SOUTHERN SHELTERED HOUSING JOINT BOARD

AGM AGENDA

MONDAY 1ST JUNE 2020

6 pm

1. Suspension of Standing Orders to allow the meeting to be held virtually.

2. Apologies for absence:

3. Nominations for Annual or other Statutory Appointments:

1) Chairman

2) Vice Chairman

4. Policy Matters

1) Bank Mandates
2) Agreement of meeting date, time and location
3) Approval of Standing Orders

5. Any Other Business

SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

1st JUNE 2020

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 – None**	
3.	**MATTERS ARISING – None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in June 2020	For Board approval
5.2	Payment of Rates for 2020/21	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE - None**	
6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS - None**	
8.	**POLICY & RESOURCES**	
8.1	Covid-19 Response Update	For Board discussion & noting

8.2	Service Level Agreement for Approval	For Board approval
8.4	SSHJB Logo	For Board discussion
8.3	Parking Order	For Board review
8.5	Merger Update	For noting
9.	**PUBLIC CONSULTATIONS - None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

Item 5.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in May 2020

Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost
27/04/20	INV-0920	Adorn	MH - 24/04/20 to 26/07/20	CMEPH	£ 487.50	£ 97.50	£ 585.00
01/04/20	INV-0918	Adorn	SF - 01/04/20 to 30/06/20	CMEPH	£ 585.00	£ 117.00	£ 702.00
28/04/20	46952	Cleervu	76 RYC - test signal	MCHC	£ 210.00	£ 42.00	£ 252.00
24/04/20	1203176	Ellan Vannin Fuels	Oil - 24/04/20- SF - 1134L	CMEPH	£ 385.56	£ 19.28	£ 404.84
24/04/20	1203176	Ellan Vannin Fuels	Oil -24/04/20-SF - 1134L	CMEPH	£ 385.56	£ 19.28	£ 404.84
30/04/20	SIN251135	G4S	Warden call system test	MCHC	£ 129.00	£ 25.80	£ 154.80
30/04/20	SIN251074	G4S	Annual alarm monitoring charges - April 20	CMEPH	£ 135.00	£ 27.00	£ 162.00
29/04/20	1555	Heat Tech	7RYC - vent system	MCHC	£ 26.50	£ 1.33	£ 27.83
29/04/20	1556	Heat Tech	P3 RYC - divert piperwork	MCHC	£ 45.80	£ 2.29	£ 48.09
29/04/20	1557	Heat Tech	40MC- tighten valve	MCHC	£ 26.50	£ 1.33	£ 27.83
29/04/20	1558	Heat Tech	Change TRV head	MCHC	£ 38.50	£ 1.93	£ 40.43
29/04/20	1551	Heat Tech	5CV - change TRV	MCHC	£ 38.50	£ 1.93	£ 40.43
29/04/20	1552	Heat Tech	6CV - change tap inserts	MCHC	£ 48.00	£ 2.40	£ 50.40
29/04/20	1553	Heat Tech	42MC - fixed downstairs loo	MCHC	£ 26.50	£ 1.33	£ 27.83
29/04/20	1554	Heat Tech	69RYC - change toilet seat	MCHC	£ 48.00	£ 2.40	£ 50.40
29/04/20	1550	Heat Tech	17RYC - change TRV	MCHC	£ 38.50	£ 1.93	£ 40.43
29/04/20	1549	Heat Tech	35F MC - change TRV	MCHC	£ 38.50	£ 1.93	£ 40.43
				Subtotal	**£ 2,692.92**	**£ 366.62**	**£ 3,059.54**

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in May 2020 (to be continued)

Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost
29/04/20	1543	Heat Tech	3CV - change hose	MCHC	£ 52.50	£ 2.63	£ 55.13
29/04/20	1544	Heat Tech	52MC- replace kitchen taps	MCHC	£ 98.00	£ 4.90	£ 102.90
29/04/20	1546	Heat Tech	6RYC - change tru	MCHC	£ 38.50	£ 1.93	£ 40.43
29/04/20	1547	Heat Tech	46MC - changed loo parts	MCHC	£ 47.00	£ 2.35	£ 49.35
31/03/20	19/2249	Liftmann	Passenger lift service - March 20	CMEPH	£ 98.00	£ 19.60	£ 117.60
28/02/20	961180640	Manx Gas	CV - 31/01/20 to 28/02/20	MCHC	£ 1,570.81	£ 78.54	£ 1,649.35
28/02/20	961180641	Manx Gas	RYC -31/01/20 to 28/02/20	MCHC	£ 1,966.87	£ 98.34	£ 2,065.21
30/03/20	961180761	Manx Gas	RYC -29/02/20 to 30/03/20	MCHC	£ 1,051.42	£ 52.57	£ 1,103.99
01/05/20	13731743	Manx Telecom	Telephone - Rent and calls - May 20	CMEPH	£ 354.75	£ 70.95	£ 425.71
30/04/20	U1571826	Manx Utilities	Communal lounge power - 22/01/20 to 23/04/20	MCHC	£ 1,431.12	£ 71.55	£ 1,502.67
30/04/20	U1572945	Manx Utilities	Landlord power - 21/01/20 to 23/04/20	MCHC	£ 1,773.10	£ 354.62	£ 2,127.72
30/04/20	U1575136	Manx Utilities	RYC 4 power - 22/01/20 to 23/04/20	MCHC	£ 18.40	£ 0.92	£ 19.32
30/04/20	U1573899	Manx Utilities	Boiler room power - 22/01/20 to 23/04/20	MCHC	£ 586.87	£ 117.37	£ 704.24
01/05/20	12289	ORB Ltd	Annual Agent fee - 01.05.20 to 30.04.21	SSHJB	£ 350.00	£ 70.00	£ 420.00
01/05/20	12367	ORB Ltd	Payroll admin - April 20	MCHC	£ 45.50	£ 9.10	£ 54.60
				Subtotal	**£ 9,482.84**	**£ 955.37**	**£ 10,438.22**

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in May 2020 (to be continued)

Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost
01/04/20	3702	PSMC	Admin fee - Quarter 1	SSHJB	£ 11,169.05	£ 2,233.81	£ 13,402.86
26/04/20	3757	PSMC	Recharges - April 20 - DPN , DLO and NI/ITIP	CMEPH	£ 6,764.08	£ 1,352.82	£ 8,116.90
13/05/20	133756	SCS Ltd	40RYC - EICR	MCHC	£ 198.17	£ 39.63	£ 237.80
13/05/20	133755	SCS Ltd	5RYC - change pendants	MCHC	£ 106.33	£ 21.27	£ 127.60
11/05/20	133679	SCS Ltd	36RYC - bathroom light fault	MCHC	£ 57.55	£ 11.51	£ 69.06
06/05/20	7721	Test and Maintenance	SF/MH - Fire alarm checks - May 20	CMEPH	£ 82.50	£ 16.50	£ 99.00
30/03/20	33877	The Garage Door and Gate Automation Co	RYC - Breakout floor guide	MCHC	£ 390.00	£ 78.00	£ 468.00
30/03/20	33875	The Garage Door and Gate Automation Co	CV 1-4 - Breakout switch	MCHC	£ 292.00	£ 58.40	£ 350.40
30/03/20	33878	The Garage Door and Gate Automation Co	RYC 54 - Breakout switch	MCHC	£ 1,057.00	£ 211.40	£ 1,268.40
07/05/20	43791	WDS Ltd	Cleaning materials - RYC	MCHC	£ 111.34	£ 22.27	£ 133.61
07/04/20	42660	WDS Ltd	Cleaning materials - RYC	MCHC	£ 60.00	£ 12.00	£ 72.00
15/05/20	44306	WDS Ltd	Cleaning materials - MC	MCHC	£ 39.80	£ 7.96	£ 47.76
				Subtotal	**£ 20,327.82**	**£ 4,065.56**	**£ 24,393.38**
				Total	**£ 32,503.58**	**£ 5,387.55**	**£ 37,891.14**

