

VI(i) - The proceedings of the EXECUTIVE COMMITTEE as follows:

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE – Minutes of Meeting held on Friday, 3rd January, 2014.

Members Present: Mr Councillor D W Christian (Chair), the Mayor, Mr Councillor D J Ashford, Mr Councillor R H McNicholl.

In Attendance: Borough Treasurer, Assistant Town Clerk, Assistant Borough Engineer.

REPORT

PART A

Matters within the scope of the Committee's delegated authority

A1. Apologies for Absence

Apologies for absence were submitted on behalf of Mr Councillor S R Pitts, Mr Councillor E A Joyce, the Chief Executive, and the Borough Engineer & Surveyor.

The Chairman advised that, with hindsight, rather than this meeting being held a week later, it would have been preferable to bring it forward by a week (to 20th December 2013), bearing in mind that the Council meeting was scheduled for 8th January 2014, and that the minutes would have to be circulated separately rather than being incorporated into the Council Agenda, together with the absence of two Chief Officers on holiday when Revenue Budget items were tabled for discussion. He suggested, depending on how the dates fell, that the 2014 December meeting should therefore be brought forward accordingly.

Resolved, "That particulars be noted on the minutes."

A2. Declarations of Interest

No declarations of interest were submitted.

A3. Minutes

The minutes of the meeting held on Monday 2nd December 2013 were approved and signed.

A4. Matters Arising From Previous Minutes

There were no public matters arising from the previous minutes.

A5. Minutes and Referrals of the Environmental Services Advisory Committee

The Committee considered the public minutes of the Environmental Services Advisory Committee meeting held on Monday 16th December 2013. There were no items specifically referred to the Executive Committee.

Resolved, "That particulars of the public minutes of the Environmental Services Advisory Committee be noted."

A6. Minutes and Referrals of the Regeneration and Community Advisory Committee

The Committee considered the public minutes of the Regeneration and Community Advisory Committee meeting held on Tuesday 17th December 2013. There were no items specifically referred to the Executive Committee.

Resolved, "That particulars of the public minutes of the Regeneration and Community Advisory Committee be noted."

A7. Minutes and Referrals of the Housing and Property Advisory Committee

The Committee considered the public minutes of the Housing and Property Advisory Committee meeting held on Wednesday 18th December 2013. There were no items specifically referred to the Executive Committee.

Resolved, “That particulars of the public minutes of the Housing and Property Advisory Committee be noted.”

A8. Flag Days and Charitable Collections

The Committee considered a written report by the Town Centre Manager seeking approval for advance bookings for charitable collections in the Town Centre during 2014.

Members were reminded that, each year, the Council invited applications in advance from charities to book dates on which to hold their flag days and street collections during the forthcoming year. Twenty-eight applications had been received to date for 2014, details of which were set out in the schedule appended to the written report. In accordance with the current policy agreed by Committee, this was the maximum number of collections permitted within the Town Centre. It was noted that two charities had requested second collection dates and it was proposed that these be approved for either the Promenade or Quayside.

Members noted that the Mayor’s Charity had not held a flag day during 2013, and nor had it been included in the 2014 schedule.

Resolved, “(i) That particulars of the report be noted on the minutes; and

(ii) That the schedule of flag day and charitable collections for 2014, as appended to the written report, be approved, subject to –

- A suitable date being identified before the end of April 2014 on which the current Mayor could hold a flag day street collection; and
- A date being included in August 2014 on which the then Mayor could hold a flag day street collection.”

A9. Monthly Financial Review

The Committee considered a written report by the Borough Treasurer setting out details of progress made compared to key performance indicators in relation to the percentage of rates collected; the increase in the number of non-cash / non-cheque payments; and the percentage of sundry debtors collected within three months.

The Borough Treasurer reported that advice had been received from The Treasury that there had been a delay in the progression of the tendering process for the new Local Authority Borrowing Scheme, and that the Scheme would not now be in place by 31st December 2013. Although it was noted that The Treasury had arranged for transitional funding with the Isle of Man Bank to be in place until the commencement of the new Scheme, concern was expressed at the lack of consultation as the Scheme was a major form of financing for local authorities.

Resolved, “(i) That particulars of the report be noted on the minutes; and

(ii) That the Borough Treasurer report further on Local Authority Borrowing in February 2014.”

