

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 29th October 2015

PRESENT: Councillors P Kraus, M Colgan, D Earl, P Folland, P George, G Goff, P Gwyther, K Higgs, A Lee, A McNaughton, J McNaughton, J Phillips and T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Prior to the commencement of the meeting, all those present held a minute's silence in remembrance of Councillor Carolyn Fortune.

63 APOLOGIES FOR ABSENCE

Councillor M Murton.

64 DECLARATIONS OF INTEREST

Councillor A McNaughton declared an interest in the funding request for Pembroke Dock Cricket Club.

65 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None present.

66 MINUTES OF 1st OCTOBER 2015

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor P Folland

RESOLVED - That the Minutes of 1st October 2015 are adopted as a true record.

67 MATTERS ARISING FROM THE MINUTES OF 1st OCTOBER 2015

It was questioned whether there had been any conflict with the temporary Post Office closures. The Town Clerk confirmed that we had received no complaints from residents.

68 REPORT OF THE TOWN CLERK

79. i) Funding Requests – Pembroke Dock Maritime Cadets

The Maritime Cadets are an organisation within Pembroke Dock who follow the traditions of the Royal Navy; they aim to help young people to develop into independent, considerate adults with self-discipline and leadership skills.

The Town Clerk states she had received a request from this organisation who have asked for £500 towards the servicing of the boats and trailer which are used for training exercises throughout the year, the group have recently taken part in a sponsored row in order to raise funds for new buoyancy aids for all cadets to wear whilst undertaking training.

The Town Clerk asked for members' comments.

Councillor T Wilcox arrived at this point

It was commented that the Maritime Cadets could always be relied on to turn out for any event within the Town that they are invited to or made aware of and offer help within the Community. It was questioned whether the group carry out any fundraising and what their current fund balance was. The Town Clerk confirmed that the group had sent information stating they had £600.53 and it was further confirmed that the group fundraise regularly during the year.

Councillor P Gwyther commented that the request of £500 was too high an amount to be fully considered as the entire budget set aside for the financial year was only £1500, therefore
It was

PROPOSED by Councillor P Gwyther

SECONDED by Councillor A McNaughton

RESOLVED - That the sum of £100 was granted to the Maritime Cadets under the Power of Wellbeing, Local Government Act 2000, s2.

A vote followed this proposal and was unanimously agreed.

ii) Funding Requests – Pembroke Dock Cricket Club

The Cricket Club had approached the Town Council to ask for assistance with their recent project of placing a defibrillator machine in the grounds of the cricket club. The machine will be kept on the external facade of the building for all members of the public to use as and when required.

The Town Clerk stated that the group are looking for support in the form of funding for the purchase of a suitable external case. The cost of an external case would be £500.00.

The Town Clerk asked for members' comments.

A general discussion followed where it was questioned it was the owner of the Club or the volunteers who made the request. It was confirmed that the volunteers requested assistance and that the volunteers had been gifted the defibrillator machine for public use.

It was

PROPOSED by Councillor P Gwyther

SECONDED by Councillor P Folland

RESOLVED That the the sum of £100 was granted to the Cricket Club under the Power of Wellbeing, Local Government Act 2000, s2.

A vote followed this proposal and was unanimously agreed.

80. Draft Charter between Pembrokeshire County Council and Town and Community Councils

The Town Clerk stated that a copy of the Charter document had been provided by Pembrokeshire County Council who were looking for members views on the document. PCC were asking if members agree or disagree with the information presented therein. The Town Clerk had included a copy of the document in members' papers.

The Town Clerk further asked for members' comments.

During a general discussion on the document a number of points were raised including the short deadline for responding to PCC and also usage of some ambiguous wording which would need careful consideration from the Town Council.

It was decided that the Town Clerk would respond to PCC stating that the deadline was unachievable as full consideration needed to be given to our response. It was further decided that a small working party of Town Councillors would be formed to review the document in more detail. Councillors P Gwyther, P Kraus and T Wilcox volunteered and would await the Town Clerk confirming the date for them to meet.

81. External Audit - BDO

The External Audit had been received from BDO and they had highlighted the following:

- The fixed asset amount shown was incorrect and the revaluations of buildings should not have taken place, therefore the correct figure for the fixed asset amount should be £2,141,160
- There was an error raised where figures were incorrectly transposed onto the audit, the external auditor recommended more care and attention was given when undertaking the entering of the information.

