

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 4<sup>th</sup> June 2015

**PRESENT:** Councillors M Colgan, D Earl, P Folland, P George, G Goff, P Gwyther, A Lee, A McNaughton, J McNaughton, M Murton, S Perkins, J Phillips & T Wilcox

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Kim Styles – Administrative Support Officer

**8. APOLOGIES FOR ABSENCE**

Councillors C Fortune, K Higgs and P Kraus

**9. DECLARATIONS OF INTEREST**

There were none

**10. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

There were no members of the public present.

**11. MINUTES OF 9<sup>TH</sup> APRIL 2015**

It was

**PROPOSED by Councillor J McNaughton**

**SECONDED by Councillor M Murton**

**RESOLVED –That the Minutes of 9<sup>th</sup> April 2015 are adopted as a true record.**

**12. MATTERS ARISING FROM THE MINUTES OF 9<sup>TH</sup> APRIL 2015**

**Item 160 – Church Street resurfacing works**

It still appears that the resurfacing had not been completed in Church Street with just the centre of the road being resurfaced to date. The Town Clerk stated that she would chase County Council Highways to question this.

**Item 179 – Hobbs Point Parking**

Councillor S Perkins advised the meeting that Hobbs Point had now been removed from the proposed Parking Charges being implemented. All those present greeted this news with positive comments.

**Item 181 – Monies ring-fenced for Enterprise Shop Project**

It was questioned whether there was feedback from Councillor Colgan attending the last Regeneration Team meeting at which she was to find out about the Enterprise Shop Project. Councillor Colgan stated that Communities First had reported they were now looking at the old West Wales Properties shop located on the corner of Dimond Street and Lewis Street and it was hoped that this could be progressed as the potential venue for the project.

**13. MINUTES OF 7<sup>TH</sup> MAY 2015**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor G Goff**

**RESOLVED –That the Minutes of 7<sup>th</sup> May 2015 are adopted as a true record.**

**14. MATTERS ARISING FROM THE MINUTES OF 7<sup>TH</sup> MAY 2015**

**Friends of Memorial Park**

Councillor S Perkins stated as Councillor Phillips had volunteered to become part of the FoMP Committee before any new committee members could be confirmed, it would need to be formally put to the existing committee members for agreement.

## 15. REPORT OF THE TOWN CLERK

### 1. Internal Audit Report and External Audit Figures

The Town Clerk informed those present that the internal audit had been completed by Bernie Scourfield and a copy of the report had been included with members' papers. The report made 2 recommendations:

- *Item 6 of internal report - Clause 10.1 of the Financial Regulations will require clarification as it currently states that an official order shall be issued for all work, goods and services unless a formal contract is entered into. There is no order book being kept;*
- *Item 11 of internal report – Risk schedule is updated and extended to include the protection/maintenance of property and arrangement for the protection of electronic data.*

The Town Clerk further stated that she had included a copy of the year-end figures which will be sent to the External Auditor.

The Town Clerk requested to:

- i. Have members' agreement to adopt the recommendations in the internal audit?

It was

**PROPOSED by Councillor M Murton**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED –That the Town Council accept the findings as stated within the Internal Audit**

- ii. Have members' agreement on the year-end figures to be sent to the External Auditor?

The Town Clerk stated that members' may have noted that within the year-end figures for the external auditor the asset amount for the Council had reduced somewhat. This reduction is due to the assets being revised as previous figures had stated the rebuild values and not actual asset values. With the new valuations which had been provided by Guy Thomas in February this provided the Council with an accurate asset amount for our financial records.

It was

**PROPOSED by Councillor D Earl**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED –That the Town Council accept the revised asset amounts and the year-end figures for 2014-2015 are sent to the External Auditors.**

### 2. Festive Lighting

The Town Clerk stated that the lease on the Christmas lighting had come to an end and therefore she had been in contact with Festive Lighting to discuss new proposals.

The new proposals had been received from Festive Lighting and these new proposed lights will replace the column motifs which were located in Meyrick Street and Gordon Street.

