

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 15th November 2018

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

IN ATTENDANCE:

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

99 PRESENTATION BY BARRY JOHN MBE – VC GALLERY

Barry John gave an informative presentation about the function of the VC Gallery and thanked PDTC for them to become established in Pembroke Dock (Appendix 1)

100 APOLOGIES FOR ABSENCE

None

101 DECLARATIONS OF INTEREST

Personal & Prejudicial Interest FOMP – Councillors: J Beynon, D Burrell, P George, J Phillips

102 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

103 MINUTES OF MEETING THURSDAY 18th OCTOBER 2018

It was

PROPOSED by Councillor J Beynon

SECONDED by Councillor M Murton

RESOLVED - That the Minutes of THURSDAY 18th OCTOBER 2018 are adopted as a true record.

104 MATTERS ARISING FROM THE MINUTES OF THURSDAY 18th October 2018

No.87 (pg47) Provision of CCTV

The Town Clerk advised Members a meeting had taken place on 7th November 2018. Dyfed Powys Police are having a new project and they will be picking up all the costs for the CCTV in the Town. Out of the five cameras we have in Pembroke Dock four will be staying. The CCTV camera that will be made redundant is in Gordon Street. The equipment will be updated. It will be slightly monitored at the Pembroke Dock Police Station however it will be electronically transmitted to Police Headquarters and will also be visible to on duty Police Officers in Pembroke Dock.

No. 92 (Pg49) – Samba Doc

The Mayor commented that during Samba Doc's tour of Wales they covered nine Town and Cities in 48 hours.

Item 94 (Page51) Finance report – One Voice Wales Invoice Query

The Town Clerk advised Members that she had investigated the query and that she had sent out an email to all members on 14th June 2018 with an explanation of the costs for the Review.

105 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

48. Donation to Samba Doc

In the absence of a full band, Samba Doc had kindly agreed to help us with the Remembrance Parade with 3 or 4 drummers to beat the march. Their Committee had agreed this could be free of charge as it was for the town. However, the Town Clerk had spoken with the Mayor and it was felt that it would be nice of this town council to give a donation to the band's recent Tour of Wales that they did over 19 to 21 October in aid of Children in Need. After a discussion with the Mayor, The Town Clerk stated that she would like to suggest the sum of £100, and asked members for their comments.

It was suggested that members give a personal contribution towards this item however after a short discussion and one other suggestion by another member that PDTC should also donate £100.00 a proposal was put forward by Cllr Goff and seconded by Cllr Colgan.

It was

PROPOSED by Councillor Goff

SECONDED by Councillor Colgan

RESOLVED - That Pembroke Dock Town Council donate the sum of £100.00 to Samba Doc's Just Giving Page as per LGA 1972, s.145

A vote was taken by Members and all agreed.

49. Historic Town Information on the Internet

As Councillor Gwyther had commenced an email communication about this subject, The Town Clerk handed over the item to him for further discussion

Councillor Gwyther led the discussion and it was suggested by a Councillor that PDTC issue a notice stating that the Town Council had nothing to do with the website that had been created. The Town Clerk would obtain advice from the IT Department in County Hall and the Monitoring Officer.

50. Defibrillator Machine at St Johns Hall

The Town Council had received a letter from St Johns Community Hall to confirm that the defib machine was now installed for emergency use. The bright yellow box is visible from the gate in Church Street. The hall had confirmed that they would be organising some training courses to enable familiarisation with the defib machine to anyone who is interested from a local business or community group. Interested parties can contact the hall direct on 01646 681962.

51. Request for Financial Assistance –PATCH Christmas Appeal

It had been recommended by the Finance Committee that this council make a donation of £250 to PATCH for their Christmas Appeal 2018. The request received from the group was discussed by Finance Committee on 2nd October 2018. The Town Clerk asked for Members comments.

A short discussion took place. Councillor Burrell proposed that the Town Council accepted the Finance Committee's recommendation this was seconded Councillor Beynon.

It was

PROPOSED by Councillor Burrell

SECONDED by Councillor Beynon

RESOLVED - That Pembroke Dock Town Council accept the Finance Committee's recommendation to donate the sum of £250.00 to PATCH for their Christmas Appeal. as per LGA 2000, s.2

A vote was taken by Members
15 voted for 1 abstained

52. Town Rider Bus Scheme

Mandy recently assisted a caller to the office with information on the Town Rider bus scheme and this is a service that should be widely publicised in the town. It forms part of the Community Transport scheme that runs in the County.

