

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> March 2019

**PRESENT: Cllrs G Goff, G Manning, G Anderson, J Beynon, 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

Mayor Cllr Goff read out a statement regarding recent letters sent to the Press in respect of Pembroke Dock Town Council purchasing 28 Dimond Street and Pater Hall Trust matters:

*It is with disappointment also concern I have to give this statement. As you will be aware after the last town council meeting it was voted to go into Private & Confidential, I for one would be happy to abolish this, however at times we must go into Private & Confidential. After the Private & Confidential session at the meeting of 14<sup>th</sup> February 2019 a Councillor or Councillors spoke to other parties regarding the discussion had on that evening, however the facts they provided were incorrect, if these Councillor(s) wish to divulge what was said in these meeting please ensure it is correct.*

*We have now turned a corner with the Pater Hall Trust and are working together to ensure the future of the Pater Hall is for the good of the townspeople. It has never been said it will close. If the Councillor/Councillors involved wish to speak to myself or the Deputy which of course will be in confidence, they are free to do so as this leak could be accidental.*

*However, if not, myself and the Deputy will investigate the matter further and when we find for certain the Councillor/Councillors involved we will be suggesting that a vote of no Confidence is sanctioned upon the Councillor/Councillors involved.*

**173 APOLOGIES FOR ABSENCE**

Cllrs D Burrell, P Gwyther and J Bennett (County Council Link Officer)

**174 DECLARATIONS OF INTEREST**

Cllr J Beynon - Personal & Prejudicial Interest (Item 178) Town Clerk's Report (Sunderland Trust) & (Item 94) on Town Clerk's Supplementary Report as Cllr Beynon is on the vacancy panel.

Cllr Wilcox – Personal Interest (Item 89) Town Clerk's report, Item (94) Town Clerk's Supplementary Report.

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

Mr J Lloyd asked a question regarding the protection of the Ginko Tree at The Master Shipwrights House and suggested that if he did not already have a tree preservation order then one should be applied for and fencing put around the tree to also protect it.

This item was discussed and the Town Clerk would contact Mr Richard Staden at PCC.

**176 MINUTES OF MEETING THURSDAY 14<sup>th</sup> FEBRUARY 2019**

For accuracy purposes the Town Clerk commented that on **Page 82 – Item 163 (No.67) Appraisal Training** – documents approved as recommended by Finance Committee should have read Personnel Committee.

It was then

**PROPOSED by Councillor B Hall**

**SECONDED by Councillor M Murton**

**RESOLVED – That the Minutes of Thursday 14<sup>th</sup> February 2019 are adopted as a true record**

**177 MATTERS ARISING FROM THE MINUTES OF THURSDAY 14<sup>th</sup> FEBRUARY 2019**

**Page 84 (Item 80) – Pembroke Dock Town Team -Town Champion/Community Engagement Officer**

Cllr Goff asked if there was an update on this item. Cllr Beynon advised members that the Town had submitted their application to PCC on 13<sup>th</sup> February 2019 and should have an outcome in the next few weeks.

**Page 85 (Item 83) – Pater Hall Defibrillator Box**

Cllr Manning commented that the Town Council had received clarification from Police Community Support Officers of the Police that there was no community fund available to purchase a defibrillator. He had therefore spoken to Mr T Wall of Tenby and Saundersfoot First Responders who quoted to supply Pembroke Dock Town Council with a Public access defibrillator cabinet and a brand new Zoll AED plus defibrillator at a cost of £1250.00 to place in the community as a public access defibrillator outside the Pater Hall in Pembroke Dock. Details of the quote are available for members to view. Councillor P George commented that there was defibrillator training being held at Pembroke Town Hall and that in previous times the organisers had offered help towards the purchase of a defibrillator.

Councillor Wilcox commented that there was a fundraising event taking place at Pembroke Dock Quins over Easter to purchase a defibrillator for Pembroke Dock. Cllr Hall commented that there was a company in Saundersfoot that should be contacted about supplying one.

A short discussion took place and it was decided to wait until the company in Saundersfoot had been contacted and the fundraising event had taken place before making a final decision.