The Town Clerk had provided a visual of the planned lighting which will be used along Meyrick Street and Gordon Street. The cost of the lease for this lighting scheme will be £2,589.18. This figure is around £78.00 cheaper than previous years.

The Town Clerk sought members' agreement to continue with the lease of the Festive Lighting for the upcoming year?

It was

**PROPOSED by Councillor T Wilcox**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED –That the Town Council accept the new proposed festive lighting scheme from Festive Lighting with a 3 year lease agreement**

### **3. Funding Requests**

A number of funding requests had been received and they are as follows:

#### **Pembroke River Rally**

Notification had been received from David James that the Pembroke River Rally would be taking place on Saturday 8th August with start time of 10.00am; David James has requested funding of £50 to pay towards the pilot fees.

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor G Goff**  
**RESOLVED –That the Town Council award a donation of £50.00 be awarded under Local Government Act 2000 s.2 – Power of wellbeing**

#### **Welsh Ploughing Association**

A funding application had been received from the above group, who were looking for funding to assist in the cost of travelling and upkeep of the competition horse teams for the All Wales Ploughing & Hedging. The event will be based in South Pembrokeshire this year. The group are asking for a sum of £500 towards the event, as of 31st October 2014 they had £7,610.25 in their accounts

It was decided that the group and the request are unfortunately outside the remit of the Town Council grants policy.

#### **Elements Gymnastic Academy**

A funding request had been received from the above organisation, which were looking for any amount of funding to assist towards a new facility in Pembroke/Pembroke Dock. They stated that approximately 84 of their members reside in Pembroke Dock. In the application they had further stated that the new facility would cost approximately £25,000 but any assistance would be gratefully appreciated. As of 06th May their accounts show the amount of £16,247.97.

Following a general discussion, it was felt that insufficient information had been received from the group specifically around how the funds would be used, ie to purchase or lease a premise, or whether they were run as a business for profit or a charitable organisation. It was requested that the Town Clerk write back to the group and ask for further information – it was also stated that the Town Clerk make the group aware of the Community Chest funding scheme available via Pembrokeshire Sports Council.

#### **St Marys School Council**

*Councillors P Folland and M Colgan declared an interest in this item*

An application had been received from the School Council of St Marys School asking for assistance to develop their outdoor learning space, as last year some of the old wooden equipment had to be removed. They have not asked for a specific amount for equipment.

It was requested that the Town Clerk contact the School Council to ask them exactly what they need to enable the Town Council to reconsider the grant request with further information to hand.

#### **The Big Lunch**

PCSO Mandy Goodland had been working hard to arrange a Big Lunch event for the town. The event would be taking place on Sunday 7th June in the Pater Hall. PCSO Goodland had managed to gain a

number of acts and services free of charge for the event but was looking for some funding in order to purchase snacks. In previous years this Council has donated the sum of £50 towards this event.

It was felt that this had been a good event previously and that the Town Council should support this request.

It was

**PROPOSED by Councillor T Wilcox**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED –That the Town Council award a donation of £100.00**  
**be awarded under Local Government Act 2000 s.2 – Power of wellbeing**

#### **4. Letters of thanks for funding received**

Letters of thanks had been received from the following organisations with regards to the funding received for 2015-2016 - Pembroke Dock Cricket Club, St Patricks Hall and Vocal Energy.

#### **5. Police and Crime Commissioner - Recruiting volunteers**

The Police and Crime Commissioner is looking to recruit volunteers for two schemes to help protect vulnerable people and ensure professionalism in Dyfed- Powys Police.

It is hoped that the schemes give the public confidence that standards and rights are protected. The schemes focussed on the quality of the police complaints process and the treatment of detainees in police cells. There is a full training package provided with expenses offered.

The Town Clerk asked if any member of this Council would like to become a volunteer?

Councillors M Murton and A Lee put their names forward for the schemes but requested that the dates and locations of the proposed training be obtained by the Town Clerk.

#### **6. Flowers supplied by Pembrokeshire County Council**

The Town Clerk had received confirmation from Pembrokeshire County Council that funds for the planting of the flowers in Pembroke Dock have been secured for this year. They had stated that there will not be any funding for future years.