Item
5.2

SOUTHERN SHELTERED HOUSING JOINT BOARD

RATES 2020-21 TO BE PAID BEFORE 30TH JUNE 2020

Date	Property/ Control Account Number	Supplier	Details	Category	Total Net
01/04/2020	A0050670	IOM Government Treasury Rates Section	Cooil Veg	Rates payable	£10,040.40
01/04/2020	A0050661	IOM Government Treasury Rates Section	Marashen Crescent	Rates payable	£23,222.78
01/04/2020	252629	IOM Government Treasury Rates Section	Marashen Crescent Guest Room	Rates payable	£207.35
01/04/2020	A0050669	IOM Government Treasury Rates Section	Reayrt Y Chrink	Rates payable	£40,165.96
01/04/2020	431079	IOM Government Treasury Rates Section	Reayrt Y Chrink flat 25	Rates payable	£526.81
01/04/2020	431469	IOM Government Treasury Rates Section	Reayrt Y Chrink flat 38	Rates payable	£526.81
01/04/2020	431524	IOM Government Treasury Rates Section	Reayrt Y Chrink flat 40	Rates payable	£526.81
01/04/2020	A0050801	IOM Government Treasury Rates Section	Sandfield	Rates payable	£16,283.54
01/04/2020	506014	IOM Government Treasury Rates Section	Ancillary Rooms - Millhope Close	Rates payable	£1,051.80
01/04/2020	503545	IOM Government Treasury Rates Section	Flat 1 , Millhope Close	Rates payable	£734.33
01/04/2020	503537	IOM Government Treasury Rates Section	Flat 2 , Millhope Close	Rates payable	£734.33
01/04/2020	503529	IOM Government Treasury Rates Section	Flat 3 , Millhope Close	Rates payable	£734.33
01/04/2020	503511	IOM Government Treasury Rates Section	Flat 4 , Millhope Close	Rates payable	£734.33
01/04/2020	503503	IOM Government Treasury Rates Section	Flat 5 , Millhope Close	Rates payable	£936.36
01/04/2020	503498	IOM Government Treasury Rates Section	Flat 6 , Millhope Close	Rates payable	£792.05
01/04/2020	503480	IOM Government Treasury Rates Section	Flat 7 , Millhope Close	Rates payable	£936.36
01/04/2020	503472	IOM Government Treasury Rates Section	Flat 8 , Millhope Close	Rates payable	£676.61
01/04/2020	503464	IOM Government Treasury Rates Section	Flat 9 , Millhope Close	Rates payable	£676.61
01/04/2020	503456	IOM Government Treasury Rates Section	Flat 10 , Millhope Close	Rates payable	£849.77
01/04/2020	503448	IOM Government Treasury Rates Section	Flat 11 , Millhope Close	Rates payable	£734.33
01/04/2020	503430	IOM Government Treasury Rates Section	Flat 12 , Millhope Close	Rates payable	£734.33
01/04/2020	503422	IOM Government Treasury Rates Section	Flat 13 , Millhope Close	Rates payable	£849.77
01/04/2020	503414	IOM Government Treasury Rates Section	Flat 14 , Millhope Close	Rates payable	£705.47
01/04/2020	503406	IOM Government Treasury Rates Section	Flat 15 , Millhope Close	Rates payable	£705.47
01/04/2020	532768	IOM Government Treasury Rates Section	16 Millhope Close	Rates payable	£734.33
01/04/2020	532792	IOM Government Treasury Rates Section	17 Millhope Close	Rates payable	£734.33
01/04/2020	532823	IOM Government Treasury Rates Section	18 Millhope Close	Rates payable	£734.33
01/04/2020	532857	IOM Government Treasury Rates Section	19 Millhope Close	Rates payable	£734.33
					£75,216.92

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers

Upon receipt of an independent report advising that the boilers are functioning nowhere near capacity and due to the high oil bills received, discussions are ongoing with Central Government regarding the process for replacing the boilers. This will be a capital project and will require borrowing.

Mill Hope Water

Due to two blocks not receiving hot water (luke warm only), it was discovered a seconday return was never fitted to the boiler, these works were authorised to start in the new financial year. Given no properties will need to be entered, this work has been requested to commence.

Rearyt – Ny- Chrink handrails

Phase 2 handrails were deteriorating and becoming a health hazard. The contractor has now returned to work and is currently producing the handrails ready for them to be sent off Island to be galvanised. As previously agreed, this will be done in stages to monitor the cost implications and reduce inconvenience.

Reart-Ny-Chrink – Flats 1&3

Flats 1&3 RYC are in the first phase of the building, these are flats are small and have been earmarked for conversion into a disabled unit for some time. Prior to Covid-19 Expressions of Interest had been sought and the design and layout had been agreed. The project is still on hold as I would not like to bring too many contractors on site and within a complex block under the current circumstances.

SOUTHERN SHELTERED HOUSING JOINT BOARD

COVID-19 UPDATE

Staff

Staff have remained on site and working throughout the Covid-19 pandemic. They have all adjusted to various requests made of them. They currently deliver the post to all tenants so the post man is not on site etc.

