attention:

#### Tenant 4 - Arrears £ 1,487.30 (increased by £ 347.4 since previous report)

Currently undergoing medical treatment, set in motion for final assistance from DHSS and will keep housing officer informed.

#### Tenant 5 - Arrears £ 1,124.72 (increased by £ 710.48 since previous report)

Making regular payments of rent and additional to cover arrears, housing officer will contact tenant to agree a payment plan.

#### Tenant 6 - Arrears £ 1,076.52 (decreased by £ 87.37 since previous report)

Tenant has agreed a payment plan to pay  $\pounds$  500 per month (rent and additional sum) until arrears cleared.

#### Tenant 7 - Arrears £ 805.32 (decreased by £ 87.37 since previous report)

Tennant promised to clear arrears by month end, arrears not cleared therefore housing officer chasing outstanding arrears.

#### Tenant 8 - Arrears £ 518.38 (decreased by £ 286.94 since previous report)

Tenant has changed employment and paying additional amount each week to clear arrears.

#### Tenant 9 - Arrears £ 927.37 (decreased by £ 172.18 since previous report)

Has recommenced rent payments by direct debit and will pay additional £ 10.00 per week by direct debit, remitting more when circumstances allow tenant to do so.

#### Tenant 10 - Arrears £ 493.66 (decreased by £ 62.23 since previous report)

DHSS benefit delayed with remitting payments.

#### Tenant 11 - Arrears £ 448.08 (new addition to report)

Tennant making regular payments, but not sufficient to cover outstanding arrears. Housing officer to discuss an increase in incremental payments to clear arrears.

#### Tenant 12 - Arrears £ 620.22 (decreased by £ 235.76 since previous report)

Tenant has changed employment and is making regular payments to clear arrears.

#### Tenant 13 - Arrears £ 805.17 (decreased by £ 265.71 since previous report)

Tenant has changed employment and will clear arrears as soon as able to do so, paying additional and switched to direct debit.

### PORT ST MARY COMMISSIONERS PLANNING

#### **9.1 Planning Approvals**

PS20/00856/B Heather Cottage, 15 Lime Street – Alterations, erection of extension and additional use of residential dwelling as tourist living accommodation. Approved.

PA20/00738/B 20 Rhenwyllan Close – Alterations to rear window. Approved.

PA20/00755/B2 The Lhargan – Installation of replacement windows and doors. Approved.

PA20/00769/C Church Hall, Bay View Road – Additional use of church hall as playschool. Approved.

#### 9.2 Planning Applications

20/00899/B 2 Endfield Avenue, Port St Mary. Erection of an extension to rear elevation.

20/00918/B Blair Athol, The Promenade, Port St Mary. Creation of French doors from an existing window to front elevation (retrospective).

20/00969/B Sunrise, Linden Avenue, Port St Mary. Extension of existing dormer window to front elevation.

20/00989/B Site of former dwelling, 22 Shore Road Underway, Port St Mary. Erection of a dwelling with integral garage (in association with 20/00990/CON).

20/00990/CON 22 Shore Road Underway, Port St Mary. Registered building consent for erection of a dwelling with integral garage to be attached to (in association with 20/989/B) Registered building Nos. 203

### PORT ST MARY COMMISSIONERS AMENDMENT TO STANDING ORDERS

any member shall not affect the validity of a meeting.

2.2 Any notice of a meeting of the Authority shall be served electronically on a member by transmitting it to such electronic mail address as the member has provided to the Authority except where the member has elected not to accept such means of delivery and notified the Clerk in writing accordingly. Such notice shall be signed by the Clerk and specifying the business to be transacted, shall be sent to each member at least three clear days preceding the holding of an annual or ordinary meeting, and in the case of an extraordinary meeting shall be delivered with all possible despatch.

#### 3. ELECTION OF CHAIRMAN AND COMMITTEES

- 3.1 The election of the Chairman and Vice-Chairman of the Authority, and any other appointments necessary for the ensuing year shall take place at the annual meeting or, in the case of any vacancy arising during the year, at the next ordinary meeting after such vacancy occurs.
- 3.2 The Clerk current Chairman shall occupy the chair and conduct the proceedings necessary for the election of a newthe Chairman of the Authority.

At such election of Chairman, should there be more than one nomination, voting shall be by secret ballot, each member placing a mark, opposite the nominated person for whom he wishes to record his vote.

- 3.3 The Chairman so elected shall then proceed to the election of:
  - (a) the Vice-Chairman, and
  - (b) any other appointments, including any committees of the Authority. Should the situation arise where two candidates remain and both receive the same number of votes, the result shall be determined by the drawing of straws. The candidate who draws the longest straw shall be deemed to be the winner.

In any case where there are more nominations than vacancies such election shall be by ballot as prescribed in Standing Order 3.2 above. In the event of any candidate failing to receive a majority of the votes of the members present, the candidate with the least number of votes shall be excluded wherever possible. Fresh nominations shall be sought if equality of votes prevents the majority election of a member after two ballots.

#### 4. CHAIRING OF MEETINGS

The Chairman of the Authority shall preside, if present, at all meetings of the Authority, in the absence of the Chairman, the Vice-Chairman shall preside, if present, and in the event of both the Chairman and the Vice-Chairman being absent, another member chosen by the members present shall preside. Any power of the Chairman in relation to the conduct of a meeting may be exercised by the person presiding at that particular meeting.

