

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 9<sup>th</sup> March 2017

**PRESENT:** Councillors M Colgan, J McNaughton, D Earl, G Goff, P Kraus, 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

**132 APOLOGIES FOR ABSENCE**

Councillors G Anderson, P Folland, P George, A Lee

**133 DECLARATIONS OF INTEREST**

**Town Clerk's Report Item 95 Funding Request from Pembroke Dock Cricket Club.**

Councillors A McNaughton, P Kraus and T Wilcox declared an interest in the above item.

**134 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

Mr G Manning attended with some concerns and questions in regards to discussions that had taken place at the last meeting.

Mr Manning commented that he agreed that Pembroke Dock Town Council should be located within the Town Centre, he sees that the Trust will be charging £754.00 per month for inadequate office and storage space for Town Council Staff and Councillors to be able to function in a professional manner. which is clearly shown on the proposed office plan presented at the last meeting.

Mr Manning stated that the Pater Hall Trust needed to seriously consider and determine if they really wanted Pembroke Dock Town Council to relocate back to the Pater Hall. If they do then, they should provide the necessary space and facilities required and perhaps reconsider the monthly rental charge as Pembroke Dock Town Council could find alternative premises with the Town at a lower rate.

Mr Manning said that he would like to remind Trust Members and Town Councillors of their duties as elected members. The Pater Hall is a public building donated to, and for the use of Pembroke Dock residents and Pembroke Dock Town Council, with support from public funds.

Mr Manning questioned whether any of the monies had been recovered, in regards to misappropriated funds taken from the Pater Hall Trust and what steps had been put in place to recover the excess from the perpetrator. He commented as this was public money every endeavour should be made to show how this money is being recovered.

Councillor Colgan, who is a member of the Pater Hall Trust, stated that the Trust had received £29,500.00 from their insurers and are in the process of trying to recover the remainder from the perpetrator.

**135 MINUTES OF Thursday 9<sup>th</sup> February 2017**

It was noted that the word “Dock” had been omitted from the last sentence of paragraph two on page 79 of the minutes and that this should be noted as “Pembroke Dock Town Council” in the context of that paragraph.

Councillor J Phillips stated that she felt the minutes were not an accurate record of the meeting as a report in the Western Telegraph contained a sentence that had not appeared in the minutes. Councillor Phillips also stated the minutes contained a number of inferences, Councillor Phillips was asked by other members to identify these within the minutes, but these were not specified by Councillor Phillips. Councillors M Colgan and P Kraus both commented that they agreed with Councillor Phillips and felt that the minutes were inaccurate. Further discussion took place and the Town Clerk requested that Councillors Colgan, Kraus and Phillips confirm they wanted to state that minutes produced by staff were incorrect, after further discussion Councillors Colgan, Kraus and Phillips stated they were not happy with the minutes but could not confirm they were incorrect.

Councillor S Perkins stated that the accuracy of the minutes was being discussed and therefore wished to propose the minutes as correct.

It was

**PROPOSED by Councillor S Perkins**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED - That the Minutes of Thursday 9<sup>th</sup> February 2017 are adopted as a true record with the amendment to paragraph two on page 79 as noted above.**

Councillor J Phillips stated she had some further comments to make however this was to be done under “Matters Arising”

**136 MATTERS ARISING FROM THE MINUTES OF Thursday 9<sup>th</sup> February 2017**

**Item 85 – Town Clerk’s Report, Councillors’ Attendance.**

The Town Clerk had been contacted by Councillor Higgs by email with regards to his fellow Councillors’ decision to ask him to stand down as a Councillor due to non-attendance at 6 months of meetings. Councillor Higgs asked the Town Clerk to read his email out at the Town Council Meeting to Councillors:

*“As per our telephone conversation I notice from the Town Council minutes on 9th February 2017 that I have been asked by fellow councillors to stand down as a Councillor, this regrettably I am willing to do as my attendance has been poor due to my work commitments, these involved me unavoidably being away from home for 3 to 4 days a week, however, I am retiring on 31st March this year and would have given my full commitment to meetings from then on, also I was also looking forward to becoming Mayor having been asked many times to stand, but could not until I could give it the time it requires. If my fellow councillors had only contacted me before making their decision to prematurely end my position I would have explained this to them, with maybe a different outcome. I cannot tell you the hurt that I have felt from receiving this news, after 17 years on Council I feel insulted and betrayed by my fellow councillors, some of which I have encouraged and supported to take the Mayoral position. My only ever concern was for our Pembroke Dock town and it’s residents, this has made me quite sad to think I can no longer contribute to our Town’s future.*

*Regards*

*Kevin Higgs”*

Councillor S Perkins stated that although it was unfortunate that Councillor Higgs had been asked to step down, the rules of this Council meant it had to be done.

