

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 14th July 2016

PRESENT: Councillors M Colgan, J McNaughton, D Earl, P George, G Goff, P Gwyther, K Higgs, P Kraus, A Lee, A McNaughton, M Murton, S Perkins, J Phillips

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Administrative Support Officer

35 APOLOGIES FOR ABSENCE

Councillors G Anderson, P Folland, T Wilcox

36 DECLARATIONS OF INTEREST

None

37 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

38 MINUTES OF 16th June 2016

Councillor Gwyther commented that Item 26 (14) of the minutes he stated that a figure of £30,000 was paid by Pembrokeshire County Council for play equipment at Rifleman Field, Haverfordwest, Pembs, and therefore, the Town Council should contact Pembrokeshire County Council to question why this has not happened in Pembroke Dock.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor D Earl

RESOLVED - That the Minutes of Thursday 16th June are adopted as a true record with the addition of the above comment.

39 MATTERS ARISING FROM THE MINUTES OF 16th June 2016

Item 27 (12)

Councillor Murton questioned if any more information had been received regarding Pembroke Dock Railway Station, and Councillor Phillips raised concerns about the roof and litter. The Town Clerk stated that no response had been received and would contact them again.

Item 27 (16)

Councillor Gwyther provided Pembroke Dock Town Council Members a 2015 – 2016 Profit & Loss Account for the Pater Hall Trust.

Councillor Perkins commented that the accounts showed little profit, it was questioned if the profit figure of £265.00 was accurate, Councillor Gwyther stated that it was accurate.

The Town Clerk commented that a letter had been sent to Mr I Jones stating that Pembroke Dock Town Council had agreed the sum of £7250.00 per annum payable to the Pater Hall Trust for the rental of office premises and, also to enquire the status of the Pater Hall Trust Insurance Claim.

Mr Jones had sent a reply stating that the Insurance claim was ongoing.

Item 27(17)

The Town Clerk stated that the Police had been contacted with regards to Police attendance at Event Parades and received the following reply:-

"The Police Force will only manage traffic at the Remembrance Parade as a blanket order had been put in place".

Therefore, the Town Council would have to arrange Marshalls and Insurance for all other parades.

Item 27(18)

The Town Clerk had contacted the Owner and Manager at St Govans Centre with regards to the parking issues and, had been advised that they were looking into installing chains across the area.

Item 27(19)

Councillor Colgan commented that she had been in contact with Mr Lewis about the Town Council Crests who stated that it would not be easy to do the job in situ. Councillor Gwyther asked the Town Clerk if samples could be obtained from In-Print who, had quoted £120.00 to provide a Town Council Crest transfer for the gate, as the price seemed very cheap.

Item 27(20)

Councillor Gwyther asked what the position was in regards to the website link for the Pennar & Bufferland Residents Association.

The Town Clerk stated that she would send an official letter to the Residents Association raising the Town Council's offer of web space for their minutes.

Item 29

The Town Clerk had contacted the Trunk Roads Agency regarding the poor state of Waterloo Roundabout and they confirmed that the grass is cut 4 times a year and Pembrokeshire County Council employees also weed the area.

40 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

28 Pembroke Dock Civic Society

The Town Clerk stated that AGM minutes had been received from the Pembroke Dock Civic Society which took place on 25th May 2016. Unfortunately, at the meeting there were no volunteers to take on a number of the main roles within the Society, therefore, Pembroke Civic Trust and Pembroke Dock Civic Society have agreed to share the responsibilities for the wellbeing of both Towns subject to acceptance by Pembroke Civic Trust at their AGM in October 2016.

29 New Traffic Order- Proposed waiting restrictions- Transport Interchange off Water Street

The Town Clerk had included within Members' papers a copy of the location of waiting restrictions within the new transport interchange, and asked members if they had have any comments. No comments were received.

30 Ombudsman Annual Report 2015/2016

The Town Clerk stated that the above report had been received, and if any Members wished to view the document please let her know.

31 Mayoral Allowance Policy

The Town Clerk stated that as discussed at the last meeting included in Members' papers was a copy of the Mayoral Allowance Policy for Member's discussion. The policy provided

suggestions of how the allowance should be spent, it also states that receipts and records of spends should be kept where possible with receipts being passed to the office every quarter.

The Town Clerk asked if Members wished to make any changes to the policy or did they have any comments.

No changes to the policy were proposed but, Members were very concerned that past Mayor, Councillor Kraus had still not produced any receipts as requested at the last meeting. Councillor Lee commented that receipts must be provided.

The Town Clerk stated that if Councillor Kraus could not produce any receipts, then a list of amounts spent during his Mayoral year should be provided as Welsh Government are requesting more information with regards to Mayor Allowances.

Councillor Kraus stated that he had made a donation to the Quins Carnival for children's entertainment. Councillor Perkins commented that the Mayoral Allowance should not be used for that purpose.

It was commented that the Mayoral Allowance is public money and, therefore, it should be accounted for by providing payment receipts. Member agreed that the Mayor and Town Clerk should meet with Councillor Kraus to form a list of spends for his Mayoral year.