A10. Shaw’s Brow Car Park – Repainting Scheme

The Committee considered a written report by the Assistant Property Manager (Assets) seeking funding approval to decorate the railings and external render of the Shaw’s Brow Car Park.

Members were reminded that the current Shaw’s Brow Car Park had opened in 2004. In 2010, the cost to undertake a full decoration scheme had been estimated, however, as not all of the decoration works were considered essential, the scheme had been reduced to the painting of the metal railings / grilles, gates and exterior-facing render (which would improve the general appearance of the car park).

The estimated value of this reduced scheme was £75,000 (inclusive of professional fees) and it was proposed this be funded using the loan charge of £11,700 (from the postponed repairs to Levels 4 and 5), with the remaining estimated cost of £63,300 being funded from the General Reserve Fund. To ensure compliance with the Construction (Design and Management) Regulations 2003, a Planning Supervisor would need to be appointed prior to the tender stage, and an estimated fee of £1,500 had been included in the project estimates accordingly.

Resolved, “(i) That particulars of the report be noted on the minutes;

(ii) That the decoration scope of works to be undertaken to the Shaw’s Brow Car Park (as set out in the written report), also be noted;

(ii) That the decoration scope of works to be undertaken to the Shaw's Brow Car Park (as set out in the written report), also be noted;

(iv) That the utilisation of £63,300 of General Revenue Reserve, and the virement of £11,700 from the Loan Charges budget for 2013 / 2014, be approved for this purpose; and

(v) That the appointment of a Planning Supervisor, for the maximum professional fee of £1,500, to ensure compliance with the Construction (Design and Management) Regulations, be approved.”

A11. Victoria Street Office Leases

The Committee considered a written report by the Assistant Chief Officer (Corporate & Development) seeking approval to renew the leases on the two office suites in Chesterfield House, Victoria Street, Douglas.

Members were reminded that the Douglas Development Partnership had occupied the ground floor unit in Chesterfield House since 2001, with the lease having been renewed three times since. The Building Control Team and the Borough Wardens had moved into the first floor office of the same building in 2011, with the three Teams being brought together into the Development and Environment Team, under the management of the Assistant Chief Officer (Corporate & Development).

The most recent ground-floor lease had expired on 22nd March 2013 and the first-floor lease (initially for a trial period of one year) had expired on 6th January 2013. The landlord had been advised that it had been intended for the Development and Environment Team to be relocated to the Cambrian Place Development, however, now that that scheme would not be progressed, the landlord had requested renewal of the leases on identical terms to previously, but for a term of four years.

The Douglas Development Partnership office was considered to be in an ideal location, providing a high-profile presence within the Town Centre, and, since the Building Control Team and the Borough Wardens had moved into Chesterfield House, the Assistant Chief Officer (Corporate & Development) had been able to supervise their activities more closely, resulting in a more joined-up service being provided. The majority of the work of all three Teams was located in or near the Town Centre, and, being based in a town centre location, therefore maximised the effectiveness of all members of the staff within the Development and Environment Team.

Members noted that the visitors' book, established at the request of the former Policy and Resources Committee to monitor the level of use of the office, had been discontinued, and requested that it be reinstated.

It was not recommended that the leases be renewed for a further four years, as this could hamper future efforts to consolidate the delivery of these Council functions from a building shared with the Henry Bloom Noble Library. The landlord had been advised of this proposal, and had subsequently agreed to a renewal of the leases for a two-year term.

Resolved, “(i) That particulars of the report be noted on the minutes;

(ii) That approval be given for the renewal of the leases for the ground-floor and first-floor offices in Chesterfield House, Victoria Street, for a period of two years;

(iii) That the Assistant Chief Officer (Corporate & Development) be advised that the keeping of a visitors' book was to be re-instated with immediate effect; and

(iv) That the Assistant Chief Officer (Corporate & Development) be requested to provide figures relating to the number of visitors to the office during the time when the previous visitors' book was being operated.”

A12. Items for Future Report

The Committee considered a written report by the Chief Executive identifying those issues on which further reports had been requested or which were outstanding, so that Members and officers were aware of them and could monitor progress.

Resolved, That particulars of the report be noted on the minutes and that it be considered and monitored at each meeting of the Executive Committee.”

PART B

Matters subject to Council Approval

No matters subject to Council approval were considered.

The Committee rose at 4.45pm