

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday, 17th February, 2005 at 6.30 p.m.

PRESENT:

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

IN ATTENDANCE:

T.R. Edwards, Town Clerk
Mrs. S. Lowen, Committee Clerk

The meeting was opened with Prayer.

165. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. P.E.M. Folland, Mrs. P.E. George, and D.L. Jones.

166. MINUTES

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED –

That the Minutes of the last meeting of the Council held on 27th January 2005 be adopted as circulated.

167. MATTERS ARISING FROM THE MINUTES

(a) Minute 159 (a) – Commercial Row – Reinstatement of Road Markings

The Town Clerk reported that an on-site meeting had taken place on 4th February 2005 with Mr. John Price and Mr. Robert Evans, Pembrokeshire County Council, County Councillor K. Becton, Councillor R.G. Watts and himself. The Officers agreed that there were problems due to the narrowness of the road. They agreed to return to the Council with plans after giving the matter of the road markings further consideration.

(b) Minute 159(b) – Pembroke Dock One9T Committee Hiring Charges

The Town Clerk reported that Mr. Bird has completed the accounts but would be



required to present them to the One9T Committee first. They would be available for the next meeting of Council.

(c) Minute 159(c) – Pembroke Dock Festival 2005

The Town Clerk reported that the Public Meeting held on 31st January 2005 had been very well attended. All those present were invited to a further meeting to be held on Monday February 28th at 7.30pm in the Entertainment Room, Pater Hall in order to discuss what events could be organised for the ten-day Festival.

(d) Minute 159(f) – The Louisa Saunders Trust

The Town Clerk reported that Councillor Mrs. J.M. Rees had accepted the invitation to represent the Council on The Louisa Saunders Trust.

(e) Minute 159(h) – Cannon

The Town Clerk reported that he had given a verbal reminder to the Cleddau Bridge Hotel regarding this matter.

(f) Minute 159(j) – Parking of Taxi's – Park Street/Queen Street

The Town Clerk reported that he had received a letter from the Planning Enforcement Officer, Pembrokeshire County Council which stated that both of the taxi companies concerned were currently being investigated in regard to any planning breach, but that the information was not open to public inspection due to the confidential information contained within the file. He also said that Planning do not have control of vehicles parking in the restricted areas within Park Street/Queen Street of the town, as this does not constitute a planning breach, but that illegal parking of vehicles in restricted areas is a matter that would be dealt with by the Police.

(g) Minute 201 – The Pater Hall Community Trust Lease and Sub-Lease

The Town Clerk reported that he had sent a copy of the sub-lease to the Charity Commission for advice as to whether the Trust needed permission for the disposition of the Pater Hall.

(h) Minute 202 – Proposed New Pembroke Power Station

Councillor S. Perkins reported that she had attended the presentation given by RWE n power in Pembroke Town Hall. They had promised that they would consult with the Town Council in due course.

(i) Minute 203, Speed Measurement, Military Road

The Town Clerk reported a letter from the Traffic Manager, Pembrokeshire County Council, which stated that a sample of speed was taken from 20th to 27th January to the west of the Phillips Lane junction. The 85 percentile speed towards the Golf Club was 33.1mph with 37.5mph in the opposite direction. The eastbound speed levels

should be at a level which would allow the Camera Partnership to approve a community concern site and a request had been made to the Partnership to consider the matter.

(j) Minute 163(a) – Dispensation – The Pater Hall Community Trust

The Town Clerk reported that he had prepared a letter for the Trustees requesting dispensation to speak and vote on matters concerning the Trust to send to the Monitoring Officer.

(k) Minute 163(c) – Community Safety Officers

The Town Clerk reported that he had invited Inspector I. Matthews to this meeting, but that he had apologised for not being able to attend due to work commitments. A copy of a letter from Divisional Commander Amphlett sent in reply to correspondence from County Councillor K. Becton was placed at the back of the room for Members' information.

168. NOTICE OF MOTION

Councillors K.C. Higgs and P. Weatherall declared their interest in this matter and left the Chamber.

Members had been requested to consider a Notice of Motion submitted by Councillors R.G. Watts and S. Perkins as follows:

- a) "To rescind the following resolutions from Town Council Minutes Meeting 22nd April 2004 Minute 19(4) which states:- That the Town Council make a donation of £500 to the ONE9T Committee, in respect of Pater Hall hiring charges
- b) That Council request payment from the ONE9T Committee of £409 relating to hire charges for the Pater Hall, and that the subject of any further donation be re-discussed when the ONE9T Committee Accounts are made available.

