

At a Meeting of Pembroke Dock Town Council held at Pater Hall, Pembroke Dock on Thursday, 5th December, 2002 at 6.30 p.m.

PRESENT:

Councillor Mrs. P.E. George (Mayor)
Councillors W.J. Davies,
Mrs. P.E.M. Folland, Mrs.C.Fortune,
K.C. Higgs, D.L. Jones, S. Perkins,
W.S. Rees, Mrs. V.M.J. Roach.

IN ATTENDANCE:

Mr. T.R. Edwards, Town Clerk
Mrs. P.E. Prout, Secretary

The Meeting was opened with Prayer.

130. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D.T. Esmond, Mrs. B. Roch and R.G. Watts.

131. CO-OPTION OF COUNCILLOR

The Town Clerk stated that the following applicant for the casual vacancy on the Town Council for the Llanion Ward had been invited to attend for interview:-

Mr. P. Weatherall, 4 St. Patrick's Road, Park Estate

The Mayor submitted a series of questions to the applicant and it was

RESOLVED –

That Mr. P. Weatherall be co-opted as a
Town Councillor for the casual vacancy
in the Llanion Ward.

132. WELCOME TO MR. A. ALLISON

The Mayor welcomed Mr. A. Allison, Community Regeneration Officer, Pembrokeshire County Council who had attended the Meeting in order to discuss grant availability in respect of the proposed upgrading and disabled access to Pater Hall.

Mr. Allison referred to the various funders that the Council could make application to in respect of the upgrading of the Hall and provision of the disabled access and offered to assist the Town Clerk in the application process stage.

The Mayor thanked Mr. Allison for attending the meeting.

133. **MINUTES**

PROPOSED by Councillor Mrs. P.E.M. Folland
SECONDED by Councillor K.C. Higgs

RESOLVED –

That the Minutes of the Meeting held on
the 14th November, 2002 be adopted as
circulated subject to the following amendments:-

134. **MATTERS ARISING FROM THE MINUTES**

(a) **Minute 120 – Apologies for Absence**

Councillor Mrs. V.M.J. Roach stated that she had submitted apologies for absence for Councillor Mrs. C. Fortune for the last meeting which had been incorrectly omitted.

(b) **Minute 125(156) – Milford Haven Port Authority
Presentation to Town and Community Councils**

Councillor D.L. Jones reported that he had attended a meeting of the above Authority on the 3rd December, 2002 at which discussion had ensued regarding the anticipated visit of cruise ships to Pembroke Dock and Milford Haven next year. Reference was made to the application for an explosive licence which had been objected to by this Council which was rumoured to have been approved.

(c) **Minute 126(169) – Visit to Pembroke, Malta**

The Town Clerk reported that a letter had been received from the Town Clerk, Pembroke Town Council which referred to the forthcoming visit to Malta. The Pembroke Sporting Link covers teams from Pembroke, Hundleton and Stackpole and of the 23 children concerned, ten live in Pembroke Dock.

Mr. P. Lloyd, Town Clerk apologised for the confusion which had arisen and stated that in hindsight the matter should have been discussed by the Pembroke Dock and Pembroke Joint Twinning and Tourism Committee.

(d) **Minute 128 – Photographs/Memorabilia**

The Town Clerk stated that a feature on the above memorabilia regarding the late Councillor W.G. Lloyd would appear in the Western Telegraph in the near future.

(e) **Minute 129(b) - 49 Gwyther Street – Rodent Infestation**

The Town Clerk reported that he had received an acknowledgment in respect of the above matter.

(f) **Minute 129(c) – Traffic Calming Measures – Essex Road**

The Town Clerk stated that as instructed he had written to the Director of Transportation, Pembrokeshire County Council and County Councillor B.J. Hall. County Councillor B.J. Hall had verbally stated that he had discussed the matter with residents on several occasions. The Town Clerk reported that a letter had been received from Mr. J. Price, Pembrokeshire County Council which stated that a sample of current speeds of traffic will be undertaken in order to establish the extent of the speed abuse.

(g) **Minute 129(d) – Cycle Track – Top Road – Lighting**

Councillor Mrs. P.E.M. Folland reiterated concern that no action had been taken to clear the brambles or repair the broken fence on the footpath leading to the Park Estate which was now being used for fly tipping.

RESOLVED –

That Pembrokeshire County Council be requested to carry out maintenance work in the above location as priority.

(h) **Minute 129(e) – Charles Thomas Avenue – Signs**

The Town Clerk stated that he had received a reply from Pembrokeshire County Council which stated that the necessary works would be undertaken.

135. **MINUTES OF THE TOURISM COMMITTEE**

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. P.E. George

RESOLVED –

That the Minutes of the Meeting held on the 16th October, 2002 be adopted as circulated

136. **REPORT OF TOWN CLERK**

171. **Co-option of Town Councillor – Llanion Ward**

The Town Clerk reported that following an advertisement in the Western Telegraph and the placing of notices at some twenty locations in the town, one application had been received for the vacancy in Llanion Ward. The application from Mr. Paul Weatherall was reproduced at Appendix "A." Mr. Weatherall had been invited to attend for interview at 6.30 p.m.

This matter had been dealt with under Minute 132(2002/03).

172. Pater Hall - Upgrading

The Town Clerk stated that as resolved at the last meeting he had had a meeting with Mr. G. Scourfield and Mr. D. Glennerster of Pembroke Design Ltd., and instructed them to prepare the tender documents. The proposed works to be priced in three phases. It is anticipated that tenders would be returned in February/March, 2003.

In the meantime research for grant availability was continuing and Mr. Alex Allison, Community Regeneration Officer had attended the meeting to advise.

The Town Clerk reported that a letter had been received from Pembroke Design Ltd., regarding their fees and services in respect of the above works to Pater Hall.

RESOLVED –

That the Town Clerk and Financial Officer be empowered to sign the agreement of services and fees by Pembroke Design Ltd.

173. Albion Square Centenary Lamp

The Town Clerk advised that this restoration project was nearing completion. The final phase of the work would be carried out by Pembrokeshire County Council. Despite several reminders completion had not been possible due to pressure of work at this time of the year.

The Town Clerk reported that an account had been received from Main Port Engineering Ltd., in the sum of £1,340.00 (+ VAT) for the work carried out last month. A full breakdown was enclosed at Appendix "B." No charge had been made for the work carried out earlier in the year which involved fabrication repairs, sandblasting and repainting of all the metal parts.

A final account had also been received from Evan Pritchard Contractors Ltd., who were also involved for one morning last month with the installation of the electricity cable. The amount due is £188.18 (+ VAT).

The Town Clerk advised that he had written to the Townscape Heritage Officer informing him of the costs incurred with the projects and requested that consideration be given to a contribution from Townscape Heritage Initiative Funds.

