

**Agenda of the Ordinary Meeting of  
The Southern Civic Amenity Site Board  
To Be Held on Thursday 21<sup>st</sup> February 2019  
At Port St Mary Town Hall**

1. Welcome, apologies and declarations:
2. Consideration of the Minutes of the Ordinary Meeting of 31<sup>st</sup> January 2019.
3. Motions: None
4. Matters Arising from the Minutes:
  - 4.1 Matters Arising Report
5. Finance Matters:
  - 5.1 Invoices for payment in February for approval
  - 5.2 Invoices paid in January for noting
6. Operational Matters:
  - 6.1 Monthly Tonnage Return for January
  - 6.2 Energy From Waste Plant Returns – None to report
  - 6.3 Skip Performance Report
  - 6.4 Tender process result – verbal notification to be given by the Board
  - 6.5 Draft letter to commercial users for Board approval
7. Site Maintenance: None
8. Public Correspondence:
  - 8.1 Complaint
9. Any other business:
  - 9.1 2019 Meeting Dates for noting & AGM date to be set

Item 4.1

**SOUTHERN CIVIC AMENITY SITE BOARD  
MATTERS ARISING REPORT**

This report covers matter arising from the previous meeting not covered on the current agenda;

**Shredder & Screener** – Unfortunately DEFA & Onchan Commissioners have advised that they will not be purchasing the equipment.

**Tender Documents** – The tender documents were issued.

**Environmental Policy** – The policy has been uploaded to the website.

Item 5.1

SOUTHERN CIVIC AMENITY SITE BOARD

Purchase Invoices to be paid in February 2019

PIN	Date	Invoice No.	Supplier	Description	Net	Vat	Total
383	15/01/2019	G19C0096	Colas	Waste - Soil & Stones	£97.50	£19.50	£117.00
384	29/01/2019	1504	R Cain Plant Hire	Plant hire & labour re digger driver and ground worker	£657.00	£131.40	£788.40
385	21/12/2018	7954	Compressed Air Services	Repair to Karcher pressure washer	£75.00	£15.00	£90.00
386	29/01/2019	7996	Compressed Air Services	Repairs to pressure washer	£136.45	£27.29	£163.74
387	26/01/2019	2158260119	Cool Brothers Ltd	Milk deliveries W/e 12/01 to W/e 26/01	£9.60	£0.00	£9.60
388	31/01/2019	113820	Go Marketing Ltd	Paint, varnish, cleaning materials for site	£244.03	£48.80	£292.83
389	09/01/2019	374585	(Finance & Governance) Isle of Man Govt - DOI	Sale of Fridges, TVs & PCs - December	£431.14	£86.23	£517.37
390	14/01/2019	374935	(Finance & Governance) Isle of Man Govt - DOI	Tipping Dec 18 - Commercial, domestic and wood	£5,409.07	£1,081.81	£6,490.88
391	15/01/2019	375013	(Finance & Governance) Isle of Man Govt - DOI	Domestic tipping Dec 18 - Wright's Pit North Landfill	£792.98	£158.60	£951.58
392	07/02/2019	376504	(Finance & Governance) Isle of Man Govt - DOI	Sale of Fridges, TVs & PCs - January	£963.11	£192.62	£1,155.73
393	16/01/2019	375086	(Finance & Governance) Isle of Man Govt - DOI	Domestic tipping Oct 18 - Wright's Pit North Landfill	£424.32	£84.86	£509.18
394	25/01/2019	4115626	IOM Newspapers	Advert re "Expressions of Interest - Admin Contract"	£288.00	£57.60	£345.60
395	31/01/2019	151475	JDW Engineering	Call out to broken down digger	£294.50	£59.90	£353.40
396	31/01/2019	151505	JDW Engineering	Transport of digger from Amenity Site to JDW workshop	£160.00	£32.00	£192.00
397	05/01/2019	1989413	J Qualtrough & Co	Linemaker spray paint, cutting disc, sealant	£63.68	£12.74	£76.42
398	17/01/2019	1992121	J Qualtrough & Co	Square plate washer and shield anchors	£7.74	£1.55	£9.29
399	21/01/2019	1992823	J Qualtrough & Co	Linemaker spray paint.	£111.36	£22.27	£133.63
400	23/01/2019	1992824	J Qualtrough & Co	Posi screws	£10.42	£2.08	£12.50
401	25/01/2019	1993483	J Qualtrough & Co	Linemaker spray paint, masking tape, brown plugs	£17.09	£3.42	£20.51
402	01/02/2019	14823	Manx Environmental Services	Pest prevention Feb to April 2019 inclusive	£95.00	£19.00	£114.00
403	01/02/2019	12162394	Manx Telecom	Entry in IOM Colour pages	£48.00	£9.60	£57.60
404	01/02/2019	12148110	Manx Telecom	Rent to 28/02 Calls to 01/02 No 836202	£52.83	£10.57	£63.40
405	18/01/2019	6418	R C Marshall & Son	Disconnect old cabin and supply, install and connect new cabin.	£678.87	£135.77	£814.64
406	18/01/2019	6319	Metalco Engineering Ltd	Repairs to link arm JC31596	£20.00	£4.00	£24.00
407	07/02/2019	6337	Metalco Engineering Ltd	Fabricate and fit galvanised steps and landing at Amenity Site	£675.00	£135.00	£810.00
408	08/01/2019	2408	Middle Park Recycling	Green waste 66.8 Tonnes @ £22.00 + vat	£1,469.60	£293.92	£1,763.52
409	18/01/2019	3183	PSM Commissioners	Xmas vouchers for Staff (M&S)	£150.00	£0.00	£150.00
410	31/01/2019	98	Colin Tinnfan	Work done to load bin etc	£60.00	£12.00	£72.00

