

Date: 17<sup>th</sup> May 2024

## **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 **Wednesday 22<sup>nd</sup> May 2024 at 7.00p.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**  
**22<sup>ND</sup> MAY 2024**  
**AGENDA – OPEN SESSION**

Item Number	Item	Action Required
<b>1.</b>	<b>OPENING OF THE MEETING</b>	
1.1	Welcome, Apologies & Declarations	As required by Board members
<b>2.</b>	<b>MINUTES</b> <b>Four Members who were present are required to approve Minutes</b>	
2.1	Minutes of the Ordinary Meeting held on the 24 <sup>th</sup> April 2024	For Board approval
<b>3.</b>	<b>MATTERS ARISING</b>	
3.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>4.</b>	<b>MOTIONS – None</b>	
<b>5.</b>	<b>FINANCE</b>	
5.1	Invoices for settlement in May	For Board approval
5.2	Street Lighting – Four Roads	For Board discussion & decision
5.3	Street Lighting – Beach Road	For Board discussion & decision
<b>6.</b>	<b>PROJECTS</b>	
6.1	PSM Events	For Board discussion
6.2	Mariners Shelter	For noting

6.3	Beach Cleaning	For Board discussion
<b>7.</b>	<b>HOUSING</b>	
7.1	Housing Officers Report	For Board discussion
7.2	Tenancy Arrears Report	For Board discussion
<b>8.</b>	<b>PUBLIC CORRESPONDENCE &amp; COMMUNICATIONS - None</b>	
<b>9.</b>	<b>PLANNING MATTERS</b>	
9.1	Planning Applications	For Board discussion
9.2	Planning Approvals	For noting
<b>10.</b>	<b>POLICY &amp; RESOURCES</b>	
10.1	2024/25 Meeting Dates	For noting
<b>11.</b>	<b>PUBLIC CONSULTATIONS</b>	
11.1	Destination First Board	For Board response
<b>12.</b>	<b>INVITATIONS</b>	
12.1	Tynwald Garden Party	For Chairman response
<b>13.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING  
24<sup>TH</sup> APRIL 2024 at 7.00pm**

**MINUTE – PUBLIC SESSION**

Present:	Mrs B Williams MBE (Chairman), Mr L Vaughan Williams (Vice Chairman), Mr N McGregor Edwards, Mr C O'Meara, Mr D Scott & Mrs J Teare
Apologies:	Mrs R Gelling
In Attendance:	Mrs H Kinvig (Clerk)

1.	1.1 The Chair welcomed the Board and its new members, noted the apologies and declared the meeting open.	
2.	2.1 Minutes of the Ordinary Meeting held on 27 <sup>th</sup> March 2024 were circulated. <b>CO'M/NME proposed the Minutes of the Ordinary Meeting held on 27<sup>th</sup> March 2024 be approved and signed as a correct record. LVW &amp; BW were in favour, DS &amp; JT abstained. Carried.</b>	PS
3.	Matters Arising: 3.1 The Matters Arising Summary and response to public correspondence by the Clerk from the previous meeting were discussed and noted.	
4.	Motions: None	
5.	Finance: 5.1 Invoices for settlement in April – HK answered queries raised. <b>LVW/NME proposed that the invoices for settlement in April were approved and paid. All were in favour. Carried.</b>	MK
6.	Projects: 6.1 Events Mona's Queen – The update was noted. 6.2 Mariner's Shelter – The update was discussed and noted.	
7.	Housing: 7.1 Housing Officers Report – the report was discussed and noted. 7.2 Tenancy Arrears Report - The report was discussed and noted.	
8.	Public Correspondence: 8.1 Clock donation – The donation was welcomed, a discussion regarding the location was had, Mt Tabor Church and the Board	HK

	<p>Room had been suggested, to be discussed further at a later date.</p> <p>8.2 Comin Roadshows It was noted that no Board members had attended.</p> <p>8.3 Waste Charges at the SCAS – The item was discussed, NME provided an update and clarification regarding the sites Fair Use Policy and referred the Board to a media release from the SCAS Board.</p> <p>8.4 Reserved Parking Information – There were no objections.</p>	HK
9.	<p>Planning Matters</p> <p>9.1 Planning Applications:</p> <p>9.1.1 24/00345/B – Trie Creggagh, Queens Road for replacement extension. <b>There were no objections.</b></p> <p>9.1.2 24/00388/B 1 Bay View Villas, Cronk Road for demolition of existing structure and replacement sunroom. <b>There were no objections.</b></p> <p>9.1.3 24/00426/B The Bungalow, Plantation Road for erection of an extension. <b>There were no objections.</b></p> <p>9.2 Planning Updates</p> <p>9.2.1 23/00917/B Rocklands, Bay View Road – the update was noted.</p> <p>9.2.2 21/07036/DEX Ardane, Cronk Road – the update was noted.</p>	DG
10.	<p>Policy &amp; Resources:</p> <p>10.1 1<sup>st</sup> Supplemental List – The list was discussed and noted.</p> <p>10.2 Meeting/Event Dates – Due to unavailability of some members, it was agreed to move the AGM to 6.30pm on the 22<sup>nd</sup> May.</p>	HK
11.	Public Consultations: None	
12.	<p>Invitations:</p> <p>12.1 Tynwald Garden Party – The invitation was noted and would be brought back to the following meeting.</p>	HK
13.	<p>Any Other Business:</p> <p>13.1 JT requested the public and private Agenda's (item summary for discussion only) be published to social media and on the website. HK advised that the public Agenda had been done due to a previous suggestion from JT. A discussion surrounding the private Agenda was had. LVW raised concern regarding the discussion on private items with the public and reminded the Board of the severity of the consequences of breaching the Local Government Act 1985. LVW suggested a disclaimer referring the public to the Act and advising that items cannot be discussed be</p>	HK PS

	<p>added. <b>JT/DS proposed to trial publishing the private Agenda (summary items only) with a disclaimer attached. NME, CO'M &amp; BW were in favour. LVW was against. Carried.</b></p> <p>13.2 JT raised a query regarding the barriers located on Fistard Road due to the restricted use of the footpath. HK provided an update on the current situation and agreed to chase the Department.</p>	HK
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There being no further business the Public Session of the meeting closed at 7.55pm.

Item 3.1

**PORT ST MARY COMMISSIONERS**

**MATTERS ARISING & PUBLIC CORRESPONDENCE REPORT**

**Matters Arising**

**Windfarm Meeting** – No further correspondence has been received since the Board met with the consultants.

**Street Lighting Contract** – The contract approved under the private section of the April Agenda was signed and returned.

