

ONCHAN DISTRICT COMMISSIONERS

*Hawthorn Villa,
79 Main Road, Onchan.*

ORDINARY MEETING

7th October 2019

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 undernoted business on:

Monday 7th October 2019

7:00 pm – Board Meeting

which will be followed by a meeting of the Board sitting **IN COMMITTEE**. Items on this agenda marked **(P)** will be considered in private, and correspondence is circulated separately.

Please note that the Minutes referred to in the Agenda have yet to be confirmed by the Authority as a true and correct record of proceedings at the various meetings, and will be published after ratification.

Yours faithfully,



**L. RADCLIFFE (Mrs)
CHIEF EXECUTIVE/CLERK**

AGENDA

The order of business at every meeting of the authority shall be in accordance with that laid down in Standing Order No. 13 unless varied by the Chairman at his discretion (with the exception of items 1, 2, 3 or 4 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 the 30th September 2019** *(Appendix 3.1)*
- 4. To dispose of any relevant business arising from such minutes if not referred to in the Minutes of any Special Committee:-**

None.
- 5. To dispose of any relevant business adjourned from a previous meeting:-**
 - 5.1 (P) Feasibility Study – Springfield Court** *(Appendix 5.1)*
- 6. To deal with any business expressly required by statute to be done:-**

None.
- 7. To consider any planning decisions/communications from the Department of Infrastructure Planning Committee:-**
 - 7.1 Plans for Consideration** *(Appendix 7.1)*

	Planning Application	Applicant/Address	Return Date
(a)	PA 19/01029/B	Mr A. Stephenson. Brooklands, Sir George's Bridge	18/10/19.
 - 7.2 Planning Communications**

None.
- 8. Finance & General Purpose Matters:-**
 - 8.1 Provision of Audit and Assurance Services to Local Bodies** *(Appendix 8.1)*

9. Consideration of any report from the Clerk or other Officer:-

- 9.1 Town and Village Centre Regeneration Scheme *(Appendix 9.1)*
- 9.2 (P) Hawthorn Villa – Parking *(Appendix 9.2)*
- 9.3 (P) Staffing Matter

10. Consideration of any relevant correspondence (already circulated unless indicated).

- 10.1 Jurby Parish Commissioners – Civic Service *(Appendix 10.1)*
- 10.2 IOM Post Office – All Island Letter Deliveries to 5 days a week *(Appendix 10.2)*
- 10.3 Onchan Methodist Church – Carol Service *(Appendix 10.3)*
- 10.4 Manx Blind Welfare – Calendar 2020 *(Appendix 10.4)*
- 10.5 IOM Post Office – Press Release *(Appendix 10.5)*

11. To answer questions asked under Standing Order 18:-

None.

12. To consider Motions in the order in which notice has been received:-

(Note: See Standing Order No. 14, 15, 16 and 17)

None.

13. Environmental & Technical Services Matters:-

None.

14. Properties & Amenities Matters:-

None

15. Chairman’s Announcements:-

(a) Dates for Diary

Date	Organisation	Event	Time
4 th October 2019	Onchan Primary Schools	Mr Hector Duff BEM 100 th Birthday	2.00 p.m. to 3.00 p.m.
5 th October 2019	Onchan District Commissioners	Commissioners Surgery Mr Allen and Mr Quirk	11:00 am to 1:00 pm
7 th October 2019	Onchan District Commissioners	Board Meeting	7:00 pm
20 th October 2019	Jurby Parish Commissioners	Civic Sunday	11.15 a.m.
28 th October 2019	Onchan District Commissioners	Board Meeting	7:00 pm
2 nd November 2019	Onchan District Commissioners	Commissioners Surgery	11:00 am to 1:00 pm
5 th November 2019	Onchan District Commissioners	Surgery – Springfield Court	2.30 p.m.
9 th November 2019	Royal British Legion	Children’s Poppies	10.30 a.m.
10 th November 2019	Royal British Legion	Remembrance Sunday Parade 9.25 a.m. Service: 9.45 a.m. War Memorial 10:45 a.m.	
11 th November 2019	Royal British Legion	Remembrance Day	

16. Any other URGENT business as authorised by the Chairman for consideration:-

None

PLANS LIST**Board Meeting to be held on 7th October 2019**

Planning Application	Applicant/Address	Description	Return Date
PA 19/01029/B	Mr A. Stephenson. Brooklands, Sir George's Bridge	Conversion of existing redundant agricultural barn to residential property.	18/10/19 No comments received
<i>Recommendation: Approval</i>			



Expressions of Interest

Provision of Audit & Assurance Services to Local Government Bodies

The Isle of Man Government invites expressions of interest from suitably qualified and competent organisations to provide Auditing and Assurance Services to Isle of Man Local Government Bodies in accordance with the Audit Act 2006.

