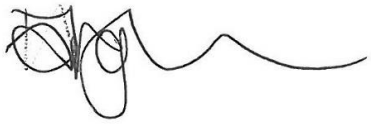
Date: 28th January 2022

NOTICE OF ORDINARY GENERAL MEETING

In accordance with Schedule 1 of the Local Government Act 1985, Notice is hereby given that the Annual General Meeting of Southern Sheltered Housing Joint Board will be held on **Monday 31st January 2022 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
31st JANUARY 2022
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 29th November 2021	For Board approval
2.2	Ratification of December e-mail votes	For Board ratification
3.	**MATTERS ARISING - None**	
4.	**MOTIONS – None**	
5.	**FINANCE**	
5.1	Invoices for payment in January 2022	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 2022	For Board discussion
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 MONDAY 29TH NOVEMBER 2021 AT 5.00pm

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

1. The Vice Chair took the Chair, declared the meeting open, welcomed the Board and noted there were no apologies. The Chair asked for declarations of interest, none were made.

2. Confirmation of Minutes:
   2.1 Minutes of the Ordinary Meeting held on 1st November 2021. BG/RL proposed that these be adopted as a true record of the meeting. Carried.

3. Matters Arising from Minutes: None

4. Motions: None

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

6. Health, Safety & Environmental Performance:
   6.1 Projects Update – It was agreed to defer the discussion regarding Sandfield Roof until quarter 3 accounts had been received (February). BG/RL approved the order of the replacement door for phase 3 RYC. Carried.

7. Public Correspondence & Communications:
   7.1 Southern Wellbeing Partnership Launch 8th Dec – BG advised she would be unable to attend, BW confirmed attendance.

7.2 Newsletter – The tabled newsletter was discussed and approved for issue.

8. Policy & Resources:

8.1 Meeting dates 2021 – The meeting dates were noted.

9. Public Consultations: None

10. Any Other Business: None

Meeting closed at 5.32pm

Item 2.2

SOUTHERN SHELTERED HOUSING JOINT BOARD

RATIFICATION OF EMAIL VOTE

For; BW, BG, DR & RL
No response; DQ

Hayley Fargher
Mon 20/12/2021 14:47

Good Afternoon all

As we are not having a December meeting this month, please find attached the Housing Report & Invoices for electronic approval.

Decisions required are as follows;

1. To accept the application onto the waiting list (provided applicant 3 provides required information which meets the criteria)
2. To follow the allocation recommendations
3. To approve the invoices for payment

Should you have queries on any of the items attached, please do not hesitate to contact me.

As I will not see you before Christmas, I would like to take this opportunity to wish you and your families a very Merry Christmas.