The Town Rider is a local dial-a-ride service for elderly and disabled people who are unable to use bus services. The Town Rider is now available in all of Pembrokeshire's larger towns. To register to use the service or to book call PACTO on 0800 783 1584.

The Town Council Offices also hold Town Rider Registration Forms.

53. Movement of Funds

To allow for the office consultancy invoices the Town Clerk recommended that the sum of £2400 was moved from the Salaries budget to a new nominal code under the Administration budget head and named Consultancy Fees. The Town Clerk had based the sum on 16 weeks for up to 10 hours per week and suggested this was reviewed in 3 months' time. The Town Clerk asked for Members' comments

Members discussed this item and Councillors commented how they were using the service that was available

It was

PROPOSED by Councillor Beynon

SECONDED by Councillor Manning

RESOLVED - That Pembroke Dock Town Council agree for funds to be moved to allow for the payment of office consultancy invoices.

A vote was taken by Members and all agreed

54. Open Spaces Society Renewal

The Town Council's membership of the society is due on 1st December at a cost of £45. The Town Clerk asked for Members' comments.

It was

PROPOSED by Councillor Manning

SECONDED by Councillor Murton

RESOLVED - That Pembroke Dock Town Council agree to renew the Open Spaces Society Membership.

55. Independent Remuneration Panel for Wales

This organisation had published their draft report for February 2019. It has been issued for consultation and is looking for representations by 27th November 2018. As the full report is over

80 pages. The Town Clerk had attached section 13 to Members' papers for them to review, and asked if they could send in any comments they may have and the Town Clerk would submit them on their behalf. If any Members' required the full report the Town Clerk stated she would send it out to them.

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

56. Friends of Memorial Park

Following on from the last meeting where Councillor Beynon requested the town council take on the lease of the memorial park. The item required further discussion. At the last meeting of this council Members' requested that this was deferred to Finance – however, at the finance committee on 31st October it was still unclear as to what additional information council require. The Town Clerk suggested that the Trustees of the FOMP remain at the table so that Members' could totally understand what was being asked for.

A discussion took place and Members asked the Trustees a range of questions that they would like confirmation of. A Trustee of the FOMP advised Members that they would collate the information required ready for the next Full Council Meeting in December.

57. Pembroke & Pembroke Dock Heritage Forum

The Town Clerk advised Members' there would be a meeting of this group on 27th November at 6pm in the Pater Hall. Councillors had been invited to go along if they would like to. Information was attached.

58. Review of Pension Regulations

Following the recent Employer pensions forum the Town Clerk had attended in October, due to the introduction of the Local Government Pension Scheme (LGPS) (Amendment) Regulations 2018 on 14th May 2018, the discretionary policies that govern the LGPS are required to be reviewed.

The Town Clerk had attached a briefing note from the LGPS. She stated that the policy documents were quite lengthy, had reviewed them and recommended that the policies were adopted. However, if Members' preferred, the Town Clerk suggested that they were reviewed by Personnel at their meeting next week (22nd November) and Members gave permission for them to adopt on council's behalf.

It was

**PROPOSED by Councillor S'Oconnor
SECONDED by Councillor G Manning
RESOLVED - That Pembroke Dock Town Council agree
for the Personnel Committee to review the Pension
Regulations and adopt them on behalf of the Town
Council.**

A vote was taken by Members and all agreed.

59. Christmas Office Hours

The Town Clerk suggested that the office closes at 1pm Wednesday 19th December and re-opens on Thursday 3rd January 2019. Officers will take 4 days annual leave and the 3 statutory days during this time.

It was

**PROPOSED by Councillor Burrell
SECONDED by Councillor Beynon
RESOLVED - That Pembroke Dock Town Council agree
that the Town Council Office closes on 1pm Wednesday
19th December 2018 and reopens on Thursday 3rd
January 2018.**

Members agreed.

107 Budget 2019/2020 AS RECOMMENDED BY THE FINANCE COMMITTEE

Administration

101 Administration		Recommended 19/20
1101	Advertising	100
1102	Internal Audit Fees	100
1103	Insurance	2500
1104	Legal Fees	2000
1105	Computer Support	250
1106	Telephone & Broadband	700
1107	Travelling & Subsistence - Staff	500
1108	External Audit	500
1109	Postage	500
1110	Office Equipment	2000
1111	Printing & Print Consumables	550
1112	Maintenance of Equipment	250
1113	Stationery	500
1114	Training - Staff	750
1115	Membership Fees	2300
1116	Internet	400
1117	Website	2000
1118	Training - Members	800
Totals		16700

