

At a Meeting of Pembroke Dock Town
Council held at the Pater Hall, Pembroke
Dock on Thursday 14th January 2009.

PRESENT:

Councillor P George (Mayor)
M Colgan (Deputy Mayor), K Higgs
Kate Becton, E Cook, C Fortune
D Esmond, P Kraus, D Humphreys, P Gwyther,
S Perkins, C Gwyther, A McNaughton, W Rees

IN ATTENDANCE:

Moirsa Saunders- Town Clerk
Sarah Scourfield- Assistant Town Clerk

Councillor W Rees read out his declaration of office and signed it. The Mayor Councillor P George commented that he will be an asset to the council and welcomed him.

114. APOLOGIES FOR ABSENCE

Apologies were received from Councillors D King & T Wilcox

115. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public

116. MINUTES

Councillor A McNaughton commented that in minute 125 he questioned about the flower borders on London Road not pot holes.

Councillor S Perkins commented that in minute 165 under the St Marys afterschool club she stated that Communities First do Hygiene training not that they offer the training.

Councillor S Perkins stated that in minute 165 she commented that LNG had planned to do something similar but they didn't do it.

Councillor S Perkins asked that declaration of interest for the planning issues be noted on behalf of herself, Councillors A Wilcox and K Becton.

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor K Higgs

RESOLVED -
That the Minutes of 10th December 2009 were adopted as
a true record.

117. MATTERS ARISING FROM THE MINUTES

(a) Minute 158 (e) Christmas Festivities 2009

Councillor E Cook commented that there were not many photos of the Lantern Parade on the Town council website and questioned why. The Mayor Councillor P George stated that there was not much coverage in the press of the Lantern Parade. She commented that there were pictures of the Craft Fair on the Saturday but nothing of the Friday night. Councillor S Perkins suggested that the Town Council approach Andrew Johnson to ask if he had anymore photos which could be added.

(b) Minute 165 Eligibility for the Award of Grants (Section 137 Payments)

The Town Clerk informed the Council that she had received a letter from Miss Danielle Rowe thanking the Council for the grant and that she would be using the grant money to help with her training over the winter months.

118. REPORT OF THE TOWN CLERK

PART 1 – GENERAL

206. Eligibility Criteria for the Award of Grants – Section 137 Payments

The Town Clerk stated that at the last Town Council meeting it was agreed that she should review the criteria that the Council use to decide upon Section 137 payments to allow the Council to pay organisations outside of the Town. She stated that this was based on the premise that these payments cannot under the Local Government Act 1972 section 137 be made to individuals, but can be paid to, for example, the sports organisation that an individual may belong to, with the proviso that the grant will benefit the individual.

The Town Clerk informed the Council that she had been in discussion with Mr Laurence Harding the Monitoring Officer. She stated that she had made a small change to the criteria which she believed would allow the Town Council to make payments outside the town area.

Councillor K Becton raised concerns over the precept being used to donate money to national charities and felt it should be used for individuals. Councillor P Gwyther commented that the new form solves the problem of awarding grants to individuals by including organisations outside of the town but this could open the door to other problems.

After further discussion it was agreed more research was needed on how other council's award grants to individuals. It was agreed that Eligibility Criteria for the award of Grants would be added to the agenda for the next meeting.

207. Conclusion of the External Audit 2008/2009

The Town Clerk informed the Council that the audit had been completed and the final bill had been sent to be paid. She stated that she had included a copy of the report from BDO which included some issues that must be addressed. Also included was a copy of the annual return.

The Town Clerk asked if the Council accept the audit and its comments.

The Town Clerk intended to ensure that the two issues raised by the auditors will be addressed and she hoped to have these issues resolved by the next Town Council meeting.

It was:

**PROPOSED by Councillor P Gwyther
SECONDED by Councillor P Kraus**

**RESOLVED -
That the Town Council accept the external audit report and
comments raised regarding Risk Management and Freedom of
Information act.**

208. Village Green status in Pennar

The Town Clerk informed the Council that there had been an objection to the application for the village green to be established in Pennar. She stated that the date for comments and objections had been delayed until 23rd January and barrister's advice has been sought regarding the section within which the application has been made.

