

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 11th January 2018

PRESENT: Councillors G Goff, G Manning, J Beynon, M Colgan, J George, P Gwyther, B Hall, M Murton, S O'Connor, J Phillips, T Wilcox

IN ATTENDANCE:

Amanda Dillaway – Interim Town Clerk
Amanda Hart – Interim Deputy Town Clerk
Jason Bennett - (Link Officer)
James White - (Link Officer)

121 GUEST SPEAK – Liz Thomas (PLANED)

Unfortunately Liz Thomas was unable to attend.

122 APOLOGIES FOR ABSENCE

Councillors G Anderson (LOA), D Burrell, P George, P Kraus

123 DECLARATIONS OF INTEREST

Councillor P Gwyther – Pater Hall Trust

124 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

125 MINUTES OF THURSDAY 7TH DECEMBER 2017

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor M Murton

RESOLVED - That the Minutes of 7th December 2017 are adopted as a true record.

126 MATTERS ARISING FROM THE MINUTES OF THURSDAY 7TH DECEMBER 2017

Item 66 – Page 80 - Royal Australian Air Force Plaque Located at Pater Hall

The Town Clerk advised Members that she had received a reply from Mr Lintern with regards to the relocation of the plaque, suggesting the plaque was placed at the front of the Pater Hall behind perspex, or even just left in its original position.

Councillor Colgan commented that Councillor George had stated at the last meeting that the veterans would not like the plaque relocated, and therefore felt it should remain in its original place, there were no objections from fellow Councillors.

Item 68 – Page 80 – 81 Bus Service 361 – Pembroke Dock to Tenby –

Councillor Hall advised Members that a Bus Service had been reinstated today 11th January 2018 operated by Pembrokeshire County Council with an approximate saving of £30,000 per year.

Item 113 – Page 88 - Any Other Items which the Mayor Decides are Urgent (Argyle Street Surgery)

The Town Clerk advised Members that she had sent a letter of complaint to Hywel Dda Health Board

on 14th December 2017 but to date had not received a reply.

Councillor O'Connor commented that he had received a copy of the minutes from the last PPG Meeting, and therefore presumed he must have been accepted onto the PPG Committee. Councillor O'Connor will attend the next meeting and raise the Council's concerns again.

127 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

76. Budget FY18-19 – Provision of Electoral Services

The Town Clerk had been advised by Pembrokeshire County Council that as from 1st April 2018 they will recharge all Town/Community Councils for expenditure incurred by a Returning Officer in relation to the holding of an election for a Town/Community Councillor. PCC is the last principal authority to decide to recharge these costs to Town/Community Councils. The Town Council had therefore been advised by PCC to resubmit their precept request to allow them to cover these costs for the 2022 elections or any by-elections that are required from this new Financial Year.

The Town Clerk stated that the information (copy included within Members' papers) was sent after their December meeting and she had advised members of the Finance Committee to allow them to be aware of the financial implications to this council.

To summarise the costs that we are being asked to cover:

	Pennar	Llanion	Central	Market
Actual Cost (where contested) in May 2017	-	£7,034.82	£5,799.23	6,707.71
Average cost for Town Council if contested in May 2017	£5,765.79	£5,765.79	£5,765.79	£5,765.79
Cost per non-contested Town Council Election in May 2017	£255.86	£255.86	£255.86	£255.86

Using these costs provided by PCC the 2022 elections will cost this council over £25,000 – The Town Clerk had used the "average" cost for Pennar Ward. However, the electorate in Pennar is larger than Llanion so costs of a contested election in Pennar she assumed would be higher than the "average".

The choices for this council were to cover the additional costs by using their reserves or by requesting via their precept equal amounts to specifically cover these electoral services costs over the next four years – this amount will be £6,500.

At the December meeting of this council, it was agreed that no increase in the precept should take place, however, at that stage these additional costs had not been advised to us. Unfortunately there does not appear to be any choice other than we increase our precept request to £175,550 for FY18-19 and to continue to request an additional £6,500 in each of the next three financial years. The Town Clerk asked for members' comments

A discussion took place between Members who all agreed although they were not completely happy with the situation, they could not really argue the fact, and therefore it was proposed by Councillor Hall to increase the precept figure by £6500.00 for this year and the next three financial years, this was seconded by Councillor Colgan.

