

At a Virtual Meeting of Pembroke
Dock Town Council on Thursday 21st
May 2020

**PRESENT: Cllrs: G Goff, J Beynon, D
Burrell,
S Davis, J George, P George, T
Judkins, S O'Connor, T Wilcox, B Hall**

IN ATTENDANCE:

Sarah Scourfield - Town Clerk
Amanda Hart - Deputy Town Clerk
Caroline Mason - Communities and
Committees Officer

1 APOLOGIES FOR ABSENCE

Cllrs: P Gwyther, G Anderson, M Colgan, P Kraus

2 DECLARATIONS OF INTEREST

Cllr S O'Connor

Item 6(No.5 Citizens Advice Bureau) - Personal and Prejudicial

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

There were no questions from the public

**4 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON
13TH FEBRUARY 2020**

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor J Beynon

**RESOLVED - That the Minutes of Thursday
13th February 2020 are adopted as a true
record.**

**5 MATTERS ARISING FROM THE MINUTES OF THURSDAY 13th
FEBRUARY 2020**

There were no matters arising from the minutes

**6 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK
1. Meeting Protocol**

The Town Clerk advised everyone of the virtual meeting protocol. All members were asked to keep their microphones on mute unless they were called to speak. If a member wished to speak, they were asked to raise their hand and were called to unmute. The Town Clerk stated that normal rules with code of conduct and standing orders must be adhered to.

2. Update of work which has taken place since the lockdown

The Town Clerk reminded members that an update was sent on 20th April which provided members with a brief update of items which had been progressed since the lockdown period. Staff had been working to keep up to date with the ever-changing legislation for these strange times and would continue to feed this information to members as it became available.

The Town Clerk confirmed that there had been a test meeting of the Personnel Committee which was successful and instrumental in assisting with Full Council being able to meet.

3. Receive and agree the End of Year Accounts for FY 19/20.

The Financial Year end for 19/20 had been completed with figures finalised for the audits to take place. The figures shown in simple terms were as follows

In 2019/20 the Town Council budgeted to spend £280,452

The precept for the year was £182,900

The year-end figures show	Receipts of	£234,246.46
	Payments of	£202,160.43

This leaves a budgeted surplus of £32,086.03

The bank account amounts as of 31st March 2019 were as follows

£ 47,857.71
<u>£ 127,901.10</u>
£ 175,758.81

The amounts earmarked for 2019/2020 are as follows

1503 – Maintenance Centenary Lamp	£300
1505 – Maintenance Pump House	£500
1511 – Street Cleaning	£15,000

1603 – Pater Hall Community Trust	£6,000
1705 – Civic Regalia	£4,300
1706 – Electoral Services	<u>£13,000</u>
	£39,100

The 25% precept reserve amount held by the Town Council is £45,725.00

This leaves an amount of **£90,933.81** in general reserves. Council have agreed to reduce this amount by earmarking the following from the general reserves

1110 – Office Equipment	£1,500
1117- Website	£1,500
Building Refurbishment	£30,000
1806 – Remembrance	£500
1808 – Town Band	<u>£1000</u>
	£34,500

Which will bring this amount down to **£56,433.81**

CLlr Goff asked about the Town band money. The Town Clerk informed that this money has been earmarked in the 20/21 general reserves for the band and this would be reviewed accordingly.

CLlr Wilcox questioned if we had received the final bill for the election costs for the recent Central Ward election, the Town

Clerk stated that this had not been received as we had contested the invoice as it was more than originally advised. Cllr Beynon commented that the original invoice had been cancelled but we were waiting for a revised invoice to be sent out.

It was **PROPOSED by Councillor G Goff**
SECONDED by Councillor D Burrell
RESOLVED: That Pembroke Dock Town
Council agree the Financial Report and end
of year figures to be sent for External
Audit.

4. Confirm the Internal Audit Report

The Town Clerk thanked Mr. Bernie Scourfield for working with her to complete the Internal Audit. After completing the end of year accounts the relevant paperwork was collated and provided to Mr. Scourfield in order to complete the audit. The Town Clerk stated that the report was available in members' papers with no issues or concerns highlighted within the report, she therefore asked members to accept the report.

It was **PROPOSED by Councillor D Burrell**
SECONDED by Councillor G Goff
RESOLVED: That Pembroke Dock Town
Council agree and confirm the Internal
Audit Report

5. Recommendations from the Finance Committee

The Town Clerk advised members that the Finance Committee had recently had discussions over email towards the start of lockdown with regards to finance applications which had been received. There were 2 applications which had been viewed and were received before we had gone into lockdown and they made the following recommendations.

Organisation	Funding Recommended
Quins Carnival	£2,000
Citizens Advice Bureau	£2,000

Quins Carnival - members discussed this application and agreed that the £2,000 should be paid if the Carnival goes ahead. All members agreed.

Citizens Advice Bureau - members discussed the application and agreed that the one-off payment should be paid. Cllr P George commented that due to the current COVID 19 situation more people will be looking for help from this service.

