

	<i>Rate per hour</i>	<i>Rate per hour after 10.00 p.m. weekdays and all day Saturday, Sunday and Bank Holiday</i>
REFRESHMENT ROOM, AND KITCHEN FACILITY - GROUND FLOOR		
1. Coffee Mornings, Jumble Sales etc. (Minimum 2 hours)	£3.75	£5.25
2. Meetings of Societies, etc. (Minimum of 2 hours)	£3.75	£5.25
3. Private Parties, Receptions, etc. Admission by invitation only (Minimum 2 hours)	£7.25	£10.25
ENTERTAINMENT ROOM (FIRST FLOOR)		
1. Meetings of Societies, etc. (Minimum of 2 hours)	£3.75	£5.25
2. Private Parties, Receptions, etc. Admission by invitation only	£7.25	£10.25
FOYER		
1. Jumble Sales etc. (Minimum 2 hours)	£3.75	£5.25
SETTING-UP CHARGE	£4.75	£6.25
ADDITIONAL CHARGE FOR PROVISION OF BAR - £20.00		

PEMBROKE DOCK TOWN COUNCIL

PATER HALL HIRING CHARGES

FROM 1ST APRIL, 2001

	<i>Rate per hour</i>	<i>Rate per hour after 10.00 p.m. weekdays and all day Saturday, Sunday and Bank Holidays</i>
<u>MAIN HALL AND STAGE</u>		
1 Plays, Concerts and other events with a seated audience	£5.75	£8.25
2 Displays and other sporting events by any local organisation with a seated audience	£5.75	£8.25
3 Bazaars, Fetes, Flower Shows, Sales of Work Non-Trade Exhibitions, Exhibitions by Arts Clubs, etc.	£5.75	£8.25
4 Trade Exhibitions, Private Art Exhibitions, etc. where exhibits offered for sale	£5.75	£8.25
5 Meetings of Societies, Conferences, etc. (Minimum of 2 hours)	£5.75	£8.25
6 Private Parties, Receptions, Dances, etc. where no charge made for admission and admission by invitation only (Minimum of 4 hours)	£8.50	£11.25
7 Dances, Discos, etc. where charge made for admission (Minimum of 2 hours)	£12.25	£16.25
8 Discos for children under 12 years of age	£6.25	£8.25
9 Use of Stage for Rehearsals	£4.25	£5.50
10 Blood Donation Sessions	Nil	Nil
11 Evening Classes, Activities, etc. run on a commercial basis and charge made for participation	£10.25	£12.25
12 Retail One-Day Sales - Per Session 8.00 a.m. to 6.00 p.m. (£20.00 per hour)	£200 per day	£200 per day

PEMBROKE DOCK TOWN COUNCIL

SUPPLEMENTARY REPORT OF TOWN CLERK

4TH DECEMBER, 2003

Madam Mayor, Ladies and Gentlemen,

170. PLANNING APPLICATION

The following application has been received and is submitted for consideration by Council:-

22/03/AD	Friday-Ad Cleddau Bridge Business Park Pembroke Dock	Friday-Ad, Cleddau Bridge Business Park – Non illuminated signage
----------	---	--

171. PLANNING DECISIONS

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

287/02 – Rear of 5 Southampton Row – Erection of Dwelling – **Approved**
809/03 – 11 Charlton Place – Alterations and extension – **Approved**

T.R. EDWARDS

Town Clerk

FROM COUNCILLOR PHILIP GWYTHYR
MOTION TO INCREASE HIRING CHARGES

Hiring charges at the Pater Hall have not gone up for a number of years, although our costs have gone up every year with inflation. It currently costs almost forty thousand pound a year to operate the Hall and the letting income is £11,000.

Income does not even cover the wages of the caretaker and the cleaner.

I accept that the hall is run for the service of the townspeople and that we are not in the business of making a profit out of them. However, I feel we can adopt a more professional approach about this situation and increase our income. Nobody can object to annual inflation adjustments, but by not making a small annual increase, we are losing thousands of pounds. By not making changes annually, any eventual price increase then seems unusually high.

My proposal is to increase prices by the figures shown below (which are around 12%) from April 1st with letters sent now to give three months notice. Also to enforce the commercial rate (as stated on our current price list) on businesses using the Hall. Currently we charge businesses the same rate as the Arts Club, Panto Society, Scouts etc. and this is surely not right.

The Clerk should retain discretionary power as to *which* clubs he feels are running as businesses (weight watchers is a classic example – invoices go to head office which is not even in Wales!) However, the last thing we want to do is discourage small clubs who charge entry but are not making much profit.

PROPOSED ALTERATIONS ON HOURLY BASIS

CURRENT	PROPOSED	OVERTIME	PROPOSED
£3.75	UP TO £4.50	£5.25	UP TO £6.00
£5.75	UP TO £6.50	£8.25	UP TO £9.00
£6.25	UP TO £7.00	£8.25	UP TO £9.00
£7.25	UP TO £8.00	£10.25	UP TO £11.50
£8.50	UP TO £9.00	£11.25	UP TO £11.75
£10.25	STAY AT £10.25	£12.25	STAY AT £12.25
£12.25	STAY AT £12.25	£16.25	STAY AT £16.25
£200 per day	STAY AT £200 per day		

THE PRICES I HAVE PROPOSED TO STAY THE SAME ARE THOSE WHERE WE DO NOT ENFORCE THE BUSINESS RATE CURRENTLY. IT WOULD SEEM HARD TO START ENFORCING A BUSINESS RATE AND INCREASE IT AT THE SAME TIME

I do not think we should necessarily base our prices on what other halls charge, but it is worth noting the Leisure Centre charges £21 per hour for their Hall and St John's have just increased their prices to a more commercial level.

SECTION 3 – EXTERNAL AUDITOR'S CERTIFICATE AND OPINION

Certificate

We certify that we have completed the audit of the annual return of
Pembroke Dock Town Council/Meeting for the year ended 31 March 2003.

Respective responsibilities of the council and the auditor

The council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the council's accounting records for the year ended 31 March 2003; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External Auditor's report

(Except for the matters reported below)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission's requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

The Council has not undertaken and minuted a full risk assessment during the year. The council cannot evidence that a full review of all the risks facing the council has been assessed and appropriate action has been taken to safeguard against these risks.

HLB AV Audit Plc
Charter Court, Third Avenue
Southampton SO15 0AP

(continue on a separate sheet if required)

Other matters not affecting our opinion which we wish to draw to the attention of the council/meeting;

We have written to the Council concerning matters which came to our attention during our audit. The matter(s) raised do not affect our opinion but have been commented upon to assist the Council in improving their working practices, procedures or controls. Please see the attached separate sheet.