It was

PROPOSED by Councillor B Hall
SECONDED by Councillor M Colgan
RESOLVED - That Pembroke Dock Town Council revise the
FY1819 precept request to £175,550. The additional £6,500

**as per the Local Government Act 1972,s.145 Entertaining
and the Arts**

80. Request for Funding – Action on Hearing Loss Cymru

This organisation is committed to improving the lives of deaf and hard of hearing people in Wales through their projects and services, information and advice and campaigning. They are asking the Town Council to consider supporting them in their work and states that they “invest in bringing local support to local communities” They have also invested more than £1.5m into research each year trying to find a cure for hearing loss within a generation. Members were asked for their comments on this financial request.

Members discussed this item and it was decided that the request was outside Pembroke Dock Town Council’s remit.

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

81. Councillor Vacancy in Market Ward

The Town Clerk informed Members that the initial notice of casual vacancy had been placed today in the noticeboard at the Pater Hall, in the Post Office and Library plus on the Town Council Website and Facebook page. The initial notice is in place until 31st January at which point the Town Council would be advised by Electoral Services at PCC whether or not there will be an election.

Councillor Wilcox stated that he thought it was healthy to have an election. He could see it being a “hotly contested race as there are a panel of experts in Pembroke Dock who know everything, it would be nice if they just put up or shut up, and if they believe that they can solve all the problems then come and try”. Councillor Hall agreed with Councillor Wilcox, as he commented that he did not believe in co-option.

Councillor Beynon stated that as he did not agree with co-option he had already started gathering 10 signatures from members of Market Ward in order for an election to take place.

Councillor Goff advised Members that the Anchorage Social Activity Centre, Pembroke Dock had received the sum of £200.00 from the former Mayor Councillor Jane McNaughton as her chosen charity. The other £200.00 had been presented to the Cleddau Day Unit at South Pembs Hospital.

82. Sunderland Trust

Councillor Beynon had asked that the following be passed to members this evening:

“The Sunderland Trust would like to thank the Town Council for its grant offering of 4.5k for the 2018/19 financial year. Could you ask members whether they would be happy to come along to an evening at the Heritage Centre for a look around and a photo opportunity for the press. If so, can you let me know and I will arrange a date.”

129 REPORT OF COUNTY COUNCIL LINK OFFICERS

The Link Officers introduced themselves and explained that their role was to link with the Town Council and to gain an understanding of the issues in the area that Pembroke Dock Town Council covered, and relay them back to PCC, and to advise the Town Council of any PCC information that may be of interest to the Council.

Although they have been led to believe that it is not necessary for the Link Officers to attend every Meeting, between them they hopefully be able to attend most of them.

Councillor Goff asked the Link Officers to raise his concerns with regards the rubbish situation in

Pembroke Dock to PCC. As although County Councillor Dowson and Mr Lavelle had been and removed rubbish from around the Town, it was back to the same state the following day.

A discussion took place about the issue, and it was mentioned that Enforcement Officers should be coming to the Town to deal with this ongoing issue, and supposedly still are. Members agreed that this is the only way to move things forward.

Councillor Goff commented that he felt that if people started getting fined then it would make a knock on effect on the situation.

Councillor Hall stated that as the gentleman who operated the road sweeper was off on annual leave the roads were not cleaned for 5 weeks, as due to cutbacks, nobody else had been given training to drive the vehicle.

Councillor Wilcox commented that he and Councillor Hall sat on an O & S Committee and observed for a while and that there was a very strong steer from a Cabinet Member of Finance to devolve more services to Town Councils, which would mean that the Town Council would have more say as to what happens in the Town.

Councillor Hall commented that if money was given to the Town Council that they would have to make sure that it was spent correctly.

Mr Bennett (Link Officer) finished off by saying that if the Town Council needed anything from them that he would welcome having a conversation before a meeting to discuss what they required. e.g. whether you would like the Link Officer to participate in Agenda items or sit quietly and listen. Members commented that they would like them to participate in the meeting and to give their views on any topics that are discussed.

Councillor Hall commented that the Town Council are privileged to have these two gentlemen appointed as Link Officers to Pembroke Dock Town Council.

130 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

Private & Confidential Meetings

Councillor Goff commented that Pembroke Dock Town Council had decided some time ago to introduce Private and Confidential Meetings for issues that the Town Council felt were of a private nature. Councillor Goff stated that if it was up to him he would have all matters discussed publicly. It has now been brought to his attention that Members of the Public are aware of the issues that have been discussed in Private and Confidential within eight hours of the Meeting taking place and that Members of the Public had also approached him about items that had been discussed in the meeting.

