Date: 17th March 2023

**NOTICE OF ORDINARY BOARD MEETING**

In accordance with Schedule 1 of the Local Government Act 1985, Notice is hereby given that the next Board Meeting of Port St Mary Commissioners will be held in the Board Room at the Town Hall on **Tuesday 22nd March 2023 at 7.30 p.m.** Private session of Port St Mary Commissioners will be held following conclusion of the Public Board Meeting.

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

Hayley Kinvig

Clerk

**PORT ST MARY COMMISSIONERS**

**ORDINARY BOARD MEETING**

**22nd MARCH 2023**

**AGENDA – OPEN SESSION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item Number** | **Item** | | **Action Required** |
| **1.** | **OPENING OF THE MEETING** | | |
| 1.1 | Welcome, Apologies & Declarations | | As required by Board members |
| **2.** | **MINUTES** | | |
| 2.1 | Minutes of the Ordinary Meeting held on the 21st February 2023 | | For Board approval |
| **3.** | **MATTERS ARISING** | | |
| 3.1 | Matters arising from previous meetings | | Clerk to provide necessary updates |
| **4.** | **MOTIONS – None** | | |
| **5.** | **FINANCE** | | |
| 5.1 | Invoices for payment in March | For Board approval | |
| 5.2 | Purchase of double bin – Town Hall | For Board approval | |
| **6.** | **PROJECTS** | | |
| 6.1 | Amenities | | For Board discussion |
| 6.2 | PSM Events | | For Board discussion & approval |
| 6.3 | Town Branding Project | | For noting |
| 6.4 | Highways | | For noting |
| 6.5 | Coronation Mugs | | For Board discussion |
| **7.** | **HOUSING** | | |
| 7.1 | Housing Officers Report | For Board discussion | |
| 7.2 | Tenant Arrears Report | For Board discussion | |
| **8.** | **PUBLIC CORRESPONDENCE & COMMUNICATIONS** | | |
| 8.2 | 1st Supplemental List 2023 | For noting | |
| **9.** | **PLANNING MATTERS** | | |
| 9.1 | Planning Applications | | For Board discussion |
| **10.** | **POLICY & RESOURCES** | | |
| 10.1 | Strategy Document | | For Board discussion & approval |
| 10.2 | 2023 Meeting Dates | | For noting |
| **11**. | **PUBLIC CONSULTATIONS - None** | | |
| **12.** | **INVITATIONS - None** | | |
| **13.** | **ANY OTHER BUSINESS OF AN URGENT NATURE**  **(BY PERMISSION OF THE CHAIR)** | | |

Item 3.1

**PORT ST MARY COMMISSIONERS**

**MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

**Matters Arising**

**General Bylaws –** The amendments have been made and the first draft has been issued to the LGU for comment.

**Consultation on Local Authority Members (travelling allowances) Order 2023 –** The response was issued.

**Public Correspondence**

**Easter Festival -**  The response with an offer of assistance was issued.

**Young Persons Representative –** Commissioner Cubbon (Castletown Commissioners) was notified that CO’M would be the PSMC rep.

Item 5.1

A close-up of a document

Description automatically generated

A close-up of a computer screen

Description automatically generated

Several tables with numbers

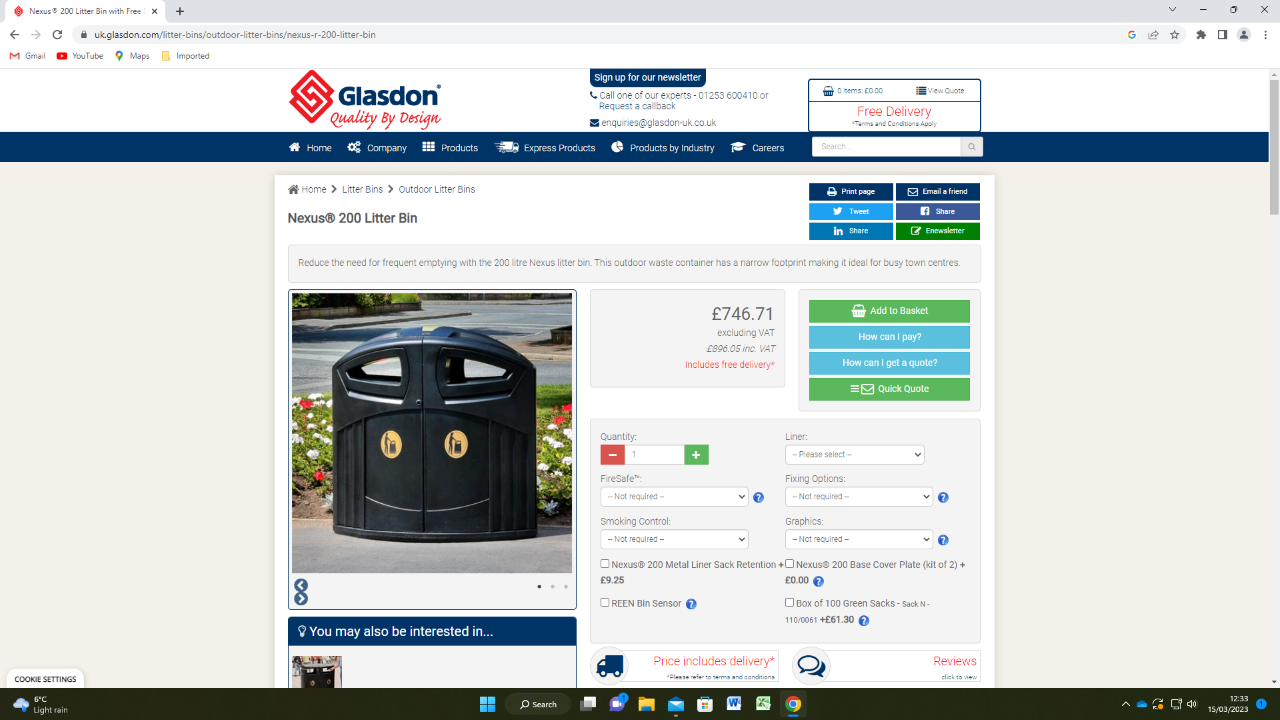
Description automatically generated with medium confidence