**Public Correspondence**

N/A

Item 5.1

PORT ST MARY COMMISSIONERS - Invoices to be paid in May 2024

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4013	30/04/2024	SINV00499405	BHX (Egan Reid)	Rexel multfile 330 A\$ suspension files		66.73	13.35	80.08	5170
4014	12/04/2024	1484924606	B&Q	Rotary ainer, mould spray and woodstain		164.58	32.92	197.50	5150
4015	26/04/2024	23003RX24001876	Colas	Wheelbarrow and orange polo shirt		101.70	20.34	122.04	6020
4016	07/05/2024	23003RX24002065	Colas	Doggy bin bags		179.70	35.94	215.64	5270
4017	27/04/2024	296600	Cooil's Dairy	Red milk for workshop		10.20	0.00	10.20	6020
4018	19/04/2024	484266	Dol	Rent of PSM foreshore commencing April 2024		10.00	2.00	12.00	5850
4019	26/04/2024	485217	Dol	Tipping charges for January and March 2024		4,507.58	901.52	5,409.10	5210
4020	26/04/2024	32292	Island IT	Set up email address' for new commissioners		75.00	15.00	90.00	5140
4021	03/05/2024	32329	Island IT	Microsoft exchange plan - 25/04 - 24/05/24		163.60	32.72	196.32	5140
4022	29/04/2024	143037	JCK Limited	Hire of sweeper and tipping		245.97	49.19	295.16	6056
4023	15/04/2024	142821	JCK Limited	Hire of sweeper and tipping		234.09	46.82	280.91	6056
4024	11/04/2024	0001/00127378	J Qualtrough and Co	20 kg postcrete		20.07	4.01	24.08	6100
4025	15/04/2024	0001/00128124	J Qualtrough and Co	Timber post, evo stick and silicone		63.26	12.65	75.91	6020
4026	15/04/2024	0001/00128169	J Qualtrough and Co	Rain and draught excluder and stormguard		26.53	5.31	31.84	6020
4027	25/04/2024	0001/00130223	J Qualtrough and Co	Single trip bulk builders bag and silver hook lithium grease		84.46	16.89	101.35	6020
4028	07/05/2024	0001/00132132	J Qualtrough and Co	Everbuild 1 hour caulk		8.04	1.61	9.65	6020
4029	07/05/2024	0001/00132133	J Qualtrough and Co	Dickies fleece		34.00	6.80	40.80	6020
4030	31/03/2024	23/7001	Liftmann	CB - removal of Cumbria stairlift	CB	114.00	22.80	136.80	6100
4031	10/05/2024	36883	Manx Glass	1 SMA - supply and install double glazed unit to lounge window	SMA	146.21	29.24	175.45	6100
4032	30/04/2024	36858	Manx Glass	7 CB - supply and install PVCu window	CB	671.89	134.38	806.27	6100
4033	16/04/2024	36793	Manx Glass	12a LA - supply and install cockspur handle to bedroom window	LA	44.50	8.90	53.40	6100
4034	10/04/2024	SPI4421441	MUA	Lighting maintenance, 263 lamps, 9 clocks, 6 repairs		2,034.31	406.86	2,441.17	5900
4035	11/04/2024	U2400286	MUA	Pavilion electricity supply 04/01 - 08/04/24		115.24	5.76	121.00	5690
4036	12/04/2024	U2400757	MUA	7 CB - electricity supply 16/01 - 04/04/24	CB	34.10	1.71	35.81	6100
4037	22/04/2024	U2407149	MUA	Town Hall electricity supply 15/01 - 16/04/24		1,103.33	220.67	1,324.00	5151
4038	07/05/2024	U2418796	MUA	The Quay public convenience water supply 30/09/23 - 31/03/24		102.45	20.49	122.94	5400
4039	11/04/2024	INV-5767	MC Locksmith	10 PR - repairs to door lock and handles	PR	190.25	38.05	228.30	6100
4040	29/04/2024	INV-5971	MC Locksmith	Repair locks to defibrillator boxes		328.10	65.62	393.72	5150
4041	11/04/2024	INV-5795	MC Locksmith	3 SMA - adjust front door and repair central gearbox	SMA	87.98	17.60	105.58	6100
Sub total Pg1						10,967.87	2,169.15	13,137.02	



Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4042	12/04/2024	7653	Metalco Engineering	6 FR - fabricate and fit galvanised handrail	FR	150.63	30.13	180.76	6100
4043	22/04/2024	39561	Northern Fuels	Fuel for mowers		206.67	41.33	248.00	6060
4044	03/04/2024	91466	Onchan Commissioners	Refuse collection for 01/01 - 31/03/24		7,746.32	1,549.26	9,295.58	5210
4045	01/05/2024	23123	Orb	Annual agent fee 01/05/24 - 30/04/25		350.00	70.00	420.00	5170
4046	01/05/2024	23278	Orb	Payroll for March 2024		60.50	12.10	72.60	5170
4047	11/04/2024	56443	Quine & Cubbon	Ballot books x 15 and postal books x 1		504.80	100.96	605.76	5090
4048	12/04/2024	00010003038133	Riley's	Flowers - wildlife bright mix		19.42	3.88	23.30	5260
4049	12/04/2024	00010003038133	Riley's	Strimmer line, grease, gearboxes, oil		78.13	15.62	93.75	5267
4050	30/04/2024	160738	SCS	18 BB - investigate cabling post damp report	BB	65.25	13.05	78.30	6100
4051	30/04/2024	160737	SCS	6 TP - investigate noise from sockets, regerminate cables	TP	87.00	17.40	104.40	6100
4052	30/04/2024	167040	SCS	17 SFA - investigate cable origin and make safe	SFA	87.00	17.40	104.40	6100
4053	30/04/2024	160742	SCS	7 CB - supply and repair bathroom extractor fan	CB	173.17	34.63	207.80	6100
4054	13/03/2024	159591	SCS	Repairs to Town Hall lighting post lightening strike		412.06	82.41	494.47	5150
4055	31/03/2024	160075	SCS	3 LA - service gas boiler	LA	70.13	14.03	84.16	6100
4056	31/03/2024	160059	SCS	15 PR - repair toilet cistern	PR	76.88	15.38	92.26	6100
4057	31/03/2024	160058	SCS	13 SFA - strip and rewasher kitchen tap	SFA	39.25	7.85	47.10	6100
4058	31/03/2024	160057	SCS	2 LA - replace and repair boiler fan	LA	400.02	80.00	480.02	6100
4059	31/03/2024	160055	SCS	Pavilion - strip and replace damaged wall boards		895.19	179.04	1,074.23	5690
4060	13/03/2024	159593	SCS	7 CB - electrical works post tenancy to enable joiner to fit kitchen	CB	1,788.91	357.78	2,146.69	6100
4061	13/03/2024	159594	SCS	Replace PIR in Green Room		175.65	35.13	210.78	5150
4062	03/05/2024	160867	SCS	8 & 9 CB - boiler maintenance	CB	163.63	32.73	196.36	6100
4063	29/04/2024	160677	SCS	8 TP - refill expansion vessel in boiler	TP	46.75	9.35	56.10	6100
4064	29/04/2024	160675	SCS	12 CB - cleared pressure sensor in boiler	CB	70.13	14.03	84.16	6100
4065	29/04/2024	160674	SCS	10 SFA - vented oil through to burner in boiler	SFA	79.73	15.95	95.68	6100
4066	29/04/2024	160673	SCS	7 SFA - replace failed boiler watchman	SFA	318.05	63.61	381.66	6100
4067	29/04/2024	160672	SCS	15 PR - replace faulty syphon in toilet	PR	87.60	17.52	105.12	6100
4068	29/04/2024	160671	SCS	9b SMA - repair faulty regulator	SMA	100.10	20.02	120.12	6100
4069	29/04/2024	160670	SCS	6 SMA - tenant reported leak, none found (recharge)	SMA	96.50	19.30	115.80	6100
4070	29/04/2024	160668	SCS	3 LA - repairs post boiler service	LA	205.82	41.16	246.98	6100
4071	29/04/2024	160667	SCS	7 CB - fit nylon floor in kitchen	CB	352.28	70.46	422.74	6100
Sub total Pg2						14,907.57	2,981.51	17,889.08	

