

At a Meeting of Pembroke Dock Town Council
held at the Pater Hall, Pembroke Dock on
Thursday 27 July 2006

PRESENT:

Councillor S. Perkins, Mayor
Mrs. P.E. George, P. Gwyther
K. Higgs, E.F. Hissey, W.S. Rees,
Mrs. V.M.J. Roach, R. Watts, P. Weatherall

IN ATTENDANCE:

Ian Jones, Town Clerk
Sue Lowen, Committee Clerk

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Mrs. P. Folland, Mrs. C. Fortune, D.L. Jones, Mrs. J. Rees.

45. MINUTES

PROPOSED by Councillor R. Watts
SECONDED by Councillor E. Hissey

RESOLVED –

That the Minutes of the last meeting of the Town Council
held on 22nd June be adopted as circulated subject to the
following amendments:

Minute 39(79) - Street Naming within Pembroke Dock

Mrs. C. Fortune declared her interest in this matter and
took no part in the discussion or voting.

Minute 39(81) - Planning Applications

**06/0252/PA – Site adjacent to Ingledower, Beach Road
Llanreath.**

This resolution was
PROPOSED by Councillor Mrs. V.M.J. Roach
and SECONDED by Councillor Mrs. C. Fortune

46. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes.

47. REPORT OF THE TOWN CLERK

100. Society Of Local Council Clerks – Summer Seminar 12th/13th July 2006.

The Town Clerk expressed his thanks to the Town Council for allowing him to attend the above Seminar which dealt with the topic “Inside Neighbourhood Governance: The Challenge for Local Councils”. The Meeting had been attended by 80 Town / Community / Parish Clerks from England and Wales, the vast majority being based in England. He took the opportunity to network with a number of other Town Clerks in particular, Linda Larter, from Weston Super Mare who is the Town Clerk of the largest Town Council in the UK. It was clear that some County Councils have, in accordance with the provisions of Section 146 of the Local Government Act 1972, transferred responsibility for the running of a particular service e.g. parks and gardens, public conveniences car parking, street cleaning, library service etc to the Town Council under a service level agreement or by means of a direct transfer. The Town Clerk suggested that there was clearly a need for the Town Council to consider whether there were matters which we should ask the County Council to consider delegating. If there were services which the Town Council could take on board and run more effectively then we would need to ensure that the money currently allocated to that task by the County Council came with it. For example, if we were to deal with street cleaning within the town then we would have to ask that the sum currently allocated (both capital and revenue) was transferred. There was a clear perception and certainly an indication from Town Councils currently performing this type of duty, that there was better value for money. The Town Council should also consider creating a Town Plan or updating the current action plan completed in 2001. Failure to update plans on a regular basis was a sign of general disinterest in a topic. The Town Clerk suggested that the Town Council need to have a vision and to ask whether we are bothered or interested? Whether we are engaged with the people living within the town and whether we wish to improve the current state of affairs? Are we looking for quality in what we are doing? Could we be regarded as being a Champion for Pembroke Dock? The word Champion being an abbreviation for Changing Hearts and Minds to Provide Innovative Opportunities Now.

The Town Clerk had heard of new initiatives taking place on the Isle of Wight where the County Council was very much into including Town and Parish Councils in the work they carry out for their citizens. He understood that the sum of £100,000 had been specifically set aside by the County Council to provide, technical, legal and administrative guidance to Town and Community Councils. They had also formed a Parish and Community Development Team. Town and Community Councils were being actively involved in decision making to encourage them to take on duties under service level agreements e.g. parks and gardens, street cleaning etc all things which could improve community engagement as well as creating a feeling of pride in their community. An effective Town / Community / Parish Council should be seen to plan and mobilise Community Action, carry influence outside the Community, have a holistic vision of the Community it serves and its future, have good levels of community support, to be able to generate local action and to access funding / expertise, to build up the capacity of the community, to connect with local priorities and to deliver cost effective services. The Town Clerk suggested that the Town Council would need to promote the contribution the precept makes to the Community and to this end, as he had said before, we must publish an annual report setting out clearly what we had done in the previous 12 months. The comment had been made that there was evidence that County Councils should be referred to Trading Standards Sections because they “fail to

deliver what is recorded on the tin”. There was a perception that County Councils were not interested in Town and Parish Councils because they came to the table with very little in their wallets, but the Isle of Wight Experience showed that this need not be the case. Central Government had indicated that in England it wanted “double devolution” i.e. it wanted to grant more powers to principal authorities if they in turn decentralised to neighbourhoods or to parishes or towns.