Tenants Welfare

There have been some concerns with tenants and their welfare throughout, however the Wardens have worked with police and health care providers to find suitable solutions. Some tenants have been tested for Covid-19, however they have all come back negative.

Grass Cutting

It is intended to restart grass cutting for those complexes who have not received the service within the next two weeks.

Maintenance

Currently essential maintenance only is still being carried out and a risk assessment is undertaken (by telephone) prior to entry to any residences being entered.

Boilers

The biomass has been turned off for the duration of the pandemic to avoid any unnecessary work being required on site.

Cleaning & Communal Areas

Cleaning has been increased in line with DHSC guidelines, at this time all communal areas remain closed. Wall mounted hand sanitiser dispensers have been ordered and will be placed at each entrance door to a complex, these will then become a permanent feature.

SERVICE LEVEL AGREEMENT

HEADS OF AGREEMENT FOR THE PROVISION OF HOUSING MAINTENANCE SERVICE PORT ST MARY COMMISSIONERS TO SOUTHERN SHELTERED HOUSING JOINT BOARD

Parties to the Agreement	This Agreement is between Port St Mary Commissioners (PSMC) and Southern Sheltered Housing Joint Board (SSHJB).
Duration of the Agreement	The Agreement shall run from 1st April 2020 to 1st October 2021 (remaining time on existing agreement prior to the merger).
Introduction	The aim of these Heads of Agreement is to provide both PSMC and SSHJB with a framework within which the client/contractor relationship will operate and meet the needs and requirements of both parties. The contents of the Agreement will be developed, amended and added to with the mutual consent of both parties as part of the continuous assessment review and improvement of the service that will be needed to meet these aims.

1.0 Introduction

1.1 This agreement sets up a client/contractor relationship between PSMC and SSHJB in relation to the provision of Housing Maintenance and Administration Services to SSHJB.

2.0 Definition of Service

2.1 The following services will be required under this Agreement, and PSMC will provide the services in compliance with Health and Safety Regulations and all statutory regulations.

a) General building maintenance including reactive repairs and void management;
b) Emergency facilities and maintenance cover for 24 hours, 7 days per week, 365 days per year;
c) Cyclical and periodic maintenance of certain specified elements of the portfolio;
d) Central purchasing;
e) Disabled adaption in conjunction with Housing Management and the relevant occupational experts;
f) HR facilities including training and appraisals for all staff;
g) Payroll for all staff; and
h) All administrative duties required, including monthly meetings with the Board and preparation of quarterly management accounts.

2.2 The responsibility for providing an accurate specification/description of all requested works rests with PSMC in conjunction with SSHJB.

2.3 The responsibility for delivering the requested works on time and within budget rests with PSMC.

2.4 Emergency response (out of hours) cover for reactive maintenance emergencies is provided on a 24-hour basis by contractors as agreed by SSHJB.

2.5 A suitably qualified Housing Manager and a suitably qualified Foreman will provide the technical assistance to the Housing Management of SSHJB. This will include:

a) Joint void and maintenance inspections;
b) Joint termination and handover inspections; and
c) Joint inspections on the completion of all works

2.6 The target for inspections will be in accordance with the Housing Performance Standards Appendix 3. SSHJB will determine the performance standards. Any changes which may impact on service delivery will be negotiable with PSMC prior to implementation.

3.0 Types and Methods for Charging

3.1 Maintenance carried out by PSMC staff will be charged back at cost (includes a proportion of holiday, pension and sickness pay).

3.2 Invoices will be provided to the Board on a quarterly basis in arrears.

3.3 Any materials purchased through PSMC will be charged back to SSHJB at cost.

3.4 PSMC Plant and machinery use will add an additional charge of £2.50 per hour for the amount of hours used by the staff per 3.1.

3.5 In the event that an estimated project budget (provided by SSHJB) is viewed to be insufficient for the task, PSMC will advise SSHJB at its next Board meeting.

3.6 Where an invoice is challenged by SSHJB as being excessive, incorrect or not in accordance with the ordered works and budget estimate, PSMC will refer the matter for review. Where, following review, SSHJB remain unsatisfied with the outcome, the matter will be referred to the PSMC Board to settle.

