

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 14th June 2018

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

IN ATTENDANCE:

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

28 PRESENTATION ON THE “POWER UP! SCHEME BY BETHAN ELLIS–JONES

Bethan Ellis- Jones gave a presentation explaining the purpose of the Power Up! Scheme. This scheme is a partnership between Western Power Distribution, the electricity network and the Energy Saving Trust and its main aim is to help those who could be potentially vulnerable in the event of a power cut to save money and keep warm. The scheme offers a range of income, tariff and energy efficiency support and advice to help people across South and Mid Wales to save money off their energy bills. If any further information is required then please do not hesitate to contact the Town Council Office.

29 APOLOGIES FOR ABSENCE

Councillors Anderson & O’Connor

30 DECLARATIONS OF INTEREST

Councillor J Beynon - Personal & Prejudicial Interest Item 37 on Agenda
Councillor D Burrell – Mother In Law on Pater Hall Trust
Councillor M Colgan - Pater Hall Trust
Councillor J George - Mother on Pater Hall Trust
Councillor P George – Pater Hall Trust
Councillor J Phillips - Pater Hall Trust
Councillor P Gwyther - Pater Hall Trust
Councillor P Kraus - Pater Hall Trust
Councillor T Wilcox - Item 34.18.2 - Quins Carnival

31 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Rees in the public gallery asked if Members could stand up when speaking as he found it hard to hear them talk.

32 MINUTES OF MEETING THURSDAY 17TH MAY 2018

It was

**PROPOSED by Councillor Margaret Murton
SECONDED by Councillor George Manning
RESOLVED - That the Minutes of Thursday 17th May 2018
are adopted as a true record.**

Councillor Beynon commented on Item (26) Pg. 18 Councillor Phillips concerns regarding speeding in Hawkstone Road that PCC are going to carry out a speed test on the road to clarify how fast cars are actually driving along Hawkstone Road.

33 MATTERS ARISING FROM THE MINUTES OF THURSDAY 17th May 2018

Item 11 page. 6 Question and Answer Session with Members of the Public

Lower Meyrick Street – drivers driving through no entry onto Western Way. The Town Clerk advised that she had reported this issue to a PCSO along with the speeding issue in Hawkstone Road.

Mr Bennett (Link Officer) advised that he had contacted Highways with regards to the lack of lines at Western Way. He was advised that they would be completed in due course. In respect of repeater signs along that road Mr Bennett advised that as a Councillor had mentioned previously these are not required as a 30MPH applies on that road as it is a built up area.

Item 14 page.7 Confirm Members serving on Committees Not Completed At The Annual Meeting

Pater Hall Trust – Council Appointed Trustees – One Vacancy.

The Town Clerk advised members that Councillor Peter Kraus had agreed to accept the vacancy on the Pater Hall Trust.

Item 3 page.9 Memorial Park – Grass Cutting

The Town Clerk advised members that she had to call a halt on this item as when she contacted PCC to confirm that extra cuts were required she was advised that they were actually going to cost £396.00 per cut not £67.60 as previously quoted due to the fact that the contractor would have to travel to Pembroke Dock specifically to cut the Memorial Park. The Town Clerk had contacted other sources for quotes but had only been able to obtain one quote of £150.00 therefore the Council would need to have a rethink on what they would like to do.

Councillor Hall suggested contacting “Roscoe” to ask for a quote.

Item 5 page.10 General Data Protection Rules

The Town Clerk confirmed to members that she had now attended the training session in respect of the new GDPR and provided them with information about the session. It had now been confirmed that the Town Council did not need to appoint a Data Protection Officer, however PCC will be offering a Data Protection Audit Check Service and the Town Clerk suggested that a costing for this should be obtained.

Councillor Hall proposed that the Town Clerk asked for a costing for this service, seconded by Councillor Murton.

Item 7 page 11 A477/ Ferry Lane Resurfacing

Councillor Goff commented that he was disappointed to hear that Cleddau Bridge Toll employees had been subjected to abusive behaviour from members of the public because of the diversions that had been put in place during the resurfacing.

Councillor Hall also commented that the Cemetery wall had been damaged by machinery being used to resurface the road. He had been advised that it would be repaired within 2 days, but unfortunately 3 days later and it had still not been fixed.

Item 9 page.11 Funding Requests Ladies Rugby Team

Councillor Beynon asked if the Town Clerk had received a response to the letter sent. The Town Clerk confirmed to date no response had been received.