The Town Clerk added that he had suggested that Councillor Stock should visit the Isle of Wight.

The Beecham Report on the delivery of public services in Wales was published on 10th July and it had made no proposals to re-organise local government but what it had said was that there had to be much more joint working to enhance capacity, improve efficiency and increase the range and quality of public services; there were opportunities for shared management and pooled budgets.

The Town Council therefore have opportunities to improve facilities within Pembroke Dock with some proper team working.

The Town Clerk advised that he was still awaiting a copy of the Beecham Report.

101. Freedom Of Information Act

On 17th February 2005 the Town Council’s minutes showed that they adopted the model publication from the Local Council’s Advisory Service. Having inspected the document The Town Clerk regarded this as insufficient for the needs of this Town Council and he attached at Appendix A a more specific document which would also meet the requirements of the auditors. He requested that the Council make a formal decision to accept the scheme as set out in that document.

PROPOSED by Councillor R. Watts
SECONDED by Councillor E. Hissey

RESOLVED –

That the Town Council approve and accept
the Freedom of Information Publication scheme as
set out in the document at Appendix A

102. Policy On Allowances And Payment Of Expenses To Members And Officials.

The Town Clerk enclosed two draft policies (Appendices B and C) for consideration and approval in accordance with his report to the Town Council on 18th May 2006.

Members agreed to approve and accept the Policy on Allowances and Payment of Expenses to Members and the Policy on Allowances and Payment of Expenses to Officials as set out in Appendices B and C, subject to the following amendments:

Appendix B:

Travel and Subsistence Allowances:

Over 8 hours but less than 12 hours absence from Pembroke Dock Town Council **Area.**

Appendix C

Last paragraph to read:

“This policy was approved by the Town Council at its meeting held on Thursday 27th July 2006. There will be an annual review of amounts to be paid which will be subject to any amendments made to Regulations by the National Assembly for Wales.”

103. Accommodation Needs Of Gypsy-Travellers In Wales.

The report of Birmingham University into this subject had been published earlier this month. The Town Council had been one of 9 Community / Town Councils which participated in the survey and our input could be seen in paragraphs 5.64 to 5.67 of the document. The report highlighted 28 recommendations to the Assembly under six broad headings including the need for additional residential site provision. Any member who wished to view the full report was asked to contact the Town Clerk. The Town Council had been thanked for their input.

The Mayor, Councillor S. Perkins and Councillor W. Rees expressed their interest in viewing this report.

104. Pembrokeshire County Council / Pembrokeshire Coast National Park

The Town Clerk had received notification that the Joint Unitary Development Plan for the above authorities had now been formally adopted.

105. Pembroke Dock Community Learning Centre.

The Town Clerk had been advised by the County Council that the Centre would move to new premises at the former Albion Square School with effect from 1 September 2006. He also informed Council that it had been agreed to store some items belonging to the Pembroke Dock Silver Band for the time being in the Pater Hall because of shortage of space at Pembroke Dock CP School.

Councillor Mrs. V. Roach stated that she would be requesting a list of those items being stored in Pater Hall.

106. Request For Discontinuance Order For Development At 37, Prospect Place, Pembroke Dock.

The Town Clerk enclosed a copy of the letter from the Welsh Assembly Government regarding this matter (Appendix D). Council were asked to note that a discontinuance order had not been granted for the reasons set out in the letter. The Town Clerk understood that further legal action was now being considered by Mr A Evans, who had originally complained to the Local Government Ombudsman about the matter, because the property had encroached onto his premises and there had been further “working amendments” to the original plans.

**107. The Cleddau And Pembrokeshire Coastal River Catchment
Abstraction Management Strategy (Cams) Consultation Document.**

The Town Council had been asked to comment on the Environment Agency Wales Report of the above topic. A 64 page document was available from the Town Clerk for members to consider. It covered the abstraction of water throughout Pembrokeshire including springs and other groundwater sites. The nearest spring to Pembroke Dock was the one at Milton and there was an indication in the consultation document that this was currently over licensed. An opinion was sought as to whether there should be a moratorium on the issue of further abstraction licenses other than when there were “high flows of water”.

