

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday, 22nd September, 2005 at 6.30 p.m.

PRESENT:

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

IN ATTENDANCE:

Ian. Jones, Town Clerk
Mrs. S. Lowen, Committee Clerk

The meeting was opened with Prayer.

72. APOLOGIES FOR ABSENCE

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

73. MID AND WEST WALES FIRE AND RESCUE AUTHORITY'S RISK MANAGEMENT PLAN

The Mayor welcomed Senior Divisional Officer Paul Bates to the meeting who discussed the Mid and West Wales Fire and Rescue Authority's Risk Management Plan and answered Members' questions, particularly with regard to staffing and equipment.

He said that the Authority had identified those sections of the community where the fires were taking place,e.g. the elderly, lone parent families, people with substance misuse problems, and were carrying out audits and supplying smoke alarms and speaking to the community in order to prevent fires occurring in the first place.

Following further discussion of staffing in Haverfordwest and the effect this would have on call-out times, fire officer training at sea, equipment being installed, he thanked Members for giving him the opportunity of speaking to them and said that he would be pleased to come again in the future if they so wished.

74. MINUTES

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. P.E.M. Folland

RESOLVED –

That the Minutes of the last meeting of the Council held on 1st September 2005 be adopted as circulated subject to the following amendments:

Minute 65(b) – Minute 84 – The Pump House – Criterion Roundabout, Pembroke Dock

The Proposer and Seconder of the original proposal should read as follows:

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

That the Town Council would not take over
responsibility for the Pump House.

The record of the voting should read:

For the Amendment	5 votes
Against the Amendment	3 votes

75. MATTERS ARISING FROM THE MINUTES

(a) Minute 66(a) – Planning Applications – 05/0323/PA – Ridgeview Close

The Town Clerk reported that he was still awaiting a reply from Pembrokeshire County Council regarding this matter, and that they had, as previously reported, failed to meet their 14-day response target.

(b) Minute 102 – Land to the East of Lower Pennar Dairy

The Town Clerk reported that he was still awaiting a reply from Pembrokeshire County Council regarding this matter, who had failed to meet their 14-day response target.

(c) Minute 104 – Provision of Public Toilets

The Town Clerk reported that he had written to Pembrokeshire County Council and was awaiting a reply.

(d) Minute 109 – Pembrokeshire Community Health Council – Draft Primary Care Estates Strategy 2006-2016 Formal Consultation

Councillor S. Perkins reported that only one member of the public had attended this meeting, and it was hoped that the meeting could be re-arranged so that the cut-backs at South Pembrokeshire Hospital could be discussed. Mrs. Jenny Bowen had agreed to attend the next Town Council meeting on 13 October to address members about the development work at South Pembrokeshire Hospital.

(e) Minute 111 – Research on Accommodation Needs of Gypsy-Travellers in Wales

The Town Clerk reported that he had written to individual Councillors about the accommodation needs for gypsy-travellers so that he could reply by 30th September. The research concerned those gypsy-travellers:

- (i) who stay in the area for a few weeks and then move on;
- (ii) who have settled down in the area.

The Town Clerk asked Members to write to him with their comments so that he could send a response.

(f) Minute 112 - Commemoration of Trafalgar Day

With regard to the Minutes of the comments concerning the Cemetery, Councillor Mrs. J. Rees reported that she had received some phone calls regarding Park Street Cemetery which had mentioned the possibility of part of it being turned into a car park.

Councillor S. Perkins requested that the Town Clerk should write to Pembrokeshire County Council asking whether this information is correct.

Councillor R.G. Watts informed Members that there would be a Drumhead Service in the Cemetery to commemorate Trafalgar Day on 23rd October 2005, which had been organised by the Royal Naval Association.

(g) Minute 113 – Visit of Teachers from Latvia, Denmark and Ireland

Councillor R.G. Watts reported that a Civic Reception would be held on Friday 30th September in the Council Chamber for the visiting teachers from Latvia, Denmark and Ireland.

76. REPORT OF THE TOWN CLERK

123. Update Of Standing Orders

The Town Clerk advised that this would take longer to complete than originally envisaged because the original Standing Orders were not held by the computer system. The draft would be presented at the next meeting to be held on 13 October. He apologised for the delay but they would be issued as soon as they had been completed so that members would have time to comment on their content.