174. Freedom of Information Act, 2000

The Town Clerk stated that the Freedom of Information Act, 2000 applied to all bodies and office holders identified as "public authorities" for the purpose of the Act. A Town Council is one of the public authorities listed and therefore this Council is subject to the Act. Section 19 of the Act required every public authority to adopt and maintain a publication scheme which had been approved by the Information Commissioner.

A model publication scheme had been approved for Town and Community Councils, which had been endorsed by the National Association of Local Councils and the Wales Association of Community and Town Councils. Details of the model scheme were enclosed at Appendix "C." All Councils who wished to adopt the Model Scheme must sign up to the 6 Core Classes on pages 2 and 3. The further optional classes were at the discretion of the Council.

The scheme was intended to encourage local councils to publish more information and to develop a greater culture of openness and transparency. Under the implementation timetable, a scheme had to be approved by the Commissioner and in place by 28th February, 2003. To meet this deadline the Council's scheme had to be submitted by 31st December, 2002.

The Town Clerk recommended that the Council adopt the model scheme, (Core Classes 1 – 6) as approved by the National Associations. Once the scheme had been adopted and the Declaration Form submitted, the Council would need to make all of the declared documents available to the public in order to fulfil the Council's obligations under the Act.

RESOLVED -

That the Council adopt the model scheme (Core Classes 1 – 6) as approved by the National Associations.

175. Christmas Dinner

The Town Clerk as resolved at the last meeting, enclosed a Christmas menu from the Station Inn and the Cleddau Bridge Hotel. Following consultation with the Mayor, he had confirmed that Wednesday, 18th December, 2002 was available at both venues.

RESOLVED –

That the Christmas Dinner be held at the Station Inn on Wednesday, 18th December, 2002.

176. Pembroke Dock Regatta

The Town Clerk reported that he had received a further letter from the Secretary of the West Wales Maritime Heritage Society which was reproduced at Appendix "D." Following his earlier letter, also enclosed at Appendix "E," the Town Clerk had written to the Pembroke Haven Yacht Club, Pembroke Haven Motor Boat Club and the Canoe Club, requesting their views on a possible regatta but no replies had been received.

RESOLVED –

That Mr. James be invited to attend a future Council Meeting to discuss the above matter.

177. Service Standards and Schedules

The Town Clerk stated that following his report to the Council Meeting on the 17th October, 2002 he had written to the Pembrokeshire County Council expressing dissatisfaction with the standard of street cleaning and that in accordance with Zone 1 criteria no manual sweeping was undertaken on a daily basis. A reply had been received from the Area Maintenance Manager and was reproduced at Appendix "F" for the information of Members.

178. Dyfed-Powys Health Authority

The Annual Report for 2000/2001 had been received and was available for inspection.

179. Pembrokeshire Coastal Forum

The Town Clerk reported that notification had been received that a meeting of the Pembrokeshire Coastal Forum would be held on Saturday, 7th December, 2002 at the Cleddau Bridge Hotel commencing at 9.30 a.m. The programme agenda was reproduced at Appendix "G." If any Member wished to attend, please advise the Office.

180. Planning Applications

The following planning applications had been received for consideration by the Council:-

884/02	Hallmark Homes 31/32 St. Govans Centre Dimond Street Pembroke Dock	Plots off Lavinia Drive – Construction of 6 dwellings
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PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor K.C. Higgs

RESOLVED –

That the Council have no objection to the application.

898/02	Erringham Investments Ltd. c/o Columbia Group Oakwood House 414-422 Hackney Road London E2 7SY	Pennar Park – Residential development with full details of road and drainage etc. for first phase
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PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor K.C. Higgs

RESOLVED –

That the Council have no objection to the application.

902/02 Mr. R. Edwards 65 Law Street –
65 Law Street New kitchen and bathroom extension
Pembroke Dock to rear, also disabled WC

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor S. Perkins

RESOLVED –

That the Council have no objection to the application.

916/02 Mr. T. Williams 43 High Street –
43 High Street Alterations and Extensions
Pembroke Dock

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor D.L. Jones

RESOLVED –

That the Council have no objection to the application.

181. Planing Decisions

The following decisions had been received from Pembrokeshire County Council in respect of current planning applications:-

- 338/02 – Thorn Cottage, Beach Road, Llanreath – Two Dwellings – **Approved**
- 638/02 – Land at Bellevue Terrace – Residential Dwelling – **Approved**
- 652/02 – Borough Football Club, London Road – Hotel (Travel Lodge Style Accommodation) including restaurant and parking - **Approved**
- 653/02 – Borough Football Club, London Road – 18 no. self-contained flats, access and parking - **Approved**
- 657/02 – Cenarth Close, Llanion Park – 4 No. Residential-Dwellings - **Approved**
- 726/02 – Lakeland House, St. Patricks Hill, Llanreath – Garden wall with decorative galvanised railings – **Approved**

137. SUPPLEMENTARY REPORT OF TOWN CLERK

182. Cleddau Bridge Picnic Site

The Town Clerk reproduced at Appendix "H" a copy of a letter from Mr. A. Allison, Community Development Officer, Pembrokeshire County Council concerning the manufacture and fitting of two replacement interpretation panels at the Cleddau Bridge picnic site. The Council had been requested to consider paying for the fitting of the finished panels to their original positions, at a cost of £200 per panel.

RESOLVED -

That Pembrokeshire County Council be informed that the Council would not contribute towards the panels as they are County Council property on County Council land and their responsibility.

183. Planning Applications

The following planning applications had been received for consideration by the Council:-

919/02	Mr. D.W. Jones 1 St. Mary's Road Pembroke Dock	26 Dimond Street - To extend "The Chicken Coupe" 24 Dimond Street into 26 Dimond Street for Take Away and 12 Seats (Hot and Cold Food)
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PROPOSED by Councillor K.C. Higgs
SECONDED by Councillor Mrs. P.E.M. Folland

RESOLVED -

That the Council have no objection to the application.

931/02	Pembrokeshire County Council County Hall Haverfordwest	The Garrison Chapel, The Royal Dockyard - New 3 storey extension & glazed link to existing chapel Apse. Conversion of chapel interior to office use. New first floor mezzanine. Surrounding land for landscaping and parking.
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PROPOSED by Councillor S. Perkins
SECONDED by Councillor Mrs. C. Fortune

RESOLVED -

That the Council have no objection to the application.

47/02/LB	Pembrokeshire County Council County Hall Haverfordwest	The Garrison Chapel, The Royal Dockyard - Demolition of original vestry/boiler room and later C20 additions. New 3 storey extension consisting of basement, ground and first floors with 2 storey glazed link, conversion to office use having new first floor mezzanine.
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The Town Clerk apologised that the number in respect of the above planning application was incorrect and should be amended to read 47/02/LB and not 931/02 as printed.

