

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 10th December 2015

PRESENT: Councillors P Kraus, M Colgan, D Earl, P George, G Goff, P Gwyther, A. Lee, A McNaughton, J McNaughton, S Perkins J Phillips and T Wilcox,

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Amanda Hart – Administrative Support Office

92 APOLOGIES FOR ABSENCE

Councillor P Folland, K Higgs, M Murton.

93 DECLARATIONS OF INTEREST

There were none.

94 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No questions from those present..

95 MINUTES OF 26TH NOVEMBER 2015

It was

PROPOSED by Councillor J. McNaughton

SECONDED by Councillor G. Goff

RESOLVED - That the Minutes of 26th November 2015 are adopted as a true record.

96 MATTERS ARISING FROM THE MINUTES OF 26TH NOVEMBER 2015

Item 87 of Town Clerk's Report – Town Council Proposed Offices

Councillor P Gwyther stated that he wished to clarify the sub-lease between the Town Council and the Pater Hall Trust due to a number of Legal Issues he felt needed addressing. Councillor Gwyther had the following prepared statement which he read to members:

“By lucky chance I happened to meet Mr Huw Morgan who was the Town Council solicitor when the council was going through the process of setting up the Pater Hall Community Trust. It was he who we instructed, to set up the legal framework of the Trust with the two documents which make up the constitution of the Trust. These being the Articles of Association and the Memorandum of Association.

He also was instructed by us to draw up the Lease from the Town Council to the Trust. The lease back to the Council from the Trust for the Council Offices was also scrutinised by him on behalf of the Council. He approved all these documents, they were in turn accepted by council and he was paid for his completed work.

So there is no person more qualified to give a definitive answer as to the legality of these arrangements than he. As we have a disagreement between councillors and the town Clerk on these matters I felt obliged to ask him for an opinion and asked him three questions. The first was - Is the Sub lease regarding the council offices legal even though it has not been signed?

*Secondly and depending on the answer to the first question – Can the Town Council Move Offices?
And lastly - Can the council stop paying the Trust The rent?*

He based his answers on two legal principles:-

First the council had debated this setting up of the Trust and minuted the dual arrangement of the 25 year lease from the council and the one back to the council on many occasions over the period prior to the Council going ahead and setting up the Trust. There was an agreement and expectation that both leases would be signed or otherwise the council would be out on the street without premises. The signing of the first lease to the trust for 25 years signifies that the council accepted the signing of the second lease.

The second legal principle is “Part Practise”. The first payment of the rent was in 2005 so ten years have now elapsed where the council has accepted the lease arrangements are in place and are a legal process.

So on the question Is the second lease legal – the answer from the former Town Council solicitor is YES regardless of whether it has been signed or not.

The answer to the second question now that lease has been shown to be legal and can the Town council move offices is YES. He stated they can of course have two sets of offices.

He diplomatically did not make any comment on the cost involved in such a move.

The answer to the third question about whether they can stop paying the rent was - NO they cannot as it would be a definite Breach of Contract.

My concern is that a number of councillors were commenting Stop paying the rent at the last meeting although that important aspect was not properly discussed nor did we pass any resolution regarding the rent. So we have no idea if that non-payment is what the Town Clerk is considering doing.

It would be very wrong for that to happen without full council approving it anyway but now we have the knowledge that we would be breaking the law, it must not happen. So I would like to place on record my view that I cannot support this council deliberately taking an action which would be illegal – nor should any councillor.”

The Town Clerk commented that she had been in touch with the Town Council’s Solicitors for legal advice and was awaiting a reply.

There followed a general discussion in which it was commented that the current Town Council Offices do not meet any legal requirement. It was further commented that although the Trust had done a tremendous amount for the building, the Town Council’s offices had not been included in this. Councillor S Perkins stated that she had been in contact with the Monitoring Officer of Pembrokeshire County Council who had confirmed that the current location of the Town Council’s offices definitely does not meet the Disability Discrimination Act. Councillor Perkins further commented that the relocation of the offices was still no further forward and if necessary an Arbitrator should be called in to mediate between the two parties.