#### **Item 87 – Proposed Office Lease and Office Size**

Councillor J McNaughton proposed that Pembroke Dock Town Council reimburse the Pater Hall Trust for the costs incurred by them for production of the plans and solicitor's fees on receipt of proof of those costs incurred. Councillor T Wilcox suggested that a contribution of 50% would more appropriate as the project was undertaken on a 50:50 basis. Councillor J McNaughton amended her proposal to be a 50% reimbursement of costs to the Pater Hall Trust on receipt of proof of costs incurred.

It was

**PROPOSED by Councillor J McNaughton**

**SECONDED by Councillor T Wilcox**

**RESOLVED - That Pembroke Dock Town Council reimburse the Pater Hall Trust for 50% of the costs incurred for office plans and solicitor's fees on receipt of proof of costs.**

Councillor J McNaughton then proposed that Pembroke Dock Town Council do not return to the Pater Hall due to irreconcilable differences between our two organisations and because the proposals put forward are insufficient for the Town Council's needs, the continuing noise issues and the Pater Hall is ultimately not fit for purpose.

Councillor M Colgan commented that she would like to see if there was another way that this problem could be sorted. Councillor S Perkins stated that members were not prepared to accept what was on the table at the last meeting and this is still the case. Councillor Perkins further stated that she agreed until a resolution is made, the offices should stay at their current location.

Councillor A McNaughton wished to remind members of the proposal made at the February 9<sup>th</sup> meeting in that the Town Clerk had been instructed to source alternative premises in the Town Centre – but this should not be at any cost.

As Councillor J McNaughton's proposal was not seconded the proposal falls.

Councillor Don Earl commented that he had questioned members of the Public asking them if they knew where the Town Council had been relocated to and the majority responded that they did not know the location of the Town Council prior to their relocation.

Councillor J Phillips stated that some Councillors had broken their Code of Conduct at the last Full Council Meeting on 9<sup>th</sup> February 2017, Councillors Kraus & Colgan commented that they felt the same. Councillors were asked to explain why they felt this was the case and who it was felt had broken their Code of Conduct. Councillor Phillips confirmed that Councillors S Perkins and M Murton had, in her opinion, broken their code of conduct. Councillor S Perkins stated that she had a right to question and that she had not contravened the Code of Conduct.

Councillor Murton commented that what she had said at the last meeting was in sorrow and not in anger but this Council had been going over the same ground for years. Councillor Murton commented that it was becoming harder to distinguish whether a member was speaking as a councillor or a trustee.

Councillor J Phillips further mentioned the comments in the Western Telegraph that did not appear within the minutes of the 9<sup>th</sup> February meeting. The Town Clerk stated that within the meeting members do talk over each other which then does make it very difficult to minute every word spoken by members, the Town Clerk checked with the Deputy Town Clerk and Admin Support Assistant to check if the sentence highlighted by Councillor Phillips was present within their note books, both members of staff confirmed that it was not within their notes taken on the evening. The

Town Clerk further stated that minutes should be a general overview of the meeting and not a word for word document. Councillor Phillips was advised to contact the Monitoring Officer if she felt strongly enough that the code of conduct had been broken by any member, the Town Clerk confirmed she had the contact details and asked for Councillor Phillips to contact her if she required them.

**137 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**93. Internal Auditor**

The Town Clerk stated that as Year End is approaching the accounts and procedures of the Town Council are required to be audited. The Town Clerk advised Members that the audit normally takes 4-5 hours and asked if they were happy to use the same Internal Auditor as last year, Mr Bernie Scourfield at a cost of £15.00 per hour.

Members all agreed to use Mr Bernie Scourfield.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor M Murton**

**RESOLVED - That Pembroke Dock Town Council agree to appoint Mr Bernie Scourfield to complete the Internal Audit for year 2016-2017 at a cost of £15.00 per hour.**

**94. Hanging Basket Tenders**

The Town Clerk stated that the date for the hanging basket tenders had passed Tender invites had been sent out for a 3 year period to Greenway nurseries, Hill Farm Nurseries and Pembroke Gardening Services. Only one tender had been received from Hill Farm Nurseries in Pembroke.

The quote included the supply of flowers for 45 hanging baskets and 60 half baskets which are used around the lampposts, the quote also included installation and removal of the baskets at the end of the season. The full price for the tender is £2164 which will remain the same for the 3 years. This amount is an increase of £122 on last year's costs.

