

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 30th October 2014

PRESENT; Councillors P George, P Kraus, M Colgan, D Earl, G Goff, K Higgs A Lee, J McNaughton, A McNaughton, M Murton, J Phillips and A Wilcox

IN ATTENDANCE;

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Nicola MacKay – Administrative Support Officer

76. APOLOGIES FOR ABSENCE

Councillors S Perkins, P Folland, P Gwyther and C Fortune

77. DECLARATIONS OF INTEREST

Councillor A McNaughton declared an interest in Point 81, item 84 within the Town Clerk's report – Grant Requests, Pembroke Dock Cricket Club Fireworks.

Councillors M Colgan and A Wilcox declared an interest in Point 82, Budget 2015-16 and the two grant requests from organisations within Pennar.

78. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present.

79. MINUTES OF 9th October 2014

Councillor J McNaughton commented that her report on the Regeneration Group within item 70 had been omitted from the last minutes.

At the meeting of the 9th October Councillor J McNaughton stated that she had attended the Town Regeneration meeting on the 6th October and the following points were discussed –

- Some of the Regen Group's projects are still not concluded but work still continues.
- Town Signage – The Regen Group were awaiting a decision on a funding application made recently to the Town Council.
- Railway lines- Work to tidy up the old railway lines had been looked at but it had recently been noted that the owners of the land had gone into administration, so further investigation would be needed before any works could start on the tidy up.
- St Govans Centre – Plans to tidy up the external elevation in lower Meyrick Street had been discussed with the caretaker of the centre and were moving ahead slowly.
- Soap Box Derby – There appears to still be some major problems in the planning of this event.
- Bungee Jump – There was an in-depth discussion on whether the event was to be run as part of the Regen Group. Members of the group decided that it was not an event that would be held as part of regeneration but it may be looked at for 2015.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED – With the addition of the point made above that the Minutes of 9th October 2014 are adopted as a true record.

80. MATTERS ARISING FROM THE MINUTES OF 9th October 2014

Pembroke Dock Town Council Noticeboard

The Town Clerk informed members that the noticeboard had been delivered to the office and that a company called Eco Lighting had been decided upon to commence the electrical work and installation of the board. The Town Clerk stated that the company is a family run, Pembroke Dock based business and it was hoped to have the works completed before Christmas.

Councillor A Wilcox questioned whether the bulbs to be installed are energy efficient to which it was confirmed that they will be of the LED energy efficient type.

Traffic Lights on Bush Hill / Ferry Lane

At the last meeting it was questioned when the work was to start on Bush Hill / Ferry Lane. The Town Clerk stated that works were due to commence on Monday 10th November 2014 and the initial phase would be to install the cabling up to Christmas and then resume works after the Christmas break to complete the installation.

Pembrokeshire County Council – Savings Consultation

Councillor G Goff stated that he had attended the savings consultation for Pembroke Dock at the Library on Tuesday 14th October along with Councillor J Phillips. Councillor Goff informed members that it was questioned whether Councillors would consider starting surgeries for the general public of the town. The Town Clerk stated that if Councillors are in agreement to partake in surgeries, then it could be looked into for the New Year.

123 Reg – Website Domain

At the last meeting it was resolved that the Town Clerk would contact 123 Reg to investigate how Town Council would regain the rights for the domain name www.thedock.org. The Town Clerk stated that she had contacted 123 Reg and they had advised her to contact a company called Nominet, they explained there are two options for members to consider either shutting down the domain or taking control and changing the password on the account. The Town Clerk explained to members that this could only be done once the Town Councils identity had been verified.

Councillor A McNaughton stated that he had discussed this with the Town Clerk previously and his opinion would be to take control and change the password on the account, he also commented that he would like 123 Reg to be asked to ensure the domain name comes up first on a search engine.

81. REPORT OF THE TOWN CLERK

83. Memorial Park play area insurances

The Town Clerk informed members the Memorial Park group had been working to gain funding for a number of years in order to provide play equipment for the children of Pembroke Dock. They had worked to provide play equipment for the small children, skate park and a bike track. The Town Clerk stated that for these areas to stay open for the children of Pembroke Dock the group have to ensure there is a strict maintenance regime followed and there is sufficient insurance cover in place.

The Town Clerk stated the maintenance of the areas is already covered by Town Council staff so In order for the group to concentrate the groups funds on play equipment, the Town Clerk proposed that the Town Council take on the insurance for the areas.

The Town Clerk had discussed this with the Town Council's insurers and they had quoted £793.39 for all areas to be covered, the Town Clerk stated this is considerably cheaper than the Memorial Park Group currently pay. The Town Clerk commented if the Town Council were to take on the insurance for the area this month there would be a payment of £508.65 which would ensure the areas would be covered up until the insurance renewal of the Council.

