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ONCHAN DISTRICT COMMISSIONERS

Hawthorn Villa,
Main Road, Onchan.

IN PUBLIC

8th September 2006

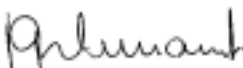
Sir/Madam,

You are hereby summoned to attend an **ORDINARY meeting of the Authority** to be held in the Boardroom, at Hawthorn Villa, 79 Main Road, Onchan, to transact the undemoted business at:

7.00 p.m. on Monday 11th September 2006

which will be followed by a meeting of the Board sitting *in Committee*.

Yours faithfully,



M. J. WILLIAMS
CLERK

AGENDA

The order of business at every meeting of the authority shall be in accordance with that laid down in Standing Order No 4 unless varied by the Chairman at his discretion (with the exception of items 1, 2 or 3 which cannot be varied) or by a resolution duly moved and seconded and passed on a motion which shall be moved and put without discussion.

1. To choose a person to preside if the Chairman and vice-chairman be absent
2. To deal with any business required by statute to be done before any other business
3. To approve as a correct record and sign the Minutes of the:-
 - 3.1 Ordinary meeting held on 7th August 2006 *(Minutes – APPENDIX 3)*
4. To dispose of business (if any) remaining or arising from the last and any intermediate extraordinary meeting.
 - 4.1 Rural Consultation Forum – Meeting held 7th September 2006
(Notes of the meeting to follow)
 - 4.2 Motion Number 46 – Reduction in Board Membership
(To note letter to Advocate prepared)
 - 4.3 Kerbside Collection Strategy Group – Meetings
(Clerk to report)
 - 4.4 Historic Buildings Conservation Areas 2006
(Letter still to be issued)
 - 4.5 North Bank Land – Acceptance of Public Open Space
(District Surveyor to report)

5. To dispose of business (if any) remaining or arising from meetings held prior to the last ordinary meeting.

None.

6. To deal with any business expressly required by statute to be done.

None.

7. To receive and consider reports, minutes and recommendations of committees.
(Note: See Standing Order Number 7(1) attached)

7.1 Housing Committee

- No Meeting Held

7.2 Works and Cleansing Committee

- Meeting Held 25th August 2006

(Minutes – APPENDIX 7.2.1)

7.3 Leisure and Amenities Committee

- No Meeting Held

7.4 Policy and Finance Committee

- Meeting held 4th September 2006

(Minutes – APPENDIX 7.4)

7.5 Rural Committee

- No Meeting Held

8. To consider letters, petitions, memorials and other communications.

8.1 Planning decisions/communications from the D.L.G.E. Planning Committee

1.1 Planning Communications – list circulated

1.2 Plans – list circulated

1.3 Planning Recommendations, Rural Committee – No Meeting Held

8.2 Tree Felling Licence Application, 26 Governors Road – copy letter circulated

8.3 Register of Electors – copy letter circulated

8.4 Integrated Risk Management Plan (IRMP) Consultation – copy letter circulated

8.5 Marine Litter Awareness Day – copy letter circulated

8.6 Castletown Town Commissioners, Invitation – copy invitation circulated

8.7 Marown Parish Commissioners, Invitation – copy invitation circulated

8.8 Braddan Parish Commissioners, Invitation – copy invitation circulated

8.9 Municipal Association, Emergency Procedures – copy letter circulated

8.10 Municipal Association, Seminar Invitation – copy invitation circulated

8.11 Local Authority Induction Course – copy email circulated

9. To consider any report from the clerk or the surveyor

10. Chairman's Announcements

Chairman to report

11. To answer questions asked under standing order 7 (Note: See Standing Order 7(2) to 7(4) attached)
 - 11.1 Question - Commissioner D.J. Quirk to Chairman, Onchan District Commissioners
Re: Land and Public Footpath on King Edward Road, Onchan, Near Lands End
 - 11.2 Question - Commissioner D.J. Quirk to Chairman, Onchan District Commissioners
Re: Clean the World In Onchan week ending 15th and 16th September 2006

12. To consider Motions in the order in which notice has been received. (Note: See Standing Order No 5 attached)

None.

13. Other Business, if any, specified in the summons

None.

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Minutes of the ordinary meeting of the **ONCHAN DISTRICT COMMISSIONERS** held in the Boardroom, Hawthorn Villa, Main Road, Onchan, on Monday 7th August 2006 at 7.00 p.m.

