

Town Hall,  
Parliament Square,  
Ramsey,  
Isle of Man.

[www.ramsey.gov.im](http://www.ramsey.gov.im)

16<sup>th</sup> August, 2019.

Sir/Madam,

The monthly **Public Meeting** of the Ramsey Town Commissioners will be held in the Boardroom of the Town Hall, Parliament Square, Ramsey, on Wednesday evening next, **21<sup>st</sup> August, 2019**, at **7.00 p.m.**

### **BUSINESS:**

- 1. Apologies for Absence:** Mrs. J. Wedgwood
- 2. Minutes for Adoption:** pages: 1 - 12
  - Minutes of Board Meeting held on 17<sup>th</sup> July, 2019
  - Minutes of Special Board Meeting held on 29<sup>th</sup> July, 2019.
- 3. Matters arising not included within the Agenda.**
- 4. Chairman's Report:** pages: 13 - 15
  - Job Club
  - Official Opening "Crovan Court Nursing Home"
  - Civic Sunday - Peel
  - Tin Baths Event
  - Deputy Chairman's Attendances
- 5. Finance and General Purposes:** pages: 16 - 31
  - Town Clerk's Reports:
    - Local Authority Transition
    - Tynwald Commissioner for Administration
  - Deputy Town Clerk's Reports:
    - Parking and Town Branding
    - Record Retention Schedule

- Finance Officer's General Report:
  - Accounts
  - Summary of Revenue Income and Expenditure
  - Rates
  - Quarterly Financial Return
- Technical Assistant's Report:
  - Commemoration of Loss - 100<sup>th</sup> Anniversary

## **6. Works and Development:**

pages: 32 - 38

- Town Clerk's Reports:
  - Consultation Reform of the Planning System
  - Ramsey Marina Project
- Deputy Town Clerk's Report:
  - IOM Anti-Cancer Association Roadshow
- Technical Services Manager's Report:
  - Planning Applications

## **7. Housing and Property:**

page: 39 - 40

- Town Clerk's Report:
  - Public Sector Rents 2020 - 21

## **8. Parks and Leisure:**

pages: 41 - 65

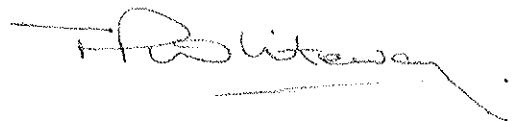
- Town Clerk's Reports:
  - Isle of Man Cycle Challenge
  - Town Library Review
- Deputy Town Clerk's Report:
  - Tynwald Millennium Exhibition

## **9. Any other Business:**

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(by permission of Chairman)

- Representative Report



Town Clerk & Chief Executive.

## **RAMSEY TOWN COMMISSIONERS**

**[ PUBLIC ]**

The Monthly Board Meeting of the Ramsey Town Commissioners was held in Town Hall, Parliament Square, Ramsey, on Wednesday, 17<sup>th</sup> July, 2019, at 7.00 p.m.

**Present:** Mr. A. G. Cowie, Mesdames. M. B. Quayle and J. Wedgwood, Messrs' W. L. Hankin, N. P. Howard, J. McGuinness, G. Monk, L. Parker and W. G. Young.

**Apologies:** Messrs' Canon N. D. Greenwood, A. J. Oldham and F. B. R. Williams.

The Town Clerk, Deputy Town Clerk, Finance Officer, Technical Services Manager and Minute Clerk were in attendance.

### **(2019/20:068) Minutes:**

Resolved: That the Minutes of the Board Meeting held on 19<sup>th</sup> June, 2019, be confirmed and signed by the Chairman.

### **(2019/20:069) Matters Arising:**

There were no matters arising raised.

### **Finance and General Purposes:**

#### **(2019/20:070) Deputy Town Clerk's Report - Parking and Town Branding:**

Resolved: To note the Deputy Town Clerk's report dated 12<sup>th</sup> July, 2019, advising that the STEP student has commenced work on the parking study, and advising of a preliminary meeting to be scheduled for 2<sup>nd</sup> September to discuss Town Branding.

#### **(2019/20:071) Deputy Town Clerk's Report - Record Retention Policy:**

It was noted that due to technical problems it had not been possible to circulate paper copies of the policy document.

Resolved: Following a proposal by Mr. McGuinness, seconded by Mr. Parker and agreed, to defer consideration of the Deputy Town Clerk's report dated 11<sup>th</sup> July, 2019, concerning the Record Retention Policy to the August 2019 meeting.

#### **(2019/20:072) Finance Officer General Report:**

Resolved: To note and approve the Finance Officer's General Report dated 11<sup>th</sup> July, 2019, subject to the following:-

**Accounts** - the use of Gray Law Advocates with relation to parking offences was explained.

**(2019/20:072) Finance Officer General Report Continued:**

**Summary of Revenue Income and Expenditure:-**

The Finance Officer undertook to compare street lighting costs to those for the same period in 2018;

The increase in expenditure for Ramsey and Northern Districts Housing Committee was queried - it was noted that staff cover had been provided during staff absences and that income had also increased as costs were recovered.

**Works and Development:**

**(2019/20:073) Town Clerk's Report - Planning Consultations:**

Resolved: To note the Town Clerk's report dated 11<sup>th</sup> July, 2019, concerning the requested Special Board Meeting with the Planning Officer, scheduled to take place on Monday, 29<sup>th</sup> July, 2019, at 7.00 p.m. and not 31<sup>st</sup> July 2019, as detailed within the report. The Chairman conveyed his apologies for attendance at this meeting.

**(2019/20:074) Technical Services Manager's Report - Planning Applications:**

Resolved: That the Technical Services Manager's Report dated 11<sup>th</sup> July, 2019, detailing planning applications received from the Department of the Environment, Food and Agriculture, under the planning consultation procedures, be noted and approved, subject to the following:-

REF NO:	3658	<b>Amended Plans</b>
P.A. NO.:	19/00277/C	
APPLICANT:	Against the Grain Limited	
PROPOSED:	Additional use of retail (Class 1) to retail (Class 1) and serving food and drink (Class 3)	
NOTES:	P.A. - Change of Use	
SITE:	<b>1a, Gladstone Park, Ramsey.</b>	

Members noted that the amendment reflected in the application now being for the preparation, storage and distribution of food and retail and removed any café reference. Concern was expressed that allowing retain could set a precedent in an area zoned industrial. Concerns were also expressed about the possibility of the site expanding for retail use and about parking provision adjacent to a residential area.

A proposal by Mr. Hankin that consideration of the application be deferred, pending receipt of further information on the retail proposals, did not receive a seconder.

It was proposed by Mr. Parker seconded by Mr. Howard that an objection be made on the grounds that the area is zoned industrial. The proposal was defeated by 5 votes to 4 - Mr. Cowie and Mr. McGuinness voting with the proposer and seconder.

**(2019/20:074) Technical Services Manager's Report - Planning Applications  
Cont:**

Mr. Young proposed and Mrs. Quayle seconded that the Commission's objection be withdrawn subject to the amended plans, as now presented, being progressed. This proposal was carried by 5 votes to 4 - Messrs. Cowie, Howard, McGuinness and Parker voting against.

The Town Clerk explained that should proposed changes to Permitted Development Orders be progressed change of use of the nature proposed may not require planning approval.

**Appendices:** - There were no comments made on the Appendices to the Technical Services Manager's report.

**Housing and Property:**

**(2019/20:075) Housing and Property Manager's Report - Cronk Elfin  
Refurbishment:**

Members considered the Housing and Property Manager's report dated 9<sup>th</sup> July, 2019, concerning the petition submitted in respect of fees for the Cronk Elfin Refurbishment programme and advising of the minimum sum required for such petitions.

Resolved: That, following a proposal by Mrs. Wedgwood, seconded by Mrs. Quayle, a petition for borrowing powers in the sum of £50,000 repayable over 30 years be submitted. The difference between the fees and the amount to be sought will be held by the Commission and offset against further capital expenditure on this scheme.

**Any Other Business:**

**(2019/20:076) Mountain Road Closure:**

Members were informed that the Department of Infrastructure has sought the Commission's views on proposals to close the Mountain Road on 7<sup>th</sup> and 8<sup>th</sup> August, 2019, to facilities preparation, including hedge and verge trimming in advance of the Festival of Motorcycling. The closures will be in two phases and occur between 9 a.m. and 4.30 p.m. each day.

Resolved: That the Department be informed that the Commission has no objection to the closures and they be thanked for giving more notice than usual and ensuring that no over-night closure occurs. It was suggested that two teams of workmen be used to reduce the closure to one day.

**(2019/20:077) 5G Aware:**

The Town Clerk informed members that "5G Aware IOM" has arranged a public meeting to be held at the Town Hall on 18<sup>th</sup> July, 2019, from 6.00 p.m. and to which members were invited to attend.

**(2019/20:078) Ramsey Courthouse:**

Mr. Hankin sought clarification with regard to a radio interview, given by Ms. G. Revell with regard to Ramsey Courthouse in which it has been indicated that THOR proposals would affect the area immediately outside the Courthouse building.

It was confirmed that THOR involvement refers to the building and the rear yard only, and agreed that THOR be advised to ensure the accuracy of any statements made in their name.

The Chairman thanked the media representative and public for attending and closed the public session at 7.35 p.m.

The following items were considered in private the detail of which, having regard to data protection, matters affecting persons who cannot be named, etc., is not as extensive as that contained in minutes of matters discussed in public.

The Chairman indicated that he wished to vary the agenda order and consider the Town Clerk's Report concerning Bleak House prior to matters of Finance. This was agreed.

**(2019/20:079) Minutes:**

Resolved: To note, for record purposes, that no minutes of the Board Meeting held on 19<sup>th</sup> June, 2019, were recorded in private.

**Matters for Information:**

**(2019/20:080) Housing Committee:**

Resolved: To note and approve the minutes of the Housing Committee held on 2<sup>nd</sup> and 9<sup>th</sup> July, 2019, subject to the following:-

*Clause 20bi* - members queried problems, particularly delays, known to have occurred and why no reference was made thereto in the Committee's minutes.

*Clause 20b iii* - members were advised that the Petition for borrowing powers has now been approved but a delay may be inevitable.

*Clause 22a* - members queried whether any points deduction had been made for a refusal of tenancy and were advised that points deductions applied for housing waiting list rather than transfer of tenancy.

*Clause 26a* - members considered the Housing and Property Manager's report dated 14<sup>th</sup> July, 2019, - considerable discussion ensued with regard to down-sizing it was agreed, following a proposal by Mr. McGuinness, seconded by Mrs. Quayle that the Housing and Property Manager engage in discussion with the tenant but with no preposition of any tenancy transfer and the situation be monitored closely.

**(2019/20:081) On-Going Matters “Action Tracker”:**

Resolved: To note the “Action Tracker” to 12<sup>th</sup> July, 2019, included within the agenda and the following comments made thereon, and accepting that some matters may be referred to in other sections of these minutes:-

- **Shoprite Group - Station Road** - Proposed by Mr. Parker, seconded by Mr. Cowie and agreed that a Section 24 Notice be served in respect of the former Boxing Club premises.
- **War Memorial** - it was agreed to include repairs and renovation as part of the 2020/21 budget process.
- **Ramsey North Beach** – Mr. Young wished his opposition to the siting of a raft on the North beach to be recorded. It was agreed to progress distance markers “in-house” after consultation with the Northern Athletics Club. Planning consent is awaited with regard to other proposals.
- **TT Events 2019 Sprintfest** – reference was made to the closure for parking of the Market Square – a request being made that consideration be given to providing some form of recreational facilities if future all-day closures, prior to evening events are considered. A report will be presented to the August Board Meeting.
- **RTC Email** – to be removed from list.
- **Bunscoill Rhumsaa Mosaic** – one quotation has been received a second is being sought and it is hoped to report further to the August Board meeting.

The Register of Ruinous Property and Unsightly Buildings appended to the Action Tracker was noted, subject to the following:-

- **Auldyn House** – The Technical Services Manager was asked to discuss this with the owners again and also ask that openings, allowing pigeon ingress to be sealed.
- **Former “Wooden Indian” Queen’s Promenade** - Members that the Technical Services Manager had been in contact with Environmental Health and the Planners. It was agreed to seek demolition within 48 hours when permitted or Court proceedings be instigated. Mrs. Quayle asked if the art work could be rescued? It was agreed that Ramsey Grammar School be asked – it was noted that it there might be asbestos in the building which would cause problems with this suggestion.
- **Britannia Hotel** - the Deputy Town Clerk was requested to discuss this further with brewery representatives.

**Works and Development:**

**(2019/20:082) Town Clerk’s Report - Bleak House:**

Members considered the Town Clerk’s report dated 11<sup>th</sup> July, 2019, submitted following his meeting with Environmental Health Inspectorate representatives. The report summarised the current situation with regard to ownership and the history. Attention was drawn to a judgement given by the High Bailiff and reference made by Deemster Doyle at the same time.

Resolved: That, following a proposal by Mr. McGuinness, seconded by Mr. Cowie and agreed without division, that Section 24 Notices in terms of the Building Control Act, 1991, be served on the leasehold and freehold parties.

**Finance and General Purposes:**

**(2019/20:083) Town Clerk's Report - Land at Mooragh Estate:**

Members considered the Town Clerk's report dated 11<sup>th</sup> July, 2019, concerning a request to make land available on the Peveril Plot.

Resolved: That, following a proposal by Mr. McGuinness, seconded by Mr. Parker and agreed by 8 votes to 1, Mrs. Quayle voting against, that the enquirer be informed that the Commission regret it is not able to discuss the request at the present time.

**(2019/20:084) Town Clerk's Report - Ramsey Courthouse:**

Members considered the Town Clerk's report dated 11<sup>th</sup> July, 2019, concern plans submitted by "The Heart of Ramsey" [THOR] in respect of the interior and rear courtyard of Ramsey Courthouse.

Resolved: That, following a proposal by Mr. Cowie, seconded by Mrs. Quayle and Agreed by 8 votes to 1, Mr. Hankin voting against that a planning application be submitted.

**(2019/20:085) Deputy Town Clerk's Report - Policing:**

Resolved: To note the Deputy Town Clerk report dated 12<sup>th</sup> July, 2019, which summarised matters discussed with the Police Superintendent Stephen Maddocks at a meeting held on 11<sup>th</sup> July.

**(2019/20:086) Finance Officer's General Report:**

Resolved: To note and approve the Finance Officer's Report dated 11<sup>th</sup> July, 2019, subject to the following:-

***Estimates and Revenue Expenditure*** - Members queried the cost of vehicle repairs and were informed that figures for "Sprintfest" were still shown as gross.

***Rent Arrears*** - members queried the arrears owned by the tenant listed 17<sup>th</sup> on the list and were informed that correspondence will be addressed to this tenant - the Finance Officer was requested to determine if previous correspondence had been sent in view of the amount owed.