Councillor M Colgan stated that she had apologised to Councillor Goff following his Point of Order however, this had not been included in the minutes.

97 REPORT OF THE TOWN CLERK

The Town Clerk stated that Agenda Point 99, Notice of Motion should be brought forward for discussion at this point.

NOTICE OF MOTION TO RESCIND A PREVIOUS NOTICE OF MOTION TO MOVE THE TOWN COUNCIL OFFICES TEMPORARILY OUT OF THE PATER HALL, AS DISCUSSED AT THE MEETING OF THURSDAY 26TH NOVEMBER 2015

Councillor G Goff questioned whether Councillors P Kraus and M Colgan could preside during this Notice of Motion discussion in their roles as Chair and Deputy Chair as they were named signatories on the Notice of Motion. It was agreed by members that the Town Clerk temporarily took the chair for this discussion.

It was immediately questioned whether all the issues stated within the Notice of Motion had been sorted out to which the Town Clerk stated no. Councillor P Gwyther stated that if staff wanted luxurious offices then joining a community council was not the right place for them. Councillor Gwyther continued that staff now had a choice of toilet facilities now the door had been rehung and the draughts situation could be sorted if the office door was not left wide open. Councillor Gwyther further stated that the recent visit from the H&S representative from PCC was an informal visit and this person had no say over the offices of the Town Council anyway. It was commented that even though the visit was "informal" the H&S Representative did state that notice could be served if the visit was formal.

To bring the discussions on the Notice of Motion back on track, Councillor S Perkins stated that Councillors voted to temporarily relocate the offices because the creation of the new offices had not moved forward at all. Councillor P Gwyther stated that it was the resolutions of this Town Council that were slowing the process down and not the Pater Hall Trust.

It was commented that 3 times drawings had been submitted by the Trust and 3 times each set had been different and still the Town Clerk was being told the Trust now wished to move walls after the Town Council had approved the last drawings submitted by the Trust.

A general discussion followed in which many members stated that the relocation project seemed to be confirmed and then back to square one again with no progress being achieved. It was felt that the meeting of the Trust and the Councillors must take place as soon as possible however a recent letter received from the secretary of the Pater Hall Trust had raised further issues that had not been advised to the Town Council previously.

Councillor S Perkins stated that to progress this, members should vote on the Notice of Motion. A recorded vote then took place:

For the Notice of Motion

Councillor P Gwyther
Councillor P George
Councillor J Phillips
Councillor M Colgan
Councillor P Kraus

Against the Notice of Motion

Councillor T Wilcox Councillor A McNaughton
Councillor A Lee Councillor J McNaughton
Councillor G Goff Councillor D Earl
Councillor S Perkins

With 5 votes For and 7 votes against, the Notice of Motion falls.

100 Town Council Offices Relocation

The Town Clerk stated as members were aware the proposal for the Town Council offices to temporarily relocate was agreed. The Town Clerk had therefore been sourcing new offices in order to relocate to. The following options are available

46 Dimond Street – Rent of £6,600 pa

Business Rates approximately £2313.00

A 3 year Lease would be required for the property with a break out clause within the lease after 12 months; this gives the Town Council the temporary flexibility.

The lease is a full repair and insure lease which means the Town Council would be responsible for all maintenance to the internal and external parts of the building. A structural survey would be required in order to highlight any issues before the lease is signed with solicitor's advice when signing the lease.

Initial costs which have been passed to me are the following

1st Quarter rent - £1650

Reimbursement of costs insurance etc - £1591.20 – one off payment

Total = 3241.20 this does not include the Town Councils solicitor costs

Obviously there are a number of other costs which would have to be taken into consideration e.g. Gas, Electricity, Water.

42 Dimond Street – Current Pop up Shop - £3825 for rental April to December

The Town Clerk had been approached by Christine Gwyther from Communities First with the following proposal, the Town Council move into 42 Dimond Street (current pop up shop) for the period of January to March which Communities First would pay the rent for as they want to secure the use of the shop for 2016. The Town Council would then be required to move out at the end of March.