HLB AV Audit Plc
Charter Court, Third Avenue
Southampton SO15 0AP

(continue on a separate sheet if required)

External Auditor's signature HLB AV Audit Plc

External Auditor's name HLB AV Audit Plc Date 31/10/03

Charter Court, Third Avenue
Southampton SO15 0AP

Note

The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled *Statement of Responsibilities of Local Councils and their Auditors*.

LOCAL COUNCILS IN ENGLAND AND WALES

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2003

PEMBROKE DOCK TOWN COUNCIL MEETING

SECTION 1 – THE STATEMENT OF ACCOUNTS

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council and its income and expenditure, or properly presents receipts and payments, as the case may be, for the period ended 31 March 2003.

(Responsible Financial Officer) L.A. Vincent. Date 01/07/03

I confirm that these accounts were approved by the council and recorded as council minute reference

75.10. dated 24.7.2003 Signed on behalf of the above council

(Chair of meeting approving council's accounts) P. G. M. for council Date 24.7.03

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2003. See page 6 for guidance.

	Year ending		Notes and Guidance for Compilers
	31 March 2002 £	31 March 2003 £	
1 Balances brought forward	144,427	155,211	General: Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to the council's underlying financial records for the relevant year. Total balances and reserves at the beginning of the year as recorded in the council's financial records.
2 (+) Annual precept	76,900	80,700	Total amount of precept income received in the year.
3 (+) Total other receipts	14,480	18,073	Total income or receipts as recorded in the cashbook minus the precept.
4 (-) Staff costs	42,469	42,760	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses.
5 (-) Loan interest/ capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) Total other payments	38,127	47,471	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan/interest expenditure/payments (line 5).
7 (=) Balances carried forward	155,211	163,753	Total balances and reserves at the end of the year. (Must equal (1+2+3) – (4+5+6))
8 Total cash & investments	156,001	164,338	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets	746,655	844,167	The recorded current book value at 31 March of all tangible fixed assets owned by the council as recorded in the asset register.
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (usually PWLB).

PEMBROKE DOCK TOWN COUNCIL

REPORT OF FINANCIAL OFFICER

4TH DECEMBER, 2003

Madam Mayor, Ladies and Gentlemen,

21. AUDIT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH, 2003

The audit of the accounts has now been completed by HLB AV Audit. A copy of the Annual Return and the Issues arising from the Audit are attached at Appendix "A".

It would be appreciated if the Council would approve and accept the Annual Return in order that the Return and Notice of Conclusion of Audit can be displayed.

With regard to the issues raised by the Auditors, these are currently being dealt with by the Town Clerk.

22. PAYMENT OF ACCOUNTS

The following accounts are submitted for approval of payment:-

108	Pitney Bowes - Postage	£50.00
109	M. Roberts - Internal Audit (2nd Quarter)	£100.00
110	The Consortium - Materials	£102.29
111	The Performing Right Society - Royalties	£142.92
112	Mike Wainwright Electrics - Testing Electrical Sockets	£223.25
113	Hagemeyer - Lamps	£374.17
114	HLB AV Audit - Audit Fee	£411.25
115	Pembrokeshire County Council - Contribution - Bollards - Albion Square	£587.50

23. PATER HALL HIRING CHARGES

Attached at Appendix "B" is a copy of a Motion from Councillor P. Gwyther to increase the charges for the hire of Pater Hall.

Consideration is given annually to the level of hiring charges, usually when the precept requirement and Estimates are being considered. For a number of years Council has retained the charges at the current level. However, I must agree with Councillor Gwyther that with no increase having been made, not even to keep abreast with inflation, the charges are very low. It is necessary to bear in mind that there will be some disruption to regular users during the proposed upgrading of the Hall.

W.A. VINCENT
Financial Officer



Cyngor Sir Penfro - Pembrokeshire County Council

APPENDIX "C"

BRYN PARRY-JONES, M.A. (Hons)
Chief Executive
Pembrokeshire County Council,
County Hall, HAVERFORDWEST,
Pembrokeshire, SA61 1TP
DX 98295 HAVERFORDWEST
Telephone 01437 764531
Fax 01437 775394

R. BARRETT-EVANS, B.Sc. (Hons)
Director of Development
Cyfrangolwg Duthig
Cyngor Sir Penfro,
Newadd y Sŵ, HWILFORDD,
Sir Benfro, SA61 1TP
DX 98295 HWILFORDD
Telephone 01437 764531
Fax 01437 775394

LT/RMB/03/0787/PA

Mrs. L. Taylor

5371

20th November, 2003

Pembroke Dock Town Council,
Council Offices,
Pater Hall,
Pembroke Dock,
Pembrokeshire.
SA72 6DD

24 NOV 2003

Dear Sirs,

RE: 25 METRE COLUMN MAST AND EQUIPMENT CABIN - THE ROYAL DOCKYARD, PEMBROKE DOCK.

I refer to your consultation response on the above application. The comments which you made in the letter were taken into account before a decision was made on the application. Planning permission has been granted.

The applicants were aware of the public concern regarding the proximity of telecommunication masts to residential and community facilities. This concern had led them to discount other sites around the town and to focus upon a site within the Dockyard where land uses are more extensive and there is a low density of population. The application was accompanied by a certificate declaring conformity with ICNIRP public exposure guidelines. This guideline is stricter than that previously issued by the National Radiological Protection Board and the installation would, therefore, comply with the precautionary principles advocated by the Stewart Report. It was concluded that there were no grounds on which to argue that the proposal did not comply with government guidelines specifically adopted to protect public safety.

In accordance with County Council policy all properties within 250 metres of the site were notified of the application. One letter of objection was received from a private householder. This related more specifically to concern that the mast would detract from the appearance of the area and the objectives of the Townscape Heritage Initiative. This aspect was also considered in some detail in assessing the application.

Cont.....

Your ref
Eidd cyfrinod
My ref
Fy nglybfernod
Please ask for
Cofrestruwyd am
Telephone
Ffôn
Date
Dyddiad

2.

I hope this will help explain the background to the grant of planning permission.