The services will be subject to the Public Auditor Independence Code of Practice and offered in FIVE Lots. Bids will be accepted against one or more Lot(s), as follows:

Lot 1 Douglas

The core services will be the audit of:

- Douglas Borough Council
- IOM Local Government Pension Scheme

Lot 2 Eastern

The 5 Local Government Bodies in the Eastern area of the Island required to have either Statutory Audit or Assurance review based on turnover. There are currently 3 in this region requiring a full Statutory Audit.

Lot 3 Southern

The 9 Local Government Bodies in the Southern area of the Island required to have either Statutory Audit or Assurance review based on turnover. There are currently 3 in this region requiring a full Statutory Audit.

Lot 4 Western

The 9 Local Government Bodies in the Western area of the Island required to have either Statutory Audit or Assurance review based on turnover. There are currently 3 in this region requiring a full Statutory Audit.

Lot 5 Northern

The 6 Local Government Bodies in the Northern area of the Island required to have either Statutory Audit or Assurance review based on turnover. There are currently 3 in this region requiring a full Statutory Audit.

In order to participate in this competitive exercise, your organisation must be registered on the Isle of Man Government's Procurement Portal. If you have not previously registered, please visit <https://in-tendhost.co.uk/iomg.aspx/Home> and select 'Register' from the menu on the left side of the Home Page.

Once you have registered your organisation you should select this tender from the list of 'Current Tenders' and 'View Details' then click 'Express an Interest' at the bottom of the page. Once you have clicked on 'Express an Interest' a 'Form of Acknowledgement' tab will appear. This tab will provide a copy of the 'Appeals Procedure' to be downloaded. In order to progress to the next stage of the process you will need to 'Opt-In' and complete the 'Form of Acknowledgment' questionnaire and click 'Submit Return' before the Expression of Interest deadline as detailed below.

Should you have any difficulty in using the website or registering your interest in this way, please e-mail procurement@gov.im

Expressions of interest must be submitted through the above Portal by **noon on Friday 11 October 2019.**

Andrea Gale

From: Linda Radcliffe
Sent: 28 September 2019 07:27
To: Stephanie Johnson; Alyson Crellin; Andrea Gale
Subject: Fwd: Local Government Audits & Assurance Reviews
Attachments: trea.3566 Web Advert.pdf

For the Board agenda please.

Thanks

Linda Radcliffe

Chief Executive/Clerk

Onchan District Commissioners

From: Bevan, Rachel <Rachel.Bevan@gov.im>
Sent: Friday, September 27, 2019 6:14 pm
Subject: FW: Local Government Audits & Assurance Reviews

Dear all – please see the email below and attached document from Stephen Hind, Director of Audit Advisory at the Treasury.

Dear Clerk/RFO

As you will be aware Treasury has recently undertaken an exercise to appoint a new Local Government Auditor/Assurance Reviewer via a competitive tendering exercise. Unfortunately this exercise has proved unsuccessful in making an appointment.

Now, following the finalisation of the other Auditor appointments that formed a part of that broader procurement exercise, Treasury's Audit (Consultative) Committee have again considered the most appropriate way to progress the Local Government appointments. Consequently it has been decided to approach the market again for interest, however in order to open the contract to more extensive competition, the contract is this time being advertised as 5 independent lots.

Accordingly please see attached advert that will be placed upon Government's procurement portal early next week – please also feel free to circulate to any professional audit firms that you think may be interested.

It is anticipated that we should be able to confirm the appointments by mid-December.

Thanks & regards,

Stephen.

Stephen HindFCCA

Director of Audit Advisory

Audit Advisory Division, The Treasury,

Isle of Man Government,

Prospect House, 27-29 Prospect Hill, Douglas,

Isle of Man IM1 1ET

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RAAUE: S'preevaadjagh yn çhaghteraght post-l shoh chammah's coadanyn erbee currit marish as ta shoh coadit ec y leigh. Cha nhegin diu coipal ny cur eh da peiagh erbee elley ny ymmydey yn chooid t'ayn er aght erbee dyn kied leayr veih'n choyrtagh. Mannagh nee shiu yn enmyssagh kiarit jeh'n phost-l shoh, doll-shiu magh eh, my sailliu, as cur-shiu fys da'n choyrtagh cha leah as oddys shiu.