Councillor Goff commented that either the Private and Confidential Meetings should be abolished and all items spoken about publicly or continue the Meetings but ensure that these Meetings are kept Private.

Councillor Murton stated that Members are breaking their Code of Conduct by talking to others about items discussed at a P&C meeting. Councillor Goff agreed with Councillor Murton and continued by saying that there was a saying "Loose Lips Sink Ships" and this is what is happening and it is not acceptable.

Councillor O'Connor commented that Private and Confidential Meetings had to be upheld as if staff issues needed to be discussed these would need to be kept private, and if people decide to talk

about these issues outside of the meeting the Town Council could be seen to be in breach of Employment Laws. Councillor O'Connor stated if this was happening then it needed to be taken very seriously, and the names of the Members involved should be reported for breaching Council's standards, he continued by saying how horrified he was that such an issue had to be discussed.

Council Hall continued by saying that he agreed Private and Confidential Meeting should be kept private especially if the discussion is about staff and financial issues, and that if any incidents do occur they should be reported to The Mayor or Clerk and forwarded onto the Monitoring Officer. Councillor Beynon agreed with Councillor Hall as he stated that he was not at the last Meeting but was told the next day all about the meeting before he had chance to contact the office.

Councillor Hall then suggested the our appointed Link Officers should be able to participate in Private and Confidential Meetings, this was agreed by Members.

Fastnet

Councillor Wilcox raised concerns about the service that Fastnet had been providing to Pembroke Dock Town Council recently, and maybe the Council could consider employing a person to carry out the street cleaning duties. A discussion took place and Councillor Beynon commented that the Personnel Committee were having a meeting on Wednesday 24th January and a review of the Fastnet contract was on the Agenda.

Councillor Hall asked if the Town Clerk could contact Fastnet to try to negotiate a solution to this problem.

131 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES Police Forum

Councillor Murton had attended the recent Police Forum Meeting. As the Police Officers conducting the meeting had been on annual leave during the Christmas Period, there was very little to discuss, and therefore it was a very brief meeting.

PATER HALL COMMUNITY TRUST

Councillor Gwyther produced a report explaining the position of the Pater Hall Trust:

Pater Hall Community Trust

Report back to Council from Cllr Phil Gwyther

Bookings

The December period was very busy with some diplomacy needed when different groups wanted the Hall at the same time. Trustees have been doing lots of voluntary caretaking in order to keep costs down. A New Year's celebration was held and a profit of around £300 made. The caretaker was not used to arrange the hall for this occasion, but it was evident that the physical work of setting up the hall is becoming more of an issue as Trustees get older.

Maintenance and Decoration

The costs of the Lintel repair have not been met by insurance as the Assessor turned down the request. After some perseverance by Ian Jones they have agreed to meet some of the decorating costs associated with this work although the logic of this beats me! Offer of £500.

The Warrior room is being redecorated as councillors can see. This is ongoing and is being done by Officers & Trustees on a voluntary basis. Mr Ian Jones has managed to get 25 litres of good quality paint as a donation.

There are still some finishing off touches to be done in the new kitchen, but this is now serviceable with new kitchen units, work surfaces, hot water supply, fridge and microwave. This is a huge

improvement on what was there before.

New Officers

Mr Ian Jones will be finishing with the Trust at the end of April and the Committee will require a new Treasurer and a new Secretary in order for the Trust to go forward. Efforts have been made previously and this failed and I anticipate great difficulty in getting new volunteers for these posts. Some Trustees have suggested that a paid treasurer is the way forward but a serious look at the Trust finances will show this to be a problem in affording that.

Ongoing bills

The County Council has just sent a further bill for the building regulation inspections for the new office build – £420 - even though the office has not been started apart from one dividing wall. It appears we must pay in advance.

New distribution box in kitchen of warrior room £500

Account Balances

The Current account stands at £89.77

Reserve account at £3760.69

There is a pending bill of around £600 to be paid at some point plus a bill for a repair to the main boiler has not yet been received.