Yours faithfully,

Lynda M Taylor

L. TAYLOR
SENIOR PRINCIPAL PLANNING OFFICER.

- 7 JUL 2003

01 July 2003

Mr T R Edwards

Clerk

Pembroke Dock Town Council

Pater Hall

Lewis Street

Pembroke Dock

SA72 6DD



Bobath Children's

Therapy Centre Wales

19 Park Road, Walsingham, Norfolk (G14 1BP)

Telephone (0203) 28521400

Fax (0203) 28521407

Canolfon Therapi Plant

Bobath Cymru

19 Heol y Ffyn, H. Iffwys, Walsingham, Cambridia (G14 1BP)

Ffôn (0203) 28521400

Ffôn (0203) 28521407

e-mail: info@bobathuk.co.ukwww.bobathuk.co.uk

Dear Mr Edwards

The support of Community Councils throughout Wales over the past few years has made a huge difference to the lives of many children who have cerebral palsy and I am appealing to you again this year to consider sending us a donation to help improve the quality of life to children from your community.

Cerebral palsy is caused by damage to a baby or young child's brain. This affects a child's ability to move and develop in the normal way and they may have great difficulty with simple everyday activities. For many of the children we treat simple tasks like talking, eating, getting dressed, playing with toys, sometimes even breathing are monumental chores.

Through combined physiotherapy, occupational therapy and speech and language therapy, Bobath therapy is capable of vastly improving the quality of the everyday lives of the children who need us and offers a real opportunity to maximise each child's potential to live a full and meaningful life; to help them sit up, move and communicate, to enjoy everyday activities, to play, learn and develop.

We rely on the generosity of our friends and supporters to enable us to make a difference to the children who need us. Please consider making a donation and help provide a better future to children in Wales who have cerebral palsy.

Yours sincerely

Tony Derbyshire
Chairman

Cymorth i Ddiodefwyr Dyfed Victim Support

31 OCT 2003



Co-ordinator: Pembrokeshire Branch

Alan Pearce, 1st Floor, Meyler House, St. Thomas Green, Havertfordwest, Pems. SA61 1QP

Telephone/Fax: 01437 763593

A Registered Charity No. 1015562

October, 2003

Dear Mr Edwards

I am writing once again to ask for the support of your Council in helping maintain much needed services for victims of crime. Last year Dyfed Victim Support contacted over 5,790 victims either by letter, telephone or by a personal visit and were offered or given emotional support and, where necessary, practical help.

The emotional and psychological effects of violence can continue long after the physical wounds have healed. Sexual assaults and burglaries can scar people's lives for years unless victims come to terms with what has happened to them and sometimes even friends and family are unable to provide the kind of non-judgmental understanding that the victim needs.

Dyfed Victim Support is a local charity and our service is free and confidential. Our trained volunteers visit victims at their homes, listen to the victim and offer reassurance that the strong feelings a victim can have are normal. They can offer practical help with insurance and compensation claims and can accompany a victim to court.

The scheme is partly funded by the Home Office but the grant will be reducing substantially over the next two years and is already insufficient to cover all our costs. Local fundraising is therefore crucial for us to maintain the current level of service, and to pay volunteers expenses.

We appreciate the demand made on Town and Community Councils for financial assistance but I am writing in the hope that your Council will consider a donation to support ongoing and new work with victims of crime. Should you need any further information or someone to address one of your meetings then please do not hesitate to get in touch with me.

With thanks and best wishes.

Yours sincerely,

Alan Pearce (Mr)
Co-ordinator.

Making a difference to children
who have cerebral palsy

Gwneud gwahaniaeth i blant
sydd â pharhys yr ymennydd

Town/Meirwng 100 The Bakers of Gloucester CV10
President/Dyfed: St. Helen's Lodge, 636, 100, FICA, F11, 11.0

Registered Charity/Chari gfreiddedig: 1010183

Company limited by guarantee

Canolfon i fforddys dyfed wales: 024616490

relate

building better relationships

APPENDIX "B"

adelladu perthynas well

Relate Mid and West Wales

Ty Merthyr
Little Water Street
Carmarthen
Carmarthenshire
SA31 1ER

Ty Merthyr
Heol Dwr Fych
Caerfyrddin
SA31 1ER

Appointments/Apwyniadau
01267 236737
Director/Cyfarwyddwr
01267 223156

November 2003

24 NOV 2003

Dear Mrs. Vincent,

To ensure Relate's vital Counselling service continues in the area, it is necessary to send out our annual appeal letter. We hope you will be able to support our work of enhancing family relationships and supporting people in avoiding the trauma of an unnecessary family or relationship breakdown.

Our confidential relationship counselling service is based at 12 locations across the four counties and Swansea providing over 63 sessions per week. In Pembrokeshire counsellors see clients at Haverfordwest and Pembroke Dock.

To ensure high standards are maintained in RELATE our counsellors attend regular supervision and case supervision groups. In a large rural area like ours, to maintain the service and standards, travelling costs are also high. Last year the service in Pembrokeshire alone required expenditure of £16,500.

I enclose an Annual Report and accounts. If you require further information or a speaker at one of your meetings, please do not hesitate to contact me. We would be grateful for any support you can give.

Yours sincerely,

Joyce Reed
Secretary, South Pembrokeshire Support Group
The Penthouse
Richmond House
The Croft
Tenby
SA70 8AP

*We are very grateful
for your support.
Thank you. JR.*

President/Llywydd
The Hon. Robin Lewis OBE
Registered Charity No. 506480
Blaen Cofrestrddig



ADRA YR EISTEDDFOD
A'R CELFYDDYDAU

CYFARWYDDWR: Siân Eirian
Swyddfa: Yrdd, Ffordd Llundain,
Aberystwyth, Ceredigion SY23 1EY
Ffôn: 01970 613110. Ffacs: 01970 626120.
E-bost: sareirian@urdd.org

SWYDDOG CELFYDDYDOL: Sheslagh Edwards
Swyddfa: Eisteddfod, Gweryll y'r Urd, Glandy, Llanuwchllyn, Y Bala, Gwynedd LL23 7ST
Ffôn: 01676 541013. Ffacs: 01676 540514.
E-bost: sheslagh@urdd.org

Ddirprwy Gyfarwyddwr: Heulyn Rees
Canolfan y'r Urd, Heol Corwy,
Caerdydd, CF11 9NT
Ffôn: 029 2080 3360. Ffacs: 029 2080 3351
E-bost: heulyn@urdd.org

SWYDDOG DATBLYGU
YRYS MON:
Siân Pritchard

WWW.URDD.ORG



17 SEP 2003

10 September 2003

Dear Clerk

You are probably aware that the Urdd National Eisteddfod will be visiting Ynys Môn next year and the local committees have been busily preparing for the visit of the festival for many years.

Over 100,000 visitors and 14,000 competitors from all parts of Wales are expected to descend on Ynys Môn for what is recognised as Europe's largest youth arts festival. The financial burden is very great with the festival now costing over £1,300,000 to stage and the local appeal itself is over £250,000.