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

**84. Meeting dates for 2019/2020**

The Town Clerk commented that meeting dates for 2019/2020 needed to be set, she therefore proposed the following dates

10<sup>th</sup> May 2019 – AGM

3<sup>rd</sup> October 2019

13<sup>th</sup> February 2020

6<sup>th</sup> June 2019

7<sup>th</sup> November 2019

12<sup>th</sup> March 2020

4<sup>th</sup> July 2019

5<sup>th</sup> December 2019

16<sup>th</sup> April 2020

5<sup>th</sup> September 2019

16<sup>th</sup> January 2020

These dates were agreed by all members.

#### **85. Internal Audit**

The Town Clerk stated that the Audit process was fast approaching, the Town Council was required to agree the Internal Auditor. She stated that we have received a letter of engagement from Mr B Scourfield who is entirely independent of the Council regarding his services and requirements to undertake the Audit. Mr Scourfield charges £17 per hour and the audit process typically takes 4-5 hours to complete.

The Town Clerk asked for members agreement to use Mr Scourfield to undertake the Internal Audit process of the Council.

Members all agreed for Mr B Scourfield to undertake the Internal Audit.

#### **86. One Voice Wales Membership**

The Town Clerk informed members that notification had been received from One Voice Wales that membership would soon be due. We are currently members of One Voice Wales and they have provided a vast amount of information and support to members over the recent months. The Town Clerk stated that there was allocation within the 2019/2020 budget for the membership.

The membership fee for 2019/2020 was £1,498, the Town Clerk asked if members could please confirm if they wished to renew membership for the upcoming year?

It was

**PROPOSED by Councillor J Beynon**

**SECONDED by Councillor M Murton**

**RESOLVED – That Pembroke Dock Town Council agree to renew their One Voice Wales Membership for 2019/2020 at £1498.00**

A vote was taken 12 members voted for and 2 abstained.

#### **87. Welsh Government - Funding to Support the Initial setting up of joint arrangements**

The Town Clerk commented that information had been received from the Welsh Government regarding funding support for setting up of joint arrangements. They recognise the potential benefits of the sectors continuing interest in being able to address area wide issues, collaborate on specific areas and achieve economies of scale. Funding of 35k has been agreed for 2019/20 to help councils who are already considering options for joint working around a set of core themes to take their thinking forward into practical application.

The funding was to support setting up joint arrangements to address the core themes of community engagement, increasing citizen participation and engagement

in local democracy and working together on a shared service. The Town Clerk stated that she had included within members papers a copy of the information received which includes exploring scope for shared back office functions.

#### **88. Action Plan for the Town Council**

The Town Clerk stated that at the previous meetings of this council forming an action plan was discussed. Councillor Burrell had provided a starter for this discussion which was attached to members papers. The information advises members to contract an independent skilled facilitator to help with the action plan, with a number of proposals to investigate options.

A discussion took place and members decided that **No 87 & No 88** should be discussed as one item and that a committee should be formed consisting of the Mayor, Chairpersons of council committees and volunteers.

The committee members are: Cllrs Goff (Mayor), G Manning (Chair of Planning Committee), S O'Connor (Chair of Finance Committee), D Burrell (Chair of Personnel Committee) and Cllr J Beynon (Volunteer).

#### **89. Pembroke Dock Carnival**

The Mayor Councillor Goff had requested for this item to be discussed in order to ensure the success of the Carnival for 2019. The Carnival would be taking place on Saturday 3<sup>rd</sup> August, members of the committee had commented that they would be starting from Albion Square as per previous years.

Cllr Goff stated that discussions should start taking place as soon as possible with the Quins Carnival committee to ensure that the Carnival was as successful as last year. He also proposed that Pembroke Dock Town Council donate again this year the sum of £2000.00 this was seconded by Cllr Hall.

It was

**PROPOSED by Councillor G Goff**

**SECONDED by Councillor B Hall**

**RESOLVED – That Pembroke Dock Town Council agree to donate the sum of £2000.00 to the Quins Carnival Committee towards the 2019 Quins Carnival arrangements.**

#### **90. Ginko Tree in the Master Shipwrights House, the Royal Dockyard**

Mr David James had provided an update with regards to the Ginko Tree which is located within the grounds of the Master Shipwrights House. The Town Clerk stated that she had included within thier papers a copy of the information.

This item was discussed in (Item 175 Question & Answer Session with Members of the Public).