Inv#	Date	Invoice number	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	Nominal code
4072	29/04/2024	160666	SCS	1 CB - investigate and repair leak under kitchen sink	CB	76.88	15.38	92.26	6100
4073		Various	Southern Civic Amenity Site Board	Commercial waste		177.63	35.52	213.15	5210
4074		Various	Southern Civic Amenity Site Board	Green waste		218.54	43.71	262.25	5260
4075	03/05/2024	8057	Southern Civic Amenity Site Board	Parish contribution - Q1		14,425.75	0.00	14,425.75	5210
4076	04/05/2024	202405000042	SPAR	Fuel for DLO vehicles for April 2024		70.85	14.17	85.02	6060
4077	12/04/2024	2400050351	St Johns	Lifepak and replacement charge pak with electrodes		690.00	138.00	828.00	5150
4078	25/04/2024	2534	Terry Crook	3 FR - repair chimney stack and hoistline	FR	375.00	75.00	450.00	6100
4079	17/04/2024	2530	Terry Crook	Repairs to Smithy roof		250.00	50.00	300.00	6005
4080	28/04/2024		Torden Stores	Paper deliveries and milk for April 2024		0.00	21.59	21.59	5170
4081	28/04/2024	148043	Viking	Printer meter reading to 28/04/24		148.33	29.67	178.00	5060
4082	26/04/2024	0000825155	Wicksteed	Paint for playpark		465.25	93.05	558.30	5820
4083	24/04/2024	SI-00030150	WDS	Hand soap, aire freshener and toilet roll for workshop		68.42	13.68	82.10	6020
Sub total Pg2						16,966.65	529.77	17,496.42	
						<b>42,842.09</b>	<b>5,680.43</b>	<b>48,522.52</b>	

## Breakdown by type of expense (rates and housing)

Nominal code	Nominal description	Amount (£)
5060	Photocopying	178.00
5090	Election Expenses	605.76
5140	Computer Expenses	286.32
5150	Town Hall expenses	2,124.47
5151	Town Hall Heat & Light	1,324.00
5170	Office Expenses	594.27
5210	Refuse Expenses	29,343.58
5260	Gardens and Flowerbeds	285.55
5267	Gardening - Machinery	93.75
5270	Refuse - Miscellaneous	215.64
5400	Public Conveniences - General Expenses	122.94
5690	Golf - Pavillion	1,195.23
5820	Playground	558.30
5850	Chapel Beach	12.00
5900	Public Lighting - Street Lighting Power & Cyclic Maintenance	2,441.17
6005	Sundry - Smithy Maintenance	300.00
6020	Sundry - Store	473.89
6056	Vehicles - General	576.07
6060	Sundry - Fuel Costs	333.02
6100	Housing Repairs	7458.56
		<b>48,522.52</b>

## Breakdown of invoices by supplier (rates and housing)

Supplier	Amount (£)
B&Q	197.50
BHX (Egan Reid)	80.08
Colas	337.68
Cooil's Dairy	10.20
Dol	5,421.10
Island IT	286.32
J Qualtrough and Co	283.63
JCK Limited	576.07
Liftmann	136.80
Manx Glass	1,035.12
MC Locksmith	727.60
Metalco Engineering	180.76
MUA	4,044.92
Northern Fuels	248.00
Onchan Commissioners	9,295.58
Orb	492.60
Quine & Cubbon	605.76
Riley's	117.05
SCS	7,041.59
Southern Civic Amenity Site Board	14,901.15
SPAR	85.02
St Johns	828.00
Terry Crook	750
Torden Stores	21.59
Viking	178
WDS	82.1
Wicksteed	558.3
	<b>48,522.52</b>

Breakdown of invoices for Housing only

Supplier	Amount by property (£)	Total by supplier (£)
<b>Liftmann</b>		<b>136.80</b>
CB	136.80	
<b>Manx Glass</b>		<b>1,035.12</b>
CB	806.27	
<b>LA</b>		<b>53.40</b>
SMA	175.45	
MC Locksmith		<b>333.88</b>
PR	228.30	
SMA	105.58	
<b>Metalco Engineering</b>		<b>180.76</b>
FR	180.76	
<b>MUA</b>		<b>35.81</b>
CB	35.81	
<b>SCS</b>		<b>5,262.11</b>
BB	78.30	
CB	3,150.01	
LA	811.16	
PR	197.38	
SFA	628.84	
SMA	235.92	
TP	160.50	
Terry Crook		<b>450.00</b>
FR	450.00	
	<b>7,434.48</b>	<b>7,434.48</b>

Item 5.2

**PORT ST MARY COMMISSIONERS**

**STREET LIGHTING – FOUR ROADS**

Good Afternoon,

We have recently attended the following street light that requires further attention following maintenance;

Can you also note the second report for PM109 & PM110 on the same stretch on road. If you would like us to also change these out at the same time this would be

Street light location: Four Roads

Reported issues:

(Please see attached report for further details)

Please see option(s) and estimated costs below for replacement parts;

- 1) LED AXIA 3.2 LED Fitting Only, Inc. Installation - £554 + VAT
- 2) LED AXIA 3.2 LED Fitting Only, Inc. Installation - 3 x £554 = 1662.00 + VAT

Manx Utilities reserve the right to revise the quotation should the works not been accepted within the following 12 months of the quotation.

Please advise if you would like us to progress with these works. If you have any queries please contact me on 693591.

Public Light Inspection and Repair - Full Report

Record: 3928

<b>Report Date</b>	2024-05-09
<b>Is this column existing or new?</b>	Existing
<b>Unit Ref if known</b>	Pm105
<b>Location</b>	Four roads
<b>GPS Location _ MUST BE TAKEN WHILST ADJACENT TO THE COLUMN</b>	
<b>Unit Type</b>	Streetlight
<b>Is the Streetlight Suspended</b>	No
<b>Is the Streetlight Metered or CMS</b>	Switchwire
<b>Column Manufacturer</b>	Unknown
<b>Column Colour</b>	Unpainted
<b>Bracket Type</b>	1.5m Bracket
<b>Lantern Type</b>	Philips SGS
<b>Lamp Type</b>	SON 150
<b>Type of Maintenance</b>	Lamp Replaced
<b>Completed By</b>	mumdenh
<b>Additional Details</b>	Gear tray looking corroded similar to pm109 and pm110 likely to be the same although working at present

Public Light Damage Report

Record: 648

<b>Reported Date</b>	2024-05-09
<b>Streetlight Number</b>	Pm109
<b>Location</b>	Four roads
<b>Reported Issue</b>	Fitting Damaged
<b>Additional Details</b>	Control gear corroded
<b>Is light suspended?</b>	Yes
<b>Type of Service</b>	10mm 2/3c
<b>Type of Service 2</b>	10mm 2/3c
<b>Is Service Pot End required to change column?</b>	No
<b>Action Required</b>	New Fitting

**Photo1**



<b>Reported By</b>	mumdenh
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Item 5.3

**PORT ST MARY COMMISSIONERS**

**STREET LIGHTING – BEACH ROAD**

The following quotation has been received from Manx Utilities, it is recommended that the Board discuss but defer any decision until further financial investigations are carried out by the Clerk & Finance Officer.