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor S. Perkins

RESOLVED –
That the Council have no objection to the application.

138. INFORMATION/NOTICE BOARD

The Town Clerk reported that Texaco had given a financial contribution of £350 towards the provision of a new information/notice board.

Members expressed their appreciation for the donation and it was

RESOLVED –
That the Town Clerk request that the Milford Port Authority make a financial contribution towards the notice board.

139. CHRISTMAS LIGHTING 2002

The Town Clerk reported that he had received a letter from Western Power Distribution regarding the temporary unmetered connections for the Christmas lighting. It would be necessary to give detailed advice on number of strings used etc. and that the Council would be charged for the electricity concerned.

RESOLVED –
That the letter be left to lie on the table.

140. FIRE BRIGADE – STRIKE

The Mayor stated that she had been requested to meet representatives of the Fire Brigade to clarify the situation with regard to their strike. All Members had been notified of this informal meeting when Fire Brigade representatives had attended and given details in respect of their claim for an increase in their wage. The Council were requested to consider writing a letter of support to N. Ainger, MP. It had been decided to take no action in this matter.

141. REPORT OF FINANCIAL OFFICER

15. Pembroke Dock Old Peoples Welfare Committee

The Financial Officer reported that a letter had been received thanking the Council for the generous donation to the above organisation from the Secretary, Mrs. L. Gaccon. Without the Council's assistance it would not be possible to organise Summer Trips and the Christmas Party for Senior Citizens of the Town.

She also wished Members a Happy Christmas and a Healthy New Year.

16. Accounts For Year Ended 31st March, 2002

The Financial Officer enclosed a copy of the Council's Receipts and Payments Accounts for the above year.

Members were reminded that it was anticipated that the balance of £147168.11 would be utilised during the financial year commencing 1st April, 2003 to provide disabled facilities and associated ancillary work.

The Mayor and Councillors expressed the Council's appreciation to the Financial Officer for the excellent presentation of the financial accounts submitted to the Council.

RESOLVED –

That the Receipts and Payments Account for the year ended 31st March, 2002 be adopted.

17. Internal Auditor

The Financial Officer referred to the information previously reported by the Town Clerk that the Audit Commission had introduced a new "lighter touch" audit regime from 1st April, 2002. The Commission had appointed Burnett Swayne which is part of the Charter Group network of independent accountancy firms as auditor to the Council. In addition, District Audit would be jointly appointed to all local councils in England and Wales.

To comply with The Accounts and Audit (Amendment)(Wales) Regulations 2001 the Council was required to appoint an Internal Auditor who is not in any way involved with the Council.

RESOLVED –

That the Mayor/Town Clerk contact persons of suitable financial ability and request that they submit a tender price to undertake a quarterly audit of the Council's accounts.

18. Payment of Accounts

The following account was paid out of meeting:

123. J.S. Pickering - Erection of Christmas Lights (Part Payment) £500.00

The following accounts were submitted for payment:-

124.	Royal British Legion Poppy Appeal - Poppy Wreath	£18.50
125.	Remco Signs Ltd. - Bulbs and Covers for Christmas Tree	£98.11
126.	The Consortium - Stationery	£54.34
127.	Pembroke Dock & Pembroke Joint Twinning & Tourism Committee	£700.00
128.	Jewson Ltd. - Materials (Christmas Decorations)	£12.73
129.	Pitney Bowes - Postage	£50.00
130.	Main Port Engineering (1990) Ltd. - Repairs to Albion Square Monument and Centenary Lamp	£1,575.00
131.	Evan Pritchard Contractors Ltd. - Works Associated with Electricity Supply to Monument Lighting at Albion Square	£221.11

The Town Clerk requested that the following accounts be added to the schedule of accounts for payment:-

132.	Hagemeyer - Materials - Christmas Lighting	£286.16
133.	Performing Right Society - Royalties	£232.65
134.	Pitney Bowes - Maintenance of Postage Meter	£11.74

Transferred from Current Account to Imprest Account £1,492.12

PROPOSED by Councillor K.C. Higgs
SECONDED by Councillor Mrs. C. Fortune

RESOLVED -

That accounts nos. 124 - 134 be approved for payment.

142. MATTERS RAISED VERBALLY

(a) Jewsons Crossing - Front Street

Councillor D.L. Jones referred to complaints that he had received from disabled persons crossing in the above location due to the unevenness of the kerb.

The Town Clerk stated that he had reported this matter to Pembrokeshire County Council.

Discussion ensued with regard to the ownership of the area of land between St. Govan's Centre and the Co-operative building. The general consensus of opinion was that it was in the ownership of Govan Davies. Complaints had been received regarding the deplorable condition of the surface of the area which had large potholes.

RESOLVED –

That Pembrokeshire County Council be requested to inspect the above locations and take appropriate action.

(b) Staff Christmas Bonus, 2002

Reference was made to the staff Christmas bonus and it was

RESOLVED –

That the staff receive £25 Christmas bonus,

(c) Water – Town Supply

Councillor W.J. Davies referred to the deplorable condition of the roads in the Town.

The Town Clerk stated that he received complaints that the cobble setts had been removed during this time and he had received an assurance that they would be reinstated in the near future.

RESOLVED –

That the Town Clerk enquire as to when the programme of works would be completed.

(d) Military Road/Ferry Road – Yellow Lines

Councillor Mrs. C. Fortune requested that the yellow lines in the above location had been obliterated since recent road works and should be reinstated.

RESOLVED –

That Pembrokeshire County Council be requested to reinstate the yellow lines at the above location.

(e) Bethany Chapel Corner/Top Pembroke Street/Victoria Road – Seats

Councillor Mrs. C. Fortune stated that she had received requests from the elderly for the seats to be reinstated at the above locations.

RESOLVED –

That Pembrokeshire County Council be requested to reinstate seats at the above locations.

(f) **Hanging Baskets – Pump House**

Councillor Mrs. V.M.J. Roach stated that the hanging baskets supplied by Pembrokeshire County Council were still on display at the Pump House. It was decided that no action be taken in this matter.

(g) **Memorial Park – Gates**

Councillor Mrs. V.M.J. Roach referred to the Network Meeting when discussion had arisen regarding the deplorable condition of the above gates. Urgent action was now required as the scrolls were rusted. The shrubs required maintenance.

RESOLVED –

That Pembrokeshire County Council be requested to undertake urgent repairs to the gates at the Memorial Park as well as maintenance of the Park generally.

(h) **Death of Mr. Folland**

Councillor Mrs. P.E.M. Folland expressed appreciation to the Mayor and fellow Councillors for the condolences that they had received regarding the death of Mr. Folland's brother.