Item 18 page.14 Notice of Motion From Councillor Joshua Beynon

Mr Jason Bennett (Link Officer) advised members that he had contacted PCC Internal Audit Department as asked. Mr Bennett commented that they could help but they already had a work programme in place and it would have to work in with this. More detailed discussions would have to take place to obtain an exact cost, however Mr Bennett thought the timescale was not what the Council would be anticipating.

Item 20 page.15 Code of Conduct – Changes for Review

The Town Clerk advised members that since the last meeting she had received from One Voice Wales a revised Standing Orders document issued by NALC which she had sent out to all Councillors. She commented that the question is, do Council base their new standing orders on this document with the revised legislation, and also separate meetings are still required.

34 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

13. Internal Audit

Mr Bernard Scourfield completed our Internal Audit on 11th May 2018 and has submitted his report and findings. There are recommendations as follows:

- Amend the Financial Regulations and Risk Assessment to show the process for usage and operational safeguards of the Bank Account Debit Card in its use for purchasing small value items.
- Reserves – look at the amount held in reserves.

Both of these items should be discussed by the Finance Committee and a meeting will be arranged for week commencing 25th June.

If any Member would like a copy of the full report, please let me know or you can call into the office to review it.

14. External Audit and Year End

The Town Clerk had included a copy of the Annual Return and Working Detail for Reserves Reconciliation to show the financial position of Council at 31st March 2018.

The External Audit preparation had now been completed and also included within the papers was a copy of the Audit Return document for members' information. The Town Clerk asked for Members' agreement to get the document signed after the meeting and submit the external audit paperwork.

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor M Colgan

RESOLVED – That Pembroke Dock Town Council agree to the External Audit Return being signed and sent to the Audit Office.

15. Pembroke Town Council Letter to Minister of Health & Social Services

The Town Clerk had recently forwarded an email to members that had been received from the Town Clerk of Pembroke along with a copy of the letter Pembroke Town Council had sent to Vaughan Gething, the Minister of Health & Social Services.

Councillor Beynon had also recently written to the Vaughan Gething as well as Steve Moore, the Chief Executive of Hywell Dda. Copies of those letters and a response from Vaughan Gething had been included in members' papers.

The Town Clerk asked if members would like to comment on this item.

Councillor Murton started the discussion stating that Pembroke Dock Town Council should follow what Pembroke Town Council had already done and also send a letter. Councillor Manning also agreed that an objection letter should be sent.

Councillor Wilcox had attended the Hywel DDA Consultation at the Pater Hall and had spoken to the Chief Executive of Hywel DDA expressing his concerns in regards to Withybush Hospital and was advised that each bed at the new hospital would cost one million pounds and they were looking at 750 beds and the completion date for the hospital would hopefully be in 7 years.

Councillor Wilcox had also commented that he had raised concerns with regards to the future of South Pems Hospital and the A&E Department and had been advised that Doctors were interested in coming into the area to practice, however Argyle Street Surgery were having difficulties in recruiting them.

Members all agreed that the public should be encouraged to complete the consultation as it would have a better impact than a petition

16. Provision of CCTV

At the December meeting members instructed the Town Clerk to find out about the CCTV provision within the town. She had spent some time gathering all the information that was needed to understand what there was and what the Town Council paid for. The Town clerk had also found out a little bit about the future plans which was:

Historically all Town Councils contributed to the cameras and maintenance for their areas as a gesture of community goodwill and provision of a safe environment.

What PDTC pay for now

We have two BT Redcare Lines that are for cameras which were requested by the Town Council – these are at Albion Square and on Ferry Lane. The cost of these is £1648 plus VAT per year and the contract is up on 30 March 2019.

There are other cameras within the Town which were requested by PCC located at Water Street, Dimond Street and Gordon Street. We pay a contribution towards these of £1705 per year (no VAT). Again contract for this ends on 30 March 2019.

Future Plans

The is a potential project involving Dyfed-Powys Police after the new Police and Crime Commissioner took up his role and is more in favour of keeping CCTV in towns.

In the last week, the Town Clerk had been contacted by Sinead Henehan of Pembrokeshire County Council who requested to meet with Town and Community Councils to discuss the provision of CCTV across the county. She will be joined by Chief Superintendent Steve Cockwell and Chief Inspector Amanda Diggins and they wish to talk about the future of the CCTV infrastructure programme.

