

An Extraordinary Meeting of Pembroke Dock Town Council held at the Pater Hall, Pembroke Dock on Thursday 16th November 2017

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

IN ATTENDANCE:

Amanda Dillaway – Deputy Town Clerk
Amanda Hart – Administrative Support Officer

91 APOLOGIES FOR ABSENCE

None

92 DECLARATIONS OF INTEREST

Councillor P Gwyther – Pater Hall Trust
Councillor M Colgan – Pater Hall Trust & Town Team
Councillor J Phillips Pater Hall Trust & Town Team
Councillor P George – Pater Hall Trust
Councillor P Kraus – Pater Hall Trust
Councillor D Burrell – Mother in law - Member of Pater Hall Trust
Councillor J George – Mother - Member of Pater Hall Trust

APPOINTMENT OF INTERIM MAYOR AND DEPUTY MAYOR

Councillor Hall moved that Councillor G Goff step into role of Interim Mayor for the remaining term of Office. All Members agreed to this move.

Councillor G Goff read out a Declaration accepting the position of Interim Mayor, and commented that he was honoured to become the Mayor of Pembroke Dock and hopefully he would be able to turn the Town around.

Councillor Hall then proposed Councillor G Manning for the role of Interim Deputy Mayor and this was seconded by Councillor S O'Connor.

Councillor B Hall commented that he would class Cllr G Manning one of the pillars of the society in Pembroke Dock. If there were one hundred of him and his lady wife then Pembroke Dock would be a better place.

Councillor J Phillips put forward an amendment to Councillor Hall's proposal of Councillor G Manning becoming Interim Deputy Mayor and proposed Councillor P George.

Councillor P George commented that she did want to take the position of Interim Deputy Mayor, and therefore Councillor Phillips's proposal fell.

Members took a vote on Councillor Hall's proposal of Councillor George Manning becoming Interim Mayor of Pembroke Dock.

12 voted for
2 voted against

Councillor G Manning read out a Declaration accepting the position of Interim Deputy Mayor of Pembroke Dock. Councillor Manning further commented that his intentions in the role would include improving the situation that Pembroke Dock is in at the moment; with bad press and publicity; the loss of another highly respected Town Clerk due to this and previous Council's failure to deal with complaints expediently.

Councillor Hall stated that a meeting had taken place by the Pembroke Dock Town Council's Appeals Committee on Wednesday 15th November 2017. Councillor Hall stated after reading the evidence from both parties the Appeals Committee upheld the Staff's Grievance case against a Town Councillor and the case would be forwarded onto The Ombudsman for Wales for them to review.

QUESTON AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There was no formal Q&A session planned at this extraordinary meeting however, Councillor G Goff stated that as Mr John Lloyd had attended the meeting with a letter for members of the Town Council, he could have time to present his letter.

A copy of Mr Lloyd's letter is appended to these minutes as Appendix 1.

93 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

54. Town Council Link Officers

The Town Clerk had received notification that link officers had been appointed to the Town Council; the officers appointed were Jason Bennett, Head of Adult Care and James White, Head of Performance and Community, Children and Schools.

The Town Clerk had included within members' papers a copy of the letter received and the guidance notes for the link officers.

Members decided that the newly appointed Link Officers should be invited to attend a Full Council Meeting.

55. Independent Remuneration Panel Recommendations

The above Panel had made recommendations regarding payments that the Town Council could make to its Councillors and Mayor. Within the report it recommends that the Mayoral Allowance is a maximum of £1,500 and Deputy Mayor £500. There were also recommendation for £150 expenses to be available for all councillors to claim if they incur any costs in respect of telephone usage etc.

A discussion took place between Members on these recommendations and Councillor P Gwyther commented that he was against Councillors' claiming the expenses and therefore he would not be claiming any expenses for any costs that he may incur carrying out his position of Town Councillor. The general feeling amongst members was that the expenses were there if needed and therefore it would be better to budget for the costs and if members wished to claim, they could do so with the relevant receipts.

It was

**PROPOSED by Councillor D Burrell
SECONDED by Councillor S O'Connor
RESOLVED - That Pembroke Dock Town Council adopt the
recommendations of the Remuneration Panel for the
revised Mayor/Deputy Mayor Allowances and expenses**

A vote took place and Members voted to accept Councillor Burrell's proposal.

