

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 8th September 2016

PRESENT: Councillors M Colgan, J McNaughton, G Anderson, D Earl, G Goff, P Gwyther, A McNaughton, M Murton, S Perkins, J Phillips, T Wilcox.

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Dillaway – Deputy Town Clerk
Amanda Hart – Administrative Support Officer

51 APOLOGIES FOR ABSENCE

Councillors: P Folland, P George, A Lee.
No Apologies from: Councillors K Higgs, P Kraus.

52 DECLARATIONS OF INTEREST

Councillor A McNaughton & J McNaughton declared an interest in Financial Report dated 8th September 2016

53 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

54 MINUTES OF 14th JULY 2016

Councillor P Gwyther commented that there was not enough detail within the minutes, commented that he felt that Members of the Public would find them difficult to follow. It was commented that Councillor Gwyther was being picky and minutes should contain a brief note of the discussion and they should not be verbatim.

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor M Murton

RESOLVED - That the Minutes of 14th July 2016 are adopted as a true record.

MINUTES OF 28th JULY 2016

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor J Phillips

RESOLVED - That the Minutes of 28th July 2016 are adopted as a true record.

55 MATTERS ARISING FROM THE MINUTES OF 14th July 2016

Item 27 (19) Pembroke Dock Town Council Crest

Councillor Gwyther asked if a sample had been received in respect of the Town Council Crest. The Town Clerk stated that no sample had been received to date. Councillor Colgan commented that she would contact Mr Owen James with regards to the Crest. Members suggested halting the replacement of the Town Crest until the Town Council Offices are relocated back to the Pater Hall.

Item 27(31) Town Clerk Report Mayoral Allowance Policy

Councillor J McNaughton stated that Councillor Kraus should produce receipts as the Mayoral Allowance Policy unquestionably states that receipts should be provided. Councillor Perkins agreed

with Councillor J McNaughton on this matter.

Item 43 Patients Participation Group

Councillor Murton asked if any information had been received with regards to Councillor Perkins' question re: Receptionists Medical Training at the Argyle Street Surgery. Councillor McNaughton stated that a PPG Meeting had not taken place since the question was raised.

Item 46 Community Issues

Councillor Perkins asked if Councillor Kraus had been contacted in regards to the issues relating to the painting of the railings at Front Street as, she had received an email from a member of the public who had visited Front Street and unfortunately, had got wet paint on their clothes.

The Town Clerk stated that she has tried to contact Councillor Kraus on numerous occasions over the last few weeks regarding this matter to which she has received no response.

56 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

38. Border in Memorial Park

The Town Clerk stated at the last meeting of the Town Council it was agreed to look for prices for weeding work to be undertaken on the Central Flower border in the Memorial Park. Councillor P Gwyther had already provided members with a quote which he had received from All Seasons Gardening Services; a quote had also been received from John Scott Gardening Services.

The quotes are as follows

All Seasons Gardening Services - £150

John Scott Gardening Services - £100

The Town Clerk asked for Members comments and after a discussion it was decided that the Town Council accept John Scott Gardening Services quote.

It was

PROPOSED by Councillor P Gwyther

SECONDED by Councillor D Earl

RESOLVED - That Pembroke Dock Town Council accept the quote from John Scott Gardening Services of £100.00 to carry out the weeding of the Central Flower border in the Memorial Park.

39. Christmas Card List

The Town Clerk had included within Members' papers a copy of the Christmas Card list and asked if Members were happy with the current list. As no definite decision could be made between Members it was decided that the Mayor and the Town Clerk should meet to make a final decision on the Christmas Card List for this year.

40. 2016/2017 Budget – Grant Applications

The Town Clerk stated that Budget discussions would soon be taking place with the Finance Committee of the Council. In order for The Town Clerk to prepare the paperwork Members were asked to confirm if they would like to advertise that grants will be available for organisations to apply.

Last year the budget for grants totalled £27,850 with 5 organisations benefiting from the grants given.

A discussion was held which resulted in some Members against continuing to provide grants

to organisations. Councillor Gwyther commented that as Pembroke Dock Town Council's Precept Payment had not been reduced then the grant application should still be available, this was also Councillor D Earl's feelings on the matter.