The Town Clerk asked for Members comments on the tender. After a discussion all Members agreed on the price received from Hill Farm Nurseries.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor M Murton**

**RESOLVED That Pembroke Dock Town Council agree the tender from Hill Farm Nurseries to supply hanging baskets for 2017, 2018 & 2019.**

The Town Clerk also asked for Member's agreement for 16 hours per week to be allocated for the watering of the hanging baskets.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor T Wilcox**

**RESOLVED That Pembroke Dock Town Council agree for 16 hours per week to be allocated to the watering of the hanging baskets.**

## **95. Funding Requests**

### **Pembroke Dock Cricket Club**

The Town Clerk had received a request from the above organisation with regards to funding; they had requested funding of £200 towards the purchase of bats, helmets and pads. This would benefit 85 members of the club who live in Pembroke Dock.

The group currently have the amount of £3,883 but £2,775 of this is earmarked for capital projects and will be spent in the next 3 months.

After a discussion

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor G Goff**

**RESOLVED - That Pembroke Dock Town Council agree to donate the sum of £200.00 to Pembroke Dock Cricket Club under Local Government Act 2000 s.2, the Power of Wellbeing.**

### **Cruse Bereavement Care**

The above organisation had contacted the Town Council to ask for funding to support their services within the community. The balance as of 31<sup>st</sup> March 2016 is £7,505.

Members discussed the above and all agreed that as the application is out of the Council's remit they are unable support it.

## **96. Carriage works & speed restrictions Carew Roundabout to Waterloo Roundabout**

The Town Clerk stated there will be a temporary speed limit for convoy working / 40mph (out of work hours) and prohibition of overtaking on the A477 Carew to Waterloo in order to protect the workforce. The work is scheduled to be carried out from Spring 2017.

## **97. New signage for the transportation interchange on Water Street**

For information there has been new signage installed by Pembrokeshire County Council next to the Tesco store highlighting the new transport interchange which is located on Water Street.

## **98. Independent Remuneration Panel for Wales Annual Report**

The Town Clerk had been sent the Annual Report for the above organisation and advised that if members wished to view the document please let her know. Section 13 had been discussed at the last meeting of this council as it related to Community & Town Councils.

## **99. Valero, Pembroke Refinery – Cogeneration Unit update**

The Town Clerk had provided within Members' papers a copy of the update provided by Valero regarding the Cogen Unit which they recently spoke to members about. If members had any questions relating to the document the Town Clerk asked them to contact the office.

## **100. Upcoming Elections**

The Town Clerk stated all Members were aware Elections would be taking place this year on Thursday 4<sup>th</sup> May 2017.

The Town Clerk had collected Members' nomination papers from Pembrokeshire County Council and distributed them at the Town Council Meeting Any Councillors not at the meeting had their papers sent by post.

The Town Clerk had included advice for the election period within Members' papers. Members were advised the period would run from **21<sup>st</sup> March 2017 to 4<sup>th</sup> May 2017** and, as from the 21<sup>st</sup> March Councillors must be aware of pre-election advice and must not use their position as a Councillor to obtain favourable treatment for their constituents.

Pembrokeshire County Council have requested that Town Clerks return papers for existing councillors who wish to stand in order to streamline the administration process. The Town Clerk advised members she would be attending County Hall on **Monday 27<sup>th</sup> March 2017** to return Councillor nomination papers, as this will allow for any issues to be rectified before the deadline of **4<sup>th</sup> April 2017**.

The Town Clerk pointed out to Members that there were a few changes to note this year as, previously they were able to put their papers in for a number of wards and then withdraw after the deadline but this year any withdrawals must be done by **4pm on 4<sup>th</sup> April 2017**. If withdrawals are not made all papers will be removed and they will be removed from the election process.

The Election office had asked for Town Clerks to remind candidates that they **MUST** return their expenses form which is part of your pack, even if the return is nil. The Town Clerk advised that the forms can be returned up to 28 days after the election has taken place. If any Member wished to claim expenses they must not exceed £740 plus 6p per ward elector.

Councillors were advised that as the next meeting of the of the Town Council falls within the pre-election period caution would need to be given over items which are being discussed for example, outside bodies and community issues, If Councillors did not adhere to the pre-election rules and advice, should they be elected that election can be challenged and the Councillor could lose that elected post.

The Town Clerk advised Councillor Kraus to update his social media status with regards to his current position with Pembroke Dock Town Council as it was incorrect.