32 Offices of Pembroke Dock Town Council

The Town Clerk commented that at the last meeting of this Council she informed members that the Manager of the Bridge Innovation Centre had asked for the Town Council to vacate the office which they were currently occupying, and, as had been stated, he had offered the Town Council space in a growth unit outside of the building for a short period of time. After further discussions it had been confirmed that the Council were able to stay in the current office until 31st July 2016.

Since that meeting the Town Clerk had spoken to the group who are running the E-Commerce Centre next to the Water sports Centre. They had offered office space to the Council until the new offices at the Pater Hall are ready to be occupied. The rental for the office space would be £285 per month which would be all-inclusive with the exception of broadband and telephones. After speaking with BT they would charge £35.00 to set the line up with the original Town Council phone number and £35.00 for the setup of the broadband. Once the new line had been set up there would be no call forwarding charges which the Town Council pay whilst in temporary offices. Once the Town Council move back to the Pater Hall the lines could then be transferred back to the Pater Hall. The Town Clerk had informed all members by email on 5th July that in order for everything to be in place for 31st July this had to be actioned as soon as possible. After speaking with the Mayor and Deputy Mayor it was agreed for the move to the E-Commerce centre to be progressed with BT being actioned to do the transfer of the lines to ensure that the Town Council were set up for 31st July.

33 Budget Update

The Town Clerk had included in members papers a copy of the up to date budget spends and asked members if they had any questions. No questions were raised.

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

34. Seagull-Proof Rubbish Bags

The Town Clerk commented Pembrokeshire County Council had been in contact asking if Pembroke Dock Town Council wished to be a distribution point for Seagull-proof bags.

Following the success of the bag trial in Tenby, the County Council are looking at ways they could make the bags available to all residents.

Pembrokeshire County Council would supply as many bags as the Town Council would be willing to take with regular collection of the money taken for the bags, there would also be literature to support the use of the bags supplied. The bags are reusable heavy duty black woven polypropylene bags which are designed to hold 2-3 general waste sacks. Each bag has a full lid and a Velcro T piece to secure the lid closed with weights sown in to stop the bags from blowing away.

The Town Clerk asked if Members gave permission for Pembroke Dock Town Council to act as a collection point for the bags.

Councillor S Perkins commented a decision should be made when Pembroke Dock Town Council relocates back to the Pater Hall.

35. Town Noticeboard

Councillor P Gwyther asked for this item to be added to the report this evening,

“Now that putting posters up in the Town Notice board has fallen for the time being to the Pater Hall Trust, could the meeting give guidance on whether the council wants to continue the current policy of only putting posters up which are about events in the Town. I note there are four posters up for events in other towns including one A3 size business poster for a cafe in Pembroke.”

The Town Clerk asked for Members’ comments however it was decided to adhere to the current policy of town related events only and limit to A4 size or smaller.

36. Fly a Flag for the Commonwealth – 13th March 2017

The Town Clerk stated that Pembroke Dock Town Council had been contacted by One Voice Wales who are encouraging all local Town and Community Councils to take part in the above event next year. They are asking that Pembroke Dock raise a flag on Monday 13th March 2017 at 10am to commemorate Commonwealth Day 2017. They ask that the event is publicised and the flag is raised by either the Mayor or a young person from a local school. The cost of the flags are as follows:

90”x 54” = £39.50

60” x 36” = £24.80

It was agreed that the Town Council take part in this event.

42 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

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

Police Forum Meeting

Councillor Murton attended the above meeting and stated that the Police had apologised for cancelling their speeding session as they had received an Emergency Call

A new PCSO (Josie Jones) has replaced PCSO (Zoe Priestley)

Police are still in the proceeds of combatting Insurance, Speeding & Anti-social Behaviour issues.

Valero Liaison Meeting

Councillor George attended the above meeting and commented how Valero volunteers are working

well in the Community helping clubs and groups around the area. Councillor Lee suggested contacting Valero for assistance with marshalling any future events.

Patient Participation Group

Councillor J McNaughton commented that if patients are unable to obtain an appointment immediately then they should be offered one within 48 hours. If this does not happen then the Practice Manager should be contacted.

Councillor Perkins asked what level of medical training the receptionists had received to be able to question patients. Councillor McNaughton stated that she would investigate this matter.