Present: Mr D. Crellin (Chairman)
Mr G.K. Asfill
Mr S.T. Black
Mr M.J. Kennaugh
Mr E.D.R. Killey
Mr D.J. Quirk
Mr J.K. Watterson

Apologies: Mrs W. Megson
Mr A.T.W. Norton
Mr B. Stowell

In Attendance: Mr M.J. Williams (Chief Executive/Clerk)
Mr B.T. Price (District Surveyor)
Mr P. Martin (Deputy Clerk)

C06/08/01/01
BUSINESS REQUIRED TO BE DEALT WITH BY STATUTE

None.

C06/08/01/02
MINUTES

The minutes of the public meeting of the authority held on Monday 3rd July 2006, copies of which having previously been circulated, were agreed as a correct record of proceedings and signed by the Chairman.

C06/08/01/03
BUSINESS ARISING

1. Rural Consultation Forum

It was noted that despite recent attempts to expedite this matter, it had become apparent that a least one of the attendees would be unavailable to attend a meeting if this was held in August. After a short discussion it was

RESOLVED

that the next meeting should be called for Thursday 7th September 2006, and all who are present at the meeting indicated their availability to so attend that night. The availability of Messrs Moore, Norton, Skillicorn and Stowell to be confirmed with an early notification of the meeting being sent out that week in order to give maximum notice to those attendees.

*IN PUBLIC***2. Motion Number 46 – Reduction in Board Membership**

The Clerk reported the advice received from the Department of Local Government and the Environment that an amendment to the Onchan District Act 1986 to effect changes to the numbers to be elected to the Onchan District Commissioners would have to be progressed by way of a private bill. It would be the responsibility of the Onchan District Commissioners to seek approval for the bill to progress into the branches of Tynwald and to promote same. The Clerk enquired whether the commissioners wished an appropriate Bill to be drafted for submission to Tynwald.

After a short discussion, on the proposal of Mr Kennaugh, seconded by Mr Watterson, it was

RESOLVED

to seek an estimate of the fees which would be incurred through the drafting of such a Bill by the Commissioners Advocates.

It was however noted that it would be necessary to progress this item in order to comply with the policy of the Board.

3. Richmond Hill Consultative Committee

The Clerk confirmed that he had yet to receive a response to the Commissioners enquiries in relation to the maximum tonnages which could be handled at the Energy from Waste Plant. On the suggestion of Mr Quirk, it was agreed that Mr Killey should raise this matter with the Richmond Hill Consultative Committee at its next meeting.

C06/08/01/04**BUSINESS ARISING FROM PREVIOUS MEETINGS****1. Kerbside Collection Strategy Meeting**

The minutes of the meeting of the Kerbside Collection Strategy Group of the Department of Local Government and the Environment, held on 23rd June 2005, copies of which having previously been circulated, were noted.

Mr Quirk suggested that there may have been other meetings of the group which had been held for which minutes had not yet been made available. The Clerk to investigate.

Mr Quirk further commented that the officer representation upon the committee was on the basis of no delegated authority from the Board.

2. Litter Strategy Steering Group

Mr Quirk confirmed that he continued to attend the Litter Strategy Working Group of the Council of Ministers as the representative of the Authority. He drew attention to activities which were to take place in September whereby authorities would be encouraged to identify areas which might benefit from a cleaning exercise and that this matter had been delegated to the Waste Operations Manager and Community Officer to progress. He

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confirmed his view that the Authority should continue to support the Steering Group as appropriate.

Mr Black suggested that Happy Valley could be considered as an area suitable for cleansing works.

C06/08/01/05

BUSINESS EXPRESSLY REQUIRED TO BE DONE BY STATUTE

None.

C06/08/01/06

HOUSING COMMITTEE MINUTES

The minutes of the public section of the Housing Committee meeting held on 10th July 2006, copies of which having previously been circulated, were considered. There were no matters arising there from for consideration.

C06/08/01/07

RECEIVING OF MINUTES

It was **RESOLVED** that the minutes of the public section of the Housing Committee meeting held on 10th July 2006 be and are hereby received.

There were no Resolutions contained therein requiring the consent of the Board.

