

At an Extraordinary Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 28th July 2016

PRESENT: Councillor M Colgan, Councillor D Earl, Councillor P George, Councillor G Goff, Councillor P Gwyther, Councillor K Higgs, Councillor A McNaughton, Councillor M Murton and Councillor J Phillips

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Dillaway – Deputy Town Clerk

48 APOLOGIES FOR ABSENCE

Councillors P Folland, A Lee, J McNaughton, S Perkins & T Wilcox.

49 DECLARATIONS OF INTEREST

There were none.

50 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

37. Summer Employee

The Town Clerk stated that at the last meeting of this Council members discussed the possibility of employing an extra person for the Summer period. However, due to the spend being outside of the agreed budget this decision had to be brought to a meeting for agreement.

The employee would cover the role of watering/tending to hanging baskets and maintenance of the border in the centre of the Memorial Park and more tasks could also be added at a later date if required. The Town Clerk suggested that 16 hours per week would be sufficient to cover this over a 10 week period.

The Town Clerk advised Members of the options for this role:

a) Employ on a temporary basis

This would require interviews to take place and the Town Council would be required to pay Tax, National Insurance and offer a Pension.

Cost =	£7.50 x 16 hours per week =	£120.00
	Pension payment per week	£9.60
	Management costs per week	£15.00
	Total per week	£144.60
	Over 10 weeks	£1446.00

This would take 2-3 weeks to action

b) Contract the work through Fastnet

The Town Council currently have an agreement with Fastnet for street cleaning and a number of other tasks. This could be extended to cover the watering the hanging baskets and maintenance of the border in the Memorial Park.

Cost =	£11.65 x 16 hours per week =	£186.40 +20% (37.28) = £223.68
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£223.68 x 10 weeks = £2236.80

This could be actioned immediately

c) Tender for the work on self-employed basis

Councillor P Gwyther had suggested taking on the current caretaker of the Pater Hall who is offering to undertake the work for £8.25 per hour. But unfortunately the Town council would be breaking the Financial Regulations which they have set out by not gaining 3 quotes for the work to be completed on the same basis. The Town Clerk advised if members want to go down this route then the work is advertised in the correct manner.

Cost = £8.25 x 16 hours per week = £132.00
£132.00 x 10 weeks = £1320.00

This would take 2-3 weeks to action

The Town Clerk sought members' comments and decision on this matter in order to progress the issue further. The Town Clerk further stated that the number of hours that her examples are worked on may still not be sufficient to ensure the flowers receive the water they require and that following a recent conversation with the contractor who deals with the floral displays in Tenby, members might want to consider increasing the weekly hours to 20.

The Town Council's current contractor, Fastnet, had also recently confirmed that a charge would have to be levied for the use of their vehicle during the watering season as obtaining water for the Bowser from the Pater Hall had become difficult since the gates on the yard had become unstable. The current contact with Fastnet allows an operative 4.2 hours across 5 days, this being 21 hours per week.

There followed a general discussion in which it was questioned whether tenders would need to be obtained if either b or c were the preferred solutions. It was further commented that the three options given by the Town Clerk could be used to show that the Council had explored different solutions and costings. The Town Clerk stated that Council must consider public perception as well as the Council's Financial Regulations when coming to any decision.

Councillor D Earl commented that to move the discussion on, whomever carries out the work on behalf of the Town Council must be able to produce the relevant public liability insurances to the Town Clerk prior to being awarded the work.

It was stated that with the additional costs now put forward by Fastnet for use of the vehicle, it would make their quote far too expensive over the 10 weeks and that option c using the caretaker employed by the Pater Hall would have to be the solution taken forward.

It was further stated that for 2017 the Town Council should look at obtaining a larger water bowser to try and cut down the number of times that refilling trips need to be done.

Councillor P Gwyther proposed that the Town Council pay the additional premium required to obtain public liability insurance for Mr S Pratt to undertake the 10 weeks watering on behalf of the Town Council at the rate of £8.25 per hour for 16 hours per week.

It was

PROPOSED by Councillor P Gwyther
SECONDED by Councillor A McNaughton
RESOLVED - That the Town Council contract Mr S Pratt

for 10 weeks watering of the floral displays at a rate of £8.25 per hour for a maximum of 16 hours per week and the Town Council pay the public liability insurance premium.

Memorial Park Border

Councillor P Gwyther had been verbally obtaining costs from a couple of local contractors to carry out one day's work on the border within the Memorial Park in the Town. The current costs obtained are £150 and £100. Councillor Gwyther stated that the work should take no longer than one day.

It was commented that one of the verbal quotes obtained was from a company who were not based in the town. It was felt that using a local contractor would be preferable. Councillor M Colgan stated that she would speak to John Scott of Lewis Street to ask if he would like to quote for the work.

ANY OTHER BUSINESS

Pater Hall Trust

Councillor P Gwyther informed members that the Pater Hall Trust had received an offer from their insurance company and that the Trustees had agreed to accept this. The offer was less than they had been expecting at £26,373. The Trustees plan to purchase some new chairs for use at the hall and will be approaching the Small Lottery Fund for a grant towards this. The Trustees also plan to apply to the Big Lottery Fund for a grant to refurbish the first floor rooms at the Pater Hall.

Office Relocation

The Town Clerk reminded members that the office would be relocating and that all councillors are welcome to make a visit to the new premises on 4th or 5th August.

There being no further business, the meeting closed.