Members opinions were therefore sought as to whether the Council wished to formally respond to the 12 specific questions raised and whether this was best done by the formation of a specific committee working with the Town Clerk.

The Town Clerk agreed to respond to the Consultation Document.

108. Bus Services To The Pennar Area.

The Town Clerk attached a copy of the latest response he had received from the County Council about the above topic which had been attached at Appendix E.

Members further instructions were sought on this matter.

Councillor Mrs. V. Roach requested that as the County Council had said in their response that they were hoping to rectify this matter later in the year, the Town Clerk should respond saying that the Town Council look forward to seeing progress.

**109. Mid And West Wales Fire And Rescue Service Draft Risk Reduction
Plan 2007 – 2010.**

The Town Clerk had distributed a copy of the risk assessment plan for members’ consideration together with the response leaflet “Have your say” which listed 31 items to which the Authority would like a response. The Mayor of Milford Haven, Councillor Eric Harries, had written to the Council inviting a representative to attend a meeting at the Town Hall on Wednesday 6th September at 1900hrs (7.00pm) to discuss the proposal concerning the loss of fire fighting capabilities within Pembrokeshire.

The Town Clerk suggested that Members might wish to respond to the questionnaire at the current Town Council meeting because they had previously received a presentation on the reasons for the changes from the Fire Authority. They had also read the new report. Alternatively they might wish to defer the response until after the meeting on 6th September.

Members agreed to bring any questionnaires they had completed to the next Town Council meeting on 7th September.

110. Footpath From Treowen Road To Bufferland Terrace, Pembroke Dock.

The Town Clerk enclosed a copy of a letter he had received from the County Council with regard to the above subject which was attached as Appendix F. Members were already aware of the issues involved in this case and were asked as to how the Town Clerk should respond.

Members agreed that the Town Clerk should reply to the County Council stating that the Town Council accept the adoption of the alternative route as indicated in Appendix F, with the proviso that the maintenance of the pathway would be kept up to a certain standard. The Town Council also requested that the Town Clerk should ask that the electricity pole be moved from the middle of the path, as it was now causing an obstruction. The route was also uneven with various items of concrete, etc. jutting out into the pathway.

111. New Traffic Order – Residents Parking Upper Gwyther Street And Pembroke Street, Pembroke Dock.

The Town Clerk had received correspondence from the County Council concerning their proposals to introduce a residents parking scheme to the above streets. Any observations on this topic were required to be with the County Council Traffic Manager by 28th July 2006.

Members agreed with the County Council's proposals with regard to the introduction of residents' parking schemes in Upper Gwyther Street and Pembroke Street.

112. Rural Post Offices.

Following the presentation by two members of the Association of Sub Postmasters to the Town Council on 1 June, the Town Clerk had been asked to write to both the Secretary of State for Trade and Industry and Ms Christine Gwyther AM. He enclosed at Appendix G copies of their replies.

The Town Council did not wish any further representations to be made regarding this matter.

113. Pembroke Dock Historical Society.

The Town Clerk had been advised that the above group had been recently formed. It was hoped that it would be registered as a Charity and would hold meetings to publicise and promote its work.

This information was provided to update members.

114. Applications for Financial Assistance

The Town Clerk had received the following applications for financial assistance:-

(a) Pembrokeshire Scouts.

The above organisation was organising a visit from Scouts in Malta to Pembroke Dock in 2007. The organisation had calculated that the visit would cost something in the region of £1800 and a contribution towards this overall sum was being sought from both the Joint Twinning Committee and from this Town Council. Members were reminded that at the last meeting they approved the spending of up to £1000 towards the visit of pupils from Pembroke Malta in October of this year. This would mean that the balance in the budget under the "Twinning" heading was £300 although this could be increased from reserves. On the other hand, members should note from the budget statement that donations under section 137 of the Local Government Act 1972 were currently below profile so a donation could be made under that heading.

The financial accounts for the Pembrokeshire Scout Association for the 2005/6 year had been submitted and were in order. This showed that in 2005/6 they had a net surplus of income over expenditure of £232 with reserves of £23,541 of which £6503 was restricted funding.

Members requested that this application should be brought before the next meeting of the Twinning Committee and that Pembrokeshire Scouts should be advised accordingly.

(b) Pembrokeshire Puffins Disability Swimming Squad.

Councillor R.G.Watts declared his interest in this matter and took no part in the discussion.

