

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

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

IN ATTENDANCE:

Amanda Dillaway – Interim Town Clerk
Amanda Hart – Interim Deputy Town Clerk

Diana Ford (Dirty Protest Theatre)

Diana introduced herself and gave a presentation about the production that the theatre company are working on called 'Lightspeed from Pembroke Dock' which was about how the Millennium Falcon was built in Pembroke Dock. Mark Williams who had written the production was brought up in Pembroke.

The Theatre Company is going to be touring around Wales and finishing at The Torch Theatre on Friday 4th May and Saturday 5th May, and alongside this they are hoping to have a Star Wars themed Celebratory Festival involving the Community during the day in Pembroke Dock on 5th May 2018, and calling it 'Pembroke Dock Celebrates'.

Diana is hoping to have Star War themed workshops within the local schools making small millennium falcons to be paraded through the town on the day and finishing up at The Market Hall, where festival activities will continue.

152 APOLOGIES FOR ABSENCE

Councillors G Anderson (LOA), P Gwyther

153 DECLARATIONS OF INTEREST

Councillor Beynon (Personal and Prejudicial re: Model Catalina to display at Sunderland Trust - Trustee of Sunderland Trust)

Councillor Colgan (Sunderland Trust Committee, Town Council representative Town Team)

Councillor Burrell (Treasurer, Town Team)

Councillors O'Connor and Phillips (Town Council Representatives on Town Team)

154 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Rees raised concerns about the misuse of the lay-by at Llanion Cemetery, and the rubbish situation when people enter the Cemetery from the side entrance. Mr Rees was advised that as it was PCC who were responsible for that area, the Town Clerk would contact PCC about his concerns and contact Mr Rees when a response was received.

155 MINUTES OF THURSDAY 8TH FEBRUARY 2018

It was

PROPOSED by Councillor B Hall

SECONDED by Councillor M Murton

RESOLVED - That the Minutes Thursday 8th February 2018 are adopted as a true record.

156 MATTERS ARISING FROM THE MINUTES OF THURSDAY 8TH FEBRUARY 2018

Item 85 (Page 105) Mayor and Deputy Mayor Elections 2018 -2019

Councillor O'Connor commented that it was stated that the nominations for these positions would close on Tuesday 27th February 2018, but Mayor and Deputy Mayor were elected 16 days before the closing date. He was advised that yes that did happen, and the Town Clerk commented that was an oversight on her part as she should have said that nominations would still have been accepted up until the closing date, however she had not received anymore nominations. Councillor Burrell commented that she had also read it the same way and she had spoken to the Clerks who had clarified that Council all agreed for the the Mayor and Deputy Mayor to be elected on the night. Councillor Burrell commented that as Members should have been agreeing the nominations and not electing the Mayor and Deputy Mayor on the night, could it be clarified that they would not be actually taking up their positions until the Annual Meeting. The Town Clerk commented that this would be clarified in the minutes and further advised Members that Council will have to formally propose and second Mayor and Deputy Mayor again at the Annual Meeting.

Item 86 (page 106) Trunk Road Agency - Ferry Lane/A477 Junction

Councillor Wilcox commented that there would be no temporary lights at this location until the main lights had been installed, and until such time this happened the contractors would continue to use the "Stop " and "Go Signs". No road closures and a new time scale of 14 weeks for completion.

Item 94(page 108) Market Ward Vacancy

Councillor Wilcox asked for confirmation of how many candidates were standing for Market Ward and he was advised two.

Item 88 (Page 106) Repairs to Memorial Park Fencing

The Town Clerk commented that she had been asked by Members to clarify if Pembroke Dock Town Council were responsible for the repairs and she had been advised that yes they were responsible as they had taken it on historically to allow the Friends of the Memorial Park Committee to concentrate on raising money to purchase equipment for the park.

The Town Clerk asked for a proposer and seconder to accept the quotes presented from PCC at the February 8th meeting to repair the fences in the Memorial Park.