**£13,442.29    £2,656.53    £16,098.82**

£8,956.43  
£555.10  
£529.62  
£90.00

Paid re January  
Paid re January  
Paid re January  
Paid on 5th February re January Meeting

Salaries gross  
Employers NI  
Pension Contributions  
Members Expenses

**£23,573.44**

Item 5.2

SOUTHERN CIVIC AMENITY SITE BOARD

Purchase Invoices paid on 5th February 2019

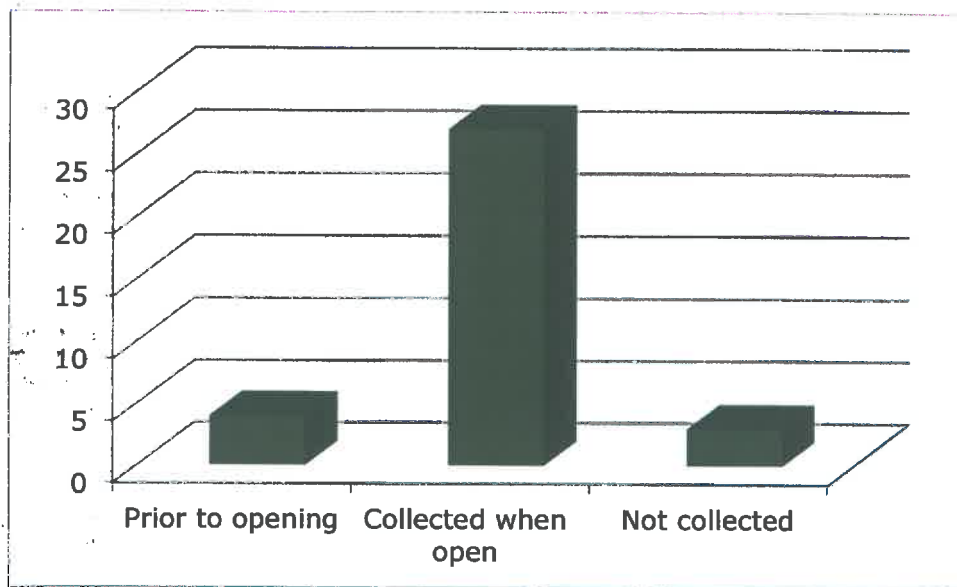
PIN	Date	Invoice No.	Supplier	Description	Net	Vat	Total
366	29/12/2018	2158291218	Cooli Brothers	Milk deliveries W/e 01/12 to W/e 29/12	£13.80	£0.00	£13.80
367	14/12/2018	13799	DC Skips	Bin/skip hire November 2018	£4,206.02	£841.20	£5,047.22
368	11/12/2018	373070	Department of Infrastructure	November TV/Fridge/Monitor disposals	£718.20	£143.64	£861.84
369	11/12/2018	373084	Department of Infrastructure	November EFW	£4,907.88	£981.58	£5,889.46
370	27/12/2018	1165312	Eilan Vannin Fuels	Gas oil	£465.81	£23.29	£489.10
371	31/12/2018	113756	Go Marketing	Cleaning and tidying materials	£159.87	£31.98	£191.85
372	31/12/2018	151045	JDW Engineering	Reps to filler/dipstick tube - model B100C T4 MS4P	£261.61	£52.31	£313.92
373	31/12/2018	151092	JDW Engineering	Reps to B100C T4 MS4P	£3,276.69	£655.35	£3,932.04
374	31/12/2018	151183	JDW Engineering	Empty toilet	£25.00	£5.00	£30.00
375	11/12/2018	13298	Mann Crane Hire	New office, canteen, toilet and shower unit	£23,661.00	£4,732.20	£28,393.20
376	01/01/2019	12040236	Manx Telecom	Telephone - Calls to 01/01 £20.68 and rent to 31/1 £33.50	£54.18	£10.84	£65.02
377	10/12/2018	2317	Middle Park Recycling	Green waste 145.54 Tonnes @ £22	£3,201.88	£640.38	£3,842.26
378	02/01/2019	3124	PSM Commissioners	Admin fee Q4 Jan-Mar 2019	£4,500.00	£900.00	£5,400.00
379	31/12/2019	3127	PSM Commissioners	Site Rental Q3 Oct-Dec 2018	£4,412.75	£882.55	£5,295.30
380	14/12/2018	1987415	J Qualtrough & Co Ltd	Cleaning and tidying materials	£352.19	£70.44	£422.63
381	18/12/2018	3673	Raven Electrical Services	Disconnect electrics from old shed and make safe	£45.00	£9.00	£54.00
382	19/12/2018	1800000617	Suez Recycling & Recovery	Tank emptying	£62.98	£12.60	£75.58