The review of referred invoices will escalate as follows:-

1. Housing Manager
2. Clerk/RFO
3. Chairman (PSMC)

4.0 Maintenance

4.1 The cyclical works included in the order are as follows:

1) Disposal of all waste associated with the works;
2) Gas boiler servicing;
3) Oil boiler servicing;
4) Drain inspection and repair;
5) Grass cutting;
6) Maintenance of existing satellite TV systems;
7) The annual inspection of all fire alarm systems in common areas and community halls;
8) Carrying out Electrical inspection reports on void properties;
9) Maintain and regularly review Asbestos Management plan on behalf of SSHJB, to ensure compliance with current regulations.

5.0 Third Party Works in SSHJB Housing

5.1 From time to time, it is likely that tenants of SSHJB would like work to be carried out at their own expense. SSHJB will, if they do not

object to the work, refer the tenant to the Housing Manager to discuss requirements and agree terms.

5.2 The Housing Manager will confirm what works are to be carried out with the third party occupant, and provide full details to SSHJB before commencing any work on site.

6.0 Provision of Information by PSMC

6.1 The following is a list of reports required by SSHJB:

1. Monthly Housing Maintenance Reports to include
   a) Completed jobs,
   b) Void reports, and
   c) Monthly expenditure broken down into categories.

2. Quarterly Housing Performance Data figures.

7.0 Timing of Delivery

7.1 Normal hours of work will be from 8.00am-4.15pm Monday to Thursday, and from 8.00am –3.30pm on Friday. Work can be carried out outside of these hours in the case of emergencies or by prior arrangement.

7.2 Cyclical maintenance will be carried out in accordance with agreed schedules.

7.3 Reactive work will be prioritised by PSMC according to the Housing Standards.

Priority 1 24 hours
Priority 2 7 days
Priority 3 28 days

7.4 Performance Measures. It is the intention of the parties to wholly meet the terms of this Agreement and performance will be monitored on a monthly basis in conjunction with Housing Standards.

8.0 Service Limitations

8.1 PSMC will provide the service. It is accepted by SSHJB that PSMC may to employ subcontractors for aspects of the service such as payroll, audit, internal audit, accountancy, rent systems and Data Protection Officer Services. SSHJB is liable for these additional costs.

9.0 Help and Technical Support

The rates provided by PSMC include for

a) Administration, preparation of reports, payroll, invoicing and other information required by clients;
b) Contract administration;
c) Estimates and pricing;
d) A complete technical advice service to SSHJB;
e) Reporting defects and helping prepare client budgets;
f) Up to a total of 21 hours per week and a rate equal to 5% of the rental income for the SSHJB (Administration budget set by IOM Government). Additional hours charged at £27.60 per hour.

10.0 Likely Levels of Service Provision

10.1 Subject to PSMC being able to provide the level and range of services required by SSHJB in any one financial year at an acceptable cost and within an agreed timescale, the value of the works to be carried out by PSMC on behalf of SSHJB for each year shall be no more than the Maintenance Allowance determined by the Department in respect of defects and repairs maintenance budgets. This sum being the total expenditure of SSHJB to the year ended 31st March 2018 less depreciation. Additional sums may be agreed by SSHJB subject to the Department's approval.

10.2 Interim review of service agreement to be carried out 6 months after service commences.

11.0 Quality

11.1 The quality of the works shall be in accordance with Housing Standards issued by the Department of Social Care.

12.0 Training

12.1 PSMC will ensure all staff and workforces undergo all necessary training to ensure that the aims of this Agreement are met, including data protection, vulnerable adults and children.

12.2 Training shall include Asbestos Awareness.

13.0 Billing and Payments

13.1 All invoices will be issued on a monthly basis. The invoices are to be paid within 7 days of receipt.

14.0 Communication

14.1 PSMC will provide SSHJB with an up to date list of Managers and Supervisors.

14.2 SSHJB will provide a list of all Board members to PSMC.

14.3 Monthly meetings will take place between the two to review performances and timescales.

15.0 Complaint Handling

15.1 A formal complaint procedure will be implemented to ensure that any complaints by either party relating to the performance of this Agreement are recorded, acted upon and steps taken to avoid reoccurrence.

