

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 26th November 2015

PRESENT: Councillors P Kraus, M Colgan, D Earl, P George, G Goff, P Gwyther, 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

78 APOLOGIES FOR ABSENCE

Councillor P Folland, K Higgs, A Lee, M Murton.

Councillor P Gwyther stated that he needed to leave the meeting by 7.30pm.

79 DECLARATIONS OF INTEREST

There were none.

80 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None present.

81 MINUTES OF 29th OCTOBER 2015

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor P George

RESOLVED - That the Minutes of 29th October 2015 are adopted as a true record.

82 MATTERS ARISING FROM THE MINUTES OF 29th OCTOBER 2015

Community Issues - Pot-holes in Princes Street

Councillor J McNaughton stated that the large pot hole in Princes Street had not yet been attended to by Pems County Council and was still in place.

83 REPORT OF THE TOWN CLERK

87 Town Council Proposed Offices

The Town Clerk stated at the last meeting of this Council it was agreed that estimates for the building works would be sought in order to progress the development of the proposed Town Council Offices. The Town Clerk further stated that a number of local builders had been contacted to obtain estimates for the work, with only 1 builder visiting the site to assess the works required. The builder had highlighted a number of areas which would require further investigation, for example the concrete box based in the yard. After reviewing the plans and the site he estimated the costs to be approximately £20,000 - £25,000.

The Town Clerk had received the following proposal from Councillor A McNaughton:

“Town Council Offices temporarily relocate outside of the Pater Hall until such time the new offices are to a satisfactory standard to move into to provide legal premises for the Town Council”

The Town Clerk sought members’ comments on the building work estimations?

The Town Clerk also requested that a committee is set up with the remit work together with the Pater Hall Trust in order to put together a schedule of works.

It was commented that there are currently two issues: firstly the huge problems with the current offices that make them inadequate for staff and secondly the creation of the new offices downstairs so the Town Council can relocate to ground level.

Councillor T Wilcox stated that he would “second” Councillor McNaughton’s proposal and further commented how disappointed he was that the Pater Hall Trust had still obtained no quotes for the building works required for the creation of the offices on the ground floor. Councillor Wilcox stated it therefore made sense for the Town Council to move elsewhere as the office project is not moving forward.

Councillor A McNaughton commented that his proposal was tabled to try and move the situation forwards and the temporary move would ensure that the staff are considered – which is the legal obligation of the Town Council.

Councillor P George commented that obviously staff should be considered but the offices had been the same since 1986 and not once in the past had staff raised that facilities provided are a problem. The Trustees had worked hard over the last two years to try and get things back on track and it was hoped that the hot water would be back on before Christmas.

It was stated that the fact no changes had been made to the offices since 1986 could be the problem and Council need to support staff in their right to complain.

Councillor P Gwyther commented that accepting Councillor A McNaughton’s proposal would be a disaster as well as being a waste of money, time and effort.

Councillor J McNaughton wished the Town Clerk to answer two questions – firstly did the Town Council have a signed lease with the Pater Hall Trust. The Town Clerk stated no such document was held by the Town Council. However, Councillor Gwyther stated that it was minuted in 2007 that the sub lease had been signed.

Secondly, Councillor J McNaughton asked the Town Clerk how easy it had been to communicate with the Chair of the Pater Hall Trust. The Town Clerk stated that several attempts had been made and she had been advised from the Chair of the Trust that he would visit the office as there had been changes to the drawings again that he wished to discuss with her. However, the Town Clerk stated that no contact had yet been made.

It was commented that Town Council staff should not have to endure this situation each month. It was further commented that disappointingly the Town Council still find themselves with the same problems with regards to the offices. Councillor D Earl stated that again we are going round in circles and, although he preferred his proposal from two meetings ago, he would support

Councillor McNaughton’s proposal to temporarily move out until the new offices are ready to move into.

A heated discussion took place where the costs of temporary relocation of the Town Council offices were discussed but how can this be put above the cost of the health and wellbeing of the staff.

Councillor G Goff raised a “Point of Order” against Councillor M Colgan and stated that as a Councillor she should not be commenting and shaking her head during these discussions. Councillor Goff continued that a democratic vote should take place on the tabled proposal.

