**SOUTHERN SHELTERED HOUSING JOINT BOARD**

**ORDINARY BOARD MEETING**

**24th AUGUST 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** | |
| 2.1 | Minutes of the Ordinary Meeting held on the 27th July 2020 | For Board approval |
| **3.** | **MATTERS ARISING** | |
| 3.1 | Matters Arising Report | For noting |
| **4.** | **MOTIONS – None** | |
| **5.** | **FINANCE** | |
| 5.1 | Invoices for payment in August 2020 | For Board approval |
| **6.** | **HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE** | |
| 6.1 | Projects Update | For noting |
| **7.** | **PUBLIC CORRESPONDENCE & COMMUNICATIONS** | |
| 7.1 | Integrated Care Programme Team poster | For noting |
| **8.** | **POLICY & RESOURCES** | |

| | | |
|---|---|---|
| 8.1 | Covid-19 Update | For Board discussion |
| **9**. | **PUBLIC CONSULTATIONS – None** | |
| **10** | **ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)** | |

Item 3.1

## SOUTHERN SHELTERED HOUSING JOINT BOARD

## MATTERS ARISING REPORT & PUBLIC CORRESPONDENCE

**Matters Arising from the previous Minutes**

**Rent Setting –** The recommendation was submitted.

There was no public correspondence on the previous Agenda.

**SOUTHERN SHELTERED HOUSING JOINT BOARD**

**Invoices to be paid in August 2020**

| Date | Inv Number | Supplier | Details | Housing | Total Net | VAT | Total Cost |
|---|---|---|---|---|---|---|---|
| 10/08/2020 | 27956 | 4T's Windows | Window cleaning - August 20 | SSHJB | £ 285.00 | £ - | £ 285.00 |
| 27/07/2020 | INV-0933 | Adorn Leasing | MH - monitoring - 26/07/20 to 26/10/20 | MH | £ 487.50 | £ 97.50 | £ 585.00 |
| 01/04/2020 | MAR008 | Alexander Elliott | MC - Internal audit 19/20 | MCHC | £ 800.00 | £ 160.00 | £ 960.00 |
| 01/04/2020 | C&M004 | Alexander Elliott | CM- Internal audit - 19/20 | CMHC | £ 800.00 | £ 160.00 | £ 960.00 |
| 22/07/2020 | RYCJUL20 | Andrew McEwan Joinary | RYC - door closers | RYC | £ 680.00 | £ - | £ 680.00 |
| 17/07/2020 | 59MCJUL20 | Andrew McEwan Joinary | 59MC - new kitchen and disposal | MC | £ 3,034.00 | £ - | £ 3,034.00 |
| 12/08/20 | CV10034 | Black Grace Cowley | CMEPH Valuation 19/20 | CMHC | £ 1,950.00 | £ 390.00 | £ 2,340.00 |
| 31/07/2020 | 47237 | Cleervu Specialists | 39MC - renew coaxial connections | MC | £ 60.00 | £ 12.00 | £ 72.00 |
| 06/08/2020 | 1208314 | Ellan Vannin Fuels | Oil - SF - 06/08/20 - 1449L | SF | £ 449.19 | £ 22.46 | £ 471.65 |
| 22/07/2020 | 1207622 | Ellan Vannin Fuels | Oil - SF - 22/07/20 - 1375L | SF | £ 426.25 | £ 21.31 | £ 447.56 |
| 29/05/2020 | 1208095 | Ellan Vannin Fuels | Oil - SF - 29/05/20- 2866 L | SF | £ 888.46 | £ 44.42 | £ 932.88 |
| 12/08/2020 | 1645 | Heat Tech | 26RYC - change siphon loo | RYC | £ 58.00 | £ 2.90 | £ 60.90 |
| 12/08/2020 | 1643 | Heat Tech | 7SF - fit new shower | SF | £ 3,890.00 | £ 194.50 | £ 4,084.50 |
| 12/08/2020 | 1642 | Heat Tech | 59MC- new sink , floor , tiles | MC | £ 1,762.00 | £ 88.10 | £ 1,850.10 |
| 12/08/2020 | 1628 | Heat Tech | 35F MC - replace drainage | ,C | £ 1,800.00 | £ 90.00 | £ 1,890.00 |
| 12/08/2020 | 1629 | Heat Tech | 1CV- fit new TRV head | CV | £ 38.00 | £ 1.90 | £ 39.90 |
| 12/08/2020 | 1627 | Heat Tech | 24SF- change kitchen tap | SF | £ 96.00 | £ 4.80 | £ 100.80 |
| 12/08/2020 | 1625 | Heat Tech | 19RYC - fit non slip flooring | RYC | £ 390.00 | £ 19.50 | £ 409.50 |
| 12/08/2020 | 1630 | Heat Tech | 40MC - leak | MC | £ 26.50 | £ 1.33 | £ 27.83 |
| 12/08/2020 | 1631 | Heat Tech | 69RYC - tighten loo seat | RYC | £ 26.50 | £ 1.33 | £ 27.83 |
| 12/08/2020 | 1632 | Heat Tech | 36MC - change ball valve loo | MC | £ 48.00 | £ 2.40 | £ 50.40 |
| | | | | **Subtotal** | **£ 17,995.40** | **£ 1,314.45** | **£ 19,309.85** |