- Legal fees need to be increased to allow for the potential purchase of 28 Dimond Street and the potential transfer of ownership of the land at the rear of Queen Street from the County Council.
- Telephone – there is a drop in the overall budget due to a new contract but the Committee also confirmed the purchase of a basis PAYG mobile phone for office and event use by Officers following a discussion at the last council meeting on 18th October regarding the installation of a second phone line in the office.
- Office Equipment – suggested that this is increased to £2,000 to allow for an upgrade to the IT equipment in the office which is now approaching 10 years old and in urgent need of attention.
- Training for Staff – increased to allow for CILCA qualification by new town clerk role if not already held.
- Training for Members – increased to allow for further training to be taken by more members.
- Membership Fees – increase to allow for both Clerk & Deputy SLCC membership and OVW

discounted period ending.

- Redesign of the Council website. It was commented that staff must be able to easily carry out updates to the site otherwise there would be an ongoing cost to arrange for the designer to carry out any updates to information.

It was

PROPOSED by Councillor Manning

SECONDED by Councillor Murton

RESOLVED – That Pembroke Dock Town Council agree the Administration Budget recommended for 19/20

Members' voted on this.

14 voted for 2 Abstained.

Salaries

102 Salaries		Recommended 19/20
1201	Salaries	71650
1205	Employers NI - PDTC	6200
1206	Pensions	10800
Totals		88650

- Increase is potential extra hours for new town clerk
- Employment of an outdoor person. The breakdown of this based on 30 hours would be:
30 hours at £7.83 = £12,215 30 hours at £8.75 - £13,650
Pension £1,661 Pension £1,843
NI £1,000 NI £1,200

It was

PROPOSED by Councillor O'Connor

SECONDED by Councillor Beynon

RESOLVED - That Pembroke Dock Town Council agree the Salaries Budget recommended for 19/20

A Vote was Taken by Members and all Agreed

Members Expenses

103 Members' Expenses		Recommended 19/20
1301	Mayor's Allowance	1500
1302	Deputy Mayor's Allowance	500
1303	Mayoral Civic Events	1200
1304	Official Entertainment	5000
1305	Councillor Allowance	2400
1306	Travel & Subsistence - Members	500
	Committee Chair Allowance (3)	1500
Totals		12600

- The new draft report from the IRPW had been circulated to members prior to the meeting. From this report, it was noted that the allowance for Deputy Mayor is recommended at £500 and all agreed that this should be the sum that is paid by this council.
- It was further recommended that this council consider the payment of £500 to the Chairs of the three committees – Finance, Personnel and Planning. The payment is in recognition of the additional work that is put in by the holder of each of the Chairs in preparation for meetings.
- The Interim Town Clerk would send the Terms of Reference for the Finance Committee to each of the Committee Members for review.
- It was further agreed to increase the sum of Official Entertainment to £5,000 to cover the costs for the planned “Freedom of the Town” event for Spring 2019. At the meeting of this council on 18th October it was agreed that the event should be extended to all three services and not just the RAF however it was felt that there should not be too many additional expenses and Councillor Manning stated that sponsorships could be sought from organisations to supplement the costs.

The following change was made:

Budget Head 103

Code 1304 Official Entertainment – transfer £4,500 for the Freedom event to budget head 108 Promotion of Tourism.

Councillor O’Connor and the Mayor would meet to discuss 1303 – Mayoral Civic Events.

It was

PROPOSED by Councillor Beynon

SECONDED by Councillor Anderson

RESOLVED - That Pembroke Dock Town Council agree to the revised Members’ Expenses Budget recommended for 19/20

A vote was taken by Members and all agreed.

Office Expenses

104 Office Expenses		Recommended 19/20
1401	General Rates	2600
1402	Storage Rent & Room Hire	400
1403	New Council Office Project	0
1404	Office Rent	3600
1405	Utilities - Electricity	900
1406	Utilities - Gas	1500
1407	Utilities - Water	500
Totals		9500

- A nominal increase against business rates had been included however it was commented that a reassessment of the rateable value of 28 Dimond Street could be sought from the Valuation Office. Although there is a risk that the assessment could result in an increase, the general view was that overall rents and property values had taken a general downturn in the town so it would be a worthwhile request to make.

