

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 19th May 2016

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

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Amanda Hart – Administrative Support Officer

8 APOLOGIES FOR ABSENCE

Councillors M Colgan and P Folland

9 DECLARATIONS OF INTEREST

None

10 JOHNATHAN MILLS – OPERATIONS MANAGER DANFO

Mr Mills had been asked to attend this meeting to discuss Public Conveniences at Asda Car Park.

Mr Mills stated that Pembrokeshire County Council decided to put the Maintenance Contract for the 73 Public Toilets in Pembrokeshire out for Tender as, although they acknowledged the need for Public Toilets could, they not afford the ongoing maintenance costs. Danfo was awarded the 10 year Contract in August 2014.

Within the Contract PCC agreed that a maximum levy charge of up to 20p to use the toilets could be implemented, 8 locations pay this levy charge. This charge goes towards the running costs.

Mr Mills advised that it was clear that a lack of money had been spent on the Asda Toilets over the years as the building needed to be completely rewired, Baby Changing Facilities installed, new doors fitted and internal and external defects addressed.

Councillor Goff asked why the Public had already started to pay the maximum levy charge at the Asda Toilet site.as refurbishment was not complete.

Mr Mills had stated it was within their Contract that they could charge the maximum amount due to the condition of the toilets and as the charging mechanisms are supplied by another contractor and are pre- programmed as part of the refurbishment it was out of Danfo's control when these were installed.

Councillor Wilcox asked what percentage did Pembrokeshire County Council receive from the charge. Mr Mills commented that it was not percentage based.

Councillor Gwyther commented that he had sent emails raising concerns about the Public Toilets and questioned the length of time it was taking to complete the works as Pembroke Dock was the 3rd largest Town in Pembrokeshire. Mr Mills explained daily responsive repairs have to be carried out alongside the refurbishment of the toilets which is manned by the same Danfo Team.

Councillor M Murton questioned if Danfo were under pressure to complete works in other areas. Mr Mills stated that this was not the case. The decision was made on the number of people using the facilities in each area.

Councillor J McNaughton asked what was the time scale for completion of the work, and how are people with pushchairs supposed to manage Mr Mills commented that he was hoping the works would be completed by the Summer Holidays, and the Disabled Toilets were available for people with pushchairs.

Councillor Gwyther commented that people are not aware of this facility and, that better signage should be used to relay this information.

Councillor George suggested that as there was only 1 public convenience in the Town couldn't, Danfo allocate 1-2 persons for a whole week to concentrate on the works at the Asda toilets. Mr Mills stated that a lot had been achieved in the past week.

11 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

12 TO CONSIDER THE MINUTES OF THE MEETING OF 7th April 2016

It was

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That the Minutes of 7th April 2016 are
adopted as a true record.**

TO CONSIDER THE MINUTES OF THE MEETING OF 6th May 2016

It was

**PROPOSED by Councillor J Phillips
SECONDED by Councillor M Murton
RESOLVED - That the Minutes of 6th May 2016 are
adopted as a true record.**

13 MATTERS ARISING FROM THE MINUTES OF 7th April 2016

Town Clerk's Report Item 150 – Beacon Lighting Donation

Councillor P George thanked the Town Council for their kind donation.

Town Clerk's Report Item 157 – Rent for Storage Items.-Pater Hall Community Trust

Councillor M Murton asked for an update. The Town Clerk stated that a letter had only just been received from The Pater Hall Community Trust regarding the rent issue but no figures had been included. Councillor P Gwyther commented that the figure was £7,500.00 per annum.

The Town Clerk stated that any further discussion regarding the rent figure would have to take place at the next Full Council Meeting due to the lack of prior notice for discussing financial matters.

Page 114 - 7th April 2016 Minutes – Summer Festival

Councillor J Phillips requested a copy of the Festival Park Committees' Minutes of their last meeting as she was not present, due to the fact that she had not been notified, a meeting was taking place.

MATTERS ARISING FROM THE MINUTES OF 6th May 2016

None

14 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

1 Public Toilets - Danfo

The Town Clerk stated that an email had been received from Danfo stating the following:

"We have replaced the existing disabled door with a new stainless steel door and installed a coin box for 20p entry into it. Radar Key users can still access the facility without paying the 20p.

