

At a Meeting of Pembroke Dock Town Council  
held at the Pater Hall, Pembroke Dock on  
Thursday 12<sup>th</sup> April 2012

**PRESENT:**

Councillors A McNaughton, P Kraus, P Folland, S Perkins, M Murton, M Colgan, P E George, J Phillips, C Fortune, D Earl, P Gwyther & C Gwyther .

**IN ATTENDANCE:**

Moira Saunders- Town Clerk  
Sarah Scourfield – Assistant Town Clerk

**155. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor K Higgs.

**156. DECLARATIONS OF INTEREST**

Councillor P Gwyther declared an interest in item 208. Fire Safety Responsibilities for the Pater Hall on the Town Clerk Supplementary report

**157. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

There were no questions from the members of the public

**158. MINUTES**

It was

**PROPOSED by Councillor P Folland  
SECONDED by Councillor C Fortune  
RESOLVED - That the Minutes of 15<sup>th</sup> March 2012 are  
adopted as a true record.**

**159. MATTERS ARISING FROM THE MINUTES OF 15<sup>th</sup> March 2012**

*Minute 146 -Play Equipment*

It was questioned what the reason was for the play equipment not being replaced at Western Way car park. The Town Clerk informed members that as the land was designated for development area for the marina, it was commented that if any funds were available for play equipment from the County Council the Council would like these to be split between Pennar and The Memorial Park.

**160. REPORT OF THE TOWN CLERK**

**197. Civic Dinner List of attendees**

The Town Clerk informed members that she had enclosed a proposed list of guests to be invited to the Civic Dinner which will be held on 18<sup>th</sup> May 2012 in the Cleddau Bridge Hotel. Members agreed with the proposed list.

**198. Membership of One Voice Wales.**

The Town Clerk stated that she had received a letter from One Voice Wales making an offer on the cost of membership for one year. This organisation is playing an ever increasing role in the development of policy for the sector, having been invited to give evidence to several Assembly Committees including The Local Government (Wales) Byelaws Bill and other bodies, including most recently The Independent Remuneration Panel for Wales review into member's allowances for community and town councillors. The intention over the next year will be to continue to develop their lobbying and representational roles.

They will continue to provide:-

Quality and timely advice and support service on topics that is relevant to member councils.

Training for members and staff, including policy seminars and new working opportunities

General information via our website including a members' area.

Quarterly editions of our newsletter "The Voice"

Representation of the sector on the Local Government Partnership Council

Create new opportunities for collaboration with national organisations across Wales.

The full year's membership subscription would be £1131 for this Council but this next

year the fee will be £565.50. After discussion

It was

**RESOLVED - That the Town Council do not subscribe to membership with One Voice Wales**

**199. Pembrokeshire 2013 Urdd Eisteddfod Proclamation ceremony and Procession**

The Town Clerk informed members that this organisation had invited the Council to attend the proclamation ceremony and procession on 28<sup>th</sup> April 2012. There would be entertainment following the procession at County Hall car park as well as a star studded football match and a concert in the evening.

The procession starts at Dew Street car park at 10.30 am. At 12.00 there will be open air activities and entertainment outside County Hall. This includes Gwenda Owen, Samba Doc, and Ysgol y Preseli Sax quartet.

The Town Clerk stated that if anyone wished to take part they should contact the office so their details could be passed on to the Urdd organisation.

**200. Public Footpath Extinguishment order- Bentlass Terrace, Pennar**

The Town Clerk stated that she had received a letter to say that this order has now been agreed by Pembrokeshire County Council.

**201. Pembrokeshire Mencap**

The Town Clerk informed members that this organisation had asked for financial help towards the purchase of power tools and making products. The cost of the tools required is £1200 and they are hoping for some contribution towards this sum.

There are 8 people in Pembroke Dock who benefit from the services of Pembrokeshire Mencap.

Members commented that due to current policies in place they were unable to grant financial assistance. It was commented that the policy should be reviewed to enable the Council to help such organisations.

**202. Community development projects in Tanzania.**

The Town Clerk stated that she had received a letter from Angharad Walters who intended to work in Tanzania this month to work on community development projects such as teaching young children and helping conservation initiatives. Her aim was to raise £2755 towards this scheme and as part of the fund raising she is hoping to climb Mount Kilimanjaro

Members stated that due to current policies in place they were unable to grant any financial assistance.

**203. Local Council Advisory Service Seminar**

The Town Clerk stated that there was to be a number of Seminars held during 2012 with Zurich Risk Management, Local Council Advisory service. There was to be a seminar held in Thornhill Centre in Cardiff on 26<sup>th</sup> June 2012, the seminar will include information on Accident & Claims review, Lone working, Devolve or delegate functions and winter maintenance. These seminars are the easiest way to get up to date with helpful and practical risk management advice. The cost to the Town Council is £30 plus travel costs.

