

At a Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 8th February 2018

PRESENT: Councillors: G Goff, G Manning, D Burrell, M Colgan, J George, P George, P Gwyther, B Hall, P Kraus, M Murton , J Phillips, T Wilcox

IN ATTENDANCE:

Amanda Dillaway – Interim Town Clerk

Amanda Hart – Interim Deputy Town Clerk

137 APOLOGIES FOR ABSENCE

Councillors: G Anderson (LOA), J Beynon, S O'Connor

138 DECLARATIONS OF INTEREST

Councillor D Burrell, (Town Team, Friends of The Memorial Park), Councillor M Colgan, (Town Team, Friends of The Memorial Park), Councillor P George (Friends of the Memorial Park)

139 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr John Lloyd questioned an item on page 97 of the minutes, Pater Hall Community Trust (Bookings) profit of £300, and asked how this profit was made. Mr Lloyd was advised that it was from ticket sales and bar takings at the New Year Eve's event at the Pater Hall.

Mr Lloyd also asked if anything had been resolved with regards to members of the public being allowed to attend Pater Hall Community Trust Meetings. Mr Lloyd was advised that it had been discussed at the last Trust meeting, and it was decided that the meetings would remain private as the Council Representatives on the Pater Hall Trust report back to Council. Mr Lloyd asked where the reports were published so that residents of the Town could look at them, and was advised that a copy was available at the Pater Hall Trust Offices. Councillor P George suggested that the issue of members of the public attending the Trust meetings should be discussed again at their next meeting.

Mr Lloyd commented that he passed information on to the Interim Deputy Clerk about Towns displaying Poppies on street lamps during the run up to Remembrance Sunday and continuing to displaying them until after the Christmas period. Councillor Goff commented that he had read the information and stated that he would like to put this item onto the Agenda for the next Full Council Meeting to discuss.

140 TO RECEIVE AND CONSIDER THE MINUTES OF THURSDAY 11th JANUARY 2018

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor B Hall

RESOLVED - That the Minutes of Thursday 11th January 2018 are adopted as a true record.

141 TO CONSIDER MATTERS ARISING FROM THE MINUTES OF THURSDAY 11th JANUARY 2018

Item No 77 (Page 94) – Open Spaces Society – Lost Commons Project

Councillor Manning commented that Councillor Gwyther had stated that Council needed to know the difference between a “Village Green” and Common Land, and therefore had found out this information and had provided a copy for all Councillors.

Item No 131 (Page 97) – Pater Hall Community Trust – Maintenance and Decoration

Councillor Wilcox commented that he had read that the lintel repairs cost had not been met by PHT Insurance Company and asked the reason why?

Councillor Colgan stated that the PHT had been informed that the problem with the lintel was due to wear and tear. Councillor Wilcox asked if that decision was available to look at. Councillor Burrell continued by saying that perhaps it would be a good idea to talk to Mark at Aegis for some advice/second opinion and Councillor Wilcox stated that he thought that would be a good idea. Councillor Colgan commented that Mr Ian Jones had discussed this in length with the Insurers and that was what they had told him. Councillor Gwyther continued the conversation by saying that basically the definition was wear and tear of a building 70/60 years old. Councillor Wilcox suggested seeing the official reason as to why they would not pay out. Councillor J George questioned that if one lintel had to be repaired due to wear and repair why did they not all have to be done. Councillor Gwyther commented it was because there was a large crack in the lintel, and they were obliged as the property was a public building to repair it.

Item No 131 (Page 98) – Pater Hall Community Trust – New Officers

Councillor Goff asked if the Trust were any nearer in replacing the Treasurer and Secretary and were the Trust looking into having more than one person to do these jobs instead of the current one person doing both roles as he felt that would be the better option. Councillor Goff was advised that it depended how many volunteers came forward.