Port St Mary Commissioners  
Town Hall  
The Promenade  
Port St Mary  
Isle of Man  
IM9 5DA

01 May 2024  
Our Ref: PS240024/1

Dear Hayley,

**PROPOSED LED STREETLIGHT CONVERSION - BEACH ROAD, PORT ST MARY.**

Thank you for your invitation to quote for the above mentioned installation. Your contribution towards the cost of the proposed Public Lighting will be £7,120.00 (plus VAT).

a) Scope of Supply

- 11x Warm White AXIA 3.2 LED Street Light Fittings.
- 11x 8m Post Top Adaptors
- 11x Column Paintings – Black.
- 11x Shorting Plugs

**Please note** – An allowance has been made within this scheme to transfer 2x existing LED Ampera fittings to other locations within Port St Mary. (Existing Ampera LED fittings located at PM040 & PM048)

**TERMS AND CONDITIONS**

- b) This scheme is a 'like for like' swap of existing SON / CDMT fittings for LED, using existing column locations & heights. Therefore, lighting levels may not meet current requirements in accordance with BS5489 and Manx Utilities design standards.
- c) Lighting network has been designed to meet burn regime currently employed by Port St Mary Commissioners.



This quotation is based on current wage rates and material prices, and is valid for 3 months from the date of this letter, after which it may be subject to adjustment. It is, therefore, subject to confirmation at the time of acceptance, for which a coupon is provided at the foot of this letter.

A copy of our Conditions of Employment is available on request. If you need any further information or assistance please telephone 687687 and we will be only too pleased to help.

Yours faithfully

*N. Exton*

On Behalf of Manx Utilities

Enc.

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QUOTATION NO: PS240024/1  
RE: PROPOSED LED CONVERSION - BEACH ROAD, TOWN HALL, THE PROMENADE, PORT ST MARY, ISLE OF MAN

I / We accept your quotation for the sum of £7,120.00 plus £1,424.00 VAT.  
Total = £8,544.00 and have noted your Terms and Conditions.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Company Address: \_\_\_\_\_



**PORT ST MARY COMMISSIONERS**

**PROJECTS UPDATE**

6.1	<p><b>Events</b></p> <p><b>Mona’s Queen Memorial Event</b> – Verbal update to be provided, if required.</p>
6.2	<p><b>Mariners Shelter</b></p> <p>The maintenance work requested by the Department has been completed and they have been notified accordingly.</p>
6.3	<p><b>Beach Cleaning</b></p> <p>50 tonnes of seaweed was removed from Chapel Beach over the weekend of 4<sup>th</sup> May by the contractor. Further verbal update to be provided.</p>

**Housing Officer's Report to Port St Mary Commissioners**  
**22<sup>nd</sup> May 2024**

<b>Subject</b>	<b>Information</b>
<b>April 24 Summary of Housing Works &amp; Repairs</b>	<ul style="list-style-type: none"> <li>• 1 Responsive repair was carried out by DLO in April.</li> </ul> <p>9 responsive repairs were carried out by contractors in April:</p> <ul style="list-style-type: none"> <li>• 3 Boiler related issues</li> <li>• 1 Plumbing repairs</li> <li>• 4 Electrical issues</li> <li>• 1 Window &amp; Door repairs</li> </ul> <p>Additionally, repairs were carried out on a chimney stack where water was getting in.</p>
<b>Void Properties</b>	A three-bed house was handed back in April.
<b>Allocations</b>	A one bed first floor flat was allocated to an applicant from the Southern District Shared Housing waiting list.
<b>Fixed Term &amp; Annual Tenancies</b>	<p>Following review and inspection, one fixed five-year tenancy was renewed for a further five years.</p> <p>Following inspection, one first year trial tenancy was extended for a further four years.</p>
<b>Southern Shared Housing Waiting List</b>	<ul style="list-style-type: none"> <li>• No housing applications were processed at this office in April.</li> <li>• There are currently 153 applicants on the waiting list.</li> <li>• 37 applicants have selected Port St Mary in their area choices, 12 have chosen 'all Island' and 41 have selected 'all South'.</li> </ul>
<b>Transfer Waiting List</b>	<ol style="list-style-type: none"> <li>1. One family from another housing authority wishes to transfer to a three-bed house in PSM (<i>this is on hold until further notice</i>)</li> <li>2. One tenant in a three-bed house needs to transfer to a level access property.</li> <li>3. One family currently housed by another authority wishes to transfer to a three-bed house in PSM for health/welfare reasons.</li> <li>4. One tenant in a three-bed house wishes to downsize.</li> </ol>
<b>DEFA Proposed Survey of Radon Gas</b>	DEFA have asked the UK Health Security Agency to measure radon gas levels in a sample of homes across the Isle of Man. The last survey was carried out in 1990.
<b>Summary of Housing Data</b>	Attached.



**Port St Mary Commissioners**  
**Summary of Housing Data 2023/24**

**Introduction**

The following data is taken from the quarterly submissions provided to central government as a statutory requirement:

	<b>Q1 April - June</b>	<b>Q2 July - Sept</b>	<b>Q3 Oct - Dec</b>	<b>Q4 Jan - Mar</b>
Rent collected per quarter (rent element only not rates)	£160,356.45	£150,772.54	£162,842.43	£159,733.54
<b>Property Voids</b>				
No. of voids completed per quarter	2	2	1	1
No. of properties empty at quarter end	1	1	0	2
Total cost of completed voids	£719.11	£10,920.14	0	£9,460.04
Void rent loss at quarter end	£667.05	£1,291.08	£79.60	£1,305.38
Void rent loss 'standard' works	£667.05	£1,291.08	£79.60	£1,069.76
Void rent loss 'major' works	0	0	0	£1,305.38
<b>Void re-letting timescales</b>				
Average weeks void 'standard' (target 5 weeks)	2.3	5.3	1	8
Average weeks void 'major' (target 12 weeks)	0	0	2	0
<b>Responsive Repairs</b>				
No. Of responsive repairs raised per quarter	19	33	42	
No. Of responsive repairs raised by type:				
Emergency (within 24 hours)	3	4	2	8
Urgent (within 7 days)	10	17	35	50
Routine (within 28 days)	6	10	5	14
No. Of responsive repairs completed on time:				
Emergency	3	4	2	8
Urgent	10	17	35	50
Routine	4	10	5	14

## Port St Mary Commissioners Housing deficiency update

Following on from the finance officers' meeting in February 2024 where the new Head of Dol Housing had stated that loans wouldn't be approved for the foreseeable future and that a new method for calculating housing deficiency was being discussed, the finance officer contacted Dol Housing in early April to clarify if deficiency would be paid on time for both Port St Mary Commissioners ('PSMC') and the PSMC managed Board, Southern Sheltered Housing Joint Board ('SSHJB').

