

LEAD MEMBER
COMMITTEES,
JOINT BOARDS
AND OUTSIDE
BODIES

proposed the new Lead Member Committee structure had worked well last year and he would be in favour of retaining the current memberships for these Committees. The Town Clerk advised he had received a communication from Mr Convery dated 2 May 2017 stating he would like to retain his current membership on the Finance and Staff Resource Lead Member Committee and represent the Board at the Municipal Association. Ms Hannan seconded Mr Jones proposal and the Board unanimously **agreed** to extend their existing membership of the Lead Member Committees and Joint Boards for a further 12 month period. The representatives for the forthcoming year are:

Finance and Staff Resource: Mr Convery and Ms Hannan

Properties and Asset Management: Mr Jones and Mrs Moughtin

Events and Commercial Innovation: Mr Davison and Mr Heath

Works: Mr Lace and Mr Jones

Western Civic Amenity Site: Mr Lace

Peel and Western District Sheltered Housing Committee: Mr Jones and Mrs Moughtin

Western Swimming Pool and Youth: Mr Heath

Municipal Association: Mr Convery and Mr Jones

ITEM 5
DECLARATION OF
INTERESTS

17/05

The Town Clerk circulated the current personal declarations of interest made by each Board member and asked for any revisions or updates to be provided to him prior to the next Board meeting.

ITEM 6 MINUTES

17/06

The Chairman requested confirmation of the minutes. The Board **agreed** the minutes of the meeting held on 20 April 2017. Mr Jones proposed this item and it was seconded by Mr Lace.

Mr Jones left the meeting at 7:22pm

ITEM 2 MATTERS
ARISING

17/07

Item 16/121 Planning Appeal Request 16/01325C Campsite for 2017 TT and Festival of Motoring at Field 314539 Rheast Lane, Peel

The Board noted their appeal rebuttal statement was submitted by 26 April 2017. The Town Clerk advised he had been contacted by the Planning Appeal Administrator who had asked the Commissioners for any additional comments on the reasons given for approving this application by the Planning Committee. This information was only published on the last day for rebuttal submissions and after the Commissioners' statement was submitted. The Town Clerk read out the reasons given by the Planning Committee for approving this application against their officer's recommendation. Ms Hannan stated planning should not be about unproven economic benefits and is about land use. Mrs Moughtin stated the campsite at the Golf Club was not an existing venture and it was a new location which required planning permission. Mr Jones stated the TT festival was the busiest period to test a new traffic management scheme and the contingency plan proposed by the Department of Infrastructure could not work because the roads were unsuitable. Mr Jones proposed this information should be sent to the Appeal Inspector. Mrs Moughtin seconded this proposal and the Board unanimously **agreed**.

Item 16/123 Campsite WIFI

The Town Clerk reported the two quotes received for this work were assessed by the Lead Member for Events and Commercial Innovation at their meeting on 27 April 2017 who had concurred with the Boards decision and the order for the installation of WIFI by WIManx before the TT festival had been placed.

Item 16/123 Peel Traditional Boat Weekend 4-6 August 2017

The Board noted the communication was sent to the organisers of the traditional boat weekend offering financial assistance of £700.

Item 16/123 Arthritis Care Ellan Vannin 22-25 June 2017

The Board noted the communication approving the erection of a tent in the Headlands Field for the Parish Walk on 17 June 2017 had been sent to the Arthritis Care Ellan Vannin.

Item 16/126 Legal Agreements for the Purchase of 23 Properties at Slieau Whallian
The Board noted the legal agreements for the purchase of the land and the construction works were signed on 28 April 2017.

Item 16/127 Department of Environment, Food and Agriculture Consultation on Proposed for Future Management of Common Whelk Fishery

The Board noted the consultation response had been sent to the Department of Environment, Food and Agriculture.

Item 16/128 Department of Environment, Food and Agriculture Consultation on DNA Testing of Dogs

The Board noted the consultation response was sent to the Department of Environment, Food and Agriculture.

Item 16/130 Parking of Motorhomes and Caravans

The Board noted the communication providing details of the Commissioners' car parks and locations for motorhome parking was sent to the Department of Infrastructure.

Item 16/131 Highway Legislation Enactment

The Board noted the communication highlighting the Commissioners concerns relating to the liability for defects reported by the Commissioners to the Department of Infrastructure was sent to this Department.

Item 16/132 Ramsey Courthouse

The Board noted media reports stating an agreement was currently being negotiated between Ramsey Commissioners and the Department of Home Affairs for the purchase of the Courthouse.