Inside the disabled toilet we have installed a baby changing station, a facility that was not available at the site until now.

We are keenly aware that we need to carry out more work on the unit to improve it for users but I wanted to reassure you and the councillors that we are chipping away at it and progress is being made."

The Town Clerk had included within the Meeting Papers a copy of an email from Councillor Gwyther with regards to the above.

During a discussion regarding this, Members also raised their concerns in respect of the condition of the pavements, particularly outside a number of Businesses in the Town Centre.

The Town Clerk advised that a letter would sent out to Businesses in the Town

2 Pembroke Dock Sunderland Trust Financial Assistance

The Chairman of the Sunderland Trust attended a recent meeting of the Town Council to ask for continued financial support over the next three years.

Members were presented with the following information at the previous meeting:

Mr Mills attended the meeting to discuss how the Museum operated and how help was needed towards the running costs. Mr Mills stated as follows:-

- The Museum was an important Tourist Attraction and the Trust would like to reinstate the Stained Glass Window.*
- They had 12,000 visitors in 2015 but up to 30,000 were need per year to be viable.*
- An incentive would be for residents living in the SA71 and SA72 area to pay entry 1 ½ times and then visit free for 12 months.*
- The museum cannot have the brown tourist information signage as they do not meet the minimum number of annual visitors to warrant these at present.*

The Heritage Centre rent is £6,000 per annum. Running costs are £40,000 per annum and therefore, an income of £50,000 per annum is needed for the Museum to be successful. Milford Haven, Haverfordwest and Narberth Town Councils donate substantial amounts to support their Museums and therefore Mr Mills asked whether Pembroke Dock Town Council would consider some financial assistance over a 1 – 3 year term.

The Town Clerk provided a brief overview of the financial status of the group, and asked for Members' comments.

Members decided that after reading the financial status of the group, more information would have to be sought, before any financial assistance could be considered.

3 Old Pennar Community School – Stone Tablet

The Town Clerk stated that Adrian James had recently included the Town Council in a number of emails regarding a discussion with Pembrokeshire Housing Association with regards to saving some key items from the old Pennar School building which is due to be demolished.

One item which had been raised was the Stone Tablet which is currently located within the walls on the building. Pembrokeshire Housing Association had asked for Pembroke Dock Town Council to be involved in discussions with Adrian James. The Town Clerk asked if members would like to be involved in this process.

Councillor Wilcox advised that he would be interested in the Stone Tablet for the Pennar Community Hall.

4 Revision of Code of Conduct

The Town Clerk advised that the Town Council had been informed by the monitoring officer of Pembrokeshire County Council that there had been updates made to the Code of Conduct. The new Code of Conduct needs to be adopted by the 25th July 2016, and had therefore undertaken a revision of the document upon the advice provided from the Welsh Government.

Included within Council Members' Papers' was the new version of the code of conduct which this Council has to adopt with the information highlighting the relevant changes attached. The Town Clerk requested that each individual Councillor sign a declaration stating that they have received the revised version of the Code of Conduct and that they fully understand the information within the document.

5 2015/16 Budget

The Town Clerk stated that the year-end process was now underway and the new budget for 2016/17 had been setup. The funds which had been earmarked were:-

Refurbishment for Town Council Offices - £6,000 - this now gives funds of £12,000
Regeneration- £3,000 (allocated for signage in 2015/16)

The Town Clerk further stated that the amount of £2,000 for the Twinning Budget also needed to be transferred into the budget for FY2016/2017.

Members were asked to agree the earmarks for the upcoming year.

It was

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council accept
the earmarked figures for 2016/17 Budget**

6 Internal & External Audit

The internal audit had been completed by Mr Bernie Scourfield on Friday 29th April 2016 and the Town Clerk had included within Members' Papers' a copy of his report. Issues which he raised were as follows:

Financial Regulations

- Clause 6.5 (a) may need to be amended; it currently states a petty cash float shall be maintained.
- Clause 10.1 may also require clarification; it currently states that an official order shall be issued for all work, goods and services unless a formal contract is entered into.