C06/08/01/08

WORKS AND CLEANSING COMMITTEE MINUTES

The minutes of the public section of the Works and Cleansing Committee meeting held on 17th July 2006 copies of which having previously been circulated, were considered. The following matters were arising from the minutes:-

1. WC/06/07/9 – Capital and Revenue Schemes – Snugborough Depot, Mezzanine Floor

Mr Watterson enquired whether there had been any further interest expressed. Mr Quirk commented that the minutes were not verbatim but that the committee had been aware of two or three other companies who may be interested in tendering for the works. He suggested that three contractors were required to tender in order to comply with the standing order on the making of contracts. The District Surveyor pointed out that the requirement was for the advertisement to be placed in the press to seek interested contractors. Mr Watterson shared the concerns expressed by Mr Quirk and suggested that at the very least, contact could be made with those suppliers who were recognised and registered with the Department of Trade and Industry for the supply and fitting of such structures, to seek the appropriate submission.

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On the proposal of Mr Quirk, seconded by Mr Killey it was

RESOLVED

not to open the tender received in respect of this project and to re-advertise the contract for the submission of the names of interested contractors.

2. WC/06/07/10(b) – Dropped Kerb School Road

It was noted that the Department of Transport had been made aware of the removal of the dropped kerb and tactile paving from the northerly side of School Road following recent repair works in the area, but that restorative works had not yet been completed. Mr Quirk expressed the hope that the tactile paving from the area had not been utilised in the creation of the zebra crossing outside of Hawthorn Villa. The District Surveyor commented that whilst the works had not been done he understood that the reinstatement of the dropped kerb and tactile paving was intended. Mr Quirk requested that an email be issued to the Director of Highways in this regard.

3. WC/06/07/9 – Planning Matters (PA 06/398)

The Chairman advised that the record of comments attributed to him within the minutes did not reflect the comments which he had made at the meeting and confirmed that he would take this matter up at the next meeting of the works and Cleansing Committee.

C06/08/01/09

RECEIVING OF MINUTES

It was **RESOLVED** that the minutes of the public section of the Works and Cleansing Committee meeting held on 17th July 2006, be and are hereby received. There were no recommendations contained therein requiring the consent of the Board.

C06/08/01/10

LEISURE AND AMENITIES COMMITTEE MINUTES

The minutes of the public section of the Leisure and Amenities Committee held on 24th July 2006, copies of which having previously been circulated were considered. Arising therefrom:-

1. LA/06/07/5(a)(i) – Christmas Decorative Lighting

Mr Watterson expressed alarm at the price quoted in the minutes for the purchase of decorative static lights at approximately £30 per set and sought assurance that alternative quotations had been sought to ensure value for money was being attained.

2. LA/06/07/5 (a)(ii) – School Road Playing Field Drainage

Mr Quirk sought and was given detail as to where the proposed additional drainage was to be installed.

*IN PUBLIC*3. LA06/07/9(e) - Village Fair

Mr Watterson supported the comments made that the Village Fair was more suited to being held at The Butt than the Nivison Stadium. He acknowledged that this had been assisted by the good weather.

Mr Watterson went on to point out that there were issues with the roof at Molly Carroin's Cottage which required attention.

4. LA/06/07/12(b) – Park Passports

Mr Kennaugh expressed a view in favour of the Onchan Park Passport being available for use at any time rather than being time limited as they had been in the current year.

5. LA/06/07/9(f) – Commissioners Cup

Mr Quirk enquired as to where the Commissioners Cup was presently stored and the Clerk confirmed that the Administrative Officer was making enquiries in this regard.

6. LA/06/07/9(d) – Lantern Light/Torchlight Procession

The Chairman advised that the comments attributed to him in this minute did not accurately reflect what was said at the meeting and that this matter would be raised at the next meeting of the Leisure and Amenities Committee.

C06/08/01/11RECEIVING OF MINUTES

It was **RESOLVED** that the minutes of the public section of the Leisure and Amenities Committee meeting held on 24th July 2008 be and are hereby received. There were no Resolutions contained therein requiring the consent of the Board.

C06/08/01/12POLICY AND FINANCE COMMITTEE MINUTES

The minutes of the public section of the Policy and Finance Committee meeting held on 31st July 2008, copies of which having previously been circulated were considered. There were no matters arising therefrom.

C06/08/01/13RECEIVING OF MINUTES

It was **RESOLVED** that the public section of the Policy and Finance Committee minutes held on 31st July 2008, be and are hereby received. It was further **RESOLVED** that the resolution contained therein requiring the consent of the Board be approved as follows:-

1. That the said payments from revenue account as detailed on the lists attached to the minutes be endorsed.

IN PUBLIC

C06/08/01/14
RURAL COMMITTEE MINUTES

The minutes of the public section of the Rural Committee meeting held on 26th July 2006, copies of which having previously been circulated were considered. There were no matters arising therefrom.