With Councillor A McNaughton’s proposal of *“Town Council Offices temporarily relocate outside of the Pater Hall until such time the new offices are to a satisfactory standard to move into to provide legal premises for the Town Council”* a recorded vote of members took place:

It was **PROPOSED by Councillor A McNaughton**
SECONDED by Councillor T Wilcox

<u>FOR</u>	<u>AGAINST</u>
Councillor T Wilcox	Councillor P George
Councillor S Perkins	Councillor P Gwyther
Councillor G Goff	Councillor J Phillips
Councillor D Earl	Councillor M Colgan
Councillor A McNaughton	Councillor P Kraus
Councillor J McNaughton	

RESOLVED - That the Town Council look for alternative office accommodation to temporarily relocate until the new offices are completed.

The Town Clerk stated that she would like to form a committee of Councillors who would specifically work on the new office development. Councillors J McNaughton, G Goff and T Wilcox volunteered to form the committee.

88 Funding Requests

i) PATCH

A funding application had been received from the above organisation, they had requested funding to help towards this year’s Toy Appeal. The form stated that PATCH donated to 600+ children last year with only 27 being in Pembroke Dock.

The Town Clerk reminded members that the grant giving policy of this Council stated:

“The services, facilities or activities for which a grant is sought are wholly or mainly benefitting the residents of Pembroke Dock.”

Unfortunately this application does not meet this requirement.

ii) Keep Wales Tidy

An application had been received from the above organisation who requested an amount of £100 for the purpose of continuing coastal and inland community work in Pembrokeshire focusing on community clean ups and transformation projects. They stated in their application that Keep Wales Tidy gain a number of grants but a lot of the grants received are tied to specific areas so the grants would not benefit Pembroke Dock.

Unfortunately this application does not fall within the remit of the Town Council.

89 Letter of Thanks from Pembroke Dock Cricket Club

The Town Clerk stated that a letter of thanks for the recent funding had been received from the Cricket Club.

90 Transport Interchange – Water Street

The Town Clerk had included in members papers a copy of the plans for the transport interchange which is located adjacent to the railway station in Pembroke Dock. The development's access and egress to the site will be on Water Street with traffic lights controlling the traffic. It had been stated that works to install the traffic lights would commence on the 16th November 2015, with temporary lights in operation at peak times during the installation period to ensure the safety of workers and road users.

There followed a general discussion in which it was commented that Water Street can be a busy street therefore the installation of lights would prove to be a good solution for traffic management and pedestrian safety.

91 Pembroke Dock Library Toilets

Notification had been received from Pembrokeshire County Council that Danfo would be installing charging mechanisms at the toilets located in Asda car park. This had been agreed at Pembrokeshire County Council's cabinet meeting in November 2013 along with a maximum charge of 20p per use.

It was anticipated that the systems would be in place from January 2016.

It was questioned whether the planned refurbishment works would be completed prior to the charges being implemented. The Town Clerk would be writing to Danfo to ask them to clarify the planned works and to ask them whether the charges would be levied on to disabled users as well.

92 December Council Meeting

The Town Clerk reported that it had been brought to her attention there is to be a show held in the Pater Hall on 17th December. This would mean the Warrior Room would not be available for the Town Council meeting. The Town Clerk reminded members that the Town Council needed a room with disabled access therefore the Town Council would be unable to meet on 17th December as no other room was suitable at the Pater Hall. The Town Clerk sought members' permission to move the meeting date to Thursday 10th December at 6.30pm in the Warrior Room.

Following a discussion it was decided to move the meeting to 10th December.

93 Proposed Christmas Tree from Councillor Kraus

The Town Clerk reminded members that at the last meeting Councillor Kraus had questioned the possibility of moving a Christmas tree to the centre of the flower bed based in the Memorial Park; members were advised to visit the tree in its current location to assess the size of the tree before any decisions were made. The Town Clerk believed that the majority of members had been to assess the tree and most felt that it would not be suitable for the flower bed due to its size. The Town Clerk asked if members have any further comments?

