SOUTHERN SHELTERED HOUSING JOINT BOARD

AGM AGENDA

TUESDAY 31ST AUGUST 2021

5 pm

1. Apologies for absence:

2. Minutes of last AGM: for noting

3. Nominations for Annual or other Statutory Appointments:

1) Chairman

2) Vice Chairman

4. Policy Matters

1) Approval of any required changes to Bank Mandates
2) Agreement of meeting date, time and location
3) Approval of Standing Orders
4) Suspension of Standing Orders Report – for noting

5. Any Other Business

SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING

31ST AUGUST 2021

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 19th July 2021	For noting
3.	**MATTERS ARISING - None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in August 2021	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	
6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS - None**	
7.1	Annual rent setting correspondence	For Board response
8.	**POLICY & RESOURCES**	

8.1	Meeting dates 2021/22	For Board discussion
8.2	Internal Audit Report	For Board discussion
8.3	Administration Contract – verbal item	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 August 2021

Date	Inv #	Supplier	Details	Housing	Net	VAT	Total Cost	NL Code
02/08/2021	28314	4Ts Window Cleaners	Window cleaning - August 2021		£ 285.00	£ -	£ 285.00	5240
14/08/2021	INV-0988	Adorn	Monitoring - RYC - 14.08.21 to 13.11.21		£ 1,521.00	£ 304.20	£ 1,825.20	5120
14/08/2021	INV-0989	Adorn	Monitoring - MC - 14.08.21 to 13.11.21		£ 916.50	£ 183.30	£ 1,099.80	5120
04/08/2021	INV-0986	Adorn	Monitoring - MH - 27.07.21 to 26.10.21		£ 487.50	£ 97.50	£ 585.00	5120
20/08/2021	48539	Cleervu Ariel Specialists	51MC- adjust signals		£ 60.00	£ 12.00	£ 72.00	5000
13/05/2021	48092	Cleervu Ariel Specialists	11CV - connection troubleshooting		£ 60.00	£ 12.00	£ 72.00	5000
08/06/2021	600124704	Douglas Borough Council	FRS102 Actuarial report - 31.03.21		£ 382.89	£ 76.58	£ 459.47	5180
18/08/2021	1235032	EVF	Oil - S- 1307L - 18.08.21		£ 620.83	£ 31.04	£ 651.87	5160
06/08/2021	1234557	EVF	Oil - SF - 1325L - 06.08.21		£ 629.38	£ 31.47	£ 660.85	5160
06/07/2021	1233108	EVF	Oil - SF- 1254L - 06.07.21		£ 583.11	£ 29.16	£ 612.27	5160
26/07/2021	1233933	EVF	Oil - SF- 1201L - 26.07.21		£ 558.47	£ 27.92	£ 586.39	5160
31/05/2021	SIN257099	G4S	35E - callout - callpoint error		£ 129.00	£ 25.80	£ 154.80	5240
31/07/2021	SIN258178	G4S	Emergency pullcord repair		£ 51.00	£ 10.20	£ 61.20	5240
29/06/2021	36461	Garage Door & Gate Automation	1/3CV - clear sensors inspect doors		£ 60.00	£ 12.00	£ 72.00	5000
22/06/2020	1607	Heattech	53RYC - check radiators taps		£ 26.50	£ 1.33	£ 27.83	5000
18/08/2021	1950	Heattech	Damaged pipework replace		£ 154.00	£ 7.70	£ 161.70	5000
18/08/2021	1948	Heattech	RYC - Boiler - install flow switches		£ 194.00	£ 9.70	£ 203.70	5000
				Subtotal	**£ 6,719.18**	**£ 871.90**	**£ 7,591.08**	

SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in August 2021

Date	Inv #	Supplier	Details	Housing	Net	VAT	Total Cost	NL Code
21/07/2021	1944	Heattech	MH - hot water pip and pump installation		£ 1,275.00	£ 63.75	£ 1,338.75	5000
21/07/2021	1943	Heattech	56MC- non slip floors - kitchen,bathroom		£ 690.00	£ 34.50	£ 724.50	5000
21/07/2021	1942	Heattech	7RYC- change flooring in kitchen and bathroom		£ 1,540.00	£ 77.00	£ 1,617.00	5000
20/07/2021	1939	Heattech	MH - replace rotten pipework		£ 6,189.00	£ 309.45	£ 6,498.45	5000
10/05/2021	4130613	Isle of Man Newspapers	Advertising - board election		£ 352.80	£ 70.56	£ 423.36	5150
03/07/2021	2169023	J Qualtrough & Co	Spray can		£ 8.38	£ 1.68	£ 10.06	5000
12/07/2021	2170679	J Qualtrough & Co	MH - stainblock and roller		£ 22.13	£ 4.43	£ 26.56	5000
12/07/2021	2170680	J Qualtrough & Co	Fine surface pollyfilla		£ 6.74	£ 1.35	£ 8.09	5000
16/07/2021	2171497	J Qualtrough & Co	MH - damp seal , sponge, mould remover		£ 50.24	£ 10.05	£ 60.29	5000
23/07/2021	2172774	J Qualtrough & Co	SF - screws		£ 2.78	£ 0.56	£ 3.34	5000
30/07/2021	2174538	J Qualtrough & Co	MH/SF - builders bag , broom		£ 26.01	£ 5.20	£ 31.21	5000
31/07/2021	21/3660	Liftmann	MH - Services passenger lift 7/12		£ 100.00	£ 20.00	£ 120.00	5240
31/07/2021	21/3661	Liftmann	MH - Passenger lift callout - 15.06.21		£ 75.00	£ 15.00	£ 90.00	5240
31/07/2021	21/3629	Liftmann	RYC - Stairlift - service		£ 82.00	£ 16.40	£ 98.40	5240
30/06/2021	21/3564	Liftmann	MH - lift - Service - July 21		£ 100.00	£ 20.00	£ 120.00	5240
29/07/2021	961501701	Manx Gas	MC - 26/06/21 to 28/07/21		£ 2,229.03	£ 445.81	£ 2,674.84	5160
29/07/2021	961501700	Manx Gas	RYC - 26/06/21 to 28/07/21		£ 2,383.22	£ 476.64	£ 2,859.86	5160
				Subtotal	**£ 15,132.33**	**£ 1,572.38**	**£ 16,704.71**	

SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in August 2021

Date	Inv #	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
29/07/2021	961501699	Manx Gas	CV - 26/06/21 to 28/07/21		£ 804.93	£ 160.99	£ 965.92	5160
08/07/2021	33602	Manx Glass & Glazing	11RYC - install two clear glazed windows lounge		£ 138.26	£ 27.65	£ 165.91	5000
20/07/2021	33625	Manx Glass & Glazing	49MC - window - living room		£ 298.71	£ 59.74	£ 358.45	5000
23/07/2021	33643	Manx Glass & Glazing	18RYC - pvc door		£ 705.43	£ 141.09	£ 846.52	5000
01/08/2021	15183382	Manx Telecom	Telephone - July 21		£ 177.94	£ 35.59	£ 213.53	5200
27/01/2021	U1727178	Manx Utilities	12 MH Electricity 31.10.20 to 20.01.21		£ 79.74	£ 3.98	£ 83.72	5160
28/01/2021	U1727498	Manx Utilities	RYC Electricity- 03.11.20 to 21.01.21		£ 27.63	£ 1.38	£ 29.01	5160
28/01/2021	U1727981	Manx Utilities	Block 32 Mc- Electricity- 16.11.20 to 21.01.21		£ 52.71	£ 2.63	£ 55.34	5160
28/04/2021	U1778981	Manx Utilities	Landlord 48-51 MC 21/01/21 to 21/04/21		£ 55.32	£ 2.77	£ 58.09	5160
28/04/2021	U1778980	Manx Utilities	Old boiler house - 21/01/21 to 21/04/21		£ 507.05	£ 25.35	£ 532.40	5160
28/04/2021	U1779678	Manx Utilities	Landlord 31 21/01/21 to 21/04/21		£ 47.29	£ 2.36	£ 49.65	5160
28/04/2021	U1778978	Manx Utilities	Landlord 23-43 21/01/21 to 21/04/21		£ 906.59	£ 45.33	£ 951.92	5160
28/04/2021	U1778983	Manx Utilities	Landlord P3 21/01/21 to 20/04/21		£ 2,347.77	£ 469.55	£ 2,817.32	5160
28/04/2021	U1778979	Manx Utilities	Landlord supply MC		£ 899.22	£ 179.84	£ 1,079.06	5160
28/04/2021	U1779680	Manx Utilities	Landlord supply B29 MC 21/01/21 to 21/04/21		£ 44.77	£ 2.24	£ 47.01	5160
28/04/2021	U1779679	Manx Utilities	Landlord 30 MC - 210121 to 210421		£ 48.12	£ 2.41	£ 50.53	5160
28/04/2021	U1779677	Manx Utilities	Landlord 32 21/01/21 to 21/04/21		£ 51.80	£ 2.59	£ 54.39	5160
				Subtotal	**£ 7,193.28**	**£ 1,165.49**	**£ 8,358.77**	

SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in August 2021

Date	Inv #	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
28/04/2021	U1778977	Manx Utilities	3RYC 210121 to 20/04/21		£ 16.30	£ 0.82	£ 17.12	5160
28/04/2021	U1779598	Manx Utilities	1RYC - 210121 to 200421		£ 16.30	£ 0.82	£ 17.12	5160
28/04/2021	U1780307	Manx Utilities	4RYC 210121 to 20042021		-£ 543.66	£ -	-£ 543.66	5160
28/07/2021	U1828591	Manx Utilities	RYC - Boiler - 20/04/21 TO 22/07/21		£ 1,069.73	£ 25.36	£ 1,095.09	5160
28/07/2021	U1828593	Manx Utilities	7RYC- Void power - 27/04/21 to 22/07/21		£ 21.43	£ 1.07	£ 22.50	5160
28/07/2021	U1827523	Manx Utilities	Power - MH- 21/04/21 to 22/07/21		£ 1,288.49	£ 257.69	£ 1,546.18	5160
28/07/2021	U1827522	Manx Utilities	Power - SF - 19/04/21 to 21/07/21		£ 1,275.65	£ 63.78	£ 1,339.43	5160
01/04/2021	U1756496	Manx Utilities	52RYC - Void power - 03/11/20 to 25/02/21		£ 17.24	£ 1.64	£ 18.88	5000
22/07/2021	1051/31329	MC Locksmith	59RYC - repair front door		£ 37.00	£ 7.40	£ 44.40	5000
13/07/2021	RMS/2021/2010	NFU Mutual	Consultancy - Health and Safety		£ 600.00	£ 120.00	£ 720.00	5140
01/08/2021	15335	Orb Ltd	Payroll Admin - July 21		£ 56.50	£ 11.30	£ 67.80	5220
13/07/2021	RTS 11704604	OTIS	New lift - repair		£ 1,810.68	£ 362.14	£ 2,172.82	5240
16/08/2021	10084	Reliance Security	MC - 56/59 check fault front door system		£ 390.00	£ 78.00	£ 468.00	5240
26/07/2021	10063	Reliance Security	MC - door fobs * 2		£ 55.00	£ 11.00	£ 66.00	5240
26/07/2021	10064	Reliance Security	5RYC - faulty fire alarm smoke detector		£ 230.00	£ 46.00	£ 276.00	5000
18/07/2021	RJT1727	Richard J Taylor Decorating	41RYC - decorate bathroom ceiling		£ 50.00	£ 10.00	£ 60.00	5000
19/08/2021	142244	SCS	CV - lighting electrical		£ 105.50	£ 21.10	£ 126.60	5000
				Subtotal	**£ 6,496.16**	**£ 1,018.12**	**£ 7,514.28**	

SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in August 2021

Date	Inv #	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
18/08/2021	142231	SCS	51MC- socket electrical		£ 63.00	£ 12.60	£ 75.60	5000
18/08/2021	142233	SCS	32AMC - socket electrical		£ 55.81	£ 11.16	£ 66.97	5000
18/08/2021	142232	SCS	40RYC- lighting electrical		£ 49.50	£ 9.90	£ 59.40	5000
30/06/2021	141221	SCS	21RYC- EICR		£ 214.76	£ 42.95	£ 257.71	5000
31/05/2021	140684	SCS	76RYC - smoke detector electrical		£ 37.50	£ 7.50	£ 45.00	5000
31/05/2021	140683	SCS	36RYC - extractor fan electrical		£ 37.50	£ 7.50	£ 45.00	5000
30/06/2021	141224	SCS	7RYC - EIC		£ 215.90	£ 43.18	£ 259.08	5000
31/05/2021	140681	SCS	P3 RYC - lighting electrical		£ 56.43	£ 11.29	£ 67.72	5000
31/05/2021	140680	SCS	P2 RYC - lighting		£ 50.00	£ 10.00	£ 60.00	5000
31/05/2021	140679	SCS	72RYC - lighting electrical		£ 44.09	£ 8.82	£ 52.91	5000
31/05/2021	140685	SCS	56MC - EICR		£ 280.97	£ 56.19	£ 337.16	5000
31/05/2021	140687	SCS	76RYC- smoke alarm electrical		£ 37.50	£ 7.50	£ 45.00	5000
31/05/2021	140688	SCS	74RYC- door bell electrical		£ 37.50	£ 7.50	£ 45.00	5000
29/07/2021	141793	SCS	65RYC- Shaver light electrical		£ 111.74	£ 22.35	£ 134.09	5000
28/07/2021	141792	SCS	11RYC - EICR		£ 253.75	£ 50.75	£ 304.50	5000
29/07/2021	141791	SCS	P3 RYC - lighting electrical		£ 87.50	£ 17.50	£ 105.00	5000
29/07/2021	141877	SCS	RYC - smoke detectors electrical		£ 2,333.27	£ 466.65	£ 2,799.92	5000
				Subtotal	**£ 3,966.72**	**£ 793.34**	**£ 4,760.06**	

SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in August 2021

Date	Inv #	Supplier	Details	Housing	Total Net	VAT	Total Cost	NL Code
03/08/2021	2245	SCASB	Green waste - 150kg - 03/08/21		£ 13.50	£ 2.70	£ 16.20	5010
18/08/2021	9201	Test & Maintenance Services	SF/MH - Monthly fire alarm checks - August 21		£ 82.50	£ 16.50	£ 99.00	5240
18/08/2021	9206	Test & Maintenance Services	SF - repair corridor lighting		£ 265.96	£ 53.19	£ 319.15	5240
07/07/2021	9072	Test & Maintenance Services	SF - trace and rectify faults		£ 738.99	£ 147.80	£ 886.79	5240
07/07/2021	9073	Test & Maintenance Services	17MH - disconnect extractor fan		£ 263.54	£ 52.71	£ 316.25	5000
13/07/2021	9086	Test & Maintenance Services	SF and MH - Fire alarm checks - JUly 21		£ 82.50	£ 16.50	£ 99.00	5240
27/07/2021	93331	UFP	Service extinguishers - MC - July 21		£ 127.15	£ 25.43	£ 152.58	5240
27/07/2021	93330	UFP	Service extinguishers - CV- July 21		£ 42.20	£ 8.44	£ 50.64	5240
20/07/2021	64057	WDS Ltd	P3 RYC - Cleaning materials		£ 196.20	£ 39.24	£ 235.44	5275
23/08/2021	2925	WMS Ltd	38MC - replacement UPVC door handle		£ 45.00	£ 12.00	£ 57.00	5000
23/08/2021	2926	WMS Ltd	35RYC- check windows and two handles		£ 90.00	£ 18.00	£ 108.00	5000
				Subtotal	**£ 1,947.54**	**£ 392.51**	**£ 2,340.05**	
				Total	**£ 41,455.21**	**£ 5,813.74**	**£ 47,268.95**	