C06/08/01/15
RECEIVING OF MINUTES

It was **RESOLVED** that the public section of the Rural Committee minutes held on 26th July 2006, be and are hereby received. There were no Resolutions contained therein requiring the consent of the Board.

C06/08/01/16
LETTERS, PETITIONS, MEMORIALS AND OTHER COMMUNICATIONS

1. **Planning Decisions/Communications From The Department Of Local Government And The Environment Planning Committee**

1.1 **Planning Communications**

P A NUMBER	DESCRIPTION	COMMENT
06/00324/B	Appeal against approval for ground floor extensions and roof alterations to form additional living accommodation for home care granny flat (resubmission of PA/05/01655), 20 Birch Hill Avenue	ODC recommendation - Refusal Planning Decision on Review – Approval Date of Appeal received
06/00153/B	Appeal against approval of alterations, demolition of existing garage and erection of new garage, bedroom and kitchen extensions and construction of hard standing for car parking (resubmission of 05/01944), 58 Howe Road	ODC recommendation – Refusal Planning decision on Review – Approval Date of Appeal received
06/00398/B	Creation of off road parking, 21 Bemahague Avenue	ODC recommendation – Refusal Planning decision on Review – Approval Appeal submitted in relation to this case
06/1099/B	Dwelling and integral garage, land adjacent to Melvaig House, The Park	Receipt of letter withdrawing application confirmed

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06/0096/B	Conversion of roof space and installation of roof dormers on front and rear elevations to provide additional living accommodation, 10 Briarfield Avenue	ODC recommendation – Refusal Planning Decision on Review – Approval Appeal submitted in respect of this application
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1.2 Consideration of Planning Applications

P A NUMBER	DESCRIPTION	COMMENT
06/1099	Dwelling and garage, land adjacent Melvaig House, 32 The Park	Application withdrawn
06/1132	Revision to previously approved alterations and additions (PA 04/00661/B), 50 Majestic View	ODC recommendation – Approval
06/01189	New ensuite in ex garage and new window to side elevation, 9 Seafield Crescent	ODC recommendation – Approval
06/01191	New window and change of an existing window for access to terrace, 52 Majestic Drive	ODC recommendation – Approval
06/1195	Amendments to approved erection of a terrace of four dwellings, (03/00417/B), The Large Barn, Siegaby and Ballacottier Clype	ODC recommendation – Approval
06/01200	Amendments to approved (03/00469/B) to include alterations to bay window proportions, addition of a glazed link between house and garage, Glenside Cottage, Siegaby and Ballacottier	ODC recommendation – Approval
06/01201	Amendments to approved (03/00468/B), to include alteration to bay window proportions, increase in height and side of wings, Ballacottier Farmhouse, Siegaby and Ballacottier	ODC recommendation – Approval
06/01202	Amendments to approved (03/00470/B) to include changing face stonework for staircase enclosure to curtain	ODC recommendation – Approval

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	walling, The Tuck Mill, Slegaby and Ballacottier Clype	
06/01203	Amendments to approved access road (03/01174/B), including realignment of junction with Ballacottier Road, new access road, Slegaby and Ballacottier	ODC recommendation – Approval
06/1212	Amendments to approved new dwelling, plot 19, Manor Park	ODC recommendation – Approval
06/1240	Replacement conservatory to side elevation, 40 Sea Cliff Road	ODC recommendation – Approval
06/1114	Conversion of existing warehouse to warehouse and bathroom and tile showroom, Unit E&F, Tromode Industrial Estate	ODC recommendation – Refusal – proposal would introduce retail sales in the area contrary to established policies
06/1117	Extension, 7 Larch Hill Grove, Tromode	ODC recommendation - Approval

1.3 Planning Recommendations – Rural Committee

The Planning recommendations of Rural Committee, formulated at the meeting of that committee held on 26th July 2006 had been previously circulated. It was **RESOLVED** that the decisions of the Rural Committee relating to planning matters debated at the meeting held in 26th July 2006 be and are hereby endorsed.

2. Historic Buildings Conservation Areas 2006

The Clerk circulated as received a letter dated 16th July 2006 from the Assistant Building Conservation Officer of the Department of Local Government and the Environment together with a leaflet entitled A Guide to Conservation Areas in the Isle of Man.

