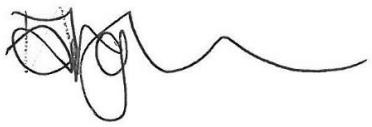
Date: 28th October 2021

NOTICE OF ORDINARY GENERAL MEETING

In accordance with Schedule 1 of the Local Government Act 1985, Notice is hereby given that the Ordinary General Meeting of Southern Sheltered Housing Joint Board will be held on **Monday 1st November 2021 at 5.00 p.m.** The Private session of Southern Sheltered Housing Joint Board will be held following conclusion of the Public session.

Only business of a formal nature as defined in the Agenda for the meeting which is set out below, may be discussed as defined in Port Southern Sheltered Housing Joint Board Standing Orders governed by Section 27 of the Local Government Act 1985 [as amended by Section 8 Local Government Act 2006]. All members are urged to attend.



Hayley Fargher
Clerk

SOUTHERN SHELTERED HOUSING JOINT BOARD
ORDINARY BOARD MEETING
1ST NOVEMBER 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 27th September 2021	For Board approval
2.2	Minutes from Tender opening meeting held on the 18th – held in private, moved to public	For Board approval
3.	**MATTERS ARISING - None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in early November 2021	For Board approval
5.2	Year End Financial Statements to 31st March 2021 – not in Agenda	For Board approval
6.	**HEALTH, SAFETY & ENVIRONMENTAL PERFORMANCE**	
6.1	Projects Update	For noting
7.	**PUBLIC CORRESPONDENCE & COMMUNICATIONS – None**	
8.	**POLICY & RESOURCES**	
8.1	Meeting dates 2021/22	For Board discussion

8.2	Signing of the Administration contract with PSMC – to be provided at the meeting, previously approved	Chair to sign
9.	**PUBLIC CONSULTATIONS - None**	
10	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

SOUTHERN SHELTERED HOUSING JOINT BOARD

MINUTE OF ORDINARY GENERAL MEETING

HELD ON TUESDAY 27TH SEPTEMBER 2021 AT 5.00pm

Present:	Mr D Radcliffe (Chairman), Mrs B Williams (Vice Chair) & Mrs B Guy
Apologies:	Miss D Quinney & Mr R Lewis
In Attendance:	Ms H Fargher (Clerk)

1. The Chair declared the meeting open, welcomed the Board and noted the apologies. The Chair asked for declarations of interest, none were made.

2. Confirmation of Minutes:
   2.1 Minutes of the Annual General Meeting held on 31st August 2021. BW/DR proposed that these be adopted as a true record of the meeting. Carried.
   2.2 Minutes of the Ordinary Meeting held on 31st August 2021. BW/DR proposed that these be adopted as a true record of the meeting. Carried.

3. Matters Arising from Minutes:
   3.1 Matters Arising Report – The report was noted.

4. Motions: None

5. Finance Matters:
   5.1. Invoices presented for payment in September 2021 were considered. BW/BG proposed the invoices were settled. All were in favour.

6. Health, Safety & Environmental Performance:
   6.1 Projects Update – The update was noted.

7. Public Correspondence & Communications: None

8. Policy & Resources:

8.1 Meeting dates 2021 – The meeting dates were noted.

8.2 Administration Contract – The Service Level Agreement was approved and it was agreed the Board would meet with Mr P Gawne as the independent party overseeing the process on 18th October at 5pn to open and consider the tenders.

9. Public Consultations: None

10. Any Other Business: None

Meeting closed at 5.43pm

SOUTHERN SHELTERED HOUSING JOINT BOARD

MINUTE OF PRIVATE MEETING

HELD ON TUESDAY 18TH OCTOBER 2021 AT 5.00pm

Present:	Mr D Radcliffe (Chairman), Mrs B Williams (Vice Chair) & Mr R Lewis
Apologies:	Mrs B Guy & Miss D Quinney
In Attendance:	Mr P Gawne, Clerk to Arbory and Rushen Parish Commissioners and independent administrator of the tender process

1. The Chair declared the meeting open, welcomed the Board and noted the apologies. The Chair asked for declarations of interest, none were made.

2. The meeting was held to open submissions from bodies applying to undertake the administration contract for the Southern Sheltered Housing Joint Board, to consider those applications and agree which submission would be successful.