Item 16/133 Peel Scout Community Work Application

The Board noted arrangements were being put in place for the Scouts to visit the Commissioners and to take part in a special junior local authority meeting and debate.

Item 16/135 Any Other Business Operational Items – Town Clerk to report.

The Town Clerk reported the request for grant assistance for Peel Carnival had been assessed by the Lead Member Committee for Events and Commercial Innovation on 27 April 2017 who had concurred with the Boards decision and suggested the grant assistance should be up to £5000 and subject to seeing the accounts for this event. The Chairman proposed this additional condition on financial assistance. Mr Heath seconded this proposal and the Board unanimously **agreed** to add this additional condition in the response to the Peel Carnival's application for funding.

HOUSING ITEMS 17/08

Item 8 Property Asset Management Lead Member Committee Update

Ms Moughtin reported the Lead Member for Property and Asset Management had not met since their meeting on 3 April 2017 and the minutes of this meeting were presented and discussed at the last Board meeting.

Item 4 Planning Applications for Comment

The Board noted no applications had been submitted to them for consideration at this meeting.

Item 5 Planning Decision Notified

The Board noted no decisions had been submitted to them for consideration at this meeting.

RECREATION ITEMS 17/09

Item 6 Events and Commercial Innovation Lead Member Update

The Chairman reported the lead members had met on 27 April 2017 and the minutes of this meeting would be made available at the next Board meeting.

Item 7 Peel Sunset Bowling Club 2017

The Board noted the contents of the communication dated 14 April 2017 from Peel Sunset Bowling Club listing their events for 2017.

Item 13 Manx National Two Day Trial

The Board noted the content of the communication dated 26 April 2017 from the secretary to the Manx Two Day Trial Committee. Mrs Moughtin stated she was content to support this application subject to there being adequate marshals for walkers on Peel Hill. Ms Hannan stated she would oppose motorcycles travelling from the Quarries over Peel Hill to Knockaloe. Mr Heath proposed the Board accept this application subject to these conditions. The Chairman seconded this proposal and the Board unanimously **agreed**.

Item 14 Orienteering Events in Peel

The Board noted the content of the communication dated 19 April 2017 describing the dates for future events from Mr Higgins who has set out these courses. Mr Heath had visited the first event on 17 April 2017 and wished to record his thanks on behalf of the Commissioners to the organiser of these events in Peel.

The Chairman declared an interest for the next agenda item and left the meeting at 7:35pm

Item 15 Application for vending in Peel from STIX

The Deputy Chairman took the chair in Mr Davison's absence. The Board noted the content of the communication dated 16 April 2017 from the owner of STIX. The Town Clerk advised the operator required a building to operate from and would only trade on weekends, bank holidays and school holidays. Ms Hannan highlighted Peel already had kiosks which sold similar products. Mr Heath stated Peel welcomed new businesses and unfortunately at this time the Commissioners did not have any existing vacant properties to temporarily lease. He stated there were existing private and vacant commercial units in Michael Street which may be suitable for this use.

The Deputy Chairman proposed this should be the Commissioners response to this application. Mr Lace seconded this proposal and the Board unanimously agreed.

The Chairman rejoined the meeting at 7:41pm

ITEM 16 FINANCE 17/10
AND STAFF
RESOURCE LEAD
MEMBER
COMMTTEE
UPDATE

Ms Hannan reported the lead members had met 13 April 2017 and provided the following update from the circulated minutes.

The lead members noted the officers' financial reports for March 2017 and that these accounts did not represent the year end position and would be subject to adjustments. For example, the Lead Members had previously been advised the campsite income required adjustment to separate advanced bookings for next financial year and there was expenditure in March which had not been invoiced when the report was prepared. The Commissioners' Accountant had reported the ongoing healthy position at the fourth quarter subject to the requirement for adjustments prior to finalising the accounts. The lead members noted these adjustments would be undertaken in the next two weeks prior to the scheduled visit by external audit on 8 May 2017. The current report showed a surplus at the end of March of £180,000. This surplus includes the uncommitted larger projects expenditure reported at the previous meetings. The main areas of expenditure in March had been the campsite extension and St Peters clock tower. Ms Hannan stated uncommitted works were valued at approximately £17,000 and included the Town Hall Toilets, Market Place toilets, yard door and the structural repairs to the wall in Albany Lane. The lead members advised the bulk of the other additional surplus was attributed to the campsite income which needed to be allocated to the appropriate financial year and the additional rates income. All other income and expenditure is reported in line with the 2016/17 budget estimates. The Commissioners' Account had reported the figures for pension superannuation were not yet available to prepare the final accounts. He reported the statement recently received

from Douglas Council showed a better than expected position for this financial year. The Commissioners' Accountant reported the housing maintenance budget was showing an underspend of £20,000 prior to the end of year adjustments.