The Town Clerk had been provided with a list of the areas which the County Council would normally plant and the flowers with the amount totalling to £2,469. This covers a number of areas which are:

Flower Towers for Library and Town Centre  
Bedding plants for Criterion roundabout  
Wild Flower seeds for Waterloo roundabout  
8 x Tubs Front Street  
2 x Tubs Route 9  
Troughs at Llanion Cemetery  
Cleddau Bridge Planters

The Town Clerk was due to meet with County Council to discuss manpower for the planting of the flowers but prior to this, the Town Clerk sought members' agreement that they want to pay for flowers for future years and if so do are all the areas above still to be covered?

It was stated that the Town does benefit from the floral displays especially the Criterion roundabout however it was also commented that perhaps the County Council should reconsider their funding as the route through the town is an important tourism route to Ireland

It was stated that a number of members were not aware of some of the locations noted and therefore a recce of these would be a good idea before any decision is made on whether to continue with them.

It was further stated that potential partnership working alongside organisations such as Mencap or Greenlinks could be worth looking into.

It was decided that this subject be brought forward to the next meeting on 2<sup>nd</sup> July for further discussion and decisions.

#### **7. Lighting within Pump House & Railway Station Improvements/Flowers**

Councillor Jane Phillips had asked for this item to be added for discussion this evening. Councillor Phillips stated that she would like the Town Council to consider lighting the Pump House during the hours of darkness to act as a “beacon to the entrance of the Town”. The Town Clerk stated that options for lighting would be investigated and brought back to a future meeting.

Councillor Phillips further stated that with the new works continuing around the station, the actual station building was looking slightly uncared for. It was commented that perhaps the station building would be renovated once the transport interchange works had been completed. It was further commented that Pembroke Town Council had taken on themselves to provide floral displays at the station within Pembroke and these were tended by some of the Town Councillors. It had been raised that a recent meeting had taken place with Arriva Wales with representative from Pembroke Town Council and from Pembroke Dock. It was requested whether the Town Clerk could find out who attended for Pembroke Dock from Pembroke Town Council.

#### **8. Bunting Quotes**

The Town Clerk had made a number of enquiries to have bunting installed throughout the Town. The contractor who installs the Town Council’s Christmas Lighting had been asked to provide us with a quote for the work to be undertaken for the bunting to be installed. The quote received was £3,000 for bunting to be installed in Dimond Street and Meyrick Street. This quote did not include the purchase of bunting, so to include the purchase it would cost approximately £4,000 in total.

For this to be actioned the Town Council would need to contact every building owner in Dimond Street to ask for their permission for eyelets to be installed on the face of their property as these would be required for the bunting to be installed.

After a general discussion it was felt that the costs involved were not value for money and

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor J McNaughton**  
**RESOLVED –That no further action was taken with regards to the installation of bunting throughout the town**

#### **9. Society of Local Council Clerks Membership**

Membership for the above organisation was due to be renewed at a cost of £187.00. The Society of Local Council Clerks had proved to be very beneficial for the Town Council as it provides assistance with a number of areas.

It was

**PROPOSED by Councillor J McNaughton**  
**SECONDED by Councillor M Murton**  
**RESOLVED –That the Town Council renew the membership of the Society of Local Council Clerks at a cost of £187.00 for 2015/2016**

#### **10. Code of Conduct revised guidance**

The Ombudsman has released a new guidance for members which provides example scenarios of times when investigations are required and are not required. The Town Clerk had provided members with a copy of the revised document and encouraged all members to read through the document.

### **11. Good Councillor Guides**

The Town Clerk had provided Members with a copy of the new Good Councillors Guide for their information. This booklet provides some important and valuable information which can help member perform to their best ability in their role as a Councillor.

### **12. Hywel Dda Health Board – Lets Talk Health**

There are to be a number of sessions being held across the County in order for Hywel Dda Health Board and Hywel Dda Community Health Council to provide information and listen so they can improve services.

The Town Clerk had included in members papers a copy of the dates and locations where these sessions will be available.