It was

**RESOLVED – That the Assistant Town Clerk attends the Seminar on 26<sup>th</sup> June with Zurich Risk Management.**

**204. West Wales Maritime Heritage – Financial Assistance request Dimond Jubilee event**

The Town Clerk reminded members that at the last meeting of the Town Council members requested her to contact West Wales Maritime Heritage to request further information regarding if costing's for the above event would be shared with Neyland Council and what the scale of the event would be.

The Town Clerk stated that she had since received a letter which stated that funds have not been sourced from anywhere else for this event and Neyland Council have not been contacted. Members commented that in previous years the event has not benefited the

town as the procession did not stay at Hobbs Point long enough. After Discussion

It was

**PROPOSED by Councillor S Perkins  
SECONDED by Councillor P E George**

**RESOLVED - That the Town Council grant £100 to support the events planned by the West Wales Maritime Heritage.**

**205. Port Security Regulations 2009- Consultation on Draft Designation order**  
Port and Security regulations 2009 came into force on 1<sup>st</sup> September 2009 and brought the EC directive on enhancing port security into UK legislation. Before the regulations can take effect it is necessary for the Department of Transportation to define the port boundary where the regulations are effective. The Port of Milford Haven were seeking views on the draft Designation Order for the port through consultation.

The consultation is made available on Department of Transportation Website at the following address: <http://www.dft.gov.uk/consultations/open/2010-30/>

Members agreed that this document will be reviewed by the Consultation Committee.

**206. End of Year accounts**

The Town Clerk informed members that enclosed with their papers was the 2011-2012 yearend financial figures. The next step is to invite the internal auditor to review the accounts and assess any risks, before going to the external auditor.

The Town Clerk stated at the year-end there was an underspend. The Town Clerk suggested that this should be kept in the reserve account, as the reserve account will currently hold £35,000. The policy on reserves adopted by this council states that the reserves should form between 25% and 33% that is £ 37,500 and £49,500 so we are still just below the lower end.

It was

**RESOLVED – That the underspend should be kept in the reserves account to increase the reserves balance as stated in the policy adopted by Council**

**161. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

**207. Argyle Medical Group**

The Town Clerk informed members that she had written as requested by Council to the local AM's, the local MP and Hywel Dda Health Board to which she had received replies from most. The Town Clerk stated that she had received replies from Rebecca Evans AM, Joyce Watson AM, Hywel Dda and Angela Burns AM. Some replies report that they have received similar complaints from residents and have approached Hywel Dda. The reply from Hywel Dda just stated that the practice were putting in place changes and will hope to see some improvement. The Town Clerk advised members to wait for further replies.

**208. Fire Safety Responsibilities for the Pater Hall**

The Town Clerk informed members that she had made contact with all councillors with regard to this issue during this last week. She commented that she believed that most councillors would have received a reply from Councillor Phil Gwyther with his response. The Town Clerk stated that this was an issue that had to be addressed as there were legal implications if the issue was not dealt with. The Town Clerk stated that the responsibilities which needed to be addressed were not part of her job description, it was commented that this was an issue for the Personnel committee and Pater Hall Trustees to discuss. The Town Clerk stated that staff members needed training on the fire alarm systems. It was agreed that the issue should be passed back to the Pater Hall Trust for discussion at the next meeting of the Pater Hall Trust.

**209. Pater Hall Community Trust - £5000 grant stage improvements**

The Town Clerk informed members that Last autumn the Town Council agreed to grant £5000 to the Pater Hall Community Trust towards the stage improvements. The motion that was resolved stated that the Trust was seeking a grant from the CFAP fund and if the grant application was not successful the £5000 would not be given to the Trust. The Town Clerk stated that the Trust had been unfortunate and had not been granted

the CFAP funds so the £5000 is not to be given to the Trust.  
The Town Clerk commented that as this was extra to the budget that was agreed by Council for this new financial year, she would, at a later date be suggesting a project for which this money could be used.

It was commented that the Pater Hall Trust may be looking to apply for another grant as soon as possible as the stage needed to be updated as soon as possible so that the £5000 may be needed by the Pater Hall Trust during the current financial year.

### **210. Independent Remuneration Panel for Wales Consultation event.**

The Town Clerk stated that in its Annual Report 2011 the Independent Remuneration Panel for Wales gave notice of its intention to bring community and town councils in Wales into its national remuneration framework from April 2013.

The Panel has written to all Principal Authorities in Wales seeking information on structure, funding, responsibilities and current remuneration. Working in partnership with One Voice Wales, a number of consultative events have been organised throughout April.

On 27<sup>th</sup> April, the Panel plans to meet with representatives from the larger community and town councils that are not members of One Voice Wales. The panel intends to use this event to explore and understand the community and town councillor role by getting information, views and experiences about the following matters:-

What is involved in carrying out the role of a Community Councillor?

What does the 'community leadership' aspect of the role entail?

The time involved in carrying out the role of a community councillor including the constituency work and attending meetings?