The first item raised had already been amended in recent updates to the financial regulations so no further action was required on this matter. The Town Clerk recommended the second item raised was removed from the financial regulations as it was not practical for all transactions to hold an official order.

Councillor P Gwyther suggested a figure such as £500 be added to Clause 10.1. This was agreed.

The Town Clerk asked for member's agreement to accept the comments from Mr Bernie Scourfield.

It was

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council agree
with the Internal Auditor's report and the inclusion of a
figure in Clause 10.1.**

Councillor T Wilcox left the Meeting at 7.40 pm

The Town Clerk had also included within the Member's papers a copy of the information to be sent to the external auditor Grant Thornton, and asked for Member's agreement to sign the external audit and send off in order for them to review the information.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor A McNaughton
RESOLVED - That Pembroke Dock Town Council agree
to sign the external audit and return to Grant
Thornton.**

7 Rates Relief for Town Council

Since the last meeting the Town Clerk had been in contact with all neighbouring Town Councils and the Welsh Government, They all confirmed that they did not receive any form of rate relief; the Welsh Government also confirmed that the Town Council, as a local government body, are not eligible for rate relief.

8 Lease of large play area in Memorial Park

Councillor D Earl and Councillor P George declared an interest in this item.

The Town Clerk had been approached by the Friends of Pembroke Dock Memorial Park group who are looking to provide equipment in the large fenced off play area in the Memorial Park in Pembroke Dock.

In order for the group to apply for funds they are first required to have permission from the landowner for this to take place. Previously the Town Council had taken over the lease of the sections of land from Pembrokeshire County Council and the group have asked if the Town Council would be willing to undertake the same process with this play area.

Previously, charges for the lease work were paid by the Friends of the Memorial Park Group which cost £780.00 but the Town Council would be liable for maintenance of the area once the lease was agreed.

The Town Clerk asked for Members comments.

Councillor A Lee commented that she felt Pembroke Dock Town Council should assist and support the Friends of Pembroke Dock Memorial Park Group.

A vote was taken and all Members agreed with Councillor A Lee's comment.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor G Goff

RESOLVED - That Pembroke Dock Town Council agree to take over the lease of the play area at the Memorial Park

9 Governing Body of St Marys School

The Town Clerk had been contacted by Pembrokeshire County Council to inform the Town Council that Councillor Colgan's term of office as an additional Community Governor was coming to an end at St Marys Catholic Primary School. They were therefore requesting that a nomination be put forward from Pembroke Dock, and asked if Members would make a nomination for this position.

All Committee Members agreed Councillor M Colgan should continue her role as Community Governor.

10 Road Closure – Britannia Road, North Street, Arthur Morris Drive & Finch Close

The Town Clerk informed Council Members of the planned road closure at the above sites from 31st May 2016 for 5 days, the closures will allow for the installation of traffic calming measures in association with a 20mph zone.

A copy of the plan was attached to Members' Papers' for their information.

11 Letters of Thanks

Letters of thanks had been received from Pembroke Dock Friendship Club and Elly's Ward 10 Flag Appeal for the funding which had been received from the Town Council.

Councillor J McNaughton thanked Council Members for the flowers and card she had received following her recent spell in hospital.

15 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK ITEM NUMBER AND SUBJECT

There was no supplementary report.

16 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

17 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES Police Forum Meeting 4th May 2016

Councillor M Murton attended the meeting and commented how the Police Force had targeted speeding issues at Bush Street, Argyle Street and Shropshire Road, Waterloo.

During this Campaign :

- 10 Drivers had been issued with Speeding Fines.
- 2 Cars had been seized as they were not insured.

Councillor Murton had also been provided with some information on a recent police campaign against Prohibitive Substances:

- 01.01.15 - 21.04.2015 - 21 persons dealt with and punished
- 01.01.16 - 25.04.2016 - 27 persons dealt with and punished
- 86 Convictions had been made in respect of varying degrees of supply and/or use of a prohibited substance.

Anti-social behaviour, speeding and parking issues were also discussed.