The Town Clerk had included in members papers a copy of the report and a copy of the information submitted to the External auditor.

The Town Clerk requested members' agreement to accept the external auditor's comments.

It was commented that the amount stated for the Fixed Assets of the Town Council should be queried. Councillor P Gwyther stated that recently the insurers for the Pater Hall Trust had agreed a lesser amount for the Pater Hall insurance due to its value. Councillor Gwyther suggested that the Town Clerk check with the secretary of the Pater Hall Trust for the figures and contact should be made with the Town Council's insurers to inquire if they would accept the lower value. The Town Clerk commented that queries had been raised with BDO over the preceding few weeks and further stated that Council could respond to the external auditors stating a query over the amount.

This item to be brought back to the November meeting.

Councillor A Lee arrived at this point

82. PCC is Changing

The Town Clerk had included in members' papers a copy of the document presented at a recent session held by the County Council regarding their budget preparations. The Town Clerk commented that members' could see the document covers a vast amount of information which needs to be taken into consideration whilst they are setting their budgets.

During the recent session attended by the Town Clerk it had been very apparent the cuts and changes which the County Council were going to be facing in the upcoming year. However it was pleasing they wanted to include all areas of the community in the idea gathering of how these cuts can be achieved.

The Town Clerk further commented that as the County Council do not finally agree their budget until the beginning of 2016, unfortunately it becomes difficult for Town and Community Councils to look at services which are going to be cut in full to give clear indication if they are able to fill the gaps from loss of service.

Councillor A Lee stated that PCC may well delay setting their budget until March 2016. It was commented that if the later date for PCC were to happen then caution would be required in the preparation of the Town Council's precept submission at the beginning of December. It was stated that there could be a possible extension for Town and Community Councils' precept deadline to be Feb/Mar 2016 however this had not been confirmed.

It was questioned whether the services that PCC are to cut would be immediately actioned or whether they would be cut from the Financial Year commencing 1st April 2017. The answer to this is not yet clear from any information that PCC have spoken about at the sessions attended.

83. Town Council Offices

At the 1st October meeting of this Council it was agreed that the Town Clerk would work with the Chairman of the Pater Hall Trust and gain copies of architect's plans. The Town Clerk had been in contact with the Chair of the Pater Hall Trust who has assured the Town Clerk that he had been working with the architects to gain plans for the proposed offices.

The Town Clerk stated to members that, at present, the Town Council are breaking the standards set out in the Factories, Offices and Shops Act as there is currently no hot water provided in the Sunderland Room Kitchen or Toilet. The Pater Hall Trust had been informed some weeks ago of this issue.

The Town Clerk informed members' that the drawings had been received and copies of these had been circulated for review. The Town Clerk stated that the available floor space would now be 22.52m², which is larger than the space currently occupied; however, one possible problem noted was the main door opens over the reception hatch which would not be ideal.

The Town Clerk asked for members' comments on the revised drawings and if the proposed space can be confirmed to the Pater Hall Trust.

Councillor A McNaughton questioned about the bi-fold wall that was mentioned at the joint meeting of the Town Council and the Trust on 28th September. Councillor P Gwyther stated that it would not be installed as the Trust had decided that it would be detrimental to the Warrior Room and of no benefit. The area directly behind the stage had also been cleared for use by groups when large shows are being held and this could further mean that the Warrior Room would not be used at all during the half a dozen times large shows are held each year.

The Town Clerk questioned whether the new double acoustic doors would definitely be installed between the Warrior Room and Stage. It was commented that the intention is to do so however the cost of this installation may prohibit the Trust being able to do this as part of the initial build changes.

The Town Clerk commented that to move the project on, she sought permission from council to obtain estimates of costs from two or three local building companies to ascertain whether both organisations can afford to proceed with the project. Members agreed this would be a good idea.

Councillor A McNaughton further commented that a time limit must be set for the completion of the project, for example within six months. Councillor McNaughton further stated that the lack of hot water was more of an urgent problem for staff and timescales were required from the Trust. Those members who are also Trustees of the Pater Hall commented that the problem was a faulty electric water heater and this would be fixed as soon as the part had become available to the plumbing engineer.

The Town Clerk concluded the discussion by confirming that members were happy with the revised drawings submitted by the Trust and that she would obtain estimate quotes to be reviewed at the November meeting.

