

**Minute of the Ordinary Meeting of  
The Southern Civic Amenity Site Board  
Held on Thursday 15<sup>th</sup> February 2018  
At Port St Mary Town Hall**

Present	Mr J Ludford- Brooks, Chairman, Mr S Pilling, Mr P Crellin, Mr R Hirst & H Phillips, Deputy Clerk.
Apologies:	Mr M Cringle & Mr R Pilling

**1.** The Chairman welcomed the Board, noted the apologies and sought declarations:

**2.** The meeting considered the Minutes of the Ordinary Meeting of 25<sup>th</sup> January 2018.

A proposal was made that the minute be adopted as a true record of the meeting. PC/SP: This was resolved with all in favour.

**3.** Motions: None

**4.** Matters Arising from the Minutes:

**4.1** An e-mail received from the Cabinet Office in relation to the Freedom of Information Act was tabled. PC confirmed the Motion was worded to adopt the principles of the act. A costing is still to be provided by HP.

HP suggested the approved Budget and going forward the Public Agendas are uploaded to the website in an effort to improve transparency to the general public and ratepayers.

This was resolved with all in favour.

**4.2** A discussion relating to the Draft Registered Commercial User form was had, SP queried the need for a separate form per vehicle. It was agreed that HP would introduce the form to Account holders in the first instance.

PC/RH: This was resolved with all in favour.

*J.M.V. Ludford-Brooks*  
*15/03/18*

**4.3** Letter of enforcement to staff in relation to ensuring commercial users are charged for use of the site was discussed. SP proposed an amendment to include the wording 'including cars & trailers' after wording 'commercial vehicles'.

SP/JLB: This was resolved with all in favour.

**5. Finance Matters:**

**5.1** The Board considered invoices for payment for approval.

PC asked if the invoices received from the Department of Infrastructure are checked; HP confirmed that the Site Foreman does check all invoices prior to signing them.

Following this a proposal was made PC/SP that the invoices are paid.

This was resolved with all in favour.

**5.2** Invoices paid in January were noted.

**6. Operational Matters:**

**6.1** Monthly Tonnage Return was noted.

PC queried if the site are charging for the disposal of fluorescent tubes due to the fact that we are charged for disposing of them. SP advised that the site should not be absorbing the charge. HP to clarify.

**6.2** It was agreed to defer the Composting Breakdown Report to the next meeting as it was requested by RP who was not present. SP requested the inclusion of contractor costs on the report for the next meeting. HP to action.

**7. Site Maintenance:** None

**8. Public Correspondence:** None

**9. Any other business:** None

Meeting closed 19.25

J.M.V. head of - Book  
15/03/18