SOUTHERN SHELTERED HOUSING JOINT BOARD- Invoices to be paid in August 2021

Breakdown of invoices to be paid by supplier

Row Labels	Sum of Total Cost
4Ts Window Cleaners	£ 285.00
Adorn	£ 3,510.00
Cleervu Ariel Specialists	£ 144.00
Douglas Borough Council	£ 459.47
EVF	£ 2,511.38
G4S	£ 216.00
Garage Door & Gate Automation	£ 72.00
Heattech	£ 10,571.93
Isle of Man Newspapers	£ 423.36
J Qualtrough & Co	£ 139.55
Liftmann	£ 428.40
Manx Gas	£ 6,500.62
Manx Glass & Glazing	£ 1,370.88
Manx Telecom	£ 213.53
Manx Utilities	£ 9,321.10
MC Locksmith	£ 44.40
NFU Mutual	£ 720.00
Orb Ltd	£ 67.80
OTIS	£ 2,172.82
Reliance Security	£ 810.00
Richard J Taylor Decorating	£ 60.00
SCASB	£ 16.20
SCS	£ 4,886.66
Test & Maintenance Services	£ 1,720.19
UFP	£ 203.22
WDS Ltd	£ 235.44
WMS Ltd	£ 165.00
Grand Total	**£ 47,268.95**

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers

A meeting between with the Clerk, consultant and Department has been requested.

Mobility Scooter Charging Stations

The project has been moved to McGarrigle Architects, who assisted with the original plans for charging stations and is progressing. The possibility of external/internal storage rooms at Mill Hope and RYC being used as storage and charging stations is being explored.

Reayrt y Chrink – Flats 1&3

Tender documents are being prepared.

Cooil Veg door replacement

The replacement external doors have been ordered.

Item 7.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PUBLIC CORRESPONDENCE

Isle of Man Government
Reiltys Ellan Vannin

infrastructure
public estates and housing division
fo-rheynn steatyn as thieys theayagh

Switchboard: (01624) 686600
Telephone: (01624) 687541
Email: Deborah.Reeve@gov.im
Our Ref: DJR/RS
Your ref:
Date: 20/07/2021

To Local Housing Authority Clerks
(via email)

Dear All

Rent Setting 2022/23

Over the past year we have seen unprecedented changes in Housing due to the ongoing impact of the Covid 19 pandemic. A large proportion of Housing providers are reporting increased rent arrears as their tenants are being challenged by loss of employment and fluctuating income.

In addition to rent arrears many of our colleagues across the sector and within the wider Department are reporting significant increases of the costs of maintenance resources, and in some cases complete unavailability of certain essential materials. You will also be aware of the increasing gap between public and private rental levies making this perhaps the most challenging rental setting decision in recent times.

In line with our usual procedures, and with these extreme circumstances in mind, the Division is seeking your formal views on any change to the rental levy and allowances for the next financial year.

Please be aware that any proposal will have a direct influence on affordability, but also the income received from tenants and the contribution that makes will support the cost of administering and maintaining properties day to day and any capital investment needs.

For ease of reference we provide the following historical information:

Rent increases over previous 5 years:

April 2017	2.0%
April 2018	3.1% (with 1.1%, ring-fenced to assist with maintenance)
April 2019	2.1%
April 2020	1.9%
April 2021	1.0% (no uplift to allowances, instead, the total sum of the increased rent must be spent on maintenance activities only)

Allowances 2021/22:

Administration	5.5%
Maintenance	25.1%
Community	8.4% (Sheltered providers only)

Department of Infrastructure
Public Estates and Housing Division, Sea Terminal, Douglas, Isle of Man, IM1 2RF
www.gov.im/infrastructure

For your further information, the inflationary index applied by the Government is CPI.

CPI over last 12 months:

2020						2021					
July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
-0.2%	-0.3%	-1.7%	0.7%	-0.3%	-0.2%	-0.9%	-1.0%	-0.2%	0.8%	3.5%	3.7%

Due to COVID restrictions on travel, the reported inflation rate for November 2020 until April 2021 excluded air and sea travel. However as the restrictions have now eased, from May 2021, the inflation rate includes air and sea travel.

(Source: IOM Inflation Report May 2021, Economic Affairs, Cabinet Office, June 2021)

Please progress this matter at your next Board or Committee meeting and provide your formal feedback to Rachel Smith via email racheldoi.smith@gov.im no later than Friday 10th September 2021 for collation, when, as in previous years, your views and supporting evidence will be considered by the Minister when making his decision.

Yours sincerely

Deborah J Reeve, BA (Hons), FCIH
Director
Public Estates and Housing Division

Item 8.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2021/22

2021 Meeting Dates	
27th September 2021	
25th October 2021	
29th November 2021	
20th December 2021	
31st January 2022	
28th February 2022	
28th March 2022	