This, therefore is an appeal to ask you to consider making a financial contribution to the success of the Urdd National Eisteddfod for 2004.

If you have any further enquiries please do not hesitate to contact me at the Aberystwyth office.

Thank you very much.

Yours sincerely

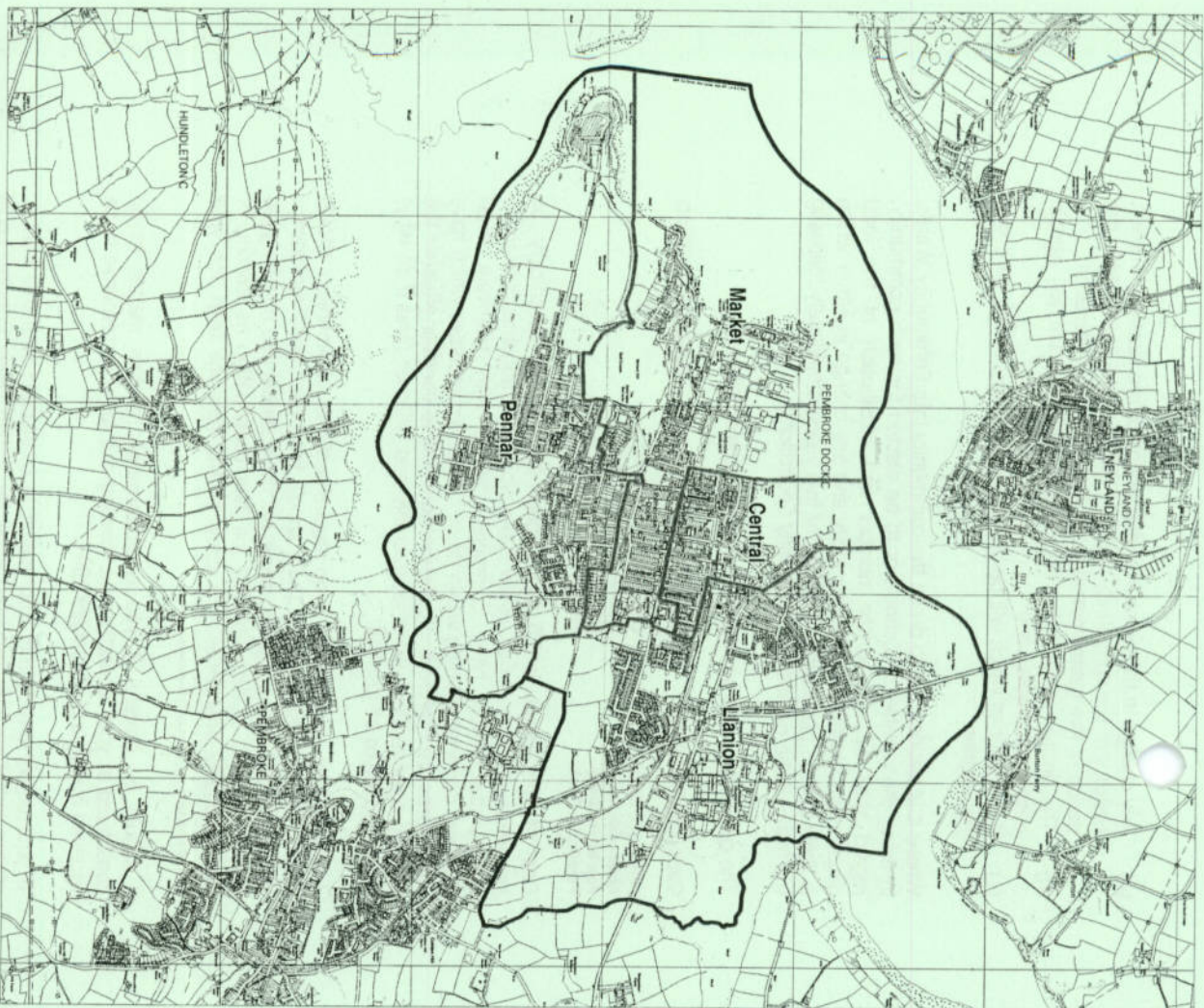
Siân Eirian

SIÂN EIRIAN
Director for the Eisteddfod and the Arts

APPENDIX

PROCEDURE FOR UNDERTAKING A REVIEW OF ELECTORAL ARRANGEMENTS FOR COMMUNITIES

1. The Council shall:-
 - Consult
 - (i) The Council of any Local Government area and the Police Authority for any Police area affected by the review, and such other Local Authorities and Public Bodies as appear to them to be concerned.
 - (ii) Any Bodies representative of staff employed by Local Authorities who have asked the Council to be consulted; and
 - (iii) Such other persons as they think fit.
 2. Take such steps as it thinks fit for securing that persons who may be interested in the review are informed of any draft proposals or recommendations, any draft of an Order under Section 57(4) or any interim decision not to make proposals or recommendations or any such Order and of the place or places where those proposals or recommendations or that Order or decision can be inspected.
 3. In particular, deposit copies of those proposals or recommendations or that Order or decision at the offices of any principal Council whose area may be affected thereby and require any such principal Council to keep the copies available for inspection at their offices for a period specified in the requirement.
 4. Take into consideration any representations made to them within that period.
 5. The Council may cause a local inquiry to be held with respect to any review carried out by it under Section 57(4) of the Act.



ELECTORAL REVIEW - COMMUNITIES

Community Council: Pembroke Dock

Community Wards: See Above Map

Scale : Scale 1:30000

Date: 3 November 2003

Produced by: Kris John

Pembrokeshire County Council
Cynghor Sir Penfro



Produced by Policy & Corporate Planning
County Hall, Haverfordwest
Pembrokeshire, SA61 1TP
Tel 01432 756551 - Fax 01432 756666

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Pembrokeshire County Council, Haverfordwest, SA61 1TP, UK.
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Cyngor Sir Penfro - Pembrokeshire County Council

APPENDIX "A"
 Bryn Parry-Jones, M.A. (Hon.)
 Chief Executive
 G. Huw James, BA
 Director of Support and Cultural Services
 Pembrokeshire County Council
 County Hall, Haverfordwest,
 Haverfordwest,
 Pembrokeshire, SA61 1TP
 DX 9625 Haverfordwest
 Tel: 01437 744551
 Fax: 01437 75383

RLJ/CAH/L377
 Robert Lewis
 Extension 5716
 17th November 2003

17th November 2003

www.pembrokeshire.gov.uk

Dear Mr. Edwards

19 NOV 2003

REVIEW OF ELECTORAL ARRANGEMENTS - COMMUNITY COUNCILS IN PEMBROKESHIRE

Section 57(4) of the Local Government Act 1972 imposes a duty on each principal Council in Wales to keep under review the electoral arrangements for the communities in their area, for the purpose of considering whether or not to make substantive changes in those arrangements and what changes, if any, to make. Any such principal Council may, if it thinks fit, make an Order giving effect to those changes.