Cha nel kied currit da failleydagh ny jantagh erbee conaant y yannoo rish peiagh ny possan erbee lesh post-l er son Rheyynn ny Boayrd Slattyssagh erbee jeh Reiltys Ellan Vannin dyn co-niartaghey scruit leayr veih Reireyder y Rheyynn ny Boayrd Slattyssagh t'eh bentyn rish.

MEMORANDUM

To: ONCHAN DISTRICT COMMISSIONERS
From: CHIEF EXECUTIVE/CLERK
Ref: TOWN AND VILLAGE CENTRE REGENERATION SCHEME
Date: 7 OCTOBER 2019

The regeneration scheme provides financial support towards external improvements to commercial buildings located within the six regeneration zones (listed below).

Funding is capped at a 50% contribution and it must be demonstrated that works would contribute to the regeneration of the wider area.

THE KEY AIMS OF THE REGENERATION SCHEME:

- To facilitate a dynamic, modern and diverse economy
- To maintain full and rewarded employment
- To raise the quality of the environment which surrounds us
- To encourage people to take pride in their environment
- To deliver the project within an agreed timescale
- To bring about strategic impact and long term sustainability

CURRENT REGENERATION ZONES

You can download the Regeneration Zone maps [here](#).

The regeneration zones are located within areas across the Island:

- Castletown
- Douglas
- Laxey
- Peel
- Port Erin
- Port St Mary
- Ramsey

ELIGIBILITY:

- The property must be in a designated Isle of Man Regeneration Zone
- The property must be of commercial use and open to the public
- The works must be to the exterior of the building
- It must be demonstrated that the works would contribute to the regeneration of the wider area

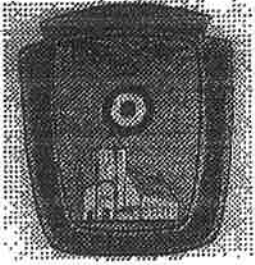
The Town and Village Centre Regeneration Scheme is currently under review and I have received confirmation that Onchan will now be included in the scheme. It is due to be presented to Tynwald in November 2019.

RECOMMENDATION

For noting

LINDA RADCLIFFE (MRS)

CHIEF EXECUTIVE/CLERK



JURBY PARISH COMMISSIONERS

BARRANTEE SKEEREY YURBY

Please reply to the Clerk: J. J. Quayle
Ballavarran, Jurby, Isle of Man, IM7 3AN

Fax: Tel: 01624 897686

28th September, 2019.

Dear *Mr Budeleffe*

I have been directed by Mr Simon Bampton, Chairman of Jurby Parish Commissioners to extend to the Chairman, Members and Clerk of *Onchan*

Jurby Commissioners and their partners a very cordial invitation to attend Divine Service in Jurby Parish Church on Sunday 20th October 2019 at 11.15 a.m.

At the conclusion of the Service, the Chairman and Fellow Commissioners will be pleased to welcome everyone in the Parish Hall, Bretney Road, Jurby, where refreshments will be served.

Yours sincerely,

J J Quayle,
Clerk.

ONCHAN DISTRICT COMMISSIONERS RECEIVED	
- 1 OCT 2019	
FAO	
ACKNOWLEDGED	
REPLIED	

Alyson Crellin

From: Lucy Webster-Thompson
Sent: 18 September 2019 14:32
Subject: Press release from Isle of Man Post Office

Dear Clerk

Please find below a press release from Isle of Man Post Office regarding standard letter deliveries moving to five days a week (Monday-Friday), with effect from 21st October 2019, for your information.

Kind regards

Lucy

Date: Wednesday 18th September 2019

All-Island Letter Deliveries to move to Five Days a Week

In response to reducing customer demand, Isle of Man Post Office (IOMPO) will change its standard letter mail service from six to five days a week, Monday to Friday, from Monday 21st October 2019.

While letters are in decline, parcel volumes continue to increase as a result of the sustained growth in e-commerce. To satisfy this demand, IOMPO will continue to deliver parcels and time-guaranteed services such as Special Delivery and tracked items six days a week, Monday to Saturday.

Julie Edge MHK, Chairman of IOMPO, said: "We are a supply and demand business that needs to modernise its operation to more accurately reflect the changing needs of customers in this digital era. IOMPO is currently loss making and in the last ten years, IOMPO's letter volumes have almost halved from 30 million to 16 million. Less letters means less income for the Post Office. The introduction of five-day letter deliveries will enable IOMPO to generate a saving of approximately £500k pa, which will help to offset the declining letter mail income, while supporting our strategic aim of returning the business back to profitability. All other services to customers will remain unchanged and post offices will continue to operate their normal opening hours on a Saturday."