### **13. Gateway Signage**

The final proposals have been received from Pembrokeshire County Council after considering all the comments:



The Town Clerk pointed out that it had been previously requested that the Town Crest be added to the signage rather than the logo as shown on the proof. Although there were still some adverse comments on the colour, those present were reminded that they had voted for purple at a previous meeting and with the addition of the Town Crest the comments overall were positive.

### **14. New members of staff**

At previous meetings of this Council it was agreed that an extra person would be required to undertake the watering of the flowers for Pembroke Dock, I can confirm that this position has now been filled and the Town Clerk welcomed John Cowans to Pembroke Dock Town Council.

Additionally, there was an administration vacancy available which the Town Clerk was pleased to report had also been filled and therefore welcomed Kim Styles to Pembroke Dock Town Council.

### **15. New Proposed Offices for Pembroke Dock Town Council**

The Town Clerk recently attended a meeting with the Pater Hall Community Trust to discuss the proposed office developments. In this meeting it was agreed that the Pater Hall Trust would gain exact costings for the work to be undertaken. In the meeting the Town Clerk discussed the issue of the venue for the Town Council meetings as the area remaining once the offices had been completed would not be big enough for the Council meetings to take place. This left 2 options available:

1. The Town Council meetings are moved to the Main Hall
2. Installation of a lift to the Council Chamber

The Town Clerk reminded members that previous meetings which had been held in the Main Hall posed a number of issues as the acoustics of the room were not suitable. Yet option 2 also posed issues as the Pater Hall Trust does not have insufficient funds for the installation of a lift.

Taking all of the above into consideration the Town Clerk and Deputy Town Clerk had relooked at the new office proposals. The Town Clerk stated that the funds of the Town Council would be utilised better by scrapping the idea of the offices being in the Warrior Room and putting funds towards the installation of a lift to the Sunderland Room. This would allow for Town Council meetings to be held in the Sunderland Room, and also allow for disabled access to the Town Council offices.

The Town Clerk felt that this proposal would be better value for money to the Town Council and it would solve both issues of access to the offices and access to meetings.

There followed a discussion amongst those present where a number of options were put forward including:

Leaving the offices on the first floor with liaison with those unable to access the offices were still seen at street level. It was mentioned that the Pater Hall office was also available for use by the Town Council staff if required – however the restricted hours would pose a problem.

Looking at alternate locations for the Town Council within the Community to use for the regular meetings of the Council.

The discussion concluded that although the Town Council needs a decent location for its offices and chamber, once again the situation had reached stalemate as funding was not available from either the Town Council or the Pater Hall Trust to carry out the changes required to meet the needs of the Town Council. If no solutions can be found within the Pater Hall then perhaps looking at new property would be the best idea.

It was decided to postpone discussions further until the next meeting of the Town Council to enable the Town Clerk to meet once again with the Pater Hall Trust to see what further options might be viable to suit both organisations.

#### **16. Community Learning Centre Consultation Sessions**

Pembrokeshire County Council will be holding a number of sessions to discuss the best way to deliver Adult and Community Learning in the future. The session for Pembroke Dock was to be held in Pembroke Dock Learning Centre on Tuesday 9th June 1.30pm- 3.00pm for anyone interested in attending.

#### **17. Safe Routes**

The Town Clerk had received confirmation that the funding for the St Marys Safe Routes proposals had been accepted. In total Pembroke Dock had now received £918,000 over the three phases. The Town Clerk had included within members papers a copy of the plan provided which showed the area to be developed under this scheme.

It was requested that the Town Clerk write a letter of thanks to Sue Lewis for all her hard work in obtaining the funding for the Town.

#### **18. BBC Radio 4's Any Questions**

The Pater Hall will be hosting BBC Radio 4's Any Questions. This would give attendees the chance to ask a question and influence the debate. This would be taking place on Friday 10th July 2015. "Any Questions?" follows the 8pm News every Friday and then repeated on Saturday after the one o'clock News. The panel members are yet to be announced and tickets are available at the Pater Hall office free of charge.

### **19. Town Trail Books**

The Town Clerk stated that it had been brought to her attention there are a number of Town Trail books in the basement of the Pater Hall. The Town Clerk had recently attended a meeting with Councillor Phil Gwyther, Mark Carter and Guy Anderson regarding the revamp of the Town Trail and it was commented that there are a number of people who were looking to purchase these books.