124. Pembroke Dock Town Council Bank Accounts

The Town Clerk advised that he and the Finance Officer, Mrs. A. Vincent, had been looking at ways of streamlining the Town Council accounts. At present the following accounts were held:-

Current Account where signatures to the account were two out of four council members.

Imprest Account (Payments of Tax, NI, Salaries or Wages) – one signature, this being the Financial Officer.

Tourism Committee (Items of expenditure relevant to promotion of town) – two signatures – the Chairman of Tourism Committee and Town Clerk.

Business Premium – Reserve Account) Transfers to other Town Council Accounts
Reserve Account) via Financial Officer

Section 150(5) of the Local Governmental Act 1972 states “Every cheque or other order for the payment of money by a parish or community council shall be signed by two members of the Council”.

He advised that the Guidance provided by the Society of Local Council Clerks and National Association of Local Council stated:-

“..... once the invoices have been approved, cheques or any other order for payment must, by law, be signed by two members of the council. In addition to the members signing the clerk or responsible financial officer may also be required to sign cheques or other similar bank instructions. Cheques should only be released once confirmation has been received that adequate funds are available. Payments should be reported to the next council meeting.”

In the light of the above guidance and the fact that the Town Council has a computerised accounting system the Town Clerk suggested that we review our current procedures and operate only three accounts, viz:-

- 1) Current Account – two signators out of four councillors
- 2) Deposit Account
- 3) Business Premium Account

Transfers between the three accounts could be arranged by the Finance Officer/Town Clerk only.

Budget allocations to the Tourism Committee could be monitored using the existing income/expenditure headings on the computerised accounting system.

He advised that as stated in his last report to Council on 1st September there would be a formal budget report on a quarterly basis starting November 2005. This would enable members to monitor income and expenditure effectively.

Bank Balances at 31st August 2005

Current Account	£14,795.53
Imprest Account	£1,428.39
Premium Account	£6,972.49
Reserve Account	£35,412.24
Tourism Account	£1,781.99

Since that date 2nd instalment of precept received £32,924.50.

Following discussion, it was

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor Mrs. V.M.J. Roach

RESOLVED-

That the Town Council operate three accounts:

- 1) Current Account – two signators out of four councillors
- 2) Deposit Account
- 3) Business Premium Account

125. Town Council Memorabilia

The Town Clerk advised that he had performed a stock take of items on 25 August 2005 details of which were given below:-

Pembroke Dock Town Council Silver Medals	8	(Medals Nos.13,14,15,16,17 & 18 Nos. 6 and 8 damaged
Pembroke Dock Town Council Ladies Scarves	14	
Pembroke Dock Town Council Blazer Badges	8	
Pembroke Dock Town Council Ties	65	
Pembroke Dock Town Council Golden Jubilee Mugs	4	
Pembroke Dock Town Council Sunderland Plates	5	
Pembroke Dock Town Council Slate Shields	21	
Pembroke Dock Town Council Ordinary Shields	22	
Pembroke Dock Town Council Oval Lapel Badges	12	
Pembroke Dock Town Council Round Lapel Badges	300	
Picture/Photo frames	3	
Books – P.D. Days	164	
Books – Tales of Old P.D.	6	
Millenium Plates	11	
Bookmarks	4	

126. Lighting In Town Council Offices

The Town Clerk advised that the current lighting in the two offices was insufficient for staff using computers and did not meet the requirements of current good practice specifications. He requested that Council authorised the replacement of the current fluorescent lighting so that it met an adequate standard as required by Health and Safety Legislation.

PROPOSED by Councillor D.T. Esmond

SECONDED by Councillor S. Perkins

RESOLVED-

That the Council authorise the replacement of the current fluorescent lighting in the two offices.

127. Update On Vandalism/Anti Social Behaviour In Pennar

The Town Clerk reminded Members that at the Council's last meeting, at which Police Sergeant Evans attended, concern was expressed about Police response times to incidents etc. Councillor Mrs. C. Fortune updated members on subsequent developments. She reported that a police representative had once again been invited to a recent community meeting, but had failed to attend because they had been required to attend at Texaco. She advised that meeting were held on the second Tuesday of every month in the Sherlock Holmes Inn, Pennar.

She advised that there were concerns that youths were congregating by a wall, drinking alcohol, which had led to anti-social behaviour.

