

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 14<sup>th</sup> February 2019

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

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk  
Amanda Dillaway – Deputy Town Clerk  
Amanda Hart – Administration Support Officer

Ms Katie Thomas of Wales Air Ambulance was presented with a cheque for £1530.55 from Mayor Cllr G Goff as his designated Charity for the year. This money was donated from Cllr Goff's personal Mayoral allowance.

Ms Thomas commented that Wales Air Ambulance had been called out 113 times of which 26% was in South Pembrokeshire.

**158 APOLOGIES FOR ABSENCE**

Cllr P Gwyther, Mr J Bennett (Link Officer)

**159 DECLARATIONS OF INTEREST**

Cllr J Beynon and Cllr D Burrell Personal and Prejudicial (Item 163 (No. 80) – Pembroke Dock Town Team – Town Champion/Engagement Officer.

Cllr J George, Personal (Item 172 – P&C) Mother on Pater Hall Trust

Cllr P George, Personal (Item 172 – P&C) Pater Hall Trust

Cllr M Colgan, Personal (Item 172 – P&C) Pater Hall Trust

Cllr T Judkins, Personal (Item 172 – P&C) Pater Hall Trust

**160 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

None

**161 MINUTES OF MEETING THURSDAY 17<sup>TH</sup> JANUARY 2019**

It was

**PROPOSED by Councillor B Hall**

**SECONDED by Councillor M Murton**

**RESOLVED – That the Minutes of Thursday 17<sup>th</sup> January 2019 are adopted as a true record**

**162 MATTERS ARISING FROM THE MINUTES OF THURSDAY 17<sup>th</sup> January 2019**

**Item 145 (Pg 75) Question and Answer Session Members of the Public.**

The Town Clerk asked Members if they had thought about the suggestion from Mr Lloyd to set up a working group in respect of the sale of the Defensible Barracks.

Councillor Burrell commented that the Town Team at present had a consultant conducting a Tourism Study and they had contacted the owner of the Defensible Barracks with regards to looking into encouraging more

visitors to Pembroke Dock. However, at this present moment in time the consultants are saying that it is such a massive project that it is probably a private sector project not something that a public sector or a charitable organisation could take on at this point in time. As the study develops there will be official recommendations and thoughts on this.

The Town Clerk stated that she should would pass on the Town Team details to Mr Lloyd to contact them directly about this item.

Cllr Goff stated that he had spoken to the Town Clerk about contacting the Donald Trump Organisation with regards to purchasing the Defensible Barracks. As there are only two in the world and as he owned the other one in Dallas, Texas perhaps he may be interested in this building.

The Town Clerk will try to contact the organisation.

**ITEM 145 (Pg. 77) Network Rail – Temporary Road Closures**

The Town Clerk advised members of the temporary closure at Dredgemans Hill, Haverfordwest from 15<sup>th</sup> February 2019 – 18<sup>th</sup> February 2019.

**ITEM 145 (Pg. 77) Recycling Bag Collection Point**

The Town Clerk advised members that Pembrokeshire County Council had agreed for the Town Council Office to become a recycling point for orange bags, food bags and bins. This service will be publicised when it has been finalised

**163 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**73. Appraisal Training – One Voice Wales**

At the last meeting of this Council documents were approved as recommended by the Finance Committee for Appraisals to be undertaken. To ensure the process was undertaken in the correct manner it was advised that training was offered. The Town Clerk stated that she had therefore contacted One Voice Wales for this training who has quoted a fee of £340.

If the quote was agreed the training would take place at 11am on the 11<sup>th</sup> March 2019. The Town Clerk asked if members agreed for this training to go ahead.

Members discussed this item and it was decided that the appraisal training should go ahead and that it should also be open to all Councillors. The Town Clerk asked Councillors to contact the office if they wished to attend.

All members voted for the training to go ahead.

**74. Virement of budget**

In order for members to attend training between now and March we are required to move Funds between budget heads to ensure we are not over spent. The Town Clerk therefore recommended that £440 was transferred from Consultancy head to training for members. The table below shows the amounts.

	<b>Amount left in budget</b>	<b>Amount after transfer</b>
<b>Consultancy</b>	£2116	£1676
<b>Training for members</b>	Overspend of £20	£420

It was

**PROPOSED by Councillor G Manning**  
**SECONDED by Councillor J Beynon**

**RESOLVED - That Pembroke Dock Town Council agree for £440.00 to be transferred from Consultancy heading to Training for Members.**

A vote was taken and all Members agreed.