Item No 131 (Page 99) – Councillor O’Connor Meeting with Chairman of Pater Hall Trust

Councillor Manning commented that at a recent Finance Committee Meeting, Councillor Gwyther had asked Councillor O’Connor (Chair of Finance) had he received sufficient information from the Chairman/Treasurer of the Pater Hall Trust with regards to forward planning and clarification in respect of the confusing letter the Chairman of the Pater Hall Trust had sent to the Town Council Offices.

Councillor Manning continued to say that he was concerned that confusing information received from Pater Hall Trustees could only be clarified by having a one to one meeting in private as in his opinion that was not acceptable. Councillor Manning further stated that he felt that either the acting Town or Deputy Town Clerk should attend so that minutes could be taken to avoid any ambiguity which could arise.

Councillor Manning commented that he had no doubt that Councillor O’Connor’s intentions are to reach some conclusion to the ongoing issues that Councillors have with the Pater Hall finances as soon as possible, but this is not a policy that should be encouraged and Council need to draw a line under this.

Councillor Manning proposed that any future meetings that took place should be attended by the acting Town or Deputy Clerk so that the Meeting could be minuted. Councillor Hall seconded the proposal.

Councillor Burrell commented that she could kind of understand the argument, but you could extend that really far by saying that any meeting that she had with a group in the town about a project that

they may want to do, she needed to have somebody there to take minutes which she thought was not realistic, and that if you wanted to have a conversation with somebody to understand any issues they had you should be able to do that.

Councillor Manning commented that he agreed with Councillor Burrell but with the current situation between the Town Council and the Pater Hall Trust he felt the Meetings should be recorded.

A vote was taken by Members and the result was: 5 for
6 against

Therefore the proposal fell.

142 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

83. Appointment of Internal Auditor

In preparation for the Internal Audit for the current financial year 2017-2018 the Town Clerk confirmed Mr Bernie Scourfield would be happy to provide the service again for this year at a cost of £16 per hour. The Internal Audit usually takes 4-5 hours. The Town Clerk asked Members to confirm they were happy for her to instruct Mr Scourfield to carry out the internal audit.

It was

**PROPOSED by Councillor Colgan
SECONDED by Councillor Phillips
RESOLVED - That Pembroke Dock Town Council agree for
Mr Bernie Scourfield to carry out the Internal Audit for the
current financial year 2017-2018**

84. Provisional Meeting Dates for 2018-2019

Suggested meeting dates for the next mayoral year:

3 rd or 4 th May	Thursday 17 th May	Thursday 14 th June
Thursday 12 th July	Thursday 13 th September	Thursday 18 th October
Thursday 15 th November	Thursday 13 th December	Thursday 17 th January 2019
Thursday 14 th February	Thursday 14 th March	Thursday 11 th April

A discussion took place between Members and it was decided that Pembroke Dock Town Council's Annual Meeting will take place on Thursday 3rd May 2018 and all other proposed dates are acceptable.

85. Mayor and Deputy Mayor Elections 2018-2019

The Town Clerk stated that included within Members' papers were forms for nominations for Mayor and Deputy Mayor. A proposer and seconder for the nomination would be required. If more than one nomination is received for anyone there will be a ballot held at the next meeting of this council which is on 8th March 2018.

All nominations should be delivered to the office by 1pm on Tuesday 27th February 2018. Any late nominations will not be accepted.

Councillor Hall asked if nominations could be accepted that evening and The Town Clerk advised him that they could be accepted. Councillor Hall then stated that as he was very happy to nominate Councillor Gordon Goff to continue his role as Mayor for 2018/2019, this was seconded by Councillor Wilcox.

It was **PROPOSED by** Councillor Hall
SECONDED by Councillor Wilcox
RESOLVED: That Councillor G Goff will be elected as Mayor of Pembroke Dock to hold office from May 2018, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the Annual Meeting of the Council in May 2019.

Councillor Hall suggested that nomination for Deputy Mayor took place as well and Councillor George Manning was nominated by Councillor Murton and seconded by Councillor Hall.