3. Mr Gawne reported that two bodies had expressed an interest in making a submission to undertake the contract. Of those two, Port Erin Commissioners had informed Mr Gawne on the 14th October that they would not be making a submission. One submission had been correctly submitted and that was from Port St Mary Commissioners.

4. Mr Gawne presented the unopened Port St Mary Commissioners' submission to the Chair who opened the sealed submission in front of the Board. The Chair then distributed copies of the submission document to the meeting for consideration.

5. The Board read through the submission and agreed that it answered all the core matters required of a body, in line with the agreed draft service level agreement (attached) which formed the basis of the tendering exercise. The Board members unanimously agreed to accept Port St Mary Commissioners submission to undertake the administration contract for the Southern Sheltered Housing Joint Board until 1st April 2026.

The Chair closed the meeting at 5.30 pm.

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

Date	Inv #	Supplier	Details	Housing	Net	VAT	Total Cost	NL Code
27/09/2021	28376	4T's Window Cleaners	Window cleaning - SF/MH/CV/RYC/MC - September 21		£ 285.00	£ -	£ 285.00	5240
25/10/2021	07/10/1977	4T's Window Cleaners	Window cleaning - SF/MH/CV/RYC/MC - October 21		£ 285.00	£ -	£ 285.00	5240
27/10/2021	INV-0999	Adorn Leasing Limited	MH Charges Nov 21 - Feb 22		£ 487.50	£ 97.50	£ 585.00	
01/10/2021	01102177RYC	Andrew McEwan Joinery	Fitting handles and locks		£ 148.66	£ -	£ 148.66	5000
01/10/2021	011021MH	Andrew McEwan Joinery	MH- door closers	MH	£ 419.68	£ -	£ 419.68	5000
30/09/2021	SINV00365030	BHX	Year planners		£ 11.20	£ 2.24	£ 13.44	5150
30/09/2021	1237109	EVF	SF - Oil - 1054L	SF	£ 511.19	£ 25.56	£ 536.75	5160
21/09/2021	1236740	EVF	SF - Oil - 1473L - 21.09.21	SF	£ 714.41	£ 35.72	£ 750.13	5160
08/10/2021	1237929	EVF	SF - Oil - 1194L	SF	£ 591.03	£ 29.55	£ 620.58	5160
21/10/2021	1238990	EVF	SF - Oil - 903L	SF	£ 465.05	£ 23.25	£ 488.30	5160
14/10/2021	1238830	EVF	SF - Oil - 822L	SF	£ 423.33	£ 21.17	£ 444.50	5160
26/10/2021	1239068	EVF	MH - Oil - 3502L	MH	£ 1,803.53	£ 90.18	£ 1,893.71	5160
20/09/2021	1965	Heat Tech	13RYC- change damaged toilet seat	13RYC	£ 54.00	£ 2.70	£ 56.70	5000
20/09/2021	1964	Heat Tech	64RYC- replace flooring	64RYC	£ 240.00	£ 12.00	£ 252.00	5000
20/09/2021	1968	Heat Tech	31C MC - conversion water cylinder	31 C MC	£ 284.00	£ 14.20	£ 298.20	5000
20/09/2021	1967	Heat Tech	31A MC - change thermostat bathroom	31A MC	£ 31.50	£ 1.58	£ 33.08	5000
				Subtotal	**£ 6,755.08**	**£ 355.65**	**£ 7,110.73**	