## **91. Sunderland Trust Garrison Chapel Lease**

Councillor Burrell had requested this item to be discussed at the meeting with the following proposal

*that the town council writes to Pembrokeshire County Council to*

- *ask them to provide an amended lease document for the Garrison Chapel to the Sunderland Trust, with the amendments that have been agreed with the Trust, as soon as possible.*
- *highlight that we will then meet with the Sunderland Trust to explore how we can help with any remaining 'sticking points' with the lease*

*The Sunderland Trust have been working towards museum accreditation for a number of years, the only thing holding them back now is the lease. The National Museum of the Royal Navy are currently working in partnership with the Port of Milford Haven to explore possibilities for promoting the important naval history of the haven, and a potential official link to the Heritage Centre has been mooted. However, to be officially linked to the National Museum of the Royal Navy the Heritage Centre needs museum status, and their current application must be completed by August this year or they will need to start again. This town council should do everything it can to help the Heritage Centre secure its lease, achieve museum status and become officially linked to the National Museum of the Royal Navy, as this could potentially encourage some of the Museum's 950,000 visitor base to visit Pembroke Dock.*

A discussion took place between members and it was stated that PCC were due to have a meeting with the Sunderland Trust on 1<sup>st</sup> April 2019 and therefore council should delay discussions until after this date.

Cllr Manning commented that a meeting had taken place between Pembroke Dock Town Council and the Sunderland Trust. The Town Council had requested information at the meeting however to date no response had been received and therefore should contact them again for an update.

## **92. No Underground Nuclear Waste Dump in Wales – CND Cymru**

CND Cymru had been in contact highlighting No underground Nuclear Waste Dump in Wales, they have written to the Town Council to urge for a motion to be passed stating that the community will not volunteer to host an underground nuclear waste dump. They state from the end of March a list of every community town and county council that passes such a motion will be made available on their website [www.cndcymru.org](http://www.cndcymru.org)

Members commented that Pembrokeshire was already classed as a Nuclear Free Waste Dump.

## **179 TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

### **93. Mayoral Nominations**

The Town Clerk commented that at the next meeting of the Town Council Mayoral

nominations for 2019-2020 would be discussed. The Town Clerk stated that if any member had any nominations to let her know and a ballot would be undertaken at the April meeting.

#### **94. Vacancy on Standards Committee – Pembrokeshire County Council**

The Monitoring Officer Clare Jones had contacted Town & Community Councils regarding a vacancy on the Standards Committee. During May 2016, Pembrokeshire County Council resolved to increase the Town and Community representation on this committee.

The Town clerk asked if any member from the Council wished to apply for the role? If so to let her know so she could arrange for the relevant application forms to be sent out. Applications would need to be submitted by 8<sup>th</sup> April 2019.

A discussion took place and it was proposed by Cllr Hall and seconded by Cllr Goff that Cllr Manning should apply for the role. Cllr Manning accepted the proposal. A vote was taken and all members agreed.

#### **95. Independent Remuneration Panel for Wales Annual Report**

Please find attached a copy of the Annual Report from the above organisation, the Town clerk stated that she had only printed off the section which was relevant to Town and Community Councils but have sent the whole document out by email to members.

The report outlines the requirements for Town and Community Councils with regards to allowances, the Town Clerk stated that she had gained further advice from One Voice Wales with regards to how the payment was made and they have confirmed that it would need to be processed through the payroll system of the Town Council.

IRPW stated that there is a requirement on community and town councils to publish details of all payments made to individual members in an Annual Statement of Payments for each financial year. The information must be published on noticeboards and websites and provided to the Panel.

#### **96. Virement of Budget**

An invoice had been received from Pembrokeshire County Council with regards to the fencing at the Memorial Park. This was agreed in September 2018 but the allocation from the budget was not agreed.

The Town Clerk therefore suggested that £1,900.00 was transferred from 1403 Council Office

	<b>Amount left in budget</b>	<b>Amount after transfer</b>
<b>New Council Office Project</b>	£3,363	£1,463
<b>Memorial Park Costs</b>	£862	£2,762

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor M Murton**

**RESOLVED – That Pembroke Dock Town Council agree for the sum of £1900.00 to be transferred from Code 1403 to Memorial Park Costs.**

A vote was taken by members and all agreed.

