

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 17th January 2019

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

J Bennett – Pembs County Council Link Officer

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Dillaway – Deputy Town Clerk

Amanda Hart – Administration Support Officer

The Mayor Councillor G Goff welcomed the new Town Clerk and thanked the Interim Town Clerk and Interim Deputy Town Clerk for all their hard work over the past year.

143 APOLOGIES FOR ABSENCE

Councillors P Gwyther, P Kraus.

144 DECLARATIONS OF INTEREST

CLlr T Wilcox (Personal Interest) Item 148 (No.66)

145 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr J Lloyd congratulated the new Town Clerk on her recent appointment and congratulated the Office Staff on their successful management of Council Business during the absence of a Town Clerk.

Mr Lloyd also questioned that given the Defensible Barracks is currently up for sale and the Barracks is one of only two structures in the world would, the Council be making enquiries with regards to funding the purchase and maintenance of the Defensible Barracks which is a prominent and historic landmark in this town. The potential for increasing the visitor foot fall and regenerating local business has to be considered and asked would the Council consider setting up a working group on an urgent basis to investigate this opportunity.

146 MINUTES OF MEETING THURSDAY 6TH & 13TH DECEMBER 2018

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor B Hall

RESOLVED – That the Minutes of Thursday 6th December 2018 are adopted as a true record.

It was

PROPOSED by Councillor Dilys Burrell

SECONDED by Councillor M Murton

RESOLVED – That the Minutes of Thursday 13th December 2018 are adopted as a true record.

147 MATTERS ARISING FROM THE MINUTES OF THURSDAY 6TH DECEMBER 2018

None

MATTERS ARISING FROM THE MINUTES OF THURSDAY 13th DECEMBER 2018

Item 139 Pg 174 (1) Standing Orders OVW

It was decided to have a separate meeting to discuss this item.

Item 139 Pg 174 (2) Developing an Action Plan for the Town

Councillor Burrell will submit a report at next Full Council Meeting.

148 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

65. Closure of St Marys Catholic Primary School

The Town Clerk informed members that Pembrokeshire County Council had provided notice of the closure for St Marys Catholic Primary School, Bufferland, Pembroke Dock. Services on this site will be discontinued on Friday 26th April 2019.

66. Webcasting of Standards Committee Hearings

The Town Clerk stated she had been contacted by Pembrokeshire County Council Monitoring Officer has requested the views of Town and Community Councils following a matter raised in relation to the Standards Committee Hearings.

There was a general presumption that Pembrokeshire County Council webcasts its official meetings and the question had been raised as to whether Standards Committee Hearings should be webcast. For information, Standards Committee general business, such as dealing with applications for dispensation to speak/speak and vote are invariably webcast. It was recognised however that there may be different considerations to be borne in mind with regard to hearings.

Standards Committee Hearings have been held infrequently in Pembrokeshire in the past. They are convened to hear cases of alleged breaches of the Code of Conduct by County, Town and Community Councillors following referral of such cases by the Public Services Ombudsman for Wales. There have been two such cases in the past three years.

The Monitoring Officer had asked, if Council wished to express a view, with reasons, as to the desirability or otherwise of webcasting Code of Conduct Hearings. The Town Clerk asked Council Members if they would like to formally comment on this issue.

CLlr Wilcox declared an interest on this item.

Members discussed this item, a vote was taken and the following decision was made:

Reply formally to PCC Monitoring Officer stating that this Council would not be supporting the idea of webcasting Standards Committee Hearings.

Members voted as follows

2 for

8 against

3 abstain.

CLlr Beynon asked that his vote **for** webcasting to take place at Standard Committee Hearings to be recorded.

67. Network rail – Temporary Road Closures

Information had been received regarding the replacement of Pembroke Road railway replacement. The planned works will result in disruption to traffic with temporary road closures in place for between 8pm on Friday 18th January to 6am on Monday 21st January on the section of Pembroke Road (Haverfordwest) which surrounds the bridge. The Main road into Haverfordwest (Dredgemans Hill) will remain unaffected.

68. Computer Quotes

At the last meeting of this Council quotes for new computer equipment was agreed with 3 x computer systems being purchased from Cybercure and the laptop being purchased from Perfect PCs. Advice has been gained from Pembrokeshire County Council IT Department to ensure that we are purchasing the most suitable equipment, they advised that the systems quoted were upgraded.