Date	Inv #	Supplier	Details	Housing	Net	VAT	Total Cost	NL Code
20/09/2021	1966	Heat Tech	SF Kitchen - change washers	SF	£ 26.50	£ 1.33	£ 27.83	5000
28/10/2021	1981	Heat Tech	50MC - Bathroom replacement	50MC	£ 4,573.00	£ 228.65	£ 4,801.65	5000
23/09/2021	2186592	J Qualtroughs	Patio concentrate		£ 36.95	£ 7.39	£ 44.34	5000
30/09/2021	21/3848	Lift Mann	CV - Stairlift - Service 17.09.21	CV	£ 62.50	£ 12.50	£ 75.00	5240
30/09/2021	21/3831	Lift Mann	MH - Passenger lift - Service - 30.09.21	MH	£ 100.00	£ 20.00	£ 120.00	5240
24/09/2021	961182922	Manx Gas	MC - Gas - 26.08.21-24.09.21	MC	£ 760.86	£ -	£ 760.86	5160
24/09/2021	961182921	Manx Gas	RYC - Gas - 26.08.21-24.09.21	RYC	£ 9,837.37	£ -	£ 9,837.37	5160
24/09/2021	961182920	Manx Gas	CV - Gas - 26.08.21-24.09.21	CV	£ 2,835.86	£ -	£ 2,835.86	5160
26/10/2021	961395869	Manx Gas	CV - Gas - 25.09.21 - 26.10.21	CV	£ 1,511.36	£ -	£ 1,511.36	5160
26/10/2021	961395871	Manx Gas	MC - Gas - 25.09.21 - 26.10.21	MC	£ 6,403.51	-	£ 6,403.51	5160
26/10/2021	961395870	Manx Gas	RYC - Gas - 25.09.21 - 26.10.21	RYC	£ 12,611.87	£ -	£ 12,611.87	5160
01/10/2021	15379425	Manx Telecom	Telephone - October 21		£ 714.23	£ -	£ 714.23	5200
31/08/2021	U1843333	Manx Utilities	7RYC - Void - 22.07.21 - 24.08.21	7 RYC	£ 28.67	£ 0.30	£ 28.97	
28/10/2021	U1877836	Manx Utilities	SF Communal Lounge - 21.07.21 - 27.10.21	SF	£ 1,354.23	£ 67.03	£ 1,407.71	
04/10/2021	1051/32078	MC Locksmiths	RYC Office lock repair	RYC	£ 48.33	£ 9.67	£ 58.00	5000
				Subtotal	**£ 40,905.24**	**£ 346.87**	**£ 41,238.56**	

Date	Inv #	Supplier	Details	Housing	Net	VAT	Total Cost	NL Code
15/10/2021	1051/32211	MC Locksmiths	18RYC - Void key change	RYC	£ 98.00	£ 19.60	£ 117.60	5000
27/09/2021	25029	Northern Fuels	Oil for garden machinary		£ 53.54	£ 2.67	£ 56.21	5010
01/10/2021	15728	Orb	Payroll admin - September 21		£ 124.00	£ 24.80	£ 148.80	5220
30/09/2021	SI16356	Positive Solutions HR	Harmonisation		£ 450.00	£ 90.00	£ 540.00	5260
22/10/2021	54732	Quine & Cubbon	Order Books		£ 194.70	£ 38.94	£ 233.64	
20/09/2021	10140	Reliance Security	Fire alarm system - annual remote monitor charge - CV	CV	£ 60.00	£ 12.00	£ 72.00	5240
11/10/2021	10182	Reliance Security	RYC - replace fire alarm detectors	RYC	£ 166.71	£ 33.34	£ 200.05	5240
28/09/2021	2736	SCASB	Commercial Waste - 40kg		£ 11.60	£ 2.32	£ 13.92	5010
30/09/2021	143049	SCS	RYC 3 - lighting issue/electrical repair	RYC 3	£ 75.00	£ 15.00	£ 90.00	5000
30/09/2021	143081	SCS	35D MC - lighting electrical repair	35D MC	£ 43.75	£ 8.75	£ 52.50	5000
30/09/2021	143080	SCS	2CV - extractor fan	2CV	£ 31.25	£ 6.25	£ 37.50	5000
28/10/2021	143486	SCS	64RYC Replace fridge face plate & test	64RYC	£ 62.50	£ 12.50	£ 75.00	5000
09/09/2021	006741	Suntera Global	Accounts - 31.03.21		£ 8,500.00	£ 1,700.00	£ 10,200.00	5180
08/10/2021	9408	T&M	SF - Rectify fault on heating system	SF	£ 139.50	£ 27.90	£ 167.40	5000
08/10/2021	9407	T&M	SF - replace batteries in fire alarm panel	SF	£ 127.18	£ 25.44	£ 152.62	5000
08/10/2021	9406	T&M	SF - repair external lighting	SF	£ 93.72	£ 18.74	£ 112.46	5000
				Subtotal	**£ 10,231.45**	**£ 2,038.25**	**£ 12,269.70**	