The latter refers to Council Meeting 29th January 2004 Minute 185 (1) which states: That the ONE9T Committee submit a request for financial assistance in respect of events to be held in Pater Hall, which would be deducted from any donation granted by the Council in the 2004/05 year."

Councillor Watts explained that the notice of motion had been submitted in order to clarify the situation regarding the hiring charges, which had been outstanding for some time, pending receipts of the One9T Committee Accounts. He said that any further donation could be considered on receipt of the accounts.

Councillor W. Rees requested clarification why Councillor Watts together with County Councillors S. Perkins and K. Becton had attended a meeting with the

Monitoring Officer. Councillor Perkins stated that they had arranged the meeting in order to clarify their own position under the Code of Conduct. Councillor Perkins apologised to the Town Clerk for not informing him of the meeting.

Following further discussion it was **RESOLVED** to

- a) Rescind Minute 19(4) of 22nd April 2004, which states
“That the Town Council make a donation of £500 to the ONE9T Committee, in respect of Pater Hall hiring charges
- b) That the Council request payment from the ONE9T Committee of £409 relating to hire charges for the Pater Hall, and that the subject of any further donation be re-discussed when the ONE9T Committee Accounts are made available.

The latter refers to Council Meeting 29th January 2004 Minute 185 (1) which states: That the ONE9T Committee submit a request for financial assistance in respect of events to be held in Pater Hall, which would be deducted from any donation granted by the Council in the 2004/05 year.”

There were 6 votes for the resolution, with 3 abstentions.

169. **REPORT OF THE TOWN CLERK**

211. **Appointment Of Mayor Elect 2005/2006**

The Town Clerk requested Members to give consideration to the appointment of the Mayor Elect for the year 2005/2006 in accordance with previous procedure.

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

RESOLVED –
That Councillor R.G. Watts be appointed Mayor
Elect for the year 2005/2006.

212. **Appointment Of Deputy Mayor Elect 2005/2006**

The Town Clerk requested Members to give consideration to the appointment of the Deputy Mayor Elect for the year 2005/2006.

PROPOSED by Councillor Mrs. J.M.Rees
SECONDED by Councillor D.Brinn

That Councillor S. Perkins be appointed
Deputy Mayor Elect for the year 2005/2006

PROPOSED by Councillor K.C. Higgs
SECONDED by Councillor W.J. Rees

That Councillor P. Weatherall be appointed
Deputy Mayor Elect for the year 2005/2006

Following a vote with the result of 6 votes to Councillor S. Perkins and 5 votes to Councillor P. Weatherall it was

RESOLVED –

That Councillor S. Perkins be appointed Deputy Mayor
Elect for the year 2005/2006.

213. Civic Function

The guest lists for the Civic Luncheon and Civic Dance were reproduced and attached at Appendix 'A' and Appendix 'B' respectively.

Following discussion it was agreed to hold a Civic Dinner at 6.00 for 6.30pm on Friday 20th May following the Mayor Making on 12th May.

RESOLVED -

That the guest lists for the Civic Luncheon and Civic Dance as submitted at Appendices "A" and "B" be approved subject to the following amendments:

Mr. Chris Morris, Chamber of Trade, Pembroke Dock and Mr. Walford Davies be added to Appendix "A", and any further amendments to be made by the next meeting of the Council.

214. Tsunami Appeal Website

Councillor S. Perkins apologised for not being able to present any further information regarding this website, but agreed to send out further information to Councillors in due course.

The Town Clerk reported a letter from Dr. M. Robinson, assistant to the S.T.A.R.T. Project Team. S.T.A.R.T. is a charity set up by local solicitor Paul Cowper to aid and rebuild the town of Tangalle in Sri Lanka. Dr. Robinson had requested the Council to send him a list of organisations in Pembroke Dock.

RESOLVED –

That a list of contacts for organisations in the Town be forwarded to Dr. Robinson.

215. Freedom Of Information Act 2000

The Town Clerk enclosed, as a separate document, information regarding this Act, from the Local Councils Advisory Service. Council adopted the model publication

scheme, which had been approved by the Information Commissioner, in December 2002.