Councillor O'Connor asked for the document to be forwarded to the Pembroke Dock Town Council Standing Orders Task Group.

56. Boundaries Commission for Wales

The Town Clerk had included in Members' papers a copy of the proposals for the Boundary Commission proposals. As you will see from the information it will not affect Pembroke Dock. Councillor Hall proposed that the document is accepted by the Town Council and Councillor J Beynon seconded this proposal.

Councillor Beynon further commented that there will be some boundary changes to electoral wards in Pembroke Dock to ensure that the wards become similar in size. The proposals would mean wards have a maximum electorate of 1500 and a minimum of 1200.

57. Public Access to Pater Hall Trust Meetings

Councillor George Manning had asked for this item to be added to The Town Clerk's report. Councillor Manning commented that he recently tried to attend a meeting of the Pater Hall Trust and was refused entry to the meeting, Councillor Manning had therefore asked for it to be discussed further at this meeting.

Councillor Manning advised Members that when he attempted to attend the Pater Hall Trust Meeting, he was told by Mr Ian Jones that it was a private meeting.

Councillor Hall stated that Councillor Manning should not have been refused entry to the Pater Hall Trust Meeting. Councillor O'Connor commented that changes should be made, however they could not be made until the Pater Hall Trust AGM. Councillor Beynon stated that as Pembroke Dock Town Council owned the building that Council Members should be allowed to attend meetings.

Councillor Gwyther commented that the Pater Hall Trust Rules had been set by Pembroke Dock Town Council in the presence of Pembroke Dock Town Council Solicitors.

Councillor O'Connor proposed that there should be a change in the constitution to say that Pembroke Dock Town Councillors that are on the Pater Hall Trust Committee should present a report from the Trust every Full Council Meeting, this proposal was seconded by Councillor Burrell.

It was

**PROPOSED by Councillor O'Connor
SECONDED by Councillor Burrell
RESOLVED - That Pembroke Dock Town Council agree there
should be a change made in the Constitution of the Pater
Hall Trust that Pembroke Dock Town Councillors who are
on the Pater Hall Trust Committee should present a report**

from the Trust each Full Council Meeting.

Councillor J Beynon left the Meeting at 7.30 pm.

Councillor Manning commented that he had looked through the Pater Hall Trust file that was held at the Town Council Offices and could not find any information to confirm the Trust Meetings were private.

Councillor Hall stated that the 5 Town Council Members that were on the Pater Hall Trust Committee should be revoked and 5 new Members appointed.

Councillor O'Connor stated that not all Charity Trust Meetings are open to the General Public. He then proposed that the Town Council Representatives on the Pater Hall Trust ask the Trust to allow Councillors to attend their Meetings and if the Trust are against this an explanation should be given. This proposal was seconded by Councillor Burrell.

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor D Burrell

RESOLVED - That Pembroke Dock Town Council agree that the Town Council Representatives on the Pater Hall Trust should ask the Trust to allow Councillors to their Meetings.

A vote was taken by Members it was unanimously agreed that this proposal was put forward.

It was stated that it was going to cost £10,000 for the repairs to the Pater Hall. Councillor Wilcox asked if the Pater Hall Trust would be claiming off their Insurance for this amount. Councillor Gwyther commented that they are trying to claim this money.

58. Pembroke Dock Quins Carnival

Councillor Gordon Goff had asked for this item to be discussed at this meeting.

At this point Councillor T Wilcox left the room as he had declared an interest on this item.

Councillor Goff began the discussion stating that the Quins Carnival this year was disappointing but by no means was it a fault of the Quins Carnival Committee. Councillor Goff therefore proposed that the funds granted to the Festival Group for Summer could be amalgamated with the Quins Committee to support the annual carnival to make it a bigger better event for the Town; this was seconded by Councillor Hall.

Councillor Burrell proposed a slight amendment to Councillor Goff's proposal in that the monies were specifically used for the procession and carnival. Councillor Burrell further suggested that the extra Summer Festival events that are held across the festival week could be incorporated in the week leading up to the carnival. This proposal was seconded by Councillor Stephen O'Connor who stated that the Festival Committee should be asked to meet with the Quins Committee.