Date	Inv #	Supplier	Details	Housing	Net	VAT	Total Cost	NL Code
07/10/2021	9382	T&M	SF/MH - Fire alarm Testing - October 21	SF/MH	£ 46.45	£ -	£ 46.45	5240
15/10/2021	9460	T&M	MH External lamp post fault	MH	£ 96.00	£ 19.20	£ 115.20	5240
20/10/2021	9487	T&M	SF Replace 5 spent lamps	SF	£ 106.05	£ 21.21	£ 127.26	5240
12/10/2021	37088	The Garage Door & Gate Company	MC Door repair	MC	£ 245.00	£ 49.00	£ 294.00	5240
03/10/2021	1081	Top Care Nursing Agency	Agency Cover - 13 days		£ 1,106.50	£ -	£ 1,106.50	
25/10/2021	2994	Window Maintenance Services	30RYC Sliding door repair	30RYC	£ 65.00	£ 13.00	£ 78.00	5000
				Subtotal	**£ 1,665.00**	**£ 102.41**	**£ 1,767.41**	
				Total	**£ 59,556.77**	**£ 2,843.18**	**£ 62,386.40**	

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers
A meeting between with the Clerk, consultant and Department is awaited, this was postponed due to illness.

Mobility Scooter Charging Stations
Final approved from the Fire Department on locations is awaited.

Reayrt y Chrink – Flats 1&3
Tender documents are being prepared.

New Item – Warden call systems
The call system in Mill Hope cannot be repaired and requires replacement, this will cost approximately £20,000. The minimal drawdown at the HSBC is £50,000. The Admin team are working to explore options for replacing the call systems at Mill Hope & Sandfield and will bring a proposal to the Board. RYC is nearly complete and MC is awaiting repair. All tenants who do not have a call system at the moment have been offered alternatives.

Item 8.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2021/22

2021 Meeting Dates	
29th November 2021	
20th December 2021	Request to move meeting
31st January 2022	
28th February 2022	
28th March 2022	
25th April 2022	
30th May 2022	
27th June 2022	
25th July 2022	
29th August 2022	
26th September 2022	
31st October 2022	
28th November 2022	
19th December 2022	

SOUTHERN SHELTERED HOUSING JOINT BOARD

ORDINARY BOARD MEETING
27TH SEPTEMBER 2021
AGENDA – PRIVATE SESSION

Item Number	Item	Action Required
1.	**MINUTES**	
1.1	Minutes of the Private Board Meeting held on 27th September 2021	For noting
2.	**MATTERS ARISING**	
2.1	Matters Arising Report	For Board approval
3.	**FINANCE - None**	
4.	**HOUSING**	
4.1	Housing Officers Report	For discussion & decisions
4.2	Wardens Report (Sandfield & Mill Hope)	For noting
5.	**STAFF MATTERS**	
5.1	Staff Christmas bonus vouchers	For Board approval
6.	**PRIVATE CORRESPONDENCE - None**	
7.	**ANY OTHER BUSINESS OF AN URGENT NATURE (BY PERMISSION OF THE CHAIR)**	

SOUTHERN SHELTERED HOUSING JOINT BOARD

MINUTE OF PRIVATE MEETING

HELD ON TUESDAY 27TH SEPTEMBER 2021

Present:	Mr D Radcliffe (Chairman), Mrs B Williams (Vice Chair) & Mrs B Guy
Apologies:	Miss D Quinney & Mr R Lewis
In Attendance:	Ms H Fargher (Clerk) & Mrs D Greenwood (Housing Officer)

1. Confirmation of Minutes:

   1.1 Minutes of the Private Meeting held on 31st August 2021. BW/DR proposed that these be adopted as a true record of the meeting. Carried.

2. Matters Arising from Minutes:

   2.1 Matters Arising Report – The report was noted.

3. Finance: None

4. Housing Report:

   4.1 Housing Officers Report:

   4.1.1 The allocation of 7 RYC & 49 RYC were approved.

   4.1.2 One application was accepted onto the waiting list.

   4.1.3 The waiting list updates were noted.

   4.1.4 The Housing waiting & transfer lists were noted.

   4.1.5 One transfer request was accepted.

   4.1.6 The emergency pull cord update was noted.

   4.2 Wardens Report – The report was welcomed and noted.

5. Staff Matters:

   5.1 Draft Harmonisation Report – HF advised that regular meetings with the Union Representative were being held doe forecasting for salary workings was underway.