**£50,324.86    £9,992.36    £60,317.22**

Item 6.4

**SOUTHERN CIVIC AMENITY SITE BOARD**  
**SKIP PERFORMANCE REPORT**

The below sets out the skip collections in January 2019, a meeting has been requested with the contractor to discuss the below and Waste Services have also requested a meeting, which the Chairman will attend on Friday 22<sup>nd</sup> February.



Item 6.5

**SOUTHERN CIVIC AMENITY SITE BOARD  
DRAFT LETTER TO COMMERCIAL USERS**

Dear XXXX

Please be advised that now commercial operations have recommenced at the site, the Board and staff have worked hard to address various Health & Safety issues and the site layout over the past few months and request your co-operation in ensuring the transition back to taking commercial waste runs smoothly.

I have enclosed a new layout of the site for your ease of reference. Please ensure you have your commercial user card displayed when entering the site and using the facilities, should you require a replacement please contact the office on 832101 and this can be provided to you.

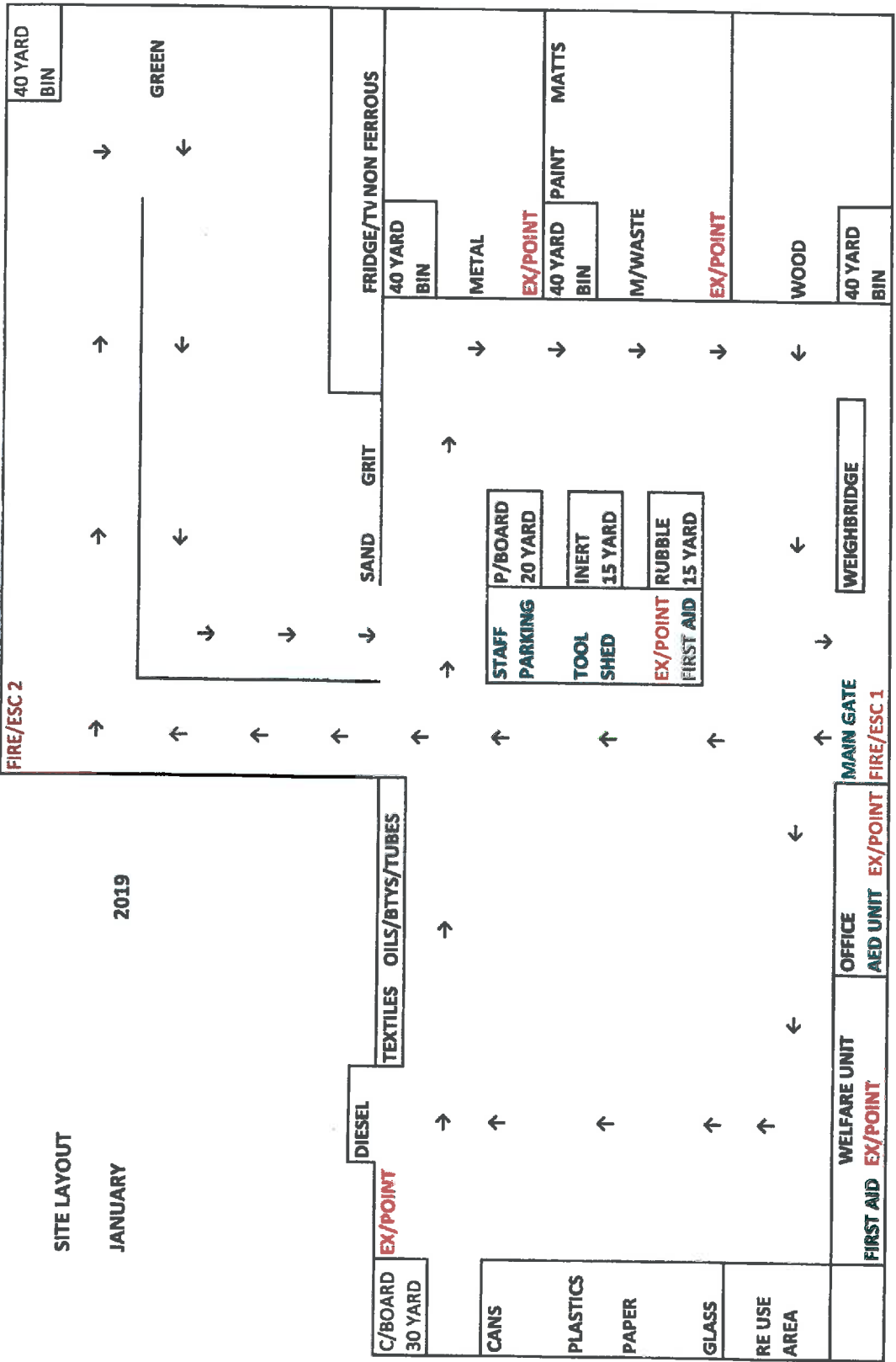
Please note that any abusive behaviour towards staff, breaking of the speed limits, refusal to pay for commercial waste or dangerous driving on site will result in a ban.