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

84. RDF Waste – Dockyard Pembroke Dock

The Town Clerk stated that further to a letter recently sent to Pembrokeshire County Council regarding the waste processing site, a response had now been received. Members of the Town Council had been offered the opportunity to visit the site with a presentation after regarding the operation of the site. The Town Clerk asked if members would be interested in this opportunity.

Councillors Kraus, Goff, Lee, George, Colgan and Earl confirmed they would like to attend the site visit.

It was commented that South Pembs Hospital do appear to be suffering most from the location of the site with the smell becoming more apparent when the baled rubbish gets closer to the Hospital site.

85. Pembroke Silver Band Instrument Trust

The Town Clerk stated that confirmation had been received from the above organisation that they had been dissolved and all funds had been transferred over to the Pembroke Borough Silver Band. The Town Clerk had received a copy of the minutes from 22nd July 2015 which confirmed this decision.

86. Town Signage

The Town Team had been working with Pembrokeshire County Council regarding the efficiency of the signage in and around the town. Previously through the Town Team, it had been highlighted that signage directed ferry traffic around the outskirts of the town and did not highlight the town centre. The Town Clerk had provided for members a copy of the signage proposals, the County Council had requested members' agreement on the locations noted in the proposals.

It was commented that the majority of traffic arriving from the ferry does not wish to stop in the town as they have travelled for a while and just want to get on with their onward journey. It was further commented that perhaps the signage would be better directing those who are en-route to the ferry into the Town Centre as they seemingly would have spare time to visit the Town.

Those present all agreed with the proposals put forward for the signage.

70 BUDGET 2016/2017

The Town Clerk stated that the proposed budget for 2016/17 had been prepared for members to review. The information had previously been discussed and reviewed by the Finance Committee at a recent meeting.

Administration	Description	Current Budget £	Budget Amount 2016/17
1101	Advertising	300	300
1102	Internal Audit	150	150
1103	Insurance	3,000	3,000
1104	Legal Fees	1,000	1,000
1105	Computer Support	500	900
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	1,500	1,500
1115	Membership fees	500	500
1116	Internet	300	300
1117	Website	300	300
Total		11,450	13,150

Computer Support – Increase of £400

This heading had been recommended by the Finance Committee to be increased to take into account recommendations from the internal auditor. The recommendation being that the Town Council look at safeguarding the electronic information held on its systems by having an external backup/cloud. The Finance Committee had therefore reviewed the following areas available:

	Per User	Per Month	Per Year	Total Outlay per year
Google	£6.60	£19.80	£237.60	£345.60
Microsoft 365	£7.80	£23.40	£280.80	£388.80
Databank (finance)	n/a	£9.00	£108.00	n/a

The Finance Committee recommended after reviewing all the information that the Town Council use Microsoft 365 at a cost of £388.80 per year.

A general discussion followed where it was questioned the benefits of cloud technology over an external hard-drive which would be much cheaper and could be stored in the proposed fireproof safe that was also to be discussed. It was suggested that costs for cloud technology could be further saved by using one pc as a “server” and each user saves their work to the server, this would mean just one user licence is required.

It was **PROPOSED by Councillor J McNaughton**
SECONDED by Councillor M Colgan
RESOLVED - That the Town Clerk research a server-based system for the office

At this point it was questioned whether the purchase of the fireproof safe would be required if cloud-based technology was implemented.

After a further discussion of the merits of both proposals and the solutions suggested, it was suggested that the Town Clerk contact John Roberts at County Hall who would be a good source of technical expertise and this might help the Council’s decision on the correct solution to implement.

Office Equipment – Increase of £1,100.00

The increase of this heading was due to the recommendations from the internal auditor. He recommended that a fire proof safe was purchased in order to store important council documents. The options available were as follows:

3 Drawer fire proof safe with delivery- £964.14

4 Drawer fire proof safe with delivery - £1009.66

The Finance Committee had recommended that the 4 drawer safe was purchased at a cost of £1009.66.

A general discussion on the requirement for a fireproof safe took part

It was **PROPOSED by Councillor P Gwyther**
SECONDED by Councillor M Colgan
RESOLVED - That a 4 drawer fire proof safe was purchased at a cost of £1009.66

Salaries and Wages

		FY2015/16 £	FY2016/17 £
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

Salaries - Increase by £2000

The Finance Committee had recommended this increase to take into account staff progression through the salary banding which will be brought to Personnel and Full Council in April for agreement.