This was a new voluntary group whose principal aims were to provide learn to swim and improvement coaching for children and vulnerable adults who have learning and / or physical disabilities. The group meet weekly for an hour at the Bush Leisure Centre. The club is made up of 21 members with 10 coming from the Pembroke / Pembroke Dock Area. Grant aid was being sought to enable the group to acquire a set of kit costing £30 each for members (Lightweight tracksuits and wet/dry T shirts) as well as covering the cost of hire of the swimming pool. They were hoping to have some financial support from Sportlot and local businesses together with other town/community councils. The Town Clerk had been provided with a copy of their 2005/6 accounts which were in order and which showed that the group had reserves of £170 as at 31 March 2006.

Members requested that the Town Clerk reply to the Pembrokeshire Puffins Disability Swimming Squad asking for more information in respect of how many members who attend come from Pembroke Dock, and that this application should be deferred until the next meeting in September.

(c) Pembrokeshire Counselling Service.

The Town Clerk had received a letter from the above charity who had asked whether the Town Council would be willing to grant them a donation to cover the cost of the hire of a room at the Pater Hall to carry out confidential counselling sessions. The Town Clerk had been informed that 30% of their clients come from the Pembroke Dock area. He understood that over the last 12 months clients from the Pembroke Dock area

had 150hrs of sessions which would equate to a Hall hire cost of £750 a year. The Group had also written to the Pater Hall Trustees asking whether the charge of £5 per hour could be waived in any way. The Town Clerk understood that the Group's current counselling premises would shortly not be available.

Members requested that the Town Clerk should request more information regarding the number of people attending the Pembrokeshire Counselling Service from the Pembroke Dock area and a copy of their most recent Balance Sheet and Accounts.

(d) Personal application for Financial Assistance.

The Town Clerk had received a personal application from Miss Emma Clarkson of 49, Military Road, Pennar who is a member of the local Air Training Corps. She had been selected as one of two cadets from the UK to represent the Air Cadet Organisation on a visit to the USA. She informed the Town Clerk that the cost of the trip would be £500 together with spending money of £250 (minimum). She would be taking advantage of the trip to promote Pembroke Dock and Pembrokeshire and would be preparing a short report on the trip for sponsors / donors to peruse.

Members' opinions were requested on this application.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor K. Higgs

RESOLVED –
That the Town Council agreed
to grant a donation of £100 towards
the cost of Emma Clarkson's visit
to the USA.

115. Planning Applications

06/0307/PA	Mr. Stephen Smithe, The Homestead, 75 Bush Street, Pembroke Dock.	The Homestead, 75 Bush Street, Pembroke Dock - Change of use and extension to convert the single dwelling 'The Homestead' into 4 separate flats.
-------------------	--	---

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor W. Rees

RESOLVED –
That the Town Council have no objection to this
application subject to the entrance to off-street parking
being a sufficient distance from the Bush Street/Laws
Street junction as visibility/safety will be an issue here
for vehicles arriving/leaving the premises.

06/0382/PA Lidl UK GMBH
Waterton Industrial
Estate,
Cowbridge Road,
Bridgend, CF37 3PH.

Lidl Foodstore, Pier Road,
Pembroke Dock -
Alterations to the internal store layout
and the construction of a single storey
warehouse extension.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor K. Higgs

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

06/0390/PA Mr M. Hill and
Ms. H. Hill-Jones,
Rose Cottage,
Beach Road,
Llanreath, Pembroke Dock.

Rose Cottage,
Beach Road,
Llanreath,
Pembroke Dock -
Erection of one dwelling.

Councillor R.G. Watts declared his interest in this matter and took no part in the
discussion or voting.

PROPOSED by Councillor Mrs. V.M.J. Roach
SECONDED by Councillor W. Rees

RESOLVED –
That the Town Council have no objection
to this application subject to sufficient off-
street parking being provided for both the
existing dwelling as well as the proposed
new dwelling.