It was

PROPOSED by Councillor Wilcox

SECONDED by Councillor Hall

RESOLVED - That Pembroke Dock Town Council agree the Office Expenses budget recommended for 19/20

A vote was taken and all agreed

Town Decoration and Improvement

105 Town Decoration & Improvement		Recommended 19/20
1501	Christmas Lighting	15000
1502	Utilities - Mem Lamp & Pump Ho	200
1503	Maintenance Centenary Lamp	150
1505	Maintenance Pump House	250
1507	Floral Baskets	8200
1508	Memorial Park Costs/Equipment	1000
1511	Street Cleaning	
Totals		24800

- Christmas Lights – this budget covers the hire of the lights across two contracts and also the putting up and taking down of the lights. The contract for the latter will be required to be put out for tender in early 2019 in preparation for Christmas 2019 so the current costs had been used for this budget.
- Floral Displays – there had been an increase in this budget to potentially allow for up to 3 additional large flower towers to be planted and placed in the town. There was some discussion concerning the watering of the hanging baskets and it was agreed that additional quotes to provide the service should be sought from PCC and from the supplier of the baskets.
- Maintenance costs for the Pump House and the Memorial Lamp had been left at the same value however it was agreed that the sums from the current financial year should be carried forward to enable a maintenance fund to be accrued and earmarked as it had been five years since the last routine maintenance had been done on the Pump House.
- It was further commented that the Street cleaning budget should be carried forward from this current financial year to next financial year so no additional funds would need to be allowed for.

It was

PROPOSED by Councillor Anderson

SECONDED by Councillor Judkins

RESOLVED - That Pembroke Dock Town Council agree the Town Decoration & Improvement Budget recommended for 19/20.

A vote was taken by Members' and all agreed

Miscellaneous

107 Miscellaneous		Recommended 19/20
1701	Flowers, Wreaths etc.	300
1702	Bank Charges	100
1703	CCTV Contributions Redcare	0
1704	CCTV Contributions PCC	0
1705	Civic Regalia	0
1706	Electoral Services	6500
Totals		6900

- There is a decrease under this heading as no provision is required for CCTV as Dyfed Powys Police are taking over the full costs of providing the service in their new project.
- It was agreed that no additional provision should be needed for civic regalia but the sum from this current financial year should be carried forward. There is work required on the mayoral chain however it has proven difficult to obtain quotes for this work. It was agreed that Munts of Haverfordwest are asked to look over the three civic chains of office to see what work is required to ensure they continue to be in good condition.
- As was agreed at the December 2017 meeting, the sum of £6,500 should be accrued toward electoral services.

It was

PROPOSED by Councillor Beynon
SECONDED by Councillor Anderson
RESOLVED - That Pembroke Dock Town Council agree
the Miscellaneous Budget recommended for 19/20

A vote was taken and all agreed

Promotion of Tourism

108 Promotion of Tourism		Recommended 19/20
1801	Twinning	2000
1805	PDTC Xmas Festivities	1750
	Town Carnival (to Quins)	2000
	Town Band Project	1000
	Bertie the Seabass Project	654
Totals		7404

- Some additional projects have been put forward under this heading.
- Town Carnival – it had been suggested by Councillor Hall that £2,000 is once again given to the Quins specifically for the carnival. The monies donated to them for 2018 had made a huge difference to their organisation of the town carnival and had ensured the event was

very successful. All agreed that this help from the town council should continue for 2019.

- Town Band – Councillor Manning had put forward that the Town Council try to help resurrect a town band and would like to budget £1,000 to help make this happen. There are a number of instruments in storage that need to be looked over by a specialist to see if they are serviceable.
- Bertie the Seabass – Council have already agreed to host Bertie the sculpture between April and June 2019 and the costs included transport to Pembroke Dock and the estimated additional insurance premium for his tenure.

Councillor Wilcox declared an interest re: Town Carnival (Quins).

Change Made on this Budget Heading:

Increase the Bertie the Seabass Project to £2000.00.

It was

PROPOSED by Councillor Beynon
SECONDED by Councillor Burrell
RESOLVED - That Pembroke Dock Town Council agree that the Bertie the Seabass Project figure be increased to £2000.00 in the Promotion of Tourism Budget recommended for 19/20.

A vote was taken and all Members agreed.

Councillor Wilcox left the meeting at 8.10pm

Donations

106 Donations		Recommended 19/20
1601	Donations	10000
Totals		10000

Financial Assistance with Service Level Agreement

Financial Assistance with Service Level Agreement		Recommended 19/20
	Friends of Memorial Park	5000
	The Pater Hall	
		5000

- Split the items that will come under “Service Level Agreement” away, namely Friends of Memorial Park and Pater Hall.
- FOMP have stated that an ongoing £5k from the council is required to help them achieve their goals of additional equipment that is accessible to all.

- The balance of the £14k that had been budgeted for the Pater Hall for this current financial year should be carried forward to next year. The balance will be approximately £13,250 and these funds could be earmarked to use for maintenance that might come to light once the condition survey is received back from RK Lucas.