The Town Clerk asked for council's agreement for the payment for the insurance to be arranged and set in place.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor M Colgan
RESOLVED – That Pembroke Dock Town Council would take on
and pay the insurance for the Memorial Park play equipment.**

84. Grant Requests

Pembroke Dock Cricket Club fireworks

The Town Clerk had received a letter from Pembroke Dock Cricket Club. The letter stated the Club were looking for funding for a fireworks event. The Town Clerk commented that the event had been held at the Cricket Club for the past 5 years with Club members marshalling the event on the night.

The Town Clerk stated the Club had asked for a contribution of £600 towards the cost of the fireworks, which were £1600, and the cost of producing fliers, which is £50.

It was also stated that the accounts show a figure of £2,251 with a committed expenditure of £900. The Town Clerk also stated that any money raised on the night would be put back into grass roots cricket.

A discussion took place in which members questioned the profit margins of the club, how much the event raised, if they charged on the gate and how much was raised in total. The Town Clerk stated that this information had not been supplied.

The Mayor stated that the money is to benefit the Club who do a lot with the youth of Pembroke Dock.

After a discussion it was proposed to grant them £200.00 towards the firework display.

It was

PROPOSED by Councillor M Murton
SECONDED by Councillor J McNaughton
RESOLVED – That Pembroke Dock Cricket Club were to be granted £200.00 towards their firework display in accordance with Local Government Act 2000, s.2

West Wales Maritime Heritage- Fencing

The Town Clerk stated a grant application had been received from the above organisation, they were looking for £500 towards the erection of security fencing within Front Street boatyard.

The Town Clerk stated they had also contacted Valero and the Power Station; they have stated that the security fencing would allow public access into the yard with the County Council's consent. The accounts show a balance of £1059.29 which is available for use.

Councillor M Murton stated that ships are refurbished in this area and the people doing it are trying to encourage young people to see what they are doing and take an interest.

Members discussed who the land belonged to; it was discussed that the land could potentially belong to Martello Quays, but the Boat yard are hoping to stay in situ.

It was

PROPOSED by Councillor K Higgs
SECONDED by Councillor M Colgan
RESOLVED – That West Wales Maritime Heritage were to be granted £250.00 towards their fencing in accordance with Local Government Act 2000, s.2

85. Town Awards

The Town Clerk stated that further to the last meeting in which all the Town awards were agreed, the presentation evening had been arranged for Thursday 13th November at 7pm. There will be a buffet provided after the presentation.

86. New Signage for Pembroke Dock

Pembrokeshire County Council are in the process of revamping the welcome signage for Pembroke Dock. The Town Clerk stated they have asked for input from members on this. There are some

stipulations they would have to stick to for the design to ensure they fall into the guidelines of the trunk road agency. The Town Clerk had provided members a copy of the proposed new sign which has been put forward. The Town Clerk asked for members comments.

The Town Clerk informed members that the digital information screen which was attached to the bottom of the sign would not be included as it would be too expensive. It was felt that the digital section of the sign could be useful and it was commented whether the additional cost of including this could be provided. If the costs are not too prohibitive, it was suggested by members that the Town Council pay towards the sign to get the information screen on the bottom.

87. Pembrokeshire Cancer Support

The Town Clerk stated a letter had been received from the Charity Co-ordinator for Pembrokeshire Cancer Support, he had sent an article which was to be printed in the Pembrokeshire Herald which he wanted to highlight to members of the Council. The Town Clerk stated a copy of the article had been attached with members papers for information.

88. Pembrokeshire County Council Winter Services

The Town Clerk provided some information on how Pembrokeshire County Council will be dealing with adverse weather conditions this winter, this information had been included in members papers.

89. Remembrance Services

The Town Clerk informed Council that the Remembrance service for Pembroke Dock will take place on Sunday 9th November; there will be a parade which will step off from Pembroke Dock Community School car park on Bush Street at 2.30pm to be ready for the service at St Johns church at 3pm.

For the parade it had been questioned if the ATC band would lead the parade. The Town Clerk stated that the ATC band are unavailable, the town band had now been approached but were also unavailable.

90. Pembrokeshire Coast National Park Authority Local Development Plan- Enabling Sustainable Development in Welsh National Parks/Annual Monitoring Report 2014.

The Town Clerk stated that the above organisation was looking for comments on Enabling Sustainable Development in Welsh National Parks. The comment date runs until 30th January 2015. The Town Clerk will pass this onto the Consultative Documents Committee.

91. Variation of Parking Charges in Pembroke Dock

Notification had been received to inform that there would be a variation in the car parking charges which will come into force on Sunday 1st February 2015.