It was **PROPOSED by** Councillor Murton
SECONDED by Councillor Hall
RESOLVED: That Councillor G Manning will be elected as Deputy Mayor of Pembroke Dock to hold office from May 2018, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the Annual Meeting of the Council in May 2019.

86. Trunk Road Agency – Ferry Lane/A477 Junction

The Town Clerk had received notification that the planned changes to the Ferry Lane/A477 junction would commence on Monday 5th February 2018. The works are planned to take 17 weeks and will include signalling, pedestrian crossing and permanent prohibition of right hand turn and the area will be resurfaced. The work is planned for week days but may involve some weekend working as well. The Town Clerk had requested a drawing of the works but had not heard back from the TRA.

A lengthy discussion took place between Members with regards to this item, which included timescale, road closure and the effect it will have on surrounding Businesses in that area.

Councillor Hall suggested the Town Clerk could draft a letter for the Mayor to sign and send to the South Wales Traffic Road Agency (SWTRA) expressing the concerns of this Council in relation to the above project.

87. PCC Installation of Bus Stops and Cycle Routes Waterloo Road & Pembrokeshire Business Park

The Town Clerk advised Members that she had received notification from County Council that works to improve cycle routes and bus stops in Waterloo Road from the Roundabout near Aldi up to the Cleddau Bridge booths will commence on Monday 5th February. The works are estimated to take between 8-10 weeks and are being carried out by the same contractor as the Ferry Lane/A477 works.

88. Repairs to Memorial Park Fencing

The Town Clerk stated that there were a couple of fence repairs needed in the park around the play area and skate park, and that a quote from PCC had been received.

Repair No.1

Carryout repairs, approximately 7 metres Posts and Green Weldmesh infill @ £400.00, ex vat.

Repair No.2

Supply 2 Concrete Posts and approximately 20 metres Galvanised Chain link @ £630.00, ex vat.

The Town Clerk asked for Members' comments.

A discussion took place and it was decided to confirm ownership of the areas that needed to be repaired, and if another quote was required then the Town Clerk would bring it back to the next Full Council Meeting.

89. Funding Request – Iestyn Nevatte

Iestyn Navette is an Explorer Scout and had been invited to represent his country at the World Scout Jamboree in 2019 in the USA. A copy of Iestyn's letter was included within Members' papers which stated that he needs to raise £3,500 to attend and is trying to raise this via his part-time job, fundraising events, sponsorship and donations. Part of the fees to attend includes a contribution to the scout movement in order that a scout from a poorer country can also attend. The Town Clerk asked for Members' comments.

A discussion took place and it was proposed by Councillor Colgan and seconded by Councillor Hall that Pembroke Dock Town Council donate the sum of £200.00 towards the project.

It was

PROPOSED by Councillor Colgan

SECONDED by Councillor Hall

RESOLVED – That Pembroke Dock Town Council agree to donate the sum of £200.00 to Iestyn Nevatte towards raising the sum of £3500.00 for the World Scout Jamboree as per Local Government Act 2000, s.2

90. Letters of Thanks

Patch

The Town Council had received a letter of thanks from Patch for the £200 donated to their Christmas Toy Appeal. The money helped them fund present bundles to 36 children from 20 families within the Pembroke Dock area.

Plant Dewi

Had written to thank us for the donation they will receive in the new financial year and express their thanks for the support of the Town Council.

91. Sunderland Trust

A number of Councillors attended the Sunderland Trust on 30th January and Councillor Beynon had been asked whether the Sunderland Trust could have Council's permission to put "supported by Pembroke Dock Town Council" on some of their advertising literature for the coming year. The Town Clerk asked for Members' comments.

A discussion took place and Town Councillors who had attended commented how much they had enjoyed their visit. Councillors then all agreed to grant permission for the Trust to put "supported by Pembroke Dock Town Council" as requested above.

The Sunderland Trust had also provided a note of events that are planned for 2018 and The Town Clerk had included a copy of this with Members' papers.

