

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 9th February 2017

PRESENT: Councillors M Colgan, J McNaughton, P Kraus, A McNaughton, M Murton, S Perkins, J Phillips

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Amanda Hart – Administrative Support Officer

118 APOLOGIES FOR ABSENCE

Councillors G Anderson, D Earl, P Folland, P George, P Gwyther, K Higgs, A Lee, T Wilcox

No Apologies: Councillor G Goff

119 DECLARATIONS OF INTEREST

None

120 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr G Manning attended the meeting to raise concerns he had with regards to the running of Argyle Street Surgery.

Mr Manning commented that he felt the Surgery is on too larger scale as, it also has to cover patients in Pembroke and Neyland. There are only a maximum of 4 Doctors on any day plus Nurse Practitioners; 9000 patients have logged into the Health Online Service, but when using this service online only, 1 Doctor and 3 Nurse Practitioners are available therefore, you have to wait 5 days for an appointment; he commented that more questions should be asked with regards to the lack of clinics available.

121 MINUTES OF 12th January 2017

Councillor Kraus commented that the Election date should be Thursday 4th May 2017, not 5th May 2017 as stated.

It was

PROPOSED by Councillor P Kraus

SECONDED by Councillor M Murton

RESOLVED - That the Minutes of 12th January 2017 are adopted as a true record with the above comment taken into consideration.

122 MATTERS ARISING FROM THE MINUTES OF 12th January 2017

Item 109 (81) - Code of Conduct Training Session with the Monitoring Officer.

This training session was cancelled due to unforeseen circumstances. A new date will be arranged.

Item 115 Community Issues

Councillor A McNaughton stated that the mural was now on display at The Heritage Centre.

123 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

83. Meeting Dates for 2017/2018

The Town Clerk advised Members of the suggested meeting dates for 2017/2018

Friday 12th May 2017 - Mayor Making & Civic Dinner

Thursday 8th June 2017

Thursday 6th July 2017

Thursday 7th September 2017

Thursday 5th October 2017

Thursday 2nd November 2017

Thursday 7th December 2017

Thursday 11th January 2018

Thursday 8th February 2018

Thursday 8th March 2018

Thursday 5th April 2018

All Members agreed on these dates.

84. Financial Regulations and Risk Assessments

The Town Clerk stated that it is standard practise to review the above documents on a yearly basis; and therefore had reviewed the documents and attached them to members' papers this evening.

The Town Clerk asked for members' agreement to adopt the documents for the upcoming year.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED - That Pembroke Dock Town Council agree to adopt the Financial Regulations and Risk Assessments for the upcoming year.

85. Councillor attendance

The Town Clerk had attached a copy of the Councillor Attendance log within members' papers for their information. The Town Clerk stated that there was another 3 meetings for the Council year, but so far Councillors Earl, A McNaughton, Murton & Phillips had attended all council meetings.

The Town Clerk commented that Councillor Anderson had not informed the office that he was out of the Country. Councillor Perkins commented that maybe he was unaware the office needed to be informed. It was decided that the Town Clerk should write to Councillor Anderson advising him that he must inform the office of his absence in the future.

The lack of attendance at Full Council Meetings by Councillor K Higgs was discussed by Members. As Councillor Higgs had missed 6 consecutive Council Meetings, Members all agreed that Councillor Higgs should be asked to stand down from Pembroke Dock Town Council.

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED - That Pembroke Dock Town Council agree Councillor K Higgs should be asked to stand down as a

Councillor due to his lack of attendance at Full Council Meetings as stated in the Local Government Act 1972 Section 85.

86. Mayor & Deputy Mayor

The Town Clerk advised that further to the proposal which was put forward and agreed at the last meeting she had worked through the agreed list for Deputy Mayor Selection, and was pleased to inform Members that Councillor Goff had agreed to become Deputy Mayor for 2017/2018.

The Town Clerk asked for proposals for Mayor for 2017/2018.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor S Perkins
RESOLVED - That Pembroke Dock Town Council Members agree that Councillor Jane McNaughton becomes Mayor for 2017/18.**

87. Proposed Office Lease and Office Size

The Town Clerk stated that a meeting had taken place between the Town Council working committee and Pater Hall Trustees in order for the lease to be discussed in further detail.

The notes that the Town Clerk made on the lease had been passed back to the Chair of the Pater Hall Trust and they had agreed to revise a number of the points raised, it was also agreed that rent revisions would take place every 5 years and not on a yearly basis.