The Board fully appreciate the inconvenience from the closure of the commercial operations from the site and appreciate your co-operation through what has been a time of change.

Please do not hesitate to contact me should you have any queries regarding the contents of this letter.

Yours faithfully

Hayley Fargher  
Clerk



Item 8.1

**SOUTHERN CIVIC AMENITY SITE BOARD**  
**COMPLAINT**

Below sets out a complaint received and the response issued.

Good evening [REDACTED]

It is now 8 weeks since I wrote to you about the Re-use area at the Southern Amenity Site, and about 12 weeks since it was closed.

I was there a few weeks ago when there were two workers spray painting yellow and white lines on the ground, they were using the wrong type of paint, with the consequence that the lines have all but disappeared now.

There was also a digger breaking up a 'speed bump' in the composting area, for what gain was this?

The fact that the re-use area is still closed is an utter disgrace, and underlines the fact that the entire Board are unfit for office.

There is a small crack in the side wall that, as far as I am aware, has been there for many years but, in the true style of the useless Board, nothing has been done.

The welfare unit was destroyed in a recent storm, I believe that the same unit was declared condemned about 7 years ago but, again nothing was done.

This is now a formal complaint against the Board of the Site, they must all be dismissed immediately.

Furthermore, I expect the re-use area to be back in use by this Saturday 17 February, at the very latest.

Kind regards,

[REDACTED]

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Good Evening [REDACTED]

I will certainly put your complaint forward to the Board, however please let me address your concerns listed in your e-mail;

The reuse area does not just have a crack in the wall, there are problems with the roof and also it looks like further structural issues, both a Health & Safety expert and a Structural Engineer have deemed it not for for purpose. The Board are awaiting the receipt of the full engineers report to see what work is required to be carried out, the area will remain closed



until it is safe to reopen it for use. As I have advised before, the Health & Safety of our site users and staff will always come first.

With regards to the paint, it was agreed to put down this paint to ensure we have the layout correct before the permanent paint goes down, as at that point, there would be no chance to change or 'tweak' the layout as required.

The digger was beginning to break out the hump from the compost pad to enable the area to be utilised in the new site layout and in accordance with the Health & Safety advice we have received. Unfortunately it then came to light that the concrete is reinforced with lattice style metal bars and therefore was going to cost considerably more than it was originally priced for. The project was therefore abandoned to give the Board a chance to look at other more cost effective options.

I feel saddened that you have such a negative view of the Board when behind the scenes, a lot of effort is being made to ensure that the site is safe to use for all and improvements are being made, albeit not as quickly as some people would like.

I hope I have answered your queries and addressed your concerns but please do feel free to get in touch or arrange to come and see me to discuss any matters further.

Kind regards

A solid black rectangular box used to redact the sender's name or signature.

Item 9.1

**SOUTHERN CIVIC AMENITY SITE BOARD  
MEETING DATES 2019**

Below is a list of scheduled meeting dates for the coming financial year along with holiday dates booked for the Clerk.

<b>2019 Meeting Dates</b>	
17 <sup>th</sup> January 2019	
21 <sup>st</sup> February 2019	
21 <sup>st</sup> March 2019	
18 <sup>th</sup> April 2019	
16 <sup>th</sup> May 2019	
20 <sup>th</sup> June 2019	
18 <sup>th</sup> July 2019	
15 <sup>th</sup> August 2019	
19 <sup>th</sup> September 2019	
17 <sup>th</sup> October 2019	
21 <sup>st</sup> November 2019	
19 <sup>th</sup> December 2019	

The Clerk has annual leave booked on the following dates, however will still attend meetings;