The procedure to be followed in conducting any review under Section 57(4) is detailed in the attached document titled "Procedure for Undertaking a Review of Electoral Arrangements for Communities".

The County Council's Cabinet considered a Report on this matter at its meeting on 15th September 2003 when it was decided:

- (a) That a review of electoral arrangements for communities within Pembrokeshire be undertaken; and
- (b) That the required initial consultation procedure be undertaken.

Schedule 11 of the 1972 Act provides that in considering the electoral arrangements for a community having a Community Council, in further considering whether any such community is to be divided into Community Wards, regard shall be had to the questions whether -

- (a) The number or distribution of the local government electors for the community is such as to make a single election of Community Councilors impracticable or inconvenient; and
- (b) It is desirable that any area or areas of the community should be separately represented on the Community Council.

Where it is decided to divide any such community into Community Wards, in considering the size and boundaries of the wards and in fixing the number of Community Councilors to be elected for each ward, regard shall be had to -

- (a) Any change in the number or distribution of the local government electors of the community which is likely to take place within the period of five years immediately following the consideration;
- (b) The desirability of fixing boundaries which are and will remain easily identifiable; and
- (c) Any local ties which will be broken by the fixing of any particular boundaries.

Where it is decided not to divide the community into Community Wards, in fixing the number of Councilors to be elected for each community, regard shall be had to the number and distribution of the local government electors of the community and any change in either which is likely to take place within a period of five years immediately following the fixing of the number of Community Councilors.

The current electoral arrangements for your community are:-

Community/Town/City	Wards	Electorate	Number of Councilors
Pembroke Dock	Central	1204	3
Pembroke Dock	Llanion	1857	4
Pembroke Dock	Market	1213	3
Pembroke Dock	Pennar	2145	4

One of the issues which the County Council will specifically be considering as part of this review is the working arrangements in those communities which have Community Wards with relatively small numbers currently residing within them. Those communities which have such wards are therefore specifically requested to consider whether the existing arrangements work satisfactorily and whether (and if so why) they continue to be justified.

As you will be aware, there is no requirement that communities should be divided into wards at all. There should have been good reasons for the initial formation of existing wards but there should also now be good reasons related to demographics for their continuation as existing or with changed boundaries. A copy of the relevant map for your community is also enclosed.

I should be grateful if you would arrange for this matter to be considered at your Council's next meeting and for your response to be received by the end of January 2004.

If you require any further information in connection with this matter, please do not hesitate to contact either Mr. Robert Lewis, Principal Legal Executive on extension 5716 or myself on extension 5779.

Yours sincerely,

H.J. MILLER

Head of Legal and Committee Services



169. **PLANNING MATTER**

Application No. 03/0787/PA

25 Metre Column Mast and Equipment Cabin

The Royal Dockyard

Planning permission has been granted in respect of this application. I enclose at Appendix "C" a letter from the Senior Principal Planning Officer which explains the background to the grant of planning permission.

T.R. EDWARDS

Town Clerk

PART III – PLANNING

167. PLANNING APPLICATIONS

The following applications have been received and are submitted for consideration by Council:-

944/03	J. Thompson 10 Albany Street Pembroke Dock	10 Albany Street – Rear Extension
947/03	Celtic Homes Ltd., West Furzton Farm Maidenwells Pembroke	Plot D, St. Patricks Hill, Llanreath – Dwelling and detached garage
952/03	Mr. N. Bayliss Linney View Castlemartin Pembroke	29 Gwyther Street – First floor extension over existing single storey to provide bedroom and bathroom
955/03	Mrs. C. Hughes 6 Castle Street Pennar Pembroke Dock	6 Castle Street, Pennar – Conservatory to rear of dwelling and parking bay to front
967/03	Mr. & Mrs. Wilson 78 Bush Street Pembroke Dock	Plot 8 The Point, Pennar – Dwelling

168. PLANNING DECISIONS

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

576/03 – Former Mechanics Institute, Dimond Street – Change of use to museum and educational use (D1) – **Approved**

657/03 – 25 Albany Street, Bufferland – Removal of evergreen hedge and replace with rock face block wall to a height of 2 metres and capping stone – **Approved**

664/03 – 38 Meyrick Street – Change of use from shop and flat to commercial only – **Approved**

787/03 – The Royal Dockyard – 25m column and equipment cabinets for orange network – **Approved**

PART II - CORRESPONDENCE

164. RESEARCH STUDY INTO THE ROLE, FUNCTIONS AND FUTURE POTENTIAL OF COMMUNITY AND TOWN COUNCILS

I enclose, as a separate document, for Members' information a summary of a research study undertaken by the Institute of Geography and Earth Science at the University College of Wales, Aberystwyth.

The findings of the research project will form the Welsh Assembly Government's future policy development in relation to town and community councils.

This is an important report which makes significant and wide-reaching recommendations. Councils are urged to carefully consider the report and submit comments by the 27th February, 2004.

165. DONATIONS

The following requests for financial assistance have been received and are enclosed at Appendix "B."

(a) Relate, Mid and West Wales

The request is from the Secretary of the South Pembroke Support Group. Counselling sessions are held in Pembroke Dock. A donation of £50 was made in February, 2003.

(b) URDD National Eisteddfod

(c) BOBATH Children's Therapy Centre Wales

(d) Dyfed Victim Support – Pembrokeshire Branch

166. DYFED-POWYS POLICE – BUDGET FOR 2004/5

At the recent round of Community Consultative Committee Meetings a presentation was made regarding the budget outlook for 2004/05. Concern was expressed at the level of Council Tax that would need to be levied to maintain a standstill position for the Dyfed-Powys Police Force.

Representations have been made to all MP's and AM's representing the Dyfed-Powys area and a copy has been received, which is available for Members' inspection.

PEMBROKE DOCK TOWN COUNCIL

REPORT OF TOWN CLERK

4TH DECEMBER, 2003

Madam Mayor, Ladies and Gentlemen,

PART I - GENERAL

162. REVIEW OF ELECTORAL ARRANGEMENTS

I enclose at Appendix "A" a letter from Pembrokeshire County Council concerning community arrangements. The Cabinet has decided that in accordance with Section 57 of the Local Government Act, 1972 a review of electoral arrangements within Pembrokeshire be undertaken and that the required consultation procedures be undertaken.

