

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 11th February 2016

PRESENT: Councillors P Kraus, M Colgan, D Earl, P George G Goff, A Lee, A McNaughton, J McNaughton, M Murton, T Wilcox

IN ATTENDANCE:

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

122 APOLOGIES FOR ABSENCE

Councillors P Folland, P Gwyther, S Perkins, J Phillips

123 DECLARATIONS OF INTEREST

None

124 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Aled Davies of Telemat, which was established in 1979, attended to explain about the roll-out of Free Wifi and its benefits for the Town Centre. He stated that Pembrokeshire County Council had agreed to fund the cost for 6 access points to be situated around the Town Centre for 3 years. It is hoped that local businesses within the town would agree to host an access point and fund the electricity costs to the access points which would be an approximate cost of £25 per year. The Town Council would be required to put their name on the licence. The current scheme would last for three years with funding covered by Pembrokeshire County Council. The access points would cease to work after three years if the licences were not renewed. Mr Davies explained to members that ongoing costs would be £130.00 per year.

It was questioned whether 6 local businesses had agreed to take on the access points. The Town Clerk stated that the Regeneration Group had suggested there is the interest but she would confirm with the Chair of the Regeneration Group who the interested parties were. It was also questioned how would potential users know that the WIFI service was available, Mr Davies explained that the onward marketing to potential users was not part of their tender. Councillor T Wilcox suggested that Pembrokeshire County Council would most likely have this in hand.

Councillor Wilcox suggested that Modern Print would be a good location as an access point and Councillor J Mc Naughton commented that advertising this facility in shop premises would be a good idea.

The Town Clerk stated that she would contact the Chamber of Trade and ask them to enquire who would be interested in having an access point on their premises.

It was

PROPOSED by Councillor J McNaughton
SECONDED by Councillor A. McNaughton
RESOLVED - That The Town Council agree to take on the Licence for the three year scheme.

125 MINUTES OF 14th January 2015

Councillor G Goff stated that he did not attend the 14th January 2016 meeting and therefore, would not have seconded the Financial Report. It was confirmed that Councillor J McNaughton seconded the Report.

It was

**PROPOSED by Councillor M Colgan
SECONDED by Councillor J McNaughton
RESOLVED - That the Minutes of 14th January 2016 are adopted as a true record with the addition of Councillor G. Goff's statement.**

126 MATTERS ARISING FROM THE MINUTES OF 14th January 2015

Town Clerk's Report Item 119 Age Friendly Communities

Councillor A Lee stated that she attended the above meeting and it had been a good event with some interesting information available for start-up groups.

127 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

123. Mayor and Deputy Mayor Nominations

The Town Clerk stated nominations had been received for Councillor M. Colgan to become Mayor and Councillor J McNaughton Deputy Mayor for 2016 – 2017.

After a vote the Town Clerk confirmed that :-

Mayor 2016 – 2017 is Councillor M Colgan

Deputy Mayor 2016 – 2017 is Councillor J McNaughton

124. Annual Meeting & Civic Dinner Arrangements

The Town Clerk proposed that In order to save costs at events and stream line arrangements, that this year's Annual Meeting of the Town Council took place on the Friday evening before the Civic Dinner. This would save the Council money as there would be no requirement for a buffet and officer time on the Thursday evening.

The schedule would be as follows:

Friday 6th May 2016 – 5.30pm- Annual Meeting

Friday 6th May 2016 – 6.30pm – Civic Dinner

Sunday 8th May 2016 – 3.00pm- Civic Service

Members all agreed on this proposal.

It was also decided that the Civic Dinner would take place at the Pater Hall and the Guest List was confirmed.

125. Notice of Motion – Proposed by Councillor P Gwyther

The Town Clerk stated that at the last meeting the Notice of Motion below was discussed: and no further action would be taken on this matter

“move that this council continues to pay the monthly rent to the Pater Hall Trust in order that:-

a) The 25 year lease arrangement entered into, between the Council and the Trust, is not made null and void by our actions and this council does not incur expensive legal costs in re-opening and negotiating a new lease when the new offices are completed.

and

b) This council does not act dishonorably by ignoring the written assurances we sent to the Charity Commissioners in 2014 that the rental figure would be part of the financial package of support we gave

the Trust in order for them to remain viable.”

Councillor P Gwyther presented a number of facts from pieces of paperwork but members were not happy to make a decision without seeing the paperwork being presented to them. I contacted Councillor P Gwyther to ask for copies of these pieces of paperwork to send out with the papers in order for members to read before the meeting but he stated that the information he had at the last meeting was just “excerpts” which had been provided by the Trust Secretary.