116. Planning Decisions

The following planning decisions had been received:

02/0031/AD Replacement Shop Sign – Kwik Save, Llanion Park, Pembroke Dock –
Consent granted

05/1656/PA Dwelling with integral garage – Plot 39, Pennar Park, Pennar, Pembroke
Dock - **Approved**

06/0001/AD Advertising Boards – Atlantic Industries Ltd., Kingswood Cool Store,
London Road, Pembroke Dock - **Refused**

06/0102/PA Erection of one dwelling – Plot G3, Martello Bay Road, St. Patricks Hill,
Llanreath, Pembroke Dock. – **Approved (Reserved Matters)**

- 06/0132/PA** Outline – Erection of one dwelling – Hillview, Victoria Road, Pembroke Dock – **Refused**
- 06/0174/PA** Garage to rear of property – 11 Bellevue Terrace, Pembroke Dock – **Approved**

48. SUPPLEMENTARY REPORT OF THE TOWN CLERK

117. Letter From One Voice Wales.

The Town Clerk had received a letter from Simon White who is Chief Executive of One Voice Wales. This organisation of Community and Town Councils was once again asking the Town Council if they wished to become members of this forum. The membership fee was £861.00 per year based upon current dwellings within the town.

A decision on this matter was requested.

Following discussion, it was

PROPOSED by Councillor W.Rees
SECONDED by Councillor P. Weatherall

RESOLVED –
That the Town Clerk should convey the Town Council's decision to Simon White of One Voice Wales that they do not wish to become members of this forum.

118. Applications For Financial Assistance.

Councillor W. Rees declared a non-pecuniary interest in this matter and took no part in the discussion or voting.

The Town Clerk had received an application for financial assistance from Pembroke Dock Harlequins RFC in connection with their Carnival which was to be held on Saturday 5th August 2006. The appropriate application form had been completed together with details of their financial accounts for the 2005 Fete which had raised some £4000 for the club. The object of the Fete was to raise money to help support the team and to encourage development of the sport within Pembroke Dock. This included encouraging youths to participate in the sport and at present they had 150 “mini rugby players” together with those who were involved as 1st, 2nd and Youth Team players. This year the Club would have to meet additional costs in respect of Licensing Act requirements. Last year the Town Council donated £100 towards the cost of the event.

A decision on the application was therefore requested.

Following discussion, it was

PROPOSED by Councillor R.G. Watts
SECONDED by Councillor P. George

RESOLVED –

That the Town Council agreed
to donate £100
to Pembroke Dock Harlequins
towards the cost of their Carnival.

119. Consultation On The Smoke-Free Premises Etc (Wales) Regulations 2007.

The Town Clerk had received a consultation document relating to the above proposal with a request that observations should be received by the Assembly Government by 13 October 2006. A copy of the consultation document was attached. The Town Clerk suggested that members peruse the documentation during the August recess in order to comment on the specific questions posed at the Council meeting to be held on 7th September 2006. (Appendix H refers).

Members agreed that this matter should be brought to the next meeting of the Town Council on 7th September.

120. Providing Indemnities To Members And Officers Of Relevant Authorities – Guidance From The Welsh Assembly Government.

The Town Clerk advised that relevant authorities were defined as to include Town and Community Councils. The indemnities covered personal liability arising from actions or decisions taken by authorities in the course of their official duties. The indemnity was not available to cover any case where an individual had acted fraudulently or recklessly or had been involved with any wrong doing. It did not cover liability arising from any action, or failure to act, which constituted a criminal offence (though this would not exclude the possibility of an indemnity to cover the costs of a defence case in which the defendant was eventually found not guilty of the offence). The effect therefore of the Assembly Government's guidance was that indemnities could only be offered to cover liabilities that had been incurred as a result of the authority's functions and a councillor's or officer's membership of, or employment by, the relevant authority, provided that the individual concerned had acted honestly and in good faith.

At present the Town Council had not made a decision on the matter of indemnities. It was only insured for a fidelity guarantee of up to £200,000 and for Libel or Slander up to £250,000 with an excess of 10% for each and every claim or £1000 whichever was lower i.e. claims against the Council.

Members' opinions were therefore sought as to whether they wanted the Town Clerk to investigate the costs of insurance cover for indemnities over that already in place. For example it would cover the instances where a person (officer or councillor) by virtue of their nomination by the Council as a member of an organisation, subsequently became personally liable for the debts or other liabilities of that body. Similarly advice and assistance could be offered to members who were subject to code of conduct investigations. The Council could offer an indemnity in terms of financial support or legal advice or representation which would be repaid if they were found guilty of a criminal offence or if they were shown to have breached the Code of Conduct.

Following discussion, Members agreed that the Town Clerk should investigate the costs of insurance cover for indemnities in excess of those already in place.

