

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 6th April 2017

PRESENT: Councillors M Colgan, D Earl, P George, G Goff, P Gwyther, P Kraus, A McNaughton. M Murton, J Phillips.

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Amanda Hart – Administrative Support Officer

146 APOLOGIES FOR ABSENCE

Councillors: P Folland, J McNaughton, S Perkins.

NO APOLOGIES: Councillors: G Anderson, A Lee, T Wilcox

147 DECLARATIONS OF INTEREST

None

148 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

149 MINUTES OF Thursday 9th March 2017

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor P Kraus

RESOLVED - That the Minutes of Thursday 9th March 2017 are adopted as a true record.

150 MATTERS ARISING FROM THE MINUTES OF Thursday 9th March 2017

Item 134 (Question and Answer Session with Members of the Public)

Councillor Gwyther commented that the actual rent figure the Pater Hall Trust would be charging would be £604.33 per month not £754.00 as stated at the last meeting.

Item 136 (87) Proposed Office Lease and Office Size.

The Town Clerk stated that she had forwarded the sum of £1196.00 to the Pater Hall Trust in respect of Pembroke Dock Town Council's 50% contribution towards the cost of office plans and Solicitor's Fees as agreed at the last Full Council Meeting on 9th March 2017.

Councillor Phillips stated that she did not name anybody specifically when talking about Councillors who had broken their Code of Conduct at the last Meeting, the Town Clerk stated she would check back over the notes and confirm at the next business meeting.

Item 137 (93) Internal Auditor.

The Town Clerk stated that the Internal Auditor Mr Bernie Scourfield had been booked for the 28th April 2017.

Item 100 (Upcoming Elections).

The Town Clerk stated that Llanion, Central and Market Ward would be having an Election on 4th May 2017.

151 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

108. Letter of Thanks

A Letter of Thanks had been received from Pembroke Dock Cricket Club for the funding agreed at the last meeting. The group also thanked the Town Council for their continued support.

109.Funding applications

Pembrokeshire Special Needs Gym Club

The Town Clerk stated an application for funding had been received from the above organisation requesting funding of £200. The fund will be to help gymnasts who are competing in the Special Olympics which are being held in Sheffield. There are 35 people currently benefiting from this service with 4 from Pembroke Dock, and one person from Pembroke Dock attending the Special Olympics.

After a discussion all members agreed that this application should be supported.

It was

PROPOSED by Councillor Goff
SECONDED by Councillor Gwyther
RESOLVED - That Pembroke Dock Town Council agree to donate the sum of £200 to Pembrokeshire Special Needs Gym Club under Local Government Act 2000 s.2, the Power of Wellbeing.

Wales Air Ambulance

The Town Clerk had received a funding request from this organisation requesting assistance in order to ensure the service continues in Wales.

Members discussed the above application and it was agreed that as the application was out of the Council's remit they were unable to support it.

It was

PROPOSED by Councillor P Gwyther
SECONDED by Councillor A McNaughton
RESOLVED - That Pembroke Dock Town Council was unable to support the funding application from Wales Air Ambulance as the application is out of the Council's remit.

Winston Churchill Memorial Trust

An application for funding had been received from the above organisation. The organisation is based in Pembroke Dock and is a registered charity.

The fellowship provides a unique opportunity for British Citizens to travel overseas to bring back fresh ideas and solutions to today's issues for the benefit of others in the UK. The Town Clerk had included within Members' papers a copy of the grant form for further information, and stated that the contact for the group George Parfitt had requested funding of £450.

Members discussed this application and all agreed to the suggestion made by Councillor Gwyther, to ask for a presentation from the group at the next Full Council Meeting before any decision was made.

110. One Voice Wales Membership

Pembroke Dock Town Council had been contacted by One Voice Wales to ask if they would like to become a member of One Voice Wales at a 50% reduction of the yearly fee. The normal fee for One Voice Wales is £1332 but they are offering the membership for £666 for the first year.

The Town Clerk stated that:-

One Voice Wales provide the following service to Members

- Free Legal Advice
- Advice and Support on Council issues
- Member and Staff training
- Representation of the sector on Local Government Partnership Council

The Town Clerk asked Councillors' if they would like Pembroke Dock Town Council to become a Member.

A discussion took place and all Members agreed not to subscribe to One Voice Wales.

It was

PROPOSED by Councillor P Gwyther
SECONDED by Councillor A McNaughton
RESOLVED - That Pembroke Dock Town Council does not become a Member of Once Voice Wales.

