SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

28th SEPTEMBER 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 24th August 2020	For Board approval
3.	**MATTERS ARISING - None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in September 2020	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	
6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS - None**	
8.	**POLICY & RESOURCES**	
8.1	Covid-19 Update	For Board discussion

8.2	Discussion to agree time of Board meetings – verbal item	For Board discussion
8.3	Meeting dates 2020/21 – December meeting date to be discussed	For Board discussion
9.	**PUBLIC CONSULTATIONS – None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

Item5.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

Invoices to be paid in September 2020

Date	Inv #	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
01/09/2020	13218	Orb Limited	Payroll Admin Aug 2020		£ 56.50	£ 11.30	£ 67.80	5220
21/08/2020	135692	Stewart Clague Services	MC-Attended site 06 08 20 replace faulty light fitting	MC	£ 64.95	£ 12.99	£ 77.94	5240
18/08/2020	8016	Test & Maintenance Services Ltd	MH- Flat 1Electrical installation condition report Flat 1 Millhope	MH	£ 300.00	£ 60.00	£ 360.00	5000
11/09/2020	2202	Terry Crook	38 RYC- Carrying out repairs	RYC	£ 95.00	£ 19.00	£ 114.00	5000
14/09/2020	1678	Heattech Ltd	10 SF- Change kitchen Tap	SF	£ 108.00	£ 5.40	£ 113.40	5000
14/09/2020	1677	Heattech Ltd	6 Cooil Veg- Change trv, change tap inserts	CV	£ 132.00	£ 6.60	£ 138.60	5000
14/09/2020	1669	Heattech Ltd	Sandfield Boiler- Changed pump	SF	£ 241.00	£ 12.05	£ 253.05	5000
14/09/2020	1668	Heattech Ltd	44 MC- change hands on trvs & unblock drain	MC	£ 166.00	£ 8.30	£ 174.30	5000
14/09/2020	1667	Heattech Ltd	46 Marashen- Install new bathroom	MH	£ 3,894.00	£ 194.70	£ 4,088.70	5000
14/09/2020	1666	Heattech Ltd	38 Marashen- Change stop tap in living room, freeze off pipe	MH	£ 74.00	£ 3.70	£ 77.70	5000
14/09/2020	1665	Heattech Ltd	35A Marashen Change Ball Valve	MH	£ 48.00	£ 2.40	£ 50.40	5000
14/09/2020	1664	Heattech Ltd	33 Marashen- Fit new ball valve on tank	MH	£ 58.00	£ 2.90	£ 60.90	5000
14/09/2020	1663	Heattech Ltd	29D Marashen- Change Sypon on WC	MH	£ 49.50	£ 2.48	£ 51.98	5000
14/09/2020	1662	Heattech Ltd	29B Marashen Change room thermostat	MH	£ 48.00	£ 2.40	£ 50.40	5000
14/09/2020	1661	Heattech Ltd	59 RYC Change ball valve	RYC	£ 58.00	£ 2.90	£ 60.90	5000
14/09/2020	1660	Heattech Ltd	57 RYC, Remove toilet find and repair leak	RYC	£ 68.00	£ 3.40	£ 71.40	5000
14/09/2020	1659	Heattech Ltd	51 RYC, Refit shower control. Test all	RYC	£ 26.00	£ 1.30	£ 27.30	5000
14/09/2020	1658	Heattech Ltd	18 RYC, Change TRV	RYC	£ 51.00	£ 2.55	£ 53.55	5000
14/09/2020	1657	Heattech Ltd	20 RYC, Release pins on rads	RYC	£ 26.00	£ 1.30	£ 27.30	5000
14/09/2020	1656	Heattech Ltd	9 RYC, Change TRV	RYC	£ 51.00	£ 2.55	£ 53.55	5000
14/09/2020	1655	Heattech Ltd	8 RYC, Change ball valve	RYC	£ 41.00	£ 2.05	£ 43.05	5000
				Subtotal	**£ 5,655.95**	**£ 360.27**	**£ 6,016.22**	