It was suggested that the books are passed onto a local book shop to sell. The Town Clerk sought members' permission to give the books to the book shop in St Govans Centre in order to sell. All those present agreed that the books should be taken to the bookshop to enable interest parties to purchase them.

It was further reported at this point that Mr Guy Anderson was the new owner of the Paterchurch Tower within the Town.

### **20. AGM & Civic Dinner**

The Town Clerk stated the AGM and Civic Dinner are currently held as 2 separate events, with the AGM on the Thursday evening and the Civic Dinner on the Friday evening.

In order to stream line proceedings and cut costs for the Town Council the Town Clerk proposed that the AGM is held on the Friday evening along with the Civic Dinner. The Town Clerk further suggested that the next business meeting of the Town Council is held on the following Thursday therefore ensuring that there is not such a lengthy gap between business meetings.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor M Murton**

**RESOLVED –That the Town Council integrate the AGM and Civic Dinner to one event from 2016**

## **16. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

### **21. Silver Band Instruments Trust**

A Letter had been received from the Pembroke Silver Band Instruments Trust stating that in a recent meeting they had discussed the decisions of Pembroke and Pembroke Dock Town Council that the constitution of the group should be reviewed. At their meeting the group resolved the following:

- That the two Town Councils are asked to dissolve the Trust and the instruments be transferred en-bloc to the Pembroke Silver Band for their use (or disposal in respect of those no longer capable of being played)
- The balance of the funds in the Pembroke Silver Band Instruments Trust be transferred to the Pembroke Silver Band for them to use to promote the bands work
- The band from the 1st April 2016 will make a charge for their services to both Town Councils (excluding Pembroke Fair) and will, if considered necessary make an application to both Town Councils for financial support towards their work and it will be for both Town Councils to assess the application in the normal way
- That the band will continue to be able to store their instruments in Pembroke Dock Town Council accommodation at the Pater Hall

The Town Clerk sought members' comments on the proposals from the Pembroke Silver Band Instruments Trust.

There followed a general discussion in which members decided that the proposals put forward were acceptable but they wanted to ensure that any balance of funds transferred were to be noted for specific use rather than just been handed over.

### **22. Licensing Act 2003**

The Licensing Team of the County Council regularly consult with this Council in relation to licence applications for Premises Licenses and Club Premises Certificates located in Pembroke Dock. Due to



a recent review of the Data Protection processes at the County Council it had become apparent that it is no longer possible for them to consult with organisations.

Statutory notices detailing any applications will still be displayed in the local papers and on blue notices outside the premises detailing the application. Full applications can only be viewed by appointment only at County Hall, Haverfordwest.

### **23. Post Office – Move to new premises and branch modernisation**

The Post Office had confirmed that they will be moving premises to Card Craft in the near future. They had not confirmed a date of the move as there are a number of modernisations which will be required at Card craft before the move can take place. They had stated that they will keep everyone updated with posters which will be put up in both the post office and Card Craft.

### **24. Pembrokeshire Age Cymru Membership**

The above organisation has invited the Town Council to become members of Pembrokeshire Age Cymru. The organisation continues to develop and deliver person centred support to older people in Pembrokeshire through a wide range of services and social enterprise activities. The option has been given for the Town Council to join as an organisation or individuals.

The Town Clerk asked members if they wished the Town Council to become a member of Pembrokeshire Age Cymru. It was stated that the Pembrokeshire branch of Age Cymru require more Trustees if anyone was able to volunteer.

### **25. Upcoming Events**

There were a number of events upcoming which members may be interested as follows:

- 14th June 2015 – 12-4pm – Summer Festival Fun in the Park
- 20th June 2015 – 12 – 4pm – Summer Festival Kite Festival
- 27th June 2015 – 10.30 – 3pm – Armed Forces Day – Dockyard Chapel

Councillor T Wilcox further stated that there was to be a Sports Day on 4<sup>th</sup> July 2015 on the Pennar Village Green to which all were welcome.