The response was vague but affirmative in that quarter one's deficiency would be paid by the end of April. This didn't happen so the finance officer chased Dol Housing several times by email and by phone without success. With matters hitting a dead end, the finance officer asked the Clerk if they could contact the heads of Dol and Treasury by way of an escalation and in order to emphasise the severity of the situation and provide good information they also asked permission to liaise with officers and clerks from Peel, Ramsey, Onchan, Port Erin, Rushen and Castletown (in the short term). The response from the officers and clerks was that they too hadn't received deficiency payments and they were also experiencing difficulties obtaining loan approvals.

After successfully contacting Dol Housing, the finance officer was redirected to Treasury. It transpired that Treasury were blocking deficiency payments and had undertaken an exercise to review the 2022/23 financial statements of the various local authorities and boards with a view to clawing back monies owed or offsetting same against future payments.

The finance officer explained that while they couldn't argue against Treasury and Dol seeking to recover monies owed, to conduct this exercise without prior notice to Boards and finance officers and to withhold payments only served to put local authorities and other entities under cash flow pressures and jeopardise payrolls, loan repayments and supplier payments – day to day operations. The finance officer firmly explained that local authorities have cash flow obligations that arrive at different points of the year and income streams are spread out over the financial year thus creating bottlenecks. The Treasury liaison conceded the points made and offered the following:

- ✓ Q4 2023/24 and Q1 2024/25 deficiency to be paid within the next three days – **completed**
- ✓ Q2 deficiency to be paid on time and without deductions – **incomplete/not due**
- ✓ A further discussion in June/July will be had between the liaison and the finance officer regarding the monies due back to Dol and Treasury with a view to stagger the repayments over the next two financial years – **incomplete/not due**
- ✓ The liaison will try to be present at the next LARFOG meeting in May 2024

The liaison has confirmed attendance at the LARFOG meeting and the finance officer will be in situ to see what updates will be presented.

Please note, the promised review work regarding loans and deficiency by the Head of Dol Housing and their team has not commenced, despite that finance officers had been advised in February that work was already underway. The finance officer has offered to join the Dol deficiency and loans project team, with a view to obtaining favourable outcomes for PSMC and SSHJB.

**PORT ST MARY COMMISSIONERS**

**Tenancy Arrears Report for the May 2024 Meeting**

**Week 7 2024/25 commencing 13 May 2024**

**Management Summary**

Unpaid rents have increased in the period from £30,637.85 in April to £32,452.63 in May, an increase of £1,814.78 or 5.92%. The cost of living, inflation and interest rates crises continue to bite. A detailed analysis of rents follows.

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



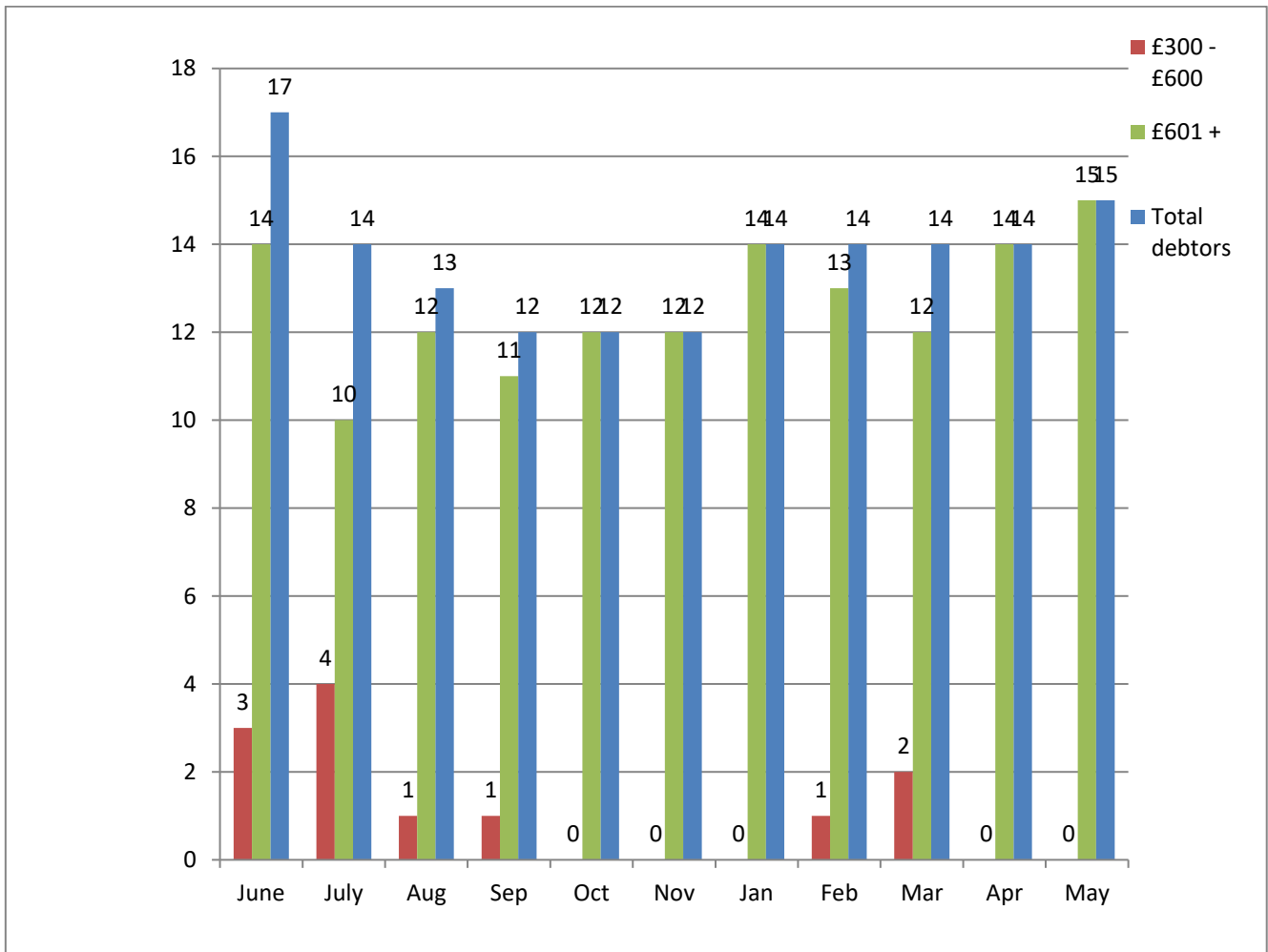
## Tenancy Arrears Report for the May 2024 Meeting

**Week 7 2024/25 commencing 13 May 2024**

**(Continued)**

### Number of Debtors and Actions Taken

The **second graph** shows the number of debtors by debt level:



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

### **Uncontrolled debt**

There are currently 5 tenants with uncontrolled debt. The Finance Officer has started the small claims process with regards to tenants 1 and 3 and will keep the Clerk and Board updated on progress.