One condition of this agreement would be that the Town Council then take on the lease and pay the rent for the period of April to December in order for the pop up shop to continue throughout 2016. This could be paid under the regeneration head within the budget, but as with taking on any lease we would be required to have our solicitors look over the document before it can be taken on this will give added costs.

Possible Locations within Pembrokeshire County Council

There are also a number of possible locations within properties owned by Pembrokeshire County Council; which the Town Clerk is currently investigating.

There followed a general discussion on the options that the Town Clerk had put forward with the main points including:

46 Dimond Street

Contracted period would be too long.

Some facilities are located on 1st floor so disability access still a problem.

42 Dimond Street

Available tenancy period too short to ensure the new offices would be completed.

No financial benefit for the Town Council to take over the lease from April to December.

Pembrokeshire County Council Options

The Town Clerk stated that she would be attending a meeting on 21st December 2015 to view possible options at the Bridge Innovation Centre. Although it was questioned whether the BIC would be too far out of town it was commented that there are few visitors to the Town Council Offices for this to make a difference. It was further stated that the BIC could be an excellent location and Councillor S Perkins further stated that PCC do need to utilise their buildings and perhaps the Library could be another option.

Councillor T Wilcox stated that the final costings for the proposed ground floor offices are needed as a matter of urgency from the Pater Hall Trust. Councillor P Gwyther stated that the Trust had recently requested Mr Mike Rowe, an ex-council building inspector, attend the Pater Hall to prepare a Schedule of Works. Mr Rowe's estimate of costs was £9,000 to get the new offices to the completed shell – this would not include floor coverings, placement of sockets for PCs. Councillor Gwyther further stated that historically the Trust had found builders tenders have been very different in costs proposed for work.

It was questioned whether the newly-formed committee of councillors to assist with the project would get delegated powers to make financial decisions. It was felt that this would not be a good idea but perhaps emailing to other Councillors for them to respond within a 3 day period would be best.

Councillor S Perkins suggested the Town Clerk investigate the process of how best for the project committee to report back to full council.

It was commented that there is still no formal agreement of exactly what stage of the build the Town Council will be expected to take over the completion of the offices and therefore clarification is required on this point.

101 Danfo – Refurbishment of Library Toilets

The Town Clerk reminded members at the last meeting of this Council it was questioned if Danfo could be contacted to find out what upgrades were to be done to the toilets before the charging mechanisms were installed. They have replied and stated the following refurbishments were planned:

- Upgrade all lighting
- Install more hand driers
- Install a baby change facility
- Deep clean, paint and tidying up parts of the unit
- Replace disabled door
- Improve the disabled facility handrails
- Improve signage

- Improve the vanity Units

They have stated that they hope to have all the works completed before the charging mechanisms are installed but parts may not be possible but all planned works will be completed.

It was requested that the Town Clerk contact Danfo to confirm whether tiling would be part of the planned refurbishment.

102 Pembrokeshire County Council – Budget Pressure – Have your Say on Council

Pembrokeshire County Council had released a consultation with the above title which the Town Clerk had included within members' papers. The Town Clerk felt that as a Council they should respond and sought members' comments on the paper. The Town Clerk requested that any comments from members were sent to the office, and also urged members to submit individual responses.

103 Open Spaces Society Renewal

Notification had been received from Open Spaces Society regarding the renewal of the town councils subscription. The Town Clerk asked if council wished to renew its membership with them at a cost of £45.00 for the year.

It was felt that membership of the society would be beneficial

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Colgan

RESOLVED - That the Town Council renew the membership with the Open Spaces Society at the cost of £45.00.

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

104 Planning Applications

The Planning Committee had recently viewed the applications below, and the Town Clerk felt the comments made by the planning committee were not relevant to the applications and therefore had brought them back to Full Council for consideration.