There was a discussion as to whether the Town Council could request that a bye-law be passed which would prohibit alcohol being drunk in public at a particular location.

Councillor S. Perkins requested that a letter be sent to Pembrokeshire County Council asking for clarification as to whether a bye-law could be passed in this location.

128. Premises Licence Under The Licensing Act 2003

Councillor D.T. Esmond declared an interest in this matter and took no part in the discussion.

The Town Clerk reported that at the last meeting he had been unable to obtain full details from Pembrokeshire County Council about the applications. He had now obtained the necessary information following a visit on Tuesday 13 September:-

(a) PRINCE OF WALES, LAWS STREET, PEMBROKE DOCK

The Town Clerk understood that the County Council had rejected and returned this application. A New Licence from November 2005 would now have to be applied for.

(b) STATION INN, HAWKSTONE ROAD, PEMBROKE DOCK

The Town Clerk advised that the County Council had rejected and returned this application. A New Licence effective from November 2005 would now have to be applied for.

(c) TESCOS STORES LTD., LONDON ROAD, PEMBROKE DOCK

The Town Clerk advised that this application related to the sale of alcohol off the premises during the period 0001-0000hrs Monday to Sunday. The premises would however only be open on Sundays from 1000-1600hrs to comply with Sunday Trading Legislation.

(d) ALMA INN, BUFFERLAND TERRACE, PEMBROKE DOCK

Councillor S. Perkins declared a non-pecuniary interest in this matter and took no part in the discussion.

This application concerned the following activities and hours:-

Sale of Alcohol (On-Off the Premises)

Monday – Sunday 1000 – 0130hrs with Closure of Premises at 0200hrs

Late Night Refreshment (Hot Drinks or Food)

Monday – Sunday 2300-0130hrs

Films (Recorded Videos)

Monday – Sunday 1000-0100hrs

Indoor Sports (Pool and Darts)

Monday – Sunday 1000 – 0100hrs

Live Music Indoors (3 performances a year, family type entertainment)

Monday – Thursday and Sunday 1000-2330

Friday and Saturday 1000-0330

Recorded Music

Monday – Sunday 1000 – 0100

Dance (Indoor – Lounge Bar)

Monday – Sunday 1000 – 0100

Quiz or Comedian

Making Music and Dancing

Monday – Sunday 1000 – 0100

The Public House currently holds a Children's Certificate and requested that this was transferred to new Licence.

(e) PEMBROKE HAVEN YACHT CLUB, HOBBS POINT, PEMBROKE DOCK

This application covered the following:-

Alcohol (On licence)

Monday – Saturday 1000 – 0100

Sunday 1000 – 2400

Indoor Sports (Darts, Pool, Indoor Yacht Racing etc.)

Monday – Saturday 1000 – 0100

Sunday 1000 – 2400

Live or Amplified/Recorded Music (once per quarter)

Monday – Saturday 1000 – 0100

Sunday 1000 – 2400

Recorded Music (Discos) – 6 times a year

Dancing

Monday – Saturday 1000 – 0100

Sunday 1000 – 2400

(f) RNA CLUB, PEMBROKE DOCK

This application covered the following:-

Alcohol (on and off)

Monday – Sunday 1100 – 0100

Indoor Sports (Darts, Pool)

Monday – Sunday 2000 – 2230

Live Music

Monday – Sunday 2030 – 0100

Recorded Music

Monday – Sunday 1100 – 0100

(g) THE WELSHMANS ARMS, LONDON ROAD, PEMBROKE DOCK

Alcohol (On and Off)

Monday – Thursday and Sunday	1100 – 2400
Friday and Saturday	1100 – 0100
Residents	0001 – 2400 (Monday – Thursday and Sunday) 0001 – 0100 (Friday and Saturday)

Pre-recorded and Live Music (Indoors) – Juke Box and CD Player

Monday – Thursday and Sunday	1100 – 2400
Friday and Saturday	1100 – 0100

Indoor Sports (Darts and Pool)

Monday – Thursday and Sunday	1100 – 2400
Friday and Saturday	1100 – 0100

(h) LA BRASSERIA, LAWS STREET, PEMBROKE DOCK

Food and Alcohol (On Licence)

Monday – Sunday	0900 – 2330 (Extended to 0100 on New Years Eve)
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Late Night Refreshment

Monday – Sunday	2300 – 2400 (Extended to 0100 on New Years Eve)
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Recorded Music – Indoor

Monday – Sunday	0900 – 2400
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Members had no observations to make on these applications.