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor M Murton

RESOLVED - That Pembroke Dock Town Council agree to accept the quotes received from PCC to carry out the fencing repairs in the Memorial Park

157 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

95. Training Budget FY2018-2019

The Town Clerk recommended that Council review the amount of money set aside for Training for next Financial Year. Historically, the Training Budget was specifically for staff training and for the next financial year it had been set (at the meeting on 7th December) at £500. On a number of occasions during the current financial year Councillors had attended training, and therefore the budget was overspent. A breakdown of this is:

FY17/18 Training Budget £500

Already Invoiced and Paid	-	£520
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Invoice but not yet paid		£80
Further committed for this financial year	-	£150

Gives a total spend of £750 (£80 staff / £670 councillor) against a budget of £500

FY18/19 Training Budget £500

Dates for training already requested by Councillors and booked – committed spend of £240

The Town Clerk commented that she would like to propose setting aside a separate amount to be allocated in the budget for Councillor Training and the amount already agreed for next year to be renamed as Staff Training.

A discussion took place and it was decided to increase the Training Budget for year 2018 -2019 to £1000.00 to cover training requirements for both Councillors and members of staff.

It was

PROPOSED by Councillor S O'Connor
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council agree to increase the Training Budget figure of £500.00 to £1000.00 for Year 2018 – 2019

A vote was taken by Members and all agreed to the proposal.

96. Quotes for relocation to Dimond Street

In preparation for the relocation of the Town Council office to Dimond Street, The Town Clerk had requested quotes from three local companies. To date, only two had sent written quotes as follows:

A&N Removals £345 all inclusive
Lloyd & Pawlett £600 all inclusive

The Town Clerk asked for Members comments.

Members of the Town Council commented that to save costs they would arrange for the Town Council Office to be relocated Dimond Street between them

Councillor Wilcox commented that as the Town Council are only renting this property that they should consider purchasing the building to safeguard having to relocate the Town Council Office again.

97. Notice of Variation in Parking Charges

The Town Clerk had received notification from Pembrokeshire County Council of changes in parking charges from 19th March 2018. Two car parks within the town are subject to these changes:

	Gordon Street	Lower Meyrick Street
1 hour	Up from 40p to 50p	Up from 40p to 50p
2 hours	Up from 50p to 60p	Up from 50p to 60p
4 hours	Up from 60p to £1.00	Up from 60p to £1.00
Weekly	Reduced from £9.00 to £7.50	-
Parking Passport*	Up from £20.00 to £25.00	-

* *Parking Passport is a permit that enables you to park in the **long stay sections** of some Pembrokeshire County Council car parks – a full list can be found on the PCC website. The charge*

shown here is the weekly cost and the permit is more aimed toward visitors to the area.

98. Letter of Thanks

Iestyn Nevatte had written to acknowledge the support from the Town Council for the donation towards the Jamboree attendance in 2019.

99. Funding Request – Paul Sartori

The Town Clerk had received a funding request from Paul Sartori. The Paul Sartori Hospice at Home service provides a range of services to people living in the final stages of a life limiting illness, including home nursing care, equipment loan, standby service (for people who do not yet need hands-on care but are given access to other services), complementary therapy, bereavement and counselling support, clinical nurse specialise in palliative care, physiotherapy, advance care planning and training.

This organisation are looking for funding from local community councils to assist in raising much needed funds to sustain their hospice at home services. Paul Sartori are very grateful for all donations that they have received in the past and appreciate any contributions to their cause.

The Town Clerk asked for Members' comments.

Councillor Murton commented that she had been acquainted with 8 families in the last six months that had needed the services of Paul Sartori and therefore would like Council to consider supporting this funding request. This was supported by Councillor O'Connor who felt that a substantial donation should be made.

Councillor O'Connor proposed £650.00 being the remainder of the Donations Budget, Councillor Hall proposed £100.00, Councillor J George proposed £250.00.

A brief discussion took place and Councillors' O'Connor and Hall withdrew their proposals and Councillor J George's proposal of £250.00 was carried forward and seconded by Councillor Colgan.

It was

**PROPOSED by Councillor J George
SECONDED by Councillor M Colgan
RESOLVED - That Pembroke Dock Town Council agree to donate the sum of £250.00 to Paul Sartori under Local Government Act 2000, s2, the Power of Wellbeing**

A vote was taken by Members and all agreed to the proposal by Councillor J George.

Councillor Burrell commented that as the Town Council have been receiving quite a few funding requests that perhaps Council should look at them once a year and score the applications against certain criterias instead of the ad hoc way they are decided at the moment.