The Town Clerk informed members that the changes for Pembroke Dock are as follows

Parking Place	Current Charges	New Charges
Gordon Street, Pembroke Dock	Up to 1 hour – 30p	Up to 1 hour – 40p
	Up to 2 hours – 40p	Up to 2 hours – 50p
Lower Meyrick Street, Pembroke Dock	Up to 1 hour – 30p	Up to 1 hour – 40p
	Up to 2 hours – 40p	Up to 2 hours – 50p

82. BUDGET 2015/2016

Fixed assets and asset register

The Town Clerk had included in member’s papers a detailed description of the fixed assets of Pembroke Dock Town Council. Members were informed that it had become apparent that the current Asset Register did not provide sufficient information about the fixed assets of the Council. The Town Clerk stated that as it was required that a time of depreciation should of been on each item both the deputy and myself had done some background work to check what is acceptable for different items.

Buildings

The Town Clerk stated that from the information sourced for buildings depreciation it should take place over 50 years with valuations being done every 5 years to ensure the correct amount is shown on the fixed asset register. Depreciation is done on the general wear and tear that a property encounters and not the value of the bricks and mortar.

The Town Clerk therefore advised the Finance Committee that a valuation be taken for both the Pater Hall and the Old Pump House to gain an up to date figure on each property.

It was **PROPOSED BY: Councillor J McNaughton**
 SECONDED BY: Councillor M Murton
 RESOLVED: That valuations were to take place every 5 years on both building to ensure a true figure is obtained.

Fixtures and fittings

As members were aware most of the fixtures and fittings were handed over to the Pater Hall Trust a number of years ago. The Town Clerk stated that there were still some items in the Chamber which would belong to the Town Council, ie plaques, photographs, crockery etc. As stated in the paper most of these items had been owned more than 4 years by the Council so would now have a nil value. The Town Clerk informed members that new items should have a depreciation value of 25% per year.

It was **PROPOSED BY: Councillor J McNaughton**
 SECONDED BY: Councillor A McNaughton
 RESOLVED: That the depreciation on fixtures and fittings be set at 25% per year.

Civic regalia

The Town Clerk stated there is no depreciation value on these items, though after a number of years some form of valuation should take place to ensure the Town Council have adequate insurance cover in place.

In Conclusion

The Town Clerk stated that the Finance Committee had recommended a number of changes for the asset register:

- the Deputy Mayor chain and Generator are to be added
- Christmas Lighting to be removed as these are leased
- flags to be removed as they are currently not in the possession of the Town Council

The Town Clerk asked for Council agreement on the following:

- 1 - Valuation of the Pater Hall and Pump House to be undertaken
- 2 - The depreciation timescales stated on the attached paper
- 3 - For the above items to be added and removed to the asset register

It was **PROPOSED BY: Councillor M Colgan**
 SECONDED BY: Councillor J Phillips
 RESOLVED: That periodic valuations should take place on all Civic Regalia to ensure adequate insurance cover is obtained and the recommendation of the Finance Committee as stated are implemented immediately.

Budget 2015-16

Administration

Administration	2014	Proposed for 2015
Advertising	350	300
Internal Audit	200	150
Insurance	3,000	3,000
Legal Fees	1,000	1,000
Computer Support	500	500
Telephone	500	600
Travelling and Subsistence	250	250
External Audit	600	600
Postage	600	500
Office Equipment	1,000	500
Printing	450	400
Maintenance of Equipment	500	250
Stationery	350	800
Training	1,500	1,500
Membership fees	500	500
Internet	500	300
Website	300	300
	12,100	11,450

Members were asked to note that the Finance Committee recommended the figures stated above. The Town Clerk stated that there had been a reduction on many of the sub heads with two increases. The increases are shown on the Stationery and Telephone heads.

It was **PROPOSED BY: Councillor D Earl**
 SECONDED BY: Councillor J McNaughton
 RESOLVED: That the grant of £8500 be paid as a one-off amount to the Trust with
 conditions imposed to the satisfactory conclusion of the current situation
 regarding the Trust.

Salaries

Salaries	45,000	45,000
Wages - Pater Hall	14,000	0
Wages - PDTC	8,000	8,000
Employers NI - Pater Hall	1,000	0
Employers NI - PDTC	4,500	3,000
Pensions	2,000	4,000
	74,500	60,000

The Town Clerk informed Council members that the above head would not have as many sub heads this year due to not employing a caretaker. This meant the Wages – Pater Hall and Employers NI Pater Hall will not be required, the Town Clerk further stated that the other changes in this heading are

employers NI has decreased and that Pensions has increased. Members noted the Finance Committee recommend the proposed figures.