The following email was received from Councillor Gwyther to state that he no longer wishes for the motion to be discussed.

Email from Councillor P Gwyther received on Friday 29th January

Just to keep everyone informed - I have decided I will not be asking another Councillor to move my notice of motion re rent which was deferred from the last meeting.

*After the Trust's legal advice Mr Ian Jones and Mr Don Esmond have persuaded me that the Trust instead needs to seek assurances from the Town Council regarding the **long term future** of the Pater Hall.*

So any decision reached by council on the current agreements in place, will still necessitate a fresh look at the sub lease.

I remain convinced of my original arguments about honoring promises made, and I had always hoped that agreements covering future years could be made without the need for more legal costs. Perhaps I was too optimistic in that regard. A continued strong difference of opinion within council has made that impossible. The current sub lease will presumably still form the bulk of the wording of any new sub lease, so I hope costs will not be too great - even though both parties' solicitors will have to be involved.

There is an urgent need to speed things up and accept that the council must look forward to the next fifteen years.

126. Proposed Offices at the Pater Hall

The Town Clerk stated that Tenders for the works had been sent out, the closing date for Tenders was 29th February 2016, and further information would be brought to the March meeting. Written confirmation regarding first fix electrics and heating had been requested from, The Pater Hall Trust but had not received a reply regarding this It was decided that a confirmation letter would not be necessary but meetings should be carried out during the works.

The Town Clerk stated that the Town Council should pay for storage facilities at the Pater Hall, and Councillor T Wilcox had the same view on this. It was decided to bring the proposal forward to the next meeting.

127. Twinning Visits

The Town Clerk stated that a recent meeting of the Twinning Committee upcoming visits to twinned towns were discussed, it was commented that Bergen had offered to pay for accommodation during visits for the Schutzenfest which is 6th – 10th July so members would only be required to pay for their flight. Councillors are required to book their own flights which are to land in Hanover airport.

There is availability for 5/6 members from each council to attend, Cllrs Colgan and George had expressed an interest in attending. The Town Clerk asked if any other member would be interested. Councillor A Lee stated that she would like to attend.

Trips to Pembroke Malta were also discussed in the meeting with visits to be planned for September/ October time. These trips would have to be funded by the Councillors themselves. Councillor Colgan had expressed an interest in attending.

128. Financial Assistance Requests

Teenage Cancer Trust

The Town Clerk stated that the Town Council had received a request for funding from the above organisation, unfortunately due to policies which are in place this application fell outside the remit of the Town Council.

VC Gallery

The Town Clerk stated that a request had been received for funding from the VC Gallery. The aims of the VC Gallery are to engage with community groups through art participation, signpost military veterans for assistance and work with other charity and not for profit organisations for the benefit of the community. The VC Gallery are requesting the amount of £750 which will be used for the cost of referrals, refreshments, transport and exhibiting the resulting paintings.

This request was discussed but unfortunately the Town Council were unable to help as the application fell outside the remit of the Town.

Elly's Ward 10 Flag Appeal

The Town Clerk had received an application from Lyn Neville with regards to Elly's Ward 10 Flag appeal that raises funds for the Ward 10 Cancer Ward at Withybush Hospital. A specific amount had not been requested as any donation would be gratefully received. The documents stated that the amount of £10,810.00 had been raised so far. There were no supporting accounts with the application as the charity is registered under the Hywel Dda umbrella charity but the just giving page (www.justgiving.com/ward10flag) provides information on the funds that have been raised.

Councillor D. Earl declared an Interest in this application.

After a discussion between the Councillors it was decided that members were not happy to make a donation under the Hywel Dda umbrella as there were no supporting accounts to show the spends but they were happy to make a donation towards the insurance costs for an upcoming fundraising event that was being planned.

It was

PROPOSED by Councillor T Wilcox

SECONDED by Councillor A Lee

RESOLVED – That the Town Clerk contact Elly's Ward 10 Flag Appeal to ask for further information regarding insurance costs for the upcoming fundraising event.

Pembroke Dock Sunderland Trust

The Town Clerk stated a grant application for the sum of £1400.00 had been received from the above organisation. They were asking for funding towards production and printing of promotional leaflets for the upcoming year. Pembroke Dock Sunderland Trust has been central to a large number of events within Pembroke Dock in previous years with the most

recent Armed Forces Day event being held here which was a huge success.
Councillor J Mc Naughton proposed a sum of £150.00 which was seconded by Councillor G Goff.

An amended proposal of £250.00 was put forward by Councillor T Wilcox seconded by Councillor P George.