It was felt that this year's amount of £41,500 was too high a percentage of this council's precept and that a sum of £10,000 should be set aside to cover any additional requests for financial assistance that might come in during the financial year 19/20. The new way of giving financial assistance should be publicised as there would now be four opportunities to approach the council for help during the year.

It was

PROPOSED by Councillor Judkins

SECONDED by Councillor Anderson

RESOLVED - That Pembroke Dock Town Council agree to accept the Donations Budget recommended for 19/20

A vote was taken by Members'

10 voted for 5 against

108 RECOMMENDATIONS FROM THE FINANCE COMMITTEE ON OTHER MATTERS

It was

PROPOSED by Councillor Burrell

SECONDED by Councillor Beynon

RESOLVED - That Pembroke Dock Town Council agree to accept the recommendations from the Finance Committee on Other Matters.

109 FREEDOM OF THE TOWN – COUNCILLOR GEORGE MANNING

No information at present

110 REPORT OF THE COUNTY COUNCIL LINK OFFICERS

None

111 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

None

112 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

None

113 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
11.10.18	Amazon UK – Santa Belt	£ 11.99	DEBIT CARD
12.10.18	Postage – Members Papers/Postage Stamps	£ 36.11	DEBIT CARD

12.10.18	SWALEC – Albion Square Lighting	£ 29.76	
12.10.18	1&1 Internet Ltd (Website)	£ 23.98	
15.10.18	PCC – Council Tax (Oct)	£305.00	
18.10.18	C.E.F (Pembroke) – 800 No. Cable Ties	£ 53.38	DEBIT CARD
22.10.18	One Voice Wales – Training Fees	£240.00	
22.10.18	Llanion Signs – 200 No. Poppy Banners	£480.00	
23.10.18	Bank Charges (Sept)	£ 5.50	
26.10.18	A Dillaway Expenses (OCT)	£ 58.14	
31.10.18	Pembroke Town Council (Christmas Tree/Transportation)	£350.00	
02.11.18	1&1 Internet Ltd (Website)	£ 11.99	
05.11.18	SLCC (Job Advertisement)	£384.00	
05.11.18	Marc Jones (Window Cleaner) 3 No.	£ 30.00	
07.11.18	Google Ireland Ltd (App Usage)	£ 6.60	
08.11.18	Festive Lighting – Christmas Lights	£4584.06	
08.11.18	S Scourfield – Consultancy Fees	£ 105.00	
08.11.18	Pembroke Town Council - Christmas Tree & contribution towards transport to collect the tree	£ 350.00	

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

Date	Description	Amount	Payment Method
02.11.18	R Ebrey – Office Rent (Nov)	£300.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
15.10.18	Valero- Remembrance Events Donation	£300.00	
18.10.18	Simply Business – Insurance Refund –Re: Sean Pratt	£ 95.45	
19.10.18	OVW- Meeting Room Hire	£ 37.50	

SALARIES AND WAGES

06.10.2018 – 05.11.2018	Salaries	£2563.19
06.10.2018 – 05.11.2018	Tax & NI	£683.32
06.10.2018 – 05.11.2018	Pensions	£609.63

ACCOUNT BALANCES

08.11.2018	HSBC Business Account	£18,485.41
08.11.2018	HSBC Premium Account	£127,549.54

It was stated that the sum of £350.00 paid to Pembroke Town Council had been entered on the Financial Report twice.

It was

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

114 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Town Centre Regeneration
Hearing Loop

115 COMMUNITY ISSUES

None

116 MAYOR'S REPORT

The Mayor commented that he would be donating the sum of £250.00 to Pennar Robins U7 for new rain jackets and £250.00 to be shared between Jordan and Lowri Hart (Welsh International Badminton Players) towards travelling and training costs, from his Mayoral Allowance.

The Mayor confirmed he had attended the following events:

- Remembrance Parade & Service (Well attended Event by the Community of Pembroke Dock)
- Pembrokeshire Young Achievers Award
- Guild of Freedom of Pembroke
- Remembrance Concert, Pennar Community Church
- Chief Scout Award Presentation Evening

117 PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor Burrell
SECONDED by Councillor Goff
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 THE PRIVATE AND CONFIDENTIAL MINUTES OF THE 18th October 2018

It was

PROPOSED by Councillor Hall
SECONDED by Councillor Beynon
RESOLVED - That the Private and Confidential Minutes of Thursday 18th October 2018 are adopted as a true record.

As there was no other business the meeting was closed.