Members all agreed on these decisions.

59. 60th Anniversary of re-opening of the Pater Hall

Councillor Gwyther had stated a few months back, that he suggested the council run a memorabilia exhibition with an evening event to celebrate the 60th anniversary of the re-opening of the Pater Hall and he offered to co-ordinate this.

Despite him putting a lengthy article in the Western Telegraph to announce this he had only received one offer of a couple of photographs from Mr John Evans who always is very supportive of this kind of thing. Councillor Gwyther had stated that It did not seem viable so proposes it is no longer considered.

Councillor Gwyther commented that he will instead attempt to create some smaller kind of photo display which will possibly be viewed in the foyer area around the time of the actual anniversary, and possibly an article for the local media as he does feel that December 11th this year is a milestone which should not pass by un-noticed.

60. Planning Committee

Cllr Jane McNaughton had given her resignation for this committee so there was a vacancy. Members were asked for nominations for this position.

Councillor J George was proposed by Councillor Colgan and seconded by Councillor S O'Connor. All Members voted in favour of the proposal.

As Councillor McNaughton was also on the Finance Committee a space had become available there as well.

Councillor Hall proposed that Councillor Manning should be on the Finance Committee this was seconded by Councillor Goff.

Members agreed to the proposal.

61. One Voice Wales Membership- Local Resolution Protocol for Community and Town Councils

The Personnel Committee had asked if the above document could be adopted by this Council, an attached copy of the document had been in Members' papers for agreement.

Members were asked for their comments.

A discussion took place between Members and Councillor Colgan proposed that Pembroke Dock Town Council become a member of One Voice Wales. There was no seconder for Councillor Colgan's proposal, however, Councillor O'Connor stated that membership of OVW could be discussed at the next meeting. Councillor O'Connor continued by proposing that Pembroke Dock Town Council adopt the resolution as set out by One Voice Wales this was seconded by Councillor Burrell.

It was

PROPOSED by Councillor O'Connor

SECONDED by Councillor Burrell

RESOLVED - That Pembroke Dock Town Council agree to adopt the Model Local Resolution Protocol for Community and Town Councils as set out by One Voice Wales.

Councillor Manning commented that he had recently attended a One Voice Wales Meeting that discussed the Draft Charter between Community and Town Councils and Pembrokeshire County Council. Councillor Manning asked if a copy could be sent to all Pembroke Dock Town Councillors. Councillor Manning then asked Members if they could send in their responses to the proposed Charter.

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

None

95 BUDGET FOR 2018-2019 & PRECEPT REQUEST

Members discussed this topic and it was decided to defer this item until the next Full Council Meeting on Thursday 7th December 2017.

It was

**PROPOSED by Councillor B Hall
SECONDED by Councillor T Wilcox
RESOLVED That Pembroke Dock Town Council defer the
Budget for 2018-2019 & Precept Request until Full Council
Meeting on Thursday 7th December 2017.**

96 NOTICE OF MOTION – Cllr Joshua Beynon

Motion 1

This council resolves to purchasing a video recording device to record council meetings and upload them online via social media sites, YouTube and the website for the benefit of the wider community.

As Councillor Beynon had left the meeting earlier, members decided to defer this item until the Full Council Meeting on Thursday 7th December 2017.

97 ANY OTHER ITEMS WHICH THE MAYOR DECIDE ARE URGENT

Councillor Goff read out the letter of resignation from the former Mayor Councillor Jane McNaughton.

A discussion then took place with regards to the vacancy for a Town Councillor in Market Ward and it was agreed to start the process of filling the vacancy as soon as possible.

**98 TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES
Dr Jones Charity**

Councillor P George stated that they had received 61 Applicants. The Charity had awarded £350.00 per person to 59 University Students who would be living away from home to help with their studies, as the other 2 applicants were outside of the remit.

Pembroke Dock Town Team

Councillor Burrell gave a brief update on projects within the Town Team:

- The planning application had been submitted for a sign to be erected at the Maritime Museum.
- Funding had been given to take photographs of Pembroke Dock and these were being taken by

photographer Drew Buckley. The pictures were available for use and a link to the website would be provided.