The upgraded costs for the recommended systems was £1319.97 The Town Clerk asked for confirmation from members that they were happy to proceed with the quote.

A vote was taken and all members agreed to accept the new quotation.

69. Recommendations from Personnel Committee

The Town Clerk informed members that the Personnel Committee had met on 8th January 2019 and discussed the process for Appraisals attached was the following documents which they recommend this Council adopts

- Draft Performance review policy and procedure
- Draft Self Appraisal form
- Draft Appraisal Interview report

The Chair of Personnel spoke to members and it was proposed by Cllr G Manning and seconded by Cllr J Beynon to adopt the recommendations.

An Appraisal's Committee was formed and the following Members were appointed - Cllr D Burrell, Cllr J Beynon & Cllr G Goff.

It was

PROPOSED by Councillor G Manning
SECONDED by Councillor Cllr J Beynon
RESOLVED - That Pembroke Dock Town Council agree to adopt the Personnel Committee's Recommendations regarding the Appraisals process.

Members of Personnel also discussed start timings of meetings and suggested that if possible it would be easier for members if meetings were to have a regular start time.

70. Recycling bag Collection Point

The Town Clerk advised Members that the office had received many requests from members of the public for food bags and recycling bags in the office, the Town Clerk requested permission from Council to contact the County Council to offer to be a collection point for members of the public.

Members all agreed what an excellent idea. The Town Clerk commented that she would contact PCC to arrange the facility.

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

71. LDP Preferred Strategy and Candidate Sites Register

Pembrokeshire County Council had recently held a number of workshops with regards to the Local Development Plan. Councillor Burrell has requested this item is raised as she has areas she would like to raise comments on.

Cllr Burrell suggested that a formal reply was sent via the Planning Committee and therefore would meet with Committee to discuss the areas that she would like to raise.

Cllr Goff commented how it would like to see St Mary's CP School developed into Social Housing complex for Over 55's

The Town Clerk was asked to contact the relevant party to enquire if any plans had been put in place for the future of the building.

72. Independent Remuneration Panel for Wales - Councillor Allowances reminder

The Panel previously determined that community and town councils must pay £150 per year to every councillor as a contribution towards costs and expenses incurred by the councillor during the year.

These measures are aimed at enabling councillors to effectively fulfil their role. There has been £2400 (£150 per Councillor) set aside in the 2018/2019 Town Council budget for this payment, with the funds being released to each councillor who does not formally write and state they do not wish to receive this fund before the end of March 2018.

The Town Clerk commented she had received formal notification from 3 Councillors so far so would be requesting bank account details for all other councillors to ensure that payments are made. If members do not wish to receive the £150 notification is required in writing either by email or letter before the end of February 2019.

150 REPORT OF COUNTY COUNCIL LINK OFFICERS

Mr James Bennett commented the Budget Consultation was ending on Friday 18th January 2019. It will be put forward to Cabinet on 11th February 2019 and final decision made on 21st February 2019. Domiciliary Care Services are struggling to recruit staff.

A Jobs Fair was being arranged at the Bridge Innovation Centre shortly.

151 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT

BREXIT

The Mayor asked the Town Clerk to contact MHPA to see if a representative could attend and give a presentation on how they would deal with the decision made Re: Brexit Issue.

**152 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES
FOMP**

Councillor Beynon advised members that the grant application for the Memorial Park had been submitted and that they were waiting to hear the outcome.

ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
05.12.18	Christmas Present Bags/Santa Grotto	£184.79	
07.12.18	Greggs – Refreshments/ Volunteers Xmas Wrapping	£ 15.65	DEBIT CARD
07.12.18	Google Ireland Ltd – App Usage	£ 6.60	
07.12.18	Postage – Meeting Papers	£ 14.00	DEBIT CARD
08.12.18	Greggs – Refreshments/Volunteers Xmas Wrapping	£ 5.40	DEBIT CARD
10.12.18	Greggs - - Refreshments/ PDTC Xmas Event	£ 4.00	DEBIT CARD
10.12.18	D Brain- Travel Expenses	£100.00	
10.12.18	Brian Jones – Christmas Lighting - Installation	£4764.00	
10.12.18	Mr J Lloyd – Materials for Office Christmas Display Window)	£ 85.47	
12.12.18	Hermes – Returns Postage – Re: Christmas Present Bags	£ 7.89	
13.12.18	Balloon Sensations	£ 95.00	
14.12.18	Office Furniture Online – Office Chair	£112.86	
14.12.18	Post Office – Postage Stamps	£ 20.88	DEBIT CARD
14.12.18	British Gas – Electricity Bill	£179.97	DEBIT CARD
14.12.18	Open Spaces – Membership Renewal	£ 45.00	
18.12.18	Marc Jones/ 3 x Window Cleaning	£ 30.00	
18.12.18	Term Data Destruction – Confidential Shredding	£ 16.20	
18.12.18	PCC – Council Tax (Dec)	£305.00	
19.12.18	Cariad Cool Water – Rental & WEE Charges	£ 21.65	
19.12.18	Cariad Cool Water – Sanitisation Service	£ 18.31	
19.12.18	AJ Dillaway – December Expenses	£ 14.10	
19.12.18	AJ Dillaway – PDTC Xmas	£ 100.00	
19.12.18	AJ Hart – PDTC Xmas	£ 100.00	
23.12.18	Bank Charges – (Dec)	£ 7.10	
24.12.18	SWALEC – Pump House	£ 47.99	
04.01.19	Post Office Postage PDTC Calendars	£ 32.20	DEBIT CARD
08.01.19	British Gas – Office Gas Bill	£ 89.32	DEBIT CARD
09.01.19	Brian Jones – Dismantling Christmas Lights – Replacing various RCDs	£5340.00	
09.01.19	Pater Hall Trust – Room Hire PDTC Santa Grotto	£ 50.00	
10.01.19	SWALEC – Albion Square Lighting	£ 40.27	
10.01.19	BT. Com – Office Phone/Broadband Services	£ 185.38	

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

Date	Description	Amount	Payment Method
19.11.18	PATCH Xmas Appeal - Donation	£ 250.00	CHQ NO. 100345
12.12.18	Pater Hall Trust Grant Payment	£4000.00	
02.01.19	Monkton Cars – Office Rent	£ 300.00	

ACCOUNT RECEIPTS

Date	Description	Amount	Payment Method
11.12.18	HMRC VAT Refund	£ 1,539.51	
20.12.18	Precept 2018-2019 (3 rd Payment)	£58,517.00	
09.01.19	Henbrandt – Refund on returned Christmas Bags	£ 46.66	

SALARIES AND WAGES

06.12.2018 – 05.01.2019	Salaries	£2991.14
06.12.2018 – 05.01.2019	Tax & NI	£ 985.13
06.12.2018 – 05.01.2019	Pensions	£ 738.91

ACCOUNT BALANCES

10.01.2019	HSBC Business Account	£99,355.08
10.01.2019	HSBC Premium Account	£77,590.72

It was

PROPOSED by Councillor D Burrell

SECONDED by Councillor J Beynon

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

154 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Request update from PHT Re: Business Plan

Action Plan – Councillor Burrell

Defensible Barracks

Western Telegraph Reporter

155 COMMUNITY ISSUES

Travelodge – Pembroke Dock

CLlr Burrell raised an issue with regards to flytipping behind the Travelodge and suggested that the Town Council contact the Travelodge to assist with this issue.

Parking Issues - Waterloo

CLlr Beynon commented that the restrictions were being put in place very soon.

Trees near Asda

CLlr Phillips commented that trees had been removed from an area close to Asda and therefore would they be replaced. CLlr Phillips was advised that it would be very unlikely however CLlr Burrell

asked if PCC could be contacted to confirm this.

Pennar Ward – New Boundary Identification

Cllr Wilcox asked the Town Clerk if she could contact the Boundary Commission with regards the new Boundary Names for Pennar Ward.

Cleddau Bridge Hotel – Flytipping

Cllr Goff raised concerns with regards to flytipping at the Cleddau Bridge Hotel.

Cllr Goff thanked Mr & Mrs John Lloyd for all their hard work e.g creating a Remembrance and Christmas Window display, wrapping presents for Santas Grotto.

156 MAYORS REPORT

None

157 PRIVATE & CONFIDENTIAL

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor P George
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.**

It was

**PROPOSED by Councillor M Murton
SECONDED by Councillor D Burrell
RESOLVED - That the Minutes of the Meeting held on Thursday 13th December 2018 are adopted as a true record.**