Councillor K Becton raised a concern regarding the Old Central Garage site she stated that in the Local Development Plan its an open space, but commented that Pembrokeshire Housing Association were surveying the land as they are putting together a planning application for the land. Councillor K Becton commented that it is the only open space left in central ward and is extremely important to keep it. She suggested that the Town Council liase with the open spaces society and do some research.

209. Mid and West Wales Annual Action Plan 2010/1011

The Town Clerk informed the Council that this report was placed on the table to the RHS of the Chamber for Councillors to review.

210. Guidance on Appointments to External Bodies

The Town Clerk stated that she had received a letter from the monitoring Officer of the County Council which includes a copy of the **Members 'Toolkit- Appointments to outside bodies**. She informed the Council that she had included a copy of this in the papers for information.

Councillor P Gwyther asked that dispensation was applied for the Trustees of the Pater Hall.

211. Renewal of membership to Play Wales

The Town Clerk informed the Council that she had received a letter asking the Council to renew its membership of this organisation.

She stated that Play Wales is an independent charity funded by Welsh Assembly Government through the Department for Children, Education, Lifelong Learning and skills- our area of charitable remit is Wales. They have been closely involved in drafting the national Play Policy and in providing recommendations for Play in Wales, the Welsh Assembly Play Policy Implementation Plan.

The Town Clerk stated that the fee was £25.00 and asked if Councillors agreed to the renewal. Councillor K Becton commented that she was not sure why we joined. Councillor S Perkins stated that it was to help with the bid for the Memorial Park but the membership was not what was originally expected. It was agreed that the membership would not be renewed.

212. Midsummer Festival 2009

The Town Clerk informed the council that she had received a 'thank you' in the form of a poster from this group, for the support the Town Council have given.

PART – 2 PLANNING

213. PLANNING APPLICATIONS

Councillor S Perkins and K Becton declared an interest in all applications

09/0847/PA

Acanthus Holden
Watermans Lane
The Green
Pembroke

Land Adj to Asda
Gordon Street
Pembroke Dock
**Erection of retail units
And 7 no. flats with associated
parking**

It was:

**PROPOSED by Councillor K Higgs
SECONDED by Councillor A McNaughton**

RESOLVED - That the Town Council support this application but

raised concerns over car-parking issues.

Councillor P E George declared an interest

09/0815/PA	Mrs Semmens 28 St Mary's Road Pembroke Dock SA72 6HU	28 St Mary's Road Pembroke Dock SA72 6HU Demolish existing out building and erect new extension.
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It was: **PROPOSED by Councillor M Colgan
SECONDED by Councillor C Fortune**

RESOLVED - That the Town Council support this application but commented that there is the added provision taken for asbestos removal

09/0796/PA	Mr & Mrs G Scourfield Rear of Harding House Beach Road Llanreath Pembroke Dock SA72 7UT	Rear of Harding House Beach Road Llanreath Pembroke Dock SA72 7UT Erection of 2 Storey Dwelling (detached)
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It was: **PROPOSED by Councillor A McNaughton
SECONDED by Councillor K Higgs**

RESOLVED - That the Town Council do not support this application due to the over capacity in the area as previously informed by Pembrokeshire County Council.

214. PLANNING DECISIONS

09-0664-PA – Provision of Vehicular Access to dwelling – 107 Bush Street, Pembroke Dock, SA72 6LE- **Granted**

09/0730/PA – Erection of dwelling – 2 Ferry Road, Pennar, Pembroke Dock, SA72 6RD - **Granted**

119. FINANCIAL REPORT

23. Accounts for Payment

The following accounts were submitted for approval of payment:

117	Xmas Tree costs for Criterion Way and Meyrick Street	£180.00
118	Darrell Griffiths - Cistern Leak	£90.00
119	Days Rental- Cherry Picker Hire 12/11/09 to 10/12/2009	£890.10
120	BDO- Audit Fee	£1063,75

The Town Clerk asked for the following additional accounts to be approved:

121	Swalec - Pump House- Account in credit	£0.00
122	Swalec - Electricity	£29.76
123	Days Rental - Cherry Picker Hire 10/12/2009-07/01/2010	£947.35
124	Careclean - Cleaning Equipment	£26.19
125	Pater Hall Community Trust	£18,000

24. Internet Payments

01/12/09	Smart stamp - Postage	£40.00
December	Salaries, Wages, Tax and NI	£4883.23

Bank Account balances as of 14/01/2010

Current Account	£25,578.82
Higher Interest Account	£42,348.36

Councillor K Higgs commented that the cost of the cherry picker was rather high and questioned if it had been in use for the whole time we had it. He asked if next year it could be planned more so the costs for the cherry picker could be reduced.