Prior to this meeting the Town Clerk had met with the working committee to provide a visual plan of the office space, which was also attached to the meeting papers. Within the plan the planned measurements had been input into a floor space planner in order to be able to lay out the furniture within the space. The visual plan provided, showed that there was insufficient space for the Town Council to fit their current furniture in the allocated space provided. The Pater Hall Trust had agreed to revise the sizing of the offices to provide extra space, there was a meeting held on Tuesday 7th February to review it further.

Councillor Murton started a discussion raising concerns in respect of the revised proposed office floor plan and commented that the Town Council needed to look after their office staff and ensure that they have adequate office facilities like they have now which, she felt the Pater Hall Trust could not offer. Councillor Murton stated that Pater Hall Trust had received £436,141.00 from Pembroke Dock Town Council over the last 10 years and commented what have the Council received from this, why not make the Pater Hall a community hall and let the community run it.

Councillor Murton proposed that the Town Council office staff remain at their present location until further investigations take place, this was seconded by Councillor Perkins.

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor S Perkins
RESOLVED - That Pembroke Dock Town Council Offices remain at Suite 1, Ground Floor, The Offices, Cleddau Reach, Pembroke Dock, Pembrokeshire SA72 6UJ until further investigations take place.**

Councillor Colgan (a member of the Trust) disagreed with this decision as she commented that members of the public had been asking how to contact the Town Clerk and, why the Town Council offices are not located in the Town Centre.

Councillor Perkins commented that the Pater Hall Trust had not provided a good enough case as to why the office should move back into the Town Centre other than propping up the Pater Hall, and asked the question "Is this all about what is best for the Pembroke Town Council or the Pater Hall Trust".

Councillor Murton questioned why the Pater Hall Trust would still use the same accountants after they had not noticed that the Trust's Honorary Treasurer in 2012-13 had stolen £32,000 from the Trust, and how no attempt was made by the Trust to involve the police until they were pressurised by the Town Council.

Councillor Phillips (a Trust member) stated she thought that everything had been sorted with regards to the new proposed offices and that they were going ahead.

Councillor A McNaughton suggested that a vote should be taken to ask the Town Clerk to look for alternative office premises besides the Pater Hall within the Town Centre.

A vote took place.

4 voted for.

3 voted against.

88. Financial Support – Welsh Hearts

The Town Clerk stated that this organisation had contacted the Town Council asking for consideration of financial support in order to supply a defibrillator within the community for the amount of £1500.

The Town Clerk asked for members' comments.

After a discussion between Members they decided that this application should not be supported as there were already two defibrillators in the Community.

Members did suggest that the Town Clerk enquire about any training courses available with regards to using a defibrillator.

89. Walk for Life

The above organisation had been in contact asking if the Town Council would like to hold a Walk for Life event on 23rd April 2017 in representation of Kidney Wales, the Council could pick their own route. The Town Clerk asked if members wished to organise an event to support the organisation.

Members all agreed that this event should be forwarded onto the Regeneration Group.

90. Regeneration projects

The Town Clerk had received a request from the Regeneration Group regarding the 101 projects and funding, included within Members' papers was information on the proposed projects. They had requested the following funding;

- Dockyard Gate £800
- Banner Fittings and Up lighting for the Pump House £325

The funds if agreed would come from the regeneration section of the budget.

Members discussed the proposed projects and decided:-

- Dockyard Gate – More information needed i.e. who owns the gates, before any decision can be made.
- Banner Fittings and Up lighting for the Pump House – not supported.

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

91. Waste Transfer Hearing Appeal

The Town Clerk stated as many of you may already be aware the hearing which was due to take place on 16th February 2017 at Llanion Cove has been cancelled due to Sundorne Products (Llandiloos) withdrawing from the appeal.

NRW had put enforcement upon the Waste Transfer site to rectify the offsite issues with flies and odour, which the Waste Transfer Site appealed against. NRW therefore took the enforcement notice to the Planning Inspectorate for a hearing to take place, this has then resulted in the Waste Transfer Site withdrawing their appeal and agreeing with the initial enforcement from NRW.

92. Independent Remuneration Panel for Wales - Allowances

The Town Clerk had recently attended a seminar with the above organisation regarding expenses and allowances for Town & Community Councils

The Panel's determinations for Community and Town Councils were permissive and each council must formally decide to apply the determinations. If a council does adopt the determinations, members are entitled to:

- Telephone, IT and other costs.
- £500 for up to 3 members with special responsibilities (e.g. a committee chair)
- An allowance for the mayor or chair of the council
- Reimbursement of travel and subsistence costs when on official business
- An attendance allowance
- A financial loss allowance
- Reimbursement of the costs of care for a dependent child or adult of up to £403 a month.