## **Housing and Property:**

### **(2019/20:087) Housing and Property Manager's Report - Mart Site - Residential Development:**

Members considered the Housing and Property Manager's report dated 9<sup>th</sup> July, 2019, and advice received from Mr. Brett Woods, Head of Commercial Public Estates and Housing Division, Department of Infrastructure, with regard to a request made by Chrystals Estate Agents, that the Commissioners consider acquiring the former Mart Site to develop public housing.

It was agreed to seek further advice and obtain a quotation for architectural "sketches" to determine the number of properties, meeting the size requirements for public sector housing and including adequate parking provision. The Town Clerk was requested to discuss the matter further with the Department and report back.

Mr. Young expressed the view that access to properties should be via Bowring Road.

## **Parks and Leisure:**

### **(2019/20:088) Town Clerk's Report - Ramsey Library:**

Members considered the Town Clerk's report dated 11<sup>th</sup> July, 2019, with appended Strategic Review with regard to Ramsey Town Library.

Discussion ensued during which the Town Clerk advised members that any plans would need to be discussed with the Library staff. The Chairman queried how members wished to take the matter forward. Mr. Hankin suggested that the Policy Committee meet with the Library Staff. Mr. McGuinness stated that the Commission had been down that road and the policy needs to be implemented.

The Town Clerk queried if the document presented was for comment or was "defacto". Mr. McGuinness commented that it is a true review and proposed that the document be finalised and presented for adoption at the August meeting and then be published as a Policy. The proposal was seconded by Mrs. Quayle and agreed without division.

### **(2019/20:089) Town Clerk's Report - Advertising Public Toilets Market Square & Deputy Town Clerk's Report - Arts Council - Public Art Creative Toilet:**

Members considered the Town Clerk's report dated 11<sup>th</sup> July, 2019, and the Deputy Town Clerk's Report of the same date in conjunction.

It was proposed by Mr. Hankin seconded by Mr. Howard that the Isle of Man Arts Council be permitted to install a Creative Toilets Project at the Market Place. The proposal was carried by 8 votes to 1, Mr. Young voting against. Members then discussed the theme - Mr. McGuinness suggesting a "Ramsey / Aquatic / Marine" general theme but not restricting the medium. This was agreeable to all except Mrs. Quayle.

**(2019/20:089) Reports - Art / Advertising Market Square Toilets Continued:**

Members then considered the Town Clerk's report and following a proposal by Mr. Cowie seconded by Mr. McGuinness it was agreed by 8 votes to 1, Mrs. Quayle voting against, to inform the tenant of Ramsey Bowling Club that the Commission is not prepared to permit advertising on the outside panel of the toilet block at the present time in view of the proposals involving the Isle of Man Arts Council.

**(2019/20:090) Deputy Town Clerk's Report - Arts Council - Public Art Shelters:**

Members considered the Deputy Town Clerk's report dated 11th July, 2019, concerning the installation of art work in public shelters on the Mooragh Promenade and suggesting that funding for single shelter initially be used from the "Town Centre Management" budget. Mr McGuinness opined that it should be possible to progress a full application at this time utilising local artists, Mr. McGuinness indicated that there are various decisions to be made including:

- a theme - he commended using Ramsey and the Sea (as agreed in Clause 089)
- identifying and then approaching artists
- approaching the school(s) and commending one of the five shelters on a rotation basis
- making a submission to the October meeting of the Arts Council for assistance

Mr McGuinness felt that the art should be applied directly to the shelters and it be accepted that the shelters would be redesigned on a rotational basis.

Resolved: That following a proposal by Mr. McGuinness seconded by Mrs. Quayle and agreed that the Commission progress art work within the shelters 4 by artists 1 by school using a Ramsey/Sea-life theme. It was recognised that an idea of costs needs to be given priority to enable a submission to be made to the Arts Council.

**(2019/20:091) Technical Services Manager's Report - Mooragh Park Green Flag Award:**

Resolved: To note the Technical Services Manager's report dated 11<sup>th</sup> July, 2019, advising that the results of the Green Flag application in respect of the Mooragh Park would be made known on 18<sup>th</sup> July, 2019.

Members were informed that a media release would be made on 18<sup>th</sup> July advising that the Mooragh Park has been awarded Green Flag status. Members were delighted to learn of the success and agreed it be built upon.

**Any Other Business:**

**(2019/20:092) Chewing Gum Remover:**

Mr. Parker queried the acquisition of the chewing gum remover and was advised that the queries raised had been answered and the remover purchased in accordance with the resolution passed in June, 2019.

**Matters of Establishment:**

**(2019/20:093) Minutes Establishment Committee:**

Resolved: To note and approve the Minutes of the meetings of the Establishment Committee held on 11<sup>th</sup> July, 2019.

The meeting closed at 9.58 p.m. giving a time of 3 hours for the payment of attendance allowances.

Chairman.

# RAMSEY TOWN COMMISSIONERS

[ PUBLIC ]

A Special Board Meeting of the Ramsey Town Commissioners was held in Town Hall, Parliament Square, Ramsey, on Wednesday, 29<sup>th</sup> July, 2019, at 7.00 p.m.

**Present:** Mesdames. M. B. Quayle and J. Wedgwood, Messrs' N. P. Howard, J. McGuinness (part of meeting), G. Monk, A. J. Oldham, L. Parker.

**Apologies:** Messrs' A. G. Cowie, Canon N. D. Greenwood, W. L. Hankin, F. B. R. Williams and W. G. Young.

The Town Clerk and Technical Services Manager were in attendance.

## **(2019/20:095) Town & Country Planning**

Mr. Steve Butler, Head of Development Management, Planning and Building Control Directorate, Department of Environment, Food and Agriculture to the meeting.

Mr. Butler gave a short presentation on the Reform of Planning System the process for which was outlined in a document of the same name which had been presented to Tynwald at its sitting in May 2018 as part of the Programme for Government 2016-21.

Government has committed to a number of actions which are incorporated with the Town and Country Planning (Amendment) Bill 2019, currently awaiting Royal Assent, including

1. New powers for the subsequent introduction of National Policy Directives which, with Tynwald approval, could override the Development Plan to better meet our needs.
2. A new Community Infrastructure Levy taking effect in early 2020.
3. The powers to introduce a method for faster minor amendments to existing planning approvals by the end of 2019.
4. Introduce a definition of 'General Importance to the Island' as set out in Section 11(1)(a) of the Act.
5. Discretionary powers for the Cabinet Office to appoint a planning advisory body under Section 40 of the Act.
6. Explicitly define the statutory basis for Planning Committee(s) and their decisions

The Bill is in the most part an enabling provision and consultation has or is due to be progressed in the very near future on a number of aspects

1. Faster processes to allow new smaller telecoms improvements.
2. Allow the scope for questions of clarity or fact, during the Planning Committee meetings, to avoid delays whilst information is obtained.
3. Measures to encourage more appeals to be dealt with by written submissions, rather than awaiting hearings.
4. New and improved design guidance and new minimum standards for most new developments.

At 7:20 p.m. Mr. McGuinness was excused in order to attend the meeting of the Northern Local Authorities Swimming Pool Board.

Mr. Butler explained that planning consent is provided through two routes, either a blanket approval known as permitted development or through specific planning application processes, additionally there is a commitment to expand permitted development. The process for extending permitted development is in two parts, firstly review of the use classes order and secondly revision of the permitted development orders both of which are the subject of a current consultation.

In relation to a question raised in regard to the defined area within Ramsey within the Schedule to the draft Change of Use Development Order, Mr. Butler advised that there was no particular reason why the map did not incorporate those commercial properties to the East of Peel Street and within Chapel Lane.

In relation to the use classes order it was suggested that the use of bowling alley might be added to the class included for communal halls, swimming pools etc.

It was noted that the revised use classes and change of use provisions did present the potential for change of use to occur which would otherwise be contrary to the 1998 Ramsey Town Plan, albeit accepted that where property was otherwise unoccupied it was better to allow change of use than to continue in non-occupation.

It was noted that change of use in itself did not allow changes in appearance and that there would still be a requirement to obtain planning consent for external alterations and advertising.

Mr. Butler outlined the revisions to interested party status, pointing out that those local authorities as statutory status holders might expect to receive requests to consider appeals directed to them by objectors. The local authorities' consideration of applications would therefore be more important; especially as they would draw on local knowledge.

The meeting discussed the question of interested party status for neighbouring developments. Particular reference was made to the telecommunication application for the site adjacent to Albert Tower which falls outside the Ramsey town boundary, however is highly visible within the town. Mr Butler explained that similar circumstances occur in applications in Braddan abutting on the Douglas Town Boundary, forthcoming consultation on revisions to the development procedures order will provide the opportunity to review the present provisions and authorities and others would be encouraged to respond thereto.

The status of registered buildings was raised with some members expressing concern that imposing restrictions on demolition of registered buildings was constraining redevelopment of property which in many cases was derelict, or which had reached the end of its useful life. Particular reference was made to church property where congregations were failing to manage the upkeep of older property and were unable to dispose of such due to the restrictions of planning, thus contributing to empty and redundant property.

Mr Butler explained that the registration process allowed a narrow assessment of historical interest and that the planning process can allow sympathetic redevelopment where important features were encouraged to be retained as part thereof.

In response to a request Mr. Butler undertook to establish whether the Departments list of properties considered suitable for registration might be made available.

The meeting closed at 8.35 p.m. giving a time of 2 hours for the payment of attendance allowances.

Chairman.

**RAMSEY TOWN COMMISSIONERS  
CHAIRMAN'S REPORT  
AUGUST, 2019.**

Fellow Members,

**Job Club**

It is particularly pleasing to see the Job Club now operating at Ramsey Town Hall on Tuesday afternoons and on Thursdays.

We are delighted to be able to support this initiative, which devolves a useful central service to a local and accessible location; it will make access easier for our Northern residents and help to lower the Island's carbon footprint by reducing unnecessary travel. The Job Club will complement other services already provided through the Ramsey Town Hall and Library.

I hope that this type of initiative will continue with the Commission working closely with Government and other agencies to expand the range of services able to be delivered locally for Ramsey and the north without adding any additional burden to the ratepayer."

**Official Opening - "Crovan Court Nursing Home":**

Ms Helen Martin, LV Home Care (IOM) Ltd., has extended an invitation to attend the Official Opening of Crovan Court Nursing Home on Tuesday, 3<sup>rd</sup> September, 2019, at 11.00 a.m. This is the former "King's Reach Nursing Home" and is situated at Alkest Way, off Jurby Road.

It would be helpful if Members could indicate if they wish to attend.

**Civic Sunday - Peel:**

Mr. Alan Jones, Chairman Peel Town Commissioners has extended an invitation to attend Civic Service in the Cathedral Isle of Man, Derby Road, Peel, on Sunday, 22<sup>nd</sup> September, 2019, at 12 noon. A procession will leave the Town Hall in Derby Road at 11.45 a.m. and refreshments will be served after the service in the Corrin Hall.

It would be helpful if Members could indicate if they wish to attend.

**Tin Bath's Event**

It was particularly pleasing to see a new event hosted at the Mooragh Park in the form of the recent Tin Baths event, organised by Castletown Ales Drinkers and Ramsey RUFC. The event was very well attended despite poor weather and I sincerely hope that it is possible to build on it and establish it as a regular attraction within the town.

## **Chairman's Report - August, 2019, Continued.**

Mr. Parker has submitted the following report of attendances he has made, as Deputy Chairman:-

### **5G Awareness Meeting - Thursday 18th July**

I was invited to attend the 5G awareness meeting held at Ramsey Town Hall. The meeting was fairly well attended and informative. The initial part of the meeting was an introduction to who they are and their reasons as to why they oppose the installation of 5G and what they hope to gain as an awareness group.

I was pleasantly pleased that whilst the group is opposed to the installation 5G technology, they are aware that there are still a lot of unknowns to it and the potential it could bring. However they would much prefer it to be rolled out in a controlled and monitored environment rather than an all-island installation.

### **CycleFest - Sunday 21st July**

I was privileged to be asked to start the Gran Fondo and Media Fondo races, both of which were very well attended by both locals and people who have travelled from overseas to be part of such an amazing event. With hundreds competing in the races; it was great to see an event like this being held within the North of the Island and to see the Town vibrant.

### **Ramsey Art Exhibition Opening - Wednesday 24th July**

The opening of Ramsey Art Exhibition was a great success with the room packed with art enthusiasts. It was a special year for the Ramsey Art Association celebrating their 75th birthday.

### **Transport Workshop - Thursday 25th July**

I was invited by the Minister of Infrastructure, to attend a workshop held in Jurby, to discuss the recent changes of public transport to and from the outer villages within the North.

The workshop was designed to give a brief insight, from those who attended, as to how their travel has changed since the new initiative has been implemented.

The majority of those who attended were very negative since the change in the bus services and feel they are cutoff from the rest of the north and the Island.

While some fully understand the potential reasons for this change it has been very awkward to use the new service and is not convenient for daily lives.

### **The Annual Blessing of Ramsey Lifeboat - Sunday 4th August**

The Ramsey Life Boat serves as a lifeline to all those who venture on to the waters around the Island and without this service I believe it would be detrimental to what the Island has to offer.

It was a pleasure to attend the annual blessing of the Lifeboat and its crew and I wish them all the best for the coming year.



## **Chairman's Report - August, 2019, Continued.**

### **Ramsey Golf Club Trophy Presentations - Monday 5th & Tuesday 6th August**

Monday of Golf Week at Ramsey was the Men's Town Cup Day and the Captain welcomed the evening's presentation sponsored by Ryzak Construction.

It was a great privilege to hand over the Town cup to this year's winner Martin Kinrade.

Tuesday of Golf Week at Ramsey was the Ladies' Town Cup Day. The Lady Captain welcomed the evening's presentation, with Caroline Duncan from Ramsey Bakery (who have sponsored this competition for many years) and myself representing Ramsey Town Commissioners.

Huge congratulations to Sandra Kermode who won the competition.

15<sup>th</sup> August, 2019.

**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
LOCAL AUTHORITY TRANSITION  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

The Minister for Infrastructure, Hon. R. Harmer, M.H.K., has written to all local authorities to share the findings of the Local Authority Transition Review, completed in line with the Programme for Government and as agreed during the sittings of the House of Keys on 14th May 2019 and Tynwald in June 2018.