It was: **PROPOSED by Councillor S Perkins**
SECONDED by Councillor W Rees

RESOLVED - That the Town Council approve payment of Accounts numbered 117-125 and internet payments.

BUDGET REPORT - Proposed 2010/2011

Current year.

The Town Clerk informed the council that she had shown the current year budget, the year to date spending against each budget heading and an estimated spend figure to the end of March 2010.

She stated that these figures are important as in the budget against income for this year was a figure of £4000 for VAT reclaim, as all the figures shown against each heading do not include the VAT that is associated with that spend, to show the reclaimed VAT as income is not correct. This means that if the entire allowed budget is spent there will be a deficit of £4000+.

The Town Clerk stated that Income has dropped well below what was estimated for this year's budget so this too could give a deficit if the entire budget amount is spent by the end of March 2010.

The Town Clerk commented that she had attempted to estimate the actual spend up to the end of March 2010, but these are only estimates. She stated that if those estimates are reasonably accurate then there could be an under spend at March 2010, which will avoid any deficit that could happen as a result of income being overestimated.

The Town Clerk informed the council that the estimated amount of reserves as at March 2010 will be around £21,000. She commented that this is a figure which she felt was on the low side.

Proposed budget

The Town Clerk suggested that the precept we should request is around the same amount as the current year. She commented that this year's precept is £154,324 and suggested that we ask for £155,000. The Town Clerk stated that this increase amounts to an increase of 14pence on a Band D property. Councillor P Gwyther stated that he felt the Town Council should be reducing the precept to which Councillor K Becton agreed.

Detail

The Town Clerk informed the Council that the administration budget overall was increased to take account of the expected legal fees that will be incurred to establish a village green in Pennar which has been agreed by Council.

She stated that she had reduced as much as is feasible the other administration headings and in practice would try and reduce these costs even further.

The Town Clerk stated that she had increased the training budget as she was aware that training would be required for First Aid, moving and lifting and other health and safety issues. She commented that also professional training would be needed to ensure that she and the Assistant Town Clerk meet their obligations to the Council.

The Town Clerk informed the Council that the salaries and wages budget had been kept more or less the same. The Town Clerk commented that this year no money had been spent on a litter picker as she had been trying to discuss arrangements with the County Council, which she was due to meet with in January.

She stated that the amount allowed for salaries and wages will cope with a potential 1% increase in pay and with the £5000 allocated for a litter picker or the services of a litter picker.

The Town Clerk stated that she had not increased the allowances of the Mayor and Deputy Mayor or the budget for official entertainment.

The Town Clerk informed the Council that she had not included any money towards the Twinning budget; this was as a result of a discussion with the Town Clerk in Pembroke. She stated that there was a sum of £12,500 in the account for the twinning committee to use and as there are no visits planned for the foreseeable future it was felt that for this year there was no need to put money towards this budget.

The Town Clerk informed the Council that the town decoration and improvement budget had been increased for the Christmas lighting to take account of the fact that there may be a need to use a contractor to put up and take down the lights. She stated that there also may be a need to renew or increase some of the lighting. The Mayor Councillor P George commented that we should try to keep the electrician as he knows what needs to be done. Councillor M Colgan questioned if the electrician would have someone to employ if the caretaker was unable to help with the putting up and removal of the lights.

It was: **PROPOSED by Councillor K Becton**
SECONDED by Councillor S Perkins

RESOLVED - That the agreed budget for the Christmas Lighting head would be £10,000.

The Town Clerk informed the Council that she had increased the budget for the maintenance of the Pump House as there was a need to renew and paint the fascia boards. The Budget for the Memorial Park had also been reduced.

After discussion of Section 137 Payments

It was: **PROPOSED by Councillor K Becton**
SECONDED by Councillor W Rees

RESOLVED - That the budget for Donations head would be £1000

An amendment was: **PROPOSED by Councillor C Gwyther**

SECONDED by Councillor A McNaughton

RESOLVED - That the agreed budget for Donations head would be £2000

The Vote for the amendment included 8 Councillors for the motion and 5 against.