15.2 The normal escalation process in the event of any problems will be:

1. Housing Manager
2. Foreman
3. Clerk/RFO
4. Chairman

.....	.....
Signed on behalf of SSHJB	Dated
.....	.....
Signed on behalf of PSMC	Dated

Item 8.3

SOUTHERN SHELTERED HOUSING JOINT BOARD

PARKING ORDER

MCHC had been looking to put in place a parking order and issue parking permits to residents where required. This was to alleviate issues where parking was not sufficient, or was being utilised by residents not living on the complex.

The opportunity has been taken to include the Castletown site in the Order, which is below for noting. The Order is still in draft form at this time.

PORT ST MARY (OFF-STREET) PARKING PLACES ORDER 2020

Index

Article		Page
1	Title	3
2	Commencement	3
3	Interpretation	3
4	Use of a parking place	4
5	Conditions as to the use of a parking place	4
6	Disc parking	6
7	Traffic in the parking place	6
8	Moving or removal of vehicle	7
9	Exemptions	7
SCHEDULE 1		**9**
THE PARKING PLACES		9
SCHEDULE 2		**10**
MAPS		10

Statutory Document No. 20XX/XXXX

Road Traffic Regulation Act 1985

PORT ST MARY (OFF-STREET) PARKING PLACES ORDER 2020

Made:
Coming into Operation:

Port St Mary Commissioners, after complying with the requirements of paragraph 1 of Schedule 2[1] to the Road Traffic Regulation Act 1985, makes the following Order under sections 11 and 13 of that Act.

1 Title

This Order is the Port St Mary (Off-Street) Parking Places Order 2020.

2 Commencement

This Order comes into operation on [•].

3 Interpretation

(1) In this Order –

"**the Act**" means the Road Traffic Regulation Act 1985;

"**authorised officer**" means an officer of the Commissioners authorised to enforce the provisions of this Order;

"**the Commissioners**" means Port St Mary Commissioners;

"**Department**" means the Department of Infrastructure;

"**driver**" in relation to a vehicle waiting in a parking place, means the person driving the vehicle at the time it was left in the parking place;

"**emergency services' vehicle**" means—

(a) an ambulance, fire brigade vehicle or police vehicle during such time as the vehicle is in actual use for any emergency purpose;

(b) a motor vehicle or trailer during such time as it is in actual use by any coastguard service provided by the Department of

Comment [DP1]: May not be relevant as presumably no coastal areas.

[1] As required by section 14D of the Act

Infrastructure for the purposes of giving aid to persons in danger or vessels in distress on or near the coast; or

(c) a motor vehicle or trailer during such time as it is in actual use for civil defence or bomb disposal purposes;

"**parking bay**" means an area of a parking place that is clearly shown by a sign or surface marking as a place within which a single vehicle may wait;

"**parking disc**" means a disc issued or approved by the Department;

"**parking permit**" means a written authorisation issued by, or on behalf of, the Commissioners for the purposes of article 4(3);

"**parking place**" means one of the areas named in column 1 of Schedule 1 and marked "THE PARKING PLACES" shown in red on the maps in the Schedule 2;

"**permitted vehicle**" means a vehicle permitted to use a parking place by virtue of column 2 of the table in Schedule 1;

Comment [DP2]: It may be prudent to include a provision limiting the size of vehicle that may use the parking places

"**vehicle**" means a mechanically propelled vehicle.

(2) Any reference in this Order to a class or description of a vehicle is to be construed in accordance with the Road Traffic Act 1985.

4 Use of a parking place

(1) Schedule 1 has effect.

(2) A person may use a parking place for parking vehicles of such classes, for such periods, during such hours and upon such conditions as are specified in the table in Schedule 1.

(3) A person who has been issued with a parking permit may use a parking place as specified in the parking permit for parking a vehicle of such classes, for such periods and during such hours as are specified in the table in Schedule 1.

(4) A parking permit may permit a person to whom it has been issued to park in any parking bay in a specified parking place.

Comment [DP3]: Is this accurate or will a specific bay be assigned?

(5) The use of a parking place is subject to the provisions of this Order.

5 Conditions as to the use of a parking place

(1) A driver of a vehicle must not cause it to wait in a parking place unless it is parked wholly within a parking bay.

(2) A driver using a parking place must comply with directions given by an authorised officer and, if so required, must remove the vehicle from a parking place or move it from one parking bay to another.

(3) A driver must not cause a vehicle in respect of which a parking permit has been issued, to wait in a parking place unless —

(a) it displays a current permit indicating that the vehicle is permitted to wait there at the material time; or

(b) if the permit indicates that a particular parking bay is to be used, the vehicle is parked in that bay.