Receipts for December should be helpful as it was a busy month but this is somewhat tempered by the usual large heat and lighting bills at this time of year. Average Monthly winter bills are £300 for gas and £150 for electricity as the building is still very poorly insulated. The treasurer anticipates that the balance will be close to £3000 at the end of the year, providing no unforeseen bills arise.

This financial position is well short of the amount the Trust reserves should be at to feel secure. The Trust is not the same as the council in that we have recommended percentage reserves but we have a duty to be prudent and manage our budgets. It must be obvious that a further unexpected maintenance issue of any substantial amount could force the Trust to close unless the financial support put into the council's budget is implemented early enough.

Please note: the information above has been obtained from the treasurer, but the comments below are my personal thoughts as a councillor and any decision on the future of the Trust will come from the Trustees via the secretary or chairman.

Looking ahead.

The five Councillor Trustees have a responsibility to plan ahead and not allow the financial situation of the Trust to drop into a loss situation. The community Trustees also have the same responsibility but the councillor Trustees have the added responsibility towards our staff if the trust cannot continue. I do not want the Trust to run out of money and suddenly say the council has to take over the running of the hall in a month's time. Our Staff are quite capable of running the hall but it would not be fair to drop it on them suddenly. The lease hand back clause states three months' notice. That is why there must be good forward planning from the Trust and if this council still wants the Trust to manage the hall, then the financial backing of the council agreed in the budget needs to be implemented before funds drop too low.

The minutes of the last meeting seemed to suggest that finance will be awarded when details of projects are given but it should be clear that up to half of the £14,000 will be needed just to keep the Trust going with normal running costs and I believe the consideration of those financial matters need to be done by close co-operation between our chair of finance and the trust treasurer and I would ask that a meeting is arranged ASAP to discuss forward planning of those running costs and when that grant can be allocated –perhaps in portions in a similar manner in which the county council

allocates this council's precept.

A discussion took place about the above report that Councillor Gwyther had brought to Full Council.

Councillor Hall commented that the Town Council were still waiting for the Treasurer to respond to the invite he had been sent to attend a Full Council Meeting to answer any questions Members had in respect of the Pater Hall Trust finances, and until such time he attends a Meeting he will not support anything that relates to PHT.

Councillor Hall commented that written reports are not acceptable the Treasurer of PHT should attend a Town Council Meeting to answer any questions.

Councillor O'Connor Head of the Finance Committee commented that he had met with the Chairman of the PHT, prior to Christmas to try and resolve this impasse, and stated that he was quite prepared to meet with their Treasurer, but it was at the time when the Treasurer was not prepared to meet with Full Council. Councillor O'Connor continued to say that the Chairman agreed that PHT needed to have some form of forward planning to present to the Council before any money could be granted. As there was such a short period of time between his Meeting with the Chairman and the next Full Council Meeting, that could explain the reason for the confusing letter the Chairman of PHT had sent to the Office.

Councillor O'Connor commented that he disagreed with Councillor Hall that the Treasurer needed to attend a Council Meeting. Councillor O'Connor stated that he was still prepared to meet with the Treasurer to try and sort things and would ask PHT to produce a detailed written report to bring back to Full Council for them to discuss.

A further discussion took place with regards to cost of internal work at the Pater Hall. Councillor Manning commented that as there was a discrepancy between the original quote for the work and how much it actually did cost, this needed to be clarified.

Councillor Hall stated again what he had said earlier that written reports were not acceptable, and that the Clerk/Treasurer (who should not be the same person) should be at the meeting to answer any questions, especially as now they were asking for more money, and if there were questions that could not be answered immediately, the Clerk/ Treasurer could go away and find the answers, and until such time this happens it is a waste of time considering anything. With regards to the threat of the Trust closing he felt that was the biggest waste of money the Council had ever spent and he thinks that the Public would agree.

Councillor Gwyther commented that the point of the Trust closing was not a threat what he was trying to get over to the Council was the financial realities of the situation. If the Council had to take over the running of the Pater Hall again that is fine as our staff are perfectly confident that they can do that and it would not be a problem but, there will be a problem as there are other issues going on as well, but they are quite capable of doing it. However it would cost this Council more than £14,000 to run the hall per year, therefore he stated that it would be foolish for this Council to say that they would not give the Trust the money as if they force the Trust to close the Council will have to pay more money to the Councils and it is simple financial common sense.