The lead members noted the works expenditure on larger projects for the £5000 Town Hall Toilets (6400); £5,000 Market Place Toilets (6420); £2,000 Structural repairs (8258); and New Yard Door £5,000 (8210) were outstanding and would be carried forward into the new financial year.

The lead members had considered the content of the Town Clerk's report dated 13 April 2017 on the Responsible Finance Officer Duties and Statement of Internal Control. The lead members were satisfied with the contents of the report, endorsed the conclusions and agreed to take forward all the recommendations contained within the conclusions which were as follows:

1. The Auditor role is to inspect (audit) the Commissioners financial affairs and accounts in accordance with the legislation. The Auditor's role is not to provide advice to the RFO or the Commissioners on its systems of internal control.
2. The Commissioners and the RFO should ensure they maintain proper accounting practices through ensuring an adequate and effective system of internal audit of its accounting records and its system of internal control is in place.
3. The RFO's role is to determine on behalf of the Commissioners the accounting records and accounting control systems to be maintained by the Commissioners. However, the RFO must comply with any instructions given by the Commissioners which are consistent with the regulations and

specifically the requirements of regulation 4 and 5 of the Account and Audit Regulations 2013.

4. Since April 2016 electors of Peel have had access to monthly finance and accounting reports from Finance and Staff Resources Lead Member Committee to the Board. This has increased scrutiny of the Commissioners' financial affairs.
5. The RFO has extensive and comprehensive control and oversight of the Commissioners' finances and account records through their direct involvement in preparing the budget; book keeping, authorising all expenditure including invoices and salaries; banking all income received by the Commissioners; preparing financial reports etc.
6. The lack of independent oversight of the Finance Officer's activities increases the risk of the Commissioners' accounting control system for detecting inaccuracies and errors or in extreme cases fraud. It may be appropriate for these internal control arrangements to be reviewed by the Commissioners internal auditor.
7. The Board have retained responsibility for implementing and maintain systems of internal control and corporate governance and this role has not been delegated to the RFO.
8. The Chairman confirms the statement of internal control is made by the Isle of Man Local Authority to the Isle of Man Government Treasury in

accordance with the requirements of the Isle of Man Government's Corporate Governance Principles and the Code of Conduct ("The Code").

9. The Isle of Man Government's Corporate Governance Principles and Code of Conduct ("The Code") is the document produced by the Chief Secretaries Office in April 2006 which now forms part of the Cabinet Office (Appendix D).
10. The Commissioners may wish to add the Clerk to the statement of internal control to provide clarity on which officer who is responsible for corporate governance.

The lead members noted the no rate appeal applications were to be considered at the meeting.

The lead members noted the internal audit was ongoing and the external audit was scheduled to take place once the accounts were finalised in early May 2017.

Ms Hannan proposed the Board endorse all the recommendations contained within the conclusions of the Town Clerk's report dated 13 April 2017 on the Responsible Finance Officer Duties and Statement of Internal Control. This proposal was seconded by Mrs Moughtin and the Board unanimously **agreed**.

ITEM 17 WORKS 17/11
LEAD MEMBER
COMMITTEE
UPDATE

Mr Lace reported the lead members had met electronically on 28 April 2017 and these minutes would be provided to the next Board meeting.

ITEM 18 TYNWALD 17/12
CEREMONY 2017

The Board noted the content of the communication dated 24 April 2017 from the Office of the Clerk of Tynwald. The Chairman **agreed** to attend this function as the Commissioners representative.

ITEM 19 REQUEST 17/13
FOR CCTV IN
ATHOLL PLACE

The Board noted the content of the communication from a local retailer dated 19 April 2017 requesting CCTV in Atholl Street facing the new take away facilities. The Town Clerk reported recent problems with youths vandalizing the Factory Lane toilets which an appropriate located CCTV camera may discourage. Mr Heath proposed the CCTV in this area should be reviewed and a scheme costed to improve the coverage in this area. Ms Hannan seconded this proposal and the Board unanimously **agreed**.