Kind regards

SOUTHERN SHELTERED HOUSING JOINT BOARD - Invoices to be paid in January 2022

Date	Inv #	Supplier	Details	Housing	Net (£)	VAT (£)	Total Cost (£)	NL Code
20/12/2021	28468	4Ts Window Cleaners	MC/CV/RyC - £175 and MHC - £110 - window cleaning	MC/CV/RyC	285.00	0.00	285.00	5240
01/01/2021	INV-1009	Adorn Leasing Limited	SF - Carephone and monitoring for 27 units	SF	585.00	117.00	702.00	5120
12/01/2022	1228322732	B&Q	13 RyC - pine mopstick handrail and wall mounted handrail	13 RyC	68.34	13.66	82.00	5000
05/01/2022	430318	DEFA	RyC - woodchip delivery for biomass burner	RyC	420.24	45.49	465.73	5160
05/01/2022	430334	DEFA	RyC - woodchip delivery for biomass burner	RyC	669.94	57.98	727.92	5160
05/01/2022	430305	DEFA	RyC - woodchip delivery for biomass	RyC	841.30	66.55	907.85	5160
05/11/2021	1240523	Ellan Vannin Fuels	SF - oil delivery	SF	1,313.03	262.61	1,575.64	5160
19/11/2021	1241443	Ellan Vannin Fuels	SF - oil delivery	SF	535.00	107.00	642.00	5160
26/11/2021	1242368	Ellan Vannin Fuels	SF - oil delivery	SF	830.32	166.06	996.38	5160
02/12/2021	1242261	Ellan Vannin Fuels	SF - oil delivery	SF	831.84	166.37	998.21	5160
15/12/2021	37588	Garage Door & Gate Automation Company	MC Block 56-59 - call out to repair door jam (door wasn't jammed)	MC Block 56-59	60.00	12.00	72.00	5000
14/12/2021	2021	Heattech Ltd	56 RyC - change syphon on toilet	56 RyC	56.00	2.80	58.80	5000
14/12/2021	2022	Heattech Ltd	38 RyC - free off thermostatic cylinder in airing cupboard	38 RyC	26.50	1.33	27.83	5000
14/12/2021	2024	Heattech Ltd	30 RyC - change trv in lounge	30 RyC	56.00	2.80	58.80	5000
14/12/2021	2026	Heattech Ltd	44 RyC - change kitchen tap	44 RyC	124.00	6.20	130.20	5000
06/12/2021	2201783	J Qualtrough & Co	Postcrete 20kg and sundeala FRB 2440x1220mm by 9mm	RYC	90.62	18.12	108.74	5240
30/11/2021	21/4087	Liftmann	MHC - call out to passenger lift. Cleaned and oiled.	MHC	75.00	15.00	90.00	5240
30/11/2021	21/4086	Liftmann	MC Block 29 - call out to stairlift, reset and now working	MC Block 29	75.00	15.00	90.00	5240
30/11/2021	21/4152	Liftmann	MHC - service to passenger lift - visit 12 of 12	MHC	100.00	20.00	120.00	5240
31/12/2021	961426671	Manx Gas	CV - gas supply to 30/12/21	CV	2,551.51	510.30	3,061.81	5160
31/12/2021	961426673	Manx Gas	HC - gas supply to 31/12/21	HC	7,375.59	1,475.12	8,850.71	5160
31/12/2021	961426672	Manx Gas	RyC - gas supply to 30/12/21	RyC	4,972.88	994.58	5,967.46	5160
28/10/2021	40637	Manx Utilities	SF - supply of electricity for communal lounge hall	SF	1,354.23	67.71	1,421.94	5160
14/12/2021	660/32753	MC Locksmith	RyC - Arrone AR8200-SE door closers	RyC	90.00	18.00	108.00	5000
20/09/2021	10139	Reliance Security	RyC - fire alarm system - annual remote monitor charge	RyC	60.00	12.00	72.00	5240
30/12/2021	RJT1744	Richard J Taylor Decorating	58 MC - redecorate premises	58 MC	770.00	154.00	924.00	5000
09/01/2022	RJT1747	Richard J Taylor Decorating	62 RyC - redecorate premises	62 RyC	810.00	162.00	972.00	5000
21/12/2021	144719	Stewart Clague Services	48 RyC - investigate fault on cooker hood, test and replace	48 RyC	66.80	13.36	80.16	5000
21/12/2021	144720	Stewart Clague Services	30 RyC - install 2 ceiling pendants, check other light fitti	30 RyC	80.79	16.16	96.95	5000
21/12/2021	144767	Stewart Clague Services	42 RyC - investigate fault with extractor fan to bathroom	42 RyC	190.52	38.10	228.62	5000
12/01/2022	9804	Test & Maintenance Services Ltd	SF and MHC - carry out monthly fire alarm and emergency light	SF and MHC	82.50	16.50	99.00	5240
03/01/2022	CR1120	TopCare Nursing Agency	RYC - supply of warden for December	RyC	1,087.00	0.00	1,087.00	5110
15/12/2021	93817	Unique Fire Protection	MC - extinguishers serviced, blankets inspected, service and test	MC	222.15	44.43	266.58	5240
				Total	**26,757.10**	**4,618.22**	**31,375.32**	

Breakdown of invoices to be paid by supplier

4Ts Window Cleaners	£285.00
Adorn Leasing Limited	£702.00
B&Q	£82.00
DEFA	£2,101.50
Ellan Vannin Fuels	£4,212.23
Garage Door & Gate Automation Company	£72.00
Heattech Ltd	£275.63
J Qualtrough & Co	£108.74
Liftmann	£300.00
Manx Gas	£17,879.98
Manx Utilities	£1,421.94
MC Locksmith	£108.00
Reliance Security	£72.00
Richard J Taylor Decorating	£1,896.00
Stewart Clague Services	£405.73
Test & Maintenance Services Ltd	£99.00
TopCare Nursing Agency	£1,087.00
Unique Fire Protection	£266.58
Total	**£31,375.32**

Item 6.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

PROJECTS UPDATE

Mill Hope & Sandfield Boilers
A meeting between with the Clerk, consultant and Department is being arranged.

Mobility Scooter Charging Stations
SCS have commenced installing a coin metered charging point at RYC as a temporary solution until a more permanent one is approved. Mill Hope & Marashen Crescent will follow after RYC.

Reayrt y Chrink – Flats 1&3
Discussions are ongoing with the consultants to proceed to tender.

Warden call systems
Investigations to replacement call systems are on going. The contractor carrying out repair works at RYC & MC are experiencing a delay in receiving materials (replacement room units). A verbal update will hopefully be available.

Sandfield Roof
To be brought back in February 2022.

RYC Phase 3 door
The door was replaced, the item will be removed from future Agendas.

Item 8.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MEETING DATES FOR 2022

2022 Meeting Dates	
28th February 2022	
28th March 2022	
25th April 2022	
30th May 2022	AGM
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
31st JANUARY 2022
AGENDA – PRIVATE SESSION

Item Number	Item	Action Required
1.	**MINUTES**	
1.1	Minutes of the Private Board Meeting held on 29th December 2021	For noting
2.	**MATTERS ARISING**	
2.1	Matters Arising Report	For Board discussion
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	Thank you note from staff	For noting
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 MONDAY 29TH NOVEMBER 2021

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

1. Confirmation of Minutes:

   1.1 Minutes of the Private Meeting held on 1st November 2021. BG/RL 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 Two applications were approved onto the waiting list.