6. Private Correspondence:

   6.1 Correspondence from relative of tenant – The correspondence was noted, HF to respond noting unprecedented times and thanking the relative for their co-operation.

7. Any other Business: None

Date of next meeting was agreed for 25th October 2021 at 5.00pm.

There being no further business the meeting closed at 6.00pm.

Item 2.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MATTERS ARISING REPORT

Matters Arising

Correspondence from relative of tenant re lodging through lockdown – The response was issued and no further communications have been received.

Guest & Community Rooms – Discussion regarding Community Rooms to be had.

Harmonisation Project – Unfortunately the last meeting for the project was postponed and is currently being re-arranged.

Item 4.1

Housing Officer's Report to Southern Sheltered Housing Joint Board
1st November 2021

Subject	Information
Housing Applications	1. Mr & Mrs "G" (72 & 65) **Recommendation:** The applicants fulfil the acceptance criteria and should be accepted onto the waiting list. 2. Ms "H" (62) **Recommendation:** The applicant is under the age acceptance criteria of 65. However, if the Board are willing to accept the applicant in principle, I can apply to central government for 'age discretion'. The applicant is currently in public housing due for demolition and has mobility issues.
Waiting List Update	1. 11 Reayrt y Chrink (GF 1 bed flat) was returned and allocated to applicant (8) on this month's list as agreed at the last meeting. Applicant (8) has yet to agree a tenancy start date; hence he is still on the waiting list.
Vacant Properties for Allocation	1. We are still waiting for 49 Reayrt y Chrink to be handed back. The tenant passed away in June and I have chased the Lawyers for action. It was agreed at the last meeting to allocate the flat to applicant (2). 2. 16 Millhope Close (1 bed GF) – this is due to be handed back on 8th November. **Recommendation:** To work down the waiting list. An update on applicants will be provided at the meeting.
Waiting List & Transfer List	Current lists along with revised applicant status report will be tabled.
Transfer Requests	A tenant currently in a first floor flat in Millhope Close with no lift/stairlift has requested to transfer to a ground floor flat in a different area as she is struggling with the stairs. **Recommendation:** To accept the tenant on the transfer waiting list.
Auto Door Repairs	• Work to install replacement doors at Cooill Veg is nearing completion. • The door on Phase 3, Reayrt y Chrink has been temporarily repaired with parts borrowed from the old Cooill Veg doors until the new parts arrive.
Letters to Tenants	• I have had to write to tenants in Cooill Veg for breaching the parking order by keeping more than one car on the complex. • It was reported a couple in Reayrt y Chrink were keeping three dogs in their flat where permission was given for one. A letter has been sent reminding them of the terms of their tenancy agreement. • A tenant in Reayrt y Chrink has been interfering with a window in a communal stairwell and leaving personal items on the window ledge. The cleaner & warden have been shutting the window but the tenant recently left an aggressive note for them. A letter has been sent to the tenant pointing out his unacceptable behaviour.

Sandfield

Residents doing well apart from one Mrs Moria Addis who is in Southlands for respite care.
Residents and myself were all very sadden on the lost of Mrs Janet Laine. Janet was a lovely lady we shall all miss her.
Majority of us attened her beautiful service.
Various jobs have been completed around the Complex
Mrs Kathleen Cregeen is so grateful to those involved for making her life easier by altering her kitchen cupboards couldn't reach them before can now
A big Thank you from Kathleen and her family

Mill Hope.

We have one resident Isolating after testing Positive and one resident in respite all others doing well.
Pendants have been issued to those who are in need until I Spy gets around to repairing intercoms (Pull cords)
Mrs Anne Davies sends her thanks to the Board for giving their permission for her to have a little Shed on the Complex
A very happy resident and her dog.

Thank you
Margaret Skillen

Warden

Item 5.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

STAFF CHRISTMAS BONUSES

In previous years the Board have approved £50 Christmas bonus vouchers for all SSHJB staff, approval is sought for this again.

The total cost will be £350.