It was **PROPOSED BY: Councillor J McNaughton**
SECONDED BY: Councillor G Goff
RESOLVED: That the figures stated above for salaries paid was agreed.

Official Entertainment

Mayors Allowance	3,200	3,200
Deputy Mayors Allowance	620	620
Mayoral Civic Events	1,500	2,000
Official Entertainment	500	500
	5,820	6,320

The Town Clerk requested members note the Finance Committee recommended this head was deferred to Full Council for consideration, it was commented that the Mayor and Deputy Mayor allowances should be revised.

Councillor J McNaughton questioned the Mayor and Deputy if their allowance was enough, taking into account the yearly inflation.

Past Mayors and Deputies were asked their thoughts and it became clear that the allowances had not been increased for many years and personal savings had been used by many by the end of their Mayoral year of Office.

It was also suggested that the Mayoral allowance continue to include mileage for travel to official events rather than introduce the requirement to log all journeys to events attended throughout the year.

After a further discussion, it was suggested that the allowances for the Mayor and Deputy Mayor be increased to £4,000 and £1,000 respectively

It was **PROPOSED BY: Councillor A McNaughton**
SECONDED BY: Councillor M Colgan
RESOLVED: That the Mayors allowance would increase to £4000.00 and the Deputy's allowance would also increase to £1000.00.

Office Expenses

General Rates	2,200	2,300
Rent to Pater Hall Trust	7,000	7,000
Refurbishment of Town Council Offices	3,000	3,000
	9,200	12,300

The Town Clerk stated changes under this heading are due to the increase in the general rates and the inclusion of a new heading for refurbishment of the Town Council offices. Councillors were asked to note the Finance Committee recommend the proposed figures.

It was **PROPOSED BY: Councillor J McNaughton**
SECONDED BY: Councillor K Higgs
RESOLVED: That the Finance Committee recommendations were agreed by Council.

Town Decoration and Improvement

Christmas Lighting	18,000	18,000
Utilities - Pump House & Centenary Lamp	300	200
Maintenance Centenary Lamp	700	500
Maintenance Pump House	400	250
Floral Baskets & Bunting	6,000	6,000
Memorial Park costs/Equipment	150	100
Town Centre Regeneration	3000	6,000
Youth Council Fund	0	2,000
	25,550	33,050

The Town Clerk stated that the Finance Committee recommended the following changes were made to this heading. Utilities- Pump House, Maintenance Centenary Lamp and Maintenance Pump House are reduced, and there were two new heads to be added for the Town Centre Regeneration and Youth Council Fund.

Mayor P George questioned how the £6000.00 to Town Centre Regeneration would be monitored, the Town Clerk stated that the money would be monitored by the Council Office, she further stated that the Town Council need to support the Regeneration Group as, along with match funding available from Pembrokeshire County Council, the Group need start-up help.

The Christmas Lighting budget was queried by members as to the cost being so high, it was stated that the costs do include the electrician who managed the installation and removal plus any safety checks. It was commented that the provision of the installation and removal of the lights would be put out to tender again after this year so potential savings might be achievable going forwards.

It was **PROPOSED BY: Councillor J McNaughton**
SECONDED BY: Councillor D Earl
RESOLVED: That the Finance Committee recommendations were agreed by Council.

Donations

Donations	1,500	1,500
Wings Over Pembrokeshire	250	0
Pembroke Dock Friendship Club	250	0
Pembroke Dock Festival Winter	4,500	4,500
Pembroke Dock Festival Summer	7,000	7,000
Pembroke Dock Civic Society	200	0
Pennar Robins AFC	1,000	1,000
Pembroke Dock Cricket Club	875	950
Memorial Park Group	9,000	15,000
St Patricks Hall	2,000	2,000
Pembroke Dock Encompass	450	450
Pembroke Dock Kickboxing Club	500	0
Pembroke Dock Bicentenary	2,363	1,500

Pembroke Dock Guide Unit	858	360
Vocal Energy	0	1,500
Pater Hall Community Trust	0	8,500
Friends of Pennar	0	2,600
	30,746	46,860

The Town Clerk stated that the Finance Committee reviewed the following grant applications:

Pennar Robins AFC

The Town Clerk stated that the organisation had requested £1000 which would be used for the purchase of a lawn mower. It was noted that a large proportion of the local community use the facilities at Pennar Robins AFC and they are constantly fund raising. The Town Clerk stated the account balance for May 2014 is £37.68.

Members were informed that the Finance Committee recommend this application is granted.

Councillor A Wilcox declared an interest in this item.

It was **PROPOSED BY: Councillor M Colgan**
SECONDED BY: Councillor A McNaughton
RESOLVED: That the proposed figure of £1000 was to be donated to Pennar Robins AFC. Under the Local Government Act 2000.s.2.

