

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 13th December 2018

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

IN ATTENDANCE:

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

125 APOLOGIES FOR ABSENCE

Councillors J Beynon, P Kraus, T Wilcox

126 DECLARATIONS OF INTEREST

Councillors D Burrell J Phillips, P George, (FOMP)

127 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None

128 MINUTES OF MEETING THURSDAY 15TH NOVEMBER 2018

It was

**PROPOSED by Councillor T Judkins
SECONDED by Councillor D Burrell
RESOLVED - That the Minutes of Thursday 15th November 2018 are adopted as a true record.**

129 MATTERS ARISING FROM THE MINUTES OF THURSDAY 15th November 2018

None

130 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

60. Letter of Thanks - PATCH

The Town Clerk advised members a letter of thanks had been received from PATCH for the donation towards their Christmas Toy Appeal.

61. Local Government Pension Scheme 2016 Valuation Exercise

Periodically the scheme administrators carry out valuations and the conclusions of the 2016 valuation has resulted in the increased employer rate that came into effect from April this year along with some deficit payments that are due. These are as follows:

Apr 18 to Mar 19	Apr 19 – Mar 20	Apr 20 – Mar 21
£600	£600	£700

These amounts are calculated specifically for our organisation.

The Town Clerk asked for members' agreement to pay the sum of £600 for this current PAYE Year.

It was **PROPOSED by Councillor B Hall**
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council agree to pay £600.00 for this current PAYE year.

A vote was taken by members and all agreed.

The Town Clerk then asked members' agreement to diarise payment of the sums noted for the next two PAYE years

It was **PROPOSED by Councillor S O'Connor**
SECONDED by Councillor M Murton
RESOLVED - That Pembroke Dock Town Council agree the sums noted for the next two PAYE years.

62. Replacement IT Equipment

Attached to members' papers was a review of pricing information for the replacement of the 3 desktop pc's and the addition of a laptop for use within the office.

A discussion took place between members and it was suggested that the Town Council should support Local Businesses Members voted on this and all agreed and therefore:

It was **PROPOSED by Councillor P Gwyther**
SECONDED by Councillor D Burrell
RESOLVED - That Pembroke Dock Town Council agree to purchase 3 No. replacement desktop pc's from Cybercure and 1 No. laptop from Perfect Pc's.

63. Movement of Funds

Back in June the Town Council had agreed to have the review however, it was not formally resolved to move the funds from reserves into the budget to cover the costs of this. The Town Clerk asked if members all agreed that the sum of £2688 could be moved into budget code 1119.

It was **PROPOSED by Councillor B Hall**
SECONDED by Councillor S O'Connor
RESOLVED - That Pembroke Dock Town Council agree to the movement of funds in the sum of £2688.00 to budget code 1119.

Members voted on this and all agreed.

64. Enabling Natural Resources and Wellbeing in Wales

The Town Clerk reminded members that she had recently sent out a request for them to review information sent by Pembrokeshire County Council on the above project and that they were asking for any further ideas to put forward for their bid for funding. She requested that they responded by 23rd November. To support the bid that PCC are submitting to Welsh Government it was requested that a letter of support be sent from this town council and to further offer some financial match funding towards the plans for the town. As the deadline that PCC were working to came between meetings, the Town Clerk had discussed the letter of support with the Mayor prior to sending. A copy

of the letter sent and also the information that has gone into the bid on the town's behalf was attached to the papers. The letter of support and financial funding is theoretical at this time and if the project gets the go ahead we can revise any financial assistance at that time.

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

None

132 BUDGET 2019/20

A discussion took place between members on this item. Members were asked to agree to accept Budget Head 103.

103 Members' Expenses

1301	Mayor's Allowance	1500
1302	Deputy Mayor's Allowance	500
1303	Mayoral Civic Events	1200
1304	Official Entertainment	500
1305	Councillor Allowance	2400
1306	Travel & Subsistence - Members	500
	Committee Chair Allowance (3)	1500
Totals		8100

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor S O'Connor

RESOLVED - That Pembroke Dock Town Council agree to accept Budget Head 103 (Members Expenses).

108 Promotion of Tourism

1801	Tourism & Twinning	2000
1805	PDTC Xmas Festivities	1750
	Town Carnival (to Quins)	2000
	Town Band Project	1000
	Bertie the Seabass Project	2000
	Freedom of the Town Event	4500
Totals		13250

Change Budget Heading 108 (Promotion of Tourism) to Events and Promotion of Pembroke Dock. Movement of funds from Budget Head 103 £4500.00 to Budget Head 108 to cover Freedom of the Town Event.

It was

PROPOSED by Councillor D Burrell

SECONDED by Councillor S O'Connor

RESOLVED - That Pembroke Dock Town Council agree to change Budget Heading 108 (Promotion of Tourism) to Events and Promotion of Pembroke Dock and Move Funds from Budget Head 103 £4500.00 to Budget Head 108 to cover Freedom of the Town event.

A vote was taken by Members and all agreed.

A lengthy discussion then took place between members with regards to the Precept figure for year 19/20. With all the budget figures now in place, the precept had increased by 4.19% to £182,900.00. There were varied views on whether the increase should be applied however it was proposed by Councillor S O'Connor and seconded by Councillor Judkins to increase the Precept figure. A vote was taken by members 10 voted for; 2 against and 1 member abstained.