121. Residents' Parking – Church Street, Pembroke Dock.

The Town Clerk had received notification that the County Council intended to introduce a residents' parking scheme for the above street. Details of the proposed designated areas were set out in Appendix I.

Any observations on the proposed scheme would need to be with the County Council by 1 September 2006.

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

RESOLVED –

That the Town Council support the proposed residents' parking scheme for Church Street, Pembroke Dock, and that the Town Clerk should advise the County Council accordingly.

122. Planning Applications

06/0427/PA Mr. A. Price Richards,
2 Cleggar Park,
Lamphey,
Pembrokeshire.

Plot R, St. Patricks Hill,
Llanreath, Pembroke Dock
- **Erection of one dwelling**

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

RESOLVED –

That the Town Council have no objection to this application.

06/0434/PA Green and Bolwell,
Beech Cottage,
Ty-Coch Close,
Llantarnam, NP44 7AX.

28 Commercial Row,
Pembroke Dock -
**Change of use from 2 flats and
a disused pharmacy to 4
residential flats.**

PROPOSED by Councillor W. Rees
SECONDED by Councillor P. Weatherall

RESOLVED –

That the Town Council recommend refusal of this application on the grounds of overdevelopment of the site. There was a belief that the provision of 4 flats at this address would result in cramped conditions for residents. In addition there was no off-street parking provision and the use of two

additional parking spaces in Commercial Row would reduce the number available for short casual use.

123. Planning Decisions

The following planning decision had been received:

06/0140/PA Erection of Conservatory – 1 Cenarth Close, Llanion, Pembroke Dock –
Approved

49. MATTERS RECEIVED VERBALLY FROM THE TOWN CLERK

(a) Pembroke Dock Museum Trust

Councillors R.G. Watts and Mrs. P.E. George declared their interest in this matter and took no part in the discussion or voting.

The Town Clerk advised that he had received a request for financial assistance in the sum of £3000 from the Pembroke Dock Museum Trust. A financial statement had been received which was in order and covered the period 2004/2005, for which there had been a loss of £409. Last year they had been granted £2,000 and £2,200 had been set aside in the budget for this year's donation to the Museum Trust.

The Town Clerk advised Members that any organisation that was granted more than £2000 must in accordance with Section 137 of the Local Government Act 1972 provide a written report of how the money had been used. That report must be provided within 12 months of the date of the grant, but it may take the form of an annual report or set of accounts which clearly identify the manner of spending.

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

RESOLVED –

That the Town Council should grant a donation of £2500 to the Pembroke Dock Museum Trust.

(b) Civic Dinner 2007

The Town Clerk advised that he had made enquiries with the Cleddau Bridge Hotel regarding next year's Civic Dinner, who had confirmed that the 11th May 2007 would be a suitable date.

The Town Clerk also advised that the Town Council's Christmas Dinner could be held at the Cleddau Bridge Hotel on the 4th, 5th, 6th, 7th or 8th December 2006. He was awaiting menus for this Dinner.

(c) HMS Pembroke

The Town Clerk advised that he had attended a meeting that day in respect of the conferring of freedom of entry to Pembroke and Pembroke Dock to HMS Pembroke.

Councillor R. Watts gave Members a report regarding the arrangements that were being made for this event.

(d) Twinning with Bergen, Germany

The Town Clerk advised that the Town Council had been asked to consider whether it would like to be twinned with the Town Council of Bergen in Germany.

Members agreed that this matter should be considered at the next meeting of the Town Council on 7th September.

50. REPORT OF THE FINANCIAL OFFICER

11. Payment Of Accounts

The following accounts were submitted for approval of payment:

36	Intuit – Computer Program	£138.96
37	Tiger Lily's – Flowers – Civic Function	£94.50
38	University of Gloucestershire – Conference Fee – Society of Clerks	£136.00
39	Tooby and Williams – Repairs to Floor Polisher	£57.58
40	Onetel – Telephone Calls	£11.39
41	British Telecom – Telephone Line Rental	£68.33
42	The Consortium – Stationery	£78.96
43	Willowdale Flowers – Filling Hanging Baskets, Tubs, etc.	£1,581.46
44	BT Redcare – Rental – CCTV cameras	£2,056.25
45	SWALEC – Lighting – Albion Square	£19.55
46	Plantscape – Watering Machine	£581.63
47	Pater Hall Community Trust – leasing of offices and rooms within Pater Hall Complex	£7,000.00
48	M. Katra – Computer Training and Support	£323.50

The Town Clerk requested that the following additional accounts be submitted for approval of payment:

49	British Telecom – Telephone Service Charges	£48.35
50	Hagemeyer Ltd. – Ties for Hanging Baskets	£26.56
51	Rembrandt Jewellers – Engraving Shield (Scott Gammer)	£35.00
52	I. Jones – Expenses – Society of Clerks Training Course	£194.50

and to note that Account Nos: 36,37,38 and 39 were paid out of meeting.

