

At a Virtual Meeting of Pembroke
Dock Town Council on Thursday 9th
July 2020

**PRESENT: Cllrs: G Manning, J Beynon,
D Burrell,
G Goff, J George, P George, T Judkins,
T Wilcox, B Hall, J Phillips**

IN ATTENDANCE:

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

8 APOLOGIES FOR ABSENCE

Cllrs: P Gwyther, G Anderson, M Colgan, S.Davis, S O'Connor

9 DECLARATIONS OF INTEREST

Cllr T.Wilcox

Item 13(No.12 Quins Carnival) - Personal and Prejudicial

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

There were no questions from the public

**11 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON
21ST MAY 2020**

Pg5 (No.6 Outdoor Person) Cllr Burrell suggested to reword the

role out to tender rather than person as it may be different people undertaking the work.

**It was then PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That the Minutes of Thursday
21st May 2020 are adopted as a true
record.**

**CONFIRM THE MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON 11th JUNE 2020**

Pg1 (No.2 Election of Mayor) Cllr Judkins commented that Cllr Beynon had requested for a named vote to be recorded in the minutes. The named vote to be included is as follows:

Recorded Vote

Cllr G Goff to remain as Mayor – Cllrs J Beynon, D Burrell, S Davis
Cllr G Manning to become Mayor – Cllrs B Hall, J George, P
George, T Judkins, G Goff

Cllr Manning commented that Cllr Beynon made a statement in response to the vote and mentioned he was surprised at the way Cllr P George and Cllr George had voted.

Cllr Manning asked if the statement could be included in the minutes as it was relevant to Cllr Beynon leaving the meeting.

Statement to be included:

"its not local politics when black people are being killed all over the world and you've got to remember there's football hooligans that decide to piss up against the side of statues but you do not let the minority ruin it for the majority and you have just said the line so many have done which has pedalled hate."

The Town clerk asked members if they were all in agreement to add this statement

All members present agreed

**It was then PROPOSED by Councillor G Manning
SECONDED by Councillor J Beynon
RESOLVED - That with the above
amendments the Minutes of Thursday 11th
June 2020 are adopted as a true record.**

12 MATTERS ARISING FROM THE MINUTES OF THURSDAY 21st MAY 2020

Pg 3 (Item 4 Internal Audit) Cllr Burrell thanked the staff for their work with the internal audit and having no comments from the internal auditor.

Pg 5 (Item 8 Seafare Haven) Cllr Burrell updated on Seafare Haven informing members that they have recently received a lottery grant and are wanting to spend some of the money on making improvements at Hobs Point to make the environment a bit nicer.

MATTERS ARISING FROM THE MINUTES OF THURSDAY 11th JUNE 2020

Pg 6 (Memorial plaque) Cllr Goff asked if there was any progress with the plaque. The Town Clerk commented that the plaque had been delivered. Cllr Hall suggested contacting Anthony Price the Engineer in charge of alterations on the bridge with regards to the installation. Cllr Goff asked if there was going to be an un-vailing of the new plaque. The Town Clerk said that she would arrange for an un-vailing to take place.

13 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

6. Councillor Vacancy

The Town Clerk stated that as all members were aware, a letter of resignation had been received from Peter Kraus, she commented that the council would not be discussing any information surrounding his resignation as there was currently an investigation ongoing with the Ombudsman. The recent advice from the Democratic Services team at PCC on Town Council vacancies states the following

“In the event of any casual vacancies occurring on your councils the standard practice of publishing a Notice of Vacancy will continue unaffected with the usual period of 14 days available for ten individuals to submit an election request. This is usually undertaken by signed pro-forma but in the current circumstances would have to be undertaken following social distancing regulations and submitted electronically.”

Co-option Process – Route 1

If no election request is submitted within the 14-day period following the publication of the Notice of Vacancy the council, following confirmation from the Returning Officer, is free to co-opt as usual while maintaining social distancing regulations. In due course after the publishing of a Notice of Co-Option consideration could then be given to interviewing and recruiting potential candidates via video conferencing platforms (i.e. Microsoft Teams, Skype, zoom etc.) if this is viable.

Submission of Election Request – Route 2

Alternatively, if an election is requested by ten registered local government electors for the casual vacancy area, Returning Officers will have to postpone the publication of any Notice of Election until late 2020 or early 2021 as any casual vacancy polls occurring from the start of the lockdown period up until 31 January 2021 will now have to be held between 1 February 2021 and 16 April 2021. The specific date will be scheduled by the Returning Officer.”