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

**101. Civic Dinner**

The Town Clerk advised that as to date no plans for the Civic Dinner had been made, the date in the diary for the Mayor making is Friday 12<sup>th</sup> May 2017.,but after speaking with the Deputy Mayor Cllr Jane McNaughton she had asked if the dinner could be later in the year to make the planning of the dinner easier as time scales are tight due to the Elections.

The Town Clerk therefore asked if all Members were in agreement for the Annual Meeting and Mayor Making to take place on Friday 12<sup>th</sup> May 2017 at 6.30pm and the Civic Dinner to take place at a later date in the year. After a general discussion this was all agreed.

It was

**PROPOSED by Councillor D Earl**

**SECONDED by Councillor M Murton**

**RESOLVED - That Pembroke Dock Town Council Members  
all agree that the Mayoral Civic Dinner to take place at  
later date in the year.**

**102. County & Town Masterplan**

Pembrokeshire County Council are currently looking at employing consultants to review the County and Town Masterplans. The Town Clerk stated that she was looking for volunteers to meet with Christine Gwyther to produce a forward plan which could be introduced into the Masterplan, the

101 projects would be the base for the plan but more ideas are required.

The Town Clerk asked for volunteers to take part in this meeting. As no volunteers came forward the Town Clerk suggested that she would contact Councillor Anderson to ask if he would be interested as he is already involved with the 101 projects

During a general discussion with regards to the County and Town Master Plan Councillor S Perkins requested that a letter be sent to Irish Ferries and National Express pointing out that Pembroke Dock and Pembroke are separate places. Councillor Wilcox commented that Pembroke Dock needed something different than retail within the town to attract visitors.

### **103. Boundary Commission for Wales - Review of parliamentary Constituencies in Wales**

The Town Clerk advised Members there had been a review of the above boundaries and, there seemed to be no proposed changes to Pembroke Dock, but they are currently within the second stage of the consultation process. If you wish to view the information or make any comments, please visit [www.bcw2018.org.uk](http://www.bcw2018.org.uk).

### **104. Future Funding of the Milford Haven Pontoon System**

The Leisure Services Manager of Pembrokeshire County Council had contacted the Town Clerk with regards to the future funding of the Milford Haven Pontoon System which they intend to determine the costs of repairing, deploying and maintaining each pontoon, there are a number of considerations if there is no budget available. A copy of the letter received had been distributed to Members.

Members' had been asked to comment on the suggestions that had been put forward. Members' requested more information be obtained before any comments could be made.

### **105. Pembrokeshire Rights of Way Improvement Plan**

The Town Clerk had received information from the County Council regarding the review of the above plan, and advised Members' they are currently looking for comments on the document which is available on their website.

The Town Clerk asked for a volunteer to read over the documentation and provide feedback. No volunteer came forward.

### **106. Pembroke & Pembroke Dock Twinning – Schutzenfest, Bergen 4<sup>th</sup> -9<sup>th</sup> July 2017**

The Town Clerk mentioned to Members that as most of them were aware it is the 40<sup>th</sup> Anniversary for Twinning of Pembroke and Pembroke Dock with Bergen. Councillors of Pembroke and Pembroke Dock have been invited to attend the Schutzenfest which will take place in Bergen 4<sup>th</sup> to 9<sup>th</sup> July; Members will be required to pay their own costs for this trip. and therefore, the Town Clerk advised Members if they would like to attend please let her know so that numbers could be confirmed with Bergen.

Members from Bergen will also be visiting Pembroke Dock to continue the celebrations on 4<sup>th</sup> to 7<sup>th</sup> August, where there will be an evening held at The Cove for Councillors to meet with all which are attending, there will also be a presentation on the same evening for the 40<sup>th</sup> Anniversary.

Councillor Perkins asked if Members of Pembroke Dock Town Council had any issues with Pembroke Town Council as she had received an email from Councillor Jonathan Nutting indicating that there was animosity between the two Councils.

After discussing this matter, it was decided that the Town Clerk would write a letter to Pembroke

Town Council with regards to Councillor Nutting's email highlighting his comments and stating that Pembroke Dock Town Council hope for the continuing growing relationship between the two towns flourishes in coming years.

#### **107 Pembroke Dock Street Cleaning**

Councillor Phillips commented that she had been contacted by unhappy Members of the Public with regards to the cleanliness of Dimond Street, and that she was most concerned about the pavements as they had not been cleaned for days on end, therefore the Street Cleaner needs to be cleaning Dimond Street every day.