#### **Tenant 1 – Arrears £2,842.83 (no movement since previous report)**

Request for judgment of an instalment order granted by court, payments of £100.00 per month to be received from 14<sup>th</sup> September 2020. The finance officer instructed that payments are to be received no later than the 23<sup>rd</sup> of each month, but the former tenant defaulted on the court



order. The party has been written to and advised that small claims proceedings will commence unless a payment plan is agreed and adhered to.

**Tenant 2 - Arrears £10,443.59 (increased by £195.84 since the previous report)**

The attachment of earnings were cleared. The Finance Officer had spoken to the tenant about remaining arrears and the tenant agreed to pay an affordable extra amount each month up to and including July 23 with £200 per month thereafter. The tenant had signed a payment plan but has reneged and the finance officer has now discussed the tenant with lawyers with a view to recommencing legal proceedings to recover all arrears. The tenant has been written to and instructed to get in touch with the Authority or small claims proceedings will be initiated. The tenant has recently been in touch to discuss a payment plan but hasn't confirmed an offer to date. Conversations have begun with advocates regarding and attachment of earnings order inclusive of legal fees.

**Tenant 3 – Arrears £863.34 (previous tenant)**

This amount was previously removed from the report and reinstated at the request of the Board. The Authority's staff cannot locate the former tenant.

**Tenant 4 – Arrears £782.78 (no movement since the previous report)**

No longer a tenant. The housing officer has reestablished contact with the former tenant whom had agreed to pay £250 at the end of each month to clear their arrears. The payments haven't been forthcoming and the housing officer has written to the former tenant again ascertaining that they are in hospital in the UK and currently unable to progress their arrears.

**Controlled Debt**

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

**Tenant 5 – Arrears £1,842.72 (no change since the previous report)**

The former tenant had experienced difficulties obtaining the correct wage from their employer and had agreed to pay an extra £50 per month. The former tenant has been adhering to their payment plan and the current missed payment is a timing issue.

**Tenant 6 – Arrears £2,103.57 (increased by £259.92 since the previous report)**

The tenant had been paying rent weekly and working to reduce arrears. The DHSS were paying the tenant's rent, however, this has now stopped as the tenant is back in work. The tenant has agreed to discuss a new payment plan with the Housing Officer.

**Tenant 7 – Arrears £2,093.86 (decreased by £135.40 since the previous report)**

The tenant is making regular payments in excess of their monthly rent.

**Tenant 8 – Arrears £971.33 (increased by £66.15 since the previous report)**

The tenant is now adhering to their payment plan with a payment due in the week of writing this report.

**Tenant 9 – Arrears £1,930.96 (increased by £116.80 since the previous report)**

The tenant had been written to regarding setting up a payment plan and had agreed that upon receipt of social security payments they will begin to pay down their arrears. In the interim, they had agreed to pay extra when they can with a payment due in the week of writing this report.

**Tenant 10 – Arrears £2,878.77 (increased by £136.16 since the previous report)**

The tenant has retired from full time employment and is now living in a smaller property which, along with now receiving benefits, is allowing them to cover their rent. The tenant had been written to regarding their arrears and a payment plan is being adhered to. A payment is due in the week of writing this report and another one at the end of the month.

**Tenant 11 – Arrears £2,101.11 (increased by £66.52 since the previous report)**

The tenant was adhering to a payment plan and was making payments over the agreed supplementary amount, however, they experienced a change in circumstances which had been reported to the Housing Officer. A new payment plan has been agreed and is being adhered to with two payments due this month.

**Tenant 12 – Arrears £978.51 (increased by £269.96 since the previous report)**

The tenant has left their employment and has to wait six weeks for benefits.

**Tenant 13 – Arrears £855.34 (increased by £91.52 since the previous report)**

The tenant is paying extra each week to reduce arrears but due to a work issue has missed a week.

**Tenant 14 – Arrears £1,192.02 (new addition to the report)**

The tenant has been written to.

**Tenant 15 – Arrears £827.51 (new addition to the report)**

The tenant has spoken to the Housing Officer to explain that their wages are sporadic due to the nature of the business they work for, and they will clear their arrears soon.

**One tenant has been added to the report and none have been removed.**

**PORT ST MARY COMMISSIONERS**

**PLANNING MATTERS**

**9.1 Planning Applications**

24/00013/B - Dreswick, Linden Avenue for erection of oil tank (retrospective)  
Amended Plans received showing proposed screening.

24/00505/B – Ivydene, Shore Road, Underway for first floor south elevation window altered to a doorway onto the balcony. Installation of glass panels to top of balcony balustrade.

24/00470/B – 2 Perwick Road for widening of the front door to the northwest elevation.

**9.2 Planning Approvals**

24/00002/D – Manxonia House and Overcliffe, The Promenade for installation of two illuminated signs

**PORT ST MARY COMMISSIONERS****DATES 2024/25**

<b>2024/25 Meeting &amp; Events Dates</b>	
22 <sup>nd</sup> May 2024	AGM & Board meeting
29 <sup>th</sup> May 2024	Monas Queen III Memorial Event 7pm
26 <sup>th</sup> June 2024	Board meeting
24 <sup>th</sup> July 2024	Board meeting
28 <sup>th</sup> August 2024	Board meeting
15 <sup>th</sup> September 2024	Civic Service at Mt Tabor Church 10.30am
25 <sup>th</sup> September 2024	Board meeting
23 <sup>rd</sup> October 2024	Board meeting
11 <sup>th</sup> November 2024	Remembrance Service 10.50am
27 <sup>th</sup> November 2024	Board meeting
5 <sup>th</sup> December 2024	PSM Christmas Market 5-8pm
10 <sup>th</sup> December 2024	Carol Service at St Marys Church 7.30pm
11 <sup>th</sup> December 2024	Board meeting
22 <sup>nd</sup> January 2025	Board meeting
26 <sup>th</sup> February 2025	Board meeting
26 <sup>th</sup> March 2025	Board meeting
23 <sup>rd</sup> April 2025	Board meeting
24 <sup>th</sup> April 2025	<b>Local Authority Elections</b>

Members are requested to keep the second Wednesday of each month free for additional meetings as and when required.

Willow lantern making workshop date TBC

Village In Bloom presentation date TBC

**PORT ST MARY COMMISSIONERS**

**PUBLIC CONSULTATIONS  
DESTINATION FIRST BOARD**

Dear All

Please find a letter and a support questionnaire in relation to the creation of a Destination First Board. The Visit Isle of Man Agency is seeking responses to the attached.

Local Authorities may wish to consider this information at your next meetings. The deadline for responses is 30<sup>th</sup> May 2024.