On the proposal of Mr Quirk, seconded by Mr Watterson, it was **RESOLVED**

that a letter be submitted to the Department of local Government and the Environment to enquire as to progress which had been made over the years in relation to a study which was to be undertaken in the Onchan District to establish whether a second conservation area should be promoted within the district.

3. Offer of Assistance – The Church of Jesus Christ of Latter Day Saints

The Clerk had circulated a letter as received from the Church Jesus Christ of Latter Day Saints, offering to become involved in any projects to take place on 23rd September 2006 within the Onchan District. It was noted that an effort was to take place on 16th

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September in response to the Litter Strategy Group suggestions and an area which might be considered would be Port Jack.

4. Richmond Hill Consultative Committee

The minutes of the meeting of the Richmond Hill Consultative Committee which took place on Wednesday 5th April 2006 had been circulated with the agenda and were noted.

5. Isle of Man Department of Transport - Newsletter

The Clerk had circulated with the agenda a copy of Issue 1 of "Highways Monthly" the new newsletter to be issued by the Department of Transport on a regular basis. The content of the newsletter was noted.

Mr Watterson referred to the continuing works being undertaken at Saddle Road and the Vicarage Road in Braddan, commenting that these appeared to be taking an enormous amount of time to complete. He suggested that there were advantages in the principal of technical Divisions of Departments tendering for works against the private sector to ensure that works were undertaken were of minimum duration.

Mr Quirk encouraged residents within the Onchan District to report any matters of concern relating to the highways of the district to the local authority in order that efforts could be made to ensure that the Onchan District received a fair share of the works which were being undertaken.

Mr Watterson went on to applaud the Department for the issue of the newsletter and that he looked forward to the receipt of further issues in due course.

C06/08/01/17**CLERKS REPORT****1. Petition – Replacement Play Equipment, Jubilee Playground, Birch Hill**

The Clerk confirmed that the petition for the grant of borrowing powers in relation to the purchase of replacement play equipment at the Jubilee Playground had been submitted to the Department of Local Government and the Environment and advertised. He understood that the petition was to be heard by the Department during the current week.

C06/08/01/18**DISTRICT SURVEYORS REPORT**

1. The District Surveyor reported receipt of an invitation to attend a show in the UK in relation to recycling issues, and recommended that the Chairman of the Works and Cleansing Committee and the Waste Operations Manager attend such meeting.

Mr Watterson supported the suggestion pointing out that the technical officers of the authority in particular needed to establish and maintain contacts in relation to various

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technical issues in order to ensure they retain the most up to date information to draw upon for advice to the commissioners. After a short discussion it was

RESOLVED

that the Chairman of the Works and Cleansing Committee and the Waste Operations Manager should attend the forthcoming trade show in relation to recycling issues on behalf of the Onchan District Commissioners.

Mr Black voted against.

2. North Bank Land

The District Surveyor reported the receipt of a formal invitation for the Onchan District Commissioners to accept the transfer of public open space at the North Bank Land. He pointed out, however, that the Section 18 Agreement was arrived at between Selected Properties Limited and the Department of Local Government and the Environment although Onchan District Commissioners were named as the eventual recipients of the land under the terms of that agreement. A letter had been issued to the Department in relation thereto. Response awaited.

In answer to enquiry the District Surveyor pointed out that the presently required standard of maintenance for the land – understood to be two cuts per annum – would appear to be inadequate to properly maintain the area and this could involve the Commissioners in either an additional maintenance contract in relation to the public open space in that area or additional labour employed for that purpose. It was

RESOLVED

that the matter of the maintenance of the public open space at the North Bank Land be referred to the Leisure and Amenities Committee for assessment following receipt of a written report from the District Surveyor in that regard.

C06/08/01/19

CHAIRMAN'S ANNOUNCEMENTS**1. Village Fair**

The Chairman commented upon the success of the 2006 Village Fair at the Village Green.

2. Onchan Ladies Bowling Club

The Chairman confirmed that he had recently attended a competition of the Onchan Ladies Bowling Club to present prizes at the request of the club.