   4.1.2 The waiting list update was noted.

   4.1.3 The allocations updates for 1MH & 16 MH were noted.

   4.1.4 There were no vacant properties for allocation.

   4.1.5 The waiting and transfer lists were noted.

   4.1.6 Three transfer requests were approved.

   4.1.7 The change to the acceptance criteria for Sheltered Housing was discussed and noted.

   4.1.8 A discussion was had regarding Community Rooms, it was agreed to offer the Town Hal, PSM as an alternative venue to those clubs wishing to continue in the current covid climate.

4.1.9 A discussion was had regarding Fibre Broadband, it was agreed that individual tenants would pay for their own connection.

4.1.10 The Summary of Housing Data was noted.

4.2 Wardens Report – The report was welcomed and noted.

5. Staff Matters: None

6. Private Correspondence: None

7. Any other Business: None

Date of next meeting was agreed for 19th December 2021 at 5.00pm.

There being no further business the meeting closed at 5.50pm.

Item 2.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

MATTERS ARISING REPORT

Matters Arising

Harmonisation Project – No update available at this time.

Community Rooms – RYC & Marashen Crescent have opted to re-open their community rooms after discussions with the tenants, Mill Hope is not currently used externally and Sandfield are continuing to use theirs internally.

Housing Officer's Report to Southern Sheltered Housing Joint Board
31st January 2022

Subject	Information
Housing Applications	1. Miss B (50) This applicant has multiple health issues and is under the age limit. However, I have already had permission from the Head of Housing to apply for age discretion if the Board are happy to approve this. 2. Mr & Mrs C (73 & 70) **Recommendation:** The applicants fulfil the acceptance criteria and should be accepted onto the waiting list.
Waiting List Update	1. Mr & Mrs "C" Have still to provide documents to support their claimed income/assets. As agreed at the last meeting, they will be placed on the waiting list once the information has been received. 2. Following the waiting list review, Mr B & Ms H have asked to be removed from the waiting list due to Ms H's dementia.
Allocations Update	1. **58 Marashen Crescent** (1 bed GF) Mr "H" accepted the tenancy offer. However, for health reasons he requires a bath. A letter of support was received from his doctor and an application for funding has been sent to the Southern Authorities Health Care Committee. 2. **62 Reayrt y Chrink** (2 bed FF) Mr & Mrs "V" accepted the tenancy offer.
Transfer Requests	1. Mrs "T" currently on the transfer waiting list along with Mr "H" has requested to be considered for a transfer to a one bed GF or FF with lift on her own. 2. Mr "H" currently in a FF flat at Marashen Crescent has requested to transfer to a GF or FF with lift. I have also suggested he explores the possibility of exchanging homes with Mrs "H" already on the transfer list who wishes to live in Marashen Crescent. Her flat has lift access.
Vacant Properties for Allocation	1. **71 Reayrt y Chrink** (1 bed FF) **Recommendation:** To offer to applicant 5 who is most in housing need. However, she did prefer MC and I am not sure if she can cope with a lift. Applicants 10 & 11 as reserves. 2. **7 Sandfield** (1 bed bung) **Recommendation:** To offer to applicant 6 who is in the most urgent housing need. Applicants 7 & 8 as reserves.
Waiting List & Transfer List	Current lists along with revised applicant status report attached.
Waiting List Review	All applicants responded to the review except applicant 20 and applicants 1 & 3 of the 2 bed waiting list. I managed to contact applicants 3 and have arranged to visit them to discuss their current housing needs on 2nd February.

Waiting and transfer lists to be tabled.

RECEIVED
25 JAN 2022

Sandfield

We have had a busy couple of weeks since Christmas a few residents feeling under the weather Plus one resident from each complex with covid We have been very lucky considering the wide spread. All and all they have managed to stay up beat I have praised them for their good work on regular testing. They are a wonderful bunch.
Mr Vinnie Holland had a few days in hospital he's out and about now and we are all looking forward to be celebrating his birthday with him (87 years young).
Sadly Mrs Kosh has moved in permanet to Southlands Sorry to see Jean go but she needed that extra care.
We look forward to welcome a new resident or residents.
I received a call from a lady from charity Drive They had been collecting toys for christmas and have lots left they enquired to see if any of the residents would like some for their grand children. What a lovely though to think of them.
A Thank card will be send to them from residents.

Mill Hope

Residents are doing well some have started doing a little gardening with the nice weather we have enjoyed this month.
Mrs Norma Sansbury has been in hospital for five weeks. Shes home (and glad to be) doing well with help from carers.
Mrs Kathleen Tew celebrated a special birthday this week (91 years young.) A few Problems in one block with the heating Wasn't giving out the best heat as always soon sorted Thanks to Nigel.
On behalf of myself and all residents
HAppy New year to all.

Thank you
Margaret Scully
Warden

Item 5.1

SOUTHERN SHELTERED HOUSING JOINT BOARD

STAFF METTERS

thank you

To SSHJB,

Thank you for the vouchers you gave us for Christmas. It was very much appreciated. Hope you all had a lovely Christmas and wishing you all a Happy and Healthy New Year.

Sian + Trish