The Mayor wished fellow Councillors and Staff a merry Christmas and happy New Year.

The Meeting terminated at 8.25 p.m.



Mayor.



PEMBROKE DOCK TOWN COUNCIL

REPORT OF TOWN CLERK

5TH DECEMBER, 2002

Madam Mayor, Ladies and Gentlemen,

PART 1 – GENERAL

171. CO-OPTION OF TOWN COUNCILLOR – LLANION WARD

Following an advertisement in the Western Telegraph and the placing of notices at some twenty locations in the town, one application has been received for the vacancy in Llanion Ward. The application from Mr. Paul Weatherall is reproduced at Appendix "A." Mr. Weatherall has been invited to attend for interview at 6.30 p.m.

172. PATER HALL – UPGRADING

As resolved at the last meeting I have had a meeting with Mr. G. Scourfield and Mr. D. Glennerster of Pembroke Design Ltd., and instructed them to prepare the tender documents. The proposed works will be priced in three phases. It is anticipated that tenders will be returned in February/March, 2003.

In the meantime I am continuing to research grant availability. Mr. Alex Allison, Community Regeneration Officer will be attending this meeting.

173. ALBION SQUARE CENTENARY LAMP

As previously reported this restoration project is nearing completion. The final phase of the work will be carried out by Pembrokeshire County Council. Despite several reminders completion has not been possible due to pressure of work at this time of the year.

An account has been received from Main Port Engineering Ltd., in the sum of £1,340.00 (+ VAT) for the work carried out last month. A full breakdown is enclosed at Appendix "B." No charge has been made for the work carried out earlier in the year which involved fabrication repairs, sandblasting and repainting of all the metal parts.

A final account has also been received from Evan Pritchard Contractors Ltd., who were also involved for one morning last month with the installation of the electricity cable. The amount due is £188.18 (+ VAT).

I have written to the Townscape Heritage Officer informing him of the costs incurred with the project and requested that consideration be given to a contribution from Townscape Heritage Initiative Funds.

174. FREEDOM OF INFORMATION ACT, 2000

The Freedom of Information Act, 2000 applies to all bodies and office holders identified as “public authorities” for the purpose of the Act. A Town Council is one of the public authorities listed and therefore this Council is subject to the Act. Section 19 of the Act requires every public authority to adopt and maintain a publication scheme which has been approved by the Information Commissioner.

A model publication scheme has been approved for Town and Community Councils, which has been endorsed by the National Association of Local Councils and the Wales Association of Community and Town Councils. Details of the model scheme are enclosed at Appendix “C.” All Councils wishing to adopt the Model Scheme must sign up to the 6 Core Classes on pages 2 and 3. The further optional classes are at the discretion of the Council.

The scheme is intended to encourage local councils to publish more information and to develop a greater culture of openness and transparency.

Under the implementation timetable, a scheme has to be approved by the Commissioner and in place by 28th February, 2003. To meet this deadline the Council’s scheme has to be submitted by 31st December, 2002.

I recommend that the Council adopts the model scheme, (Core Classes 1 – 6) as approved by the National Associations. Once the scheme has been adopted and the Declaration Form submitted, the Council will need to make all of the declared documents available to the public in order to fulfil the Council’s obligations under the Act.

Members’ instructions are requested.

175. CHRISTMAS DINNER

As resolved at the last meeting, I enclose a Christmas menu from the Station Inn and the Cleddau Bridge Hotel. Following consultation with the Mayor, I have confirmed that Wednesday, 18th December, 2002 is available at both venues.

Members’ instructions are requested.

PART II – CORRESPONDENCE

176. PEMBROKE DOCK REGATTA

I have received a further letter from the Secretary of the West Wales Maritime Heritage Society which is reproduced at Appendix "D." Following his earlier letter, also enclosed at Appendix "E," I wrote to the Pembroke Haven Yacht Club, Pembroke Haven Motor Boat Club and the Canoe Club, requesting their views on a possible regatta but no replies have been received.

Members' instructions are requested.

177. SERVICE STANDARDS AND SCHEDULES

Following my report to the Council Meeting on the 17th October, 2002 I wrote to the Pembrokeshire County Council expressing dissatisfaction with the standard of street cleaning and that in accordance with Zone 1 criteria no manual sweeping is undertaken on a daily basis.

A reply has been received from the Area Maintenance Manager and is reproduced at Appendix "F."

178. DYFED-POWYS HEALTH AUTHORITY

The Annual Report for 2000/2001 has been received and is available for inspection.

179. PEMBROKESHIRE COASTAL FORUM

A meeting of the Pembrokeshire Coastal Forum will be held on Saturday, 7th December, 2002 at the Cleddau Bridge Hotel commencing at 9.30 a.m. The programme agenda is reproduced at Appendix "G."

If any Member wishes to attend, please let me know.

PART III – PLANNING

180. PLANNING APPLICATIONS

The following planning applications have been received for consideration by the Council:-

884/02	Hallmark Homes 31/32 St. Govans Centre Dimond Street Pembroke Dock	Plots off Lavinia Drive – Construction of 6 dwellings
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898/02	Erringham Investments Ltd. c/o Columbia Group Oakwood House 414-422 Hackney Road London E2 7SY	Pennar Park – Residential development with full details of road and drainage etc. for first phase
902/02	Mr. R. Edwards 65 Law Street Pembroke Dock	65 Law Street – New kitchen and bathroom extension to rear, also disabled WC
916/02	Mr. T. Williams 43 High Street Pembroke Dock	43 High Street – Alterations and Extensions

181. PLANNING DECISIONS

The following decisions have been received from Pembrokeshire County Council in respect of current planning applications:-

- 338/02 – Thorn Cottage, Beach Road, Llanreath – Two Dwellings – **Approved**
- 638/02 – Land at Bellevue Terrace – Residential Dwelling – **Approved**
- 652/02 – Borough Football Club, London Road – Hotel (Travel Lodge Style Accommodation) including restaurant and parking - **Approved**
- 653/02 – Borough Football Club, London Road – 18 no. self-contained flats, access and parking - **Approved**
- 657/02 – Cenarth Close, Llanion Park – 4 No. Residential Dwellings - **Approved**
- 726/02 – Lakeland House, St. Patricks Hill, Llanreath – Garden wall with decorative galvanised railings – **Approved**

T.R. EDWARDS,

Town Clerk.

Received 12/11/02.

APPENDIX "A"

Mr Paul Weatherall ,
4 St Patrick's Road,
Park Estate,
PEMBROKE DOCK,
Pembrokeshire,
S.A.72. 6.L.L.
Tel:01646 685405

The Members of Pembroke Dock Town Council,
The Pater Hall,
PEMBROKE DOCK,
Pembrokeshire.