Regeneration Meeting 9th May 2016

Councillor P Kraus had attended a Regeneration Meeting, which highlighted the Pop Up Cinema Event which was due to take place on 21st May 2016 at The Market Hall.

BT Openreach Meeting

Councillor A McNaughton had attended Simon Hart's meeting with BT Openreach in Whitland to discuss the lack of WIFI coverage in the area. BT stated that there is approximately 5% of the area that cannot be reached in the usual manner and the solution to this would be via Radio Transmitters instead. BT also confirmed that they hope 95% of Wales would be covered by the end of 2017.

Patient Participation Group

Councillor J McNaughton stated that the new Surgery Manager Mr Alex Jones had attended the last meeting of the group. Other items discussed included:

- St Oswalds Surgery would start opening again all day on Monday's in the near future.
- 3000 people had registered at My Health on Line, which was a larger uptake than anticipated.
- Carers Day was held on 10th May and the bake sale raised £165.00 which was donated to The Alzheimers Group.

18 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
31.03.2016	Postage – Meeting Papers	£ 21.60	Debit Card
01.04.2016	Pembs County Council – Street Sign	£ 43.33	
01.04.2016	Pembs County Council - Street Sign	£ 37.74	
08.04.2016	Zurich Insurance – Annual Renewal	£2294.64	
13.04.2016	Pembs County Council - Office Council Tax	£1008.45	
13.04.2016	Fastnet Design Ltd – Street Cleaning w/e 06.03.16	£ 241.15	CHQ 100307
13.04.2016	Fastnet Design Ltd – Street Cleaning - w/e 13/03/16	£ 293.58	CHQ 100307
13.04.2016	Sage Uk Ltd – Annual Payroll Subscription	£ 216.00	
18.04.2016	SWALEC – Street Lighting Albion Square	£ 29.76	
20.04.2016	Adept Dry Cleaners – Mayor Robes Cleaning	£ 16.20	Debit Card

20.04.2016	Pembs County Council – Telephone Charges Office 11	£ 24.28	
20.04.2016	Fastnet Design Ltd – Street Cleaning w/e 27.03.16	£ 293.58	
20.04.2016	Fastnet Design Ltd – Street Cleaning w/e 03.04.16	£ 244.19	
20.04.2016	Fastnet Design Ltd – Street Cleaning w/e 10.04.16	£ 325.84	
20.04.2016	SWALEC – Christmas Lighting	£ 124.76	Debit Card
21.04.2016	Calamango Flowers	£ 20.00	Debit Card
22.04.2016	Stamp Design 4 U – Rubber Stock Stamp	£ 19.50	Debit Card
25.04.2016	Tenby Observer – Advertising Queen’s B/Day	£ 42.00	
26.04.2016	1&1 My Website 25/4 – 25/7 2016	£ 71.96	
26.04.2016	Eurooffice – Office Equipment	£ 30.95	
04.05.2016	1&1 Internet Ltd –Annual Domain Subscription	£ 11.99	
03.05.2016	Post Office – Postage Stamps	£ 34.08	
03.05.2016	B W Scourfield – Internal Audit 15/16	£ 82.50	
06.05.2016	Lidl – Wine Civic Dinner	£ 124.15	
06.05.2016	Tiger Lilys – Flowers Civic Dinner	£ 90.00	Debit Card
06.05.2016	Asda – Refreshments	£ 1.50	Debit Card
09.05.2016	Fastnet Design Ltd – Street Cleaning w/e 24/4/16	£ 325.84	
09.05.2016	Fastnet Design Ltd – Street Cleaning w/e 01/05/16	£ 325.84	
09.05.2016	Sitting Pretty – Chair Covers Civic Dinner	£ 249.00	
09.05.2016	Courtyard Caterers – Catering Civic Dinner	£ 1406.85	
09.05.2016	Clarity Copiers – Printing Charges	£ 16.74	
09.05.2016	BT Redcare – CCTV Rental	£ 1978.56	