(4) A driver must not cause a vehicle to wait in a parking place for longer than the maximum period of waiting specified in column 5 of the table in Schedule 1.

Comment [DP4]: May change if permitted class of vehicle not defined

(5) A person must not bring any vehicle into a parking place or cause any vehicle to wait in a parking bay, except a permitted vehicle.

Comment [DP5]: ditto

(6) A person must not cause a vehicle to wait in a parking place unless there is displayed on the vehicle a valid licence issued under the Licensing and Registration of Vehicles Act 1985, if such a licence is required.

(7) A person must not carry out or permit to be carried out on a vehicle in a parking place any maintenance or repair, unless it is necessary to enable the vehicle to be removed from the parking place.

(8) A driver of a vehicle must stop the engine as soon as it is in position in a parking bay and must not restart it except when about to change the vehicle's position in, or to depart from, the parking place.

(9) A person must not bring any vehicle into a parking place or use any vehicle in such a place for any purpose other than that of causing it to wait in that place.

(10) Without limiting the generality of paragraph (9), a person must not—

(a) use any vehicle, or anything towed by a vehicle, whilst it is in the parking place, for the purpose of or in connection with —

(i) the sale or offer for sale of any article;

(ii) the offer of any service;

(iii) the hire or employment or offer for hire or employment of any person;

(iv) the display of any article;

(v) publicity for any trade or business; or

(vi) sleeping or for habitation or any domestic purpose;

(b) store any trailer, caravan, boat or other similar vehicle in a parking place;

(c) take into a parking place any inflammable, dangerous or explosive substance, other than fuel contained within a vehicle's fuel tank;

(d) leave a vehicle parked or broken down in a parking place in such a position, in such a condition or in such circumstances as to cause an obstruction to person using the parking place or to be likely to cause danger to such persons.

(11) A driver must, in a parking place, have regard to the safety of other drivers and pedestrians and their property and must drive with care, observing and complying with all signage.

(12) A person must not abandon a vehicle in a parking place.

(13) A person must not play football or any other ball game in a parking place, so as to cause danger, obstruction or give reasonable ground for annoyance to any person.

(14) A person must not wilfully or carelessly damage or interfere with the fabric or structure of a parking place or with any equipment, apparatus or device installed in a parking place.

6 Disc parking

Comment [DP6]: It would be preferable to include this provision to help with monitoring compliance and enforcement should it be deemed necessary. Signage will need to indicate displaying a parking disc.

(1) In the case where a parking disc is to be displayed, a person must not cause a vehicle, other than one issued with a parking permit, to wait in a parking place —

(a) without showing, by means of a parking disc displayed in the relevant position, the time at which the vehicle arrived at the parking place; or

(b) for a period exceeding the maximum period of waiting specified in column 5 of the table in Schedule 1.

Comment [DP7]: As per PD 5

(2) A vehicle displays a parking disc in the relevant position if the parking disc is exhibited in a conspicuous position on the vehicle so that the 5 minute period during which the period of waiting began is legible from outside the vehicle.

(3) A person must not —

(a) after a parking disc exhibited on a vehicle has been set in accordance with paragraph (2), alter the indications given by the parking disc whilst the vehicle remains in the parking place; or

(b) knowingly exhibit on a vehicle a parking disc which has been altered, defaced, mutilated or added to or upon in any way so that the figures have become distorted or illegible.

7 Traffic in the parking place

If a parking place has signs erected or surface markings indicating —

(a) the entrance to or exit from the parking place; or

(b) the direction a vehicle using the parking place must or must not proceed,

then a person must not drive a vehicle, or cause or permit a vehicle to be driven so that it enters, leaves, or proceeds within the parking place otherwise than by an entrance, exit, or in a direction, so indicated.

8 Moving or removal of vehicle

The Commissioners' may —

(a) alter the position of a vehicle in a parking place; or

(b) remove a vehicle from a parking place,

which has been left in a parking place in contravention of this Order.

9 Exemptions

The provisions of this Order must not apply to —

(a) emergency services' vehicles attending an incident (whether in the parking place or elsewhere); or

(b) vehicles being used for or on Commissioners' business.