The applications for consideration were

15/0827/PA – Extension of shop and addition of 2 flats above existing structure Spar Stores, Treowen Road, Pennar, Pembroke Dock, SA72 6NY

Comments made by the Planning Committee were the application would not be supported on the following grounds, there was no sufficient parking, it was an overdevelopment of the site and there were lack of facilities.

After reviewing the application the Town Clerk proposed this application contravenes the following policies:

Lack of parking facilities - GN1: General Development Item 6 – With the development being on the main entrance into Pennar this should be highlighted as this road is already a very busy area.

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor J McNaughton

RESOLVED – That the application not be supported on the grounds of lack of available parking provision.

**15/0824/PA- Change of Use of existing building to B1 business use.
Palace Bingo Club, 30 Queen Street, Pembroke Dock, SA72 6JE**

Comments made by the Planning Committee were the application would not be supported on the following grounds; it's not in keeping with surroundings, there are no parking provisions and access into Queen Street was not acceptable.

After reviewing the application the Town Clerk proposed this application should be supported as there were no grounds to refuse the application.

Councillor A McNaughton supported this although he had some concerns regarding access to the lane and it was seconded by Councillor Colgan , a vote was then taken and it was decided not to support this on the same grounds as the original decision.

105 Location of the bins around the town

The Town Clerk attended a meeting on 10th December 2015 with Pembrokeshire County Council regarding the bins in and around the town. The Town Team had previously suggested that there were a vast number of bins along Front Street which were not required. At present there are 8 bins along Front Street, it was therefore agreed that 4 of the bins would be relocated in areas which require bins the 4 new locations will be

- Section of Path between Pembroke Dock Community School and Ferry Lane
- Pembroke Road – Footpath along the top road
- Outside the Garrison Chapel
- Footpath bottom of Ocean Way at entrance to golf course walk

In the meeting it was agreed that all the bins in Dimond Street would be changed to the new recycling bins in order for all the bins to look the same throughout the town.

A discussion took place regarding the location of the bins around the town and it was decided that a bin was not required at Ocean Way but 2 extra bins should be placed on Pembroke Road along the footpath.

106 Update from the Town Team/Regeneration group

As the Town Council had not received an update from its members on the regeneration group for some time, The Town Clerk contacted the chair of the group for an update and was informed that at a recent meeting the group had discussed the following

- Town Signage – It was confirmed that it will be installed by end of February
- There was currently a star word competition around the town which is being run by Nicky Skipworth
- Old Railway Lines – the group had erected signs as advised with no landowner coming forward they had therefore taken the next steps to adversely possess the land with the application being made by James Parfitt, the group were hoping to turn the land into an area which could be used by the community.
- Pop up Cinema – This is to go ahead in March with the Pater Hall being a possible venue.
- The group had asked if the Town Council can provide 2 hours per month of administrative support in order to take minutes at their meetings, The Town Clerk asked if members could comment on the updates provided.

Members expressed concerns as to whether liability would fall with the Town Council regarding the Old Railway Lines. The Town Clerk confirmed this would not be the case as an individual was making the application.

Members' thoughts' in relation to providing Administrative support were that the staff should be approached personally and more information sought.

99 NOTICE OF MOTION TO RECIND A PREVIOUS NOTICE OF MOTION TO MOVE THE TOWN COUNCIL OFFICES TEMPORARILY OUT OF THE PATER HALL, AS DISCUSSED AT THE MEETING ON THURSDAY NOVEMBER 26TH 2015

This was discussed within the Town Clerk's Report.