## **17. ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT**

There were none.

## **18. REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

### **Police Forum**

Councillor M Murton commented she had attended the recent meeting and a number of past priorities were discussed:

**Dog Fouling** – new signage had been obtained and will be put up around problem areas. The PCSO team are still patrolling with the dog warden.

**Parking** in Bentlass Terrace and Clarence Street – there had been a letter drop to residents and this seems to have had some positive effects with some improvements especially in Bentlass Terrace.

The Police in conjunction with other agency representatives, including coastguard and ambulance service, had held an information evening at Hobbs Point on the subject and dangers of “Tombstoning”. Around 30 youths had attended.

The Police team had also attended the Youth Club and had held an information event on Legal Highs. The event was attended by around 40 people including both adults and youngsters.

The “Police Community Bus” will be making a visit to the Town on Thursday 25<sup>th</sup> June.

The team are currently compiling a list of locations within Pembroke Dock and Pembroke that portable defibrillator units can be found. At the moment they know of 2 within Pembroke Dock and

one within Pembroke. It is hoped that once the list has been completed, that an awareness/training session could be held for interested parties on how these units work in the case of an emergency.

#### **Pater Hall Trust**

Councillor P Gwyther informed members that the new curtains have been fitted to the stage and the lighting has been changed in the main hall.

Councillor Gwyther further stated the Trust were holding their AGM on 25<sup>th</sup> June, although this was only six months since the previous one, they would now be back on the cycle of meetings that they should be meeting to.

#### **Festival**

Councillor D Earl stated that everything was just about in place for the Festival week with the banners in place and brochures now back from the printers and imminently being delivered to schools.

#### **Patient Participation Group**

Councillor J McNaughton stated that she had been assisting with the reviewing and counting of the recent survey responses that had been received. So far there have been two sessions completed.

The group are planning an event and fundraiser for MacMillan Nurses however a date is yet to be confirmed.

The next meeting of the group is July 1<sup>st</sup>.

#### **Valero Liaison Meeting**

Councillor M Colgan stated that she had attended a meeting of this group on Tuesday 2<sup>nd</sup> June however there was not much out of the ordinary to report from that session.

### **19.ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
01-04-2015	Post Office – April meeting papers postage	£20.52	Debit Card
07-04-2015	Zurich Insurance – Insurance Premium	£2210.98	
07-04-2015	Pembrokeshire County Council – Rates	£2289.50	
07-04-2015	Sage UK Ltd – Payroll Software Support	£199.20	
10-04-2015	BT Redcare – CCTV Provision	£1978.56	
10-04-2015	Swalec – Pump House Electricity	£31.35	CHQ 100280
07-05-2015	1&1 Internet – Website Domain Fees	£11.99	
27-04-2015	BT – Broadband Fees	£81.60	
17-04-2015	Post Office – Interview Postage	£15.12	Debit Card
15-04-2015	Quality Napkins – Civic Dinner	£53.50	Debit Card
10-05-2015	1&1 Internet – Website Fees	£71.96	
27-04-2015	Post Office – Postage Stamps	£7.43	Debit Card
30-04-2015	A Phillips – Painting Equipment/Materials	£15.18	
30-04-2015	A Dillaway – Stationery Requirements	£3.80	
30-04-2015	Post Office – May meeting papers postage	£4.86	Debit Card