92. Town Team Soap Box Derby

The Town Team had asked the Town Clerk to inform Council that this event will take place on Saturday 1st September in the Memorial Park.

93. Change of Use Application Costs

Councillor Manning had confirmed that Pembrokeshire County Council did require a fee for the application for change of use at 28 Diamond Street. The cost would be 50% of the usual fee (£380) charged and this would be £190. The Town Clerk asked members confirm that a cheque could be issued for this.

It was

PROPOSED by Councillor Goff

SECONDED by Councillor Wilcox

RESOLVED – That Pembroke Dock Town Council agree that a cheque for the sum of £190.00 could be sent to Pembrokeshire County Council as 50% cost of the application of change of use at 28 Dimond Street, Pembroke Dock.

94. Market Ward Vacancy

Electoral Services had now confirmed that there will be an election for this seat. The period for candidates to apply will be between 15th February and 23rd February – applications will close at 4pm on this date. The Town Clerk advised Members that the Town Council will receive notices from Electoral Services to display for this time. If required, the election will take place toward the end of March, possibly 22nd.

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

None

144 REPORT OF COUNTY COUNCIL LINK OFFICERS

None as the Link Officers were not in attendance at this meeting.

145 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

146 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES POLICE FORUM MEETING

Councillor Murton had attended this meeting and stated the priorities for the Month were:

- Anti Social Behaviour
- Car Crime in Park Street, Gwyther Street and the Pennar Area
- Youths shining laser pens at oncoming traffic.

TOWN TEAM

Councillor Burrell stated that the town team were working on this year's Beer Festival which will take place on 6th & 7th April 2018, and also for information purposes they had put in a letter of support for a production company that were applying for funding from the Arts Council of Wales for a play that is going to be touring Wales between April and May based on a character that grew up in Pembroke Dock during the time the Millennium Falcon was built, how it affected his life and where he goes from that. The play is called "Lightspeed from Pembroke Dock". After their tour has finished they are hoping to hold an event in Pembroke Dock which Councillor Burrell will keep Council updated on.

147 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
05.01.18	Fastnet Design Ltd - Street Cleaning w/e 24.12.18	£ 308.70	
05.01.18	Post Office – Meeting Paper Postage	£ 18.20	DEBIT CARD
08.01.18	Google Ireland - App Usage	£ 6.60	
09.01.18	Tiger Lily's (Pat Folland Flowers)	£ 30.00	DEBIT CARD

09.01.18	BT – Broadband Services	£ 100.08	
10.01.18	Pater Hall Trust – Room Hire Charges (Nov)	£ 71.25	
10.01.18	Pater Hall Trust – Room Hire Charge (Dec)	£ 28.50	
10.01.18	Post Office – Postage	£ 2.40	DEBIT CARD
11.01.18	B Jones – Dismantling of Christmas Lights	£4764.00	
15.01.18	SWALEC – Street Lighting, Albion Sq	£ 29.76	
15.01.18	Fastnet Design Ltd - Street Cleaning w/e 31.12.17	£ 308.70	
19.01.18	Fastnet Design Ltd – Street Cleaning w/e 07.01.18	£ 308.70	
23.01.18	One Voice Wales – Training Fees	£ 280.00	
23.01.18	Bank Charges – December 2017	£ 5.50	
26.01.18	Fastnet Design Ltd – Street Cleaning w/e 14.01.18	£ 308.70	
31.01.18	Fastnet Design Ltd – Street Cleaning w/e 21.01.18	£ 308.70	

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

Date	Description	Amount	Payment Method
16.01.18	Pennar Community Church – (Donation)	£ 50.00	CHQ No. 100329
01.02.18	Llanion Cove Ltd (Office Rent)	£285.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX

SALARIES AND WAGES

06.01.2018 – 05.02.2018	Salaries	£2466.43
06.01.2018 – 05.02.2018	Tax & NI	£ 637.07
06.01.2018 – 05.02.2018	Pensions	£ 431.17

ACCOUNT BALANCES

01.02.18	HSBC Business Account	£57,111.56
01.02.18	HSBC Premium Account	£77,459.24

It was

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

148 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Poppies, as suggested by Mr John Lloyd

Councillor Colgan – 1st – 11th November end of World War 1, organise activities over the 11 days to commemorate the occasion.