Councillor P Gwyther informed the Council that the £5000 grant for the Pater Hall was for the building improvements, Councillor K Becton questioned if the Town Council had received details of the programme for the building improvements for the Pater Hall. The Mayor Councillor P E George stated that planning permission had not been given yet from Pembrokeshire County Council. Councillor S Perkins commented that it would be good if the Pater Hall Trust reports back with progress to the Town Council.

The Town Clerk stated that in the promotion of tourism she had added together the tourism and the firework championship budgets as agreed by Council. She stated that this can then be allocated by the Tourism Committee to the Festival Group as agreed and can be used to pay for the Christmas Festivities in 2010. There were 2 proposals for the budget amount and after discussion Councillors voted 9 Councillors for and 4 against.

It was:

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor K Becton**

RESOLVED - That the budget for Tourism head would be £6500

An amendment was: **PROPOSED by Councillor P Gwyther
SECONDED by Councillor M Colgan**

RESOLVED - That the agreed budget for Tourism head would be £7500

The Vote for the amendment included 9 Councillors for the motion and 4 against

The Town Clerk stated that she had suggested that £5,000 is set aside towards the bicentenary celebrations, giving a total of £10,000. Councillor P Gwyther questioned if the money for the Bicentenary could be deferred. Councillor C Gwyther commented that the Town Council need to be front loading the budget head as the original idea was to employ someone to draw the money in. It was agreed to maintain the amount as £5,000 towards the Bicentenary Celebrations.

The Town Clerk informed the Council that the income figures are very different to the current year's budget. She stated that the bank interest is very low and all the other income is minimal. The Town Clerk informed the Council that a figure of £2,000 was put against tourism for income which she could only assume was for sponsorship given by local companies, but she had assumed that there will not be any income against this heading.

It was agreed that there would be a saving of £4000 overall from the proposed budget. The Town Council agreed that the precept request would be £151,000. Councillor C Gwyther questioned if we could do a press release as we had a saving of 2.59% on the previous year and Councillor E Cook commented that maybe it should also be added to the Town Councils website which was agreed.

		Agreed Budget	Actual YTD	Proposed Next Year Budget	Expected spend to Mar-10
101	<u>Administration-101</u>				
1101	Advertising	£2,100	£1,307	£1,000	£1,307
1102	Audit Fees	£1,000	£162	£1,000	£1,040
1103	Insurance	£3,000	£2,546	£3,000	£2,546
1104	Legal Fees	£1,500	£2,500	£8,000	£2,500
1105	Computer Support	£1,500	£1,388	£1,000	£1,500
1106	Telephone	£1,000	£628	£800	£800
1107	Travelling & Subsistence	£300	£310	£250	£350
1108	Petty Cash	£400	£0	£0	
1109	Postage	£800	£577	£800	£800
1110	Office Equipment	£3,100	£161	£1,500	£1,000
1111	Printing and Stationery	£2,800	£1,224	£1,800	£1,800
1112	Maintenance of Equipment	£700	£255	£500	£500
1113	Contingencies	£500	£548	£500	£600
1114	Training	£1,100	£832	£2,000	£1,000
	Net Expenditure	19,800	£12,438	£22,150	£15,743
102	<u>Salaries-102</u>				
1201	Salaries	£28,000	£25,378	£30,000	
1202	Wages	£27,800	£17,180	£25,000	
1203	Employers N I	£3,500	£4,350	£4,500	
	Net Expenditure	59,300	£46,908	£59,500	£59,300
103	<u>Official Entertainment-103</u>				
1301	Mayor's Allowance	£2,800	£2,800	£2,800	£2,800
1302	Deputy Mayor's Allowance	£620	£620	£620	£620
1303	Official Entertainment	£3,000	£2,045	£3,000	£2,500
1304	Twinning	£3,000	£3,000	£0	£0
	Net Expenditure	9,420	£8,465	£6,420	£5,920
104	<u>Pater Hall-104</u>				
1401	General Rates	£1,910	£1,932	£2,000	£1,932
1402	Rent to Community Trust	£7,000	£7,000	£7,000	£7,000
	Net Expenditure	8,910	£8,932	£9,000	£8,932
105	<u>Town Decoration & Improvement-105</u>				
1501	Christmas Lighting	£6,000	£6,101	£10,000	£8,200
1503	Maintenance Centenary Lamp	£100	£54	£100	£60
1504	Repairs Maintenance Lamp	£100	£0	£0	
1505	Maintenance Pump House	£250	£84	£600	£100
1506	Contingencies	£1,100	£173	£1,000	£200

