

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 12th July 2018

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

IN ATTENDANCE:

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

46 PRESENTATION ON THE TIME BANKING SCHEME BY LEE HIND OF PAVS

Cancelled

47 APOLOGIES FOR ABSENCE

Councillors: P Kraus, S O'Connor

48 DECLARATIONS OF INTEREST

Councillor J Beynon Personal and Prejudicial Interest on Item 52 Town Clerk's Report (Sunderland Trust – Community Asset Transfer)

49 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr Clarkson questioned remarks that had been made at the 14th June Full Council Meeting about the Sunderland Trust/Heritage Centre and asked what steps were going to be taken to resolve this matter and also what steps Pembroke Dock Town Council are taking to encourage tourists to visit the Town.

Councillor Burrell commented that the Town Team had recently secured funding to carry out a Tourism Feasibility Study of Pembroke Dock to actively look at ways to attract tourists to Pembroke Dock as part of the package are the Sunderland Trust Heritage Centre and the Maritime Museum.

50 MINUTES OF MEETING THURSDAY 14th June 2018

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor M Colgan

RESOLVED - That the Minutes of Thursday 14th June 2018 are adopted as a true record.

51 MATTERS ARISING FROM THE MINUTES OF THURSDAY 14th JUNE 2018

Item 33 (pg 20) Matters Arising from Minutes of Thursday 17th May 2018 (Memorial Park - Grass Cutting).

The Town Clerk commented that she had not contacted "Roscoe" as she was lead to believe that they were the contractors that PCC already used. However she had received a quote from Richard Mason Gardening Services who provides the hanging baskets for the town.

Item 16 (pg 22) Provision of CCTV

Councillor Manning advised members that he had applied for a freedom of information in respect of

the CCTV council were concerned about. He had now received a response however only one question had been answered out of the five asked and that was how many successful prosecutions had been made in the last twelve months and the answer was one.

Item 36 (pg 24) Review of Town Council

Councillor Goff asked if the Personnel Committee had met to discuss moving Full Council Meetings to 6 weekly. He was advised that it had been inadvertently missed off the Agenda and therefore will be discussed at the next meeting.

52 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

21. Pembroke River Rally

The Mayor and Consort had received an invitation to attend this event from Mr David James, the Honourable Secretary of the West Wales Maritime Heritage Association. The event would take place on Saturday 21st July 2018. Mr James had requested the sum of £50 as our contribution to the event. The Town Clerk asked for Members' agreement to send this amount to the WWMHA.

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor P Gwyther

RESOLVED - That Pembroke Dock Town Council agree to send the amount of £50.00 as Council's contribution to WWMHA for the Pembroke River Rally 2018.

Members all agreed.

22. Visit Pembroke Dock Town Guide

Councillor Beynon had sent through some information detailing the costs involved in producing a "Visit Pembroke Dock" leaflet similar to the new Visit Pembroke one. The idea would be to create an overall design for the guide specific to Pembroke Dock and the printing of 6000 town guides. These could then be distributed across the county and placed in key areas such as supermarkets, hotels, Irish Ferry port and tourist information centres. The total cost for this project would be £2,450. Full background on the idea was included within Members' papers. It appeared that advertisement space could be made available and perhaps that might offset some of the costs – Could Councillor Beynon add any more to this discussion?

The Town Clerk asked for Members' comments.

Councillor Beynon started the discussion detailing the information he had collated to produce a guide and asked Council members if it was something they would consider looking at for next year.

Councillor Gwyther commented that Pembroke Dock Town Council should have nothing to do with producing the guide as it should be produced by the Chamber of Trade however Council should offer a small amount of financial support.

Councillor Burrell thanked Councillor Beynon for carrying out the research for the project and commented that as most members of the Chamber of Trade are on the Town Team, and as a member of the Town Team herself she knows they are very busy and are also working on other projects therefore it would be difficult for them to produce a guide in the near future.

Councillor Burrell commented that Pembroke Dock Town Council should look at producing a guide and therefore proposed that the Finance Committee prepare a brief for Council to look at and if all members agree to this then the Personnel Committee make sure that there is the correct staffing in place to carry out these sort of projects as she felt that this is what taxpayers of the Pembroke Dock

would like their money to be spent on to promote the Town.

Councillor Gwyther commented that as he had produced a Town Guide for 15 years he would like to explain some of the problems that could arise.

Councillor P George commented that she agrees that every Town should have a guide however appreciates all the hard work that has to go in to producing one.

A lengthy discussion continued with Members giving their views on producing a Town Guide.

Councillor Beynon then proposed that the Finance Committee look into all aspects of producing the guide this was seconded by Councillor P George.

All Members agreed.

23. Sunderland Trust – Community Asset Transfer of Dockyard Chapel

The Chair of the Trust had written to the Town Council requesting the opportunity to progress the idea by the setting up of a Steering Group consisting of members from the Town Council, the Sunderland Trust and Pembrokeshire County Council. The Town Clerk had included a copy of the letter with Members' papers.

The Chair of the Trust had also written to the Town Clerk following comments he had understood to have taken place at the Town Council meeting of 14th June. The Chair of the Sunderland Trust had requested a copy of the meeting recording or a full transcript. The Town Clerk advised Members she had written back to Mr G Mills explaining that the recordings are for internal purposes only and would not therefore be providing a transcript or copy of the recording. A copy of the letter and her response was included with Members' papers.

The Town Clerk asked if this item could be split into two parts:

Setting up of Steering Group

Members discussed this item and it was decided that the following Councillors would make up the steering group:

Councillors: Burrell, Manning, P George, Colgan, Goff, Judkins.