PROPOSED by Councillor W. Rees
SECONDED by Councillor R. Watts

RESOLVED-

That Account Nos. 36-52 be approved for payment.

12. Salaries And Wages

The gross sum of £4,319.47 was paid in respect of Salaries, Wages, Tax and NI during the month of June, 2006.

51. BUDGET STATEMENT FOR PERIOD 1 APRIL TO 30 JUNE 2006

The Town Clerk presented a Budget Statement for the period 1 April 2006 to 30 June 2006, and reported that at present the Town Council were keeping within budget provision.

PROPOSED by Councillor R. Watts
SECONDED by Councillor K. Higgs

RESOLVED –
That the Town Council approve the
Budget Statement

52. APPOINTMENT OF SUB-COMMITTEE DURING SUMMER RECESS

The following agreed to act as members of a Town Council Sub-Committee which would meet during the summer recess:

Councillor Mrs. P.E. George
Councillor E.F. Hissey
Councillor Mrs. V.M.J. Roach
Councillor R.G. Watts

It was agreed that the appointed Chairman of this Committee would have the casting vote.

53. CAR PARKING CHARGES IN PEMBROKE DOCK

The Mayor, Councillor S. Perkins, reported that Pembrokeshire County Council had agreed on 26th June to new parking charges in Pembroke Dock, and gave members details of these proposed charges. She advised that the proposed charges for Pembroke Dock would be more than those for Milford Haven, Fishguard or Newport and believed that these charges would result in people shopping out of town where there was free parking.

Councillor Perkins asked Members to support her in arranging for a public meeting to be held the following week to which the Cabinet Member would be invited. Copies of a petition letter and posters advertising the public meeting would be distributed within the town and publicity for the public meeting would be via the local papers and Pembrokeshire Radio.

54. ANY OTHER BUSINESS

Citizens Advice Bureau

Councillor P. Gwyther reported that the Manager of the Citizen's Advice Bureau in Pembroke Dock had left his post, and that Pembrokeshire County Council had asked that the bureaux of Haverfordwest and Pembroke Dock should merge. The post had not yet been advertised.

2055hrs: Councillor W.S. Rees left the Chamber.

55. PRIVATE AND CONFIDENTIAL

PROPOSED by Councillor K.C. Higgs
SECONDED by Councillor Mrs. P.E. George

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

PRIVATE AND CONFIDENTIAL

Minutes of a meeting held on 27th July 2006

56. REPORT OF THE TOWN CLERK

124. Formal Agreement with the Pater Hall Community Trust in relation to payment for staffing, etc.

Councillor R.G. Watts declared an interest in this matter and took no part in the discussion or voting.

The Town Clerk advised Members that the Pater Hall Trust was obliged under its charitable status to obtain value for money in its dealings with other organisations. It was his view and that of the Council Auditor that the current arrangements were inadequate and required urgent attention. The Trust needed to make savings on the administration which could then be used to improve the fabric of the Hall. The Trust had therefore asked that the Town Council to reconsider the current arrangements and that in future any reimbursement to the Town Council was based on the actual cost of staffing. The Trust would also need to look at other ways to obtain value for money for the services it offers. The Town Clerk had also discussed flexible working hours with the Caretaker and Cleaner to which they had agreed.

Following discussion it was agreed that:

1. The Town Council would ask the Trust to reimburse the actual cost of the staff, e.g. cleaner and the caretaker (including National Insurance Contributions), by means of invoicing the Trust at the end of the year.
2. The Town Council agreed to the implementation of flexible working hours for the Cleaner and Caretaker.

The Town Council expressed their thanks to Jeremy Jones for watering the flower displays which had continued to look beautiful throughout the season.

The meeting ended at 2115hrs.

Mayor