Mr. Harmer advises that :-

*The review confirmed that the focus for future transition should be to improve the services that are delivered, rather than the future structure of Local Authorities, and identified that different delivery structures are appropriate for different services.*

*Since completing the review, my Department has continued to support the evolving development of Local Authority services and structures. Members may recollect that a reduction in the number of Douglas Borough councillors has already been agreed, with two other Local Authorities also committed to a reduction in the number of their political representatives. The Department has also been actively engaged in supporting discussions regarding mergers and/or joint service commissioning.*

*Earlier this year, I wrote to all Local Authorities in the western region with an offer to facilitate a meeting to discuss the potential options for public sector rental housing in their region. The invitation has been accepted and a meeting is to take place during the evening of 23rd July 2019.*

*The next major focus for the Department will be to concentrate on the arrangements for waste collection and disposal, including the preparation of a recycling strategy and consulting with Local Authorities on the introduction of regulations for waste collection.*

*If you have any further questions or concerns regarding progression of Local Authority transition, I would welcome the opportunity to listen to your views and provide any further clarification if required.*

The referred to report is enclosed herewith for Members, information.

**Recommendation: to be noted.**

**T. P. Whiteway**  
Town Clerk and Chief Executive

14<sup>th</sup> August 2019.

**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
TYNWALD COMMISSIONER FOR ADMINISTRATION  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

The Tynwald Commissioner for Administration, Ms Angela Main Thompson, O.B.E., has the power under the Tynwald Commissioner for Administration Act 2011 to investigate Isle of Man Government Departments.

It is proposed by the Council of Ministers that the following authorities should now also fall under the investigative power of the Commissioner, subject to consultation and Tynwald approval. The recommended two stage programme for the addition (enactment) of the bodies and offices to fall under the Commissioner's investigative powers are as follows:

**Stage 1 – coming into effect on 1 January 2020:**

- Statutory Boards;
- the Manx Museum and National Trust;
- the Public Services Commission;
- the Attorney General's Chambers;
- the General Registry;
- Industrial Relations Officers appointed under section 5 of the Trade Disputes Act 1985;

and

**Stage 2 – coming into effect on 1 July 2020:**

- all Local Authorities
- a joint committee of two or more local authorities: and
- a joint board being a body corporate established under an enactment and consisting of members appointed by 2 or more local authorities; or by the Department of Infrastructure and one or more local authorities.

Note: It will be necessary for Local Authorities to ensure that the joint Committees and joint Boards falling under their Authority are invited to respond to this consultation.

This consultation is a stakeholders' consultation only. Response must be received prior to midnight on the 8<sup>th</sup> September, 2019.

Council of Ministers will consider the outcome of the consultation before submitting to Tynwald.

<p style="text-align: center;"><b>Town Clerk's Report - Tynwald Commissioner for Administration</b> <b>August 2019 - Public Continued</b></p>
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The consultation seeks a response to the following question:-

*Currently only Departments fall under the investigative authority of the Commissioner. Do you agree that the investigative authority for the Commissioner should be enacted to also include all Boards, Offices and Local Authorities, as per schedule 2 of the Act?*

Yes / No

A further comments section is provided for any further feedback.

The Tynwald Commissioner for Administration Act 2011 provides the following bodies and offices are listed authorities, although the Act has by Appointed Day Order to date only been applied to Government Departments.

- a) Departments;
- b) Statutory Boards;
- c) local authorities;
- d) a joint committee of two or more local authorities;
- e) a joint board being a body corporate established under an enactment and consisting of members appointed —
- f) by 2 or more local authorities; or
- g) by the Department of Infrastructure and one or more local authorities;
- h) the Manx Museum and National Trust;
- i) the Civil Service Commission;
- j) the Attorney General's Chambers;
- k) the General Registry;
- l) the Chief Secretary's Office;
- m) Industrial Relations Officers appointed under section 5 of the Trade Disputes Act 1985; and
- n) Laxey Glen Flour Mills Ltd.

The intention of the Act as enacted was to extend the powers of the Tynwald Commissioner to all those bodies identified within the Schedule thereto, the proposal brings forward that intent by the passing of an appointed day order applying the Act to those bodies listed above.

**Recommendation: for comment.**

**T. P. Whiteway**  
Town Clerk and Chief Executive

1<sup>st</sup> August 2019.

**RAMSEY TOWN COMMISSIONERS  
DEPUTY TOWN CLERK'S REPORT  
PARKING AND TOWN BRANDING  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

Further to the attendance by Mr. Tim Cowsill, Business Agency Development Manager, at the Board meeting held on 10<sup>th</sup> April, 2019, further progress has been made in respect of the Parking survey and Town Branding schemes outlined below:

*Parking*

The STEP student has concluded their work within Ramsey. The initial findings of this work will be presented to officers at a presentation to be arranged at the Department of Enterprise.

The outcome of the study and any recommendations resulting therefrom will be reported as soon as available.

*Town Branding*

The Business Agency will hold a meeting and workshop to outline the Town Branding project to the business/retail community and other stakeholders. Members are invited to the meeting and will be contacted by the Deputy Town Clerk to confirm attendance.

The meeting will take place on Monday 2<sup>nd</sup> September, 2019, in the West Hall of Ramsey Grammar School commencing at 7pm.

**Recommendation: for noting and further reporting.**

***H. S. Bevan***  
Deputy Town Clerk

14<sup>th</sup> August, 2019.

**RAMSEY TOWN COMMISSIONERS  
DEPUTY TOWN CLERK'S REPORT  
RECORD RETENTION SCHEDULE  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

Members will recall that a draft Record Retention Schedule was circulated to members for comment and feedback.

The feedback was collated and a revised schedule was submitted to the Public Records Office for consideration and approval.

The enclosed schedule – dated 10<sup>th</sup> June 2019 – was approved at the Establishment Meeting on 12<sup>th</sup> June, 2019, and is presented to the full board for approval.

**Recommendation: To adopt the Record Retention Schedule dated 10<sup>th</sup> June 2019.**

*H. S. Bevan*  
Deputy Town Clerk

15<sup>th</sup> August, 2019.

**RAMSEY TOWN COMMISSIONERS  
FINANCE OFFICER'S GENERAL REPORT  
AUGUST 2019 - PUBLIC**

Mr. Chairman and Members,

The following documents are appended for review and/or information :

1. A summary of accounts paid and suppliers used in July 2019 – Appendix 1.
2. Tabulated and graphical summaries of the Income and Expenditure for the period to 31<sup>st</sup> July 2019 – Appendix 2.
3. Quarterly financial information as at 30<sup>th</sup> June 2019 as submitted to the Department of Infrastructure – Appendix 3.

**Accounts**

Accounts totalling £527,132.89 were paid through the General Revenue Account and accounts totalling £27,653.50 were paid through the Northern Civic Amenity Site Account in July 2019. Details of the accounts paid and the suppliers utilised are attached at Appendix 1.

**Recommendation : To be noted.**

**Summary of Revenue Income and Expenditure**

A summary of the 2019-20 Income and Expenditure for the period to 1<sup>st</sup> April 2019 to 31<sup>st</sup> July 2019 together with associated graphical depiction is attached at Appendix 2. It should be noted that the graphical disclosures are both for month-by-month and cumulative figures.

**Recommendation : To be noted.**

**Rates**

During July 2019 the Commission received a £1,608,700 payment from the Treasury being the third instalment of rate income for the 2019-20 financial year. For comparison purposes £1,496,175 was received in July 2018 re 2018-19 rates.

As at 31<sup>st</sup> July 2019 the total rates monies received for the 2019-20 financial year is £2,144,936 (as at 31<sup>st</sup> July 2018 £1,994,899 for 2018-19).

Treasury has also supplied a 2<sup>nd</sup> Supplemental Rating List for 2019-20 which indicates some slight changes in the gross and rateable values for the Town as follows :

	<b>Gross £</b>	<b>Rateable £</b>
Existing list	811,382	705,208
Valuations to be added	14,879	11,904
Valuations to be cancelled	<u>(10,472)</u>	<u>(8,379)</u>
Revised list	<u>815,789</u>	<u>708,733</u>

<b>Finance Officer's General Report August 2019 - Public Continued:</b>
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These totals include agricultural hereditaments (i.e. farmland) which are only charged a water charge so do not increase the rateable value for the Town.

**Recommendation : To be noted.**

**Quarterly Financial Return**

The Commission are required to provide the Department of Infrastructure with a summary of certain financial information on a quarterly basis. The return for the first quarter of the 2019-20 financial year (April to June 2019) was submitted on 19<sup>th</sup> July 2019 - attached as Appendix 3.

**Recommendation : To be noted.**

14<sup>th</sup> August 2019

N.Q. Cannell, FCCA  
Finance Officer.



# Ramsey Town Commissioners

## Accounts paid to the 31 July 2019

## Appendix 1

Payee	Description	Amount (incl. VAT)
<b>General Account</b>		<b>£</b>
Staff	Wages, salaries, ITIP, NI & superannuation	182,943.00
Various	Social housing - Kitchen Framework contract	144,250.62
N. Civic Amenity Committee	NCAS quarterly contribution	52,216.80
Various	Housing property repairs, maint. & safety checks	45,707.56
IOM Government	Waste disposal charges	32,292.31
Manx Utilities	Street lighting	16,056.57
Various	Fuel & oil	10,335.78
Various	Commission property repairs, maint. & safety checks	6,054.30
Various	Refuse materials & equipment	4,999.10
Various	Office expenses - post, printing, stationery etc.	3,375.23
Various	IT costs	3,213.67
Various	Town events	2,962.30
Various	Security, etc.	2,606.60
Various	Park materials	2,577.96
Various	Library books & DVD's	2,424.52
Manx Utilities	Electricity & Water charges	2,091.97
Various	Contract cleaning	1,833.33
Various	Staff training	1,758.70
Various	Legal & prof. fees - int. audit, non-housing	1,733.70
Various	Legal & prof. fees - housing	1,662.69
Various	Vehicle maintenance, repairs & licences	1,554.76
Manx Telecom	Phones	1,494.43
Various	Gift vouchers	510.00
Petty cash		496.47
Banks	Bank & debit card charges	430.03
Various	Machinery maintenance	222.99
Mr N P Howard	Attendance Allowance	311.25
A G Cowie	Attendance Allowance	150.00
Mrs J Wedgwood	Attendance Allowance	142.50
Mr J McGuinness	Attendance Allowance	131.25
Mr W G Young	Attendance Allowance	127.50
Mrs M B Quayle	Attendance Allowance	105.00
Mr F B R Williams	Attendance Allowance	105.00
Mr A J Oldham	Attendance Allowance	75.00
Mr W L Hankin	Attendance Allowance	67.50
Revd N D Greenwood	Attendance Allowance	63.75
Mr G Monk	Attendance Allowance	48.75
		<u>527,132.89</u>
<b>Northern Civic Amenity Site</b>		
IOM Government	Waste disposal charges	11,140.21
Island Drainage & Groundwork	Skip haulage	7,596.00
Various	Recycling charges	4,140.18
IOM Government	Rent & rates	3,657.60
Various	Fuel & oil	544.47
Various	New equipment & equipment repairs	310.90
Various	Site maintenance	200.00
Worldpay	Debit card reader charge	46.03
Bank	Charges	18.11
		<u>27,653.50</u>

## Ramsey Town Commissioners

### Suppliers utilised during July 2019

### Appendix 1

Appleby	IOM	Luminaires	IOM
Argon IT Services Ltd.	IOM	Macs Builders Ltd.	IOM
Argon Office Systems Ltd.	IOM	Mannin Media Group	IOM
Ashcrofts	IOM	Mannin Music	IOM
Ballaneven Compost	IOM	Manx Business Solutions	IOM
Bertram Trading Ltd.	UK	Manx Swing Band	IOM
Brew & Corkill Ltd.	IOM	Manx Telecom	IOM
Brian Walmsley	IOM	Manx Utilities Authority	IOM
Bridge Bookshop Ltd.	IOM	Manx Vehicle Glass	IOM
Carpet Doctor	IOM	Marksman Locksmith	IOM
CE Richmond Ltd.	IOM	Martin & Watson Ltd.	IOM
Colas IOM Ltd.	IOM	MC Locksmith Services	IOM
Cylix Ltd.	UK	MFR Fire Safety Consultancy	IOM
David Perry Electrical Consultants Ltd.	IOM	Outdoor Power & Plant Ltd.	IOM
DA & GN Styles	IOM	Paul Wheeler Ltd.	IOM
DQ Bairstow	IOM	Paul Collins Training	IOM
D Foulis	IOM	P & M Window Cleaners Ltd.	IOM
Douglas Borough Council	IOM	Phoenix Windows Ltd.	IOM
D Wilcock	IOM	Pro-tec Security	IOM
Edmundson Electrical Ltd.	IOM	Ramsey Shipping Services	IOM
Ellan Vannin Fuels Ltd.	IOM	Ramsey Skips	IOM
Energy Communications	IOM	SafetyNet	IOM
Event Management Solutions	IOM	Scarab Sweepers Ltd.	UK
Express Fittings & Fittings Ltd.	IOM	Silva Consulting	IOM
Farmers Combine Ltd.	IOM	Smith of Derby	UK
Feltons Ironmongers	IOM	Steven Morley Ltd.	IOM
Flagpole Express	UK	Swales Electrical	IOM
G4S Secure Solutions Ltd.	IOM	The Garage Door Company	IOM
Go Marketing Ltd.	IOM	The Reading Agency	UK
Gough Electrical	IOM	2Clean	IOM
Gray Law Advocates	IOM	Tooms Bros. Ltd.	IOM
Haldane Fisher (IOM) Ltd.	IOM	Ulverscroft Large Print	UK
Hersham Electrical Engineers Ltd.	IOM	Unique Fire Protection Ltd.	IOM
IOM Government	IOM	Vannin Officepoint	IOM
IOM Municipal Association	IOM	VPG Systems UK Ltd.	UK
IOM Newspapers	IOM	WDS Ltd.	IOM
Island Drainage & Groundworks Ltd.	IOM	Westminster Car Restoration Ltd.	IOM
JBA Consulting	IOM	WF Howes	UK
JCK Ltd.	IOM	Whittaker Trading Ltd.	IOM
Jewson Ltd.	UK	Worldpay (UK) Ltd.	UK
J Qualtrough & Co.	IOM		

**RAMSEY TOWN COMMISSIONERS**

**SUMMARY OF INCOME & EXPENDITURE TO 31 JULY 2019 - Appendix 2**

	2019 - 2020 to date			Estimate for 2019 - 2020		
<b>Social Housing</b>	Expenditure	Income	Net Expend. / (Income)	Expenditure	Income	Net Expend. / (Income)
Housing Schemes	1,458,913	2,157,011	(698,098)	4,198,000	4,248,600	(50,600)
Cl. Woirrey/ Cl. y C Ghlass	5,697	361	5,336	29,700	24,100	5,600
Brookfield Court	3,391	25	3,366	15,650	16,930	(1,280)
Close ny Mooragh	10,420	71	10,349	33,600	42,700	(9,100)
<b>Sub Total</b>	<b>£1,478,421</b>	<b>£2,157,468</b>	<b>(£679,047)</b>	<b>£ 4,276,950</b>	<b>£ 4,332,330</b>	<b>(£55,380)</b>