132 **FINANCIAL REPORT**

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
27.11.17	Printerland- Toner for Printer	£ 309.68	

30.11.17	Postage – Meeting Papers	£ 16.90	DEBIT CARD
08.12.17	Google Ireland Ltd – App Usage	£ 6.60	
08.12.17	Open Spaces Society – Subscription Renewal	£ 45.00	
08.12.17	PCC – Flowers for Pembroke Dock Summer 2017	£3099.14	
08.12.17	Fastnet – Street Cleaning w/e 19.11.17	£ 308.70	
08.12.17	Fastnet – Street Cleaning w/e 26.11.17	£ 308.70	
11.12.17	One Voice Wales Membership	£ 224.36	
11.12.17	Post Office- Santa Letters Postage & Stamps for Office	£ 81.72	DEBIT CARD
11.12.17	Wilko – 2 No. Office Diary	£ 8.00	DEBIT CARD
12.12.17	Fastnet-Street Cleaning w/e 03.12.17	£ 308.70	
12.12.17	Fastnet –Street Cleaning w/e 10.12.17	£ 308.70	
12.12.17	Clarity Copiers – Printing Copies	£ 63.50	
19.12.17	Fastnet – Street Cleaning w/e 17.12.17	£ 308.70	
19.12.17	S Scourfield (Xmas Bonus)	£ 50.00	
19.12.17	A Dillaway (Xmas Bonus)	£ 50.00	
19.12.17	A Hart (Xmas Bonus)	£ 50.00	
20.12.17	Princes Gate Water – Office Water	£ 6.36	
20.12.17	Princes Gate Water – Rental/WEE Charge	£ 21.65	
20.12.17	Princes Gate Water – Sanitisation Service	£ 18.31	
23.12.17	November Bank Charges	£ 5.50	
27.12.17	SWALEC - Pump House Electricity	£ 19.72	

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

Date	Description	Amount	Payment Method
01.12.17	Llanion Cove Ltd (Office Rent)	£285.00	
13.12.17	PATCH Donation	£200.00	CHQ No. 100328
01.01.18	Llanion Cove Ltd (Office Rent)	£285.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
08.12.17	HM Revenue & Customs VAT Repayment	£ 3193.00	
27.12.17	PCC – Precept	£56350.00	

SALARIES AND WAGES

06.12.2017 – 05.01.2018	Salaries	£4103.64
06.12.2017 – 05.01.2018	Tax & NI	£1112.82
06.12.2017 – 05.01.2018	Pensions	£ 849.52

ACCOUNT BALANCES

04.01.18	HSBC Business Account	£68,011.02
04.01.18	HSBC Premium Account	£77,459.24

It was

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

133 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Location of post box in the Town Centre at the Post Office. Councillor Goff asked Mr Judkins in the public gallery if he could give an update on the position of having a postbox in the Town. Mr Judkins stated that he along with members of the public and County Councillors had emailed Royal Mail about this issue and, that he had been advised that it was in the hands of the relocation department. Mr Judkins had now asked the Town Council if they could contact Royal Mail.

134 COMMUNITY ISSUES

Councillor Beynon said that he would just like to mention that he had spoken to the Police and Crime Commissioner about the grant scheme which took place 4 years ago and that he said that it was in the hands of the CPS and he would not like to put a time scale on it but, hopefully action would be taken on it within months.

135 MAYOR'S REPORT

The Mayor confirmed he had attended the following events:

- Visit to South Pembs Hospital on Christmas Day
- Pennar Community Church Service Of Celebration
- Christmas Meal with Staff and some fellow Council Members

DEPUTY MAYOR

The Deputy Mayor confirmed that he had attended the following events:

- Milford Haven Civic Carol Service
- Haverfordwest Civic Carol Service
- South Pembs Hospital – Official Opening of the Memory Room

Councillor Manning then congratulated Councillor Jonathan George and the Staff of South Pembs Hospital for all their hard work to create such a lovely room.

Councillor Hall asked the Mayor if Pembroke Dock Town Council could send a letter of condolences to Mr Derek Folland following the recent passing of Mrs Pat Folland former Mayor/Councillor.

136 PRIVATE AND CONFIDENTIAL

It was

**PROPOSED by Councillor G Manning
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.**

TO RECEIVE AND CONSIDER MINUTES OF THURSDAY 7TH DECEMBER 2017

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor M Murton

RESOLVED - That the Private & Confidential Minutes of Thursday 7th December 2017 are adopted as a true record.