#### 5. QUORUM

- 5.1 Subject to Standing Order 5.4, no business shall be transacted at a meeting of the Authority unless more than one half of the whole number of the members of the Authority are present at the time set for the commencement of the meeting or within 15 minutes thereafter.
- 5.2 Where more than one-third of the members of a local authority become disqualified at the same time, until the number of members in office is increased to not less than two-thirds of the whole number of members of the authority, the quorum of the authority shall be determined by reference

#### Item 10.3

## PORT ST MARY COMMISSIONERS MEETING DATES FOR 2020 - 2021

2020	Meeting Dates
14 <sup>th</sup> October 2020	Notice to be issued by 9 <sup>th</sup> October if meeting required
28 <sup>th</sup> October 2020	Request to move meeting due to Clerk's annual leave
11 <sup>th</sup> November 2020	Notice to be issued by 6 <sup>th</sup> November if meeting required
25 <sup>th</sup> November 2020	
9 <sup>th</sup> December 2020	Only 1 meeting held in December
13 <sup>th</sup> January 2021	Notice to be issued by 8 <sup>th</sup> January if meeting required
27 <sup>th</sup> January 2021	
10 <sup>th</sup> February 2021	Notice to be issued by 5 <sup>th</sup> February if meeting required
24 <sup>th</sup> February 2021	
10 <sup>th</sup> March 2021	Notice to be issued by 5 <sup>th</sup> March if meeting required
24 <sup>th</sup> March 2021	
14 <sup>th</sup> April 2021	Last meeting of the current Board
28 <sup>th</sup> April 2021	Date to be kept available if required

### PORT ST MARY COMMISSIONERS PUBLIC CONSULTATION

Sent: Friday, August 21, 2020 1:02:07 PM Subject: Consultation: Capacity Policy

Dear Local Authority Clerks, Officers,

As you are aware, the Department of Health and Social Care has launched today a public consultation on Capacity policy principles that will shape our new future Capacity laws.

Capacity issues potentially affect everyone. A person's capacity to make decisions may be impaired for a variety of reasons, such as having a significant learning disability or learning difficulties, mental health problems, suffering a stroke or head injury, or the onset of dementia. It is essential that services for people who may have lost capacity to make decisions for themselves are underpinned by a modern and legal framework which is clear and has necessary safeguards for an individual's rights, dignity and wellbeing.

We would like your input on some of the key policy areas including:

- Assessing what is in the best interest of a person lacking capacity;
- A new lasting Powers of Attorney;
- Donees (individual appointed for lasting power of attorney; fit and proper person);
- Court appointment (extended to cover health and welfare);
- Advance decisions (making arrangements in the event a person loses capacity in the future);
- Excluded decisions (those which cannot be taken on behalf of another person);
- · Ill-treatment or neglect;
- · Deprivation of Liberty.

The consultation can be completed online via the Isle of Man Government Consultation Hub accessible at: <a href="https://consult.gov.im/health-and-social-care/capacity-bill-2021-principles">https://consult.gov.im/health-and-social-care/capacity-bill-2021-principles</a>

The closing date is Friday 2 October 2020.

If you have any questions, or wish to receive a paper copy, please do not hesitate to contact our consultation coordinator

Regards,



#### **Interim Deputy CEO (Governance)**

Department of Health & Social Care | Isle of Man Government

#### Item 11.2

#### **PORT ST MARY COMMISSIONERS**

#### **PUBLIC CONSULTATION**

Sent: Monday, August 24, 2020 3:00:01 PM

Subject: Public Consultation - Civil Contingencies Bill 2020

Good Afternoon / Fastyr mie

#### Re: Public Consultation - Civil Contingencies Bill 2020

I write to advise of a current Public Consultation for which your Local Authority may be interested in submitting comments. The hyperlink to submit such is

here: https://consult.gov.im/cabinet-office/civil-contingencies-bill-2020/

#### Overview

This consultation is about the development of new legislation to replace the Emergency Powers Act 1936, which was used during the Island's recent response to Covid-19.

Broadly, 'Civil Contingencies' concern responses to emergencies, whether they be public health, natural, or otherwise.

The Bill moves the power to make emergency regulations from the Governor in Council [i.e. the Lieutenant Governor acting on the advice of, and with the concurrence of, the Council of Ministers] — to the Council of Ministers, and seeks to provide a more modern approach to emergencies, in line with the UK approach and adapted for the Isle of Man community.

#### Why We Are Consulting

A commitment was given that the draft Bill would be put out for public consultation before being taken to the Branches of Tynwald in October 2020.

The consultation seeks views on the draft Bill, its functioning and effect, alongside comments and observations relevant to civil contingencies and emergency measures.

#### Consultation process

The consultation commences on **Friday 21 August 2020** and will run for a period of 6 weeks. Responses must be submitted no later than 5pm on **Friday 2 October 2020**.

Should you have any queries please do not hesitate to contact this office.

#### With kind regards / Lhiats



Policy and Performance Manager | Executive Office

Council of Ministers, Government Office, Bucks Rd, Douglas, IM1 3PN | MS Teams |

01624 686070