*Councillor Wilcox left the meeting at 7.55pm*

The Town Clerk pointed out that the street cleaner is employed by the Town Council for 16 hours per week and that within those hours he is servicing over 9000 residents.

The Town Clerk also stated that PCC had been contacted with regards to the conditions of the streets in the Town and there had been a green machine operating in Dimond Street only that week and, that she had received compliments from businesses in the Town Centre stating how clean the street was.

Councillor Perkins stated that a cleaning schedule of the Town could be obtained from PCC.

It was suggested that Mr Richard Brown of PCC was contacted and asked to attend a council meeting to discuss this further.

#### **139 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT**

None

#### **140 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES Police Forum Meeting 3<sup>rd</sup> March 2017.**

Councillor Murton had attended the above meeting. Dyfed Powys Police informed the attendees that they had been concentrating on parking and speeding issues within the Town and they, were also pleased to be able to inform them that there were no major issues to report.

*Councillor Perkins left the meeting at 8pm.*

#### **141 FINANCIAL REPORT**

##### **ACCOUNTS FOR PAYMENT**

02.02.17	Post Office Ltd – Meeting Papers Postage	£ 20.40	Debit Card
03.02.17	Fastnet Ltd, Street - Cleaning w/e 29.01.17	£ 293.58	
03.02.17	Pembroke Town Council - Christmas Trees	£ 284.00	
03.02.17	Calamango Flowers – Cllr P George	£ 30.00	Debit Card
07.02.17	Google Ireland Ltd – Usage App	£ 6.60	
09.02.17	Pater Hall Trust – Meeting Room Hire	£ 27.00	
09.02.17	ICO – Data Protection Registration Renewal	£ 35.00	
10.02.17	Fastnet – Street Cleaning w/e 05.02.17	£ 293.58	
14.02.17	1&1 Internet Ltd – Quarterly website charge	£ 71.96	



15.02.17	S Scourfield – Travel Expenses – for Remuneration Panel for Wales Seminar	£ 50.04	
20.02.17	Printerland – Toner for Office Printer	£ 287.65	
21.02.17	Choice Stationery – A4 Notebooks	£ 40.66	Debit Card
22.02.17	B & M – Office Stationery	£ 6.74	Debit Card
23.02.17	February Bank Charges	£ 5.50	
23.02.17	SWALEC – Christmas Lighting	£ 94.73	Debit Card
24.02.17	Fastnet – Street Cleaning w/e 19.02.17	£ 293.58	
02.03.17	RBS Software – Alpha Software Support	£ 237.60	
02.03.17	Fastnet– Street Cleaning w/e 26.02.17	£ 293.58	
02.03.17	Fastnet – Repairs at Memorial Park	£1028.47	

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

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

**SALARIES AND WAGES**

06.02.17 - 05.03.17	Salaries	£3213.87
06.02.17 - 05.03.17	Tax & NI	£ 739.61
06.02.17 – 05.03.17	Pensions	£ 687.75

**ACCOUNT BALANCES**

02.03.17	HSBC Business Account	£39,889.97
02.03.17	HSBC Premium Account	£72,438.18

Councillors Phillips and A McNaughton questioned the payment to Fastnet- Repairs at Memorial Park. They were advised that it was repairs to the gate and fence.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor G Goff**

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

**142 AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

None

**143 COMMUNITY ISSUES**

Councillor Goff raised concerns with regards to the ongoing problems with Dog Fouling in the Town. He had contacted Mr Steve Morbey who advised that there are only 2 No. Dog Wardens for the whole of Pembrokeshire, and therefore, are trying to encourage the Community to get involved.

Members of the Public putting their Black Bags out well before they are due to be collected is a problem in the Town. After a discussion between Members, it was decided to contact Pembrokeshire County Council with regards to this problem, suggesting that they contact residents.

#### **144 MAYOR'S REPORT**

The Mayor confirmed it had been a busy 2 months and she had attended the following events:

- 17.01.17 - St Marys School Governors Meeting.
- 18.01.17 – Pembrokeshire Voluntary Transport Meeting and Lunch.
- 25.01.17 – Pembroke Street Pastors Presentation Evening at Pembroke Town Council.
- 05.02.17 – Girl Guiding Awards at Withybush Haverfordwest.
- 18.02.17 – Fishguard and Goodwick Town Council Civic Ceremony.
- 24.02.17 – Radio Pembrokeshire Local Hero Awards.
- 01.03.17 – Mayor of Pembroke Charity Concert
- 04.03.17 – Mayor of St Davids Charity Ball.

#### **145 PRIVATE & CONFIDENTIAL**

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor G Goff**

**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.**