Dear Town Councillors,

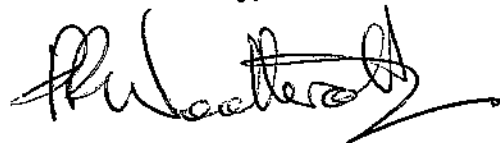
I would like to apply for the vacant position of Town Councillor in the Llanion Ward. I feel that I would be an asset to the Area.

I have always been interested in local politics and since I retired in 1994 I find I have a lot of spare time which I would like to use for the benefit of the local community. I also retired last December as a Foster Carer for Pembrokeshire Social Services after 20 plus years and around 100 children fostered. Indeed as a result of fostering I have adopted 3 children and care very much about the young people of our community. I am 52 years old this month and would be able to attend and assist in all Town Council affairs when needed.

When I was working I was the manager of an international company in the area and travelled to many parts of the world with my work. These management skills have given me a good business knowledge which I would like to use for the community.

If given the opportunity I would represent the people of Llanion Ward to the best of my ability and indeed the whole of the Town. I look forward to hearing from you and thank you for considering me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Paul Weatherall', with a long horizontal flourish extending to the right.

Paul Weatherall

BREAKDOWN OF COSTS

FOR THE REQUIRED WORKS ON THE

ALBION SQUARE ORNAMENTAL LAMP

Labour to carry out the fabrication of lifting equipment required to execute the above works. 8hrs @ £22.00 p/hr

£176.00

Labour working on lamp at Albion Square 3 men @ 8hrs each @ £22.00 p/hr.

£528.00

Welding out of cracked steelwork as required. 2 men @ 8hrs each @ £22.00 p/hr.

£352.00

PLANT:

25 Tonne Crane: 8hrs @ £28.00 p/hr

£224.00

Welding Plant: Daily Rate

£ 45.00

Scaffold: daily Rate

£ 15.00

Valuation of Works:

Total: £1340.00

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS

1. This is a model publication scheme for parish, town and community councils (known collectively as 'local councils') in England and Wales. Local councils are the first tier of local government. There are over 10,000 such councils in England and Wales and they have a wide range of powers at their disposal.

The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

2. In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils publish or intend to publish. Bearing in mind local councils are so diverse in size and functions it was decided the most practical approach was that the model scheme should firstly be comprised of a number of core classes of information which are mandatory. However, it also includes a number of optional documents (within those core classes) as well as a group of totally 'new' optional classes. Any optional documents within a core class of information are clearly specified therein. The idea behind such an approach is that councils can incorporate the optional documents and classes as they see fit to reflect the information they provide to the general public on a local basis. It is not however, a prerequisite that a council adopts any of the optional documents or classes. The intention behind the inclusion of optional classes and documents is to add a degree of choice and flexibility in the scheme.

In some cases a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the model scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the model publication scheme.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

3. The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at the council office or other suitable premises by prior appointment or, where a council has a website some of the information may be available thereon.
4. Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

The classes are as follows:-

CORE CLASSES OF INFORMATION

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders

Councils Annual Report to Parish Meeting

Optional documents: -

Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

Terms of Reference for Committees

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

3) PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information relating to the last Periodic Electoral Review of the council area

Information relating to the latest boundary review of the council area

4) EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment

Job descriptions

Optional documents: -

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure

Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

5) PLANNING DOCUMENTS

Responses to planning applications

Optional documents: -

Parish Plan

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively

6) AUDIT AND ACCOUNTS

Annual return form – limited to the last financial year

Annual Statutory report by auditor (internal and external) – limited to the last financial year

Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

Precept request – limited to the last financial year

VAT records – limited to the last financial year

Financial Standing Orders and Regulations

Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments

Optional documents: -

Loan sanction approvals

Fees and charges applied by the council

Safety inspection records for example for playgrounds

Register/file of members allowances

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

OPTIONAL CLASSES OF INFORMATION

7) DEVELOPMENT AND IMPLEMENTATION OF POLICY

Policy Statements issued by council

Responses made by council to consultation papers

Analysis of responses received to public consultations by the council

Village Appraisal

Complaints handling procedure

8) BYELAWS

Made for any of the following purposes: -

- The regulation of a mortuary and post mortem room
- The regulation of a pleasure ground or public space
- The regulation of an open space or burial ground
- The regulation of any baths, swimming pool, bathing place or wash-house
- The regulation of the hiring of pleasure boats in a park or pleasure ground provided by a council
- To control dogs and dog fouling

9) COUNCIL CIRCULARS/NEWSLETTERS

- Town, parish, community guide
- History of town, parish or community (or similar commissioned publication)

10) ARTS, ENTERTAINMENT & TOURIST INFORMATION –

This relates only to information produced by the council.

11) ALLOTMENTS

- Plans
- Standard tenancy Agreements

Exclusions – individual tenancy agreements and rent payment records under both privacy and data protection laws

12) BURIAL GROUNDS

- Plans
- General policies

Exclusions – all documentation relating to individual applications and registrations under both privacy and data protection laws

13) BEST VALUE

This is information which encompasses the duty owed by a council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

Best Value Performance Plan

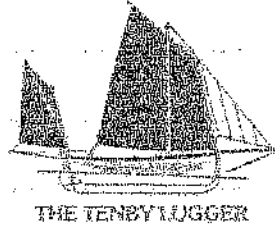
Best Value Inspection reports



WEST WALES MARITIME HERITAGE

APPENDIX "D"

West Wales Maritime Heritage
is a Company Limited by
Guarantee no.2611959 and a
Registered Charity
No.1042428



Please reply to :-
David James
44 Westhaven, Coshaston,
Pembroke Dock, S. Wales,
SA72 4UL
Tel. No. 01646 683764

President, Sir David Mansel-Lewis KCVO

Thursday, 21 November 2002

21 NOV 2002

Mr T.R.Edwards,
Town Clerk
Pembroke Dock Town Council,
Lewis Street,
Pembroke Dock

Dear Mr Edwards,

Re Pembroke Dock Regatta

Thank you for your letter of 1st. Oct last, and my letter of 17th. Nov. on this subject. I have had discussions with Mrs S Oldrieve, Events Secretary of the Pembroke Haven Yacht club, who has confirmed that this Society will be able to join their Regatta on Saturday 12 July next.

May I repeat that such an event would demonstrate that we who wish to promote Pembroke Dock, are interested in the redevelopment of the waterfront and how it could demonstrate our positive approach to the scheme. Perhaps I could point out that I am Vice Chairman of the Pembroke Dock Museum Trust and such an event would include the Gun Tower in some form or other. Also such an event could be seen as a tourist attraction combining leisure as well as business, particularly if it is to become an annual one and cruise liners are to call regularly.