129. Use Of 63 Queen Street, Pembroke Dock As Business Premises

The Town Clerk had received correspondence from County Councillor Kate Becton informing him that the Premises were being used as a taxi office with subsequent noise, inconsiderate parking etc. In addition a caravan had been parked in Gravel Lane which was impeding the flow of traffic.

The Town Clerk read to Members a letter that he had received from Pembrokeshire County Council which advised what action they were taking in relation to these premises and the question of the caravan being parked on Council-owned land. They advised that negotiations were ongoing and aimed to bring them to a conclusion as soon as possible.

Councillor S. Perkins expressed her concern at the length of time this situation had been going on.

The Town Clerk said that he would monitor this situation and bring it back to the next Council Meeting in three weeks time.

130. Vandalism At Asda Car Park

The Town Clerk had received a letter from Mrs. Rachel Nevatte concerning damage to vehicles and injuries to people from stones from the flower beds being used by children to throw at each other, which had caused damage to cars and minor injuries to each other. Mrs.

Nevatte had complained that the Police had been informed but failed to arrive before the children had left the area. The Town Clerk had sent a copy of Mrs. Nevatte's letter to the Police, the County Council and the local County Councillor. The matter had therefore been brought to members' attention.

Councillor D.T. Esmond suggested that the CCTV camera in this location could be turned round so that it faced the flower borders so that culprits could be identified. The Town Clerk was asked to make contact with the Police about the matter.

131. Application For Financial Support

- (a) The Town Clerk had received a request for financial support from Mr. Paul Lubas, who is Chairman of the Trustees for the Bobath Children's Therapy Centre Wales which is based in Cardiff. The Charity assists babies or young people who suffer from cerebral palsy. A copy of his letter and their last annual report was held by the Town Clerk.

Members' instructions were requested.

RESOLVED –

That Bobath Children's Therapy Centre Wales be advised that they do not fall within the criteria of the Council's policy, i.e. organisations based in Pembroke Dock.

- (b) The Town Clerk had received a request from Mrs. R. Gammer who is the Hon. Secretary of Pembroke Amateur Boxing Club. She was enquiring whether the Town Council would be prepared to assist financially with the visit of a boxing team from Waterford, Ireland who would be participating in their annual boxing show which was planned for the end of October beginning of November. No financial accounts had been produced.

RESOLVED –

That Pembroke Amateur Boxing be advised that they do not fall within the criteria of the Council's policy, i.e. organisation based in Pembroke Dock, and that no financial accounts had been produced.

132. Noise Abatement – Park Street

Mrs. M. Connelly of 8 Park Street, Pembroke Dock had written to the Town Council about the noise emanating from a nearby garage premises. The Town Clerk had referred the matter to the County Council and had advised Mrs. Connelly accordingly. The matter was reported for completeness.

133. New Traffic Order – Lewis Street, Pembroke Dock

I have been advised that a residents parking order will shortly be introduced in the above street. Any adverse comments from this Council need to be received by the County Council before 7 October 2005. A copy of the proposed plan is held by me.

134. Planning Applications

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

05/0014/AD	Pembs. Coast National Park Llanion Park, Pembroke Dock	Llanion Park, Pembroke Dock, Erection of Signs
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Councillor S. Perkins declared an interest in this matter, took no part in the discussion and did not vote.

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor D.T. Esmond

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

05/0016/AD	Travelodge Ltd. Oxford House, Oxford Road, Thame.	Travelodge, Pembroke Dock West Llanion Park Industrial Est. Erection of Signs
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PROPOSED by Councillor S. Perkins
SECONDED by Councillor D.T. Esmond

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

05/0666/PA	Mr. and Mrs. Booth, Havenside, Beach Road, Llanreath, Pembroke Dock.	Beach Cottage, Beach Road, Llanreath – Amendment of condition 3 of consent 02/0289/PA of architectural barriers to allow removeable barrier
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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 this application.