#### **75. Photocopier Upgrade**

The Town Clerk informed members that there had been a number of issues with the current copier in the office, which was starting to impact on undertaking tasks and efficiency of the office. She commented that she had therefore requested quotes for a new machine which will incorporate all of the copying and printing needs and compliment the new computers.

For information the current copier was originally purchased back in 2011 from Clarity copiers, a service and maintenance charge is paid each month which is paid per copy this covers all basic maintenance and setting up of the machine and toner costs.

Clarity Copiers have quoted **£1,850** for the purchase of a new copier which will suit the needs of the office; the cost of copy for the service was .004 pence per black and white and 0.4 pence per colour

The Town Clerk informed members that the funds for the machine would come from New Council Office Project which needed to be allocated before the year end.

It was

**PROPOSED by Councillor J Beynon**

**SECONDED by Councillor D Burrell**

**RESOLVED - That Pembroke Dock Town Council agree to the Photocopier Upgrade at a cost of £1,850 and funds for this can be obtained from the New Council Office Project.**

A vote was taken and all members agreed.

#### **76. Draft Street Trading Policy**

The Town Clerk advised Members Pembrokeshire County Council are undertaking a review of the current street trading policy. The policy was designed to ensure that the street trading function was delivered in accordance with legislative requirements, the Council's strategic aims and objectives and to provide a context for operational decision making. The Town Clerk stated if any member would like a hardcopy of the policy to let her know.

#### **77. Stockwell Road – Traffic Order**

Pembrokeshire County Council have advertised proposed waiting restrictions at various locations across the County. The new waiting restrictions affect Stockwell Road, with no waiting at any time restriction on the east side of the road. This will prevent parking on the carriageway and adjacent footway on the 105 metre length of double yellow lines. The Town clerk stated she had included within members papers a copy of the plan.

Councillor Manning asked if Pembrokeshire County Council could be contacted to ask about yellow lines in other areas of the Town.

#### **78. Transport for Wales – Rail Stations Audit**

Transport for Wales are undertaking station audits across all stations in Wales & Borders, the works are to be completed by the end of March, after which time they will develop their plans for station improvements.

As part of their data gathering exercise, they have asked for views and ideas on how the stations can be improved. They are looking at all areas of the station including platforms, Station buildings, Car Parking, Accessibility, Safety, Communication, Information etc

A few ideas were put forward by members. The Town Clerk asked members to send their feedback through to her by 9am on Friday 15<sup>th</sup> February.

#### **79. Temporary Road Closures – Arthur Street – Pembroke Dock**

The Town Clerk informed members that there would be a temporary road closure on Monday 18<sup>th</sup> February 2019 for a period of 5 days on Arthur Street. The alternative routes for access would be Glenview Avenue, Tremeyrick Street and London Road.

#### **80. Pembroke Dock Town Team – Town Champion/Community Engagement Officer**

Information had been received from the Town Team with regards to request for support for a Town Champion/Community Engagement Officer. The Town clerk had attached with members' papers a copy of the information regarding the request which asks for a letter of support.

The Town Clerk asked for comments on this item.

Councillors Beynon and Burrell left the meeting room as they both had declared a Personal and Prejudicial Interest in this item.

A discussion took place between Members and they put forward their views on this item. It was then decided that Pembroke Dock Town Council would provide a letter of support to the Pembroke Dock Town Team

It was

**PROPOSED by Councillor S O'Connor**

**SECONDED by Councillor T Wilcox**

**RESOLVED - That Pembroke Dock Town Council agree to provide a letter of support to the Pembroke Dock Town Team in order to apply for a grant to appoint a Town Champion/Engagement Officer**

#### **81. Milford Haven Port Authority Response to No Brexit**

The Town Clerk informed members that she had received a response from Milford Haven Port Authority with regards to the holding of vehicles at Pembroke Dock Ferry Terminal in the event of a No Deal Brexit. They have stated that there was a limited amount of information which they are able to share due to Non-Disclosure Agreements signed with the Government, however they would like to reassure members that they are in dialogue with all frontier agencies regarding this issue.

#### **82. Pembroke Dock Festival Group**

The Festival group recently held an Annual General meeting to discuss the future of the group. At the meeting it was agreed that due to the current lack of membership the group would shut down, it was agreed that the funds which were left in the account should be transferred to the accounts of the Town Council and used for future festival events or passed to the new group if formed.

A discussion took place. More volunteers were needed to make the group a success. It was important that PDTC continued to host an event in the park and perhaps it would be ideal to contract a community organisation to arrange events for the town.