216. Town Awards Scheme

Members were reminded that the closing date for nominations is 17th February 2005. Only two nominations had been received together with one held over from last year.

217. Hackney Carriage Stand – Meyrick Street

The Town Clerk enclosed at Appendix 'C' a letter from the Traffic Manager, Pembrokeshire County Council, regarding a request from local taxi firms to establish a Hackney Carriage stand on Meyrick Street. The suggestion was for a three space facility on the West side of the North end.

Following discussion it was:

PROPOSED by Councillor P. Weatherall
SECONDED by Councillor K.C. Higgs

RESOLVED –
That the Council supports 2 spaces for the
Hackney Carriage Stand on Meyrick Street.

218. National Assembly For Wales

The Town Clerk enclosed at Appendix 'D' details of a free visitor service to members of the public wishing to visit the Assembly in Cardiff Bay.

219. Rights Of Way Improvement Plan For Pembrokeshire

The Town Clerk enclosed at Appendix 'E' a letter from Pembrokeshire County Council containing details of a rights of way improvement plan to be prepared jointly by the County Council and the Pembrokeshire Coast National Park.

Comments were invited by 28th February 2005.

Councillor S. Perkins declared an interest in the Pembrokeshire Coast National Park.

220. Orange Bag Recycling Scheme

Following the presentation by the Waste Awareness Officer at the Council meeting on January 6th 2005, further details had been received regarding the kerbside collection of recyclables from householders in Pembroke Dock.

The launch will be on 20th June 2005. Householders will receive a postcard, information pack and the orange bags prior to the launch of the scheme. There will also be a Recycling Awareness Meeting in the Pater Hall on Wednesday June 15th at 7.00pm.

221. Pembrokeshire Conference for the over 50's

An invitation had been received from Pembrokeshire County Council to send a representative to the 2005 Conference to be held at the Queens Hall, Narberth on 15th March from 10.00am to 4.00pm. Further details were enclosed at Appendix 'F'.

**222. New Traffic Order
Disabled Bay - Laws Street**

The Town Clerk enclosed at Appendix 'G' a letter from the Traffic Manager of Pembrokeshire County Council regarding a proposal to provide a disabled parking space on the East side of Laws Street, outside the Doctors' Surgery. The letter asked for any comments to be made by March 11th 2005.

RESOLVED –

To agree with the proposal to provide a disabled parking bay.

223. Festivals And Events – Training Programme

Details had been received from PLANED of a training course commencing on February 23rd in Neyland. There is no charge for the course which will run for four consecutive Wednesday evenings from 6.45pm to 9.00pm. Subjects covered will include event planning, risk assessment, funding and licensing. Councillor R.G. Watts volunteered to attend the course.

224. Footpath, Treowen Road To Bufferland Terrace

The Town Clerk enclosed at Appendix 'H' a letter from the Rights of Way Unit of Pembrokeshire County Council regarding a request received to encompass the above detailed footpath within the curtilage of an adjoining plot.

Following discussion it was

RESOLVED –

That the Town Clerk send a letter to the Rights of Way Unit objecting to this proposal and reminding them that a formal request had been made that this footpath be adopted as a Right of Way.

225. Residents Parking – Gordon Street

The Town Clerk enclosed at Appendix 'I' a letter from the occupier of No.2 Gordon Street requesting that a residents parking scheme be introduced in Gordon Street. The Town Clerk had discussed the matter with the Traffic Manager who had asked him to obtain any comments from the Town Council before forwarding the request to the County Council.

RESOLVED –

That the Town Council has no objection to a residents parking scheme in Gordon Street, and that the request be forwarded to Pembrokeshire County Council.

**226. Arriva Trains Wales
Standard Pattern Timetable Response Document**

An updated version of this document, which will be going to the February 2005 National Timetable Conference had been received and was available for inspection.

The Town Clerk enclosed at Appendix 'J' details concerning South West Wales.

**227. Licensing - Transfer Of Public Entertainment Licence
Gwendolines Club, 53 Bush Street**

The Mayor, Councillor D.T. Esmond, declared his interest in this matter, took no part in the discussion and did not vote.