This society is willing to organise the event and I am willing to meet representatives of your Council to discuss how best to implement and, unfortunately, fund it.

I look forward to hearing from you,

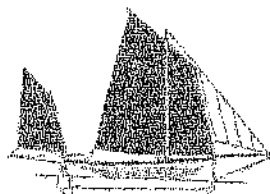
Regards and Best Wishes



David James
Hon Secretary

WEST WALES MARITIME HERITAGE

West Wales Maritime Heritage
is a Company Limited by
Guarantee no.2611959 and a
Registered Charity
No.1042428



THE TENBY LUGGER

President, Sir David Mansel-Lewis KCVO

Please reply to :-

David James
44 Westhaven, Coshaston,
Pembroke Dock, S. Wales,
SA72 4UL
Tel. No. 01646 683764

24 SEP 2002

Tuesday, 24 September 2002

**Mr R Edwards,
Town Clerk
Pembroke Dock Town Council,
Pater Hall,
Lewis Street,
Pembroke Dock
Pembrokeshire**

Dear Mr Edwards,

Pembroke Dock Regatta

As I am sure the Council is aware, this Society organises the Annual Pembroke River Rally, in which various categories of boats ascend the Pembroke River to the Castle Pond. The Categories are vintage (old restored boats owned either by the Society or privately: working boats (Maritime Volunteer Service, lifeboat, Water Ranger, Police H M Customs, etc., as the demands of their respective services allow) and finally the private yachts who simply wish to join in. The usual format is for the Mayoral party to sail up in the flagship, escorted by workboats acting as pathfinders in the narrow channel and attended by Sea Cadets of TS Warrior. The Sea Cadets act as stewards and also have crewed some of the escort vessels.

Being a Pembroke Dock native I feel that, in spite of the town's splendid Naval Heritage, we do not have any sort of water borne festival, carnival, regatta call it what you will.

Perhaps the Council could consider this and if they feel there is benefit to the Town, (Pembroke certainl, does) then perhaps I could meet the Members to discuss how this might be implemented and funded.

Ideas that could be considered are a parade of sail past Hobbs Point, involving the above organisations, Stalls on the pier (closed to traffic on the day?) events in the camber, perhaps display by Sea Cadets etc.

I look forward to hearing from you,

I remain,

Yours Sincerely,

David James,
Hon Secretary

Your ref
Eich cyfeirnod
My ref
Ei nghyfeirnod
Please ask for
Gofynnwch am
Telephone
Ffôn
Date
Dyddiad

LA/17/KD/CD
K Sanderson-Duckett
Ext: 5742
14th November 2002

BRYN PARRY-JONES, M.A. (Oxon)
Chief Executive

Prif Weithredwr

GERSON DAVIES
Director of Education
and Community Services

Cyfarwyddwr Addysg
a Gwasanethau Cymunedol

Pembrokeshire County Council,
County Hall, HAVERFORDWEST,
Pembrokeshire, SA61 1TP

Cyngor Sir Penfro,
Neuadd y Sir, HWLFFORDD,
Sir Benfro, SA61 1TP

DX 98295 HAVERFORDWEST
Telephone 01437 764551
Fax 01437 775838

DX 98295 HWLFFORDD
Ffôn 01437 764551
Ffacs 01437 775838



Cyngor Sir Penfro - Pembrokeshire County Council

Mr T R Edwards
Clerk to Pembroke Dock Town Council
Council Offices
Pater Hall
Pembroke Dock
Pembrokeshire
SA72 6DD

15 NOV 2002

Dear Mr Edwards

Re: Service Standards and Schedules

I acknowledge receipt of your letter dated 24th October which has been passed for my attention.

I can confirm that the Town Centre Zone 1 area is manually swept once a day, however, I believe that our operational definition of manual sweeping may have caused some confusion. Below is an extract from the **Municipal Services-Policy, Standards and Quality Expectations Guide Manual** which explains what is meant by manual sweeping.

P30 Cleansing Methodology

P30.01 Manual Cleansing

" Manual Cleansing should be carried out with the use of stiff brooms, shovels, orderly carts, pedestrian operated mechanical equipment or similar, normally used for street cleansing operations"

The Manual Cleansing in almost all town centres is carried out using pedestrian operated mechanical equipment, as this method is more efficient and cost effective than traditional methods.

I trust that this answers your query, however should you have any further concerns please do not hesitate to contact me.

Yours Sincerely

Kevin Sanderson-Duckett
Area Maintenance Manager - South

APPENDIX "G"

d/o Awdurdod Porthladd Aberdaugleddau
Elwch Post 14, Gorsewood Drive,
Aberdaugleddau, Penfro SA73 3ER

c/o Milford Haven Port Authority
PO Box 14, Gorsewood Drive,
Milford Haven, Pembrokeshire SA73 3ER

Ffôn/Tel: 01646 696173/696174
Ffacs/Fax: 01646 696125
E-bost/E-mail: pcf@mhpa.co.uk
www.pembrokeshirecoastalforum.org.uk



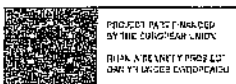
Pembrokeshire Coastal Forum
Fforwm Arfordir Sir Benfro

FORUM MEETING

7th December 2002 at 9.30am at the Cleddau Bridge Hotel, Pembroke Dock

PROGRAMME

- 9.30 am** **Coffee and Registration**
- 10.00 am** **Welcome & Introduction**
Nick Ainger MP – Chair, Pembrokeshire Coastal Forum
- 10.10 am** **Pembrokeshire Coastal Forum – Forum update**
Edward Holdaway & Tonia Forsyth
- 10.40 am** **Open Forum**
General discussion on Forum Update
- 11.00 am** **Coffee Break**
Opportunity for informal discussion
- 11.30 am** **WCMP (Wales Coastal Maritime Partnership)**
Madeleine Havard – Chair, WCMP
- 12.00 am** **'Residents Survey' results of Community Plan consultation**
Dave Astins – Pembrokeshire County Council
- 12.30 pm** **Open Forum**
Question Madeleine Havard re: WCMP
Question Dave Astins re: Community Plan
Opportunities to raise any PCF issues
Question local PCF representatives
- 12.55 pm** **Closing Remarks**
Nick Ainger MP



The Forum is a partnership of individuals and organisations from the public, private and voluntary sector, who are working together to promote a sustainable approach to the planning, management, use and development of the Pembrokeshire Coastal Zone.

Partneriaeth o unigolion a sefydliadau o'r sectorau cyhoeddus, preifat a gwirfoddol yw'r Fforwm. Mae'n cydweithio i hybu agwedd gynhadrwy tuag at gynllunio, rheoli, defnyddio a datblygu Ardal Arfordir Sir Benfro.