Wages – Increase by £4,000

The Finance Committee had recommended this increase to take into consideration the Town Council appointing an extra outdoor person at the rate of £7.20 per hour which will be the hourly rate come April 2016. It is recommended that the outdoor person is for 16 hours per week with further details of the position being viewed by the Personnel Committee.

Pensions – Increase by £1,000

The Finance Committee had recommended this increase to take into consideration another member of staff.

After a general discussion

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor M Colgan

RESOLVED – That Pembroke Dock Town Council approve the proposed Salaries & Wages budget changes for 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Official Entertainment

		FY2015/16 £	FY2016/17 £
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

There were no recommended changes to this budget head

It was

PROPOSED by Councillor P George

SECONDED by Councillor A McNaughton

RESOLVED – That Pembroke Dock Town Council approve the proposed Official Entertainment budget for 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Office Expenses

		FY2015/16 £	FY2016/17 £
1401	General Rates	2,300	2,300
1402	Rent to Pater Hall Trust	7,000	7,000
1403	Refurbishment for Town Council Offices 6,000 earmarked in previous budgets	3,000	6,000
Total		12,300	15,300

Refurbishment for Town Council offices – increase by £3,000

The Finance Committee had recommended that this head is increased to take into consideration the works required. There is also £6,000 earmarked in reserves which was £3,000 from 14/15 budget and £3,000 from 15/16 budget. This would give a total of £12,000 for the move of the offices.

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor P Folland

RESOLVED – That Pembroke Dock Town Council approve the proposed Office Expenses budget changes for 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Town Decoration and Improvement

		FY2015/16 £	FY2016/17 £
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 & Bunting	6,000	4,000
1508	Memorial Park costs/Equipment	100	100
1509	Regeneration	6,000	0
1510	Youth Council	2,000	0
Total		33,050	23,050

Floral Baskets – decrease by £2,000

There is a decreased recommended even with the Town Council undertaking planting in new areas this year. From the recommended costing from Pembrokeshire County Council the Town Council should be able to comfortably undertake the planting of the agreed areas.

Regeneration – decrease

Due to the projects presented to the Finance Committee, the Committee recommended there is a decrease in the funding provided for regeneration. The following projects were presented to the Finance Committee:

- 1) **Local Art Project** - Working with Schools to design artwork to use on window graphics for empty shop units – Anticipated £500 for the old chemist
- 2) **Website for the town** – Set up a website to encourage and inform residence and visitors of events in the area. The site would be an information hub for groups, advertising could be sold in order to self-finance in the future. - £1,700 to set up.
- 3) **Beer Festival** – This was a successful event last year and with live music and real ales this event would attract people from all over Pembrokeshire. This event would involve all local pubs during the week with the final day being at the Pater Hall - £2,500
- 4) **Annual Soap Box Derby** – This would run Dimond Street to Lower Meyrick Street, this could be a successful event for the town - £15,000
- 5) **Bungee Jump** – We are looking to expand on this event to include abseiling and zip wire with other events taking place in the town centre and surrounding areas - £20,000
- 6) **Old Train Tracks** – Develop ideas of how this area can be used successfully in order to maintain the area, paint, cut grass and keep rubbish clear - £900

Councillor D Earl fed to members the reasons the Finance Committee had discussed to merit of support from the Town Council for each project. All members agreed with the comments Councillor Earl reported on behalf of the Finance Committee and further questioned those members who also sit on the Regeneration Committee for their additional views. It was felt that the Regeneration Group were organising many events however none of these were projects for actual regeneration of the town centre.

It was further commented that no financial or information back-up for any project was received for the Finance Committee to based their discussions on and the submissions were late.

It was felt that the Town Council should be supporting the group in some way whilst they work to regenerate the centre of town. Perhaps a good solution would be to encourage the group to apply for an annual amount for them to use as they see fit.

With the current list of funding requirements that the Regeneration Group had asked for it was felt that this is a sum of money that the Town Council cannot even consider due to the amount in total.

Councillor M Colgan left the meeting at this point.

Councillor A Lee suggested that a sum of money the same as this current financial year should be set aside and then if the Regeneration Group to approach the Town Council for help, the funds are allocated within the budget.