135. Planning Decisions

The following decisions had been received:-

04/1504/PA	Plot of land off Finch Close, Pembroke Dock – Outline for two plots – Approved
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05/0150/PA	Plot 38, Pennar Park, Pennar, Pembroke Dock – Dwelling and Garage – Approved
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- 05/0265/PA** 1 Stranraer Road, Pennar, Pembroke Dock – Disabled facilities/
Extension - **Approved**
- 05/0490/PA** 15 Charlton Place, Pembroke Dock – Erection of single storey extension –
Approved
- 05/1373/PA** Land adjacent Master Gunners Quarters, Victoria Road, Pembroke Dock –
Erection of one dwelling – **Approved**
- 05/0439/PA** Part garden of 2 Gothic Cottages, Cannon Lane, Pembroke Dock –
Residential Development – **This application has now been withdrawn**

Certificate of Lawful Use or Development

- 05/0338/PA** Dockyard Motors, The Old Dockyard, Pembroke Dock – **Approved**

137. Milford Haven Port Authority

The Town Clerk had received a copy of the Annual Report and Accounts of the above authority which was available for perusal by members. In addition the Authority had indicated its willingness to make a presentation to the Council about their activities if required.

Councillor D.T. Esmond requested that the Town Clerk invite a representative from the Port Authority to attend a meeting to discuss developments within the Dockyard and the Martello Quays.

On a separate but relevant matter the Town Clerk advised members that Mr. Ted Sangster, Chief Executive, Milford Haven Port Authority, was to address a Public Meeting which had been arranged by Neyland Town Council. The meeting would be held at Neyland Athletic Club on Thursday 29th September 2005 commencing at 1930hrs (7.30pm).

138. South West Wales Community Rail Forum

The Town Clerk advised that the first meeting of the forum was to be held on Monday 24th October 2005 at the Ivy Bush Hotel, Carmarthen commencing at 1030hrs. There would be a presentation of the Partnership's Draft Business Plan and Arriva Trains, Wales, would give details of their new timetable to be introduced in December 2005. Further details were held by the Town Clerk and any members who wished to attend were asked to inform the Town Clerk.

139. National Car Parks Rail –Pembroke Dock Station

Councillor D.T. Esmond declared an interest in this matter and took no part in the discussion.

The Town Clerk advised that he had received an e-mail from NCP Rail concerning the Station car park. He understood that NCP was bidding to operate car parks at railway stations belonging to Arriva Trains Wales and the Company had requested that if we would like to see any improvements to the Car Park, e.g. CCTV, Re-tarmacadamming, etc., would we let them know.

Following discussion, it was

RESOLVED-

That the Town Council inform NCP of the following suggestions to improve the Station Car Park:

- (i) Re-tarmacadamming
- (ii) CCTV
- (iii) A larger 'Station Car Park' notice

140. Letters of complaint about License Application by Top Ten Bingo Hall, Queen Street, Pembroke Dock

The Town Clerk reported that he had not received formal notification of the above application from Pembrokeshire County Council, but had, however, received two letters of objection from Mr. and Mrs. D. King of 25, Gwyther Street and Mr. and Mrs. C. Stringer of 12, Park Street. The objections centred around the questions of noise and parking for cars in an area (i.e. Queen Street) which had now become more residential than commercial.

The Town Clerk agreed to follow-up this matter and bring it to the next Town Council meeting.

141. Re-Siting Of Bus Stop At Albion Square

The Town Clerk reminded Members of previous problems concerning the pavement near to the bus stop at Albion Square following the development of three new houses. The pavement remained in a deplorable condition and County Councillor Kate Becton had taken up the matter again with the County Council.

Councillor S. Perkins requested that the Town Council should add its support regarding this problem and requested the Town Clerk to write to Pembrokeshire County Council for updated information.

142. Letter Of Complaint About Cobble Stones In Queen Street

The Town Clerk had received a letter of complaint from Mrs. Hazel Jones of Westwinds, Pembroke Ferry, informing him that she had an accident when she tripped over the cobble stones whilst walking across Queen Street. She believed the cobbles were extremely dangerous and asked what was being done to have them removed. She had sent a copy of her letter to County Councillor Sue Perkins.

Councillor S. Perkins requested that the Town Council send a letter to Pembrokeshire County Council bringing Mrs. Jones' complaint to their attention and asking if there had been any similar complaints. There was a belief that the current work on resetting the cobbles may make them safer.