A copy of an application for the transfer of the public entertainment licence had been received. The applicants were Carl Beddis and Michael Rowe. The current licensee is Mrs. Jean Harrison. Any comments were requested by 25th February 2005.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED -
That the Council have no objection to the transfer
of the Licence in respect of the above premises.

**Transfer Of Justices' Licence
Bush Tavern, 65 Bush Street, Pembroke Dock**

A copy of an application for the transfer of a Justices' Licence had been received. The applicants were Michelle Brookes, David Lee, Allan Brookes, Louise Monk and Nicole Brookes. The current licensee is Allan Trevor Brookes.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED -
That the Council have no objection to the transfer
of the Licence in respect of the above premises.

**Renewal Of Bingo Licence
Top Ten Bingo Club, Queen Street**

A copy of a Bingo Licence renewal application had been received.

There had been no change in the premises or their layout or means of access to the premises since the licence was last renewed.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED -

That the Council have no objection to the renewal of the Licence in respect of the above premises.

**228. Donations
3rd Pembroke Sea Scout Group**

A letter from the Group Scout Leader was enclosed at Appendix K. The request was for financial assistance in connection with an educational trip to London in May.

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

RESOLVED -

That the Council make a donation of £100 to the 3rd Pembroke Sea Scout Group.

229. Planning Applications

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

04/1264/PA	LBS Builders Merchants Station Road, Llandeilo SA19 6NL	Plots 1,2 and 3 Waterloo Industrial Estate, Pembroke Dock – Change of use to Builders' Merchants
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Councillor S. Perkins declared her interest in this matter, took no part in the discussion and did not vote.

PROPOSED by Councillor K.C. Higgs
SECONDED by Councillor P. Weatherall

RESOLVED -

That the Council have no objection to the application

04/1275/PA	Hallmark Homes Site Office Lavinia Drive Pembroke Dock	Site of Former Borough Football Clubhouse, London Road, Pembroke Road – Construction of 26 No. Flats for Private Domestic Use
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PROPOSED by Councillor P. Weatherall
SECONDED by Councillor K.C. Higgs

RESOLVED -

That the Council recommend refusal on the grounds of over-development and out of keeping with the area.

04/1291/PA Mr. S. Woolley Plot 25 The Point, Pennar Park,
7 Hatherleigh Road Pembroke Dock – New residential
Abergavenny, dwelling
Mon. NP7 7RG

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

RESOLVED –

That the Council have no objection to the application

230. Planning Decisions

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

- 04/0876/PA 14, Pembroke Ferry, Pembroke Dock – Extension to first floor -
Refused
- 04/0931/PA Junction of Military Road and Stranraer Lane, Pennar – Installation of
Postman Security Containers – **Approved**
- 04/1101/PA 21 Lewis Street, Pembroke Dock – Shower room extension onto
existing extension for disabled occupancy - **Approved**
- 04/1116/PA The Alma Inn, Bufferland Terrace, Pembroke Dock – Lounge
extension – **Approved**
- 04/1118/PA 1 Lewis Street, Pembroke Dock – Demolish existing 2 No. garages and
erect 1 No. Dwelling – **Refused**
- 04/1169/PA Friday Ad, Cleddau Bridge Business Park, Pembroke Dock – Proposed
awning to protect existing generator to call centres - **Approved**
- 04/1181/PA 15 Trinity Road, Pembroke Dock – Boundary wall for child safety at
child minding business – **Approved**

170. SUPPLEMENTARY REPORT OF THE TOWN CLERK

231. Town Award Scheme

Councillor P. Weatherall declared his interest in this matter, and left the Chamber.

The Town Clerk reminded Members that today was the closing date for nominations. Five nominations had been received and details were enclosed at Appendix 'L'.

Members were requested to consider the nominations and decide when and where the Awards would be presented.

Councillor Gwyther requested an additional nomination be considered.

RESOLVED –

To defer consideration of the nominations until the next Council Meeting on 10th March 2005.

232. Licensing

The Mayor, Councillor D.T. Esmond, declared his interest in this matter, took no part in this discussion and did not vote.

Transfer Of Justices' Licence

The Shipwright, 2 Front Street, Pembroke Dock

A copy of an application for the transfer of a Justices' Licence has been received. The applicants are Keith Crawford, Susan Crawford, Jonathan Crawford, Victoria Crawford and Michael Murphy.

The current licensees are Michael Murphy and David Crew.