It was

PROPOSED by Councillor D Earl
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council continue to advertise that Grants will be available to Organisations in the 2016/2017 Budget.

Members took a vote, with 9 Councillors voting for the Town Council to advertise for grants and 1 Councillor voting against

41. Public Toilets – Asda

The Town Clerk had been in contact with Jonathan Mills from Danfo regarding the upgrades which had been taking place; he confirmed that progress had been made on the following:-

- Internal painting of walls
- Gents urinal re-grouted to reduce bad odours
- Tiles replaced and repaired in both ladies and gents
- Old wooden service room door replaced with new steel door to match the disabled new door and add security to that cupboard
- Doors prepared for painting in gents
- Baby change unit installed in the disabled toilet and replaced disabled bar for the toilet
- Upgraded all lighting in ladies, gents and disabled

He also stated that the works which are still to be completed are

- Replace sink units and mirrors in ladies and gents
- Paint doors internally
- Paint Walls externally

The Town Clerk had also been provided with some pictures of the upgrades which had taken place.

42. Police and Crime Plan Consultation

The Town Clerk stated that the Dyfed-Powys Police and Crime Commissioner had been in contact with the office seeking views from this Council regarding the priorities for the Police and Crime Plan. He asked if members wished to put forward any relevant priorities for the area which they would like to be considered for the new plan.

Councillor Murton commented that substance abuse in the area should be targeted.
Councillor Goff commented that Town Parades should be a priority.

The Town Clerk stated that she would forward on Members responses.

43. Safe Routes within the Community

The Town Clerk had received correspondence from Sue Lewis from the Safe Routes project at Pembrokeshire County Council., asking for Members' feedback on the projects relating to the email that she had included in the Minutes showing the different areas and projects.

The comments from Members were all very positive and, asked the Town Clerk to contact Sue Lewis from the Safe Route Projects thanking her for all her help.

44. Councillor absence of leave request

Councillor Gwyther had contacted the Town Clerk asking for the above item to be included in the Town Clerk's Report as, he wished to request a six month leave of absence from September.

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor S Perkins

RESOLVED - That Pembroke Dock Town Council agree to accept Councillor Gwyther's six months absence of leave request.

45. Cobbles in Streets of Pembroke Dock

In a previous meeting of this Council the cobbles within Pembroke Dock were discussed. The Town Clerk had since been in contact with the European Manager to question the timescales for the funding and how long the cobbles had been in place. The response stated that the cobbles had been in place for at least 20 years and means they will precede the Welsh Government. However, there are no records available relating to their funding and Mr Evans advised that after this length of time it would be most unusual for the grant conditions to be still in force.

Mr Evans had also discussed the issue of the cobbles with the Head of Environment and Civil Contingencies and Head of Highways and Construction and they had both confirmed they were happy with the current processes which are in place for street cleaning and highway maintenance.

Councillor Gwyther commented that he disagreed with the reply from the Head of Environment and Civil Contingencies and Head of Highways and Construction regarding street cleaning and highway maintenance as it was definitely not acceptable.

Councillor Gwyther asked if the Town Clerk would contact them regarding cigarette ends on the street as their machines do not pick them up

46. External Audit Process

The Town Clerk stated that the External Audit had been completed by Grant Thornton, the fee payable for their services is £253.50 plus VAT. During the audit process no matters were raised, and asked for Members' agreement for the audit 2015/2016 to be signed off.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor A McNaughton

RESOLVED - That Pembroke Dock Town Council agree to pay the sum of £253.50 plus VAT in respect of the 2015/2016 External Audit carried out by Grant Thornton and agree for the External Audit to be signed off for the 2015/16 financial year.

47. Pembrokeshire Housing Association Annual Report 2015/2016

The Town Clerk had received a copy of the Housing Associations Annual report available for Members' to view on request.

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

48. Proposal to deliver Leisure, Cultural and Tourism services in a different way

The Town Clerk stated that Pembrokeshire County Council is holding a series of consultation meetings to explain the future options for the delivery of Leisure, Culture and Tourism Services. and had included on the table at the meeting a copy of the information.

A meeting for Pembroke Dock was taking place on Monday 12th September 6.30pm- 8pm at Pembroke Dock Library .and advised Members if they were unable to attend but would like to put forward comments please let her know.