**SOUTHERN SHELTERED HOUSING JOINT BOARD**

**Invoices to be paid in August 2020 ( to be continued)**

| Date | Inv Number | Supplier | Details | Housing | Total Net | VAT | Total Cost |
|---|---|---|---|---|---|---|---|
| 12/08/2020 | 1633 | Heat Tech | 1/3 MH - reboard shower facility | MH | £ 1,620.00 | £ 81.00 | £ 1,701.00 |
| 12/08/2020 | 1634 | Heat Tech | 5CV- change TRV | CV | £ 38.50 | £ 1.93 | £ 40.43 |
| 12/08/2020 | 1636 | Heat Tech | 17SF - repair leak | SF | £ 164.97 | £ 8.25 | £ 173.22 |
| 12/08/2020 | 1640 | Heat Tech | 30C MC - change expansion vessel | MC | £ 92.00 | £ 4.60 | £ 96.60 |
| 12/08/2020 | 1641 | Heat Tech | 48RYC - refit shower handle | RYC | £ 26.50 | £ 1.33 | £ 27.83 |
| 31/07/20 | 20/2528 | Liftmann | Lift Service - July 20 | RYC | £ 80.00 | £ 16.00 | £ 96.00 |
| 30/06/2020 | 20/2480 | Liftmann | Lift service - June 20 | RYC | £ 98.00 | £ 19.60 | £ 117.60 |
| 31/07/2020 | 20/2511 | Liftmann | Lift service - July 20 | CV | £ 98.00 | £ 19.60 | £ 117.60 |
| 30/07/2020 | 961181242 | Manx Gas | MC-Gas - 27/06/20 to 29/07/20 | MC | £ 2,493.09 | £ 124.65 | £ 2,617.74 |
| 30/07/2020 | 961181241 | Manx Gas | RYC - Gas - 27/06/20 to 29/07/20 | RYC | £ 4,228.62 | £ 211.43 | £ 4,440.05 |
| 30/07/2020 | 961181240 | Manx Gas | CV - Gas - 27/06/20 to 29/07/20 | CV | £ 1,050.23 | £ 52.51 | £ 1,102.74 |
| 27/07/2020 | U1626679 | Manx Utilities | 4RYC - void power - 23/04/20 to 21/07/20 | RYC | £ 17.98 | £ 0.89 | £ 18.87 |
| 23/07/2020 | U1624455 | Manx Utilities | MH - Power- Landlord - 23/04/20 to 20/07/20 | MH | £ 630.92 | £ 126.18 | £ 757.10 |
| 27/07/2020 | U1625504 | Manx Utilities | RYC - boiler room - power - 23/04/20 to 21/07/20 | RYC | £ 492.03 | £ 24.60 | £ 516.63 |
| 27/07/2020 | U1625514 | Manx Utilities | 19RYC - void power - 04/06/20 to 21/07/20 | RYC | £ 13.05 | £ 0.65 | £ 13.70 |
| 11/08/20 | U1634834 | Manx Utilities | 48RYC - void power - 03/07/20 to 2/07/20 | RYC | £ 5.54 | £ 0.27 | £ 5.81 |
| 27/07/2020 | U1625513 | Manx Utilities | 20RYC - void power - 10/05/20 to 21/07/20 | RYC | £ 14.55 | £ 0.72 | £ 15.27 |
| 27/07/2020 | U1625507 | Manx Utilities | 60RYC - void power- 13/04/20 to 21/07/20 | RYC | £ 27.61 | £ 1.38 | £ 28.99 |
| 23/07/2020 | U1625172 | Manx Utilities | 1MH - void power - 15/05/20 to 20/07/20 | MH | £ 13.50 | £ 0.67 | £ 14.17 |
| 22/07/2020 | U1623410 | Manx Utilities | Power - SF - Lounge - 23/04/20 to 17/07/20 | SF | £ 1,174.15 | £ 58.70 | £ 1,232.85 |
| 01/08/2020 | 13033 | ORB Ltd | Payroll admin -July 20 | SSHJB | £ 51.00 | £ 10.20 | £ 61.20 |
| | | | | **Subtotal** | **£ 12,430.24** | **£ 765.16** | **£ 13,195.40** |