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

SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Council have no objection to the transfer of the Licence in respect of the above premises.

233. Donations

The following applications had been received and were enclosed at Appendix 'A'

a) Mark Evans, 5 Queen Street

Mark is a member of the Welsh Fencing Squad and recently fenced in the British Championship. He is going to Ireland later this month to represent Wales in a three day international.

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

SECONDED by Councillor Mrs.C. Fortune

RESOLVED –

That the Council make a donation of £100 to Mark Evans

b) TS Warrior, Pembroke Dock Sea Cadet Unit 617

The request was for a donation towards the cost of running the unit. A copy of the latest balance sheet had been received.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs.C. Fortune

RESOLVED –

That the Council make a donation of £100 to
TS Warrior, Pembroke Dock Sea Cadet Unit 617

234. Planning Applications

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

04/1304/PA	Mr. K. Bray The White Hart Inn 3 Pembroke Street, Pembroke Dock	No. 1 Pembroke Street, Pembroke Dock – Change of use from shop to bistro
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PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs.C. Fortune

RESOLVED –

That the Council have no objection to the application.

04/1305/PA	Mrs. M. Thomas Sea Breeze, Picton Place, Pembroke Dock	Sea Breeze, Picton Place, Pembroke Dock - Variation of Condition 3 (01/497/PA
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PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor Mrs. C. Fortune

RESOLVED –

That the Council have no objection to the application.

04/1307/PA	Mr. P. Bolwell, 19 Ridgeway, Newport NP20 5AG	Land adjacent to 1 Sunderland Avenue, Pembroke Dock – New 2 storey dwelling
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PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor K.C. Higgs

RESOLVED –

That the Council recommend refusal on the grounds
of no off-road parking being provided.

235. Planning Decisions

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

04/1139/PA Land to side of Master Gunners Quarters, Victoria Road, Pembroke Dock – One Dwelling – **Refused**

171. REPORT OF THE FINANCIAL OFFICER

31. Payment of Accounts

The Town Clerk requested that account No. 144 - Jewson Ltd. be increased to £81.09.

The following accounts were submitted for approval of payment:-

144 Jewson Ltd. – Materials	£81.09
145 The Consortium – Materials	£115.38
146 Gasforce Ltd. - Maintenance of Boiler	£270.30
147 Pitney Bowes – Maintenance	£11.74
148 Modern Print – Photocopying	£23.39
149 Pitney Bowes - Postage by Phone	£50.00
150 Donation - Lucy and Jason Scourfield	£200.00
151 Pitney Bowes - Replacement Ink Cartridge	£100.40
152 Newey & Eyre – Materials	£74.89

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

RESOLVED –

That account Nos. 144-152 be approved for payment.

32. Transfer To Imprest Account

The sum of £3,658.96 was transferred to the Imprest Account in respect of Salaries, Wages, Tax and N.I. paid during the month of January, 2005.

172. MATTERS RAISED VERBALLY

(a) Telephone Box – Junction of Treowen Road and Military Road

Councillor D.Brinn reported that the residents of Military Road had requested the removal of the Telephone Box at the above location which attracted crowds of youths at all hours. He said that the removal of this Box had been previously agreed by BT and requested the Town Clerk check the relevant minutes. He also suggested that the Town Clerk write to the Police stating the problem and ask them to increase their patrols in this area.

RESOLVED –

- (1) That the relevant minute regarding the payphone be checked.
- (2) That the Town Clerk write to the Police, requesting increased patrols in the area.

(b) Pavement Crossing – 2, Llanion Cottages

Councillor P. Weatherall reported that he had been approached by residents in Llanion Cottages regarding the pavement crossing, which had no slopes but steps. Councillor S. Perkins said that she would ask for an on-site meeting.

(c) Matters Raised Verbally

Councillor W.S.Rees questioned the status of 'Matters Raised Verbally' and suggested that items should be sent in advance for inclusion on the Agenda, and that items not sent in advance should be included for discussion at the Mayor's discretion.

PROPOSED by Councillor W.S. Rees
SECONDED by Councillor K.C. Higgs

RESOLVED –

That items for the Agenda should be sent in advance, and that items not sent in advance should be included for discussion at the meeting at the Mayor's discretion.