St Patrick Hall

The Town Clerk stated that a request of £2000 had been made, which would be used to purchase new stage lights and equipment. The Town Clerk stated the Hall are always looking at new fundraising activities and they are currently working on a lottery bid for capital works to be carried out on the Hall. Councillors were asked to note the Hall is used by many residents not just from Pennar but from the whole of Pembroke Dock. The account balance is £5967.90.

It was noted that the Finance Committee recommend this application is granted.

It was **PROPOSED BY: Councillor M Murton**
SECONDED BY: Councillor D Earl
RESOLVED: That the proposed figure of £2000 was to be donated to St Patricks Hall. Under the Local Government Act 2000.s.2.

Pembroke Dock Festival Group

The Town Clerk stated there were 2 requests from this group one for the Summer Festival of £7000 and one for the Winter Festival of £4500. Members noted that both events were always very well attended with recent Winter Festivals having to find a new location to end the parade as the previous location was not big enough. The most recent accounts showed a balance of £8100.

Members were informed that the Finance Committee recommend this application is granted

It was **PROPOSED BY: Councillor M Murton**
SECONDED BY: Councillor J Mc Naughton
RESOLVED: That the proposed figure of £7000 for the Summer Festival and £4500 for the Winter Festival was to be donated to Pembroke Dock Festival Group. Under the Local Government Act 2000.s.2.

Pembroke Dock Encompass

The Town Clerk stated the organisation requests £450, to help towards keeping the community hub open. The group had settled in their new premises and have started to thrive again providing support and advice to all members of the community. The account balance for the group is £36.64.

It was noted that the Finance Committee recommend this application is granted.

It was **PROPOSED BY: Councillor M Murton**
SECONDED BY: Councillor M Colgan
RESOLVED: That the proposed figure of £450.00 was to be donated to Pembroke Dock Encompass. Under the Local Government Act 2000.s.2.

Friends of the Memorial Park

It was stated that this group had requested £15000 for new pieces of play equipment. Councillors were informed that the group had recently completed the long awaited skate park which had already been used by a large number of children. The Town Clerk stated the group would like to provide different pieces of equipment for the younger children and also look at new swings etc for the older children. Once the skate park had been paid for the balance of the accounts will stand at £1085.73 which would be used to pay for the insurances.

Council were informed that the Finance Committee recommend this application is granted.

Councillor A McNaughton questioned whether the designs put in place several years ago for play equipment would be used or would it be a new more modern design. It was stated that these choices would be down to the group.

It was **PROPOSED BY: Councillor G Goff**
SECONDED BY: Councillor J Phillips
RESOLVED: That the proposed figure of £15000 was to be donated to Friends of the Memorial Park. Under the Local Government Act 2000.s.2.

Friends of Pennar School

This group had asked for £2500 which would be used to reward the school choir with a trip the Disney land Paris. It was stated that this trip would enable them to promote and develop the welsh language. It was also noted that they hoped to gain press coverage for this whilst raising the profile of Pembroke dock. Recent accounts as of February 2014 show £302.45

The Town Clerk informed members that the Finance Committee had not make any recommendations on this application due to the purpose for which they were seeking the grant; they felt this decision should be made at full Council.

After a lengthy discussion where members commented how well the choir had done for the town in the last few months. It was commented that Council could not be seen to be supporting a relatively small number of children to have, what could be perceived as, a holiday as it would set a precedence to other organisations. It was further commented by members that the application did not make clear how this was going to develop the Welsh language and benefit the children, school or community.

It was **PROPOSED BY: Councillor J McNaughton**
SECONDED BY: Councillor D Earl
RESOLVED: That the Town Council could not support this request.

Pembroke Dock Girl guides

The Town Clerk stated that this group had not included a total figure being requested within their application. Instead they had identified items of equipment which were in desperate need for replacing:

3 x patrol tents £360
2 x cooking sets £150
2 x gas conversion sets £90
2 x Vango expedition tents £135 total £735

Councillors were informed that the group take part in many events which are designed to boost the skills of the children and the members of the senior section are aged between 15 and 19. The account balance for the group as on September 2014 is £90.58

The Town Clerk stated that the Finance Committee recommend this application is granted.

It was **PROPOSED BY: Councillor M Murton**
SECONDED BY: Councillor J Phillips
RESOLVED: That the proposed figure of £735 was to be donated to Pembroke
Dock Girl Guides. Under the Local Government Act 2000.s.2.

