

**MARASHEN CRESCENT HOUSING COMMITTEE**  
**ANNUAL GENERAL MEETING**  
**MINUTES**  
**MONDAY 2nd MAY 2017**

Présent:	Mrs B Williams, Mr D Radcliffe, Mrs J Glover
Apologies	Mr S George

1. There being no elected chairman, the Clerk assumed the Chair:
2. The meeting considered the Minutes of AGM 23<sup>rd</sup> May 2016. These were approved as a true record of the meeting.  
Proposed: Mr Radcliffe  
Seconded: Mrs Williams
3. Nominations for Annual or other Statutory Appointments:
  - 1) The Clerk sought nominations for Chairman. Mr Radcliffe was proposed as Chairman and accepted the nomination. This was resolved with all in agreement and Mr Radcliffe was duly elected to the position of Chairman.  
Proposed: Mrs Williams  
Seconded Mrs Glover  
  
Mr Radcliffe took the Chair.
  - 2) The Chairman asked for nominations for Vice Chairman. Mrs Williams was proposed as Vice Chairman and accepted the nomination. This was resolved with all in agreement  
Proposed: Mrs Glover  
Seconded Mrs Williams  
Mrs Williams was duly elected to the position of Vice Chairman.
4. Attendance Report for Y/E 31 March 2017 was noted
5. Policy Matters  
The Board considered:
  - 1 Attendance Allowances.
  - 2 Standing Orders on Meetings.
  - 3 Standing Orders on Contracts.
  - 4 Bank Mandates.They requested that the only change was to update the bank mandates to reflect the current appointments.
6. Any other business: None

Meeting closed 16 37



**MARASHEN CRESCENT HOUSING COMMITTEE  
ORDINARY MEETING 2<sup>ND</sup> MAY 2017  
HELD AT PORT ST MARY TOWN HALL  
MINUTE**

<b>Present:</b>	<b>Mrs B Williams, Mr D Radcliffe, Chairman, Mrs J Glover</b>
<b>Apologies</b>	<b>Mr S George</b>

1. The Chairman welcomed the Board to the meeting, noted the apologies and asked for declarations of interest. There were none

2. Confirmation of Minutes

2.1 The Minutes of the Ordinary Meeting held on 21<sup>st</sup> March 2017 were confirmed as a true record.

Proposed: Mrs Williams

Seconded: Mrs Glover

3. Matters Arising from Minutes:

The Clerk reported the completion of the Window cill replacement

The Clerk reported the re- commissioning of the Biomass boiler

4. Finance Matters:

4.1. April Invoices for Payment were considered and approved for payment.

Proposed: Mrs Williams

Seconded: Mrs Glover

4.2 Invoices paid in March were noted

5. Maintenance:

Discussion on the continuing use of the biomass system took place.

6. Health, Safety and Environmental Performance: No report was made

7. Communications:

A discussion on the website took place. Mrs Glover proposed that a six monthly newsletter be established.

Proposed: Mrs Glover



Seconded: Mrs Williams

The meeting then discussed the proposal for a Website. Mrs Glover reported on a meeting with the Clerk to discuss the proposal. Following this the creation of a website was approved.

Proposed: Mrs Glover

Seconded: Mrs Williams

8. Any other business

JG suggested a further meeting with the tenants. This was deferred pending the resolution of staff matters

There being no further public business the meeting moved into committee session

Proposed: Mrs Williams

Seconded: Mrs Glover

The public meeting closed at 16 55

A handwritten signature or set of initials, possibly 'GJ', enclosed in a circular scribble.

**Marashen Crescent Housing Committee  
Minute of Ordinary Committee Meeting  
Held at Port St Mary Town Hall  
On 13<sup>th</sup> June 2017 .**

Present:	Mr D Radcliffe, Chairman, Mrs J Glover, Mr S George
Apologies	Mrs B Williams

1. The Chairman welcomed the Committee to the meeting, noted the apology and declared the meeting open.
2. The meeting considered the Minutes of the meeting of 2<sup>nd</sup> May 2017.  
**These were approved as a true record of the meeting.**  
**Proposed: Mrs Glover**  
**Seconded: Mr Radcliffe**  
**This was resolved with all in agreement**

3. Matters Arising:

The meeting considered a quotation for the creation of a website for the organisation. The meeting agreed a further request for the Clerk to update the Notice Boards at an expected cost of £1000.

**It was proposed that these project be approved:**

**Proposed: Mrs Glover**

**Seconded: Mrs George**

**This was resolved with all in agreement**

A discussion on the need for a newsletter took place.

4. Finance:

The meeting considered a list of accounts for payment presented by the Clerk. A discussion on biomass and door locks took place.

Following this, there was a proposal made that these invoices be paid.

**Proposed: Mr George**

**Seconded; Mrs Glover**

**This was resolved with all in agreement**

Any Other Business: None

The Public Meeting closed: 16 43



**MARASHEN CRESCENT HOUSING COMMITTEE**  
**MINUTE OF ORDINARY COMMITTEE MEETING**  
**HELD AT PORT ST MARY TOWN HALL**  
**ON 18<sup>TH</sup> JULY 2017 at 4.30 pm**

<b>Present:</b>	<b>Mr D Radcliffe, Chair, Mrs B Williams, Vice Chair, Mr S George</b>
<b>Apologies:</b>	<b>Mrs J Glover</b>

1. The Chairman welcomed the committee and asked for declarations of interest.  
None were made.
  
2. Confirmation of Minutes
  - 2.1 The Board considered the Minutes of Ordinary Meeting held on 13<sup>th</sup> June 2017  
**SG/DR proposed that these be accepted as a true record.**  
**This was resolved.**
  