(d) Community Safety Officers

Councillor Mrs. J.M. Rees requested that the Town Clerk invites the new or acting Inspector of Pembroke Dock to the next Council Meeting in order to address queries and concerns regarding this matter.

(e) Parking – Rear of London Road

Councillor K.C. Higgs reported that a resident of London Road had complained about the condition of the area of land behind London Road running down to the former ambulance station site. He requested that enquiries regarding ownership of the land be made.

(f) National Health Service Dentists – Pembroke Dock

Councillor Mrs. V.M.J. Roach reported that there was great concern regarding the recent decision of the Queen Street practice to cease treating NHS patients, and that there is now no NHS dentist in the Town. She requested that the Town Clerk write to the Local Health Board and Pembrokeshire Community Health Council expressing this concern and asking what efforts were being made to provide NHS dental facilities in Pembroke Dock.

(g) **Pembroke Dock Community Website**

Councillor Mrs. C. Fortune reported that an unauthorized banner had appeared on the above website. Councillor P.G. Gwyther said that this had been removed immediately and the matter had now been resolved.

(h) **Stranraer Road, Pembroke Dock**

Councillor Mrs. C. Fortune reported that she had received complaints concerning the condition and general appearance of the Stranraer Road area. Although the road is now one-way, because of vehicles parked on the road, passing vehicles have to mount the grassed area which is becoming very cut-up. She requested that the Town Clerk inform Pembrokeshire County Council of the current situation and request as to whether there are any plans to widen the road and provide parking facilities or passing places.

(i) **Area Liaison Forum**

Councillor R.G. Watts reported that he had attended the Area Liaison Forum at Pembroke Town Hall on Monday 7th February 2005. He reported a number of issues which had been raised, including the replacement of the cobbled setts in the Town. The next Forum will be held in September 2005, in the Pater Hall.

(j) **Parking – Pembroke Dock**

The Mayor, Councillor D.T. Esmond, felt that the Asda store coming to Pembroke Dock would exacerbate the parking problems within the town

He requested that the Town Clerk should write to the Traffic Manager requesting an on-site meeting as a matter of urgency and also that the matter be placed on the Agenda for the next meeting.

173. **PRIVATE AND CONFIDENTIAL REPORT**

(1) **Town Clerk – Retirement**

The Town Clerk informed Members of his decision to retire from his post on May 31st 2005. He recorded his appreciation to Councillors and staff for their assistance during his employment with the Council.

Enclosed at Appendix 'A' was a copy of the Job Description for the post of Town Clerk. Members were ask to note the following:-

- a) Since the formation of the Pater Hall Community Trust, the Town Clerk had been acting as Company Secretary. He thought that this should now be included in the Job Description, together with some other amendments as the Trust will be running the Pater Hall from April 1st 2005.



- b) Currently the post is on a salary scale of spinal column points 20-25. The Financial Officer is on the same scale. In accordance with the guidelines of the National Joint Council for Local Government Services, the salary scale for a Council with a population of 5001-10000, is recommended to be spinal column points 22-27.

The Town Clerk asked if Members would consider this matter in respect of the current and future post-holders.

Following discussion it was

RESOLVED –

- (1) In view of the additional work in connection with the Pater Hall Community Trust, the post of Town Clerk (including Company Secretary of the Trust) be advertised at 25 hours per week, on a salary scale of spinal column points 22-27.
- (2) That the present Town Clerk and Financial Officer be paid on the salary scale of spinal column points 22-27.
- (3) That the present Town Clerk be paid an additional 10 hours per week from February 21st 2005 in view of the additional work involved in preparing for the commencement of the Pater Hall Community Trust and the submission of grant aid applications.
- (4) That the Mayor and Deputy Mayor meet with the Town Clerk to discuss the amendments to be made to the Job Description for the post of Town Clerk.

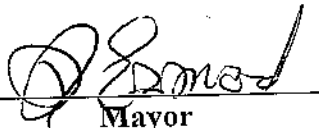
2) Attendance at meetings – time off in lieu
Mrs. S. Lowen – Committee Clerk/Secretary

The Town Clerk had received a request from Mrs. Lowen to take time off in lieu of being paid for attending the regular Council Meetings.

RESOLVED –

That Mrs. Lowen takes time off in lieu of being paid for attending the regular Council Meetings subject to it being taken at times convenient to the office.

The meeting terminated at 8.40pm


Mayor