143. Planning Applications

05/0680/PA Mr. G. Williams
26 London Road
Pembroke Dock,
SA72 6DT

Adjacent Llanion House
26 London Road
Pembroke Dock, SA72 6DT
- Erection of one dwelling

RESOLVED –

That the Council recommend refusal of this application on the grounds of overdevelopment, lack of parking, and not in keeping with the area.

05/0684/PA	Mr. A.B. Reed Church Cottage, Lower Freystrop, Haverfordwest.	Part of Garden Area No.2 Gothic Cottages, Cannons Lane Pembroke Dock SA72 6SS. – - Erection of one dwelling
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RESOLVED-

That the Council recommend refusal of this application on the grounds of overdevelopment and restricted access.

144. Planning Decisions

The following decisions had been received:

04/1214/PA 26 Nelson Street, Pennar, Pembroke Dock – Residential Development for 5 units (Outline) – **Conditionally Approved**

(Town Council's representations were taken into consideration prior to the decision being made. A copy of the decision notice can be inspected at the Planning Office, Pembrokeshire County Council)

77. REPORT OF THE FINANCIAL OFFICER

13. Payment of Accounts

The following accounts were submitted for approval of payment:

75	Pitney Bowes – Maintenance of Postage Meter	£11.74
76	One Tel – Telephone Account	£49.56
77	Impact Software – Software Support	£55.00
78	G. Roberts – Website Fee (Reimbursement)	£56.38
79	BDO Stoy Hayward – Audit Fee (2004/5)	£763.75

The Town Clerk requested that one additional account be added:

80	I. Jones – Hire of Van, Fuel, Bridge Toll and Subsistence	£119.17
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PROPOSED by Councillor D.T.Esmond
SECONDED by Councillor K.C. Higgs

RESOLVED –

That Account Nos. 75-80 be approved for payment.

14. Transfer – Salaries and Wages

The sum of £4856.42 was transferred to the Imprest Account in respect of Salaries, Wages, Tax and N.I. paid during the month of August, 2005.

78. MAYOR'S REPORT

The Mayor gave a brief verbal report on the civic activities that he had undertaken recently. He said that this was a quiet period before Christmas and the last Civic Service that he had attended was for the Chairman of the County Council. He had attended a recent Pembroke Dock Quins match together with the Mayor of Pembroke, Malta. During the week of the visit of the Mayor of Pembroke, Malta, photographs were taken of members of Pembroke and Pembroke Dock Town Council followed by lunch in the Kings Arms.

The Mayor said that he was working with PALC who were exploring other avenues relating to the safety of shipping, e.g. fire safety, hospital systems, etc.

He had received an invitation from Milford Haven Port Authority to attend a visit to the Nautical College in Fleetwood but was unfortunately unable to attend. He had passed this invitation on to the Deputy Mayor.

79. MATTERS RECEIVED VERBALLY

(a) Winter Carnival

A meeting of the Tourism Committee had taken place on 21 September and as there had not been a quorum for the meeting it was agreed that this matter should be referred to the full Town Council meeting to obtain approval of the arrangements for this year's Winter Carnival.

The Tourism Committee meeting had decided that there should be no carnival this year given that there were only two floats entered for the event last year. The following items would however be included:-

Arrival of Father Christmas

Singing of Christmas Carols around the Christmas tree

Provision of Fireworks at the end of the event from the Gun Tower (Councillor Ron Watts to obtain the necessary permission from PCC and Milford Haven Port Authority)

The Town Clerk was asked to write to Pennar Junior School and Pembroke Dock Junior School to enquire if their Choirs could lead the carol singing. In addition the Town Clerk was asked to arrange for Carol Sheets to be provided and to book the Pembroke Town Band and arrange with them the carols to be sung etc. He was also asked to make contact with Mr R Holmes from the Fairground organisation about the provision of fairground attractions on the day. County Councillor Clive Collins had in the past made arrangements for the Mayor and Father Christmas to use the Sleigh and the Town Clerk was asked to make the necessary approaches to secure this for the event. A Christmas Tree would also need to be obtained from Hean Castle Estates which in the past Clive Collins had arranged to be collected and erected. The sea cadets were to be approached to provide a guard for Father Christmas. The Town Clerk was asked to arrange with the Town Hall Caretaker / Handyman to make enquiries with BeWise Stores for the provision of an electricity supply from their premises to the tree lights and also for the PA address system.