PEMBROKE DOCK TOWN COUNCIL

REPORT OF FINANCIAL OFFICER

5TH DECEMBER, 2002

Madam Mayor, Ladies and Gentlemen,

The following matters are submitted for consideration:-

15. PEMBROKE DOCK OLD PEOPLES WELFARE COMMITTEE

A letter thanking the Council for the generous donation to the above organisation has been received from the Secretary, Mrs. L. Gaccon. Without the Council's assistance it would not be possible to organise Summer Trips and the Christmas Party for Senior Citizens of the Town.

She also wished Members a Happy Christmas and a Healthy New Year.

16. ACCOUNTS FOR YEAR ENDED 31ST MARCH, 2002

I have pleasure in enclosing a copy of the Council's Receipts and Payments Accounts for the above year.

It is anticipated that the balance of £147168.11 will be utilised during the financial year commencing 1st April, 2003 to provide disabled facilities and associated ancillary work.

17. INTERNAL AUDITOR

As previously reported by the Town Clerk the Audit Commission has introduced a new "lighter touch" audit regime from 1st April, 2002. The Commission has appointed Burnett Swayne which is part of the Charter Group network of independent accountancy firms as auditor to the Council. In addition, District Audit will be jointly appointed to all local councils in England and Wales.

To comply with The Accounts and Audit (Amendment)(Wales) Regulations 2001 the Council is required to appoint an Internal Auditor who is not in any way involved with the Council.

I would be grateful if the Council would consider this and let me have instructions.

18. PAYMENT OF ACCOUNTS

The following account was paid out of meeting:

123. J.S. Pickering - Erection of Christmas Lights (Part Payment)	£500.00
---	---------

The following accounts are submitted for payment:-

124.	Royal British Legion Poppy Appeal - Poppy Wreath	£18.50
125.	Remco Signs Ltd. - Bulbs and Covers for Christmas Tree	£98.11
126.	The Consortium - Stationery	£54.34
127.	Pembroke Dock & Pembroke Joint Twinning & Tourism Committee	£700.00
128.	Jewson Ltd. - Materials (Christmas Decorations)	£12.73
129.	Pitney Bowes - Postage	£50.00
130.	Main Port Engineering (1990) Ltd. - Repairs to Albion Square Monument and Centenary Lamp	£1,575.00
131.	Evan Pritchard Contractors Ltd. - Works Associated with Electricity Supply to Monument Lighting at Albion Square	£221.11

W.A. VINCENT

Financial Officer



The Station Inn

Christmas Party Menu

Roasted Winter Vegetable Soup
Chicken Liver & Cointreau Pate
Smoked Salmon & Prawn Terrine



Roast Pembrokeshire Bronze Turkey
(with chestnut, cranberry & port seasoning)
Organic Roast Rib of Beef
(with horseradish yorkshire pudding)
Local Wild Trout Fillet
(pan-fried with lemon and dill butter)
Chestnut & Herb Gateau
(with brandy butter sauce)



*All meals served with minted potatoes, roasted potatoes with thyme,
brussels sprouts with chestnuts, vichy carrots, floret medley and
spiced root vegetable puree*



Rich Christmas Pudding
Bitter Chocolate & Grand Marnier Mousse
Spiced Apple & Orange Crumble

£9.95 per person

Advanced Bookings Only

Hawkstone Road, Pembroke Dock (01646) 621255





Pembroke Dock
Pembrokeshire
SA72 6EG

CHRISTMAS PARTY MENU

MENU 2

AVAILABLE LUNCHTIMES AND EVENINGS

WITHOUT A DISCO £16.60
WITH A DISCO £18.60

HOME MADE SOUP OF THE DAY
OR

MELON, PINEAPPLE & MANDARIN COCKTAIL
DUCK & ORANGE PATE SERVED WITH TOAST

* * *

ROAST PEMBROKESHIRE TURKEY WITH
BACON & SAUSAGE ROLL, SAGE & ONION STUFFING
AND CRANBERRY SAUCE

DARNE OF SALMON WITH WHITE WINE & DILL CREAM SAUCE
ROAST LEG OF LAMB WITH MINT JELLY
TAGLIATELLE VERDI WITH SUN DRIED TOMATOES AND
MUSHROOMS WITH CREAMED PESTO SAUCE

ROAST AND BOILED POTATOES
SEASONAL VEGETABLES

* * * *

TRADITIONAL CHRISTMAS PUDDING WITH RUM SAUCE
OR

CHOCOLATE CHEESECAKE WITH FRUIT COULIS
MIXED CHEESE PLATTER

* * * * *

COFFEE OR TEA AND MINCE PIES



Pembroke Dock
Pembrokeshire
SA72 6EG

SET CHRISTMAS FARE

MENU 1

AVAILABLE LUNCHTIMES AND EVENINGS

LUNCHTIME £13.95
EVENING £15.75

HOME MADE SOUP OF THE DAY
OR

MELON & MANDARIN COCKTAIL WITH
LEMON & LIME DRESSING

* * *

ROAST PEMBROKESHIRE TURKEY WITH
BACON & SAUSAGE ROLL, SAGE & ONION STUFFING
AND CRANBERRY SAUCE

OR

MUSHROOM & BABY CORN STROGANNOF WITH
BASMATI AND WILD RICE

ROAST AND BOILED POTATOES
SEASONAL VEGETABLES

* * * *

TRADITIONAL CHRISTMAS PUDDING WITH RUM SAUCE
OR

CHARLOTTE RUSSE

* * * * *

COFFEE OR TEA AND MINCE PIES

SECTION 4 – ANNUAL REPORT BY INTERNAL AUDITOR

I provided an internal audit service to Council for the financial year ended 31 March 2002 and, acting independently, I examined the system of internal control by undertaking the following tests and reported any findings to the Council:

	Test done – Yes or No*
• Checking that books of account have been properly kept throughout the year	
• Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved and VAT is correctly accounted for	
• Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks	
• Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate	
• Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for	
• Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for	
• Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied	
• Checking the accuracy of the asset and investments registers	
• Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)	
• Year-end testing on the accuracy and completeness of the financial statements	
• (Optional) In addition to the above, I carried out the following relevant testing during the year which has been reported to the Council (use separate sheet if necessary):	

***Please provide explanations on a separate sheet whenever a 'No' response has been given**

On the basis of my examination, which is limited to the tests indicated above, in my view the Council's system of internal controls is/is not** in place, adequate for the purpose intended, and effective, and, where appropriate, I have made recommendations to the Council. [**delete as appropriate]

Signed (Internal Auditor) Date

Name

A suggested approach to internal audit testing

The Council's appointed internal auditor and the Council will together determine the scope and extent of testing of internal controls required in order that an adequate level of assurance may be obtained by the Council and for the internal auditor to be able to complete his/her Annual Report.