44 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
09.06.2016	Postage – Meeting Papers	£ 13.50	DEBIT CARD
14.06.2016	Tenby Observer – PDTC Ad.in Summer Festival	£ 48.00	
14.06.2016	Fastnet – Street Cleaning w/e 29.05.2016	£293.58	
14.06.2016	Fastnet – Street Cleaning w/e 05.06.2016	£230.68	
15.06.2016	A J Thomas – Installation of Grinding Bar	£ 74.80	CHQ100311
16.06.2016	Fastnet – Street Cleaning w/e 12.06.2016	£293.58	
21.06.2016	Princes Gate – Rental/WEE Charges	£ 21.02	
21.06.2016	Princes Gate – Sanitisation & Maintenance	£ 17.78	
24.06.2016	Fastnet – Street Cleaning w/e 19.06.2016	£293.58	
27.06.2016	SWALEC – Electric – Old Pump House	£ 21.48	
04.07.2016	Greenway Nurseries –Compost. PD Railway Stn	£ 60.00	
07.07.2016	SLCC Annual Subscription	£210.00	CHQ 100312

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

Date	Description	Amount	Payment Method
01.07.2016	Pater Hall Trust – Storage	£150.00	
04.07.2016	PD Naval Club – Armed Forces Day Buffet	£ 50.00	
05.07.2016	Pembs County Council – Office Rent	£298.80	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
15.06.16	Pembroke Dock Festival Group	£ 74.80	Transfer
20.06.16	M. Colgan – Civic Dinner	£412.89	Cheque
20.06.16	M Colgan – Bergen Trip	£213.92	Cheque

SALARIES AND WAGES

06.06.2016 – 05.07.2016	Salaries	£3465.79
06.06.2016 – 05.07.2016	Tax & NI	£ 847.66
06.06.2016 – 05.07.2016	Pensions	£ 734.69

ACCOUNT BALANCES

07.07.2016	HSBC Business Account	£58,502.68
07.07.2016	HSBC Premium Account	£22,416.67

It was

PROPOSED by Councillor G Goff
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages as detailed above.

45 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

None

46 COMMUNITY ISSUES

Councillor Murton commented that the Woolworth's building in Dimond Street was in a disgraceful state and that dogs were being kept at the back of the building with the store also selling confectionery on the Premises. Councillor Lee suggested looking into a Health and Safety enforcement. The Town Clerk will contact Environmental Health.

Councillor Sue Perkins commented that she was concerned with the condition of the floral displays in the town. The Town Clerk stated that she had already contacted the Street Cleaner regarding this matter.

Councillor Kraus commented that he was concerned about fly tipping in Melville Terrace. The Town Clerk advised that Councillor Kraus should contact Pembrokeshire County Council regarding this issue.

Councillor Kraus also spoke about the painting of the railings at Front Street and arranging a street party. The Mayor Councillor Colgan thanked Councillor Kraus for all his hard work.

Councillors Goff and Kraus raised concerns about rubbish at Upper Law Street and King William Street.

Councillor J Phillips brought to Members' attention her concerns regarding the following :

- Cutting shrubs/hedges at Pembroke Dock Memorial Park and at the Library.
- Crumbling walls at Bush Street East and London Road.
- Rubbish situated outside boarded up property at 18 Water Street, Pembroke Dock.

The Town Clerk stated that she would contact Pembrokeshire County Council with regards to the above.

Councillor Phillips also stated that there had been no change in the Asda Toilets since a Danfo Representative attended previous Council Meeting. The Town Clerk to arrange a site meeting with Danfo.

Councillor George asked if the HMS Pembroke could be contacted with regards to the ship berthing at Pembroke Dock not at Milford Haven as it had been given the freedom of the town.

Councillor Higgs commented that he was concerned about traffic issues at the new Aldi Store site. Councillor Perkins advised Members that it was being dealt with by the Trunk Road Agency.

Councillor A McNaughton stated that he had received photographs from Mr Adrian Manning regarding the condition of the Market Building.

Councillor Gwyther stated the following :

- Planning Meeting on 14th June 2016 was not quorate.
- Central flower bed in the Memorial Park needs attention.
- Bike Track at the Memorial Park badly damaged.

No that

Councillor Gwyther also suggested that Pembroke Dock Town Council become involved in the Town's Licensing Matters and the Street Cleaning Schedule should be looked at.

Councillor Perkins proposed the Town Council employ a person to water the flowers within the Town during the Summer period A vote was taken and all Members agreed.

It was

PROPOSED by Councillor S. Perkins

SECONDED by Councillor J. McNaughton

RESOLVED - That Pembroke Dock Town Council employ a person to water the flowers within in the Town during the Summer period.

47 MAYOR'S REPORT

The Mayor confirmed it had been a busy month and she had attended the following events:

- Saturday 18th June – Fun In The Park.
- Sunday 19th June – St Davids Civil Ceremony.
- Tuesday 21st June – Unveiling of Carolyn's Way.
- Wednesday 22nd June – Valero Meeting.
- Friday 24th June – Castle Brass Anniversary Concert
- Saturday 25th June – Armed Forces Day
- Friday 1st July – Battle of the Somme, at Tenby
- Saturday 2nd July – Opening of The Cove/ Mike Brotherton's Birthday Party
- Sunday 3rd July – Haverfordwest Mayor Service
- Monday 4th July – Regeneration Meeting
- Tuesday 5th July – Bergen Trip

The Deputy Mayor had attended the following events:

- Thursday 7th July – Lunch on HMS Pembroke
- Thursday 7th July - 14th Signal Regiment – Annual Cocktail Party
- Friday 8th July – Evening Reception on HMS Pembroke

There being no further business the Meeting was closed.