- The Flowers Project was in operation.
- The Magic Roundabout Shop had new items on display.

Councillor Burrell also mentioned the Strategic Framework for Regeneration document which had not been seen by the Town Council. Councillor Burrell would forward to all members for them to review.

99 FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

29.09.17	Postage (Meeting Papers)	£ 14.30	DEBIT CARD
03.10.17	1&1 Internet Ltd – Website Fee 17-18	£ 9.94	
05.10.17	Swalec – Pump House	£ 22.09	
05.10.17	Postage (Remembrance Service Invites)	£ 22.96	DEBIT CARD
06.10.17	Google Ireland – App Usage	£ 6.60	
06.10.17	Pembs County Council – Repairs to Street Sign	£ 49.21	
06.10.17	CCA Occasions Ltd- Mayor’s Christmas Cards	£147.96	
09.10.17	BT. Broadband Services	£ 97.20	
10.10.17	Fastnet Street Cleaning 24.09.17	£308.70	
10.10.17	Fastnet Street Cleaning 01.10.17	£308.70	
10.10.17	One Voice Wales/Training Cllr Manning	£ 60.00	
12.10.17	Postage Meeting Papers/Stamps	£ 30.04	DEBIT CARD
12.10.17	Pater Hall Trust/Room Hire Charges	£ 57.00	
12.10.17	Fastnet Street Cleaning w/e 08.10.17	£308.70	
13.10.17	Post Office - Postage	£ 2.84	DEBIT CARD
13.10.17	Swalec – Street Lighting Albion Square	£ 29.76	
16.10.17	Name Badges Int Ltd/ Councillor Badges	£ 30.95	
18.10.17	Playsafety Ltd – Memorial Park Inspection	£ 88.20	
18.10.17	Wales Audit Office	£299.25	
19.10.17	Fastnet Street Cleaning w/e 15.10.17	£308.70	
20.10.17	Princes Gate – Office Water	£ 6.36	
23.10.17	Eurooffice - Office Stationery	£ 62.31	
23.10.17	Bank Charges - September	£ 6.30	

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

Date	Description	Amount	Payment Method
29.09.17	Sean Pratt (Watering w/e 23.09.17)	£132.00	
29.09.17	Sean Pratt (Watering w/e 30.09.17)	£132.00	
09.10.17	Sean Pratt (Watering w/e 07.10.17)	£132.00	
01.10.17	Llanion Cove Ltd (Office Rent)	£285.00	
16.10.17	Pembroke Dock Town Team	£450.00	
18.10.17	Pembroke Dock Cricket Club	£200.00	

ACCOUNTS RECEIPTS

Date	Description	Amount	Payment Method
XXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXX

SALARIES AND WAGES

06.10.2017 – 05.11.2017	Salaries	£3338.85
06.10.2017 – 05.11.2017	Tax & NI	£ 781.52
06.10.2017 – 05.11.2017	Pensions	£ 710.59

ACCOUNT BALANCES

26.10.17	HSBC Business Account	£33,241.49
26.10.17	HSBC Premium Account	£77,449.75

It was

PROPOSED by Councillor P George
SECONDED by Councillor S O'Connor
RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

100 AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Notice of Motion – Cllr Joshua Beynon
 Budget 2018 – 2019 and Precept Request
 Reply from Pater Hall Trust

101 COMMUNITY ISSUES

Councillor Wilcox commented that there was a Lantern Parade taking place on Friday 1st December 2017 at the Memorial Park.

Councillor P Kraus asked if there were any news on a fireworks display as he had been asked.

Councillor D Burrell left the meeting at 8.20 pm

102 MAYOR'S REPORT

The Mayor confirmed he had attended the following events:

- Reception at Castlemartin Camp
- A Tour around County Hall, Haverfordwest

103 VOTE TO GO INTO PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor T Wilcox

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.

104 PRIVATE & CONFIDENTIAL

TO RECEIVE AND CONFIRM THE MINUTES OF THE PRIVATE AND CONFIDENTIAL MEETING OF OCTOBER 5TH 2017

It was

PROPOSED by Councillor S O'Connor

SECONDED by Councillor M Murton

RESOLVED – That the minutes of 5th October 2017 are adopted as a true record.

There being no other business the Meeting was closed