<b>Property and Assets</b>	Expenditure	Income	Net Expend. / (Income)	Expenditure	Income	Net Expend. / (Income)
Town Hall	63,380	16,668	46,712	219,400	23,100	196,300
Workshops	32,670	0	32,670	97,770	0	97,770
Public Conveniences	19,096	0	19,096	54,600	0	54,600
Courthouse	20,366	25	20,341	40,000	0	40,000
Mansail Lease	3,520	4,822	(1,302)	4,200	7,590	(3,390)
Lakeside Centre	2,605	3,917	(1,312)	4,200	11,170	(6,970)
Parklands Day Nursery	579	8,817	(8,238)	2,360	17,150	(14,790)
Bowling Alley	22	3,750	(3,728)	2,000	15,000	(13,000)
Non-Lease Properties	1,822	0	1,822	11,600	0	11,600
Prom Shelters, etc	3,923	0	3,923	13,200	0	13,200
Private Property Repairs	138	0	138	10,500	0	10,500
CCTV town centre	2,554	0	2,554	4,500	0	4,500
Apprentices	0	0	0	0	0	0
R.N.D.H.C.	25,885	26,498	(613)	19,000	20,900	(1,900)
Park assets	11,332	0	11,332	49,300	0	49,300
<b>Sub Total</b>	<b>£187,892</b>	<b>£64,497</b>	<b>£123,395</b>	<b>£532,630</b>	<b>£94,910</b>	<b>£437,720</b>

<b>Works &amp; Development</b>	Expenditure	Income	Net Expend. / (Income)	Expenditure	Income	Net Expend. / (Income)
Foreshores & Flags	62	0	62	3,500	0	3,500
Car Parks	9,802	16,602	(6,800)	53,300	16,300	37,000
Refuse Removal	214,535	43,365	171,170	703,990	139,700	564,290
Civic Amenity contribution	87,028	0	87,028	174,100	0	174,100
Sewers & Pumps	26,187	26,187	0	104,735	104,735	0
Street & Dec Lighting	30,001	0	30,001	114,000	0	114,000
Local Services	24,434	0	24,434	97,000	0	97,000
Govt Department Agencies	0	0	0	0	0	0
<b>Sub Total</b>	<b>£392,049</b>	<b>£86,154</b>	<b>£305,895</b>	<b>£1,250,625</b>	<b>£260,735</b>	<b>£989,890</b>

<b>Parks &amp; Leisure</b>	Expenditure	Income	Net Expend. / (Income)	Expenditure	Income	Net Expend. / (Income)
Advertising & Entertaining	29,023	2,608	26,415	55,500	3,500	52,000
Parks & Gardens	96,792	513	96,279	281,411	602	280,809
Games Concessions	3,268	0	3,268	16,500	2,000	14,500
Public Library	46,492	3,320	43,172	141,600	11,300	130,300
<b>Sub Total</b>	<b>£175,575</b>	<b>£6,441</b>	<b>£169,134</b>	<b>£495,011</b>	<b>£17,402</b>	<b>£477,609</b>

<b>Finance &amp; General Purposes</b>	Expenditure	Income	Net Expend. / (Income)	Expenditure	Income	Net Expend. / (Income)
Administration	8,522	0	8,522	64,700	0	64,700
Office Expenses	322,255	74,393	247,862	950,550	83,000	867,550
Sundry Expenses	4,870	0	4,870	15,500	0	15,500
Miscellaneous	9,447	26,110	(16,663)	29,500	20,400	9,100
Swimming Pool	2,443	0	2,443	17,500	0	17,500
Town Band	2,000	0	2,000	2,000	0	2,000
Vehicle Replacement	0	0	0	10,000	0	10,000
Ramsey Town Management	1,754	0	1,754	6,500	0	6,500
<b>Sub Total</b>	<b>£351,291</b>	<b>£100,503</b>	<b>£250,788</b>	<b>£1,096,250</b>	<b>£103,400</b>	<b>£992,850</b>

<b>TOTAL</b>	<b>£2,585,228</b>	<b>£2,415,063</b>	<b>£234,662</b>	<b>£ 7,651,466</b>	<b>£ 4,808,777</b>	<b>£ 2,842,689</b>
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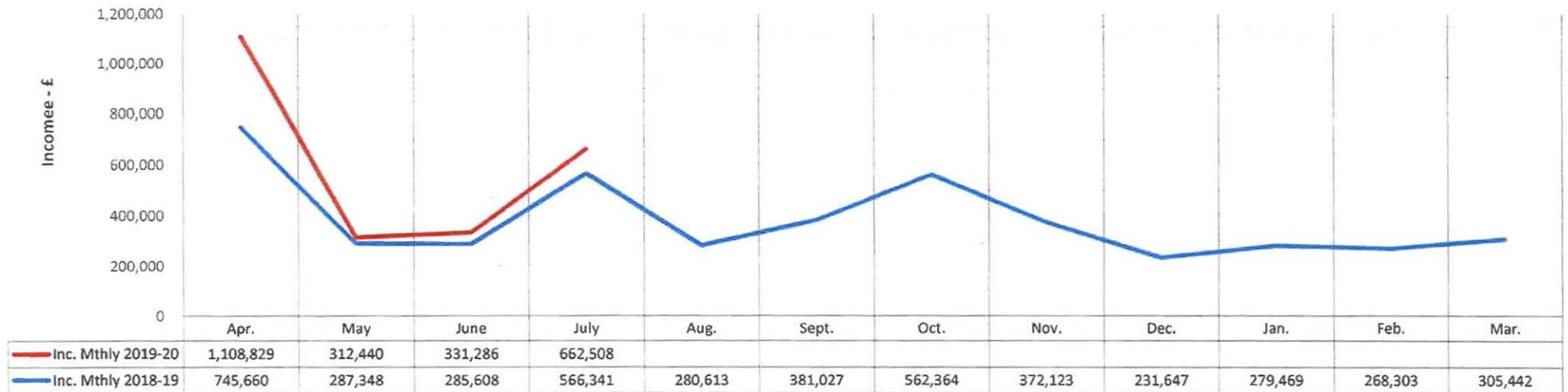
<b>Town rates</b>	<b>£ -</b>	<b>£ 2,188,251</b>	<b>(£2,188,251)</b>	<b>£ 23,000</b>	<b>£ 2,819,024</b>	<b>(£2,796,024)</b>
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# RAMSEY TOWN COMMISSIONERS

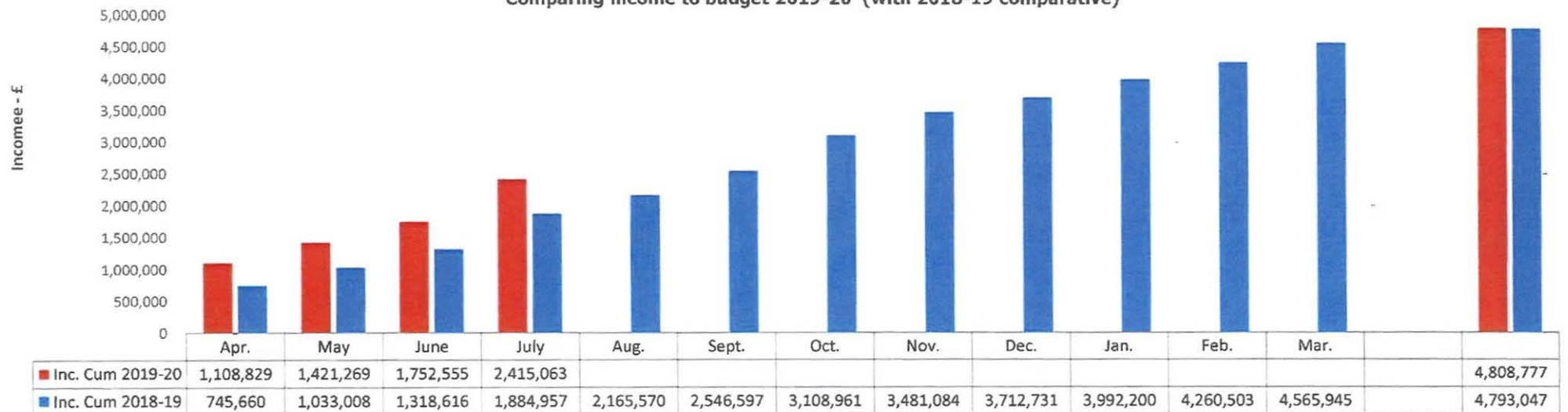
## SUMMARY OF INCOME & EXPENDITURE TO 31 JULY 2019

Appendix 2

Ramsey Town Commissioners  
Month-on-month income summary 2019-20 & 2018-19 comparative



Ramsey Town Commissioners  
Comparing income to budget 2019-20 (with 2018-19 comparative)

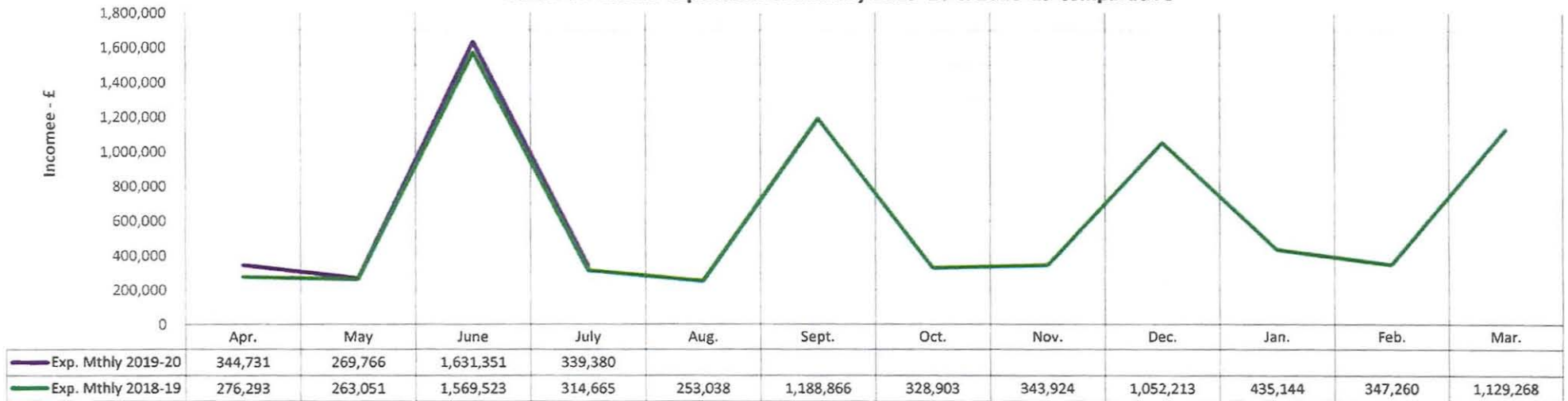


# RAMSEY TOWN COMMISSIONERS

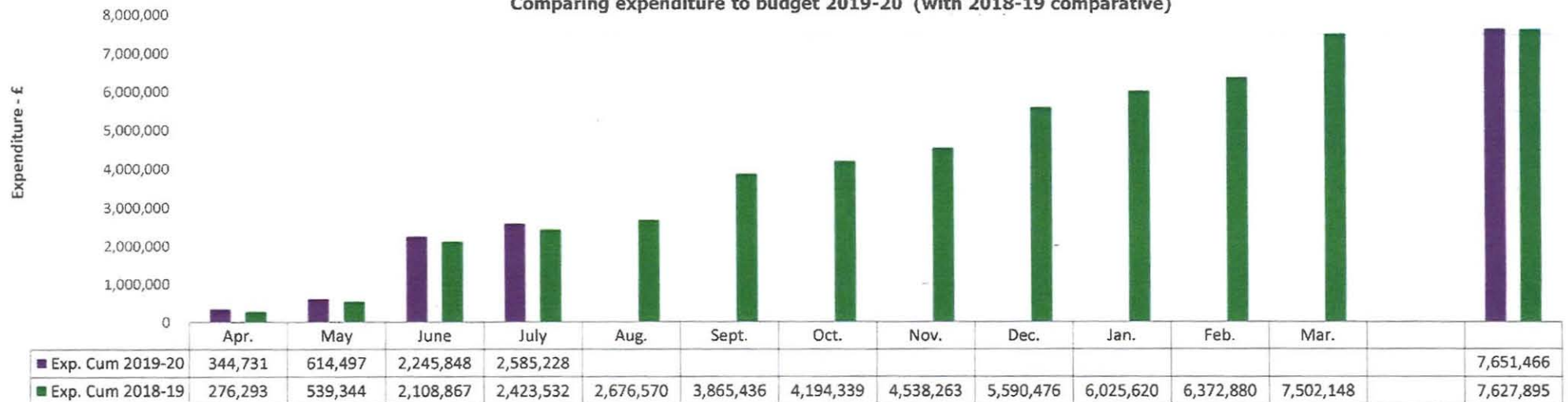
## SUMMARY OF INCOME & EXPENDITURE TO 31 JULY 2019

Appendix 2

Ramsey Town Commissioners  
Month-on-month expenditure summary 2019-20 & 2018-19 comparative



Ramsey Town Commissioners  
Comparing expenditure to budget 2019-20 (with 2018-19 comparative)