100. Funding Request – Cruse Bereavement Care (All Pembrokeshire Branch)

This organisation had written to ask for support to help fund the work of their volunteers with bereaved individuals and families in the area. Although part of a registered national charity, they must raise all their funds locally for the work that is done in Pembrokeshire. The group specifically need funding to help them meet the costs of training the bereavement support volunteers and reimbursing their travelling expenses to meet clients in the community as this is a rural county. A copy of their accounts as at 31st March 2017 was attached for information.

The Town Clerk asked for members comments.

Councillor Murton commented that she felt CRUSE deserved to be supported because of all the support they give to the community. Councillor Hall proposed a sum of £100.00 which was seconded by Councillor Murton.

It was

**PROPOSED by Councillor B Hall
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council agree to donate the sum of £100.00 to Cruse Bereavement Care (All Pembrokeshire Branch) under Local Government Act 2000, s2, the Power of Wellbeing**

A vote was taken and all Members agreed to Councillor Hall's proposal

101. Financial Requests from the Town Team

Councillor Beynon left the room while this item was being discussed

Model Catalina to display at the Sunderland Trust

The Sunderland Trust had been offered a model Catalina from Rolls Royce in Derby to display at the Heritage Centre. Information about the exhibit that is being offered was with members' papers. The Town Team would like to help the Sunderland Trust get the model to Pembroke Dock and the cost of the transport from Derby will be £100. The Town Team would therefore like to request this sum from the monies held by the Town Council for Town Team projects.

After a discussion between Members it was decided that the Town Council would agree to release the sum of £100.00 to the Town Team. This was proposed by Councillor Hall and seconded by Councillor J George.

It was

**PROPOSED by Councillor B Hall
SECONDED by Councillor J George
RESOLVED - That Pembroke Dock Town Council agree to release the sum of £100.00 to the Town Team for the transportation of the model of a Catalina from Rolls Royce Derby to Pembroke Dock under Local Government Act 1972,s.144 - provision to encourage tourism**

A vote was taken and all members agreed with Councillor Hall's proposal.

VC Gallery Community Hub in Pembroke Dock

The Town Team had been approached by Barry John of the VC Gallery to help set up a community hub within the town to assist with veterans and community through art in Pembroke Dock. A full project plan for this hub was included with members' papers.

The Town Team would like to help with this project by giving £5,000 towards it from the monies that are held by the Town Council.

The Town Clerk asked for Members comments.

Councillor Beynon commented that he had been working closely with Mr Barry John of the VC Gallery. They had spoken to the owners of the property in Dimond Street who were happy to agree a rent-free lease on the understanding that a contribution was made towards the running costs of the building.

Councillor Beynon advised members that he now had an approximate figure £1690.00 for utilities, to be added the original breakdown of cost of £6383.00 which gave a total of £8073.00 required to run the VC Gallery for 12 months.

A discussion took place and Members were supportive of the project and as there were sufficient funds remaining in the budget, it was suggested that the project is helped with funding to cover its first year, however further grant applications would need to be considered carefully. All Members agreed that the Town Council release £8073.00 to the Town Team, this being the amount required to support the VC Gallery for 12 months.

It was

PROPOSED by Councillor B Hall
SECONDED by Councillor J Beynon
RESOLVED - That Pembroke Dock Town Council release £8073.00 of the Town Team's money held by Pembroke Dock Town Council being the full amount that the VC Gallery Community Hub Project required to run for 12 months. Power of Wellbeing, Local Government Act 2000 s.2

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

102. Wales Audit Office – Survey of Town & Community Councils

The Council had received prior notification of a survey that would be issued on 9th March. To ensure the WAO gain a comprehensive understanding of the issues in communities across Wales, they want to hear the perspective of town and community councils, via the survey.

They are particularly interested in:

- our relations and dealings with our local authority;
- services or amenities delivered by your town or community council;
- and any assets that have been transferred from local authorities to town or community councils.

The options for replying are:

- Clerk on behalf of the community / town council
- Chair of the community / town council on behalf of the community / town council
- The community / town council following discussion by Members

A couple of copies of the survey were on the table this evening for Members to have a look at the types of information the Council are being asked. Only one response from each Town/Community Council would be accepted and the survey is to be completed online. The Town Clerk asked members to confirm how they would like to respond.