C06/08/01/20

QUESTIONS

The following question had been submitted by Commissioner Quirk in accord with the provisions of Standing Order No 7:-

*To Chairman, Onchan District Commissioners ref: Middle River Civic Amenity Site

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1. How many local authorities are able to use the Eastern C/A Site
2. Why is the green shed facility not being used at the Eastern C/A Site
3. Who is the current operator employed at the Eastern C/A Site
4. Does Onchan District Commissioners as a party to the Eastern C/A Site have a contract with the existing operator

The Chairman responded to the questions as follows

1. *No local authorities are permitted to use the Eastern Civic Amenity Site as bodies corporate. Residents of the local authority areas of Onchan, Douglas and Braddan can use the site free of charge subject to their having a valid permit. Residents of the local authority areas of Laxey, Lonan and Santon may also use the site having purchased a valid permit.*
2. *The interim Eastern Civic Amenity Site Joint Committee was unable to resolve the perceived safety issues surrounding operation of the facility prior to 31st March 2006.*
3. *Tels Limited are currently employed as contractors to operate the site*
4. *Onchan District Commissioners is one of the three parties, the others being Douglas Corporation and Braddan Parish Commissioners, to a joint contract with the existing operator.*

C06/08/01/21

MOTIONS

None.

There being no further business the meeting terminated at approximately 8.20 p.m.

IN PUBLIC

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Boardroom , Hawthorn Villa, Main Road, Onchan on Monday 4th September 2006, at 5.30pm

Present: Mr A.T.W. Norton (Chairman)
Mr D. Crellin
Mr D.J. Quirk
Mr B. Stowell
Mr J.K. Watterson

In attendance: Mr M.J. Williams (Chief Executive/Clerk)
Mr T.R. Craig (Deputy Clerk)

PF06/09/01
MINUTES

The minutes of the meeting held on 26th June 2006, copies of which having previously been circulated, were taken as read. These were to be signed at a later date.

PF/06/09/02
BUSINESS ARISING

None.

PF/06/09/03
BUSINESS ARISING FROM PREVIOUS MEETINGS

1. **Accounts and Audit Regulations**

The Clerk had circulated with the agenda a copy of a letter received from the Chief Internal Auditor of the Treasury, dated 28th August 2006, with regard to the proposed forthcoming Accounts and Audit Regulations 2006. The letter recalled that in July/August 2005, the Internal Audit Division of the Treasury had engaged with the Commissioners in a consultation exercise aimed at developing both the Audit Bill 2006 and the Accounts and Audit Regulations 2006. Comments received at that time were analysed and considered and appropriate amendments were incorporated into the draft documents. The letter recognised that the legislative process had taken a long time and confirmed that the Audit Bill had eventually progressed through the Legislative Branches at the end of June 2006 and it presently awaited Royal Assent.

The letter went on to confirm that it was the intention of the Treasury to seek Tynwald approval of the Accounts and Audit Regulations 2006 at the earliest opportunity following Royal Assent. This afforded the Treasury a further opportunity to, once again, seek the input of the Authority. Accordingly, the draft Accounts and Audit Regulations 2006 were enclosed for review and comment and the views of the authority were requested to be submitted by 29th September 2006. The Clerk advised that draft regulation 3 provided a mechanism by which exceptions in relation to compliance with the regulation could be achieved and draft regulation 3(3)

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confirmed that exceptions may be made, in relation to local authorities, joint boards or a burial authority, by the Department of Local Government and the Environment.

Regulation 5 required that every specified body should nominate an officer of that body to exercise the functions of the Responsible Financial Officer under the regulations and further described what such responsibilities entailed. In relation to Onchan District Commissioners, a discussion ensued as to whether the Clerk or the Chief Finance Officer should be so designated but after a short discussion

It was **RESOLVED***:-

that the Chief Finance Officer would, be designated as the Responsible Financial Officer under the provisions of the forthcoming Accounts and Audit Regulations 2006.

The Clerk advised that regulation 6 prescribed various matters relating to accounting control systems, one of which was the procedure to ensure that uncollectible amounts, including bad debts, are not written off except with the approval of the body or the responsible financial officer. The Clerk enquired whether the Board intended for any delegated authority to be given to the Responsible Financial Officer to write off uncollectible debts. After a short discussion, on the proposal of Mr Stowell, seconded by Mr Quirk, it was **RESOLVED***:-

that after all appropriate efforts had been made to achieve settlement, uncollectible amounts of up to £50 in an individual case may be written off by the Responsible Financial Officer under a delegated authority, subject to a regular reporting mechanism being established to advise the Commissioners of all items written off in this way. Such reports to be submitted to the Commissioners no less than annually.

