

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 10th March 2016

PRESENT: Councillors P Kraus, M Colgan, G Anderson, P George, G Goff, P Gwyther, A Mc Naughton, J McNaughton, M Murton and J Phillips

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Dillaway – Deputy Town Clerk
Amanda Hart – Administrative Support Officer

136 APOLOGIES FOR ABSENCE

Councillors D Earl, P Folland, K Higgs, A Lee, S Perkins and T Wilcox

137 DECLARATIONS OF INTEREST

Councillor G Goff declared an Interest in item 138 of the Town Clerks report -Tenders for Town Council Offices Work.

138 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

139 MINUTES OF 11th February 2016

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the Minutes of 11th February 2016 are adopted as a true record.

140 MATTERS ARISING FROM THE MINUTES OF 11th February 2016

None

141 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

130.Policy Review - Archiving & Backup of documents

The Town Clerk stated due to changes being made to the backup systems of the Town Council in April the above policy required updating. The Town Clerk had therefore updated the policy and had included it within member's papers and also asked that member's agree to adopt the policy?

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the Town Council agree to adopt the changes made to Archiving and Back Up of Documents Policy.

131.Attendance at meetings register

The Town Clerk included within members' papers a copy of Councillors attendance to Full Council meetings since May 2015 for their information.

132.Planning Committee

The Town Clerk stated that Councillor P George had informed the office that she wanted to offer her seat on the Planning Committee to Councillor Guy Anderson. The Town Clerk had contacted Councillor Anderson and he had accepted the seat and is now a member of the Planning Committee.

133.Storage of Town Council property at the Pater Hall

The Town Clerk stated that Pembroke Dock Town Council currently stored a number of items in the cellar of the Pater Hall and, as the Town Council were no longer paying rent for the offices, the storage of these items needed to be taken into consideration.

It was suggested that all items which belong to the Town Council were moved into the smaller storage area in the cellar which the Town Council currently occupied and pay the sum of £150 per month to the Pater Hall Trust in payment for this storage, this would allow the Town Council to keep within budget with charges for room usage for meetings. The Town Clerk asked for Members' comments.

All present agreed with the Town Clerk's suggestion.

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor M Murton

RESOLVED -. That the Town Council agree to pay £150.00 per month to the Pater Hall Trust for the use of storage space at the Pater Hall

134.Financial Requests

Vagrants Crew in the Community

The Town Clerk stated that a financial request had been received from the above organisation; they had not requested a specific amount but had asked for financial assistance to help with costs incurred in the pursuance of their activities.

A general discussion took place where it was noted that it was not usual for the Town Council to give to general running costs of any group. It was decided that the financial request from Vagrants Crew could not be supported at this time.

All Pembrokeshire Cruse

The Town Clerk stated that a financial request had been received from the above organisation with regards to supporting Cruse Bereavement Care in Pembrokeshire and asked for members' comments.

It was decided that this request is outside the remit of the Town Council therefore members decided that they could not support this financial request.

135. Pembroke Dock Sunderland Trust

The Town Clerk had received a letter of thanks from the Sunderland Trust for the £150 donated towards advertising material for the Trust. The Chairman of the Trust had also asked if the Town Council would meet with them to discuss the options of sustained funding for the Trust to ensure the future of the museum.

The Sunderland Trust had stated that they would be happy to attend a Council meeting or meet at the Heritage Centre with a smaller group of Councillors, and asked for members' comments on this matter.

Members suggested that representatives of the Sunderland Trust should be invited to attend the April meeting to present their ideas regarding the options of sustained funding from Pembroke Dock Town Council.

136. Ellie's Flag Fundraising Event

The Town Clerk stated that at the last Council Meeting a funding request from Ellie's Flag was discussed and members had agreed that they would like to give funding towards an event. Ann Neville was contacted regarding Councils request and she informed the Town Clerk that they were trying to keep costs to a minimum for the event, but there would be some costs involved with booking some of the acts for that day.

Unfortunately they were currently unable to provide costings but would welcome any donations towards the event.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor J McNaughton
RESOLVED - That the Town Council agree to donate £50.00
to Ellie's Flag Fundraising Event under the Power of
Wellbeing Local Government Act 2000, s.2.**

137. BT – Superfast Broadband

Simon Hart's office had been in contact to inform members that he had arranged a meeting with BT regarding the role out of Superfast Broadband due to the number of complaints he had received. Simon had asked for a representative from the Town Council to attend the meeting to bring forward any issues.

The meeting will take place on Wednesday 6th April at 6pm in Whitland Memorial Hall. Members were asked if they would like to attend, or if not the Town Clerk would forward any concerns they may have regarding Broadband Issues in the area to Simon Hart's Office.

138. Tenders for Town Council Offices

The tender date for the work for the ground floor Town Council offices had now passed and a meeting was held with Trustees of the Pater Hall Community Trust to open the two tenders received from Multi Trade Pembs of Pembroke Dock and Michael Thomas of St Davids.

The Town Clerk had included in members' papers a copy of the tenders for information. The Pater Hall Trustees had made a recommendation of their preferred contractor and Members were asked to comment on this.