111. Town Council Insurance Renewal

The insurance for the Town Council is up for renewal; the Town Clerk had gained 2 quotes, one from their existing insurers and the other from an SLCC recommended insurer called WPS insurance.

The Town Clerk had received a yearly plan from WPS insurance which was £2200.00 and Zurich had quoted £2373.46

Current insurers Zurich had also provided costs for a 3 year fixed term and 5 year fixed term which are as follows

3 years £2263.75

5 years £2153.99

The Town Clerk commented the costings are fixed for the terms stated which helps during the budget process, and asked for Members' comments.

Members discussed the Insurance Renewal and all agreed to opt for the 5 year fix term offer.

It was

PROPOSED by Councillor D Earl
SECONDED by Councillor A McNaughton
RESOLVED - That Pembroke Dock Town Council renew their Insurance with Zurich for the next 5 years at a cost of £2153.99.

112. New Traffic Order – Proposed Waiting Restrictions

The Town Clerk stated that Pembrokeshire County Council would be advertising various waiting restriction proposals as part of a County wide review. Included within these proposals is a review to amend the existing loading bay at the top of Gordon Street to a 30 minute limited waiting bay. The bay would operate between the hours of 8am-6pm Mon-Sat and provide short term parking for customers wishing to access businesses now operating from that area.

The Town Clerk included within Members' papers a copy of the information received, and asked for their comments.

Members all agreed that the proposal was a good idea.

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

None

153 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

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

Councillor Murton commented that discussions took place with regards to the ongoing issue of school parking; Misuse of Mobile Phones when driving, which had led no MOT, Insurance and Seatbelt convictions; cars being broken into and garden tools stolen in the Pembroke Dock/Pembroke area.

Dyfed Powys Police advised that Members of the Public should be vigilant and not leave any valuables on show in their cars and keep garden tools locked up securely.

There would also be a Street Watch in operation during the School Holidays.

Councillor Earl commented that preparations for the Fun in the Park were ongoing, but volunteers for the day were still needed.

**155 FINANCIAL REPORT
ACCOUNTS FOR PAYMENT**

02.03.17	Post Office – Meeting Papers Postage	£ 12.75	Debit Card
08.03.17	JK Direct – Tokens for Summer Festival	£ 44.80	Debit Card
08.03.17	Google Ireland Ltd – Usage App	£ 6.60	
10.03.17	B&M Stores – Office Sundries	£ 12.31	Debit Card
16.03.17	Fastnet Ltd – Street Cleaning w/e 05.03.17	£293.58	
16.03.17	Fastnet Ltd – Street Cleaning w/e 12.03.17	£293.58	
23.03.17	Bank Charges	£ 5.50	
23.03.17	Fastnet – Street Cleaning 19.03.17	£293.58	
23.03.17	Clarity Copiers – Printing	£ 28.15	
24.03.17	Princes Gate Office Rental/WEE Charge	£ 21.02	
24.03.17	Princes Gate – Sanitisation Service	£ 17.78	

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

Date	Description	Amount	Payment Method
01.04.17	Pater Hall Trust - Storage Rental	£ 150.00	
01.04.17	Llanion Cove Ltd – Office Rental	£ 285.00	
06.04.17	PD Regen Team – 101 Projects Signage/Flowers	£2100.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
11.03.17	PD Summer Festival	£44.80	

SALARIES AND WAGES

06.03.17 - 05.04.17	Salaries	£3195.30
06.03.17 - 05.04.17	Tax & NI	£ 727.39
06.03.17 - 05.04.17	Pensions	£ 683.66

ACCOUNT BALANCES

30.03.17	HSBC Business Account	£32,198.77
30.03.17	HSBC Premium Account	£72,436.18

It was

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

156 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

None

157 COMMUNITY ISSUES

Councillor Goff mentioned that the Coastal Cruiser runs every Thursday and Saturday 9.10am & 4.30pm and will be operating 7 days a week as from 7th May 2017.

Councillor Kraus commented that the “green machine” is doing an amazing job keeping the streets of Pembroke Dock clean. The Town Clerk commented that she was glad to hear positive comments for a change and would forward the feedback on to PCC.

Councillor Kraus asked if the Town Clerk could identify if the Telephone Box at Hobbs Point was in working order.

158 MAYOR’S REPORT

The Mayor confirmed that she had attended War Veteran Ted Owen’s Film Premiere.

159 PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor A McNaughton
SECONDED by Councillor M Murton
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.

There being no further business the meeting was closed.