Councillor Hall proposed that the Town Clerk responded on the Town Council's behalf and all members agreed.

The Town Clerk advised members that she would email them the survey for their review, and asked if they could reply by Friday 23rd March 2018 if there were opinions that they wished to include.

159 REMEMBRANCE 2018 – POPPIES IN PEMBROKE DOCK & WWI 100 YEAR COMMEMORATION IDEAS

Councillor Colgan suggested holding a separate meeting to discuss the items, and Councillor P George totally agreed as she felt that was also the best option.

A discussion took place between Members and ideas such as:
Making a feature of the lamp at Albion Square
Poppies on lampposts/The Pump House
Contacting local organisations to get involved with organising events in the Town
Activities in the Memorial Park as this was the only one in Wales

It was decided that The Mayor would with the Town Clerk arrange and advertise an open meeting in the very near future.

160 TOURISM FEASIBILITY STUDY – UPDATE FROM COUNCILLOR D BURRELL

Councillor Burrell thanked Pembroke Dock Town Council for their letter of support they provided and was pleased to report that the Town Team had been awarded just over £11,0000 through the EU Leader funding to carry out the study. Councillor Burrell commented that her next plan was to write a brief for some consultants to deliver the project for the Town Team, and that she had met with people and organisations to ensure that whatever come out of this project is beneficial to organisations involved.

The aim of the study is to develop one or more business plans for projects that can used to boost visitors to Pembroke Dock and also for residents of the Town to spend time exploring and spending more money in the Town. The timescale for this project is around 18 months.

Councillor Burrell commented that if Members required more information about this project then feel free to contact her.

161 REPORT OF COUNTY COUNCIL LINK OFFICERS

No Link Officers were present at the meeting.

162 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

Councillor Goff commented that hopefully the Quins Function Room will be available for Pembroke Dock Town Council to hold their Full Council Meetings over the next few months, as he felt that it was unfair to expect Members of the Public and Councillors to sit in a cold meeting room for up to 2 hours.

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

Councillor Murton commented that she had attended this meeting and found that it was a very productive meeting.

Various Items had been brought to their attention and there priorities for March were: Anti Social Behaviour and Car Crime.

PPG Meeting

Councillor O'Connor commented that he had attended his first PPG Meeting which turned out to be a crisis meeting about the closure of the St Clements Surgery in Neyland. He advised Members that the PPG will be objecting to the proposal and have been given the right to make a representation to the Health Board. There was a brief discussion about the appointment system but the main topic of the meeting was the surgery closure. Councillor O'Connor stated that PPG Members felt that surgery had not looked at all their options to keep it open and they, along with the Health Board, were not happy that the surgery closure had been published on social media before the PPG and Hywell Dda had been informed.

The group are not optimistic that they can save the surgery but the PPG Chairman will be making

representations to the Health Board on the Committee's behalf.

Councillor Wilcox asked Councillor O'Connor if he could clarify the Doctor ratio. This was 8.5 full time equivalents to 13 needed. The Surgery is actively trying to employ more Doctors.

Town Team

Councillor Burrell updated Members on projects that the team were working on including:

- Beer Festival Tickets were on sale on-line ready for the event on 6/7 April
- The Maritime Museum sign had now arrived and hopefully will be hung in a few weeks
- The planning application for the Heritage Museum sign had been submitted
- Train station information board is now with Arriva Trains and they have been asked by the landlords Network Rail for a wind assessment. When they have provided this then they can apply for listed buildings consent to install the board.

164 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
02.02.18	BT – Office Phone Services	£194.48	
02.02.18	Post Office - Meeting Papers Postage	£ 13.72	
07.02.18	Google Ireland Ltd – App Usage	£ 6.60	
09.02.18	Planning Aid Wales, Training Cllrs Manning & Murton	£ 70.00	
09.02.18	ICO – Data Protection Registration	£ 35.00	
12.02.18	Fastnet – Street Cleaning w/e 28.01.18	£308.70	
13.02.18	1&1 Internet Ltd – Website 25/1/18 – 25/04/18	£ 71.96	
16.02.18	Fastnet – Street Cleaning w/e 04.02.18	£308.70	
20.02.18	Post Office – Postage/Postage Stamps	£ 64.55	
23.02.18	Fastnet – Street Cleaning w/e 11.02.18	£308.70	
23.02.18	January 2018 – Bank Charges	£ 6.30	
01.03.18	Fastnet – Street Cleaning w/e 18.02.18	£308.70	
01.03.18	One Voice Wales, Training G. Manning & A Dillaway	£ 80.00	
01.03.18	St Johns Community Hall – Room Hire Charges	£ 12.00	