The Town Clerk stated that she will proceed with advertising the vacancy as standard and notification of the next steps will be advised after the 14-day period. Cllr Judkins commented that he suggested that Council leave the vacancy until the next election to prevent further cost to the Council. Cllr Burrell asked if Council are

allowed to leave advertising the vacancy or is it a requirement to advertise it.

Cllr Beynon commented that his understanding of the legislation is that the vacancy would need to be advertised, if 10 electors from the ward sign to say they want an election then there would be an election. If those 10 electors don't respond within the 14 days of advertising then we can coopt but we have to advertise now.

The Town Clerk commented that there were some delays due to Coronavirus, but to contact the Elections office to confirm and proceed with the advice given.

A Vote was taken and all members agreed

7. Election Costs for Central Ward 2019

The Town Clerk commented that within members papers there was a copy of the response from the elections office at PCC with regards to the vast increase in election costs. PCC have provided a variance report on the estimated costs provided back in 2017 compared to the actual costs in 2019.

The Town Clerk provided members with a copy of the most recent letter received which outlines the variances, along with the original costings and estimated costings provided by the finance department at PCC. Cllr Beynon proposed that the Council pay the original estimate that was quoted back in 2017 and not pay the full amount and if PCC does not accept this that we seek legal advice.

Cllr Hall asked if there has been any contact with Glyn or Sian. The Town Clerk commented that Sian provided the detail on the variance. The information on the expected costs was given back in 2017 when printing was undertaken in-house, since then printing was undertaken externally so the increase was mainly due to the printing costs. Cllr Hall suggested going back to John Haswell as he was the one who sent the original estimate as they should be notifying Councils of the increase.

**It was PROPOSED by Councillor J Beynon
SECONDED by Councillor T Judkins
RESOLVED that Pembroke Dock Town
Council pay the original quote and contact
Jon Haswell of PCC with regards to the vast
increase in costs.**

A Vote was taken and all members agreed.

8. Refurbishment Committee

The Town Clerk commented that at the Annual Meeting, there was another committee which should have been set up but unfortunately this was missed. The Town Clerk proposed that a Refurbishment Committee was set up to review the processes and plans for the refurbishment plans for the office. Members were asked if they would like to volunteer to be part of this committee. A minimum of 3 volunteers and maximum of 5 is required. The following members volunteered:

Cllr J George

Cllr T Wilcox

Cllr J Beynon

Cllr T Judkins

Cllr G Manning

9. Youth Representative Update and Safeguarding Policy

The Town Clerk commented that at a previous meeting a Youth Representative on the Town Council was discussed and agreed, the process to recruit an individual has been progressing in the background with work from CWBR (PLANED) and Cllr Beynon and The Town Clerk. There would be a session of webinars held to provide information to interested individuals with a view to hold further online sessions and interviews which will be supported and managed by PLANED.

Cllr Judkins asked if Council has selected an interview committee. The Town Clerk said that this will be further down the line.

Members had been sent a copy of the safeguarding policy to be considered.

Cllr Gwyther had suggested that Council should add that the Youth Representative should never be alone to the policy.

**It was PROPOSED by Councillor D Burrell
SECONDED by Councillor J Beynon
RESOLVED that the Safeguarding Policy
be accepted and adopted.**

A Vote was taken and members all agreed to adopt the policy

10. Office Opening

The Town Clerk stated that as members were aware the quotes that had been received for the Health & Safety works required in the office to ensure safety of the staff were emailed to all councillors. The Town Clerk advised members that once this work is completed staff will make preparations to re-open the office to members of the public.

The Town Clerk advised members that when they attend the offices once reopened they will notice a difference in the contact they have with staff. Councillors will no longer be able to access the office as previously, they will only be permitted to go as far as the front desk.

Until government recommendations change, meetings will remain on a virtual basis. There will be no access to the meeting room at the rear as this room does not currently have sufficient ventilation to meet the recommended guidelines.

11. Financial Assistance Requests

The Town Clerk stated that due to COVID-19 and homeworking financial grants were important to groups within our community. The Town Clerk advised the members that an application from Pembroke Dock Karate Club had been received and asked members to consider and for their comments.

Cllr Burrell commented that it is good to support the application in theory but they haven't quite met the criteria as they are required to show other sources of funding. It was agreed to contact Mr Thomas for more information. Cllr Burrell also suggested to sign post to other new grant schemes available through PAVS and Sports Wales.