100 BUDGET 2016/17

| | Description | Current Budget | Budget Amount 2016 |
|-----------------------|----------------------------|----------------|--------------------|
| Administration | | £ | £ |
| 1101 | Advertising | 300 | 300 |
| 1102 | Internal Audit | 150 | 150 |
| 1103 | Insurance | 3000 | 3,000 |
| 1104 | Legal Fees | 1000 | 1,000 |
| 1105 | Computer Support | 500 | 600 |
| 1106 | Telephone | 600 | 600 |
| 1107 | Travelling and Subsistence | 250 | 250 |
| 1108 | External Audit | 600 | 600 |
| 1109 | Postage | 500 | 500 |
| 1110 | Office Equipment | 500 | 1,600 |
| 1111 | Printing | 400 | 600 |
| 1112 | Maintenance of Equipment | 250 | 250 |
| 1113 | Stationery | 800 | 800 |
| 1114 | Training | 1500 | 1,500 |
| 1115 | Membership fees | 500 | 500 |
| 1116 | Internet | 300 | 300 |
| 1117 | Website | 300 | 300 |
| Total | | 11,450 | 12,850 |

Computer Support

At the last meeting it was recommended that the backup systems were investigated further with the option of servers being looked at. Quotes had been received from Prefect Pcs and Cybercure The quote from Perfect PCS recommended that a network addressed storage device was installed in the office with an uninterruptible power supply to protect the device from power failures and surges, this system would act as a server with external cloud being looked at to transfer the information from the storage device, costs for these devices are as follows

Network Addressed Storage - £199.99

Uninterruptable Power Supply - £99.90

Total £299.89

To then include external cloud the costs would be the following

| | Per User | Per Year | Total including server costs |
|---------------|----------|----------|------------------------------|
| Google | £6.60 | £79.20 | £379.09 |
| Microsoft 365 | £7.80 | £93.60 | £393.49 |

The quote from Cybercure was £475 for the supply and installation of a fireproof cloud based storage with secure anywhere access.

The above all cater for 2tb of space which is more than enough for council usage taking these costs into consideration

It was **PROPOSED by Councillor J McNaughton**
SECONDED by Councillor A Mcnaughton
RESOLVED - That the Town Council accept the quote from Perfect PC.

The Town Clerk recommended the computer support budget is set at £600 which is only £100 increase on the previous year

It was **PROPOSED by Councillor A Lee**
SECONDED by Councillor J McNaughton
RESOLVED - That the Computer support budget head be increased by £100.00 to £600.00 for Financial Year 2016/17.

| Salaries and Wages | Description | Current Budget £ | Budget Amount 2016 £ |
|--------------------|--------------|---------------------|----------------------------|
| 1201 | Salaries | 45,000 | 47,000 |
| 1203 | Wages | 8,000 | 12,000 |
| 1205 | Employers NI | 3,000 | 3,000 |
| 1206 | Pensions | 4,000 | 5,000 |
| Total | | 60,000 | 67,000 |

| Official Entertainment | Description | Current Budget £ | Budget Amount 2016 £ |
|------------------------|-------------------------|---------------------|----------------------------|
| 1301 | Mayors Allowance | 4,000 | 4,000 |
| 1302 | Deputy Mayors Allowance | 1,000 | 1,000 |
| 1303 | Mayoral Civic Events | 2,000 | 2,000 |
| 1304 | Official Entertainment | 500 | 500 |
| Total | | 7,500 | 7,500 |

| Office Expenses | Description | Current Budget £ | Budget Amount 2016 £ |
|------------------------|---|-----------------------------|-------------------------------------|
| 1401 | General Rates | 2,300 | 2,300 |
| 1402 | Rent to Pater Hall Trust | 7,000 | 7,000 |
| 1403 | Refurbishment for Town Council Offices – this would give a total of £12,000 earmarked | 3,000 | 6,000 |
| Total | | 12,300 | 15,300 |

| Town Decoration and Improvement | Description | Current Budget £ | Budget Amount 2016 £ |
|--|---|-----------------------------|-------------------------------------|
| 1501 | Christmas Lighting | 18,000 | 18,000 |
| 1502 | Utilities - Pump House & Centenary Lamp | 200 | 200 |
| 1503 | Maintenance Centenary Lamp | 500 | 500 |
| 1505 | Maintenance Pump House | 250 | 250 |
| 1507 | Floral Baskets | 6,000 | 4,500 |
| 1508 | Memorial Park costs/Equipment | 100 | 100 |
| 1509 | Regeneration | 6,000 | 6000 |
| Total | | 33,050 | 29,550 |

It was previously agreed that information on extra flowers which the Town Council have agreed to take on was tendered for by local businesses; The Town Clerk had previously sent out notification to local organisations and only received one quote which was from Hill Farm Nurseries. The Town Clerk had also asked Pembrokeshire County Council for final costings and these are as follows;

Hill Farm Nurseries - £1,770 this includes some all year round plants but it does not include any ground preparation costs. The number of plants is also greatly reduced in the borders at Criterion roundabout.