A number of members had viewed the tree and commented that it was a beautiful specimen. However, it was felt that due to the problems that could arise with the moving of the tree, the Town Council cannot proceed with taking ownership of it.

94 Renaming of lane between Bufferland and Treowen Road

The Town Clerk had been approached by members of Pennar who had requested permission to rename the above lane to "Carolyn's Way" As the lane does not officially have a name Council are able to rename it. The Town Clerk requested members' permission to contact Pembrokeshire County Council to name the lane Carolyn's Way.

Many of those members present at the meeting felt that the renaming would be a great idea. Councillor S Perkins stated that she felt the Town Council needed to take a consistent approach with the naming of areas within the Town. Councillor T Wilcox added that Matt Cloud of Pembrokeshire County Council would be happy to help with a ceremony to mark the naming once a decision is made.

A vote took place amongst members and was unanimous.

95 External Audit – Asset Value

At the last meeting of this Council the Town Clerk presented to members information on the results of the external audit. The Town Clerk stated the fixed asset amount was questioned and was advised the correct figure should be £2,141,160. Councillor P Gwyther had requested the figures be checked against the recent changes which had been made to the Pater Hall insurance. The Town Clerk had checked with the Pater Hall Trust regarding these figures and taking into account that the Town Council also have the pump house; it was felt the figure of £2,141,160 is acceptable and should be accepted.

The Town Clerk therefore sought agreement from members to accept the recommendation from the External Auditor.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor J McNaughton

RESOLVED - That the Town Council accept the recommendations of the external auditor for the Fixed Assets of the Council.

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

96 Christmas Festivities

The Town Clerk reminded members that Christmas is fast approaching and there would be a number of events that members should be aware of. Firstly the Winter Festival would take place on Friday 4th December with the parade for the festival from the Youth Centre at 6pm led by the Pembroke and Pembroke Dock Silver Band with Father Christmas bringing up the rear.

There would be Open workshops being held at the Youth Centre on 27th & 28th November for local residents able to make a lanterns for the parade.

Saturday 5th December would be the Christmas Grotto at the Pater Hall between 11am and 3pm where Father Christmas had kindly agreed to attend. There would also be a number of craft and food stalls and refreshments available throughout the day.

The Town Clerk stated that the Festival Group and Town Council would welcome as many volunteers as possible to help at events.

97 BBC Radio 4 – Any Questions?

The Town Clerk advised members that above event had been scheduled to take place in the Pater Hall on Friday 22nd January 2016. Town Councillors had been offered tickets to attend.

98 RDF Waste – Dockyard Pembroke Dock

A public meeting had been due to take place on Wednesday 18th November with Natural Resources Wales in order to provide an update on the development within the Town. Natural Resources Wales had provided the Town Clerk with a briefing note on recent developments to ensure the information can be passed as wide as possible – a copy had been provided for members at the meeting of the Town Council. NRW noted they are still receiving complaints but these had reduced somewhat.

99 Christmas Refuse Collection Dates

Pembrokeshire County Council had started to advertise the new bin collection dates for the Christmas period. The information stated if your collection day would be due on Friday 25th December or Friday 1st January it would be collected on Sunday 27th December and Saturday 2 January respectively.

85 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none

86 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES **Valero Liaison Meeting**

Councillor P George stated that the recent meeting of the group had been well attended and that alongside ourselves and Pembroke Town Council, representatives from Milford Haven and Coshaston are now attending. The meeting had received an update from the Chairman of the Community Project group, where Valero staff volunteer within the local communities and have recently raised £15,000 for the local charity SNAP by holding a ball. The Valero community staff group also will help with marshalling for local events.

The Valero PR department, along with Dragon LNG and South Hook had collectively recently met with the Health Board to discuss emergency planning procedures.

The meeting also confirmed that the site's running processes had been all OK – apart from the small spillage that happened recently. The site had also received just 4 complaints on noise over the last few months. Finally, the site remains on a high-security status for the foreseeable future.

Councillor P Gwyther left the meeting at this point.

Councillor G Goff had recently attended a Toll Bridge meeting. Points of discussion included the toll charges, however it was felt that these would not be abolished. It was commented that the tolls act as a subsidy to all Pembrokeshire's council tax by the sum of approximately £25 per head. It was further discussed whether the bridge might be taken over by the Trunk Road Agency.