Vocal Energy

It was noted by members that the group had asked for £1500 which would be used to purchase new sound equipment. It was stated that this group encourages all children to learn a skill whilst being taught many techniques. The Town Clerk stated the group recently attended and performed at the Mayor's civic service at St Johns which was very much enjoyed by all who attended. They were due to hold their show this week which they had worked hard on. The account balances for this group are £3185.11.

It was stated that the Finance Committee recommend this application is granted.

During a discussion it was commented that although this group do good work for the community, they had been lucky in receiving grants the prior two years and Council must not be seen to favour one organisation over others.

It was **PROPOSED BY: Councillor D Earl**
SECONDED BY: Councillor J McNaughton
RESOLVED: That the proposed figure of £1500 was to be donated to Vocal Energy.
Under the Local Government Act 2000.s.2.

Pembroke Dock Cricket Club

It was commented that the group had asked for £950 to fund the winter coaching sessions for the juniors. The Town Clerk stated the group work hard throughout the summer to include as many children of Pembroke dock in cricket as possible. The group even managed to hold sessions in the local schools to encourage children to be part of the sport. The accounts for the group as of December 2013 show an amount of £5796.

Members were advised that the Finance Committee recommend this application is granted.

Councillors questioned the clubs final balance to their accounts as two differing amounts were shown within supporting papers. The Town Clerk confirmed that the lesser amount of the two is the true figure.

It was **PROPOSED BY: Councillor D Earl**
SECONDED BY: Councillor J McNaughton
RESOLVED: That the proposed figure of £950.00 was to be donated to Pembroke
Dock Cricket Club under the Local Government Act 2000.s.2.

Bicentenary Group

The Town Clerk informed members the group had asked for £1500 to be used to produce a book written by Owen Vaughan recording the lives of the early residents within the town. This group showed £5847.03 as of September 2014.

Members were informed that the Finance Committee recommend this application is granted.

Councillor P George stated that the Bicentenary Group had been asked to take on the publishing of this book as the author was in declining health. Councillor George continued it is important for the town that the knowledge and memories of the author are kept. The account balance for the group does include some ring-fenced sums for future events and to enable the group to continue on a smaller scale during 2015.

Councillors P George and J McNaughton declared an interest in this item. (did they? Not sure AD)

It was **PROPOSED BY: Councillor K Higgs**

SECONDED BY: Councillor A Wilcox

RESOLVED: That the proposed figure of £1500.00 was to be donated to Pembroke Dock Bicentenary Group under the Local Government Act 2000.s.2.

Pater Hall Community Trust.

The group had requested funding of £8500 to pay towards a salary for the caretaker and cleaner for the hall.

The group stated that the Hall is being used for an average of 32.25 hours per week, with the Trustees currently undertaking the caretaking and cleaning roles. The group are looking to gain further funding for the refurbishment of the Warrior room.

The accounts for the group were from March 2013 and showed an amount of £25115. Members raised concerns that no up to date accounts or bank statement to support the application was provided. It was questioned if the Pater Hall Trust had advertised for a new caretaker, the Town Clerk commented that she had no information on this.

The Finance Committee felt they could not make a recommendation on this application.

The Town Clerk asked for members views on this application.

Councillor D Earl stated that he had spoken to Don Esmond and the Treasurer of the Trust who had specifically stated that no information should be supplied on Trust business other than from them. Councillor Earl questioned how this additional financial information be supplied by Councillor P Gwyther in his role as a Trustee.

Councillor A McNaughton commented that he would like to refer members back to the resolution he proposed and that was made in February 2014, which stated that no further grants should be paid to the Trust until further notice or until the investigation by the police has reached a satisfactory conclusion.

It was commented that the last certified accounts are now 18 months old and, due to the ongoing issues, the Trust's accountant will not certify any more accounts at the present time.

There followed a general discussion on the Trust's current financial position and that the Pater Hall is currently very busy with bookings at the moment and if this is the case, why are additional funds being requested from the Town Council. It was further commented at this point that the Pater Hall is a community hall run for the community and as such the Town Council should be seen to offer support where it can.

Councillor G Goff stated that as he is relatively new to the Town Council he is not aware of what has happened in the past, however, during the evening the Town Council has supported other community groups financially and the Pater Hall is a large part of the community.

The Town Clerk stated that we must safeguard public funds so perhaps members could consider a reduced amount to award the Trust to show Council's support but also to encourage the Trustees to continue to work hard to ensure the Pater Hall is fully booked and utilised as much as possible.

A further animated discussion continued and Councillor J McNaughton stated that as the grants would not be paid until April 2015 perhaps the monies could be granted to the Trust but the Council should monitor the situation to see how it works out over the next few months. It was further commented at this point that if it is proven that monies had been misappropriated from the Trust then perhaps the grant should be withheld until such time as the situation becomes clearer with a view to it being reviewed at that point.