The Clerk referred to draft regulation 7 which specified that bodies under certain criteria, under which the authority fell, would be required to "maintain in accordance with proper practices an adequate and effective system of internal audit". The Clerk was unsure as to the level of internal audit which was required pointing out that the present cheque authorisation processes and so forth required independent assessment of officers actions within the authority before transactions could take place. However, there had been some discussion with required to the potential of requiring the engagement of external resources to carry out an internal audit function.

It was, however, agreed that the matter required clarification and after discussion, it was **RESOLVED***:-

that the Clerk should contact his counterpart at Ramsey Town Commissioners, being an authority of similar structure, to discuss this matter further and report back to the committee in due course.

The Clerk confirmed that draft regulation 8, relating to statements of accounts, would also apply to the Onchan District Commissioners. However, draft regulation 8(7)(b), referring to the description of remuneration to members of staff, referred to matters

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other than wages/salary in this regard. The Clerk was unclear as to what items would be included and after discussion it was **RESOLVED:-**

that the Clerk enquire of the Chief Internal Auditor as to what items would be included in the description contained in draft regulation 8(7)(b) of "the estimated money value of any other benefit received by the member/officer or employee otherwise than in cash". Specifically, clarification should be sought as to whether this covered superannuation contributions by the employer and so forth.

It was noted that regulation 10(1) specified that accounts should be prepared not later than 31st July for the preceding financial year and that the accounts should not be submitted to the auditor unless they have been formally approved by the body.

PF/06/09/04
OUTSTANDING MATTERS

No list circulated.

PF/06/09/05
CLERK'S REPORT

Matters had been included upon the agenda for discussion on an individual basis, rather than in written form. There were no matters for consideration in public.

PF/06/09/06
FINANCE OFFICER'S REPORT

It was noted that the Chief Finance Officer was still absent on sick leave and that as such a formal report had not been prepared. However, certain of the figures normally quoted in the report were available. Members expressed good wishes to the Chief Finance Officer for an early return to full health.

1. Rates Collected

It was noted that the total estimated collectable rates and cash received in the current financial year to 29th August 2006 compared with the previous year were as follows:-

2006/07 estimated amount collectable including arrears brought forward	£1,588,988
2006/07 collected to 29 th August 2006 less refunds	£1,380,178 (86.97%)

Comparative Figures

2005/06 estimated amount collectable including arrears brought forward	£1,461,625
2005/06 collected to 29 th August 2005 less refunds	£1,280,732 (87.62%)

2. Revenue Accounts

The Revenue Account lists had yet to be prepared.

IN PUBLIC**PF/06/09/07****CORRESPONDENCE AND OTHER COMMUNICATIONS****1. Insurance Matters**

The Clerk reported an adjustment to insurance premiums having been confirmed by the commissioners insurance broker. The nett result of the adjustment was a slight saving on the premiums.

The renewal process in relation to the insurance premiums would require the submission in more detailed information in relation to property ownership with the authority. This was in hand. Noted.

PF/06/09/08**MATTERS REFERRED BY COMMISSIONERS/OTHER COMMITTEES**

None.

PF/06/09/09**RECOMMENDATIONS WITH POLICY OR FINANCIAL IMPLICATIONS FROM OTHER COMMITTEES**

No meetings held since last Policy and Finance Committee Meeting.

PF/06/09/10**OTHER BUSINESS****1. Recruitment of Chief Executive/Clerk**

It was confirmed that the closing date for the receipt of applications in respect of the post of Chief Executive/Clerk had passed and that arrangements were in hand for the applications to be analysed and interviews to be arranged. The matter would be further considered at an extraordinary meeting of the commissioners on Wednesday 6th September 2006.

2. Recruitment of Finance Officer

It was confirmed that an advertisement seeking an successor to the Chief Finance Officer, who was due to retire in the next financial year, had been placed and that the closing date for the receipt of applications was Friday 8th September 2006.

PF/06/09/11**DATE OF NEXT MEETING**

It was agreed that the next ordinary meeting of the Committee be held at 5.30pm on Monday 9th October 2006.

IN PUBLIC**PF/06/09/12**
CHIEF EXECUTIVE/CLERK

The Chairman made reference to the fact that this would be the last meeting of the Policy and Finance Committee attended by the present Chief Executive/Clerk, Mr Williams. Mr Norton thanked Mr Williams for his work on behalf of the committee. Mr Williams, in turn, thanked the committee for their good wishes.

There being no further business the meeting terminated at 7.40pm.