Councillor P Kraus had attended the Police Form recently. Councillor Kraus noted that the attendance of this meeting was the lowest he had ever known.

87 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
22/10/2015	Post Office – Postage for Meeting Papers	£27.72	Debit card
26/10/2015	1&1 Internet – Website Basic Fee	£71.96	
26/10/2015	Festive Lighting Co – Year 1 Hire charges	£3,107.02	Chq 100299
26/10/2015	Post Office – postage	£21.60	Debit card
27/10/2015	BT – Broadband	£86.10	
18/10/2015	BT – Telephone Services	£104.17	
03/11/2015	Princes Gate Water – Bottled Water	£11.88	
06/11/2015	SLCC – Course Fees for ILCA x2	£237.60	
09/11/2015	Festive Lighting Co – Brackets for light install	£439.80	Chq 100302
16/11/2015	P Bowman – Fireworks for Winter Festival	£1,000.00	

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

Date	Description	Amount	Payment Method
01/11/2015	Pater Hall Trust–Rent of offices for November	£583.33	
30/10/2015	TS Warrior – grant	£100.00	Chq 100300
03/11/2015	Pembroke Dock Cricket Club – grant	£100.00	Chq 100301

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
29/10/2015	HMRC – VAT Refund	£604.04	BACS

SALARIES AND WAGES

06/11/2015 – 05/12/2015	Salaries & Wages	£3,025.19
06/11/2015 – 05/12/2015	Tax and NI	£588.08
06/11/2015 – 05/12/2015	Pensions Contributions	£555.30

ACCOUNT BALANCES

19/11/2015	HSBC Current Account	£52,467.39
19/11/2015	HSBC Premium Account	£22,407.51

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor P George

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

88 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Budget 2016/2017

It was questioned whether Councillors would be meeting for a Christmas meal this year. It was confirmed that due to the time restraints, the Town Clerk should email members with a menu for Fairways Restaurant at the Golf Club for members to peruse.

Councillor M Colgan advised members of a charitable event being organised by Mick Seal to held on Christmas Day – this being a free of charge Christmas Lunch for any lone local resident who would otherwise be spending their Christmas alone. The event would be held at the Brewery Inn at Cosheston and transport would be provided as well for anyone who wished to attend. Names for anyone who wished to attend this event should be advised as soon as possible.

89 COMMUNITY ISSUES

Councillor J Phillips questioned whether the Port Authority had sorted out the lighting in Admiralty Way. The Town Clerk confirmed that no response had been received but we had a new contact within the Port and we would check with him.

Councillor P Kraus advised members that a young lad from the Town, Sam Brown, had donated a wooden bowl he had made from beech wood. The Bowl will be raffled during the Grotto event on Saturday 5th December with proceeds going toward the Mayor's Charity.

Councillor Kraus advised members that he was endeavouring to get the clock at Asda in working order again and had been speaking to Pembs County Council.

90 MAYORS REPORT

The Mayor confirmed he had been busy during the month and had attended the following events:

- Remembrance Day events at the Military Cemetery, Pembroke, Freshwater West and Pembroke Dock.
- Gild of Freeman Annual Church Service.
- Opened new Post Office in Pembroke Dock.
- Attended a coffee afternoon at Pembroke Dock Community School hosted by the school's Eco-Council.
- Candlelit Vigil in Haverfordwest to remember the victims of the Paris attacks.
- Litter pick on 26th November – most well attended to date with 21 volunteers helping out.
- Would be hosting a “Weed Pick” on Sunday 29th November.

91 PRIVATE & CONFIDENTIAL

It was

PROPOSED by A McNaughton

SECONDED by J McNaughton

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 29th OCTOBER 2015

It was

PROPOSED by Councillor P George

SECONDED by Councillor G Goff

RESOLVED - That the P&C Minutes of 29th October 2015 are adopted as a true record.

MATTERS ARISING FROM THE MINUTES OF 29th OCTOBER 2015

There were none.

There being no further business the meeting closed.