It was agreed that there should be an Illuminated Property and Window competition on the Wednesday prior to the event, viz. 7th December. The Town Clerk was asked to make enquiries about this together with the provision of any other charity stalls.

The Town Clerk stated that he had so far been unable to make contact with Mr J. S Pickering who had in the past worked with Grahams Hoists to erect the Christmas lights. He had sent two letters and made two telephone calls leaving messages but no response had been received. It was now imperative that we knew whether Mr Pickering would carry out the work or whether the Town Clerk should find someone else. It was agreed that there would be one final attempt to make contact with Mr Pickering and that if there was no reply within a week the Town Clerk was authorized to find an alternative. Grahams Hoists had tendered for the erection and dismantling work associated with the Christmas lights at £1100 and £500 respectively. On the topic of Christmas lights, the Town Clerk stated that last week he had returned a number of lights to the manufacturer in Wellington Somerset for repair / renewal. He was awaiting confirmation of the cost but provisionally he had been given a cost of £200 per item. Given the current budget he believed that it would not be possible this year to purchase new items.

After discussion Members agreed that this was a suitable solution this year but that consideration should be given to arranging something different next year.

80. PRIVATE AND CONFIDENTIAL

PROPOSED by Councillor D.T. Esmond
SECONDED by Councillor S. Perkins

RESOLVED-

That the public and press be excluded from the Meeting under the Public Bodies (Admission to Meetings) Act, 1960.

81. REPORT OF THE TOWN CLERK – COMMERCIAL IN CONFIDENCE

136. Pater Hall Community Trust

Councillor R.G.Watts declared his interest in this matter and took no part in the discussion and did not vote.

The Town Clerk reminded Members that the Trust AGM took place on 12 September 2005. At that meeting the Constitution had been changed to allow 5 Town Councillors and 5 Members of the Community to serve as Trustees, which would in some way resolve the queries the Charity Commission had in relation to possible conflicts of interest. The Town Clerk had received a draft response from Messrs. Bissmire Fudge and Co. which addressed the Charity Commission's queries but he had forwarded a copy to Messrs. Lowless and Lowless who are the Town Council's Solicitors. He had asked that Mr. Hugh Morgan gave written advice as to whether the proposed response was acceptable from the Town Council point of view.

He also advised Members that the Trust commissioned in July 2005 Pembroke Design to produce a new plan for the Pater Hall which would enhance its existing facilities. The Architects had produced drawings/budget costs for the work such that to complete the work would cost £1.76 million, which was well in excess of the original proposed work of £480,000. The Trust were of the opinion that the current scheme did not enhance the current facilities, they were limited to replacement of windows, fire precautions and disabled access together with re-location of the Town Council Offices.

The Town Clerk had been advised that the possibility of raising grant aid to the extent of £1.8 million was remote. There was the possibility of raising a loan from the Public Works Loan Board but this might not be a practical proposition because the loan would be secured by an automatic charge on the revenues of the Council and not on the Council's property. The rate of the loan would be fixed for a maximum of 30 years. The Town Clerk reminded Council that the Pater Hall had not been subject to a Structural Survey. This was one of the criticisms of the Charities Commission concerning the lease arrangements with the Pater Hall Community Trust. It was the Commission's view that a reasonable Trustee would have not agreed to the rental agreement without securing such a report. He understood from Pembroke Design that no such report had been obtained by the Council in the time when it was considering the best way forward to refurbish the Hall. Pembroke Design had advised the Town Clerk that the roof only had a 15 year life span left and it may be that paying £480,000 for internal work might not be money well spent if the building had other faults.

The Pater Hall Community Trust had asked if the Town Council as Landlords had any comments on the proposed plans and whether they would consider the financial position which affected the Hall afresh. Were the Town Council prepared to commission a structural survey? Given the fact that the Hall was declared as an asset to the tune of £834,426 if such a survey was carried out, he advised that a current market valuation and insurance valuation should also be obtained.

Council's instructions were therefore sought on this matter.

Following discussion it was

PROPOSED by Councillor S. Perkins
SECONDED by Councillor Mrs. J.M. Rees

RESOLVED-

That the Town Council are not prepared to obtain a loan of £1.8 million to fund the work required.

It was also:

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

RESOLVED-

That in the light of legal advice received any cost involved in commissioning a structural survey should fall on the Community Trust and not the Town Council.

The meeting ended at 2130hrs.

Mayor