Councillor Murton commented that as this could affect the future of the Library that she felt that as many Members should attend.

Councillor Gwyther commented that changing the delivery of Leisure Services will never work.

49. Invitation to tender for provision of digital literacy support

Councillor S Perkins declared an interest on this item.

The Town Clerk advised that Pembrokeshire Communities First had identified lack of digital skills as a key barrier for people who need to access services and advice. They are therefore inviting applications from organisations and individuals who can help them deliver digital literacy skills, training and support to their customers. Four of the key customer groups who will benefit the most from additional help are :-

- (A) People in receipt of benefits, particularly those migrating to Universal Credit in the next eighteen months.
- (B) Families and individuals who need to use technology to maximise their income.
- (C) People requiring support to manage their health.
- (D) Jobseekers including people setting up businesses

They had asked if the Town Council had the experience and commitment to provide the support they need, and if so they would like to hear from us. The Town Clerk asked for Members' comments on this.

Members commented a decision could not be made until more information was provided, and also felt that it was not really feasible for the Town Council to provide the support.

50. Soap Box Derby – Memorial Park

The Regeneration group had written to the Town Council to ask for permission to organise a Soap Box Derby in the Memorial Park in spring 2017. The group had approached Pembrokeshire County Council to ask for permission which they have granted with the condition that the Town Council are happy for the event to take place.

All Members agreed that the event should take place.

58 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None.

59 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**Police Forum Meeting**

Councillor M Murton attended the Police Forum Meeting and stated that there were ten people in attendance.

The main issues that the Police are dealing with to date are Anti - Social Behaviour and the misuse of Illegal Substances.

Councillor Perkins asked if Councillor Murton could mention the parking issues at Waterloo at the next meeting

Age Cymru

Councillor M Colgan commented that unfortunately, Age Cymru has had to cease trading due to lack of funding.

60 FINANCIAL REPORT**ACCOUNTS FOR PAYMENT**

Date	Description	Amount	Payment Method
07.07.16	Alzheimers Society – Winter Festival Raffle	£32.00	PayPal
07.07.16	Postage – Meeting Papers	£21.60	Debit Card
12.07.16	Richard Mason – Hill Farm Nursery – Hanging Baskets	£2042.00	
14.07.16	PC Doctor – Computer Support	£70.00	
15.07.16	SWALEC – Lighting Albion Square	£29.76	
18.07.16	Fastnet – Street Cleaning w/e 26.06.16	£293.58	
20.07.16	Princes Gate – Office Water	£11.88	
21.07.16	Postage - Extraordinary Meeting Papers	£19.80	Debit Card
27.07.16	Fastnet – Street Cleaning w/e 03.07.16	£293.58	
27.07.16	Fastnet – Street Cleaning w/e 10.07.16	£293.58	
27.07.16	Fastnet – Street Cleaning w/e 17.07.16	£293.58	
27.07.16	Fastnet – Street Cleaning w/e 24.07.16	£293.58	
01.08.16	BT – Phone Services 01646 684410	£122.96	
05.08.16	Fastnet – Street Cleaning w/e 31.07.16	£293.58	
05.08.16	Playsafety Ltd – Memorial Park	£79.80	
05.08.16	Pembrokeshire County Council – May Telephone Charges Office 11 Bridge Innovation Centre.	£47.23	
08.08.16	Postage	£1.05	Debit Card
10.08.16	Google Ireland Ltd – Google Drive Storage	£4.89	
11.08.16	Medion Electronics Ltd – Office Posters	£14.36	Debit Card
11.08.16	PC Doctor – Office Cables	£20.00	
12.08.16	Fastnet – Street Cleaning w/e 07.08.16	£293.58	
12.08.16	The White Frame Company – Picture Hooks	£4.50	Debit Card
12.08.16	1&1 Website – Quarterly Website Fee	£71.96	

15.08.16	Sisi Uk Ltd – Picture Hooks	£3.29	Debit Card
15.08.16	BT – Internet Services Suite 1 – Cleddau Reach	£23.64	Debit Card
16.08.16	The Safe Shop – Fireproof Safe	£958.80	
19.08.16	Eurooffice	£112.47	
23.08.16	PC Arena – Office Supplies	£13.60	Debit Card
23.08.16	Fastnet – Streeting Cleaning w/e 14.08.16	£293.58	
23.08.16	Princes Gate – Office Water	£11.88	
23.05.16	Bank Charges for April	£13.24	