It was

**RESOLVED - That the Town Council work with the Pater Hall
Community Trust and contract the first stage of the
building works out to Multi Trade Pembs of Pembroke
Dock.**

The Town Clerk reminded members that a discussion still needed to take place between the Town Council and the Trust regarding the Town Council's Rent Agreement before works could commence. Volunteers were asked for to attend this meeting. It was decided that the original Councillors who attended the previous project meetings. It was also noted that plans for the proposed heating system should also be discussed and agreed at the same meeting.

139. Queen Street Green Area

The Town Clerk confirmed that the Planning Application for Pembrokeshire Housing Association to build 3 houses on the section of green land in Queen Street had been passed by Pembrokeshire County Council.

Pembrokeshire County Council questioned if Pembroke Dock Town Council would consider taking over ownership of the remaining land on the Queen Street green area in order to safe guard the area for community use. If the Town Council were to take on the green space there would be cost implications with regards to maintenance and insurance. The Town Clerk asked for Members' comments.

It was commented that it was originally thought land was going to be donated to the Town Council by Pembrokeshire County Council. The Town Clerk confirmed that she had checked this point and could confirm that the land would be subject to a legal transfer and hence subject to the relevant fees to complete the transfer into Town Council ownership. The Town Clerk stated the legal fees would be approximately £1,200 and the additional insurance premium would be approximately £300 per year.

It was commented whether community involvement could be a way to help with the ongoing maintenance of the area as there was so much community interest when the area was initially earmarked for a potential village green. The Pennar Residents Association are a good example of how the community can maintain a Green area.

140. Christmas Lighting Tenders

The Town Clerk confirmed one tender had been received from B J Electrical. As in previous years, the Town Clerk recommended that the tender was across 3 years. A copy of the tender was attached to Members' papers.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor A McNaughton

RESOLVED That the Town Council appoint B J. Electrical for the Christmas Lighting Works for 2016, 2017 & 2018.

141. Meeting Dates for 2016/2017

The meeting dates for the upcoming year are as follows:

Thursday 19 th May	Thursday 16 th June
Thursday 14 th July	Thursday 8 th September
Thursday 6 th October	Thursday 3 rd November
Thursday 1 st December	Thursday 12 th January 2017
Thursday 9 th February	Thursday 9 th March
Thursday 6 th April	Thursday 5 th or 12 th May – Mayor Making

The Town Clerk informed members that they needed to decide on the date for Mayor Making in 2017 however no decision was agreed during the discussion.

142. Receipts for Expenditure Mayor & Deputy Mayor

The Town Clerk proposed that to ensure the Town Council be as transparent as possible following the increase of the Mayor and Deputy Mayor's allowance that receipts are provided by both the Mayor and Deputy Mayor where possible for their expenses. This will ensure that council are evaluating all risks to themselves and, furthermore, become part of the financial regulations and risk assessments of the Town Council.

It was

RESOLVED - That the Town Councils Mayor and Deputy Mayor provide receipts for the spend of their allowance received during the Mayoral year, with the financial regulations and risk assessments of the Town Council being updated to state this.

142 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

143. Draft Charter – Pembrokeshire County Council Support for Town Councils

The Town Clerk stated that a letter had been received from Pembrokeshire County Council regarding a draft charter they are looking to introduce with Community and Town Councils. The letter stated that the commitments in the draft charter set out how Pembrokeshire County Council is able to provide support to Councils.

The charter is looking to pilot named senior managers to act as a single point of contact or 'relationship manager'. As such a senior manager would be available to attend Town Council meetings and contribute to the agenda as appropriate.

The Town Clerk asked Members if they found this proposal acceptable. A discussion took place and it was decided that Members found the proposal unacceptable and felt that the current network of contacts that the Town Clerk has access to seems to work well.

144. Cadw – Heritage Lottery Project 'Unloved Heritage'

The Town Council had been approached by Cadw regarding a current project which they are consulting on. They are looking to create Youth Panels who will be instrumental in the planning process and delivery of the project, there will be several partner projects and organisations running their own projects and Pembroke Dock has been identified as an ideal area that is currently under championed.

The youth panel would ideally consist of 5-10 (16-25 yrs of age), who would volunteer time to engage with the community and their local heritage, their time would be rewarded with formal recognition and activities will open up access to a range of archaeological techniques and life skills. Should the program be successful it will result in a 3 year programme of activities that will leave a lasting impact.

Cadw are looking to meet and consult with various people within the community to discuss how they would view such a project what you would like to be achieved. They are asking for the Town Council to meet with them to discuss the project further. Councillors G Anderson, A McNaughton and P Kraus offered to meet with Cadw to discuss their project. Councillor A McNaughton suggested that maybe Pembroke School should be contacted.

145. Amended Planning Minutes

Amended planning minutes were distributed to Town Council Members as the planning application for Albion stores had been omitted from the original copy

146. Toilets in Asda Car Park

The Town Clerk confirmed that the charging systems had now been installed in the toilets at the Asda car park. There would be a charge of 20p to use the toilets. The Town Clerk also stated that refurbishments are progressing within the toilets.