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

Date	Description	Amount	Payment Method
14.02.18	Iestyn Nevatte (Donation, Scout Jamboree)	£200.00	Cheque No. 100331
01.03.18	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

06.02.2018 – 05.03.2018	Salaries	£2728.42
06.02.2018 – 05.03.2018	Tax & NI	£ 833.67
06.02.2018 – 05.03.2018	Pensions	£ 491.40

ACCOUNT BALANCES

01.03.18	HSBC Business Account	£50,733.66
01.03.18	HSBC Premium Account	£77,463.85

It was

PROPOSED by Councillor J Beynon

SECONDED by Councillor M Murton

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

165 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Councillor O'Connor asked for the Pater Hall Trust to be put on the Agenda for the next meeting and that he would prepare a Notice of Motion to be put forward for the discussion to take place.

Councillor Wilcox commented that he would like to see if there was paper trail between the Pater Hall Trust and their insurance company with regards to the insurance claim for the lintel repair at the Pater Hall. Council had been advised that there had long telephone conversations between both parties about the claim not being honoured by the insurance company, however he thought that should have also been confirmed in writing.

Councillor Beynon commented that he and Councillors O'Connor and Manning had been working on a review of the current Standing Orders bringing them more up to date and modern and therefore feels that they would work better for the structure of this Council. If Council would like to adopt them in May then they would need to be discussed at the April Meeting.

166 COMMUNITY ISSUES

Port Authority Presentation on Pembroke Dock Marine Project

Councillor Goff commented that the meeting which took place on 1st March 2018 with the CEO of Milford Haven Port Authority was a very positive meeting, as he was very impressed with what they have got planned for the Town and the Haven.

Waste Bin - Imble Lane

Councillor George commented that he been approached by a Member of the Public asking if a bin could be situated in the Imble Lane area. He had contacted Councillor Wilcox about this request, and he was pleased to announce that Councillor Wilcox had arranged for a bin to be placed in that area.

Availability of Defibrillator Machines in Pembroke Dock

It had been brought to Councillor Goff's attention by Councillor Murton that a Member of the Public had suffered a major heart attack and was in need of a defibrillator. Unfortunately due to the location of the defibrillators and the time of the incident i.e late Sunday evening they were unable to access one.

Councillor Wilcox commented that there was actually a defibrillator at the Quins Rugby Club that was accessible 24 hours but unfortunately it had been vandalised, and Councillor Hall commented a defibrillator was in the process of being installed at St John's Church.

Members had a lengthy discussion about this issue and Councillor Burrell proposed that a letter was sent to the Emergency Services informing them there was a defibrillator at the Quins Rugby Club, and Councillor Beynon suggested that a letter was sent to St John's Church requesting an update on the installation of a defibrillator.

As Councillor Goff was about to discuss his Mayor's report he was interrupted by Councillor Phillips who asked if there had been an update on the cases that had been referred to the Ombudsman. Councillor Goff commented that he was unable to make any comment on this matter, and that it was still being investigated by the Ombudsman.

Councillor Wilcox commented that it could take 12 - 18 months for a response to be received from the Ombudsman. Councillor Phillips stated that she had already received a response and Councillor Murton commented that was because she was not being investigated. Councillor Phillips commented that although nobody else's case had been cancelled, she had been totally exonerated and asked if Councillors were to be updated with that information.

The Town Clerk stated that Councillor Phillips had not been totally exonerated but the Ombudsman had included a number of points in his letter for Councillor Phillips to take note of; however if Councillor Phillips was happy the Town Clerk would put this item on the Agenda for the next meeting. Councillor Phillips agreed to this.

167 MAYOR'S REPORT

The Mayor stated that he had been invited to the St Davids City Council St David's Day Dinner, but unfortunately due to the adverse weather condition the event had to be cancelled.

There being no other business the meeting was closed.