**SOUTHERN SHELTERED HOUSING JOINT BOARD**

**Invoices to be paid in August 2020 ( to be continued)**

| Date | Inv Number | Supplier | Details | Housing | Total Net | VAT | Total Cost |
|---|---|---|---|---|---|---|---|
| 17/07/20 | 3824 | PSMC | Admin Fee Q2 | SSHJB | £ 11,169.05 | £ 2,233.81 | £ 13,402.86 |
| 06/08/2020 | JC9727RH | Rileys Ltd | Service Stihl | CMHC | £ 69.86 | £ 13.99 | £ 83.85 |
| 31/07/2020 | 135266 | SCS Ltd | 53RYC - EICR | RYC | £ 87.50 | £ 17.50 | £ 105.00 |
| 31/07/2020 | 135285 | SCS Ltd | 48RYC- EICR | RYC | £ 112.50 | £ 22.50 | £ 135.00 |
| 31/07/2020 | 135268 | SCS Ltd | 24/25RYC - Outside light repair | RYC | £ 154.37 | £ 30.87 | £ 185.24 |
| 31/07/2020 | 135264 | SCS Ltd | 60RYC- EICR | RYC | £ 87.50 | £ 17.50 | £ 105.00 |
| 31/07/2020 | 135269 | SCS Ltd | 19RYC - fit extractor fan bathroom | RYC | £ 350.95 | £ 70.19 | £ 421.14 |
| 31/07/2020 | 135267 | SCS Ltd | 1MH - EICR | MH | £ 87.50 | £ 17.50 | £ 105.00 |
| 31/07/2020 | 135265 | SCS Ltd | 19RYC - EICR | RYC | £ 87.50 | £ 17.50 | £ 105.00 |
| 31/07/2020 | 135271 | SCS Ltd | 20RYC - EICR | RYC | £ 62.50 | £ 12.50 | £ 75.00 |
| 31/07/2020 | 135270 | SCS Ltd | 59MC- EICR | MC | £ 382.11 | £ 76.42 | £ 458.53 |
| 31/07/2020 | 57MCJUL20 | Temple Plasterers | 57MC - repair ceiling | MC | £ 450.00 | £ - | £ 450.00 |
| 31/07/2020 | 2194 | Terry Crook Building Maintenance | Block 35 - roof repairs | RYC | £ 55.00 | £ 11.00 | £ 66.00 |
| 31/07/2020 | 2195 | Terry Crook Building Maintenance | 38RYC - roof repair | RYC | £ 85.00 | £ 17.00 | £ 102.00 |
| 28/07/2020 | 7938 | Test and Maintenance | 30SF - replace cooker main swithc | SF | £ 77.98 | £ 15.60 | £ 93.58 |
| 10/08/2020 | 48297 | WDS Ltd | Purell hand rub | SSHJB | £ 132.00 | £ 26.40 | £ 158.40 |
| 03/08/2020 | 47976 | WDS Ltd | Cleaning materials - August 20 | SSHJB | £ 442.68 | £ 88.54 | £ 531.22 |
| 17/07/2020 | 47177 | WDS Ltd | Cleaning materials - July 20 | SSHJB | £ 135.15 | £ 27.03 | £ 162.18 |
| | | | | **Subtotal** | **£ 14,029.15** | **£ 2,715.85** | **£ 16,745.00** |
| | | | | **Total** | **£ 44,454.79** | **£ 4,795.46** | **£ 49,250.25** |

Item 6.1

## SOUTHERN SHELTERED HOUSING JOINT BOARD

## PROJECTS UPDATE

### Mill Hope & Sandfield Boilers

Plans have been supplied to the consultants and further advice is awaited.