Letter from Mr G Mills

Councillors discussed this item suggesting that recordings of the meetings should be made available to Members of the Public. However this would mean that they would have to visit the Council Offices for this as no copy would be made.

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

None

54 CONSIDER THE PURCHASE OF 28 DIMOND STREET

Councillor Goff commented that a lengthy letter had been received from Mr J Lloyd with regards to this item raising his concerns about facilities in the building and the Town Clerk had received a personal email from Mr D Esmond highlighting similar issues Councillor Goff advised the meeting that everything was in the process of being dealt with.

Councillor Wilcox suggested the Town Clerk contacted Mr A Hunt PCC's Disability Access Officer and arrange a meeting for him to visit and assess the Council Offices

Councillor Manning proposed that the above item “considering the purchase of 28 Dimond Street” should be forwarded to the Finance Committee to investigate and report back to full Council this was seconded by Councillor Burrell.

Councillor Beynon commented that the next Finance Meeting was not due until October 2018 and therefore ideally it should be brought forward. The Town Clerk commented that she would arrange an earlier meeting.

55 UPDATE FROM FINANCE COMMITTEE AND RECOMMENDATIONS TO COUNCIL

As the Chairman of the Finance Committee Mr S O’Connor was unable to attend Vice Chairman Councillor J Beynon presented an update to Councillors including i.e adding structure to the Finance Committee, precept figure, budget heads, grant and donation process, redesign Town Council website.

Councillor Burrell proposed that the recommendations from the Finance Committee were accepted, seconded by Councillor Wilcox and thanked the Finance Committee and Staff for providing a clear explanation of their recommendations.

It was

**PROPOSED by Councillor Burrell
 SECONDED by Councillor Wilcox
 RESOLVED - That Pembroke Dock Town Council agree to accept the recommendations received from the Finance Committee.**

56 REPORT OF COUNTY COUNCIL LINK OFFICERS

No Link Officers in attendance

57 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

Councillor Goff advised Members that the next Poppy Meeting would take place on Monday 23rd July 2018. He asked that Members confirm their attendance for the Review Meeting to the Town Clerk, and that prior to September’s Full Council Meeting he would be arranging for a photographer to come and take a photograph of Full Council at 6pm.at the Council Office.

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

Councillors Colgan and Murton had attended the final forum meeting at St John’s Hall. Councillor Manning commented that he had contacted the PCSO’s designated to Pembroke Dock asking if would be possible if they could attend Full Council Meetings to give updates

59 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
06.06.18	Star Social Club - (Mayoral Buffet)	£100.00	CHQ No. 100338
08.06.18	Postage - (Members Papers)	£ 9.35	DEBIT CARD
08.06.18	A J Dillaway - (Travel Expenses)	£125.03	
11.06.18	Pater Hall Trust - Room Hire (Jan)	£ 28.50	

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11.06.18	Pater Hall Trust - Room Hire (May)	£ 20.50	
14.06.18	Syncro - Clips (Watering Bowser)	£ 2.98	
15.06.18	Postage - (External Audit Papers & HSBC)	£ 9.07	DEBIT CARD

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

Date	Description	Amount	Payment Method
11.06.18	Tall Ship Wales Donation	£500.00	
17.06.18	Sean Pratt – Watering w/e 17.06.18	£ 43.75	CASH
24.06.18	Sean Pratt – Watering w/e 24.06.18	£157.50	CASH

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
28.06.18	Business Rates Refund – Offices at the Cove	£179.09	

SALARIES AND WAGES

06.06.18 – 05.07.18	Salaries	£2909.42
06.06.18 – 05.07.18	Tax & NI	£ 927.91
06.06.18 – 05.07.18	Pensions	£ 714.19

ACCOUNT BALANCES

05.07.18	HSBC Business Account	£54,088.56
05.07.18	HSBC Premium Account	£77,481.69

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.

60 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Twinning.

Councillor J Beynon Notice of Motion – re: webcasting Full Council Meetings.

Pembroke Dock Town Council’s Christmas Meal.

Councillor Burrell asked if Mr L Hinds of PAVS could be contacted to see his availability to attend September’s Meeting.

61 COMMUNITY ISSUES

Councillor Murton commented that she had been contacted by concerned residents about the early closure of the Public Toilets in Asda car park and wondered if the opening hours could be extended to 9 pm. Another concern raised by Councillor Murton was that she had been told that 4 people had

collapsed in the heat. Members discussed this issue and asked if costs could be gathered to provide a water provision in the Town and ask Cafes' if they would consider becoming watering holes for Members of the Public during the hot weather period.

Councillor Gwyther suggested contacting Danfo to ask if they would install a water fountain at the Public Toilets in Asda car park.

Members discussed moving Community Issues to the beginning of the Agenda for Full Council meetings as from September.

Councillor Manning commented that he would like to thank Mr Jonny Sutton of PCC for his prompt response in carrying out repairs at the bandstand.

Councillor Phillips commented that she was happy that roof at Pembroke Dock Railway Station had been fixed.

62 MAYOR'S REPORT

The Mayor confirmed it had been a busy month and he had attended the following events:

- Milford Haven Civic Service
- St Davids Civic Service
- Armed Forces Day Pembroke Castle
- RAF 100 Reception

Councillor Goff commented that he had received a letter of thanks from Apley Lodge for donating tubs of ice cream to their residents during the hot weather period and also how sad it was hear of the loss of Mr. Robert Morgan a valued member of the community.

Deputy Mayor Councillor Manning had attended the following events.

- Pembrokeshire Scouts AGM
- One Voice Wales Innovation Practice Conference
- Seafair Haven boat trip
- Fishguard and Goodwick Civic Ceremony

There being no further business the meeting was closed.