Councillors took a vote on these proposals and the sum of £150.00 was approved, therefore:-

It was **PROPOSED by Councillor J McNaughton**
SECONDED by Councillor G Goff
RESOLVED – That Pembroke Dock Town Council donate £150.00 to The Sunderland Trust to help with printing costs under Local Government Act 2000 s.2, the Power of Wellbeing.

129. What has convergence Funding done for you?

The Town Clerk had received information from the European Manager of Pembrokeshire County Council regarding how the European Fund had benefited Pembroke Dock and surrounding areas and stated the document was available to view.

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

There was no report this meeting.

129 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None to report

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

Patient Participation Group

Councillor J McNaughton had attended a Patient Participant Group (PPG) meeting. Councillor McNaughton questioned if the Town Council Members needed two members on the committee however it was decided that one member would be sufficient allowing the PPG to invite a Carer to join the Committee. Other items discussed included:

- To allow Nurse Practitioners to sign Prescriptions
- The Online Booking System
- Offering support to Carers
- Holding events to raise money
- Practice Manager retiring on 18th May 2016

Pennar Community School

Councillor M Colgan attended a School Council Meeting at Pennar Community School, and discussed issues the Pupils had regarding the Play Area in Pennar. The School Council had specifically requested a waste bin however Councillor T Wilcox stated that this was already in hand.

Power Station Meeting

Councillor M Colgan had also attended a Power Station Meeting. At this meeting she was given a brochure which other members were welcome to look at. The next Power Station meeting would be on Wednesday 8th June 2016.

Police Forum Meeting

Councillor P Kraus had attended a Police Forum Meeting and stated that Police had addressed the vehicle parking issue at Pembroke Dock Community School. The Dog fouling problem was also discussed.

131 FINANCIAL REPORT
ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
12.01.2016	B Jones – Dismantling of Christmas Lights	£4650.00	
13.01.2016	Lloyd & Pawlett – Removal Costs	£ 582.00	
18.01.2016	Northeast Cables – Extension Cables	£ 4.64	Debit Card
27.01.2016	Eurooffice – Stationery	£ 66.01	
29.01.2016	Pembs County Council – Business Rates	£ 248.67	
28.01.2016	Ultra Connect Ltd –Office Equipment	£ 7.98	Debit Card
29.01.2016	Post Office – Postage	£ 46.15	Debit Card
01.02.2016	Pembroke Town Council – Christmas Trees	£ 264.00	
01.02.2016	Huge Best Ltd – Extension Cable	£ 1.18	Debit Card
01.02.2016	Coolcase – Extension Cable	£ 1.18	Debit Card
01.02.2016	Pembs County Council – Rates	£ 162.64	
01.02.2016	S Scourfield –Argos	£ 14.99	

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

Date	Description	Amount	Payment Method
07.01.2016	Pembs County Council – Office Rent January	£298.80	
13.01.2016	Open Spaces Society – Annual Subscription	£ 45.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
27.01.2016	Eurooffice – Credit Note/Stationery	£ 13.66	
26.01.2016	Pembs County Council – Credit Note/Rates	£537.97	

SALARIES AND WAGES

06/01/2016-05/02/2016	Salaries & Wages	£ 3,595.58
06/01/2016-05/02/2016	Tax & Ni	£ 602.24
06/01/2016-05/02/2016	Pensions	£ 669.79

ACCOUNT BALANCES

04.02.2016	HSBC Current Account	£73,497.15
04.02.2016	HSBC Premium Account	£22,410.69

It was

PROPOSED by Councillor D Earl
SECONDED by Councillor G Goff
RESOLVED – That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

132 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Town Awards

133 COMMUNITY ISSUES

Councillor G Goff asked if assurance could be obtained from Lloyds Bank PLC that their Pembroke Dock Branch would not be closing in the foreseeable future. The Town Clerk stated that this had already been confirmed.

134 MAYOR'S REPORT

The Mayor confirmed he had attended the following event:

- Friendship Meeting where concerns regarding the potholes in Market Street, street signs off Harbour Way and Donovan Way were discussed.

Councillor T Wilcox and Councillor A Lee left the Meeting at 7.30 pm.

135 PRIVATE & CONFIDENTIAL

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor G Goff
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.

STREET CLEANER VACANCY

The Town Clerk stated that the applications for the above post had been reviewed and further commented that an outside contractor had also contacted the Office with regards to the Street Cleaning and other outside duties.

After a short discussion by Council Members it was agreed that the outside contractor would take on the provision of the street cleaning and outside duties this being more cost effective.

There being no further business the meeting was closed.