Kind Regards

Steve

**Stephen Willoughby | Executive Officer | Local Government Team**  
Central Support and Change Division | Department of Infrastructure  
Sea Terminal Building | Douglas | IM1 2RF |

Local Authority Clerks  
By way of email

Contact: Tracey Woods  
Telephone: (01624) 686756  
Email: tracey.woods@gov.im  
Date: 18<sup>th</sup> April 2024

Dear Clerks,

**Re: Destination First Board**

Ranald Caldwell, Chair of the Visit Isle of Man Agency is seeking interest to a new Board currently in formation; Destination First Board. The Agency's introduction is below which provides further details along with the support request form attached.

Local Authorities have the opportunity to play a vital role in supporting a new Destination First Board which will contribute to shaping how our Island is viewed by residents & visitors alike.

Visit Isle of Man, an Executive Agency, has received unanimous support from Tynwald & the Department for Enterprise to form a Destination First Board whose primary focus will be to:

- Champion & develop a service focus through a continuous improvement programme
- Capture & report the insights of residents, visitors & colleagues
- To address service level deficiencies within existing programmes whilst making service provision a consideration in future additional budget requests
- Agree service metrics & performance reporting providing us with visibility of service improvement.

**The benefits are:**

- Clear visibility on service deficiencies that need to be addressed across the Island
- A mandate to deliver change
- To deliver solutions to common cross Island issues as well as sharing of best practice
- To ensure asset registers are in place to ensure effective maintenance & renewal programmes exist
- Improve national & local pride by talking up the positive and addressing our weaknesses.

**Local Government involvement will be through:**

**Destination First Board representation**

You can nominate your Town Clerk or an elected Commissioner to represent local authorities on the Destination Board. There are initially two Board positions available on a 12/24 month rotational basis with board meetings normally taking place during a working weekday.

## **Destination Workshops**

You can request your Authority to participate in a service workshop to discuss how to get the best out of the programme. These will be held during the evening on a regional or a 1 to 1 basis dependant on the number of requests received and the number of delegates who wish to participate.

## **Audits**

In addition to the Town Audits which the Business Agency recently undertook each Authority will be asked to take part in an initial audit which will be by way of a short questionnaire plus follow up meetings with the Programme Manager and Chair as required.

The new Board, as detailed below has representation across private, political, local and central Government sectors with a clear mandate from Tynwald to improve service levels across our Island. I trust your Local Authority will take the opportunity to get involved and if I could ask you to complete the attached form and return it as instructed it would be very much appreciated.

## **Destination First Board Chair**

Ranald Caldwell, the DFB Chair recently presented to the Municipal Association and he looks forward to meeting with the other authorities face to face in the coming months.

If you have any queries please contact Deborah Heather at [Deborah.heather@gov.im](mailto:Deborah.heather@gov.im)

Yours sincerely

A handwritten signature in black ink, appearing to read 'Emily Curphey', with a long horizontal line extending to the right.

**Emily Curphey**  
**Chief Officer**

# Destination First Board

‘Making our service provision  
the best that it can be’



# Why we are here?

- We are looking to garner your support in the formation of a new Destination First Board whose objective is to foster & develop a service focus which will improve the way we look and feel to ourselves and others.
- Your support can be given in a number of ways:
  - Join the Board- we currently have two board position for local authority representatives ( Municipal Association & Clerks Forum)
  - Consider your local authority being part of the review & pilot
  - Self assessment audit to capture insights from Residents/Visitors/Colleagues

# What is in it for you?

- An opportunity to capture & inform where service, experience & appearance could/should be improved
- An opportunity to share your service successes that can become best practice
- Be part of the solution
- Improving our national & local pride in the island & areas where we live
- Improved experiences will lead to increase customer spend & repeat visits
- Increased public trust – restoring faith that we do listen & respond
- Empowered residents – better access to resources information & support

# Who are we & why do we care?

- Deborah Heather
  - CEO of Visit Isle of Man
  - Chair of the Tourism Society
  - Cornell University's General Managers programme, funded by the Savoy Trust
  - Quality in Tourism / Customer Service Excellence
  - Over 30 years experience in Tourism & Hospitality
- Ranald Caldwell
  - An IOM resident for 30 years
  - Chair of Visit IOM for 6 years (soon to stand down from post)
  - IOM Civil Defence volunteer for 10 plus years
  - Erin Arts Centre Board member /volunteer for 11 year
  - 37 years financial service experience

# Origins of Destination First Board

- **A Visitor First review was undertaken in 2019** to ascertain how the Agency could deliver an extra ordinary visitor experience delivering on one of our key 2023 strategic pillars
  - A Visitor First Committee(VFC) approved by the Visit Agency Board which was subsequently formed
- **High level overview**
  - The general public perspective is that whilst we live on a truly beautiful island we talk things down through social media/newspaper/radio providing a platform for criticism v's 98.9% Visitors Satisfied/Very Satisfied (*passenger survey Q2-Q4 2023*)
  - As a result Government colleagues felt undervalued as they believed they were not recognised or valued
  - Culture of Government does not have a service excellence culture embedded or measured.
  - Whilst the VFC delivered key service improvements they were limited as decisions/drive was at officer level and not at executive level with a clear mandate to deliver
- **Triggers for change**
  - Our Visit 2032 strategic plan identified that we needed to merge our service offering to include both visitors and residents and elevate service provision to executive level within Government.
  - Jason Moorhouse MHK presented Motion 22 to November 2023 Tynwald requested an uplift in Visitor Service provision
  - Charles Guard and his service deficiency videos stirred public opinion and a rally for a service focus and a restoration of a national pride in our Island requiring a cultural change across the island
- **Mandate for change**
  - Island Plan
  - Visitor strategy 2032
  - Our Public Service – Government cultural change programme launched in 2022

# Guiding principles

- The aim of the Destination Stewardship Programme is to foster & develop a service focus through a continuous improvement programme unanimously supported by Tynwald in November 2023
- It is the responsibility of all to make a difference – ownership- talk up the good - report the bad to DFB
- The Visit Agency are funding the provision of a programme Director & Chair roles being a development of a visitor first committee that was established in 2019.
- The importance of the programme is such that it will be championed at executive & political level and is fully supported by our Government CEO and complementary to the OPS Cultural programme. It is expected that regular updates will be provided to the Chief Officer Group & Local authority forums.
- To understand how we capture insights from Colleagues, Resident & Visitors & respond to them.
- Through a self assessment to recognise what key departments & local authorities are doing in the provision & development of services (Volunteer Groups, Community Involvement awards) as well as understanding the key areas of service deficiency.
- To agree KPIs to demonstrate momentum & service improvement sharing best practice on a collaborative basis.
- The focus is about addressing service deficiencies that can be delivered within current budgets whilst making service provision a consideration in all future budget requests. Larger service focused projects will be logged and funding requested where deemed essential.
- **We have a year to prove** we can all make a difference were service delivery is embedded **into who we are and what we do.**

# What we will/will not be addressing through this forum:

## **Not in the Remit**

- Air & Sea services & prices – the Visit Agency & DFE are covering this in our Air & Sea strategies which are well underway.
- Securing an increase in Central Government budgets – the DFB will be doing the discovery and present the facts and current process in the provision of service.
- Planning permission/development plans this will be delivered through the Destination Development programme in Visit & DFE & DEFA