It was

PROPOSED by Councillor A Lee

SECONDED by Councillor D Earl

RESOLVED – That Pembroke Dock Town Council set aside a sum of £6,000 for Regeneration in Budget 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Youth Council – decrease by £2,000

The Town Clerk stated that it was recommended a decreased to £0 as there was currently little interest within the community for this service.

The Town Clerk reported that the revised total under the Town Decoration and Improvement budget heading was £29,050.

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor A Lee

RESOLVED – That Pembroke Dock Town Council approve the proposed Town Decoration and Improvement budget changes for 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Community Support

		FY2015/16 £	FY2016/17 £
1601	Donations	1,500	1,500
1602	Vocal Energy	1,500	0
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
1607	Pennar Robins AFC	1,000	0
1608	Pembroke Dock Cricket Club	950	0
1609	Memorial Park Group	15,000	10,000
1610	St Patricks Hall	2,000	0
1611	Pembroke Dock Encompass	450	0
1613	Pembroke Dock Bicentenary	1,500	0
1614	Pembroke Dock Guide Unit	735	0
	Pembroke Dock Friendship Club		350
	Pembroke Dock Men's Shed		500
Total		44,635	28,350

The Town Clerk stated that application forms for the organisations who had applied this year had been included in members' papers for review. The Finance Committee recommended that the Community Support budget was kept as close to £20,000 as possible in order to ensure that the rest of the budget is balanced. The following grants were therefore recommended:

Organisation	Amount requested	Amount recommended
Pater Hall Community Trust	£7,646 – 70% of cleaning and caretaking costs	£7,000 - £64% of costs
Winter Festival	£4,000	£4,000
Summer Festival	£7,000	£5,000
Memorial Park Group	£15,000	£10,000
Friendship Club	£600	£350
Men's Shed	£500	£500
Total	£34,746	£26,850

Pater Hall Trust

It was

PROPOSED by Councillor T Wilcox

SECONDED by Councillor P Gwyther

RESOLVED – That Pembroke Dock Town Council approve the recommended grant application of £7000 for the Pater Hall Trust for 2016/2017 under Local Government Act (Miscellaneous Provisions) 1976 s.19

A unanimous vote was taken supporting the grant funding to the Pater Hall Trust.

Winter Festival

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor A McNaughton

RESOLVED – That Pembroke Dock Town Council approve the recommended grant application of £4000 for the Winter Festival Group for 2016/2017 under Local Government Act 1972 s.144

A unanimous vote was taken supporting the grant funding to the Winter Festival Group.

Summer Festival

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor K Higgs

RESOLVED – That Pembroke Dock Town Council approve the recommended grant application of £5000 for the Summer Festival Group for 2016/2017 under Local Government Act 1972 s.144

A unanimous vote was taken supporting the grant funding to the Summer Festival Group.

Friends of Memorial Park

It was questioned whether the “Friends” carry out any other fundraising for themselves as currently it appears their financial situation is quite healthy. It was confirmed that the group are looking to install further equipment in the park for children that are too old for the current toddler zone area.

The Town Clerk stated that the current equipment is well-used. It was questioned whether we could check if PCC have helped other areas with replacement of play equipment, for example The Commons in Pembroke and in Goodwick.

It was

PROPOSED by Councillor A Lee

SECONDED by Councillor A McNaughton

RESOLVED – That Pembroke Dock Town Council approve the recommended grant application of £10,000 for the Friends of Memorial Park for 2016/2017 under Local Government Act (Miscellaneous Provisions) 1976 s.19

A unanimous vote was taken supporting the grant funding to the Friends of Memorial Park.

Pembroke Dock Friendship Club

An initial proposal from Councillor P Gwyther was tabled to offer the Friendship Club £100 as their financial status was healthy. However, it was commented that the group do offer a vital service for older residents of the town with regards to social interaction and meeting other people, therefore Councillor P Folland proposed that the group receive the full amount requested of £350.

It was

PROPOSED by Councillor P Folland

SECONDED by Councillor G Goff

RESOLVED – That Pembroke Dock Town Council approve the recommended grant application of £350 for the Pembroke Dock Friendship Club for 2016/2017 under the Power of Wellbeing, LGA 2000 s.2

A unanimous vote was taken supporting the grant funding to the Pembroke Dock Friendship Club.

Pembroke Dock Men's Shed

It was commented that this group do not really meet the criteria of the Town Council as most of the members are not residents of the town and with this being the case, then no funding should be available to them.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor J McNaughton

RESOLVED – That Pembroke Dock Town Council do not approve the recommended grant application.