All Members present agreed with the Finance Committee's recommendations

6. Recommendations from the Personnel Committee

The Town Clerk advised members that the Personnel Committee recently met via a virtual meeting the agenda discussed the following items

- Staff Training
- Outdoor Person
- Appraisals

The meeting had no issues and was very well run by Cllr Burrell, 2 of the items will be discussed further in Private and Confidential as they relate to staff.

Outdoor Person

The Personnel Committee recommended that the Council go out to tender for the completion of certain tasks. The Town Clerk emailed all councillors to see if there were any other areas which they would like included within the tender. One response was received from one councillor on this matter who wishes for it to be discussed further at Full Council.

The Town Clerk reminded Councillors that this Council has tried the process of extra street cleaning activities in both ways and not just in the one way as suggested. The Council had previously employed an individual to complete the work and also used a contracting company to complete the work so both methods have been tested with each method having its own pros and cons, but the outward spend will equate to the same.

The Personnel Committee therefore recommended that the council progress with the tendering of the tasks as required with a 12-month contract initially.

Members discussed the outdoor person. Cllr Goff suggested putting the role out to tender for a 12-month contract. Cllr Wilcox commented that the person must have access to a vehicle or own transport. Cllr O'Connor commented that the Council should employ direct as a member of staff to ensure the living wage is adhered to.

It was **PROPOSED by Councillor G Goff**
 SECONDED by Councillor T Wilcox
 RESOLVED: That Pembroke Dock Town
 Council put the role out to tender ensuring
 own transport and the living wage are
 adhered to.

A vote was taken and 9 voted for 1 against.

7. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

None

8. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Cllr Burrell advised that the Town teams are not meeting at the moment.

Cllr Beynon advised that Seafare Haven could not hold the events which they had planned for this year, they had therefore postponed the events until 2021. He commented that they are hoping to do a virtual event instead this year.

Cllr Wilcox questioned if the Pater Hall had closed down everything at present and all the bookings have been cancelled, it was confirmed this was the case and the hall was closed.

Cllr P George advised that the trustees are currently applying for grants. Cllr Beynon commented on the Business plan due in April and asked if there has been any progress. Cllr O'Connor advised that there has been progress made and sub committees have been put in place to help make changes. He commented that once the lockdown period is over, they can look at an emergency plan.

9. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS ACCOUNTS FOR PAYMENT

Date	Description	Amount
07.04.2020	Google Ireland – Google Drive	£6.60
08.04.2020	Clarity Copiers – Copy Charge	£29.53
08.04.2020	Pembrokeshire County Council – Business Rates	£2,942.50
09.04.2020	BT – Telephone and Broadband	£161.96
14.04.2020	SLCC – Webinar Training	£36.00
14.04.2020	LITE – Christmas Lighting Deposit	£2,755.94

20.04.2020	British Gas – Electricity for 28 Dimond Street	£39.74
20.04.2020	British Gas – Gas for 28 Dimond Street	£128.18
23.04.2020	Zurich – Annual Insurance Subscription	£2,731.51
23.04.2020	HSBC – Bank Charges	£6.50
27.04.2020	Sage – Payroll Subscription	£234.00
01.05.2020	1&1 Internet – Domain Subscription	£19.32

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

Date	Description	Amount
01.04.2020	Sunderland Trust Grant	£6,000.00
08.04.2020	Friends of Memorial Park Grant	£5,000.00
08.04.2020	Pennar & Buff Community Assoc – Village Green	£1,000.00
08.04.2020	Pennar & Buff Community Assoc – St Patrick’s Play Equip	£1,000.00
28.04.2020	VC Gallery Grant	£2,000.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.04.2020	Bank Interest	£26.07
06.04.2020	HMRC VAT Reclaim	£2,544.76
23.04.2020	PCC – 1 st Precept Payment	£66,923.00
02.05.2020	Bank Interest	£25.23

SALARIES AND WAGES

06.04.2020– 05.05.2020	Salaries	£3,863.00
06.04.2020 – 05.05.2020	Tax & NI	£1,215.36
06.04.2020 – 05.05.2020	Pensions	£961.68

ACCOUNT BALANCES

02.05.2020	HSBC Business Account	£ 87,193.65
02.05.2020	HSBC Premium Account	£ 127,952.40

It was

PROPOSED by Councillor G Goff
SECONDED by Councillor J Beynon
RESOLVED: That Pembroke Dock Town
Council approve payments of the above
Payments, Receipts, Salaries and
Wages.

10. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Burrell advised that Simply Blue Energy has offered to come to talk to Council

11. COMMUNITY ISSUES

No community issues raised

12. MAYOR'S REPORT

The Mayor took the opportunity to thank staff for their work during the uncertain times and for helping others when needed.

He commented that he hopes everyone stays safe during this time.

13. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was **PROPOSED by Councillor J Beynon**
 SECONDED by Councillor D Burrell
 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.

14. PRIVATE & CONFIDENTIAL

Members discussed the recommendations from the Personnel Committee with regards to staff appraisals and increment recommendations.

All Members agreed with the recommendations put forward from the Committee.

There being no other business the meeting was closed.