Views on the extent and amount of any remuneration for the role of community councillor

Relationships between community councillors and officers and members of the Principal Authority.

This meeting will take place on 27<sup>th</sup> April in Llandrindod Wells between 10.00 and 13.00 hours.

The Town Clerk stated that if any members wished to attend they should contact the office. Members commented that more meetings are needed closer to Pembrokeshire.

### **211. Hanging baskets – summer 2012**

The Town Clerk stated that Sarah had sent out number of invitations to garden centres to tender for this year's contract. We have only received one reply from Bush Nurseries.

The quote had increased slightly from last year but this was because we are changing some of the containers to make more impact around the town so more plants will be required.

The quote was £1875, which compares favourably with the quote of last year of £1675. The flowers will be red blue and white.

It was

**RESOLVED – That bush nurseries quote of £1875 is accepted and awarded the contract for this summer.**

### **212. Llanion cemetery**

The Town Clerk informed members that she had received a letter from a concerned resident with regard to horses being grazed on the ground at the Llanion cemetery. She stated that the resident was very upset to see this happen and was asking that this was reported to the Town Council. This resident is asking whether a sign could be erected at the cemetery to say no grazing so that it may be enforced.

The Town Clerk stated she had contacted the County Council with regard to this issue.

### **215. Planning Decisions**

**11/1129/Pa-** Extension to dwelling- Sunningdale, Beach Road, Llanreath, Pembroke Dock, SA72 6TP – **Granted**

**11/0981/Pa-** Alterations to shop front and new first floor extension – 40 Dimond

Street, Pembroke Dock – **Granted**

**11/0973/Pa** – Change of use from A2 to A1 or A3, replacement shop front and minor repairs – 31 Dimond Street, Pembroke Dock – **Granted**

**11/0958/Pa** – Change of use from commercial to residential – 14 Meyrick Street, Pembroke Dock – **Granted**

**11/0554/LB** – Change of use of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors to four flats and associated works – 10 Meyrick Street, Pembroke Dock - **Granted**

**162. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were no items to discuss.

**163. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

**Police Forum**

It was stated that there were no new issues raised at the recent meeting of police forum and that issues from last month would be covered.

**164. FINANCIAL REPORT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
	Postage	£8.62	Petty Cash
	Service Wash	£16.00	Petty Cash
08/03/2012	Post Office – Minutes Postage	£15.31	
12/03/2012	Clarity Copiers- Service Charge	£4.02	BACS
12/03/2012	RBS Software – Accounts Maintenance	£118.80	BACS
16/03/2012	Post Office – Postage	£2.18	Petty Cash
19/03/2012	BT Internet	£130.46	BACS
21/03/2012	Martin Caveney- photographs	£45.00	CHQ 100125
23/03/2012	Swalec- Pump House electricity	£27.61	CHQ 100126
20/03/2012	Post Office – Postage	£1.23	
28/03/2012	Post Office – Postage bulk purchase before price rise	£70.80	

**PAYMENTS PREVIOUSLY AGREED** eg, Grants, Sec 137 payments, allowances

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
16/03/2012	Office Printer- Printerland	£484.80	BACS

**ACCOUNT RECIEPTS**

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**ACCOUNT BALANCES**

31/03/2012	HSBC Current Account	£9,570.33
31/03/2012	HSBC Premium Account	£71,017.50

## **New Financial Year 2012/2013**

### **ACCOUNTS FOR PAYMENT**

The following accounts are submitted for approval of payment:-

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
02/04/2012	Zurich Insurance Renewal	£2587.58	BACS
02/04/2012	Pembrokeshire County Council Rates	£2147.00	CHQ 100128
02/04/2012	Swalec Albion Square	£29.76	CHQ 100127

### **SALARIES AND WAGES**

06/03/2011-05/04/2012	Salaries and Wages	£3714.86
06/03/2011-05/04/2012	Tax and NI	£1015.47

### **ACCOUNT BALANCES**

05/04/2012	HSBC Current Account	£8,283.60
05/04/2012	HSBC Premium Account	£71,020.50

It was

**PROPOSED by Councillor C Fortune  
SECONDED by Councillor M Colgan**

**RESOLVED - That the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed.**

#### **165. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

There were no items to be brought to the next meeting

#### **166. COMMUNITY ISSUES**

It was questioned if anything could be done about the cut grass being left on the Waterloo roundabout, it was commented that as this was the entrance into the town something should be done about it. It was stated that the section of road is not the responsibility of the County Council and they currently cut the grass on that part of the roundabout as a favour but the question would be asked.

It was commented that the pavements in and around the town are in a very poor state and makes it hard for wheelchair users to use. It was commented that the County Council should be informed of the worst areas.

Councillor C Gwyther congratulated all returning councillors, she commented that she wanted to thank everyone for their support over the passed 4 years and stated that she would not be returning due to job restraints.

#### **167. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor P Folland  
SECONDED by Councillor C Fortune**

**RESOLVED - That the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**