06-05-2015	B W Scourfield – Internal Audit	£97.50	
06-05-2015	A Phillips – Strimmer Fuel/Oil	£9.38	
05-05-2015	Pembroke Hire Centre – Gas for VE Beacon	£120.00	Debit Card
10-04-2015	Swalec – Albion Square Lamp	£29.76	CHQ 100278
30-04-2015	BT – Telephone Charges	£83.86	
08-05-2015	Tiger Lily’s – Civic Dinner Flowers	£100.00	Debit Card
07-05-2015	Lidl – Civic Dinner	£129.47	Debit Card
11-05-2015	Courtyard Caterers – Civic Dinner	£1164.25	
11-05-2015	Sitting Pretty – Civic Dinner	£220.05	
29-04-2015	Pembrokeshire County Council – AFD Event	£21.00	CHQ 100282
12-05-2015	Mr P Stock – Flags	£12.00	CHQ 100283
19-05-2015	Princes Gate Water - -spring water supplies	£11.88	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
01-04-2015	Pennar Robins AFC	£1,000.00	CHQ 100269
01-04-2015	Pembroke Dock Cricket Club	£950.00	CHQ 100270
01-04-2015	St Patrick’s Hall Committee	£2,000.00	CHQ 100271
01-04-2015	Encompass Group	£450.00	CHQ 100272
01-04-2015	Bicentenary Group	£1,500.00	CHQ 100273
01-04-2015	Vocal Energy	£1,500.00	CHQ 100274
01-04-2015	Pembroke Dock Guides	£735.00	CHQ 100275
01-04-2015	Friends of Memorial Park	£15,000.00	CHQ 100276
10-04-2015	Pater Hall Trust	£8,500.00	CHQ 100279
23-04-2015	Silver Band Trust	£249.77	CHQ 100281
10-04-2015	Pembroke Dock Festival Group – Winter	£4,500.00	
01-04-2015	Pembroke Dock Festival Group – Summer	£7,000.00	
14-04-2015	Pater Hall Trust – Office Rent April	£583.33	
06-05-2015	Councillor M Colgan – Deputy Mayor Allowance	£1,000.00	
06-05-2015	Councillor P Kraus – Mayor’s Allowance	£4,000.00	
01-05-2015	Pater Hall Trust – Office Rent May	£583.34	

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
10-04-2015	Transfer from Reserves Account	£30,000.00

15-04-2015	Pembrokeshire County Council – Precept	£50,240.00
28-04-2015	HMRC – VAT Refund	£4,297.23
18-05-2015	P Kraus – Civic Dinner Guests	£239.25

**SALARIES AND WAGES**

06/04/2015-05/05/2015	Salaries and Wages	£3,422.69
06/04/2015-05/05/2015	Tax and NI	£583.80
06/04/2015-05/05/2015	Pensions Contributions	£606.42

06/05/2015-05/06/2015	Salaries and Wages	£3,178.92
06/05/2015-05/06/2015	Tax and NI	£704.08
06/05/2015-05/06/2015	Pensions Contributions	£575.13

**ACCOUNT BALANCES**

28-05-2015	HSBC Current Account	£51,306.84
28-05-2015	HSBC Premium Account	£22,401.19

It was **PROPOSED** by Councillor J McNaughton  
**SECONDED** by Councillor M Murton  
**RESOLVED** – That the Town Council approve payment of  
Accounts and Salaries and Wages as previously agreed.

*Councillors S Perkins and A Lee left the meeting at this point.*

**20. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

There were none.

**21. COMMUNITY ISSUES**

Councillor P George commented that congratulations should be extended to Councillor P Kraus in his absence as he had been invited to receive an award from the National Trust for his efforts as a volunteer in Pembrokeshire.

**Commercial Row**

It was commented that a build-up of rubbish outside the flats in Commercial Row is becoming a regular occurrence. It was stated that where flats have been developed unfortunately the development does not include provision for the storage of waste for residents.

**22. MAYORS REPORT**

There was no report this month as the Mayor was absent.

**23. PRIVATE AND CONFIDENTIAL**

It was **PROPOSED** by Councillor A McNaughton  
**SECONDED** by Councillor P Folland  
**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.

## **1. Minutes from the 9<sup>th</sup> April 2015 Meeting**

It was **PROPOSED by Councillor J McNaughton**  
**SECONDED by Councillor G Goff**  
**RESOLVED – That the Private and Confidential Minutes of 9<sup>th</sup> April 2015 are adopted as a true record**

## **2. Long Term Absence**

The Town Clerk stated that Councillor P Gwyther had requested that this point be discussed this evening.

Councillor Gwyther wanted ensure that formal agreement between members was recorded to cover the continued absence of one member of the Town Council.

It was **PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor P Folland**  
**RESOLVED – That the Town Council formally agree the long term absence of the member concerned.**

There being no further business the meeting closed.