3. Matters Arising from Minutes:  
None
  
4. Finance Matters:
  - 4.1. The meeting considered invoices tendered for Approval and payment.  
**BW/SG proposed that these be approved.**  
**This was resolved with all in agreement.**
  
  - 4.2. The Committee noted invoices paid in June.
  - 4.3 The Board considered an exceptional invoice from Courtyard Glazing which had arrived too late for prior circulation but which was contractually due before the next meeting. The invoice related to the replacement of windows in Cooil Veg.  
BW/SG proposed that this was paid.  
This was resolved with all in agreement.
  - 4.4 Consideration of draft accounts for Accounts for Y/E 31 March 2017 with Mr I Begley, Accountant



The Committee's accountant, Ian Begley. Confirmed that the accounts are in order. Housing Deficiency was £535 000. Heat and light costs had reduced £3 000 to £109000. He stated that while the repairs looked low and increased number of repairs are being capitalised.

Moving to the Balance sheet Mr Begley reported that debtors had increased largely due to government debtors; the Heating Reserve had increased by 11 000 to 32 000k

The Committee welcomed the report and BW/SG proposed that the accounts go to the auditors.

**This was resolved with all in agreement.**

**SG/BW proposed that we reduce the heating charges by 10% from 1<sup>st</sup> October.**

**This was resolved with all in agreement.**

5. Maintenance:

5.1 The Committee considered an email & pictures regarding a twisted Auger in Biomass boiler and noted that a quote is awaited

5.2 Plans for scooter charging shelters were considered and were approved for more detailed design

6. Health, Safety and Environmental Performance:

6.1 A letter 26.6.17 from NFU Mutual & Risk Improvements Report was noted

7. Communications:

7.1. Website – The Clerk made a report on progress and requested that the Committee approve the initial stage payment

BW/SG proposed that this be paid.

This was resolved with all in favour.

7.2 The meeting discussed the requirement to meet with the tenants representatives and asked the Clerk to propose a meeting in the 1<sup>st</sup> week of September.

8. Any other business: None.

There being no further business the meeting went into committee at 17 05.



**MARASHEN CRESCENT HOUSING COMMITTEE**  
**ORDINARY MEETING 19<sup>TH</sup> SEPTEMBER 2017 at 4.30 pm**  
**MINUTE**

<b>Present:</b>	Mr D Radcliffe, Chairman, Mrs J Glover, Mr S George, <del>Mrs B Williams</del> , A Hamilton, Clerk.
<b>Apologies:</b>	

1. The Chairman welcomed the Committee to the meeting and sought any declarations of interest. None was made.
2. Confirmation of Minutes
  - 2.1 The meeting considered the Minutes of Ordinary Meeting held on 18<sup>th</sup> July 2017. It was proposed that these are adopted as an accurate record. SG/DR. This was resolved with all in agreement
3. Matters Arising from Minutes:

JG asked a question about the Housing Deficiency. This was answered by the Clerk
4. Finance Matters:
  - 4.1. September Invoices were considered and approved. SG/JG
  - 4.2. Invoices paid in August were noted.
5. Maintenance:
  - 5.1 Health, Safety and Environmental Performance: The Clerk reported that Mr McFarlane of Cooil Veg had won the Village in Bloom Competition. The Committee asked that we send him a letter of thanks and add the news to the forthcoming Newsletter.
6. Communications: The Clerk gave an update on the Newsletter and also on the development of the website.
7. AOB: None  
There being no further business a proposal was made to move into Committee session. SG/JG

Public Meeting ended 1650



**Marashen Crescent Housing Committee  
Minute of Committee Meeting  
Held 17<sup>th</sup> October 2017**

Present:	Mr D Radcliffe, Chairman, Mrs B Williams, Mr S George, A Hamilton Clerk
Apologies:	Mrs J Glover

1. The Chairman welcomed the Committee, declared the meeting open and asked for declarations.
2. The Committee considered the minute of the meeting of 19<sup>th</sup> September 2017. It was noted that Mrs Williams did not attend. A proposal was made (SG/DR) that these be adopted as a true record of the meeting.

This was resolved with all in agreement

3. Matters arising: None:
4. Finance:

The Committee considered the Invoices for payment in October. A proposal was made (BW/SG) that these be paid.  
This was resolved with all in agreement

5. Communications: The Clerk reported on the development of the website.
6. AOB: None

A proposal was made SG/BW that the meeting continue in Committee session.





**MARASHEN CRESCENT HOUSING COMMITTEE**  
**ORDINARY MEETING 21<sup>ST</sup> NOVEMBER 2017 at 4.30 pm**  
**MINUTE**

Present:	Mr D Radcliffe, Chair, Mr S George, Mrs J Glover
Apologies:	Mrs B Williams

The Chairman welcomed the Board, noted the apology and declared the meeting open.

The meeting considered the Minutes of the meeting of 17<sup>th</sup> October 2017. It was proposed that these be adopted as a true record of the meeting.

Proposed: DR/SG This was resolved with all in agreement.

Matters Arising from Minutes: None

Finance Matters:

The meeting considered the November Invoices. A proposal was made that these be approved for payment.

Proposed: SG/JG This was resolved with all in agreement.

Invoices paid in October were noted

Maintenance: The Clerk reported on the requirement to replace the upper auger in the biomass system. He stated that as the system was working well without replacing it he would not be commissioning another auger. This met with approval.

Health, Safety and Environmental Performance: The Clerk reported that there were no issues arising.

Communications: The Clerk demonstrated an offline version of the website and reported that it was going to be live imminently.

Any other business:

None

Meeting closed 16 32

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