The Town Clerk did not feel that the meeting needed to be part of a full council meeting so asked for volunteers to attend a meeting with PCC and the Police representatives.

Councillors had a discussion about the provision of CCTV in the and the following members volunteered to the meeting on the Town Councils behalf: Councillors Manning, Goff, Beynon and Judkins

RESOLVED - That Pembroke Dock Town Council allow the Town Clerk to release money from their reserves in order to support the funding request from Pembroke Dock Quins.

Councillor Burrell commented that perhaps we could suggest to the Pembroke Dock Quins that they contacted MHPA to ask for a contribution.

Councillor Wilcox returned to the meeting

- 3) Sandy Bear Children's Bereavement Charity: This is a newly reformed organisation who are aiming to support children, young people and their families. The group had not specifically asked for a sum of money but as they are starting from scratch would be very grateful of any assistance that might be available. The group would be happy to attend a future meeting and explain about the group if council would require it.

After a short discussion it was proposed by Councillor J Beynon and seconded by Councillor J George to make a donation of £250.00

It was

**PROPOSED by Councillor Beynon
SECONDED by Councillor J George
RESOLVED - That Pembroke Dock Town Council agree to donate the sum of £250.00 to Sandy Bear Children's Bereavement Charity.**

A vote was taken by members' 13 voted for.

The Town Clerk was asked to contact Sandy Bears inviting them to attend a meeting to talk about their group.

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

19. Letter of Thanks – Paul Sartori

The Town Council had received a letter of thanks from Paul Sartori following the recent grant they had given them of £250. They had noted that they will put the monies toward services including home nursing, equipment loan, complementary therapies, counselling and more.

20. Festival of Remembrance of WWI at St Marys Church, Pembroke

A week-long festival will be held in St Marys Church from 31st July to 6th August as a commemoration to those who went to war. The organiser had asked if the Town Council would like to submit any relevant photographs, information or items of interest that could be displayed. They are further inviting displays of flower arrangements or wreaths. If we are interested in taking part we should advise by 1st July.

36 REVIEW OF TOWN COUNCIL

Councillor Beynon commented that he felt the Town Council needed a complete independent review on how it currently functions. Cllr Goff asked for members' comments on this.

Councillor Burrell proposed that the Council should go forward with the proposal from Mr Paul Egan of One Voice Wales., seconded by Cllr Beynon.

Councillor Wilcox proposed changing our Full Council Meetings from 4 weekly to 6 weekly Members discussed this option and it was decided that the Personnel Committee should discuss this at their

next meeting and bring their comments to the Full Council Meeting on 12th July in order for a decision to be made.

37 SUNDERLAND TRUST/GARRISON CHAPEL

Councillor Beynon left the room while this item was discussed.

A lengthy discussion took place between members regarding this item. Councillors aired their personal views on the matter. Councillor Burrell proposed that the Town Council write to PCC stating that they may consider the Community Asset Transfer this was seconded by Councillor Colgan.

It was further commented that the report from the Asset Management Committee should be reviewed once it became available.

38 TO CONSIDER MOVING PATER HALL TRUST BUSINESS TO A SEPARATE MEETING (Cllr MANNING)

Councillor Manning proposed that Pater Hall Trust Business should be conducted at separate meetings this was seconded by Councillor Hall.

It was

PROPOSED by Councillor Manning

SECONDED by Councillor Hall

RESOLVED - That Pembroke Dock Town Council agree to arrange separate meetings to discuss Pater Hall Trust Business.

A vote was taken by members and 12 voted for.

39 REPORT OF COUNTY COUNCIL LINK OFFICER

Mr Bennett stated that his department were looking into integrating Health & Social care and working differently and therefore looking into an Intermediate Care Strategy which is the care between hospital and home e.g. services that help you to stay at home when people are unwell or get patients home quicker if they are in hospital. Mr Bennett commented that he had seen the first draft of a consultation strategy and hopefully there will be a wider consultation in a few weeks. which he would like to bring to the attention of Councillors when it had been released. It has taken around 18 months of development to get to this point with health colleagues agreeing that these services were required, and the plan would be to have a North and South County split which would mean that each County would have a hub of integrated services. Mr Bennett advised members that the Minister had announced a £100,000,000 transformation grant across Wales to support Health and Social care projects

40 ANY OTHER ITEMS THE MAYOR DECIDES ARE URGENT

Councillor Goff commented that he was sending a letter to the Chairman of The Pater Hall Trust as they had plans displayed in the foyer of the Pater Hall showing alterations to be carried out on the building, however these plans should have been discussed with Council as landlords of the building and therefore he had asked for no works to commence until this has happened.