1507	Floral Baskets	£3,200	£3,359	£3,000	£3,359
1508	Memorial Park	£16,000	£16,000	£8,000	£16,000
1509	Repairs/Renovations to Tank	£0	£3,236	£0	£0
	Net Expenditure	26,750	£29,007	£22,700	£27,919
106	<u>Section 137-106</u>				
1601	Donations	£3,000	£1,350	£2,000	£2,000
1603	Band Trust	£300	£214	£300	£214
1605	Town Museum	£2,500	£2,500	£2,500	£2,500
1606	Grant Pater Hall	£5,000	£0	£5,000	£5,000
1607	Pater Hall Community Trust	£13,000	£0	£13,000	£13,000
1608	Crime Prevention Initiatives	£3,000	£0	£0	£0
	Net Expenditure	26,800	4,064	£22,800	£22,714
107	<u>Miscellaneous-107</u>				
1701	Flowers, Wreaths etc.	£200	£476	£100	£480
1702	Bank Charges	£100	£0	£100	£50
1703	CCTV Contributions	£4,800	£3,326	£4,800	£4,800
1704	Additional Contingency	£500	£563	£500	£563
	Net Expenditure	5,600	£4,365	£5,500	£5,893
108	<u>Promotion of Tourism-108</u>				
1801	Tourism	£9,500	£5,686	£7,500	£6,500
1802	Summer Festival	£6,500	£6,500	£6,500	£6,500
1804	Bicentenary Celebrations	£5,000	£0	£5,000	£5,000
	Net Expenditure	21,000	£12,186	£19,000	£18,000
701	<u>Income - 701</u>				
7701	Precept	£154,324	£154,324	£151,000	£154,324
7702	Bank Interest	£150	£16	£10	£20
7704	Miscellaneous Income	£25	£144	£25	£150
7705	Publications	£10	£89	£30	£100
7706	Videos	£0	£0	£0	£0
7707	Pater Hall Community Trust	£17,071	£0	£17,071	£17,071
7708	Tourism	£2,000	£0	£0	£0
	Net Income	£173,580	£154,573	£168,136	£171,665
	Total Budget Expenditure	£177,580	£126,365	£167,070	£164,421
	Income	£173,580	£154,573	£168,136	£171,665
	Difference	-4,000	28,208	£1,066	£7,244

Last Years precept	£154,324.00	Band D £47.73
Agreed precept for 2010/2011	£151,000.00	Band D £46.63

120. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Councillor P Gwyther commented that the Pater Hall needed another Councillor to be part of the Trust and questioned if anyone would like information on the History of the Pater Hall Community Trust. It was agreed that information would be put together and sent out to Councillors.

121. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

No member had any item for discussion under this heading.

122. ANY OTHER BUSINESS

(a) Police Liaison meeting

Councillor A McNaughton questioned if anyone was attending the Police Liaison meeting in place of Councillor D King, it was agreed that we would find out the date of the next meeting for another Councillor to attend.

(b) Lorries parking on pavement

Councillor S Perkins stated that Lorries are parking on the pavement outside Wilkinsons and with the recent bad weather it has caused difficulties walking on the pavements, she suggested that the Town Council contact the police.

(c) Litter

Councillor K Higgs informed the Council that there was a large amount of litter in the hedges on the A477 before the Welcome to Pembroke Dock sign he questioned if the Town Council could contact Pembrokeshire County Council, which was agreed.

The meeting ended at 20.30hrs

Mayor

PRIVATE AND CONFIDENTIAL

Minutes of meeting held on 14th January 2010

Councillor Sue Perkins as Chair of Personnel Committee reported to the meeting that the Town Clerk, Moira Saunders had come to the end of her probationary period with the Council. She and Councillor C Gwyther had discussed with the Clerk areas of competency, with agreement on the way forward.

Councillor D King had been consulted as to his views.

Councillor Sue Perkins, on behalf of the Personnel Committee, recommended to the Council that the Town Clerk's employment is ratified as her probationary period had been completed satisfactorily.

This was agreed by the Town Council.