**180 REPORT OF COUNTY COUNCIL LINK OFFICERS**

None

**181 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT**

None

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

**Ysgol Harri Tudur Governors Meeting**

Cllr Beynon had attended this meeting. Cllr Beynon asked if the Town Council could contact PCC and ask for clarification of what vacancies the Town Council have power to appoint for local governing bodies. The Town Clerk stated that she would contact PCC about this request.

**Community Led Affordable Housing Seminar**

Cllr Manning had recently attended a public meeting at County Hall run by PLANED which he found very interesting. It included information on:

Community Land Trust

Community Led Housing

Models of Affordable Housing Delivery for Communities.

Cllr Manning commented that he believed that these items should be looked into, considered and included in Pembroke Dock Town Council's forward planning and therefore asked if the Town Clerk could circulate the information he had accumulated to members for their comments.

**183 FINANCIAL REPORT**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
08.01.19	Google Ireland Ltd – App Usage	£ 6.60	
08.02.19	Post Office – Members Papers Postage	£ 16.01	DEBIT CARD
10.02.19	Argos – TP Link Plugs	£ 34.99	DEBIT CARD
13.02.19	1&1 Internet Ltd - Website	£ 71.96	
14.02.19	Wire Fittings – Racks for Brochures	£ 77.93	DEBIT CARD
15.02.19	Mc Afee – Antivirus Protection	£ 15.00	DEBIT CARD
15.02.19	Pembs County Council CCTV Contribution	£1705.00	
19.02.19	Clarity Copiers – New Office Printer	£2220.00	
21.02.19	Wales Audit Office	£ 268.00	
23.02.19	Bank Charges (Jan)	£ 5.50	
01.03.19	Tiger Lily's – Flowers Cllr Murton	£ 30.00	DEBIT CARD
06.03.19	RBS Software Ltd – Accounts Software	£ 198.00	
06.03.19	Clarity Copiers – Office Printing	£ 49.31	
06.03.19	Dyfed Alarms – Maintenance Contract for Intruder Alarm	£ 84.00	DEBIT CARD
06.03.19	Dyfed Alarms – Maintenance Contract for Fire Alarm	£ 144.00	DEBIT CARD

07.03.19	Tiger Lily's – Flowers Cllr Colgan	£ 30.00	DEBIT CARD

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

Date	Description	Amount	Payment Method
15.02.19	Wales Air Ambulance (Mayor's Charity Donation)	£1530.55	
01.03.19	RT Ebrey – Monkton Cars – Office Rent	£ 300.00	

**ACCOUNT RECEIPTS**

Date	Description	Amount	Payment Method
XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX

**SALARIES AND WAGES**

06.02.2019– 05.03.2019	Salaries	£3853.56
06.02.2019 –05.03.2019	Tax & NI	£ 644.98
06.02.2019 – 05.03.2019	Pensions	£ 870.80

**ACCOUNT BALANCES**

07.03.19	HSBC Business Account	£79,633.46
07.03.19	HSBC Premium Account	£77,615.64

It was

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

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

None

**185 COMMUNITY ISSUES**

Cllr J George commented that he had recently read about the recent success of a young lady in his ward who had won a gold medal in an international badminton tournament as well as being Welsh Senior National Champion in her sport and felt that the Town Council should congratulate her for her achievements along with her younger sister who is also Welsh Junior National Champion and therefore suggested they both come and meet the Town Council. Cllr J George also commented that the Town Council should liaise with the local schools regarding any achievements that their pupils had accomplished as the Town Council should support the young people of the Town.

Cllr T Wilcox commented that Cllr Burrell should be congratulated by the Town Council for her recent Community Champion Award.

**186 MAYOR'S REPORT**

Cllr Goff wished Cllrs Murton & Colgan a Happy Birthday



Before going into Private and Confidential the Town Clerk asked for confirmation from members that they were happy with the accuracy of the Public Minutes of Private and Confidential Session.

CLr Anderson asked for it to be noted that on page 9, paragraph 4 that the sentence stating that he implied that the Town Council should be putting their funds into the Pater Hall was incorrect.

**187 PRIVATE & CONFIDENTIAL**

It was

**PROPOSED by Councillor T Wilcox**

**SECONDED by Councillor J Beynon**

**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 review Salary Payments.