The Town Clerk advised Members that at present this council does not officially adopt or discuss the above determinations apart from the Mayoral & Deputy Mayor Allowances, these will therefore be discussed and determined at the Annual meeting in May.

At the meeting it was also determined that Mayor and Deputy Mayor allowances do not require receipts, but it is responsibility of the Mayor and Deputy Mayor to declare to the tax office that they have received the extra funds by way of self-assessment form at the end of the financial year. If Council were to adopt any other determinations these would be classed as an expense and receipts would be required before any payments could be made.

125 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

126 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES
Police Forum Meeting 1st February 2017

Councillor Murton had attended this meeting and was pleased to inform Members that there were no major incidents to report, although concerns were raised with regards to parking issues at Pembroke Dock Community School and Pennar Community School.

Dyfed Powys Police will be adopting a Mobile Phone Watch Scheme. Any driver caught using their mobile phone whilst driving will receive 6 penalty points and £100.00 fine.

The police are keeping a watchful eye on groups of teenagers gathering around areas of the town including Barclays Bank Building and Albion Square.

Patients Participation Group Meeting 30th January 2017

Councillor J McNaughton had attended this meeting and commented that the reduction of staff levels which included the loss of 2 Doctors and Nurse Practitioners was concerning.

Starting this month is a Common Ailment Service which all local pharmacies have joined. This service means that a commercial pharmacist can prescribe certain medication for common ailments free of charge.

The Town Clerk asked Councillor McNaughton for information regarding PPG Meetings and, it was also suggested the Surgery website should be updated.

Power Station Meeting

Councillor Colgan attended this meeting and reported that the Power Station is now making a profit. It was 20 years since the old Power Station had closed and, 5 years since the new Power Station had opened.

Councillor Colgan advised that minutes of the meeting are available.

127 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

05.01.17	Post Office – Meetings Papers Postage	£ 19.50	Debit Card
06.01.17	Fastnet – Street Cleaning w/e 01.01.17	£ 167.76	
09.01.17	Google – Usage App	£ 6.60	
10.01.17	BT – Office Internet Services	£ 102.00	
13.01.17	Fastnet – Street Cleaning w/e 08.01.17	£ 293.58	
16.01.17	SWALEC – Memorial Lamp/ Albion Square	£ 29.76	
17.01.17	B Jones – Dismantling of Christmas Lights	£4650.00	
19.01.17	A Dillaway – PDTC Xmas Bonus	£ 50.00	
19.01.17	A J Hart – PDTC Xmas Bonus	£ 50.00	
19.01.17	S Scourfield – PDTC Xmas Bonus	£ 50.00	
20.01.17	Fastnet – Street Cleaning w/e 15.01.17	£ 293.58	
20.01.17	B&M Office Sundries	£ 9.62	
30.01.17	Fastnet – Street Cleaning	£ 293.58	

30.01.17	January – Bank Charges	£ 11.57	
01.02.17	BT – Office Telephone Charges	£ 162.22	

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

Date	Description	Amount	Payment Method
01.02.17	Pater Hall Trust Storage Rental –	£150.00	
01.02.17	Llanion Cove Ltd – Office Rental –	£285.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
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SALARIES AND WAGES

06.01.17 – 05.02.17	Salaries	£3187.88
06.01.17 – 05.02.17	Tax & NI	£ 723.09
06.01.17 – 05.02.17	Pensions	£ 682.14

ACCOUNT BALANCES

02.02.17	HSBC Business Account	£48,366.86
02.02.17	HSBC Premium Account	£72,433.96

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor A McNaughton

RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

128 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

None

129 COMMUNITY ISSUES

Pembroke Dock Summer Festival

Councillor Perkins commented that more volunteers were needed in order to organise this year's Summer Festival otherwise it may have to be cancelled.

Councillor Phillips raised a concern about the condition of the flower border at the Memorial Park. The Town Clerk advised Councillor Phillips that the Contractor had already been contacted.

Councillor Kraus mentioned that 2 or 3 sections of the railings at Pembroke Dock Railway Station were damaged.

130 MAYOR'S REPORT

None

Councillor Colgan stated that she would include this month's report at the next meeting.

131 Private & Confidential

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor A McNaughton

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.

Approval of Minutes from meeting on 12th January 2017

There being no further business the meeting was closed.