Councillor Burrell – Report on Town Team’s Feasibility Study Project.

149 COMMUNITY ISSUES

Councillor Wilcox commented that he felt that there were double yellow lines around the Town that could be removed, which would give extra parking facilities.

A discussion took place and it was decided that Members could identify where they thought this could apply to, and bring their findings to the next Full Council Meeting.

Councillor Goff raised concerns about the rubbish situation in the lane between the top of Church Street and Meyrick Street. Councillor Hall commented that some of the lanes do not belong to PCC and therefore they are not obligated to clear them. He advised Councillor Goff to contact Mr Steve Morbey of PCC who will instruct an Officer to visit the site, take pictures and report back whether the land belongs to PCC. If it is the case then PCC will remove the rubbish.

Councillor Goff asked what the position was in regards to Pembroke Dock Town Council and Pembroke Dock Quins meeting to discuss carnival for this year. He was advised that an email had been received from Mr Mike Scourfield (PDHC) that day asking for a meeting to be arranged.

Councillor Goff asked the County Councillors who are also Members of Pembroke Dock Town Council, what was the position of Enforcement Officers being employed. Councillor Goff was advised that three Companies had been shortlisted, but a final decision had been delayed due to sorting out the legalities of issuing people with instant fines.

Councillor Goff asked if there was update on Councillor Beynon’s Notice Of Motion of a free parking trial in Pembroke Dock, he was advised that it had been proposed and seconded, and it would go to Pembrokeshire County Council’s Full Council Meeting for approval.

150 MAYOR’S REPORT

The Mayor or Deputy Mayor had not attended any functions this month

Before moving on to Private and Confidential Councillor Goff apologised to the Public Gallery for the lack of heating in the Meeting Room, and hoped that the matter could be resolved by the next Full Council Meeting.

151 PRIVATE & CONFIDENTIAL

Councillor Goff attempted to move on to Private and Confidential to discuss the Council’s contract with Fastnet, however Councillor Gwyther commented that as Council had been talking about other contract matters during the Public Meeting, he could not understand why this item had to be discussed in Private and Confidential, as the discussion was not about the contract itself, it was whether the Town Council wanted a private contractor to carry out the work or did Pembroke Dock Town Council want to employ somebody to carry out the street cleaning, therefore he felt that a vote should take place to have the item discussed in an Open Meeting.

The Town Clerk commented that at the last Personnel Meeting on 24th January she had suggested that the matter be discussed in Private and Confidential however none of the Committee had questioned that suggestion, however she was quite happy for Council to discuss it in public at the Meeting.

Councillor Burrell commented that she would have preferred the discussion to have taken place under Private and Confidential.

However, Councillor Wilcox proposed that the Fastnet contract be discussed in an Open Meeting, this was seconded by Councillor Hall.

It was **PROPOSED by Councillor T Wilcox**
SECONDED by Councillor B Hall
RESOLVED - That the meeting continues as public

A vote of members was taken 11 voted for Open Meeting
1 voted against

A lengthy discussion between members took place about Fastnet's contract with the Town Council, and street cleaning facilities in general within the Town. It was proposed by Councillor Burrell to cancel Fastnet's contract with Pembroke Dock Town Council at the present time, this was seconded by Councillor Colgan.

It was **PROPOSED by Councillor D Burrell**
SECONDED by Councillor M Colgan
RESOLVED - That the services of Fastnet are cancelled by giving one month's notice to them

A vote of members was taken 7 voted for
6 voted against

There being no other business the meeting was closed.