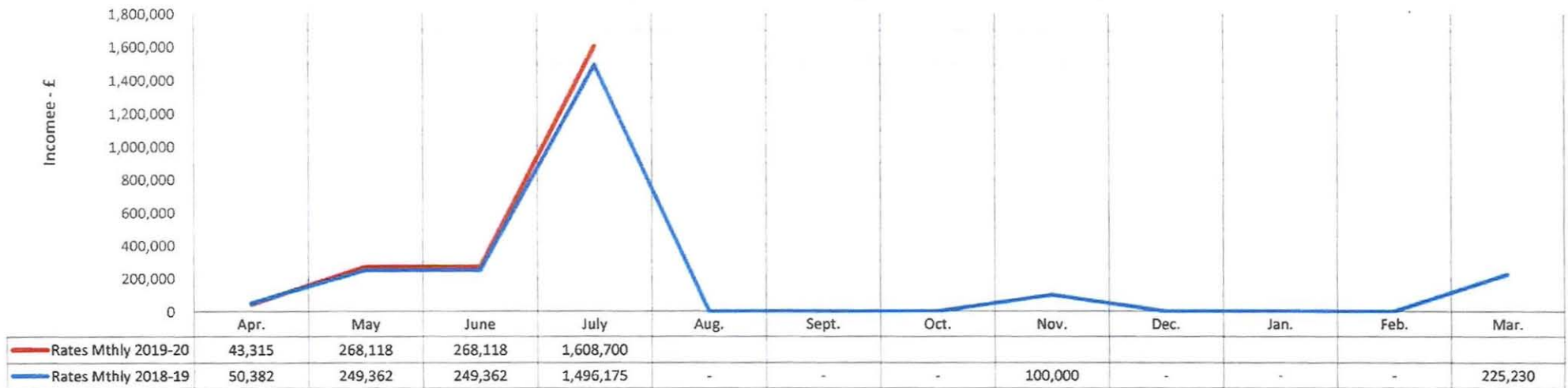


# RAMSEY TOWN COMMISSIONERS

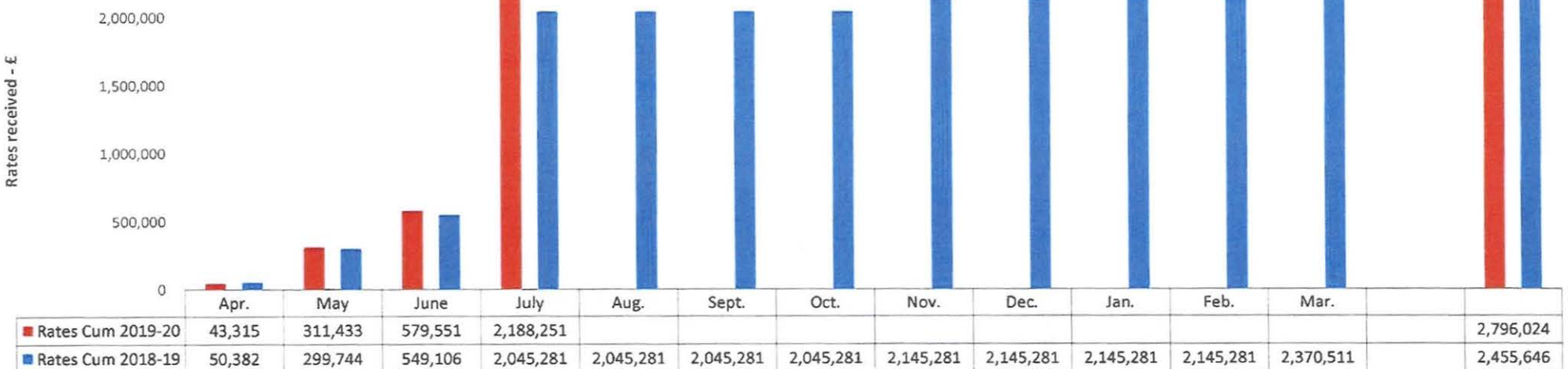
## SUMMARY OF INCOME & EXPENDITURE TO 31 JULY 2019

Appendix 2

Ramsey Town Commissioners  
Month-on-month rate receipts summary 2019-20 & 2018-19 comparative



Ramsey Town Commissioners  
Town rates received 2019-20 (with 2018-19 comparative)



**RAMSEY TOWN COMMISSIONERS**  
**QUARTERLY FINANCIAL INFORMATION RETURN 2019-20 : Appendix 3**

	Quarter 1 £	Quarter 2 £	Quarter 3 £	Quarter 4 £
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**General Revenue**

Rates Collected (by Treasury)	579,551	-	-	-
Salaries' Cost	231,618	-	-	-
Heat and Light	6,701	-	-	-
Members' Attendance Allowance	1,616	-	-	-
Legal Fees	1,077	-	-	-
Capital Loan Payments	825,778	-	-	-
Insurance Costs (net of Housing ins. costs)	-	-	-	-
Computer Expenses	6,362	-	-	-
Refuse Collection Costs	130,271	-	-	-
Parks Glens (Total Costs)	96,479	-	-	-

**Housing**

Rents received	828,972	-	-	-
Rates paid*	479,462	-	-	-
Repairs and Maintenance	181,350	-	-	-

\*Annual rates paid in first quarter

**Capital**

Capital Projects: Loans advanced in period	-	-	-	-
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**Balances at Bank**

General Revenue	375,366	-	-	-
Unapplied Capital Receipts	67,110	-	-	-

**Reserve bank accounts**

Housing Maintenance Reserve	176,777	-	-	-
Heating Maintenance Reserve	1,677	-	-	-

**Other Income**

Grant Assistance	-	-	-	-
Hire of buildings	16,413	-	-	-



**RAMSEY TOWN COMMISSIONERS  
TECHNICAL ASSISTANT'S REPORT  
COMMEMORATION OF LOSS – 100<sup>TH</sup> ANNIVERSARY  
AUGUST, 2019 – PUBLIC**

Mr. Chairman and Members,

In 2014, the Commission and the Ramsey Branch of the Royal British Legion undertook to attend at the Town's War Memorial on each 100<sup>th</sup> anniversary of the loss of every Ramsey resident who gave their life during the Great War 1914 - 1918 and place a simple cross in their memory.

Wednesday, 11<sup>th</sup> September, 2019, marks the 100<sup>th</sup> anniversary of the death of Private Philip Henry Perry and also marks the end of the commemorations of the serviceman from Ramsey who were killed in the First World War. Private Perry being the last serviceman resident of Ramsey recorded as having given his life as a result of the conflict during the First World War.

**Private Philip Henry Perry – Duke of Cornwall's Light Infantry**

Philip Henry Perry was the only son of John Perry and Hannah Perry (nee Crowe) of Water Street, Ramsey. He had three younger sisters; Eliza Jane, Annie and Catherine Eleanor.

On 11<sup>th</sup> September, 1898, he married Maud Skinner at Maughold Parish Church.

Prior to enlisting, records indicate that he was an electric car driver.

Philip Henry Perry had previously served in the Royal Navy however he had transferred and, at the time of his death, was serving with the Duke of Cornwall's Light Infantry.

He was officially discharged on 7<sup>th</sup> April, 1919 and resided in Cornwall.

Private Philip Henry Perry died at Devonport Military Hospital on 11<sup>th</sup> September, 1919. The cause of death is unknown.

*In Memoriam*

PERRY.—In ever loving memory of Philip Henry Perry, the dearly loved husband of Maud Perry (nee Skinner), who died at Devonport Military Hospital, September 11th, 1919.

Just as his hopes were brightest,  
And our sorrows we thought had passed;  
He did his duty for his country until the  
very last.

It is lonely here without you, dear,  
And sad the weary way;  
Nor is the world the same to me  
Since you were called away  
But perfect be thy rest, dear one,  
'Tis sweet to breathe thy name,  
In life I loved you very dear,  
In death I do the same.  
Only those who have lost their loved ones,  
Only aching hearts can tell  
Ever remembered by his Wife, Maud.



**Technical Assistant's Report - Commemoration of Loss -  
100<sup>th</sup> Anniversary – August, 2019 - Public Continued:**

At 6:30 p.m. on Wednesday 11<sup>th</sup> September, 2019, a cross will be placed at the Town's War Memorial and a minute's silence observed to mark the 100<sup>th</sup> anniversary of the loss Private Perry.

There will also be a short commemoration service by Rev. Bryan Yardy.

Commissioners and members of the public are invited to attend this final 100<sup>th</sup> anniversary commemoration service. If there are any relatives of Private Perry who wish to attend the Ceremony, please contact Gemma at the Town Hall on 810100.

**Recommendation: To be noted.**

*G. Kelly (Miss)*  
Technical Assistant

14<sup>th</sup> August, 2019.

**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
CONSULTATION REFORM OF THE PLANNING SYSTEM  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

A public consultation, Reform of the Planning System in relation to proposed Secondary Legislation, has been launched, and can be accessed via the Government's Consultation Hub. The closing date for comments is 5 p.m. on the 15th September, 2019.

A Planning Action Plan was laid before Tynwald on 15th May, 2018. It included a commitment to make changes to the existing Town and Country Planning Act, 1999 'the Act'. A Planning Bill has been produced and has been supported by both branches of Tynwald. It is currently awaiting Royal Assent and it is envisaged it will be brought back to Tynwald before the end of the year.

This consultation now seeks views in relation to a number of pieces of secondary legislation which are required to implement some of these changes:

- National Planning Policy Directives (which set out how Directives will be produced and provides the powers for them to be implemented);
- A Development Procedure Order (which sets out how planning applications and amendments to them are dealt with) and accompanying Regulations; and
- Planning Committee Constitution Order (which provides further definition regarding the status and powers of the Committee).

The Act (and the changes which will be made by the Planning Bill), split responsibility for planning functions between the Council of Ministers, the Department of Environment, Food and Agriculture and the Cabinet Office. This consultation is therefore part of a joint project between the Department of Environment, Food and Agriculture and the Cabinet Office to take forward the Reform of the Planning System.

Consultation responses are strongly recommended to be made via the Consultation Hub, however, written submissions can be made.

The consultation document has been circulated to Members who may wish to respond individually as well as collectively on behalf of the Commission.

**Recommendation: to arrange a special meeting to discuss prior to the submission date.**

14<sup>th</sup> August 2019

*T. P. Whiteway*  
Town Clerk and Chief Executive.

**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
RAMSEY MARINA PROJECT  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

Members have requested an update on progress made by the proposed developers of a Marina in Ramsey.

On 14<sup>th</sup> August IOM Government issued an expression of interest invitation for the development of a new marina on the Island.

The text of the invitation is given below:-

***Expressions of Interest Potential Development of a New Marina***

*The Isle of Man Government invites bone fide expressions of interest from interested parties to develop and operate a new marina (with a minimum of 250 berths) on the Isle of Man.*

*There are currently two marinas on island, one on the western side of the Island at Peel and one at the Island's capital at Douglas, however both are restricted by tide. There are long waiting lists for berths at both marinas, and there is an opportunity to develop a new marina which would have 24 hour access.*

*The Department will consider a proposal for a marina site anywhere on island however responses to this advert should include the following:*

- a) Contact name, email address and phone number of interested party. Where the interested party is a company, further details on the history and type of organisation should be included.*
- b) Preferred location for the potential development of a marina, outlining reasons and advantages for that particular location.*

*The Department's current policy is that it is not prepared to consider any proposal which requires any financial contribution to be made by the Department or other parts of Isle of Man Government (either directly or indirectly) save for any existing grant funding which may be available under schemes approved or laid before Tynwald for general application and offered by a Government Department.*

*In order to participate in this competitive exercise, your organisation must be registered on the Isle of Man Government's Procurement Portal. If you have not previously registered, please visit <https://in-tendhost.co.uk/iomg/aspx/Home> and select 'Register' from the menu on the left side of the Home Page.*

**Town Clerk's Report - Ramsey Marina Project -  
August, 2019 Public Continued:**

*Once you have registered your organisation you should select this tender from the list of 'Current Tenders' and 'View Details' then click 'Express an Interest' at the bottom of the page. Once you have clicked on 'Express an Interest' a 'Form of Acknowledgement' tab will appear. This tab will provide a copy of the 'Appeals Procedure' to be downloaded. In order to progress to the next stage of the process you will need to 'Opt-In' and complete the 'Form of Acknowledgment' questionnaire and click 'Submit Return' before the Expression of Interest deadline as detailed below.*

*Should you have any difficulty in using the website or registering your interest in this way, please e-mail [procurement@gov.im](mailto:procurement@gov.im)*

*Interested parties must click 'express interest' through the Procurement Portal by noon of Wednesday 28th August 2019. The Portal will remain open until Friday 6th September 2019 to enable completion of the Form of Acknowledgement and uploading of responses to parts (a) and (b) where indicated.*

**Recommendation: to be noted.**

**T. P. Whiteway**  
Town Clerk and Chief Executive

14<sup>th</sup> August 2019.

**RAMSEY TOWN COMMISSIONERS  
DEPUTY TOWN CLERK'S REPORT  
ISLE OF MAN ANTI-CANCER ASSOCIATION ROADSHOW  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

Sandy Denning, Executive Officer, Isle of Man Anti-Cancer Association is seeking permission to host their Cancer Awareness Roadshow in the Station Road car park on Wednesday, 10<sup>th</sup> September, 2019.

The roadshow is contained within an ambulance and would be open from 10am to 4pm.

**Recommendation: to grant permission to Isle of Man Anti-Cancer Association to site the Cancer Awareness Road Show in the Station Road car park on 10<sup>th</sup> September, 2019.**

*H. S. Bevan*  
Deputy Town Clerk

14<sup>th</sup> August, 2019.

**RAMSEY TOWN COMMISSIONERS  
TECHNICAL SERVICES MANAGER'S REPORT  
PLANNING APPLICATIONS – AUGUST, 2019**

Mr. Chairman and Members,

Copies of the following applications have been received from the Department of the Environment, Food and Agriculture, Planning and Building Control Division under the planning consultation procedures. The applications are listed for consideration subject to comments where appended.

REF NO: 3650 **AMENDED PLANS**  
P.A. NO.: 19/00176/B  
APPLICANT: Steen Heidemann  
PROPOSED: Alterations, erection of extensions and additional use of residential dwelling as tourist living accommodation  
NOTES: P.A. in Detail  
SITE: **Beach House, Stanley Mount East, Ramsey**

REF NO: 3691  
P.A. NO.: 19/00730/B  
APPLICANT: Mr. M. Melvin & Mr. T. Callister  
PROPOSED: Erection of three double unit garages and associated turning area  
NOTES: P.A. in Detail  
SITE: **Grays Gardens, May Hill, Ramsey**

REF NO: 3692  
P.A. NO.: 19/00737/C  
APPLICANT: Kathryn Davina Sentence  
PROPOSED: Additional use as tourist accommodation  
NOTES: P.A. - Change of Use  
SITE: **Flat 1 (Basement), Pier View, Stanley Mount East, Ramsey**

REF NO: 3693  
P.A. NO.: 19/00766/B  
APPLICANT: Department of Infrastructure, Highway Services  
PROPOSED: Erection of a 20 cycle bike shelter  
NOTES: P.A. in Detail  
SITE: **Ramsey Grammar School, East Building, Lezayre Road, Ramsey**

REF NO: 3694  
P.A. NO.: 19/00767/B  
APPLICANT: Department of Infrastructure, Highway Services  
PROPOSED: Erection of a 20 cycle bike shelter  
NOTES: P.A. in Detail  
SITE: **Ramsey Grammar School, West Building, Lezayre Road, Ramsey**

REF NO: 3695  
P.A. NO.: 09/00768/B  
APPLICANT: Department of Infrastructure, Highway Services  
PROPOSED: Erection of a 20 cycle bike shelter for staff use  
NOTES: P.A. in Detail  
SITE: **Ramsey Grammar School, West Building, Lezayre Road, Ramsey**

REF NO: 3696  
P.A. NO.: 19/00778/B  
APPLICANT: Mr. & Mrs. J. Hall  
PROPOSED: Conversion and extension to building to create a residential dwelling  
NOTES: P.A. in Detail  
SITE: **Former Barn to the rear of The Auburns, 19, Lezayre Road, Ramsey**