ITEM 20 TWIN 17/14
TOWNS CHINA

The Board noted the contents of the communication from the Department of Economic Development dated 19 April 2017. Ms Hannan stated the Commissioners had previously assessed European twinning options and found them to be prohibitively expensive. This request would increase the costs because the China is a greatest distance away from the Isle of Man. Mr Heath proposed the Town Clerk should discuss the practicalities and implications of this arrangement with the Department of Economic Development. Mrs Moughtin seconded this proposal and the Board **agreed** to review this matter once this additional information was received.

ITEM 21 TYNWALD 17/15
SELECT
COMMITTEE ON
2017 ELECTION

The Board noted the extracts from the Tynwald Select Committee report. The Town Clerk advised the Commissioners concerns had not been assessed by the Select Committee and fell within recommendation 1. The removal of electors from the register and register issues had been assessed by the Committee prior to making recommendation 2 and it was surprising no reference was made to the Commissioners' submission or measures put in place to protect electors already on the register. The Town Clerk advised the Cabinet Office should in the near future provide a response to the Commissioners' freedom of information request on this matter. The Chairman proposed this matter should be deferred until this information is received. This proposal was seconded by MR Lace and the Board unanimously **agreed** to defer this item.

ITEM 22 PARKING OF MOTORHOMES AND CARAVANS ON FENELLA BEACH CAR PARK 17/16

The Chairman reported this matter was discussed at the Lead Member Committee for Events and Commercial Innovation on 27 April 2017. The Chairman advised historically this area was used as an unauthorised campsite which had precluded its use by residents and tourists during the TT festival. In addition, the Commissioners had received reports that sewerage waste had been disposed of in the sea and in the Commissioners' Promenade public toilets. The lead members agreed to recommend the installation of a removable height restriction barrier for the two weeks of the TT festival and the Festival of Motorsports to the next Board meeting. This restriction would need the approval of the Department of Infrastructure and must allow access for commercial outdoor pursuit operators who use this location. Ms Hannan stated these vehicles would park on the Quayside and other roads in the town. The Town Clerk advised legislative powers existed for the removal of these vehicles from a public highway. The Chairman proposed a suitable height restriction barrier should be installed at the Fenella Beach Car Park entrance to prevent this location being used by motorhomes for the two weeks of the TT Festival and Festival of Motorsport. Mr Heath seconded this proposal and the Board unanimously **agreed**.

ITEM 23 ANY OTHER BUSINESS 17/17

The Town Clerk stated he had received sufficient signatures on a petition to hold a requisition meeting on the legislation for the parking of motorhomes on speed restricted roads and a date was required for this meeting. The Board **agreed** the most suitable date was 25 May 2017.

The Deputy Chairman stated she had received a request from a Promenade retailer to erect banners on the pedestrian fencing and flags to advertise their business. Mr Heath was opposed to approving an application of this nature because it would be replicated by other retailers. Mr Lace seconded Mr Heath's position on this matter. The Town Clerk advised some of the properties at this location owned the pavement directly in front of their shop and the advertising could be incorporated into

their pavement café fencing. In addition, suitable small flags could be attached to the frontage of the building. The Chairman stated additional sponsorship advertising could be erected during TT Peel Day if the retailers sponsored the Commissioners' event. The Board **agreed to oppose** this request and to advise the retailer of the options which were available to them.

Mr Convery attended the meeting at 8:10pm.

The Deputy Chairman asked the Town Clerk to assess the condition of the reinstated existing pavement on Market Street where the regeneration works have finished.

Mr Convery stated he had met the Chief Minister at the Municipal Association meeting. The Chief Minister had stated the Government's domestic agenda would be taken forward by his Ministers while he concentrated on Brexit.

Ms Hannan requested an update on the recycling plastic bottles. The Town Clerk advised this matter was being considered by the Waste Management Group as part of the future bring bank initiative for the Island. He would send Ms Hannan the relevant extract from the minutes of this group's meeting.

Mr Lace requested the assessment of a pedestrian crossing on Heathfield Drive. The Town Clerk advised this request had been sent onto the Department of Infrastructure for consideration.

Mr Lace reported since the work was completed on St Peter's clock tower pigeons were roosting on neighbouring buildings. The Town Clerk advised the Commissioners staff were monitoring this activity to ascertain if measures were required in the long term to permit some roosting sites for pigeons or other wildlife including swifts in the St Peter's church grounds. Ms Hannan proposed coupes in Castle Street and St Peter's Church Gardens should be considered.

The meeting ended at 8:16pm