She continued: "We have worked jointly with the Communication Workers Union (CWU) to plan the implementation of this key project of our five-year business strategy. We are grateful for the CWU's ongoing cooperation and to all our employees involved in the project, which has required a great deal of time, effort and planning."

There are also environmental advantages to be gained from the project with a reduction in the Island's greenhouse gases due to the reduced mileage of not delivering letters on a Saturday so less emissions, a decrease on the wear and tear of postal vehicles resulting in not as many old tyres, metal and plastic replacement parts to dispose of. In

addition, the automated letter sortation machine will not be operated on a Saturday, therefore saving energy and electricity.

-Ends-

NOTES TO EDITOR

- IOMPO is in the second year of its five-year strategy to modernise and ensure the long-term sustainability of the business
- Currently loss making, the strategy aims to return the business back to profitability by 2023/24. IOMPO has no desire to be subsidised by the taxpayer by asking for a subvention from Isle of Man Treasury, putting further pressure on overall Government funding
- 66% of respondents to IOMPO's 2018 public consultation supported the change in letter delivery from six to five days, with Tynwald approving the change in December last year
- Details of the new parcel collection centre in Castletown were announced on August 22. The new facility located in S&S Motors on Alexander Road is the new venue in which residents of Castletown and the surrounding area can collect if a delivery has been attempted. Customers just need to ensure they take along their notice left card to collect their parcel
- IOMPO is currently finalising its report on the retail network service modernisation strategy which will be debated and approved by Tynwald in October
- IOMPO's defined pension scheme, despite being fully funded, is neither affordable nor sustainable. Therefore legislative changes will be coming to Tynwald in November for approval
- IOMPO will shortly commence an extension to its existing Parcel Hall at Postal Headquarters

Lucy Webster-Thompson

PA to CEO & Corporate PR & Communications Manager BA Hons CIPR

Isle of Man Post Office

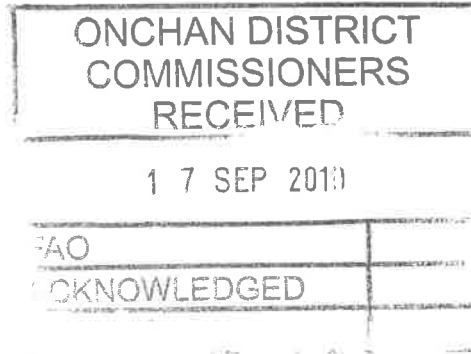
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100 Years of Transatlantic Flight
Issue date - 20th August 2019

ONCHAN METHODIST CHURCH**Ministers: Rev. Rebecca Ingrouille & Rev. Steve Ingrouille****Tel: 674464**

Christine Sutherland
12 Windermere Drive
Lakeside Gardens
Onchan
IM3 2DW

13 September 2019

The Chairman & Commissioners
Onchan District Commissioners
79 Main Road
Onchan

Dear Sirs/Madam,

Re: Onchan Methodist Church Carol Service

We would like to extend an invitation to The Chairman & Commissioners of the Onchan District Commissioners to join us for our annual Carol Service. Guests and partners are most welcome.

The service is scheduled for Wednesday 18 December starting at 7.30 p.m. This is an all age service and we hope to have Onchan Silver Band join us.

We very much hope you will be able to come and look forward to hearing from you in due course.

Yours sincerely



C. Sutherland (Mrs)
(Secretary)

Andrea Gale

From: Debbie Thomson
Sent: 02 October 2019 11:19
To: Admin
Subject: MBWS Calendar 2020

Hi Andrea

Many thanks for your support last year of our 2019 calendar which, thanks to your support, raised money to help blind and visually people on the Isle of Man.

I am just working on the finalised 2020 MBWS calendar. Once again we are keeping with the Manx landscape theme which is very well received and we are asking for sponsors for each month. We have been able to keep the cost at £150 per month and you would receive a banner which we are able to design for you at no extra cost.

If you could let me know if you would be interested again?

Look forward to hearing from you

Debbie

Debbie Thomson
Volunteers Coordinator & Events Organiser
Manx Blind Welfare Society
Corrin Court, Heywood Avenue
Onchan, Isle of Man IM3 3AP
Telephone: 01624 674727



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Andrea Gale

From: Lucy Webster-Thompson
Sent: 02 October 2019 15:03
Subject: Press release from Isle of Man Post Office

Dear Clerk

Please see below a press release from Isle of Man Post Office regarding its report on the Retail Network, which will be presented to this month's sitting of Tynwald, for your information.