REF NO: 3697  
P.A. NO.: 19/00782/B  
APPLICANT: Dandara Homes Limited  
PROPOSED: Erection of eight dwellings (amendment to PA 18/01255/B)  
NOTES: P.A. in Detail  
SITE: **Plots C9 to C16, Residential Development, Part Field 134274, East of Auldyn Meadow, Ramsey**

REF NO: 3698  
P.A. NO.: 19/00811/GB & 19/00812/CON  
APPLICANT: Ramsey Town Commissioners  
PROPOSED: Alterations, installation of roof lights and conversion of existing courthouse into a multi-functional community centre  
NOTES: P.A. - Registered Building  
SITE: **Courthouse, Parliament Street, Ramsey**

REF NO: 3699  
P.A. NO.: 19/00822/GB & 19/00823/CON  
APPLICANT: The Friends of Our Lady Star of the Sea & St. Maughold  
PROPOSED: Alterations, demolition of conservatory and WC outbuilding and erection of extension to provide community space  
NOTES: P.A. - Registered Building  
SITE: **Our Lady Star of the Sea & St. Maughold, Queen's Promenade, Ramsey**

REF NO: 3700  
P.A. NO.: 19/00835/B  
APPLICANT: Elliott Construction Limited  
PROPOSED: Alterations and conversion from boarding house to 4 apartments  
NOTES: P.A. in Detail  
SITE: **19, Waterloo Road, Ramsey**

REF NO: 3701  
P.A. NO.: 19/00854/C  
APPLICANT: Sharon Michelle Bysephipps and Matthew Stephen Bysephipps  
PROPOSED: Additional use of residential apartment as tourist living accommodation  
NOTES: P.A. - Change of Use  
SITE: **Flat 2, Lyndley, North Shore Road, Ramsey**

REF NO: 3702  
P.A. NO.: 19/00861/B  
APPLICANT: Manx Utilities Authority  
PROPOSED: Installation of air source heat pump to replace fossil fuel boiler  
NOTES: P.A. in Detail  
SITE: **Anchor Down, Bride Road, Ramsey**

REF NO: 3703  
P.A. NO.: 19/00865/B  
APPLICANT: Mr. & Mrs.T. Wadeson  
PROPOSED: Alterations, extension to existing conservatory and erection of a two storey extension to house a life shaft  
NOTES: P.A. in Detail  
SITE: **13, Queen's Valley, Ramsey**



**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
PUBLIC SECTOR RENTS 2020-21  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

Earlier this year, the Department of Infrastructure sought views from all local authority housing providers on the principles of the development of a public sector periodic rental policy, to help to build in a level of surety on rent levels over forthcoming years. Whilst the majority of providers agreed to the concept, not all did, and as this proposed policy direction is targeted across the whole of the public housing sector the Department has advised that it will need to develop a consensus before developing this further.

Without a consensus at this point, the Department is now required to commence the customary annual rent increase process in order to set the 2020/2021 public sector rents.

In line with the process, the Department is seeking the views of the housing authorities on the rent increase level and any adjustments to the rent and allowances for the next financial year.

For ease of reference the following historical information is provided:

<b>Rent increases over previous 5 years:</b>	
April 2015	5%
April 2016	2.6%
April 2017	2%
April 2018	3.1% (with 1.1%, ring-fenced to assist with maintenance)
April 2019	2.1%
<b>Allowances 2019/20:</b>	
Administration	5.5%
Maintenance	25.1%
Community	8.4% (Sheltered providers only)

We recognise that your political members will have their own perspectives on the level of rent increase required and the Department is mindful of affordability when making its final deliberations on the matter. However, please be aware that a zero rental increase is unrealistic in terms of funding housing service delivery, and an increase must be considered in the context of the on-going housing investment requirements and the existing housing deficiency subsidy arrangements funded by the Department.

<p><b>Town Clerk's Report - Public Sector Rents 2020 - 21</b> <b>August, 2019 - Public Continued</b></p>
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Formal feedback is required to be provided no later than 27<sup>th</sup> September, 2019, for collation, when, as in previous years, views and supporting evidence will be considered by the Minister when making his decision.

It is suggested that Members may wish to defer consideration until the September meeting to enable the views of the Housing Committee to be ascertained and to seek any further information they may wish to have regard to in considering this matter.

**Recommendation: to be deferred for discussion at the September meeting.**

*T. P. Whiteway*  
Town Clerk and Chief Executive

14<sup>th</sup> August 2019.

**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
ISLE OF MAN CYCLE CHALLENGE  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

The Commission has received notification of an application for a Mountain Road closure for a cycling event to be held on Sunday, 22<sup>nd</sup> September, 2019, from 9.30 am – 4.00 pm.

The event is the Isle of Man Cycle Challenge, a cycle sportive that has been running since 2012. The event is being organised and delivered in accordance with British Cycling, the National Governing Body of Cycling, and their Non-competitive Event Guidelines.

An application has been made for a road closure on the Mountain Section between Ramsey and Creg Ny Baa. There will be circa 150 cyclists taking part who will be riding one, two or three laps of the TT course. As the event is of a non-competitive nature, the riders' ability will vary. Riders have been informed and agree to follow the rules and regulations of the Highway Code.

**Recommendation: for discussion.**

*T. P. Whiteway*  
Town Clerk and Chief Executive

1<sup>st</sup> August 2019.

**RAMSEY TOWN COMMISSIONERS  
TOWN CLERK'S REPORT  
TOWN LIBRARY REVIEW  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

The Policy Committee has been conducting a review of library services and a draft report was presented for comment at the July meeting. In accordance with the Board's wishes the report has been edited and is **appended** hereto for discussion.

The report presents a number of recommendations which are listed below:-

- Introduce online access to the Library service to enable members (and prospective members) to view the library catalogue and so that Members can order/reserve and renew items remotely.
- Create a series of simple performance measures to form the basis of a quarterly report to the Board and for publication on the Commission's website.
- Promote the library services through regular social media and media releases, focusing on library activities, book reviews, etc.
- Seek to increase library membership by 5% per annum, measured at 31 March each year.
- Continue to work with Age Concern to provide Lifelong Learning opportunities to introduce older residents to information technology, investigate and introduce further joint working initiatives with Government and other agencies/charities with the aim of operating at least 3 regular (weekly or monthly) service sessions within the library by the end of the 2019 calendar year. For example Employment Job Club (completed), OFT, Income Tax.
- In conjunction with, and to facilitate the above, continue to filter non circulating library stock to remove loan items which have not been taken out for more than 6 years, maximise space on the first floor library for study, reading and other uses.
- Extend and promote library hosted events to encourage the use of the library and promote membership.
- Introduce an annual survey of library service users and townsfolk both on-line and by paper to ensure that service provision meets the needs of users and potential users.
- Continue to provide internet access PC's and free WiFi provision, with appropriate content filters, for public use.
- Review operating hours and staffing levels to ensure that the service provision and resource input remains appropriate.

**Recommendation: for discussion.**

14<sup>th</sup> August, 2019.

*T. P. Whiteway*  
Town Clerk and Chief Executive

# RAMSEY TOWN COMMISSIONERS

## Ramsey Town Library Strategic Review

Originating Officer	Town Clerk & Chief Executive
Date	July 2019
Adopted by Ramsey Town Commissioners	[date]
Last Review Date	

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## **1 Introduction**

The Policy Committee has expressed a desire to undertake a series of strategic reviews of the various services and functions provided by the Commissioners. As part of this initiative the Committee has requested a strategic review of library services.

The review focuses on four main areas,

- the present services – where we are now,
- information about current performance – statistics on use and costs,
- customer (and non-customer) perceptions – service survey
- future services – where the library seeks to be in the future.

The review provides an opportunity to reaffirm or amend existing policy and services, and establish how the community sees the service which is provided, what it feels is being done well and where it is felt that services could be expanded or improved. The review provides the opportunity ensure that services are relevant and proportionate to the needs of the local community and are delivered in a manner which represents best value for money to the ratepayers.

It is recognised that library services have to respond to changes in demographics and that service use can be affected by advancements in technology and access to online utilities and products (e.g. E-readers).

As with all service provision delivery is undertaken within the Commission's overall Vision of "Making Ramsey a better place to be".

## **2 Statutory Powers**

The Local Government Consolidation Act 1916 (Sections 333 to 339) provides a permissive power to local authorities to provide public libraries and museums. Being a permissive power authorities can elect to provide such facilities but are not obliged to do so.

The powers enable authorities to buy, rent, or appropriate land or buildings for the purpose of providing libraries. Authorities are also enabled to accept bequests for a library and to hold endowments as trustees. Commissioners may stock and maintain libraries and employ staff for that purpose.

Where a local authority provides a library or museum the Act provides that it must be open to the public free of charge.



## **Extract from Local Government Consolidation Act 1916**

### *Public Libraries and Museums*

#### *333 Lands may be acquired for free library and museum*

*The commissioners of a district may, from time to time, with the approval of the Tynwald Court, appropriate any lands vested in such commissioners; and such commissioners may also, with such approval, purchase or take on rent any lands or any suitable buildings; and the said commissioners may, upon any lands so appropriated, purchased, or taken on rent respectively, erect any buildings suitable for a public library or museum, or both, and may apply, take down, alter, and extend any buildings for such purposes, and rebuild, repair, and improve the same respectively, and fit up, furnish, and supply the same respectively with all requisite furniture, fittings, and conveniences.*

#### *334-5 [Repealed]*

#### *336 Commissioners may be trustees of property given for libraries, etc*

*The commissioners may accept real or personal property given, granted, devised, or bequeathed to them for the purpose of a public library or museum, or both, absolutely or conditionally, and they shall be competent to be trustees for any endowment for such purposes, whether such endowment was established before or after the passing of this Act; and they shall apply all real and personal property of which they may be trustees according to the terms of the deeds, wills, testaments, or instruments creating the trusts (if any), or according to the directions which may otherwise be given by the benefactors. Any library or museum in relation to which real or personal property may be given, granted, devised, or bequeathed, or of which the commissioners may be trustees as aforesaid, shall, for the purposes of this Act, be deemed to be a library or museum established under this Act.*

#### *337 General management of libraries vested in commissioners*

*The general management, regulation, and control of any library or museum established under this Act in any district, shall be vested in the commissioners, or of such committee (the members whereof need not be commissioners) as the commissioners may from time to time appoint, and such commissioners or committee (as the case may be) may, from time to time, provide the necessary fuel, lighting, and other similar matters, books, newspapers, maps, and other articles for the use of the library or museum, and cause the same to be bound or repaired when necessary, and appoint salaried officers and servants, and dismiss the same, and make rules and regulations for the safety and use of the library and museum, and for the admission of the public.*

#### *338 Libraries and museums to be free*

*All libraries and museums established under this Act shall be open to the public free of all charge.*

### 3 Aim of Library Services

Ramsey Town Commissioners Vision is:- "Making Ramsey a better place to be"

Ramsey Town Commissioners Mission is to:-

- Provide excellent levels of service to residents, businesses and visitors
- Be financially responsible
- Inspire community spirit
- Maintain and improve our environment in a sustainable manner
- Communicate clearly and regularly with our community
- Work with government and other agencies for the benefit of our town

In regard to Library Services the overall aim of the Commission is to provide good quality, relevant, accessible and modern library and information services. In essence the Library should provide a public means of accessing knowledge.

- To provide a safe and welcoming environment that attracts and engages the local community and supports active citizenship
- To provide equal access to all services and maintaining an 'Open to All' policy
- To provide opportunities and resources for lifelong learning, training and educational achievement
- To contribute towards the raising of standards in the essential basic skills of literacy and numeracy
- To provide, and encourage the use of, information communications technology to enable access to digital skills and services
- To promote and develop reading as a pleasurable activity to stimulate the imagination and encourage creativity

### 4 Outline of Customer Base

The Town and surrounding area populations and households (source 2016 census) comprise the catchment for the Town Library and are shown in the following table.

Resident Age	0-4	5-14	15-19	20-59	60-84	85+	Total	Households
Ramsey	364	780	422	3762	2157	360	7845	3598
Andreas	51	162	81	660	418	25	1397	595
Ballaugh	45	95	60	469	330	33	1032	442
Bride	7	29	23	177	141	5	382	181
Jurby	43	105	54	396	166	12	776	273
Lezayre	45	142	71	601	376	41	1276	510
Maughold Ward	37	111	61	447	304	25	985	406
TOTALS	592	1424	772	6512	3892	501	13693	6005

The area encompasses one secondary School - Ramsey Grammar School, together with infant/junior schools at Bunscoill Rhumsaa, Andreas, Ballaugh, Jurby, Maughold and Sulby with approximately 2000 children up to 14 years of age.

There are a number of Sheltered Complexes, Nursing and Residential Homes within the north of the Island all located within Ramsey, as follows:-

#### Sheltered Complexes

Cooil ny Marrey  
Kerroe Ghlass  
Cooiry Balleigh

#### Nursing/Residential Homes

Ballastowell  
Beaconsfield  
Cummal Mooar  
Grove Mount

Library Membership has seen a slow but steady increases over the past 4 years during which period the introduction of free junior membership was introduced, the total membership at 31/12/18 was 1302. It is interesting to note that despite the removal of charges the number of Junior/Student memberships had not increased dramatically until 2019.

Active Members	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/03/2019
Town	445	432	468	530	503
Country	177	184	186	171	191
Junior/Student	510	532	537	543	591
Visitor	4	4	5	8	14
<b>TOTAL</b>	<b>1136</b>	<b>1152</b>	<b>1196</b>	<b>1252</b>	<b>1299</b>

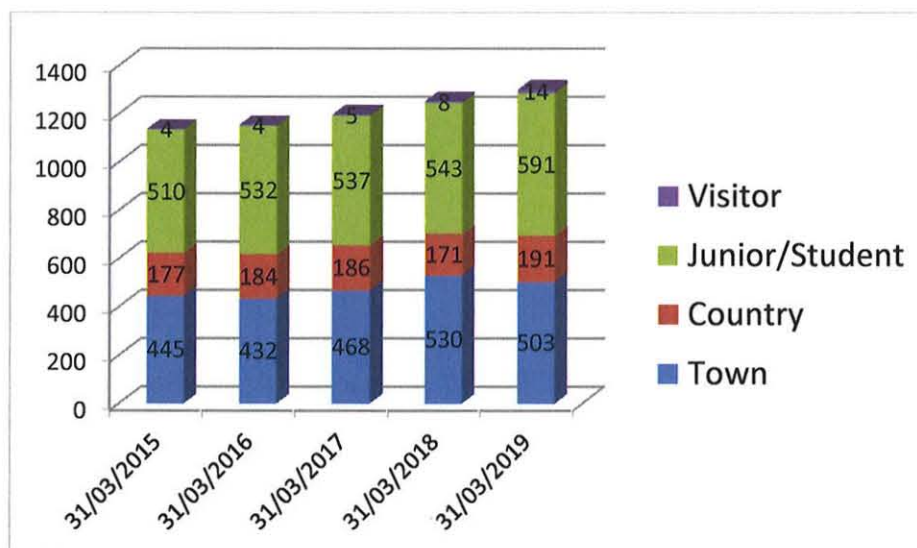


Chart: Library Members over Past 4 years

## 5 Current library operations

The Town Library operates at Ramsey Town Hall and occupies 330m<sup>2</sup>, approximately 23% of the town hall floor area, over two floors. Access suitable for all including wheel chairs users is provided via the main foyer from Parliament Street or the rear car park which has 28 parking spaces including 2 dedicated disabled places. At present there is no online access provision, although books can be reserved and renewed by email, the option to incorporate online access within the Commissions new website exists.