Councillor A McNaughton proposed that the grant to the Pater Hall Community Trust is offered as a one-off grant but is only paid to the Trust with conditions attached at the satisfactory conclusion of events that are currently out of the control of the Town Council.

Councillor M Murton stated that she was speaking not with animosity but with reality and further stated that the total lack of supervision resulted in the apparent loss of funds. Little effort had previously been given to fundraising by the Trustees, however more recently they now appear to be doing a lot of work to ensure the hall is booked. Councillor Murton continued that she did not want the Trust to rely on the Town Council and once again start to return again and again hoping that the Council will be able to fill gaps in the Trust's funding.

Councillor M Colgan stated the future was looking good for the Trust.

The Town Clerk once again stated that members could consider a reduced amount for the Trust however, members decided to take the proposal as put forward by Councillor A McNaughton.

It was **PROPOSED BY: Councillor A McNaughton**
 SECONDED BY: Councillor K Higgs
 RESOLVED: That the grant of £8500 be paid as a one-off amount to the Trust with
 conditions imposed to the satisfactory conclusion of the current situation
 regarding the Trust

A vote was taken of those members present:

For – Seven

Against – One

Councillor D Earl commented at this stage could the Donations budget head be considered to be renamed Community Support Fund. The Town Clerk stated that yes this could be changed.

Miscellaneous

Wreaths	150	200
Bank Charges	120	200
CCTV contributions, Redcare	2,000	1,800
CCTV contributions PCC	3,000	3,000
Civic regalia & Memorabilia	500	5,000
	5,770	10,200

The Finance Committee recommended that the Civic regalia head was increased to allow for the Mayoral robes and chain to be looked at and there is also a need for Memorabilia to be purchased as previous stocks have depleted.

It was questioned whether a replacement chain in a non-precious metal is researched as it would be easier to maintain.

It was **PROPOSED BY: Councillor D Earl**
 SECONDED BY: Councillor A McNaughton
 RESOLVED: That the Finance Committee recommendations were agreed by
 Council

Promotion of Tourism

Twining	2,000	2,000
PDTC Xmas Festivities	2,000	1,500
	4,000	3,500

The Town Clerk stated the only change with this head is the PDTC Xmas festivities which had decreased but still allows for the Grotto event to take place.

It was **PROPOSED BY: Councillor M Colgan**
 SECONDED BY: Councillor A McNaughton
 RESOLVED: That the figures shown for the Promotion of Tourism budget were agreed by Council.

Income

Precept	150,720	150,720
Bank Interest	10	0
Pater Hall Community Trust	5,000	0

Total Spend	167,686	174,980
Total Income	155,730	150,720

The only income the Town Clerk had allowed for was the precept which will be received from the County Council. The Town Clerk proposed that the Precept request stays the same as last year.

The Town Clerk stated that with the revisions made to the budget this evening, the total spend for the year would be **£182,185** with an income of **£150,720**. This meant there would be an amount of **£31,465** to be taken from the reserves.

The Town Clerk further stated that the current reserves for the Council were **£77,120.60**. With the amount of **£31,465** taken from reserves a revised reserves total would be **£45,655**.

The Town Clerk commented that the policy of this Council is to have reserves of **25%-33%** of the precept.

25% - £37,680

33% -£49,738

It was **PROPOSED BY: Councillor D Earl**
 SECONDED BY: Councillor A McNaughton
 RESOLVED: That the figures shown for the precept were agreed by council.

83. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were none.

84. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Pembroke Power Station Liaison Forum

Councillor M Colgan informed members that she had attended the liaison forum of the Power Station, Councillor Colgan passed out the minutes from the forum to members.

Festival Group

Councillor D Earl informed Councillors that the Festival Group's next meeting is on Friday 31st October in which they were hoping to decide where the Winter Parade will be ending this year. It was also noted that as the show in the summer did so well the group are again hosting Pembroke Dock's Got Talent on Saturday 6th December.

Pembrokeshire County Council Budget Meeting

Councillors J McNaughton and J Phillips stated that they had attended the recent PCC Budget meeting. There was some depressing news that was communicated during the meeting and the handout information that had been provided on the evening had been forwarded to the Town Clerk if members wanted to read through it.

It had been suggested at the Budget Meeting that Town and Community Councils take over some services that are currently provided by County Council. Obviously some of these councils cannot afford to do this however, Pembroke Dock was in a better position as we already have one maintenance employee.

There had also been a question over Pembrokeshire merging with Ceridigion but no further answers were put forward during the meeting.

PPG – Patient Participation Group

Councillors J McNaughton and M Murton stated that they attended the PPG evening. It was stated that a turnout of around 40 people were in attendance and the Doctors who were at the session made a great effort to answer all questions given. It was stated that the most common question to be asked was why people could not have the same Doctor see them at each visit.