The Town Clerk stated that during this time she has also received queries on whether the Council would consider providing a special fund for charities who would have been unable to hold fundraising events during lockdown. She advised that a similar scheme has been done in Tenby where they have allocated £20,000 from the unallocated reserves.

Cllr Beynon commented that PAVS are awarding funding to groups that are doing it differently and that have tried to do things during lockdown and suggested charities could write in and tell us how and what they have done to raise funds during this time.

Cllr Burrell asked would the criteria be the same as the grant. The Town clerk commented that it would be similar but separate grant criteria which can be as relaxed or tight as members want.

Cllr Beynon informed members of the criteria PAVS are using:

1. Meeting the challenge
2. Keeping going
3. Doing it differently

Cllr J George commented that Council should not let the fund empty to quickly as Charities will be affected into next year and suggested putting a limit on the funds available £10,000 now and £10,000 after Christmas.

**It was PROPOSED BY Councillor J Beynon
SECONDED BY Councillor G Goff
RESOLVED that £20,000 special fund to be
allocated from the unallocated reserves for
Charities. £10,000 available now and the
other £10,000 after Christmas.**

A Vote was taken and all members agreed

12. Quins Carnival

The Town Clerk advised members that notification had been received, that the Quins Carnival will not be going ahead this year due to COVID-19 restrictions. The Town Clerk proposed to members that the allocated funds for 2020 is carried over to 2021

to ensure that once restrictions are lifted the funds are available for the Quins to continue with the Carnival in 2021.

**It was PROPOSED BY Councillor G.Goff
SECONDED BY Councillor P George
RESOLVED that the allocated funds for the
2020 Quins Carnival be carried over to
2021 Carnival.**

A Vote was taken, and all members agreed

13. Recognition of the work of community members during lockdown

The Town Clerk advised members that she has received a few requests from members of the community highlighting the extraordinary steps people have taken to look after the vulnerable members of our community within Pembroke Dock during COVID-19 lockdown. It was felt that these members of the community should be recognised in some way.

Cllr Beynon suggested having a certificate that could be issued and we could knock on their door to say well done. Also when we have the next Town Awards there could be a special Community award included in the ceremony. Cllr P George suggested medals and asked how much they would cost to say a big thank you from the town. The Town Clerk confirmed that she would advertise for nominations.

14. Port Authority Update

The Port Authority advisory committee meeting took place on Tuesday 30th June, the following updates were discussed with the following updates given.

Development of Carriageway and Commodore

Last year, a speculative expression of interest bid was submitted to the Heritage Horizons Fund to develop the Commodore, Carriage Drive, and the Site opposite the Garrison Chapel in collaborations with Pembrokeshire Council and the National Museum of the Royal Navy. Unfortunately, the fund received excessive interest and the proposal was not successful. The Port are supportive and want to work in collaboration with local stakeholders to look-for ways to develop the Commodore in a sustainable way

The Port is seeking to enhance the Heritage assets in the publicly accessible areas of the Port. Detailed designs for the consented redevelopment of the annexes to the Sunderland Hangars is complete that will create new commercial office and warehouse space.

The planning application also covers some high-level proposals to develop Carriage Drive into some amenity space and through the Coastal Communities Adapting Together project, views are being sought on the detail stakeholders would like to see. There is also the potential to develop a trail between the Ferry Terminal and Criterion Way that will look at both the heritage and the future of the dockyard as we adapt to climate change

RDF project update

No progress has been made to utilise the site under the existing permit.

Pembroke Dock Marine project Update

The Environmental Impact Report has been completed and submitted. The PDM group includes Wave Hub, Coastal Forum and Catapult with PCC as the lead authority.

Approval for the project has been delayed due to the Coronavirus pandemic.

The ground investigation works in the Gate 4 area are happening now . MHPA is committed to bringing opportunities to Pembroke Dock in the face of stiff opposition from other Ports. MHPA wants to ensure that the capital funding that the Port attracts for funding capital projects creates long term jobs and prosperity for Pembrokeshire through the creation of a quality local supply chain.

Cllr Burrell commented that MHPA has sent out invites to their stakeholder meeting.

15. Hate Crime Training

The Town Clerk commented about the email she had sent to members regarding the Hate Crime training. She advised members

that Victim support had offered to provide specific training tailored to our situation and the training will take place online. Cllr Wilcox commented that all members should attend the course as it would be useful. Members were asked when would be the best time of day and agreed Thursday evenings would suit. The Town Clerk will contact Victim Support and inform members of a date for the training.

A vote was taken all members agreed.