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14/09/2020	1654	Heattech Ltd	21 RYC, Change boss connection on waste	RYC	£ 41.00	£ 2.05	£ 43.05	5000
14/09/2020	1653	Heattech Ltd	34 RYC, Change flush handle	RYC	£ 38.00	£ 1.90	£ 39.90	5000
21/08/2020	U1639370	Manx Utilities	59 Marashen Crescent- 58 days electricity	MC	£ 14.94	£ 0.74	£ 15.68	5000
19/08/2020	135646	Stewart Clague Services	32D MC Attended site 04 to 06/08/20,carried out electrical install	MC	£ 112.50	£ 22.50	£ 135.00	5000
12/08/2020	8004	Test & Maintenance Services Ltd	Sandfield & Milhope Carry out monthly fire alarm and emergen	SF & MH	£ 82.50	£ 16.50	£ 99.00	5240
06/08/2020	32791	Manx Glass & Glazing	35A Marahsen Crescent- Supply and install double glazed unit	MC	£ 108.18	£ 21.64	£ 129.82	5000
11/08/2020	U1634854	Manx Utilities	19 RYC Electricity 57 days	RYC	£ 15.74	£ 0.78	£ 16.52	5000
11/08/2020	U1634855	Manx Utilities	20 ryc 82 days electricity	RYC	£ 17.07	£ 0.85	£ 17.92	5000
14/08/2020	9466	Reliance Security	Cooil Veg- warden reported weekly fire alarm test not rec'd	CV	£ 90.00	£ 18.00	£ 108.00	5240
21/08/2020	RYCMC Aug	Andrew McEwan	Supply and fit doors 18Ryc & 31B Marashen crescent	RYC & MC	£ 270.00	£ -	£ 270.00	5000
21/08/2020	9500	Reliance Security	Ryc. Repair order ref 0071X. Replace faulty fire alarm	RYC	£ 285.00	£ 57.00	£ 342.00	5240
18/08/2020	RTS1154294	OTIS Limited	RYC Lift 2- Attended site, issue with car door/gate detector edg	RYC	£ 221.26	£ 44.25	£ 265.51	5240
24/08/2020	135732	Stewart Clague Services	29C MC- check out bathroom light, replace faulty lighting	MC	£ 122.52	£ 24.50	£ 147.02	5000
25/08/2020	135758	Stewart Clague Services	59 MC install socket in fridge, install washing machine	MC	£ 119.90	£ 23.98	£ 143.88	5000
25/08/2020	92240	Unique Fire Protection	CV extinguishers serviced, service call and labour charge	CV	£ 42.20	£ 8.44	£ 50.64	5240
25/08/2020	92239	Unique Fire Protection	MC extinguishers serviced, service call and labour charge	MC	£ 53.55	£ 10.71	£ 64.26	5240
31/08/2020	135846	Stewart Clague Services	RYC- fault outside light at stairwell. Test and checked	RYC	£ 114.30	£ 22.86	£ 137.16	5000
28/08/2020	8052	Test & Maintenance Services Ltd	Millhope- Repair emergency light at stairs 8-15	MH	£ 285.42	£ 57.08	£ 342.50	5240
08/09/2020	8104	Test & Maintenance Services Ltd	Sandfield and Millihope- monthly fire alarm	SF/ MH	£ 82.50	£ 16.50	£ 99.00	5240
31/08/2020	135886	Stewart Clague Services	Ryc test & inspect mains electrical systems	RYC	£ 3,662.50	£ 732.50	£ 4,395.00	5000
31/08/2020	135887	Stewart Clague Services	CV test & inspect mains electrical systems	CV	£ 775.00	£ 155.00	£ 930.00	5000
				Subtotal	**£ 6,554.08**	**£ 1,237.78**	**£ 7,791.86**	