### Reayrt – Ny- Chrink handrail replacement

The project is ongoing.

### Reayrt-Ny-Chrink – Flats 1&3

After discussions with the project manager (McGarrigle Architects), it is recommended the Board consider putting the project on hold and re-advertising for contractors in early 2021 with a view to starting work in the spring. This would avoid contractors being on site through the winter period and the flu season. Should the Board agree to the recommendation, a letter will be issued to tenants to advise of the proposed course of action.

### Marashen Crescent drainage issue

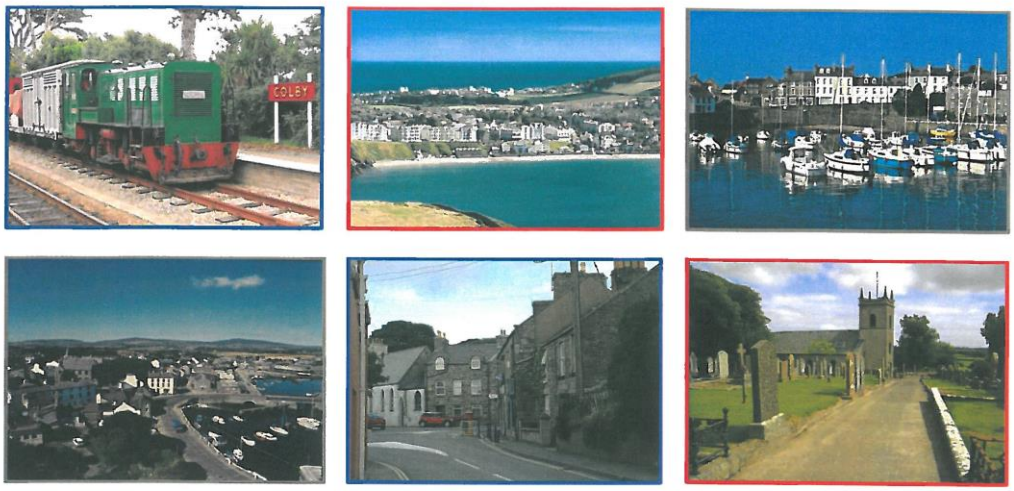
The work has been completed, this project will be removed from the next Agenda.

### Parking Order

A meeting has been scheduled between the Clerk and Highways to bring the Order to completion.

Item 7.1

**SOUTHERN SHELTERED HOUSING JOINT BOARD**




# YOUR VIEWS & IDEAS ARE NEEDED !

Isle of Man Government

## The Integrated Care Programme Team

Department of Health and Social Care

Integrated care means offering the public the services they need at **the right time, in the right place,** at home or as close to home as possible.

Input from the community is vital to further develop health, care and wellbeing services in the South of the Island – so your views matter.

Please join us at one of our drop in events below to learn more about our plans, meet members of the team and share your views, ideas and suggestions

- **Thursday 10th September 2020 at Abbey Church Hall, Ballasalla**
- **Thursday 17th September 2020 at Thie Rosien, Castletown Rd, Port Erin**
- **Thursday 24th September 2020 at The Engine House, Alexandra Rd, Castletown**

**Call in anytime between 2.30pm – 7pm**

**Refreshments will be served and all are welcome!**

Item 8.1

# SOUTHERN SHELTERED HOUSING JOINT BOARD

## COVID-19 UPDATE

### Maintenance

Risk Assessments are still being carried out prior to maintenance being carried out.

### PPE

Each complex has a sufficient supply of PPE should a second wave occur. Hand sanitiser units have now been placed at each external door throughout all complexes.

### Cleaning

The cleaning regime is still increased and in line with DHSC policy and guidelines.

### Community Rooms

Due to receiving mixed feedback regarding the re-opening of community rooms for external use, all residents were written to and requested to discuss their feelings with the Warden. This has been dealt with on a case by case basis, some community rooms are now fully operational again, some are still resident only. The situation is being constantly monitored and should there be a confirmed case of Covid-19 on the Island, external use will be withdrawn immediately.