

**Minute of the Ordinary Meeting of
The Southern Civic Amenity Site Board
Held on Thursday 31st January 2019
At Port St Mary Town Hall**

Present	Mr J Ludford- Brooks (Chairman), Mr S Pilling (Vice Chairman), Mr P Crellin, Mr M Cringle, Mr R Hirst & Ms H Fargher, Clerk
Apologies:	Mr R Pilling

1. The Chairman welcomed the Board, noted the apologies and sought declarations: None were declared.

2. Minutes of the Ordinary Meeting of 20th December 2018.
PC/SP proposed that the Minutes of the Public Meeting held on 20th December 2018 be approved and signed as a correct record. All were in favour. Carried.

3. Motions: None

4. Matters Arising from the Minutes:
 - 4.1 The Matters Arising Report was discussed and noted. HF provided a verbal update regarding the composting equipment and the successful meeting with the probation services.

5. Finance Matters:
 - 5.1 The Board considered invoices for payment for approval in January.
PC/SP proposed that the invoices are paid. All were in favour. Carried.

 - 5.2 Invoices paid in December were noted.

6. Operational Matters:
 - 6.1 Monthly Tonnage Return – The report for December was noted.

 - 6.2 There were no EFW returns for December to report.

J.M.V. Ludford-Brooks
21/02/19

6.3 Draft Tender documents for Administration Contract – HF tabled the final document and covering letter to be issued to all applicants. **SP/RH proposed the documents be accepted and issued. All were in favour. Carried.**

6.4 Draft Environmental Policy – **PC/RH proposed the document be accepted and uploaded to the website. All were in favour. Carried.**

7. Site Maintenance:

7.1 Site Layout Report – HF advised the positive feedback received from the public regarding the new layout.

8. Public Correspondence: None

9. Any other business:

9.1 2018/19 Meeting dates were noted. It was agreed to discuss the AGM date at the next meeting due to planned absences.

9.2 PC advised that the Government have an online Equality Training course and requested HF to liaise with the Port Erin Clerk.

9.3 Meeting closed 19.21

J.M.V. Leedford-Bowle
21/02/19.