The ten key control tests identified in Section 4 of the Council's annual return, however, represent the likely minimum level of coverage required in all local councils. The following suggested testing of these key control areas, if carried out, documented and reported to the Council, should enable internal auditors to report their findings to the Council and complete their Annual Report. The frequency with which these tests are to be carried out, and the sample sizes to be used, will be a matter for the exercise of judgement. However, testing should always be kept in proportion to the likelihood of fraud, error or misstatement that could occur, and be related to the size and level of business activity of the council.

Internal Control	Suggested tests
Proper bookkeeping	<ul style="list-style-type: none"> • Is the cashbook maintained and up to date? • Is the cashbook arithmetic correct? • Is the cashbook regularly balanced?
a) Standing Orders and Financial Regulations adopted and applied; and b) Payments controls	<ul style="list-style-type: none"> • Has the Council formally adopted standing orders and financial regulations? • Has a Responsible Financial Officer been appointed with specified duties? • Have items or services above a de minimis amount been competitively purchased? • Are payments in the cashbook supported by invoices, authorised & minuted? • Has VAT on payments been identified, recorded and reclaimed? • Is s137 expenditure separately recorded and within statutory limits?
Risk management arrangements	<ul style="list-style-type: none"> • Does a scan of the minutes identify any unusual financial activity? • Do the minutes record the council carrying out an annual risk assessment? • Is insurance cover appropriate and adequate? • Are internal financial controls documented and regularly reviewed?
Budgetary controls	<ul style="list-style-type: none"> • Has the Council prepared an annual budget in support of its precept? • Is actual expenditure against the budget regularly reported to the Council? • Are there any significant unexplained variances from budget?
Income controls	<ul style="list-style-type: none"> • Is income properly recorded and promptly banked? • Does the precept recorded in the cashbook agree to the District Council's notification? • Are security controls over cash adequate and effective?
Petty cash procedures	<ul style="list-style-type: none"> • Is all petty cash spent recorded and supported by VAT invoices/receipts? • Is petty cash expenditure reported to each Council meeting? • Is petty cash reimbursement carried out regularly?
Payroll controls	<ul style="list-style-type: none"> • Do salaries paid agree with those approved by the Council? • Are other payments to the Clerk reasonable and approved by the Council? • Has PAYE/NIC been properly operated by the council as an employer?
Assets controls	<ul style="list-style-type: none"> • Does the Council keep an asset register of all material assets owned? • Are the Asset/Investments registers up to date? • Do asset insurance valuations agree with those in the asset register?
Bank reconciliation	<ul style="list-style-type: none"> • Is there bank reconciliation for each account? • Is bank reconciliation carried out regularly on the receipt of statements? • Are there any unexplained balancing entries in any reconciliation?
Year-end procedures	<ul style="list-style-type: none"> • Are year-end accounts prepared on the correct accounting basis (Receipts & Payments/Income & Expenditure)? • Do accounts agree with the cash book? • Is there an audit trail from underlying financial records to the accounts? • Where appropriate, have debtors and creditors been properly recorded?

PEMBROKE DOCK TOWN COUNCIL

SUPPLEMENTARY REPORT OF TOWN CLERK

5TH DECEMBER, 2002

Madam Mayor, Ladies and Gentlemen,

182. CLEDDAU BRIDGE PICNIC SITE

I enclose at Appendix "H" a copy of a letter from Mr. A. Allison, Community Development Officer, Pembrokeshire County Council concerning the manufacture and fitting of two replacement interpretation panels at the Cleddau Bridge picnic site. The Council is requested to consider paying for the fitting of the finished panels to their original positions, at a cost of £200 per panel.

Members' instructions are requested.

183. PLANNING APPLICATIONS

The following planning applications have been received for consideration by the Council:-

919/02	Mr. D.W. Jones 1 St. Mary's Road Pembroke Dock	26 Dimond Street - To extend "The Chicken Coupe" 24 Dimond Street into 26 Dimond Street for Take Away and 12 Seats (Hot and Cold Food)
931/02	Pembrokeshire County Council County Hall Haverfordwest	The Garrison Chapel, The Royal Dockyard - New 3 storey extension & glazed link to existing chapel Apse. Conversion of chapel interior to office use. New first floor mezzanine. Surrounding land for landscaping and parking.

931/02

Pembrokeshire County Council
County Hall
Haverfordwest

The Garrison Chapel, The Royal
Dockyard –
Demolition of original vestry/boiler
room and later C20 additions. New
3 storey extension consisting of
basement, ground and first floors
with 2 storey glazed link, conversion
to office use having new first floor
mezzanine.

T.R. EDWARDS

Town Clerk

APPENDIX "H"

Your ref
Eich cyfeirnod
My ref
Fy nghyfeirnod
Please ask for
Gofynnwch am
Telephone
Ffôn
Date
Dyddiad

AA/CRU/CBPS

A Allison

01437 775543
28/12/02

BRYN PARRY-JONES, M.A. (Oxon)
Chief Executive

Prif Weithredwr

R. BARRETT-EVANS, B.Sc. (Est. Man) MRICS
Director of Development

Cyfarwyddwr Datblygu

Pembrokeshire County Council,
County Hall, HAVERFORDWEST,
Pembrokeshire, SA61 1TP

Cyngor Sir Penfro,
Neuadd y Sir, HWLFFORDD,
Sir Benfro, SA61 1TP

DX 98295 HAVERFORDWEST
Telephone 01437 764551
www.pembrokeshire.gov.uk

DX 98295 HWLFFORDD
Ffôn 01437 764551



Cyngor Sir Penfro - Pembrokeshire County Council

- 2 DEC 2002

Mr T.R. Edwards (Clerk)
Pembroke Dock Town Council
Pater Hall
Lewis Street
Pembroke Dock
Pembrokeshire
SA72 6DD

Dear Mr. Edwards

Cleddau Bridge Picnic site

For some months now Pembrokeshire County Council has been refurbishing the equipment i.e. picnic tables, litter bins etc on this site. One of the issues raised by complaints from many members of the public was the condition of the interpretation panels.

Following lengthy research it was discovered that Pembrokeshire County Council was not responsible for fitting them, or the maintenance. However, because this is a well used site the council is prepared to have the signs re-drawn, because of the changes in the view since the originals were positioned, and we will cover the cost of manufacture.

The reason for writing, to you to ask if your council would consider paying for the fitting of the finished panels to their original positions? This will cost £200 per panel and there are two panels?

If I can be of any further assistance, please don't hesitate to contact me.

Yours sincerely

AF.Allison
Community Development Officer