# Benefits of adopting a service excellence culture

- Restoring a sense of national pride where Government, businesses and the general public have a key role to play
- Economic Efficiency – cost savings through streamlining processes or reducing redundant tasks
- Improved Visitor /resident satisfaction leading to increased spending and repeat visits.
- Increased public trust - Trust in Government has generally waned and a service focus will restore faith that we do listen and respond
- Empowered residents – better access to resources, information and support

# Our inaugural Destination First Board

- Chair – Ranald Caldwell
- Destination First Director – To be appointed by
- Political Member responsible for Tourism & Motorsport – Sarah Maltby MHK
- Jason Moorhouse MHK
- DFE – Deborah Heather, CEO Visit IOM
- DEFA – Scott Gallagher, Chief Officer DEFA
- DOI – Emily Curphey, Chief Officer DOI
- Municipal Association/Clerks Forum ( Local Government Authorities) TBC
- Private Sector Champion 1 – Charles Guard
- Private Sector Champion 2 - Jo Davies



# DFB plan for next 12 months

- Engagement
  - Commitment agreed with all Department, local authority partners and colleagues
  - Integration into the OPS Cultural programme with commitment from CEO IOM Government/leadership team that service development will be a key focus.
  - Commitment to work with all parties to understand key challenges as well as shouting about all the good stuff that is delivered.
- Discovery
  - How do we capture insights currently?
  - What do we do with the insight and how do we respond to it?
    - what are the top issues that keep on recurring?
    - Issues that can be addressed without cost or within budget and within our area of control?
    - Issues that required capital spend outside of budget?
    - What can residents do to improve our service provision?
  - What does good look like? – industry benchmarking
  - Agreement to KPIs and can do actions
- How do we make interfacing with us easier -?
  - How should we be capturing insights?
  - Could we bring insight gathering portals into one place and creating new ones where appropriate into automated front end?
- Do we need to publish a Service Charter?

# Self assessment audit – areas to consider

- Do you have a service charter or commitment on service provision?
- How are service insights from Residents, Visitors, Colleagues (RVC) captured, logged, actioned responded to?
- What systems are used? How does the RVC see, access & provide feedback?
- Is there a directory of response letters /automatic acknowledgements
- What are the top service maintenance issues identified & communicated when complete?
- What are the main service development opportunities?
- What KPI could be set to ensure ownership, focus & monitor progress
- What service initiatives (M&D) can be delivered within budget?
- What are the bigger ticket service items where budget would make a difference?
- What could we stop doing?
- Do you use volunteers, who are they, or other resources such as the Prison & probationary services!!

# Actions required

- Appointment of Board members & Programme Director
- Workshop to agree TOR & way ahead
- Self-assessment audit – the insights
- Top issues arising that can be addressed at little or no cost?
- Is there anything we should stop doing?
- Benchmarking against other destinations
- Agree KPIs

**Destination First Board – Local Authority support request.**

Name of Local Authority		
	Yes	No
Would your Authority like to nominate an individual to join the Destination First Board?		
If yes Name:  Position: (Clerk/Commissioner/Chair)		
	Yes	No
Would your Authority like to attend evening Destination workshops?		
Would your local Authority be amenable to completing a brief audit questionnaire on service challenges & successes etc.?		

Please complete & return to [Deborah.heather@gov.im](mailto:Deborah.heather@gov.im) by Thursday 30 May 2024

Thank you

Item 12.1

Legislative Buildings  
Douglas  
Isle of Man  
IM1 3PW  
British Isles

Telephone: 01624 685500



10 APR 2024  
RECEIVED

Oikyn Slattyssagh  
Doolish  
Ellan Vannin  
IM1 3PW  
Ny Ellanyn Goaldagh

Chelloane: 01624 685500

**Office of the Clerk of Tynwald**  
*Oik Cleragh Tinvaal*

9<sup>th</sup> April 2024

The Chair  
Port St. Mary Village Commissioners  
Town Hall  
Promenade  
Port St Mary  
Isle of Man  
IM9 5DA

Dear Chair

**Tynwald Garden Party 2024**

The Tynwald Garden Party, hosted by the President of Tynwald, the Hon. Laurence Skelly MLC, and Members of Tynwald, will be held on Sunday 30<sup>th</sup> June 2024 at Government House in the presence of His Excellency, Lieutenant General Sir John Lorimer KCB DSO MBE, and Lady Lorimer.

An invitation to the Garden Party will be extended to you and your guest this year. If you are unable to attend and wish to nominate a representative of your organisation to attend in your place, please contact Joanne Lowe at this office via email to [enquiries@tynwald.org.im](mailto:enquiries@tynwald.org.im) or telephone 685515 as soon as possible, but no later than **Friday 26<sup>th</sup> April 2024**.

Yours faithfully

Nina Murray  
Engagement Services Manager

**PORT ST MARY COMMISSIONERS  
ORDINARY BOARD MEETING**

**22<sup>ND</sup> MAY 2024**

**AGENDA – PRIVATE SESSION**

<b>Item Number</b>	<b>Item</b>	<b>Action Required</b>
<b>1.</b>	<b>MINUTES</b>	
	<b>Four Members who were present are required to approve Minutes</b>	
1.1	Minutes of the Private Meeting held on the 24 <sup>th</sup> April 2024	For Board approval
<b>2.</b>	<b>MATTERS ARISING</b>	
2.1	Matters arising from previous meetings	Clerk to provide necessary updates
<b>3.</b>	<b>FINANCE</b>	
3.1	Rates Arrears	For Board discussion
<b>4.</b>	<b>HOUSING - None</b>	
<b>5.</b>	<b>PROJECTS</b>	
5.1	Golf Pavilion update	For Board discussion
5.2	Beach Facilities	For Board discussion
<b>6.</b>	<b>POLICY &amp; RESOURCES</b>	
6.1	Lease updates	For Board discussion & approval
6.2	Previous years private minutes for release – To December 2023	For Board discussion & approval
<b>7.</b>	<b>STAFFING</b>	
7.1	Clerk to provide a verbal update	For Board discussion

<b>8.</b>	<b>REPRESENTATIVE CONFIDENTIAL REPORTS</b>	
8.1	Southern Civic Amenity Site Board	NME to provide update
8.2	Southern Sheltered Housing Joint Board	BW to provide update
8.3	Southern Swimming Pool Board	LVW to provide update
8.4	IoM Municipal Association	RG to provide update
8.5	Southern Authorities Health Care Committee	BW to provide update
8.6	Port St Mary & District Allotments Committee	BW to provide update
8.7	Young Persons Representative	CO'M to provide update
<b>9.</b>	<b>PRIVATE CORRESPONDENCE - None</b>	
<b>10.</b>	<b>ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)</b>	

Note: Local Government Act 1985, section 65; Disclosure of Information 'Any member or former member of a local authority who, without the consent of the authority, divulges any information communicated to him in confidence as such member shall be guilty of an offence and liable on summary conviction to a fine not exceeding £1000.'