Library opening hours are:-

Monday to Thursday	9am til 430pm
Friday	9am til 4pm
Saturday	9am til 430pm

Library Membership is presently charged for, and raises approximately £11,300.00 per annum in overall receipts (including late return fees, copy charges etc). The current membership fees are:-

Children and persons in full time education	Free of Charge
Adult Town Members	£10 per annum
Adult non-Town Members	£20 per annum

The library provides books, audio-books, large type books across a range of genres (including children and reference books) DVD, Blue Ray, newspapers and magazines. The library offers free WiFi access and there are ten free to access internet PC's with a charged printing and copying service. Children's story time for pre-school to seven-year-olds is held every Tuesday between 9:30am and 10:00am, and Saturday's at 11:00am until 11.30am. In addition to library issues, stocking, and cataloguing, staff also provide tourist information and responses to general enquiries.

The library is staffed by Head Librarian Hazel Ault assisted by four part-time assistant librarians. The minimum staffing level at any time is 2 persons determined by the need to provide staff cover over 2 floors.

The Ramsey Town Library presently provides the following:

### 1. Access to information

- Free internet and Wi-Fi
- Assistance and support in using the Internet to find information
- Help with enquiries by phone, email or in person
- Tourist information
- Inter-library loans
- Local history – enquiries, books and online information sites

### 2. Reader development

- Books and other materials in a wide range of formats (not including eBooks and eMagazines )
- Story Time events to encourage reading
- Free requests service

### 3. Services for young people

- Summer reading challenges using established providers
- Study Space for RGS 6<sup>th</sup> Forms Students
- Space to meet and study – for all ages
- Hosting school and nursery visits
- Work experience and voluntary work opportunities

### 4. Learning

- Informal, on-the-spot help with using computers
- Lifelong Learning sessions delivered by Age Isle of Man
- Free access to computers
- Chargeable printing service

### 5. Community participation and inclusion

- Accessible formats e.g. large print, audio books
- Safe, welcoming community spaces
- A location to host third party services and community initiatives such as the Age Concern Lifelong Learning IT sessions and the Job Club.

The library presently publishes two leaflets promoting library membership and a monthly summary of new stock is published on the website and at the library.

## **6 Stock Procurement and disposal**

The head librarian oversees the acquisition of stock across the range of loan materials held within the library, items are chosen by

- popular authors
- books that are part of a series
- books with good reviews
- personal experience of members' tastes
- local interest titles
- topical subject matter
- requests by members, where the title is likely to appeal to other readers as well.

Selections are made either from online catalogues or those sent by suppliers.

At the time of its design and opening in 2002 the library was designed to stock approximately 35,000 items within the confines of the two floors of display space. Since then stock number have increase with average stock levels, up to 2017, in the region of

46,000 items. In 2017 a conscious decision to reduce the number of items stocked was made and staff have been working since that date to reduce the overall stock levels.

The thinning out of stock on the first floor has been undertaken, non-fiction and reference sections are almost finished, other sections are to be done early in the New Year, and some redundant shelving/units have now been removed.

General thinning out of stock throughout the rest of the Library, as and where space is needed to accommodate newer items is carried out by the Head Librarian, the criteria applied to selecting items for disposal is a combination of age, usage and condition, and, in the case of non-fiction books, the presence of other books on the same or similar subject matter.

Where a book is still going out on loan, but is in very poor condition a paperback replacement will be sought where possible.

Over the past three year period the following procurement and disposal has been undertaken:-

	Opening Stock at 1st April	Acquisitions during year	Disposals during year	Closing stock
2015/16	45,593	2,387	1,950	46,030
2016/17	46,030	2,345	2,035	46,340
2017/18	46,340	2,238	2,270	46,308
2018/19	46,308	1,970	7,756	40,522

On average around 2,200 items are procured annually, although this number reduced in 2018/19 and will be reflected in the 2019/20 budgets, and an annually increasing number of items were disposed of. In addition the Library often receives donations of books which it will add to stock or seek to dispose of.

Where stock is disposed of items are offered for sale to the general public, otherwise it may be offered to other bodies such as residential homes, IOM Prison or charities, or for recycling, as an alternative to destruction. Disposal of stock through sale realised income of around £1,000 over the past 12 months.

## **7 Statistics on Use and Cost**

The Commission does not receive any contribution towards library services from adjacent local authorities; membership is available to any Island resident.

The following summary of costs is provided:-

## Ramsey Town Commissioners

### Summary Library budgets 2015-16 to 2019-20

	2019-20	2018-19		2017-18	
	Proposal	Estimate	Actual	Estimate	Actual
	£	£	£	£	£
<b><u>Income</u></b>					
Library fees	11,300	11,000	11,292	11,500	10,431
<b><u>Expenditure</u></b>					
Salaries & NI	102,050	96,000	95,797	90,000	93,773
Advertising, printing etc.	4,000	6,500	4,098	8,000	4,553
Books & publications	20,000	38,000	28,375	40,000	33,507
Caretaker - share of wages	5,750	5,000	4,499	7,000	4,140
Maintenance : Materials	8,300	8,500	8,240	9,000	7,136
Contractors	500	500	739	600	43
Maint. Contracts	500	400	1,156	425	347
Commission labour	500	500	171	550	104
<b>Total costs</b>	<b>141,600</b>	<b>155,400</b>	<b>143,075</b>	<b>155,575</b>	<b>143,603</b>
<b>Net expenditure</b>	<b>130,300</b>	<b>144,400</b>	<b>131,783</b>	<b>144,075</b>	<b>133,172</b>

**Notes :** the expense categories include the following examples of expenditure.

Staffing	Staffing consists of 1 full-time and 4 part-time staff. 2017-18 included a one-off regrading resulting in back pay of approx. £4,800.
Advertising, printing etc.	Computer software & hardware - cost & maint. Stationery Video licences Minor fixtures & fittings (trolleys, etc.) Rates Subscriptions
Books & publications	Books & audio-books DVD's Magazines & newspapers
Materials	Telephones Heating Electricity Insurance Sundry
Contractors	Repairs and/or new larger fixtures & fittings (roller blinds, IT sockets)
Maint. Contracts	Share of Town Hall window cleaning costs

The figures show a budgeted provision for 2019/2020 of £130,300; this excludes any apportionment of capital debt for the Town Hall, or nominal rental provision, although utility costs, caretaking and rates are apportioned. This is equivalent to an 18.59p rate, approximately 5% of the Commissions net annual expenditure for the 2019/20 year. The 2019/20 overall library budget represents a small reduction, £1,483 or 1.12% on the outturn figures for 2018/19.

The 2019/20 budget may be expressed as £100.31 per library member, £36.21 per annum per town household or £16.61 per annum per town resident.

The following table and chart show the total number of items currently in the Town Library (31/03/19).

### Items by type

All fiction, including general, crime, paperbacks etc	17528
Non fiction	8327
Large print	2970
Junior fiction	6352
Junior non fiction	2098
DVDs	1301
Audiobooks	1429
Reference only	1231
	<hr/> 41236 <hr/>

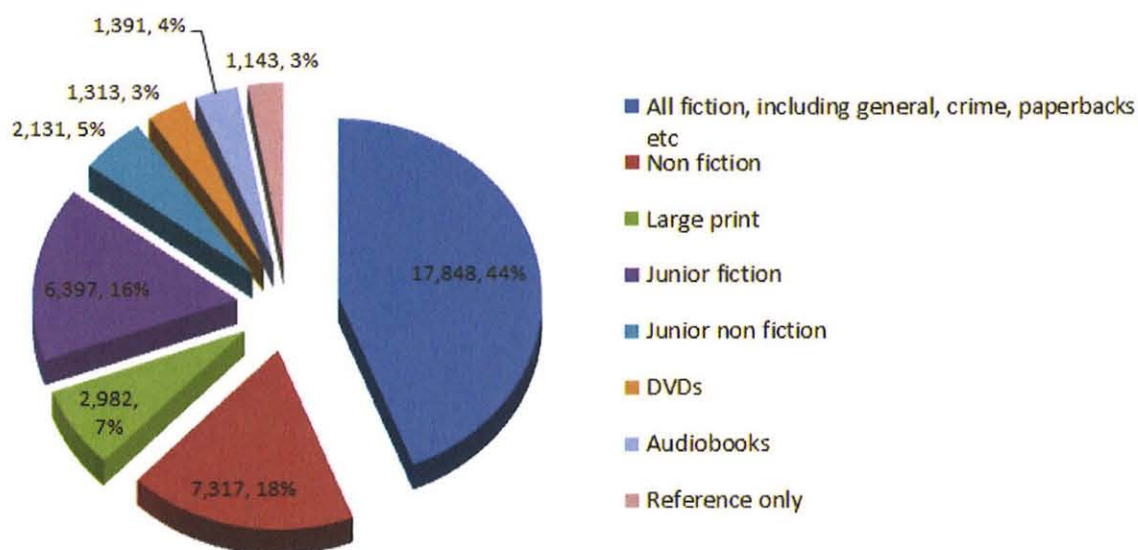


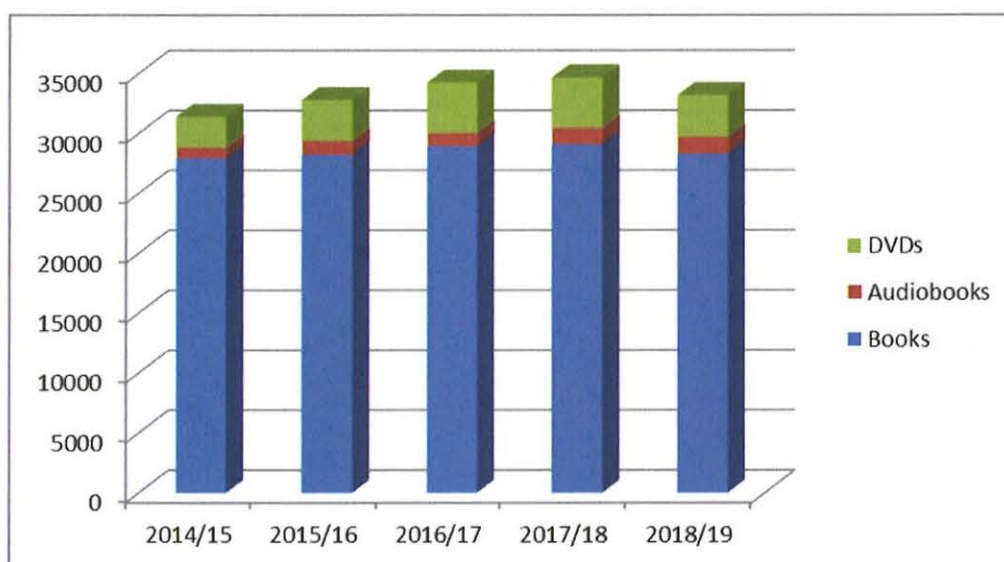
Chart: Library Stock by type at 31/03/19

Annual acquisitions for the library were in the region of £33,000 per annum, the majority of funds being expended on books, in 2019/20 the acquisitions budget was reduced to £20,000.00.



Issues (of all items) had increased annually with the total number of issues in the year ended 31/3/18 reaching 34,652 items, with a reduction in issues in 2018/19.

<b>Issues by Type</b>	31/03/2015	31/03/2016	31/03/2017	31/03/2018	31/03/2019
Books	27914	28212	28929	29108	28,288
Audiobooks	872	1156	1086	1331	1,395
DVDs	2592	3419	4204	4213	3,491
	31378	32787	34219	34652	33174
Increase/reduction on previous year		4.49%	4.37%	1.27%	-4.27%



These figures record the total issues, i.e. some items may have been issued on more than one occasion, and for the year ended 31/3/18 the number of unique items issued was 21,063 which represent 45.84% of those items held within the library or 46.72% of the loan stock within the library.

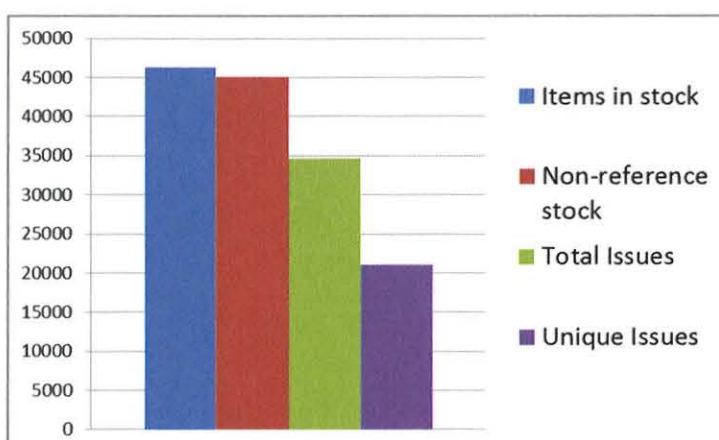
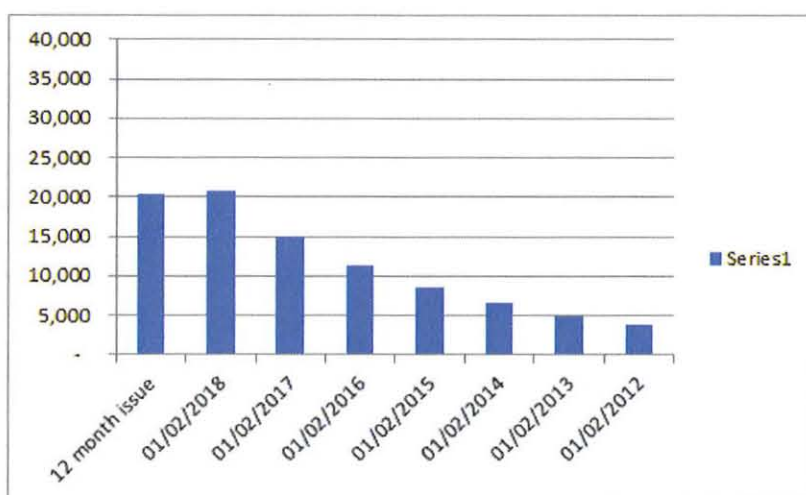


Chart: issues year ended 31/3/18

The Head Librarian advises that the average number of items in stock over the last three years is 46,000 and the average number of unique issues is 13,441. The average number of items not loaned is 32,559, of the 46,000 items of stock, 4,400 have never been out on loan at all – approximately 9.6% of loan stock.