23.06.16	Bank Charges for May	£15.18	
23.07.16	Bank Charges June	£14.40	
25.08.16	WILKO – Office Picture Frames	£22.50	Debit Card
30.08.16	IKEA – Office Picture Frames	£30.00	
30.08.16	WILKO – Kitchen Roll	£1.50	
31.08.16	Pembs County Council Street Sign re: St Patricks Community Hall	£37.74	

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

Date	Description	Amount	Payment Method
01.08.16	Pater Hall Trust – Storage Rental	£150.00	
18.08.16	Sean Pratt (watering) w/e 14.08.16	£132.00	
30.08.16	Sean Pratt (watering) w/e 21.08.16	£132.00	
30.08.16	Sean Pratt (watering) w/e 28.08.16	£132.00	
31.08.16	Llanion Cove Ltd – Office Rent Aug/Sept	£570.00	
01.09.16	Pater Hall – Storage Rental	£150.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
07.07.16	Alzheimers Society – Winter Festival Raffle	£32.00	Cash
22.08.16	Pembrokeshire County Council – Precept	£56,350.00	
31.08.16	St Patricks Community Hall re: street sign	£ 37.74	Cheque

SALARIES AND WAGES

06.07.16 – 05.08.16	Salaries	£3193.14
06.07.16 – 05.08.16	Tax & NI	£ 718.29
06.07.16 – 05.08.16	Pensions	£ 682.12

06.08.16 – 05.09.16	Salaries	£3189.80
06.08.16 – 05.09.16	Tax & NI	£ 721.96
06.08.16 – 05.09.16	Pensions	£ 683.36

ACCOUNT BALANCES

01.09.2016	HSBC Business Account	£48,160.06
01.09.2016	HSBC Premium Account	£72,418.00

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor T Wilcox
RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

Councillor Gwyther questioned the Bank Charges on the Financial Report and commented that Haverfordwest Town Council invest their reserves, and asked if the Town Council could also look into this.

61 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Councillor J McNaughton asked if the Town Clerk could contact the Argyle St Surgery inviting the Practice Manager Mr Alex Jones to attend the next meeting.

After a discussion between Members' it was decided that an action plan should be put in place regarding the Town. They decided to form an Action Plan Sub-Committee and the following Members' agreed to be on the Committee.

Councillors' M Colgan, G Anderson, M Murton and J Phillips.

62 COMMUNITY ISSUES

Councillor Wilcox raised his concerns regarding traffic issues around the Tesco Store's area since the opening of the B&M Stores. After a discussion it was decided that the Town Clerk would contact Tesco's to ask if they would consider creating another left turn at the traffic lights.

A discussion took place between Members regarding the installation of a traffic light system for the new Aldi Stores. Councillor Perkins commented that no plans had been submitted to install traffic lights, and that Aldi are looking into finding a solution to this problem.

Councillor Goff raised more concerns about the ongoing rubbish issues in Laws Street, and the overgrown Hedge in Lewis Street.

The Town Clerk will write to Pembrokeshire County Council about this.

Councillor Anderson suggested that photographs of Councillors should be put on the Town Council website.

Councillor T Wilcox left the meeting at 7.50 pm.

Councillor J Phillips commented that she had sent an email to Arriva Trains about the condition of the Pembroke Dock Station building and had received a response from Mr. J Harries to say that he had forwarded her concerns onto the Property Manager.

Councillor Phillips was pleased to announce that the lights on the lamp post in the Dockyard were now working.

63 MAYOR'S REPORT

The Mayor confirmed it had been a busy two months and she had attended the following events:-

- Fire Station Open Day
- Neyland Civic Service
- Milford Haven Port Authority Consultative Meeting
- Narberth Civic Service
- Pembroke River Boat Rally
- Haverfordwest Town Council Beating of the Bounds
- Pembroke Dock Quins Carnival
- St Johns Church Fete

Deputy Mayor Events

- Radio Pembrokeshire Awards
- Pembroke River Boat Rally
- Wings over Carew
- Opening of B&M Stores

There being no further Business the Meeting was closed.