### **83. Pater Hall Defibrillator Box**

The Town Clerk stated that she had been approached by the PCSO's of Pembroke Dock who had been collating a list of the defibrillator locations within Pembroke Dock. It had been requested that the current defibrillator which was located within the Pater Hall was moved to a location which was accessible for the whole community to use, even when the hall was closed. The Town Clerk stated that she had informed the PCSO's for this to happen funding would be required as a secured box would cost approximately £550.

The Town Clerk asked members if they wished to fund an external box with funds coming from the Town Council's general donations budget The Town Council currently have £2975 left within this budget head.

A general discussion took place with members putting forward their views on the matter. Members believed that PCSO's/Police had a community fund they could access for these items and therefore asked the Town Clerk to contact them for clarification before considering the donation.

A vote was taken and all members agreed.

### **164 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK ITEM NUMBER AND SUBJECT**

None

### **165 REPORT OF COUNTY COUNCIL LINK OFFICERS**

None

### **166 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT**

Cllr Goff commented that he is concerned about the amount of rubbish bags being put out in the streets days before they are due to be collected.

### **167 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES PPG – Parents Participating Group**

Cllr O'Connor stated that a meeting had recently been held to discuss the Argyle Street Surgery Appointment System. When the surgery has had their new IT system installed they are looking into being able to offer appointments in advance as well as the daily/next day appointments. With the closure of St Clement's Surgery the Doctor has now returned to Argyle Street and 2000 patients registered in Neyland have opted to register with surgeries there, therefore reducing the number of patients in the Argyle Street Practice. There are still a lack of Doctors but steps are going in the right direction. Cllr O'Connor commented that he had mentioned whether the surgery had become too big and that perhaps it should be split into two areas to take away pressure.

Cllr Wilcox had attended a Hywel Dda Seminar and was informed that there were numerous GPs applying for positions in Pembrokeshire however they only seemed to be applying for certain surgeries for different reasons i.e management or size.

### **TOWN TEAM**

Cllr Burrell informed members that the dates for this year's Beer Festival will be 26<sup>th</sup> & 27<sup>th</sup> April 2019.

168 TO RECEIVE AND CONSIDER THE FINANCIAL REPORT

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
15.11.18	The Book People (562 Books) for Santa Grotto	£ 690.40	DEBIT CARD
11.01.19	Post Office – Members Papers Postage	£ 14.00	DEBIT CARD
15.01.19	CardCraft – Christmas Wrapping Paper/Tape	£ 29.23	
15.01.19	Timpsons – Office Key	£ 8.00	
15.01.19	Inks Direct – Printer Ink	£ 33.61	DEBIT CARD
17.01.19	Dwr Cymru	£ 43.63	DEBIT CARD
18.01.19	Wilko – Items for St David’s Day Office Window	£ 10.00	
18.01.19	LBS Builders Merchants – St David’s Day Office Window	£ 28.38	
18.01.19	Flag & Bunting Store – St David’s Day Office Window	£ 25.89	
18.01.19	Perfect PCs Office Laptop	£ 396.00	
18.01.19	Cybercure – Office Computers	£1319.97	
21.01.19	Pembs County Council - Rates	£ 305.00	
23.01.19	Bank Charges (JAN)	£ 7.10	
25.01.19	Complete Business Solutions Calendars	£ 210.00	
25.01.19	Microsoft Office – Office 365 Package	£ 79.99	
07.02.19	Google Ireland Ltd – App Usage	£ 6.60	
07.02.19	Marc Jones – Office Window Cleaning	£ 30.00	
07.02.19	Tesco – Office Sundries	£ 4.50	
07.02.19	Home Bargains - Stationery	£ 5.66	
07.02.19	B&M – 2 x Halogen Heaters	£ 39.98	
08.02.18	ICO – Data Protection Fee	£ 35.00	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
03.01.19	RT Ebrey – Office Rent	£300.00	
01.02.19	RT Ebrey – Office Rent	£300.00	

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
31.01.19	Festival Committee/ Closing Balance	£539.94	

**SALARIES AND WAGES**

06.01.2019– 05.02.2019	Salaries	£3774.27
06.01.2019 – 05.02.2019	Tax & NI	£ 588.15
06.01.2019 – 05.02.2019	Pensions	£ 847.01

**ACCOUNT BALANCES**

08.02.19	HSBC Business Account	£91,753.05
08.02.19	HSBC Premium Account	£77,603.73

**169 AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

Cllr D Burrell – Action Plan  
Cllr G Goff – Quins Carnival

**170 COMMUNITY ISSUES**

None

**171 MAYOR'S REPORT**

None

**172 PRIVATE & CONFIDENTIAL**

It was

**PROPOSED** by Councillor J Beynon

**SECONDED** by Councillor S O'Connor

**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.