Kind regards

Lucy

Date: Wednesday 2nd October 2019

Post Office Prepares to seek Tynwald Approval to Modernise the Island's Retail Network of Postal Services

Later this month, Isle of Man Post Office (IOMPO) will seek Tynwald approval to modernise the way postal services are provided in the community, adapting to the changing demands of its customers and commercial partners (including Government) in the digital age.

The report will be debated as IOMPO's annual accounts are laid before October's sitting of Tynwald, which show it's been another challenging year for the business. The report comes following the commitment made in the December 2018 sitting of Tynwald that following the public consultation, IOMPO would undertake further work on the format of the delivery of retail services and come back to Tynwald with its results and recommendations no later than October 2019.

Julie Edge MHK, Chairman of IOMPO, said: "We will be presenting our retail network modernisation strategy to Tynwald, based on a thorough analysis of the challenges and opportunities through consultation with all key stakeholders, while setting out the Board's recommended way forward."

She continued: "We recognise that the retail network is a unique social asset, and a key contributor to our heritage and our reputation as a trusted brand. However, society's needs are changing and all evidence supports that it is no longer financially sustainable or appropriate for IOMPO to maintain it in its current form. For some time, the retail network has operated at a loss and has been subsidised by other areas of the business, but the status quo is no longer acceptable. The results of our performance in the last financial year will be laid before Tynwald at the same sitting and highlight the spiralling costs of the retail network, further evidencing the need for change."

The internet revolution that started in the 1990's has changed retail services globally, as customers increasingly choose to transact their services digitally, at a time and place that suits them, rather than at a designated counter. In the last 10 years, transactions at post offices across the Isle of Man have fallen by 39% with the emergence of the digital alternatives. The majority of the current network transaction income relates to Government and commercial clients, which are anticipated to materially reduce or cease within the next three years, as these organisations pursue their digital strategies, gradually returning the focus of IOMPO to the delivery of postal services within the community. While not new or unforeseen, this significant change is having a profound impact on not only the financial viability of independently operated post offices around the Island, but IOMPO's overall ability to operate profitably and financially responsibly.

In developing its recommended retail network modernisation strategy for Tynwald, IOMPO consulted all key stakeholders including the general public; a public consultation was completed, the results of which were then explored by public focus groups, to ensure a balanced range of opinions. Key learnings of which included a general acceptance that change was necessary, with no desire to pay more for a service they were using less of, and recognition that if something could be made easier online, they would choose that option.

Made up of 22 sub post offices which are in the main dedicated counters within retail outlets, independently operated by individuals or businesses under a commercial service contract, the retail network must modernise to remain relevant and competitive in this digital age. In line with trends and feedback, IOMPO is exploring innovative ways to tailor postal services, responding to the demand for greater convenience, including the provision of 'pop up' offices, enhanced kiosks, self-administered postage and parcel drop off/pick up points.

Ms Edge said: "The retail strategy is part of IOMPO's five-year strategic business case identifying the need for change and efficiency in all aspects of our business, with the aim of returning IOMPO back into profit. IOMPO wants to avoid becoming a part of Isle of Man Government which requires a subvention and a further strain on the public purse."

She concluded: "I sincerely hope Tynwald will recognise IOMPO's financial situation, the cost of the retail network and its unaffordability. The Board takes its financial, commercial and social responsibilities very seriously. It is in this vein we are committed to ensuring the future sustainability of the Post Office, which enables it to provide access to postal services which are value for money, and in line with customer demand while supporting our local communities."

-Ends-

NOTES TO EDITOR

- Tynwald will debate Isle of Man Post Office's retail network modernisation report during its sitting being held 15th-17th October
- IOMPO's report and financial statements for the year ended March 2019 will be laid before Tynwald in October

- Both reports will be available to view on the Tynwald website from 3rd October 2019
<http://www.tynwald.org.im/about/tynwald/Pages/Business.aspx>
- Isle of Man Post Office (IOMPO) is in the second year of its five-year strategy to modernise and ensure the long-term sustainability of the business
- Currently loss making, the strategy aims to return the business back to profitability by 2023/24
- IOMPO's defined pension scheme, despite being fully funded, is neither affordable nor sustainable. Therefore legislative changes will be coming to Tynwald in November for approval

Lucy Webster-Thompson

PA to CEO & Corporate PR & Communications Manager BA Hons CIPR

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Town & Country Birds by Jeremy Paul

Issue date - 19th August 2019



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