In February 2019 a report was generated from the library management system detailing the number of individual items circulated over an eight year period. The results are shown in the following table which shows items not issued from the library over time; for example 20,429 loan items have not been issued from stock in the past 12 months, 6,558 loan items have not been issued in the past 5 years - since before 1/2/2014.

Since	%of stock (41236)	
12 month non issue	20,429	
01/02/2018	20,807	52.01%
01/02/2017	14,976	37.44%
01/02/2016	11,303	28.25%
01/02/2015	8,533	21.33%
01/02/2014	6,558	16.39%
01/02/2013	4,886	12.21%
01/02/2012	3,848	9.62%



The staffing provision to service the existing library opening hours totals 106.25 staff hours per week. These are worked by five staff, one full time and four part-time, with a Full Time Equivalent of 2.87 employees, the Head Librarian works five full days, including Saturday, however does not work on a Tuesday.

The staff rota provides for a minimum staffing level of 2 persons, originally established to enable cover of the first floor area, throughout each day. There is also currently a two hour period between 10am and 12 noon each day when there are 3 staff in attendance. The staff rota is shown in Appendix A.

## **8 Future options and opportunities**

Consideration of future options demands critical review which by its nature should encompass a full range of alternatives including ranging from do nothing, to radical change. As a service the majority of cost obligations are in relation to staffing and therefore options which could impact on payroll are most likely to have the most significant financial impact.

Future options which have been identified in the development of this report, including input from staff, Commissioners and survey participants from the library users survey undertaken in 2017. These have reviewed and are discussed below, along with recommendations for consideration:-

### **8.1 Continue existing provision**

Continuation of the existing provision is identified as an option. In simple terms the option would see existing services continue without noticeable change, revenue costs would increase by no more than inflation on an annual basis.

***This option is unlikely to increase library usage beyond the levels presently experienced unless other initiatives or pressures influenced such.***

### **8.2 Cease provision of library services**

Library services are provided under permissive powers, as such Local Authorities have a power to provide libraries but at present there is no compulsion to either provide or contribute towards wider library provision.

Closure of the service would result in the following impacts:-

- Potential redundancy affecting one full time and four part-time employees
- Requirement to dispose of all existing library stock
- Cessation of service within Ramsey for ratepayers and other northern service users.

***The Library is recognised as a valued resource providing loan and research material, hosting IT facilities and training, and as a source of general and tourist information. This option was felt not to be in accordance with the Commissions values and is considered unacceptable.***

### **8.3 Reduce operating hours/staffing levels**

A reduction in opening hours would result in staffing cost savings proportionate to the hours worked.

In effect a mid-week single day closure would reduce staffing costs by an average of around 16.50%, equivalent to £16,838.25 of the 2019/20 projected budget of £102,050.00 for staff salaries. The existing staff rota, established in 2002, provides for a period of 3 staff cover which should be reviewed.

During closed periods, combined with an online booking system, it would be possible to consider deposit or collection of pre-booked items through the town hall general counter whilst the library is closed.

***A review of staffing levels and operating hours will be conducted at a suitable date, although it is noted that increased third party use of shared library facilities will limit the opportunity to reduce library operating hours.***

#### **8.4 Migrate to electronic books reducing physical stock**

The popularity of eReaders such as Kindle has increased; current debate projects that Audio Books are likely to expand and this market may reduce demand for paper books, although there is also a strong view that physical books are once again becoming more popular. To an extent this may be driven by trends and may be able to be influenced by promotion.

EBooks are acquired in a similar fashion to paper books, generally there are limits as to the number of person able to read an eBook at any time and a limit to the number of times an eBook can be read. Despite the technological advance most eBooks are provided in a format which mirrors the issue of a physical book, i.e. multi purchases might be required if the issue is to be opened up beyond one reader at a time. In addition the need to hold a paper copy in stock would not be avoided; there is an argument that popular titles should be available in all formats, i.e. paper, large print, eBook and Audio.

***A review of costs associated with this indicates that in the current market this option is not presently viable for Ramsey Town Library although it may be reviewed in future, or in conjunction with other libraries.***

#### **8.5 Implement online library access**

Capacity to access online catalogues, search, renew books, reserve books etc. may be attractive to a wider market; it would certainly improve access to library services.

The present library operating system has capacity to allow online access to the library catalogue and to enable library members to reserve and renew loan items remotely. The introduction of online access is seen as a positive opportunity to enable more people to access the library service, also potentially making the service more attractive to digitally enabled user groups who are comfortable with internet and digital services. Costs associated with this option would be approximately £1,800 in the first year with an annual maintenance charge of £1,300 thereafter.

***This is seen as a positive opportunity which should be progressed as soon as practicable.***

#### **8.6 Reduce physical library size to single floor**

A reduction in the physical size of the library could result in the operation being limited to a single floor of accommodation. The spatial reduction may require a change in either the number of loan items offered or the manner in which they are stored and

recovered. Reducing to a single floor might also impact on staffing requirements although it is noted that a wider use of the library environment for service delivery would mitigate against reducing operating hours.

The space released might facilitate potential rental income, wider community use, extended offer of services perhaps in partnership with Government. There is a wider consideration that providing more services locally, rather than requiring users to travel to Douglas, might encourage more town centre activity providing a boost for the local economy.

***This option is felt to deserve further consideration at a future date.***

#### **8.7 Vary or Increase operating hours by providing twilight and or Sunday opening**

Previous experience of twilight hour operation did not generate any real increase in service use. The requirement to operate additional hours might be reduced by the provision of online access provision for Members.

***This option should be reviewed at a future date, perhaps in the light of the impact of on-line access provision, and be addressed as part of future library use consultation.***

#### **8.8 Relocate library, in whatever operational format is determined, to alternative premises**

The opportunity to consider other premises for the location of the library exists. An example would be the Ramsey Courthouse although investment would be needed in the premises and there may be restrictions on the volume of stock able to be presented. The Courthouse would require action to ensure that it was accessible by all especially as there are presently no disabled access provisions to the first floor.

Relocation would release a considerable amount of floor space in the town hall providing the opportunity for wider community use, expansion of service provision and potentially delivery of other services in partnership with Government and other agencies.

***The costs associated with renting/acquiring or adapting alternative premises, even if a suitable location could be found, are considered prohibitive, and this option is not to be progressed.***

#### **8.9 Restructure library management with the introduction of a community volunteer staffing imperative with reduced FTE employed base.**

This model has been applied in many UK libraries as consequence of library closures due to financial constraints, to an extent this occurred with the Family and Mobile Library as this was charity funded when first established although the staff are paid.

The Commission regularly utilises volunteers in the form of work experience and is developing a formal policy and procedures to be used when volunteer workers are in place. The nature of volunteering at present tends to be short term, volunteers also require supervision and instruction and it is felt that it would be difficult to operate the

library service on a volunteer basis as there is no obligation to attend and there are skill level requirements for library staff.

***Volunteer working would always be welcomed however it is not felt practical to operate the core library activity on a volunteer basis. This option may be reviewed at a future date.***

#### **8.10 Extend services provided within the library environment through engagement with community, third sector and other agencies**

Extension of services or community activities within the library and town hall environment provides an opportunity to increase the value to the community of the library service and extend its purpose as a source of information and knowledge.

This approach has worked very successfully over a number of years with the Age Concern Lifetime Learning initiative providing free IT tuition on one and a half days per week hosted on the first floor of the library. The Job Centre has also recently commenced operation of its Job Club with future possible interest from DHSS Benefits section in operating within the town hall.

***The use of the town hall and library as a location to host information and drop in sessions should be encouraged for instance for services such as Income Tax, Debt Control, Office of Fair Trading, Fire Safety etc.***

#### **8.11 Include a tech space – As well as Internet access and printers - Provide VR viewing space and library of sequences and provide access to 3D printing facility**

Considered to be cost prohibitive with limited demand, there may also be staff training requirements as use of this technology tends to be limited within specific applications and skill ranges.

***This option not to be progressed at this time.***

#### **8.12 Remove all membership charges from library or increase annual membership charges**

Annual membership charges raise approximately £8,500 per annum at present, fees are applied for adult town members (£10) and non-town members (£20), there are no fees for children or students. The opportunity to remove all charges has been identified although this would result in a reduction in membership income equivalent to just over a 1p in the £ town rate.

***This option to retained for future review subject to budgetary constraints.***

#### **8.13 Review charging structure for all facilities offered by the Library - add in to subscription or charge on a per use basis**

As an alternative to the existing membership charges. The potential exists for income to be derived from computer use and fees for certain loan items – ie DVD's.

***This option to retained for future review.***

#### **8.14 Provide refreshment facilities – at charge**

In the form of a coffee or drinks machine, to provide refreshment facilities for library users especially those who are studying/working in the library. There are a number of on-island suppliers for drinks/refreshment machines who may be able to provide equipment suitable for use within the library area on a charged of profit shared basis. This provision could assist in making the library a more attractive space for study or work.

***This option to retained for future review.***

#### **8.15 Introduce a café concession for rental income**

Providing space where a coffee/food concession might be able to operate could produce an income stream, however would require space and investment in facilities, with potentially a requirement to provide independent access to enable trading outside library hours. The operation of a commercial concession might change the dynamics of the library and some library users may not appreciate the change in environment this would undoubtedly bring.

***Could be considered as a future option if spatial circumstances would support such.***

#### **8.16 Introduce eComics as a new market**

Possibly could attract younger and more diverse membership, however specialist in nature, access to these products for library issue presently considered cost prohibitive.

***For future consideration subject to financial constraints.***

#### **8.17 Operate on an honesty basis with reduced staffing and self-check issue and return of books and loan items.**

Could be considered as future option, however would require a review of the library management system to enable self-check operation. Staff are generally required to be in attendance to service IT access, answer counter enquiries and for the restocking or retrieval of loan items.

***This option could be further considered in future.***

#### **8.18 Provide home delivery service either through staff, volunteers, other local authorities, charity organisations or by negotiation through IOM Post**

The introduction of online access provision would introduce the ability for visits to be made to housebound clients, or to host drop-in sessions in outlying areas, care homes, hospital wards etc, where staff or volunteers could assist in loan item selection.

Subject to demand it would also be possible for other outlying authorities to host online access through their own office /parish hall. If undertaken on a regular basis (ie in parish halls or similar) loans books could be delivered and returned through that process.



***Agreed for further investigation once online access provision available.***

## **9 Tynwald Working Party**

The future of the Islands Library services remains a matter of review by a Tynwald Working Party the remit of which is to determine, by way of a Tynwald report, the future direction of the Island's libraries.

The role of the Working Party is also to ensure that:

- The purpose of public library services is understood
- The wider provision of library services across the Island are explored
- Options for a statutory requirement for provision are included within the report
- A Manx libraries' structure is developed which will include:
  - Options with outline plan for a future funding arrangement to include; but not be limited to, an all Island rate; and
  - Options and plans for future cooperation to include, but not be limited to, a shared catalogue, all Island lending and return and all-Island library membership

The Working Party is to report by December 2019.

## **10 Future Direction**

Notwithstanding any future direction determined by the Tynwald Working Party on Libraries there is a desire to ensure that the Town Library provides high quality library services in a manner which reflects the needs of the community and demonstrates value for money.

Whilst a range for future options exists, and may be further reviewed in the light of the outcome of the Tynwald Working Party recommendations, it is recommended that the focus for the library should at this time be given to the following targets:-

- Introduce online access to the Library service to enable members (and prospective members) to view the library catalogue and so that Members can order/reserve and renew items remotely.
- Create a series of simple performance measures to form the basis of a quarterly report to the Board and for publication on the Commissions website.
- Promote the library services through regular social media and media releases, focusing on library activities, book reviews etc.
- Seek to increase library membership by 5% per annum, measured at 31 March each year.
- Continue to work with Age Concern to provide Lifelong Learning opportunities to introduce older residents to information technology, investigate and introduce further joint working initiatives with Government and other agencies/charities with the aim of operating at least 3 regular (weekly or monthly) service sessions



within the library by the end of the 2019 calendar year. For example Employment Job Club (completed), OFT, Income Tax.

- In conjunction with, and to facilitate the above, continue to filter non circulating library stock to remove loan items which have not been taken out for more than **6 years**, maximise space on the first floor library for study, reading and other uses.
- Extend and promote library hosted events to encourage the use of the library and promote membership.
- Introduce an annual survey of library service users and townsfolk both on-line and by paper to ensure that service provision meets the needs of users and potential users.
- Continue to provide internet access PC's and free WiFi provision, with appropriate content filters, for public use.
- Review operating hours and staffing levels to ensure that the service provision and resource input remains appropriate.

# 11 Appendix A - Staff Rota / operating hours

The current staff rotas are shown below,

		30 minute period commencing												Hours	Note	Staff hours		
Monday																		
		08:30	09:00	09:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30
Monday	1																	
	2																	
	3																	
	4																	
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Tuesday	1																	
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Friday	1																	
	2																	
	3																	
	4																	
	5																	
Saturday	1																	
	2																	
	3																	
	4																	
	5																	

**RAMSEY TOWN COMMISSIONERS  
DEPUTY TOWN CLERK'S REPORT  
TYNWALD MILLENNIUM EXHIBITION  
AUGUST 2019 – PUBLIC**

Mr. Chairman and Members,

The Public Record Office is taking their Tynwald Millennium Exhibition “on the road” following the staging of the Exhibition at the Tynwald Library in July.

The exhibition was created to commemorate the 40<sup>th</sup> anniversary of the 1979 Tynwald Millennium.

The exhibition will be staged in the atrium of the Town Hall during Town Hall opening hours between 22<sup>nd</sup> August, 2019, and 29<sup>th</sup> August, 2019, inclusive and will be staffed by the Public Records Office.

**Recommendation: for noting.**

*H. S. Bevan*  
Deputy Town Clerk

14<sup>th</sup> August, 2019.

**RAMSEY TOWN COMMISSIONERS  
REPRESENTATIVE REPORTS  
AUGUST, 2019 – PUBLIC**

Mr. Chairman and Members,

The following Report has been submitted by Mr. McGuinness:-

***“Northern Local Authorities Swimming Pool Board:***

Attended the meeting on the 29th July 2019.

The increased number of people who have attended the pool over the prior 12 month period (some 10,000 additional) was noted and it is to the credit of the staff that this has been embraced as an opportunity to show off the facility.

There has been no further movement on obtaining funding from the DESC for much needed improvements to the facility, in fact there has not even been replies to emails or letters. I was not surprised by this news but I was disappointed.

The pools annual week long closure for maintenance was completed successfully just after TT with no delays in reopening.”

August, 2019.