The current electoral arrangements for Pembroke Dock are as follows:-

<u>Ward</u>	<u>Electorate</u>	<u>No. of Councillors</u>
Central	1204	3
Llanion	1857	4
Market	1213	3
Pennar	<u>2145</u>	<u>4</u>
	<u>6419</u>	<u>14</u>

Members are asked to decide whether there are any changes to the current arrangements which should be considered as part of the review. A response is requested by the end of January, 2004.

163. INFORMAL COMMUNICATION NETWORK MEETING

Members are reminded that the next informal communication network meeting will be held on Monday, 8th December, 2003 at 7.00 p.m. in the Council Chamber.

I shall be grateful if Members' will inform me as soon as possible if there are any specific matters to be discussed.

(f) East Llanion Shore – Depositing of Waste

Councillor P.G. Gwyther referred to the depositing of fridges, vans, etc. at the above location. Pembrokeshire County Council had undertaken a clean up in this area in the past but further clearance was required.

RESOLVED –

That Pembrokeshire County Council be requested to undertake clearance of items of waste deposited at the above location as soon as possible.

(g) Age Concern Pembrokeshire

Councillor Mrs. V.M.J. Roach reported that the funding of the Information Officer from Age Concern who attended the Yo Yo Centre on a limited basis had ceased. Age Concern employ a Welfare Benefits Officer who is able to assist in applying for benefits.

(h) Top Road/Memorial Park – Cycle Path

Councilor Mrs. V.M.J. Roach stated that Pembrokeshire County Council had provided galvanised protective baskets to prevent vandalism of the lights on the above path. The wooden entrance gate to the Memorial Park on the southerly end of Gwyther Street needed attention.

RESOLVED –

- (1) That Pembrokeshire County Council be congratulated on providing baskets on the lights to prevent vandalism on the above path.
- (2) That Pembrokeshire County Council be requested to undertake repairs to the wooden entrance to the Memorial Park as soon as possible.

(i) Furzy Bank – Street Lighting

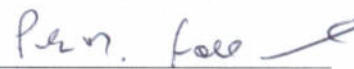
The Mayor reported that a light had been continuously lit for the last twelve months.

RESOLVED –

That Pembrokeshire County Council be requested to inspect and amend the light at the above location.

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

The Meeting terminated at 8.05 p.m.



Mayor.

(b) Townscape Heritage Committee

Councillor D.L. Jones referred to a recent meeting of the above Committee when the question of the relocation of grave stones at Upper Park Street was discussed. The matter is under consideration.

The possibility of a sculpture depicting life in Pembroke Dock was to be considered and any suggestions would be appreciated. It had been suggested that a sculpture of a riverter would be suitable.

(c) Queen Street/Gravel Lane – Junction

Councillor D.L. Jones referred to the appalling condition of the shrubs in the above area.

RESOLVED –

That Pembrokeshire County Council be requested to investigate the above complaint and take appropriate action to alleviate the problem.

(d) Street Sweeping/Dog Fouling – Front Street

Councillor D.L. Jones referred to the fact that the street sweeping undertaken in the above location is unsatisfactory and the dog fouling aspect not undertaken.

RESOLVED –

That Pembrokeshire County Council be requested to investigate the above complaint and take appropriate action to alleviate the problem.

(e) St. John Ambulance

Councillor K.C. Higgs stated that he a representative of St. John Ambulance, Pembroke Dock Division stated that they had submitted an application for a donation from the Council which had been approved subject to the submission of a balance sheet. They had not submitted the balance sheet and therefore had not received a donation.

The Town Clerk stated that it had been decided at a recent Tourism Committee to give the St. John Ambulance a donation in view of their attendance at the Winter Carnival to be held on the 13th December, 2003.

147. PATER HALL – BOOKINGS – UPGRADING

The Town Clerk reported that he had received a booking enquiry for a Wedding Reception for Saturday, 25th September, 2004. He had advised that he would report this matter to the next Council Meeting as there may be some disruption in respect of the usage of the Hall in 2004 due to proposed upgrading.

The Town Clerk further reported that he had been verbally advised that the ONE9T Committee who were organizing events to celebrate the Town's 190th Anniversary in 2004 would require the Hall over approximately six weekends in July-August, 2004. The question as to whether this Committee would be charged would have to be considered by Council.

Councillor Mrs. P.E.M. Folland declared her interest in the above matter and took no part in the discussion and did not vote.

RESOLVED -

- (1) That the Council decline the booking of a Wedding Reception on the 25th September, 2004 in view of the possible disruption during the upgrading of the Hall. The booking only to approved at the hirer's own risk if no other venue is found to be acceptable.
- (2) That a letter be sent out to hirers advising of the possible disruption during the upgrading of the Hall, when the timetable had been finalised.
- (3) That the possible booking by the ONE9T Committee be considered by Council when details were provided.

148. MATTERS RAISED VERBALLY

(a) Pater Hall – Upgrading

Councillor Mrs. V.M.J. Roach enquired as to whether any contingency plans were in place in the event of the Trust application for grants being unsuccessful as disabled adaptations to the Hall would have to be undertaken by October, 2004.

RESOLVED –

That the Town Clerk investigate the possibility of the Council submitting application for a loan from the P.W.L.B. as a contingency plan and report back to the next Council Meeting.

The Town Clerk requested that the following accounts be added to the list:-

116. Pitney Bowes – Postage	£50.00
117. Pembrokeshire County Council – Trade Refuse Bags	£140.62
118. Jewson Ltd. – Paint & Brushes	£74.50
119. The Festive Lighting Company – Christmas Decoration	£1,169.13
120. Completely P.C. – Floppy Disk Drive	£14.99
121. Hagemeyer – Reel and Light	£55.23
122. Llanion Glass – Glass and putty	£4.21
123. Pitney Bowes – Maintenance of postage meter	£11.74

PROPOSED by Councillor P.G. Gwyther

SECONDED by Councillor R.G. Watts

RESOLVED –

That account nos. 108 - 123 be approved for payment.

23. Pater Hall – Hiring Charges

The Financial Officer enclosed at Appendix “B” a copy of a Motion from Councillor P.G. Gwyther to increase the charges for the hire of Pater Hall.

Members were reminded that consideration is given annually to the level of hiring charges, usually when the precept requirement and Estimates were being considered. Council had retained the charges at the current level for a number of years.

The Financial Officer agreed with Councillor Gwyther that with no increase being made, not event to keep abreast with inflation, that the charges were very low. With regard to the proposed upgrading of the Hall, it was necessary to remember that there would be some disruption to regular users at this time.