Councillor J Phillips commented that after visiting the toilets herself prior to the meeting she was

disappointed with how the refurbishments were progressing and asked the Town Clerk to arrange a meeting with the contractors to discuss her concerns.

143 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

144 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Patients Participation Group

Councillor J McNaughton attended a meeting of the above group. The following issues were discussed:-

1. Support given to Young Carers.
2. A bake sale to raise funds.
3. Appointment cancellation line
4. Newly appointed Argyle Street Surgery Practice Manager as from May 2016.

Police Forum Meeting

Councillor P Kraus attended the above meeting where the concerns regarding Dog Fouling in Pembroke Dock were again discussed.

Regeneration Group Meeting

Councillor P Kraus and Councillor P George both attended this meeting. Discussions took place regarding a Pop up Cinema and Zip Wire event.

Councillor George stated that she had received an email from the Pageant Maker in respect of a Beacon Lighting event on 21st April 2016 to commemorate The Queen's 90th Birthday. The beacon would be held at the Martello Tower in Front Street and could include the provision of food and other displays – including fireworks. Councillor P George stated that as this event could become a costly affair, she wondered if Pembroke Town Council would consider making a contribution towards the costs.

Councillor J McNaughton proposed a donation of £100.00 which was seconded by Councillor M Colgan

The Town Clerk stated that there needs to be 3 clear days' notice before the Town Council can make a financial commitment therefore this proposal had to be deferred to the next Full Council Meeting in April.

Councillor M Colgan also stated that the Pennar & Bufferland Tenants Association would donate £50.00 towards fireworks if they do form part of the Beacon Lighting event.

145 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
02.02.2016	BT -Phone Bill	£128.02	
04.02.2016	Post Office - Postage	£ 12.58	Debit Card
05.02.2016	BT -Broadband Services	£ 59.12	
08.02.2016	Lidl -	£ 3.75	
15.02.2016	Post Office - Postage	£ 66.42	Debit Card

19.02.2016	Swalec –Re Pump House	£ 1.60	
26.02.2016	Printerland – Printer Cartridges	£207.36	
23.02.2016	Calamango Flowers Re:Pat Folland	£ 33.00	Debit Card
08.02.2016	Viking Direct – Office Chair	£ 33.47	
01.03.2016	SLCC Enterprises	£ 124.20	
02.03.2016	Sitting Pretty – Chair Cover Hire	£ 50.00	
18.02.2016	1&1 My Website 25/01/16 – 25/04/16	£ 71.96	

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
05.02.2016	Pembs County Council Office Rent February	£298.80	
09.02.2016	ICO- Data Protection Registration Renewal	£ 35.00	
12.02.2016	The Sunderland Trust Donation	£150.00	Chq 1003040

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
26.02.2016	Credit Note/ Viking Direct – Office Chair	£ 33.47	

SALARIES AND WAGES

06/02/2016-05/03/2016	Salaries & Wages	£3169.69
06/02/2016-05/03/2016	Tax & Ni	£ 587.16
06/02/2016-05/03/2016	Pensions	£ 668.58

ACCOUNT BALANCES

03.03.2016	HSBC Current Account	£67,948.07
03.03.2016	HSBC Premium Account	£22,411.69

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor J McNaughton
RESOLVED – That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

146 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Her Majesty the Queen's 90th Birthday Beacon

147 COMMUNITY ISSUES

Councillor J Phillips commented that she had read in the papers that Pembroke Railway Station was being upgraded and asked for Arriva Trains to be contacted in respect of their intentions for Pembroke Dock Railway Station. The Town Clerk stated that Arriva had contacted her with some ideas but time restraints had delayed any progress on this. The Town Clerk would arrange a meeting

with Arriva Trains for her and Councillor Phillips to attend.

It was commented that both National Express and Silcox Coaches are refusing to use the new Transport Interchange in Water Street due to the access road being too tight for the size of vehicle.

Councillor J Phillips stated that the public are parking illegally on Water Street. The Town Clerk stated that she would contact the Police about this matter.

It was commented that the large waste bin had been removed from the Defensible Barracks area and replaced with a smaller one. The Town Clerk will contact Pembrokeshire County Council to ask why.

148 MAYOR'S REPORT

No items reported

149 PRIVATE & CONFIDENTIAL

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the press and public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

PRIVATE & CONFIDENTIAL MINUTES OF 11TH FEBRUARY 2016

It was

PROPOSED by Councillor G Goff
SECONDED by Councillor A Mc Naughton
RESOLVED - That the Private and Confidential Minutes of 11th February 2016 are adopted as a true record.

PRIVATE AND CONFIDENTIAL REPORT OF THE TOWN CLERK

Increment Increase

The Town Clerk sought members comments and agreement on the increment increases due for the Town Clerk and Deputy Town Clerk. Following discussion,

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor A Mc Naughton
RESOLVED - That Pembroke Dock Town Council agree with the Increment Increases proposed

Any Other Business

Pembroke Dock Town Council members welcomed Mr G Anderson to his new role as Councillor for the Pennar Ward.

There being no further business the meeting was closed.