Pembrokeshire County Council - £2852.28 this includes the criterion roundabout to be planted as in previous years, PCC would also supply manpower to water and maintain the plants during Monday to Friday but if the flowers were needing maintenance during a weekend then the Town Council would be charged a rate of £26.00 per hour to cover labour and vehicle costs.

The budget for the floral baskets would have to change accordingly with the following changes required:-

Hill Farm Nurseries quote to be increased to £4,500

Pembrokeshire County Council quote to be increased to £5,200

These increases take into consideration costings for floral baskets which were approximately £2,300 this year.

The Town Clerk sought members' agreements on which organisation they wished to use in the upcoming year.

Following a general discussion
It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor P George
RESOLVED That the Town Council accept the quote from
Pembrokeshire County Council

It was commented that the Town Council retain use of the smaller flower towers for the coming year rather than use the larger PCC ones.

The Town Clerk confirmed that the floral baskets budget head would be increased to £5200.00 for Financial Year 2016/17.

| Community Support | Description | Current Budget £ | Budget Amount 2016 £ |
|--------------------------|----------------------------------|-----------------------------|-------------------------------------|
| 1601 | Donations | 1,500 | 1,500 |
| 1603 | Pater Hall Community Trust | 8,500 | 7,000 |
| 1604 | Pembroke Dock Festival Winter | 4,500 | 4,000 |
| 1605 | Pembroke Dock Festival Summer | 7,000 | 5,000 |
| 1609 | Memorial Park Group | 15,000 | 10,000 |
| | Pembroke Dock Friendship Club | | 350 |
| | Pembroke Dock Men's Shed | | 0 |
| Total | | 44,635 | 27,850 |

| Miscellaneous | Description | Current Budget £ | Budget Amount 2016 £ |
|----------------------|---------------------------------|-----------------------------|-------------------------------------|
| 1701 | Wreaths | 200 | 300 |
| 1702 | Bank Charges | 200 | 200 |
| 1703 | CCTV contributions, Red care | 1,800 | 1,800 |
| 1704 | CCTV contributions PCC | 3,000 | 2,000 |
| 1705 | Civic regalia & Memorabilia | 5,000 | 2,500 |
| Total | | 10,200 | 6,800 |

| Promotion of Tourism | Description | Current Budget £ | Budget Amount 2016 £ |
|---------------------------------|-----------------------|-----------------------------|-------------------------------------|
| 1801 | Twinning | 2,000 | 0 |
| 1805 | PDTC Xmas Festivities | 1,500 | 1,500 |
| Total | | 3,500 | 1,500 |

Twinning – Decrease by £2000

At the last meeting it was recommended this figure was reviewed once more information had been gained from Pembroke Town Council. The Town Clerk confirmed that Pembroke Town Council are not putting any funds towards Twinning for the upcoming year as there are no planned events, therefore recommended this figure is left at zero.

Final Overview

| Budget Head | Amount 2015 | Amount 2016 |
|---------------------------------|--------------------|--------------------|
| Administration | 11,450 | 12,850 |
| Salaries and Wages | 60,000 | 67,000 |
| Official Entertainment | 7,500 | 7,500 |
| Office Expenses | 12,300 | 15,300 |
| Town Decoration and Improvement | 33,050 | 29,550 |
| Community Support | 44,635 | 27,850 |
| Miscellaneous | 10,200 | 6,800 |
| Promotion of Tourism | 3,500 | 1,500 |
| Total | 182,635 | 168,350 |

This increase allows for the following services to be provided to the town

- 2 x Street Cleaners
- Christmas Lighting
- Hanging Baskets
- Planting of flower beds on criterion roundabout
- Community Support – Park, Festivals, Pater Hall, Other Community groups
- Maintenance of Play Equipment
- CCTV
- Christmas events- free to residents

The Town Clerk confirmed the revised budget figure for Financial Year 2016/17 would be £169,050.00. and requested member's agreement to submit a precept request for this amount.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor J McNaughton

RESOLVED – That the revised Budget figure of £169,050 is accepted and a precept request is submitted for this amount.