Councillor Goff had received a telephone call from a member of the public commenting how pleased she was that the Bus Service had been resumed from Pembroke Dock to Tenby.

**41 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES
Dr Jones Charity**

Councillor P George commented that she had been to the Dr Jones Charity AGM and an advert would be going in the local newspaper in July advertising the grant available for students in Pembroke and Pembroke Dock starting college or university.

Police Forum

Councillor Colgan had attended the Police Forum Meeting and she advised members that due to the lack of numbers next month would be the last meeting. A PCSO would be asked to attend a Full Council Meeting to provide an update on the Town.

42 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
27.04.18	M & G Energy – Mini Jumbo Roll – 28 Dimond St	£ 11.99	
27.04.18	Poundstretcher – Office sundries- 28 Dimond St	£ 18.95	
02.05.18	Wickes – Toilet Seat – 28 Dimond Street	£ 9.99	
09.05.18	Google Ireland Ltd – App Usage	£ 6.60	
11.05.18	Postage _ Meeting Papers	£ 18.20	DEBIT CARD
14.05.18	Llanion Signs – Town Council Sign – 28 Dimond Street	£171.36	
15.05.18	1&1 Internet Ltd – Website	£ 71.96	
16.05.18	PCC- Office Rates	£251.90	
16.05.18	Eurooffice – Office Stationery	£ 71.86	
17.05.18	Tesco – Jugs & Glasses – 28 Dimond Street	£ 15.00	
25.05.18	Argos – TP Link Plugs – 28 Dimond Street	£ 26.99	DEBIT CARD
23.05.18	Bank Charge - April	£ 7.90	
29.05.18	Timpsons – Office Key – 28 Dimond Street	£ 6.00	
30.05.18	Blinds to Go – Office Blind – 28 Dimond Street	£103.69	
30.05.18	B W Scourfield – PDTTC Audit 17/18	£ 72.00	
30.05.18	Sutcliffe Play Ltd	£165.60	
01.06.18	Marc Jones – Window Cleaner	£ 50.00	
01.06.18	St Johns Hall, Hire for Civic Service	£ 40.00	
01.06.18	Mrs A Scott – Mayor’s Civic Service Afternoon Tea	£200.00	CHEQUE NO. 100337
01.06.18	Terminal Data Destruction Ltd – Office Data	£ 21.60	
05.06.18	Clarity Copiers – Office Printing	£ 47.81	

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

Date	Description	Amount	Payment Method
25.06.18	G Manning – Deputy Mayor Allowance	£ 400.00	
25.06.18	G Goff – Mayor Allowance	£1500.00	
01.06.18	RT Ebrey – Office Rent May/June	£ 600.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
09.05.18	HMRC – VAT Reclaim	£4263.69	

SALARIES AND WAGES

06.05.2018 – 05.06.2018	Salaries	£2870.15
06.05.2018 – 05.06.2018	Tax & NI	£ 898.57
06.05.2018 – 05.06.2018	Pensions	£ 702.48

ACCOUNT BALANCES

07.06.2018	HSBC Business Account	£57,720.94
07.06.2018	HSBC Premium Account	£77,481.69

It was

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

43 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Purchasing 28 Dimond Street.

44 COMMUNITY ISSUES

Councillor J George raised concerns about the condition of Commercial Row. Councillor Beynon commented that hopefully within a month things will happen.

Councillor P George mentioned the Fun in the Park event that was being held on Sunday 17th June 2018.

Councillor Manning raised concerns in regards to the loose paving blocks at Western Way as they were being thrown into the water. He also commented that he was in the process of chasing up an extra bin to be situated near the band stand.

Councillor Goff commented that he had received numerous complaints about weeds in the Town however weed spraying had now started

Concerns had also been raised by residents living near the shop in Treowen Road as there was no bin outside the property.

45 MAYOR'S REPORT

The Mayor confirmed he had attended the following events:

- Meeting with Kirsten Osborne at Pembroke Port
- National Theatre of Wales event at Pembroke Dock Youth Club

There being no further business the meeting was closed.