(Councillor D.L. Jones declared his interest in the above matter and took no part in the discussion and did not vote.

RESOLVED –

That Councillor P.G. Gwyther re-submit the motion to increase the charge for the hire of Pater Hall and include business categories for the Entertainments and Refreshment Rooms for consideration at the Council Meeting to be held on the 8th January, 2004.

171. Planning Decisions

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

287/02 – Rear of 5 Southampton Row – Erection of Dwelling – **Approved**

809/03 – 11 Charlton Place – Alterations and extension – **Approved**

146. REPORT OF FINANCIAL OFFICER

21. Audit of Accounts for the Year Ended 31st March, 2003

The Financial Officer reported that the audit of accounts had now been completed by HLB AV Audit. A copy of the Annual Return and the Issues arising from the Audit were attached at Appendix "A" of the report.

It would be appreciated if the Council would approve and accept the Annual Return in order that the Return and Notice of Conclusion of Audit could be displayed.

With regard to the issues raised by the Auditors, these were currently being dealt with by the Town Clerk.

RESOLVED –

That the Council approve and accept the Annual Return for audit of accounts for the year ended 31st March, 2003.

22. Payment of Accounts

The following accounts were submitted for approval of payment:-

108.	Pitney Bowes – Postage	£50.00
109.	M. Roberts – Internal Audit (2 nd Quarter)	£100.00
110.	The Consortium – Materials	£102.29
111.	The Performing Right Society – Royalties	£142.92
112.	Mike Wainwright Electrics – Testing Electrical Sockets	£223.25
113.	Hagemeyer – Lamps	£374.17
114.	HLB AV Audit – Audit Fee	£411.25
115.	Pembrokeshire County Council – Contribution-Bollards – Albion Square	£587.50

168. Planning Decisions

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

576/03 – Former Mechanics Institute, Dimond Street – Change of use to museum and educational use (D1) – **Approved**

657/03 – 25 Albany Street, Bufferland – Removal of evergreen hedge and replace with rock face block wall to a height of 2 metres and capping stone – **Approved**

664/03 – 38 Meyrick Street – Change of use from shop and flat to commercial only – **Approved**

787/03 – The Royal Dockyard – 25m column and equipment cabinets for orange network – **Approved**

169. Planning Matter -

Application No. 03/0787/PA

25 Metre Column Mast and Equipment Cabin

The Royal Dockyard

The Town Clerk enclosed at Appendix “C” a letter from the Senior Principal Planning Officer which explained the background to the grant of planning permission in respect of the above application.

Councillor Mrs. V.M.J. Roach referred to the letter received from the Senior Principal Planning Officer which explained the background to and consideration given in respect of the above planning application. Concern was expressed regarding the fact that locating mobile phone masts in close proximity to residential/hotel areas was undesirable in view of a recent victory that compensation had been granted over the devaluation of properties.

RESOLVED –

That the Senior Principal Planning Officer be requested to submit comment in respect of the above decision.

145. SUPPLEMENTARY REPORT OF TOWN CLERK

170. Planning Application

The following application had been received and was submitted for consideration by Council:-

22/03/AD	Friday-Ad Cleddau Bridge Business Park Pembroke Dock	Friday-Ad, Cleddau Bridge Business Park – Non illuminated signage
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PROPOSED by Councillor K.C. Higgs
SECONDED by Councillor P. Weatherall

RESOLVED –

That the Council have no objection to the application.

947/03 Celtic Homes Ltd., Plot D, St. Patricks Hill, Llanreath –
West Furzton Farm Dwelling and detached garage
Maidenwells
Pembroke.

PROPOSED by Councillor R.G. Watts

SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED –

That the Council have no objection to the application
subject to the building levels of the dwelling not
overlooking other neighbouring properties.

952/03 Mr. N. Bayliss 29 Gwyther Street –
Linney View First floor extension over existing
Castlemartin single storey to provide bedroom and
Pembroke bathroom

PROPOSED by Councillor R.G. Watts

SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Council have no objection to the application.

955/03 Mrs. C. Hughes 6 Castle Street, Pennar –
6 Castle Street Conservatory to rear of dwelling and
Pennar parking bay to front
Pembroke Dock

PROPOSED by Councillor Mrs. C. Fortune

SECONDED by Councillor D. Brinn

RESOLVED –

That the Council have no objection to the application.

967/03 Mr. & Mrs. Wilson Plot 8 The Point, Pennar –
78 Bush Street Dwelling
Pembroke Dock

PROPOSED by Councillor Mrs. C. Fortune

SECONDED by Councillor D. Brinn

RESOLVED –

That the Council have no objection to the application.

RESOLVED –

- (1) That the Council contribute £50 to Relate, Mid and West Wales.
- (2) That Urdd National Eisteddfod be advised that they do not fall within the criteria of the Council's policy i.e. organisations based in Pembroke Dock.
- (3) That Bobath Children's Therapy Centre for Wales be advised that they do not fall within the criteria of the Council's policy i.e. organisations based in Pembroke Dock.
- (4) That Dyfed Victim Support – Pembrokeshire Branch be advised that they do not fall within the criteria of the Council's policy i.e. organisations based in Pembroke Dock.

166. Dyfed-Powys Police – Budget for 2004/5

The Town Clerk reported at a recent round of Community Consultative Committee Meetings that a presentation was made regarding the budget outlook for 2004/05. Concern was expressed at the level of Council Tax that would need to be levied to maintain a standstill position for the Dyfed-Powys Police Force.

Representations had been made to all MP's and AM's representing the Dyfed-Powys area and a copy had been received, which was available for Members' inspection.

167. Planning Applications

The following applications had been received and were submitted for consideration by Council:-

944/03	J. Thompson	10 Albany Street –
	10 Albany Street	Rear Extension
	Pembroke Dock	

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

RESOLVED –

That the Council have no objection to the application.

163. Informal Communication Network Meeting

The Town Clerk reminded Members that the next informal communication network meeting was to be held on Monday, 8th December, 2003 at 7.00 p.m. in the Council Chamber. Members' were requested to advise if they had any specific matters to be discussed.

It was submitted that the following matters be included for discussion at the above meeting:-

- (a) Planning issues
- (b) One Voice Wales/Pembrokeshire Association of Local Councils – County Councils views to be sought

164. Research Study into the Role, Functions and Future Potential of Community and Town Councils

The Town Clerk enclosed, as a separate document, for Members' information a summary of a research study undertaken by the Institute of Geography and Earth Science at the University College of Wales, Aberystwyth.

The findings of the research project will form the Welsh Assembly Government's future policy development in relation to town and community councils.