Item 5.2

**PORT ST MARY COMMISSIONERS**

**PURCHASE OF DOUBLE BIN – TOWN HALL**

The Board are requested to approve the purchase of the below double bin to replace the single bin outside the Town Hall. Flaps to prevent seagulls taking food from the bins will then be retrospectively fitted.



Item 6.1-6.5

**PORT ST MARY COMMISSIONERS**

**PROJECTS UPDATE**

|  |  |
| --- | --- |
| 6.1 | **Amenities**  Splash Park – No update available. Board to discuss if they would like to remove the item from the Agenda until a suitable location is found. |
| 6.2 | **Events**  Christmas Carol Service **–** Following a meeting with the Reverend, a verbal update will be available at the meeting. The choir will be contacted once a date is confirmed.  Civic Service – Following a meeting with the Reverend, a verbal update will be available at the meeting.  MQ3 – The Board are requested to preapprove £50 donations for all participants. The service will be held at 2pm on Monday 29th May with the after refreshments being served at the Town Hall. |
| 6.3 | **Town Branding**  Amendments to the map design are ongoing with the Department. |
| 6.4 | **Highways**  High Street  The Department have been requested to install signage, failing their willingness to do so PSMC will install signage. |
| 6.5 | **Coronation Mugs**  The last census provides the information that there are 280 under 16’s in PSM. The below bone china mug costs £12.40 each, the supplier has been asked to provide details of any discount for a bulk purchase and the response is below.  HM King Charles III Mug Gift Box Fine Bone China Topaz image 1  Hello Hayley,  Thanks for contacting us.  We can offer the following prices for Coronation Fine Bone China Mugs.  300 mugs  @  £ 6.50 each  500 mugs  @  £ 5.50 each  These prices include the following:  - Fine Bone China Mug of your choice  - Coronation Transfers  - Decoration and Firing in our ceramic kilns  - Presentation Box  - Free Postage to Isle of Man  Delivery times:  10 days after order confirmation.  I trust the above meets with your approval and look forward soon.  Kind regards |

Item 7.1

A close-up of a document

Description automatically generated

Item 7.2

A graph on a paper

Description automatically generated with medium confidence

A graph on a white sheet

Description automatically generated

A document with text and numbers

Description automatically generated

A white page with black text

Description automatically generated

Item 8.1

A close-up of a document

Description automatically generated

Item 9.1

**PORT ST MARY COMMISSIONERS**

**PLANNING**

**Planning Applications**

22/01552/D – Bay Queen, the Promenade for the creation of an illuminated site sales board. Amended plans submitted but not sent to this office. Can be viewed online.

23/00301/C – 15 Creggan Lea for the change of use to have additional use as tourism (AirBnB).

23/00218/B – Ridgeway, Plantation Road for the installation of replacement roofs to dwelling.

23/00219/B – Water Edge, 16 Lime Street for a single storey kitchen extension and internal alterations to a private dwelling.

23/00213/B – 9 Lime Street for installation of replacement windows to front and rear elevations and replacement front door.

Item 10.1

**PORT ST MARY COMMISSIONERS**

**STRATEGY DOCUMENT**

Following recent information received and discussed, the Board are requested to consider including adherence to the Seven Principles of Public Life (Nolan Principles) in their Strategy Document.

**1.1 Selflessness**

Holders of public office should act solely in terms of the public interest.

**1.2 Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**1.3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**1.4 Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**1.5 Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**1.6 Honesty**

Holders of public office should be truthful.

**1.7 Leadership**

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Item 10.2

**PORT ST MARY COMMISSIONERS**

**MEETING DATES FOR 2023**

|  |  |
| --- | --- |
| **2023 Meeting Dates** | |
| 12th April 2023 | Second meeting – may not be required |
| 17th April 2023 | **Southern Swimming Pool Meeting – Time & Agenda TBC** |
| 26th April 2023 |  |
| 10th May 2023 | AGM Only |
| 24th May 2023 |  |
| 14th June 2023 | Second meeting – may not be required |
| 28th June 2023 |  |
| 12th July 2023 | Second meeting – may not be required |
| 26th July 2023 |  |
| 9th August 2023 | Second meeting – may not be required |
| 23rd August 2023 |  |
| 13th September 2023 | Second meeting – may not be required |
| 27th September 2023 |  |
| 11th October 2023 | Second meeting – may not be required |
| 25th October 2023 |  |
| 8th November 2023 | Second meeting – may not be required |
| 22nd November 2023 |  |
| 13th December 2023 |  |