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Date	Inv #	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
03/09/2020	32859	Manx Glass & Glazing	MC Supply & install one white window handle and service wind	MC	£ 41.50	£ 8.30	£ 49.80	5000
28/08/2020	8051	Test & Maintenance Services Ltd	Millihope-trace,recify fix fault on fire alarm system	MH	£ 144.47	£ 28.89	£ 173.36	5240
31/08/2020	20/2609	Liftmann	Millhope Passenger Lift servicing visit 8 of 12	MH	£ 98.00	£ 19.60	£ 117.60	5240
31/08/2020	135850	Stewart Clague Services	31B MC- Electrical installation condition report- investigate	MC	£ 87.50	£ 17.50	£ 105.00	5000
25/08/2020	1209322	ELLAN VANNIN FUELS	Oil SF 25/08/20	SF	£ 369.52	£ 18.48	£ 388.00	5160
21/08/2020	3863	PSM Commissioners	DLO Aug 20 wages		£ 2,273.98	£ 454.80	£ 2,728.78	5000
21/08/2020	3863	PSM Commissioners	DLO Equipment and Fuel-CM		£ 294.25	£ 58.85	£ 353.10	5000
12/09/2020	RJT1680	Richard J Taylor Decorating	31B MC- decoration all walls only in lounge,kitchen,bathroom	MC	£ 640.00	£ 128.00	£ 768.00	5000
12/09/2020	RJT1674	Richard J Taylor Decorating	59 MC- decoration al lounge,kitchen,bathroom	MC	£ 820.00	£ 164.00	£ 984.00	5000
12/09/2020	RJT1673	Richard J Taylor Decorating	20 RYC- decoration of all internal areas	RYC	£ 940.00	£ 188.00	£ 1,128.00	5000
01/09/2020	14117359	Manx Telecom	SF & Millhope Sep 2020	SF/ MH	£ 172.22	£ 34.44	£ 206.66	5200
01/08/2020	14021685	Manx Telecom	SF & Millhope Aug 2020	SF/ MH	£ 171.65	£ 34.33	£ 205.98	5200
01/09/2020	13466	Data Processing Network	Rent & Rates maintenance, annual support 1.9.20 to 31.08.21		£ 1,060.00	£ 212.00	£ 1,272.00	5220
01/04/2020	U1503973	Manx Utilities	52 MC- electricity 38 days at 2-p per day	MC	£ 7.93	£ 0.39	£ 8.32	5000
27/08/2020	961181362	Manx Gas	MC 30.07.20 to 26.08.20 Gas	MC	£ 1,803.36	£ 90.17	£ 1,893.53	5160
27/08/2020	961181361	Manx Gas	RYC 30.07.20 to 26.08.20 Gas	RYC	£ 3,309.02	£ 165.45	£ 3,474.47	5160
27/08/2020	961181360	Manx Gas	CV 30.07.20 to 26.08.20 Gas	CV	£ 770.86	£ 38.54	£ 809.40	5160
08/09/2020	1209970	ELLAN VANNIN FUELS	SF OIL 08.09.20 1997L	SF	£ 619.07	£ 30.95	£ 650.02	5160
02/09/2020	1209626	ELLAN VANNIN FUELS	MH OIL 02.09.20 3351L	MH	£ 1,038.81	£ 51.94	£ 1,090.75	5160
07/09/2020	27986	4Ts Window Cleaners	MC/CV/RYC window cleaning	MC/CV/RYC	£ 175.00	£ -	£ 175.00	5240
				Subtotal	**£ 14,837.14**	**£ 1,744.63**	**£ 16,581.77**	

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Date	Inv Number	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
07/09/2020	27986	4Ts Window Cleaners	MH window cleaning	MH	£ 110.00	£ -	£ 110.00	5240
27/08/2020	2109525	J Qualtrough & Co	Coach screw, washer repair, Prodec Trade brush, spray can		£ 26.17	£ 5.23	£ 31.40	5000
				Subtotal	**£ 136.17**	**£ 5.23**	**£ 141.40**	
				Total	**£ 27,183.34**	**£ 3,347.91**	**£ 30,531.25**	

Row Labels		Sum of Total Cost
4Ts Window Clea	£	285.00
Andrew McEwan	£	270.00
Data Processing N	£	1,272.00
ELLAN VANNIN F	£	2,128.77
Heattech Ltd	£	5,479.43
J Qualtrough & Co	£	31.40
Liftmann	£	117.60
Manx Gas	£	6,177.40
Manx Glass & Gla	£	179.62
Manx Telecom	£	412.64
Manx Utilities	£	58.44
Orb Limited	£	67.80
OTIS Limited	£	265.51
PSM Commission	£	3,081.88
Reliance Security	£	450.00
Richard J Taylor D	£	2,880.00
Stewart Clague Se	£	6,071.00
Terry Crook	£	114.00
Test & Maintenanc	£	1,073.86
Unique Fire Protec	£	114.90
Grand Total	**£**	**30,531.25**

Item 6.1

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PROJECTS UPDATE

Mill Hope & Sandfield Boilers

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

Reayrt y Chrink handrail replacement

The project is ongoing.

Reayrt y Chrink – Flats 1&3

On hold until 2021.

Parking Order

The Clerk is struggling to get completion of the Order with Highways and elevate the matter to the DOI Minister should no response be received by Monday 28th September.

Item 8.1

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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 in preparation of a second wave. Correspondence was received from the Department of Health advising us to have 2 weeks stock.

Cleaning

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

Community Rooms

Several reports have been received by both myself and Commissioner Quine from external individuals regarding residents wanting the communal room at Sandfield reopening and stating that minority was dictating to the majority. As a result of these discussions, residents were written to and requested to contact the office to advise if they have any concerns regarding the reopening of the room.

There are 9 flats within the complex building, 6 of which have contacted with serious concerns regarding the reopening of the community room due to vulnerabilities (also 1 tenant in an external bungalow has contacted with the same concerns). The situation in England has understandably made a lot of our tenants anxious.

The Board are requested to discuss if they would like to reopen the room or keep it closed.

Item 8.3

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2020 - 2021

2020 Meeting Dates	
26th October 2020	
30th November 2020	
25th November 2020	
December 2020	To be discussed
25th January 2021	
22nd February 2021	
29th March 2021	
26th April 2021	