This is an important report which makes significant and wide-reaching recommendations. Councils are urged to carefully consider the report and submit comments by the 27th February, 2004.

RESOLVED –

That the above matter be deferred for further consideration at the Council Meeting to be held on the 29th January, 2004.

165. Donations

The Town Clerk reported that the following requests for financial assistance had been received and were enclosed at Appendix "B."

- (a) Relate, Mid and West Wales

The request is from the Secretary of the South Pembroke Support Group. Counselling sessions are held in Pembroke Dock. A donation of £50 was made in February, 2003.

- (b) URDD National Eisteddfod
- (c) BOBATH Children's Therapy Centre Wales
- (d) Dyfed Victim Support – Pembrokeshire Branch

142. MINUTES OF THE TOURISM COMMITTEE

PROPOSED by Councillor Mrs. V..M.J. Roach

SECONDED by Councillor P. Weatherall

RESOLVED –

That the Minutes of the Meeting held on the
11th December, 2002 be adopted as circulated.

143. MINUTES OF THE PATER HALL CHARITABLE TRUST SUB-COMMITTEE

PROPOSED by Councillor P.G. Gwyther

SECONDED by Councillor P. Weatherall

RESOLVED –

That the Minutes of the Meeting held on the
9th September, 2003 be adopted as circulated.

144. REPORT OF TOWN CLERK

162. Review of Electoral Arrangements

The Town Clerk enclosed at Appendix "A" a letter from Pembrokeshire County Council concerning community arrangements. The Cabinet had decided that in accordance with Section 57 of the Local Government Act, 1972 a review of electoral arrangements within Pembrokeshire be undertaken and that the required consultation procedures be undertaken.

The current electoral arrangements for Pembroke Dock are as follows:-

<u>Ward</u>	<u>Electorate</u>	<u>No. of Councillors</u>
Central	1204	3
Llanion	1857	4
Market	1213	3
Pennar	<u>2145</u>	<u>4</u>
	<u>6419</u>	<u>14</u>

Members were requested to decide whether there are any changes to the current arrangements which should be considered as part of the review. A response was requested by the end of January, 2004.

RESOLVED –

That the current electoral arrangements for
Pembroke Dock be confirmed and
Pembrokeshire County Council be advised
accordingly.

(f) Minute 127(143) – Local Elections, 2004

The Town Clerk stated that it had been reported by the Welsh Assembly that the local Elections would be held on the 10th June, 2004.

(g) Minute 127(149) Christmas/New Year, 2003

Councillor Mrs. V.M.J. Roach submitted that the Staff Christmas bonus should be increased from £25 to £30.

RESOLVED –

That the Staff Christmas bonus be increased from £25 to £30.

(h) Minute 128(158) - Kavanagh Court – Play Area

Councillor Mrs. V.M.J. Roach referred to the discussion at the last Council Meeting regarding play areas, and in particular that Councillors had taken exception to the remarks made in a letter from Pembrokeshire County Council that neither the Town Council or the Residents Association had any interest in the infrastructure at the Kavanagh Court play area.

It was agreed that it should be recorded that the Council take exception to the remarks by Pembrokeshire County Council.

(i) Minute 130 - National Park Authority – Relocation to Llanion Park

Councillor Mrs. V.M.J. Roach stated that together with Councillor R.G. Watts they visited the north block at Llanion Park on the 17th November and appreciated the informative tour of the building by Mr. P. Roach. The building had been restored to its former glory and had incorporated the needed modern technology .

Councillor R.G. Watts referred to the cannon which was situated on the front lawn at Llanion Park when it was the Offices of South Pembrokeshire District Council. When the Council Offices were closed the cannon had been relocated to the grounds of the Cleddau Bridge Hotel. As the Offices were to be re-opened it was submitted that the cannon should be returned to its former site.

RESOLVED –

That the Council request that the cannon situated at the Cleddau Bridge Hotel be returned to its former location i.e. Llanion Park.

(j) Minute 137 – Matters Raised Verbally

The Town Clerk reported that he had received acknowledgments from Pembrokeshire County Council in respect of the various matters raised at the Meeting by Council Members.

141. MATTERS ARISING FROM THE MINUTES

(a) Minute 126(a) – Unsociable Behaviour – Park Street and Queen Street CCTV Cameras

The Town Clerk reported that he had liaised with the Police to establish as to whether the cctv camera was required at Ferry Lane. The Police had advised that the provision of the camera at Ferry Lane was of strategic importance to the policing of Pembroke Dock.

RESOLVED –

That the provision of a cctv camera at Ferry Lane be confirmed.

(b) Minute 126(c) -Memorial Park – Clock

The Town Clerk reported that he had been advised by Mr. N. Bayley, Pembrokeshire County Council that the clock would be reinstated in the near future at the Memorial Park.

(c) Minute 126(h) – Hobbs Point – Weeds/Litter Bins

Councillor Mrs. V.M.J. Roach reported that the bin lids were now missing with only two bases remaining. No attention had been given to the weed problem and it was

RESOLVED –

That Pembrokeshire County Council be again requested to take appropriate action in the above matters.

(d) Minute 126(j) – North Street/Britannia Road – Wheelie Bin

The Mayor reported that the wheelie bin had been removed from the above location.

(e) Minute 127(142) – Pater Hall Community Trust

The Town Clerk reported that the registration of the Pater Hall Community Trust as a Company Limited by Guarantee had been signed by two Directors and had been sent to Companies House with the registration fee of £20.

The Town Clerk stated that he had discussed this matter with the Council's Internal Auditor who had submitted queries. The Town Clerk advised that he would request clarification on matters raised with the National Association of Local Councils.

At a Meeting of Pembroke Dock
Town Council held at Pater Hall,
Pembroke Dock on Thursday, 4th
December, 2003 at 6.30 p.m.

PRESENT:

Councillor Mrs. P.E.M. Folland, Mayor
Councillors, W.J. Davies,
D.T. Esmond, Mrs. C. Fortune,
Mrs. P.E. George, P.G. Gwyther,
K.C. Higgs, S. Perkins,
Mrs. V.M.J. Roach, R.G. Watts,
P. Weatherall

IN ATTENDANCE:

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

The Meeting was opened with Prayer.

138. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors D. Brinn and D.L. Jones.

139. MAYOR'S REPORT

The Mayor, Councillor Mrs. P.E.M. Folland informed the Council of her engagements since the last meeting.

140. MINUTES

PROPOSED by Councillor R.G. Watts

SECONDED by Councillor P.G. Gwyther

RESOLVED –

That the Minutes of the Meeting held on the
13th November, 2003 be adopted as circulated
subject to the following amendments:-