A vote took place with 7 councillors voting against Men's Shed receiving any grant funding for 2016/2017.

The Town Clerk reported that the revised total under the Community Support budget heading was £27,850.

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor P Folland

RESOLVED – That Pembroke Dock Town Council approve the proposed Community Support budget changes for 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Miscellaneous

		FY2015/16 £	FY2016/17 £
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

Wreaths – increase by £100

This recommendation was to take into consideration the rise in price of the wreaths and the number of remembrance events attended.

CCTV contributions- decrease by £1,000

This decrease was to take into consideration actual costs for the service.

Civic Regalia & Memorabilia – decrease by £2,500

The Finance Committee recommended a decrease due to some memorabilia items already purchased.

It was

PROPOSED by Councillor P Folland
SECONDED by Councillor P George
RESOLVED – That Pembroke Dock Town Council approve the proposed Miscellaneous budget changes for 2016/2017

A unanimous vote was taken supporting the budget changes noted above.

Promotion of Tourism

		FY2015/16 £	FY2016/17 £
1801	Twinning	2,000	0
1805	PDTC Xmas Festivities	1,500	1,500
Total		3,500	1,500

Twinning – Decrease by £2,000

This decrease was recommended as there are no planned visits or events for the Twinning Committee in the upcoming year.

It was commented that although no plans for Twinning activities were currently known about, it would be best to place some monies in the budget. Members were reminded by Councillor P George that there could be the possibility of sending five students to visit the Anne Frank week – although this was not a confirmed event as yet.

A vote was taken where it was decided to defer a final decision on Twinning to the November meeting and it was further requested that the Town Clerk obtain a balance of what is left within the current budget for Twinning.

Reserves of the Town Council

As of 15th October 2015 the bank balance of the Town Council was £88,130.87 with one more payment of precept to be received of £50,240 this would then give a balance of **£138,370**.

Within the 2015/2016 budget there are still expected spends of £86,756.

138,370 – Bank Balance with last precept payment
86,756 – minus spends still to leave the account
51,614 - Total
6,000 - Earmarked funds for Town Council offices
45,614 – Total reserves if full budget is spent.

The Finance Committee recommended that reserves are not used as part of the budget for 2016/2017 and the only income for the budget should be the precept request. From the budget set above, the precept request required would therefore be £162,650 which would be an increase of £11,930 on last year's £150,720.

An increase in the precept would allow for the following services to be provided by the Town Council 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

71 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

There were none

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

Councillor P Gwyther had sent an email to the Town Clerk which contained some updates from the Pater Hall Trust and this included:

Deposit Account balance at 20th October - £5,502.22
Current account balance £2,059.81

Regular community clubs and groups are using the Pater Hall every week for 36 hours plus there are many occasional events. This is a big improvement with children's parties being very much increased. The dance schools are also increasing their sessions. There is much competition for slots using the main hall and stage among the 3 dance schools and Vocal Energy. All these have Christmas productions coming up.

British Gas Grant for Fuel Efficiency

Although this has been agreed, unfortunately this has been put on hold for the time being due to large demand.

At the meeting Trustees agreed to have council use the Warrior Room (new Chamber) for extended use during the day/evenings as long as the room was available for occasional usage for shows and concerts as dressing rooms. There would be no need for council to make any bookings for that room but would still have to book for main Hall. Conversely, the Trust would need to book these occasional dressing room events in the Warrior Room with the council.

The Trust needs to make greater use of the Meyrick Suite (Old council chamber) to improve income and the aim is to get grants to turn this into a training room with good IT facilities.

Councillor D Earl stated that the Winter Festival was all booked and ready to go. Cadets from both the Police and Fire services are giving support this year by attending as volunteers.