101 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none

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

There were none

103 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

| Date | Description | Amount | Payment Method |
|-------------|---|---------------|-----------------------|
| 16.11.2015 | The Playwrite Group – Grotto Presents | £222.38 | Debit Card |
| 16.11.2015 | The Playwrite Group – Grotto Presents | £97.20 | Debit Card |
| 19.11.2015 | Post Office – Meeting Papers & Postage Stamps | £55.02 | Debit Card |
| 18.11.2015 | A Phillips – Cable Ties for Fence Repair | £11.37 | |
| 18.11.2015 | HSE Books – H & S Law Poster | £9.00 | Debit Card |

| | | | |
|------------|--------------------------------------|--------|--|
| 30.11.2015 | Clarity Copiers – Print Copies | £51.10 | |
| 30.11.2015 | Princess Gate – Sanitisation Service | £17.78 | |
| 30.11.2015 | Princess Gate – Bottled Water | £21.02 | |

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

| Date | Description | Amount | Payment Method |
|------------|---|---------|----------------|
| 01.12.2015 | Pater Hall Trust – Office Rent December | £583.33 | |

ACCOUNT RECEIPTS

| Date | Description | Amount | Payment Method |
|------|-------------|--------|----------------|
| | | | |

SALARIES AND WAGES

There were no Salaries and Wages paid during this period.

ACCOUNT BALANCES

| | | |
|------------|----------------------|-----------|
| 03.12.2015 | HSBC Current Account | £47092.02 |
| 03.12.2015 | HSBC Premium Account | £22408.55 |

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor G Goff

RESOLVED – That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

104 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Tolls at the Cleddau Bridge

105 COMMUNITY ISSUES

Councillor P George attended annual meeting of Louisa Sanders Trust and stated that 10 applications had been received for the grants and each would receive varying amounts of financial assistance.

Councillor George congratulated Town Council staff for their efforts at the Lantern Parade and Santa's Grotto which had recently been held. Councillor Goff agreed that the Grotto had been a great success.

Councillor T Wilcox left the meeting at this point

Councillor S Perkins commented that the parade and fireworks were a great success and thanked those Councillors who attend and helped with the event. Councillor Perkins furthered thanked the Town Clerk and staff as well as those Cadets who had attended from the Police and Fire Service.

Councillor J McNaughton commented that a new location was needed for the Breast Cancer Scanning Mobile Unit.as Pembroke Dock is one of the busiest users of the facility and as a Town we do not want to lose this.

Councillor A McNaughton commented that there is a problem with speeding vehicles in Victoria Road. The Town Clerk would look into this issue.

Councillor P Kraus reported that he had attended the recent meeting of the Police Forum however there was a not a lot happening.

106 MAYORS REPORT

The Mayor reported the following:

- Town Litter Pick on Thursday 10th December 2015
- Reports of rubbish in Melville Terrace
- Weed Pick on Sunday 13th December 2015
- He would be organising an Open Air Carol Service on Saturday 19th December 2015 by the Christmas Tree in Lower Meyrick Street.

Councillor Perkins commented that Keith Lewis from PCC wished to attend a future Town Council meeting to explain about the planned WIFI project for the town.

Councillor P George commented that no decision had been discussed regarding a Christmas Bonus for Staff

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor P Kraus

RESOLVED – That the sum of £50 be paid to each Staff Member as a Christmas Bonus.

There being no further business the meeting closed.