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

Date	Description	Amount	Payment Method
01.04.2016	Pater Hall Trust – Storage	£ 150.00	
05.04.2016	Pembs County Council –Office Rent	£ 298.80	
13.04.2016	PD Festival Group – Summer Festival Grant	£ 5000.00	
15.04.2016	PD Festival Group – Winter Festival Grant	£ 4000.00	
18.04.2016	Memorial Park Group – Grant	£10000.00	
13.04.2016	The Events Committee – Donation - Fireworks	£ 100.00	CHQ 100308
13.04.2016	Pater Hall Trust – Grant	£ 7000.00	CHQ 100309
13.04.2016	Friendship Club – Grant	£ 350.00	CHQ 100310
11.04.2016	West Wales Maritime Heritage – Mayor’s Contribution	£ 50.00	CHQ 100306
01.05.2016	Pater Hall Trust – Storage	£ 150.00	
05.06.2016	Pembs County Council – Office Rent	£ 298.80	

09.06.2016	Deputy Mayor Allowance	£ 1000.00	
09.06.2016	Mayor Allowance	£ 4000.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
14.04.2016	SWALEC – Credit Note	£ -£76.28	
13.04.2016	Pembs County Council – Precept	£56350.00	
21.04.2016	HMRC - VAT Refund	£ 3408.20	

SALARIES AND WAGES

06.04.2016 – 05.05.2016	Salaries	£3213.64
06.04.2015 – 05.05.2016	Tax & NI	£ 732.15
06.04.2015 – 05.05.2016	Pensions	£ 686.66

ACCOUNT BALANCES

12.05.2016	HSBC Business Account	£75190.51
12.05.2016	HSBC Premium Account	£22414.05

It was

**PROPOSED by Councillor P Kraus
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.**

Councillor Gwyther questioned amounts being paid to Fastnet Design Limited and suggested that perhaps the man hours could be reduced.

A discussion took place between Committee Members and it was decided not to make any adjustments.

It was

**PROPOSED by Councillor A McNaughton
SECONDED by Councillor J Phillips
RESOLVED - That Pembroke Dock Town Council agreed not to decrease the man hours supplied by Fastnet Design Limited.**

Councillor G Goff questioned the amounts for the Mayor and Deputy Mayor's Allowances and asked the Town Clerk to contact other Councils enquiring what allowance their Mayor and Deputy Mayor receive.

19 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Parking issues at St Govans Centre and right hand side of Asda.

20 COMMUNITY ISSUES

The Town Clerk stated that the new planters were now in place at the station and that the Town Council were responsible for the upkeep of them. Volunteers were sought to do this in the short

term.

Concerns had been raised over the condition of the roof at the station. Arriva Trains recommended that the Town Council contact Network Rail (who are responsible for the condition of Pembroke Dock Railway Station) regarding the poor condition of the roof as repairs had recently been undertaken at Haverfordwest.

Councillor Gwyther also commented that the poor condition of the Railway Station needed to be addressed. Furthermore, Councillor Gwyther requested whether information could be sought regarding the progress of the new Transport Interchange.

Councillor J Phillips asked for information with regards to access to and from the Railway Station and Transport Interchange Terminal as he understood some of the bus companies had refused to use the facility.

Councillor J Phillips stated that she was not happy with the repairs that were made to the wall near to the bus stop at Albion Square and, concerned about crumbling walls at the far side of Bush Estate around the Wavell Crescent area.

Councillor G Goff suggested that Pembrokeshire County Council Highways Department be contacted in respect of concerns that had been raised regarding motorists doing a U Turn at the Bus Stop in Law Street.

It was questioned how businesses are contacted to try to promote the town in order to fill empty premises. It was commented that there is an Economic Development department within Pembrokeshire County Council who could be a good first point of contact.

Councillor P Gwyther commented that Pembrokeshire County Council should be contacted to ask what input they are providing to promote Pembroke Dock.

Councillor K Higgs stated that the height restriction bars at the B&Q car park were broken and asked if the landowner could be contacted as it is their responsibility to repair the bar.

Councillor Kraus commented that weed killing still needed to be addressed.

Councillor G Goff left the meeting at 8.30 pm.

21 MAYOR'S REPORT

The Deputy Mayor Councillor J McNaughton and Consort Ms C Vaughan attended Haverfordwest Town Council's Civic Ceremony and Service on 19th May 2016.