Signed by authority of the Chair of Port St Mary Commissioners

MADE

MISS HAYLEY FARGHER
Clerk to Port St Mary Commissioners

SCHEDULE 1

THE PARKING PLACES

Parking Place	Permitted class of vehicle	Type of authorisation to be displayed	Days and hours of operation	Maximum period of waiting
Cooil Veg	Vehicles not exceeding 2540kg un-laden weight	Parking permit	All year every day	N/A
Cooil Veg (no 2)		N/A	All year every day	4hrs, no return within 2hrs
Marashen Crescent		Parking permit	All year every day	N/A
		Parking permit	All year every day	N/A
		Parking permit	All year every day	N/A
		Parking permit	All year every day	N/A
		Parking permit	All year every day	N/A

Comment [DP8]: To be considered further; e.g. we could instead limit by size i.e. <5m length and 2m width

SCHEDULE 2

MAPS

EXPLANATORY NOTE

(This note is not part of the Order)

This Order regulates parking within four parking places owned by Port St Mary Commissioners.

Articles 4 to 7 of the Order specify the conditions applying to the use of the parking places.

The Order further provides, in article 8, that the Commissioners may remove a vehicle from a parking place that is parked in contravention of any of its provisions.

Article 9 confers exemptions from the provisions of this Order.

SOUTHERN SHELTERED HOUSING JOINT BOARD

Item 8.5

SOUTHERN SHELTERED HOUSING JOINT BOARD

MERGER UPDATE

SSHJB Developments post-merger – 01/04/2020 to present

- VAT Registration SSHJB – VAT office have confirmed that the registration process is not required for SSHJB , as the previous entities of MCHC and CMEPH only acquired refunds on VAT and are not VAT registered companies. Therefore SSHJB does not need to be VAT registered , first VAT application for refund to be completed 1 July 2020 for period 01/04/2020 to 30/06/2020.
- Bank account name change – an application for each bank account has been made to amend names thereof – Banks have acknowledged receipt of same and currently processing – expected delays due to pandemic. Once completed by bank new debit cards, cheque books , etc will be issued
- Bank mandates – all bank mandates are updated to the key board member for each previous entity of CMEPH and MCHC respectively, once elections have taken place a new mandate will be drafted and signed by the SSHJB board.
- Loan account name changes - an application for each bank account has been made to amend names thereof – Banks have acknowledged receipt of same and currently processing – expected delays due to pandemic.
- SSHJB financial software – migration to a new company account in Sage currently underway, transferring of data being completed and included in old companies and new merged entity for ease of external audit and preparation of financial statements.
- Direct debit migration – all tenants have been notified in writing of the direct debit merge that will take place as of 1 June 2020 where all direct debits from previous entities will then be called from one single entity, named SSHJB. CMEPH tenants are being transferred from PSMC direct debit portal to the SSHJB direct debit portal (previously MCHC main current bank account. Some delays are expected in the migration due to the short notice received from the bank that the approval of the tenant notification migration was acceptable and the tenants returning their new direct debit forms, to be furnished to respective banks with a estimated time of action of at least 5 working days.
- Natwest Payaway to Autopay software migration occurring on 1 June 2020 – current direct debit software becoming obsolete and Autopay direct debit software will replace Payaway.
- DPN Rents and Rates Database – database for SSHJB has been setup – rents are currently being entered on old and new companies until such time the direct debit migration is complete.

- AUDDIS automatic direct debit migration – expected delays for a few months , as a result of the pandemic this automatic calling of direct debit project will be underway in a few months' time, as it requires some paperwork on the tenants part for completion, and due to the current status quo it is not ideal to complete this project at this time.
- MCHC and CMEPH 19-20 preparation for external audit underway.
- SSHJB comparative budget for 20-21 to be furnished for review in next board meeting – comparative budget of MCHC and CMEPH.
- CMEPH 19/20 valuation currently underway now that restrictions have eased – external inspection and special assumptions completed in a 'special assumption valuation' (Black Grace Cowley) accepted by auditors. Properties previously part of MCHC, will undergo a valuation in 31/03/2024 , where a joint valuation (for all MCHC and CMEPH) properties will be completed, forming the first valuation completed under SSHJB.
- Housing deficiency payment 1 for SSHJB received.
- Service charges and maintenance stock profiles still being finalised between the Finance Officer and Central Government Housing Department.
- Suppliers have been notified to amend all invoices issued to MCHC and CMEPH to SSHJB as at 01/04/2020.