It was also noted by members that there are only two full time doctors working out of Argyle Street Surgery with the others working flexi-hours or part-time. The practice is short by 10.5 Doctors and although they had advertised the positions only 4 applications had been received.

The Practice are looking at alternative ideas for staffing, for example getting lesser professionals to fill some of the roles to take pressure from the Doctors themselves. The Practice currently have registered 25,000 patients and receive a subsidy of £7 per patient per year. It was stated that a new doctor was to start with the surgery soon. Other projects that the Practice are working on include training for reception staff and the installation of a new phone system which would enable patients to be contacted by text, for example a reminder of appointment text. There was also a question of fining patients who repeatedly do not show up for appointments.

Rhoscrowther Wind Farm

Councillor P George stated that she had recently attended a community meeting hosted by the developers of the proposed wind farm at Rhoscrowther. Councillor George and Councillor M Murton attended on behalf of the Town and although only two representatives were asked from each area, the villagers of Angle turned out in force. It had been a lively meeting with some attendees bordering on rude. The next meeting will be held at the Golf Club in Pennar and Councillor George will continue to attend.

85. ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
28/08/2014	Post Office Ltd	£25.34	Debit Card
02/09/2014	Clarity Copiers Ltd	£41.12	
02/09/2014	BDO	£498.00	
09/09/2014	Princes Gate Water Ltd	£38.80	
12/09/2014	SWALEC	£14.70	CHQ100254
12/09/2014	Euroffice	£58.78	

14/08/2014	Callamango Floral Designs	£29.50	Debit Card
29/09/2014	1&1 Internet Ltd	£9.94	DDR
16/09/2014	Post Office Ltd	£2.34	Debit Card
19/09/2014	NB Mackay Postage	£6.36	
19/09/2014	Eurooffice	£31.26	
22/09/2014	PCC – CCTV	£1705.00	

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

Date	Description	Amount	Payment Method
22/09/2014	Creative Solutions – Noticeboard	£671.30	

ACCOUNT RECEIPTS

Date	Description	Amount
22/08/2014	Pembrokeshire County Council – Precept	£50,240.00

SALARIES AND WAGES

06/09/2014-05/10/2014	Salaries and Wages	£4387.28
06/09/2014-05/10/2014	Tax and NI	£818.67
06/09/2014-05/10/2014	Pensions Contributions	£657.86

ACCOUNT BALANCES

25/09/2014	HSBC Current Account	£44614.01
25/09/2014	HSBC Premium Account	£52382.85

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor M Murton
RESOLVED – That the Town Council approve payment of Accounts and Salaries and Wages payments as previously agreed.

86. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There was nothing.

87. COMMUNITY ISSUES

Closure of Argyle Street Registry Office

Councillor M Colgan stated that the Registry Office in Argyle Street had closed, the new location is Cherry Grove in Haverfordwest. It was also brought to members attention that if a baby is born in West Wales General Hospital in Carmarthen parents will have to pay a further £4.00 to get the baby registered in Haverfordwest.

Councillor G Goff recognised by the public as a Councillor

Councillor G Goff stated that he believes the word had spread to the residents of his ward that he is now the new Councillor as he had been contacted a number of times about complaints of permit holders not being able to park after 7pm at night.

Councillor Goff asked the Town Clerk if Council could write to Pembrokeshire County Council to try and get this issue addressed.

Pembroke Dock CCTV

Councillor K Higgs stated that he wants answers to the questions he has made several times regarding the CCTV operations within Pembroke Dock:

- Where is the CCTV monitored
- How many volunteers are there

Councillor Higgs continued why Council continue to spend almost £100 per week if the CCTV is left idle and he required answers to the questions he previously asked in order to base his opinion on whether the service should continue within the town.

Councillor M Murton stated that she had spent some time at the station with the volunteers who monitor the CCTV and that it is difficult to get volunteers to ensure that the monitoring happens. It was further questioned over the logic of the CCTV being monitored in Carmarthen.

Christmas Menu

Councillor J McNaughton informed members that she had set out the menu forms for the Christmas Dinner, she requested Councillors to fill out the forms and return them to her.

Councillor G Goff expressed his concern of the size of the dining room at the Dolphin and questioned whether the venue had been viewed prior to the booking. Councillor J McNaughton assured him there would be enough room.

88. MAYORS REPORT

The Mayor Councillor P George commented that she had a very quiet month and has not been to any events as yet. The Mayor stated that she was to attend the Scouts exhibition in the Pater Hall on Saturday 1st November and the upcoming services of Remembrance within the Town and surrounding areas between 8th and 11th November.