73 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
24/09/2015	Wilko - first aid box supplies	£3.40	
24/09/2015	Post Office – October meeting papers & 2 nd class stamps	£23.58	Debit Card
29/09/2015	SWALEC – electricity for Albion Square light	£29.76	Chq 100295
01/10/2015	BDO LLP – Audit fee for the year end 31 March 2015.	£534.00	
01/10/2015	CCA Occasions – Christmas cards 2015	£186.00	
06/10/2015	The Glow Company – glow necklaces/bracelets	£114.38	
08/10/2015	Post Office – postage for Remembrance Parade letters	£25.92	Debit Card
09/10/2015	Post Office – postage stamps	£12.96	Debit card
09/10/2015	ICS Learn – Training Course on line	£996.15	
09/10/2015	1&1 Internet – Annual Fee	£9.94	
12/10/2015	Festive Lighting Co – Yr 2 Agreement Hire Charges	£3,144.46	Chq 100298
12/10/2015	Royal British Legion – Poppy Wreaths x 4	£80.00	Chq 100297

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

Date	Description	Amount	Payment Method
01/10/2015	Pater Hall Trust–Rent of offices for October	£583.33	
06/10/2015	Pembroke Dock Cricket Club –Fireworks	£50.00	Chq 100296

SALARIES AND WAGES

06/10/2015 – 05/11/2015	Salaries & Wages	£3,576.66
06/10/2015 – 05/11/2015	Tax and NI	£589.56
06/10/2015 – 05/11/2015	Pensions Contributions	£659.80

ACCOUNT BALANCES

22/10/2015	HSBC Current Account	£59,003.31
22/10/2015	HSBC Premium Account	£22,406.44

It was

PROPOSED by Councillor J McNaughton

SECONDED by Councillor A Lee

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

74 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Budget Costings

Costs from Builders for office relocation

Christmas Tree for Memorial Park

75 COMMUNITY ISSUES

Councillor P Folland questioned whether the drains within the Asda Car Park could be cleared in the near future as flooding still occurs when heavy rain falls.

It was questioned whether any further news had been received regards the Railway Station. The Town Clerk stated that the delays were due to Arriva working on their budgets. It was further questioned whether the site visit to Burry port Station would still happen; the Town Clerk stated she would chase this up and any member who wished to attend should let her know as soon as possible.

Councillor J Phillips questioned whether any news had been received from the Port Authority with regards to the lack of lighting in Admiralty Way. The Town Clerk confirmed nothing as yet.

Councillor P Folland left the meeting at this point.

Councillor J Phillips commented on the problem of dog mess in the Memorial Park. The Community School now use the park as a resource for pupils outdoor study. It was commented that dog mess is a problem throughout the town again and the Town Clerk stated that the dog warden would be contacted and requested to do more frequent visits in the short term to the Town.

Councillor A Lee mentioned about the upcoming Pembrokeshire Housing meeting with the Town Council. Those due to attend were aware of the date and time.

Councillor T Wilcox left the meeting at this point.

Councillor J McNaughton stated that a large pot-hole had appeared in Princes Street. This had already been “patched” by Pembrokeshire County Council but the repair was now breaking up again.

Councillor P Kraus commented that he recently attended the Police Forum and items discussed included:

Recent Park Robbery – robber caught and sentenced

Cars travelling the wrong way down Church Street

Bethel Road – parking

Slavery Week – Councillor Kraus has signed up for this initiative

Hawkstone Road - Double Yellow Lines to be installed

Councillor P Kraus stated that he had been donated a large fir tree that he was suggesting be planted in the memorial park flower bed.

A discussion followed with a number of members stating that the border would not be the right place for the tree as it would not be in keeping with the current planting.

It was agreed that Councillor Kraus would obtain a photograph of the tree and the idea would be further discussed at the November meeting.

76 MAYORS REPORT

The Mayor, Councillor P Kraus, confirmed his attendance at a number of events during October including:

- Mayor's Sunday in Tenby
- Michaelmas Fair in Pembroke
- Litter pick in Pembroke Dock
- Event at Pembroke Castle with S4C and Llangwm residents on the DNA project on their ancestry roots
- Stackpole Walled Garden Harvest Service
- Golden Manor School presentation of award

77 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 1st OCTOBER 2015

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor A McNaughton

RESOLVED - That the P&C Minutes of 1st October 2015 are adopted as a true record.

MATTERS ARISING FROM THE MINUTES OF 1st OCTOBER 2015

There were none.

PRIVATE & CONFIDENTIAL REPORT OF THE TOWN CLERK

The Town Clerk reported that a letter of resignation had been received from the Administrative Support Officer and the Town Clerk sought agreement from members to advertise the vacancy without delay.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor G Goff

RESOLVED - That an advertisement for the vacancy of Administrative Support Office be issued.

REMEMBRANCE PARADES

It was requested that the Town Clerk email members the dates and times of the upcoming Remembrance Parades.

There being no further business the meeting closed.