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor Judkins

RESOLVED - That Pembroke Dock Town Council agree to increase the Precept figure for year 19/20 by 4.19% to £182,900.00.

133 RECOMMENDATIONS FROM THE PERSONNEL COMMITTEE

Members decided to discuss this item in Private & Confidential

134 FRIENDS OF THE MEMORIAL PARK – REQUEST FOR TOWN COUNCIL ASSISTANCE

A general discussion took place and thanks were given to Councillor Burrell and Councillor Beynon for the work that they have carried out on this project. It was proposed by Councillor O'Connor and seconded by Councillor Colgan that the Town Council submit the grant application on behalf of the FOMP.

It was

PROPOSED by Councillor S'Oconnor

SECONDED by Councillor M Colgan

RESOLVED - That Pembroke Dock Town Council agree to submit a grant application on behalf of the Friends of the Memorial Park.

A vote was taken by members and 11 voted for.

135 REPORT OF COUNTY COUNCIL LINK OFFICERS

None

136 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

Councillor Goff advised members that he had written a letter of concern to Cllr Paul Miller regarding the Cleddau Bridge situation.

Christmas lights in Queen Street had been sorted by the Office after some fittings had not been delivered.

**137 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES
Town Team**

Councillor Burrell commented that the Town Team had sent an expression of interest to PCC with regards to the Enhancing Pembrokeshire Grant in order for the Town Team to appoint a Town Champion/Community Engagement Officer.

Councillor Burrell also mentioned that MHPA are working with the National Museum of the Royal Navy to organise a week of events in the Whitsun School Holidays and that an update on the Tourism Feasibility Study had been distributed

138 FINANCIAL REPORT
ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
27.09.18	SWALEC – PUMP HOUSE	£ 36.16	
26.10.18	1&1 Ltd – Website Fee	£ 71.96	
08.11.18	Pembroke Hire Centre (Gas for WW1 Beacon)	£ 32.55	
09.11.18	Post Office (Members Papers Postage)	£ 12.60	
14.11.18	Lidl – Office Sundries – Scout Visit	£ 3.16	
15.11.18	Pembs County Council – Council Tax	£305.00	
15.11.18	Royal British Legion – Poppy Wreaths	£ 80.00	CHQ NO 100343
15.11.18	Royal British Legion – Poppies/Remembrance Event	£150.00	CHQ NO 100344
20.11.18	Postage -	£ 2.66	
21.11.18	One Voice Wales – Training x 3 Cllrs	£120.00	
22.11.18	Postage – Extraordinary Meeting Papers	£ 9.86	
23.11.18	Bank Charges (Nov)	£ 5.50	
30.11.18	Postage Papers/Stamps	£ 31.34	
05.12.18	Henbrandt Ltd - Christmas	£ 63.84	
05.12.18	One Voice Wales – Training x 1 Cllr	£ 40.00	
05.12.18	Clarity Copiers – Printing	£ 64.00	
05.12.18	S Scourfield – Consultancy Fees	£135.00	

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

Date	Description	Amount	Payment Method
16.11.18	Samba Doc/Children in Need	£100.00	DEBIT CARD
03.12.18	R Ebrey – Office Rent	£300.00	
05.12.18	Miss AL Thomas (Pennar Robins U7 Rain Jackets)	£250.00	
05.12.18	Mrs AJ Hart (Jordan & Lowri Hart – Welsh International Badminton Players)	£250.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
23.11.18	1&1 Internet Ltd – (Credit Note)	£11.99	
23.11.18	1&1 Internet Ltd – (Credit Note)	£11.99	
23.11.18	1&1 Internet Ltd – (Credit Note)	£11.99	
07.12.18	One Voice Wales (Room Hire)	£37.50	

SALARIES AND WAGES

06.11.2018 – 05.12.2018	Salaries	£2972.13
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06.11.2018 – 05.12.2018	Tax & NI	£ 972.51
06.11.2018 – 05.12.2018	Pensions	£733.65

ACCOUNT BALANCES

07.12.18	HSBC Business Account	£10,713.44
07.12.18	HSBC Premium Account	£127,574.70

It was

PROPOSED by Councillor B Hall

SECONDED by Councillor M Murton

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

139 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

CLlr S O'Connor - Standing Orders from OVW.

CLlr. D Burrell Developing an Action Plan for the Town.

140 COMMUNITY ISSUES

Councillor Murton commented that she had been contacted by concerned residents regarding vandalism and rubbish at the bus station. Councillor Murton had contacted PCC and was awaiting a reply.

Councillor Burrell asked if a welcome/opening times sign could be located at the Town Council Offices.

141 MAYOR'S REPORT

The Mayor confirmed he had attended the following events:

- Arrival of Santa Event
- Pembroke Dock Town Council Christmas Meal

142 PRIVATE & CONFIDENTIAL

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor M Murton

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.

The Western Telegraph Reporter in attendance asked the reason for moving on to Private and Confidential and he was informed that it was to discuss Personnel Committee Recommendations.

It was

PROPOSED by Councillor D Burrell

SECONDED by Councillor G Manning

RESOLVED - That the Minutes of the Meeting held on Friday 30th November 2018 are adopted as a true record.