16. Police and Crime Commissioning Newsletter

The Town Clerk has emailed the newsletter to members. It covered several topics including the work carried out during COVID and there was some interesting information included.

14. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

None

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

Cllr Burrell gave an update from the Town teams. They have recently appointed a new volunteer secretary through the Volunteering Wales website and she recommended to members to use this service if they have volunteering opportunities.

Cllr Burrell also gave an update on the Ports Past and Present Project which is an EU funded project involving the Cultural departments of Universities in Ireland and Wales.

They are looking at the ports and will become more visual within the town.

Cllr Burrell would like to invite them to talk about the project at the next meeting.

Cllr Burrell gave an update on the Town Teams Tourism study. She commented that she has been given an extension until next spring. There was a developing project called Project Pembroke Dock – Rhian Cowen had approached the Town Team will regards

to the supply of paint. Town team has asked her to make sure she coordinates with the Town Council to make sure they get the right permissions from PCC. The Town Clerk commented that Rhian had asked Council if they could repaint the benches that we have recently had the wood re-done. Cllr Wilcox asked if the benches are allocated for anywhere, as he would like one for Pennar if possible. The Town Clerk commented that they were looking at Western Way as there has been requests for benches in the area. Cllr Wilcox commented that if the wood has been pressure treated you shouldn't paint for the first 12 months. It was agreed by members for the new benches not to be painted.

16. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
08.06.2020	Google Drive	£6.60
16.06.2020	D H Carpentry – 50% of Invoice	£324.00
17.06.2020	Impressions Engraving – Cleddau Bridge Plaque	£129.60
17.06.2020	British Gas – Gas for 28 Dimond St	£43.53
17.06.2020	British Gas – Electric for 28 Dimond St	£21.64
17.06.2020	S Scourfield – Reimbursement for Stationery	£5.25
23.06.2020	HSBC – Bank Charges	£6.50
29.06.2020	Swalec – Pump House	£44.15

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

allowances

Date	Description	Amount
16.06.2020	Pembrokeshire Citizens Advice Bureau Grant	£2000.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.07.2020	HSBC – Interest	£1.05

SALARIES AND WAGES

06.06.2020– 05.07.2020	Salaries	£ 3,796.70
06.06.2020 – 05.07.2020	Tax & NI	£ 901.68
06.06.2020 – 05.07.2020	Pensions	£ 907.69

ACCOUNT BALANCES

02.07.2020	HSBC Business Account	£ 73,264.65
02.07.2020	HSBC Premium Account	£ 127,977.11

It was

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

17. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Burrell asked about Simply Blue attending a Council meeting, The Town Clerk commented that she contacted Simply Blue and they didn't have a presentation, so they will come back to us when they have something.

Cllr Burrell advised that Ports past and present would like to come and talk to members at the next meeting.

Cllr Burrell stated that Pembrokeshire Youth Service would like to come and talk to members about what they have in place. The Town Clerk asked Cllr Burrell if she could send across the contact details.

Cllr Beynon commented about meetings being held virtually later in the year and following Coronavirus if there was an option to have a hybrid type meeting, to encourage more people to stand if they may have other commitments that prevent them attending meetings in person. The Town Clerk commented that meetings will continue to be held on a virtual basis until later in the year and may be that some Councillor's will be in the office and some online. She commented that One voice Wales are looking at the legislation about continuing to dial into meetings

18. COMMUNITY ISSUES

Cllr Manning commented about the piles of rubble, building materials, fencing and piles of dirt that are in Western carpark and

when they are going to be removed. Cllr B Hall commented that it is in the process of being moved. Evan & Pritchard had started to move the waste on Western way. He suggested speaking to Anthony Price as he was in charge of the improvements.

Cllr Manning mentioned Marcus Mc Kale helped lift the floral troughs into place on Lower Meyrick Street. The Town Clerk suggested to add his name to the list for the recognition community award.

Cllr Goff commented about the problems on Fort Road. The Town Clerk informed members that the local Police team have put a request into Dyfed Police for a speed tracker. The Town Clerk stated that Dyfed Powys Police was waiting for further information from PCC.

Cllr G Goff commented that he wanted to thank the Town Clerk, Deputy Town Clerk and Committees and Communities Officer for all they are doing for the Council during these difficult times.

19. MAYOR'S REPORT

Cllr Manning commented that he presented a message for Armed Forces Day which was held at the Council office, but stated that all other events were currently on hold.

20. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was

**PROPOSED by Councillor G Manning
SECONDED by Councillor B Hall
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.

21. PRIVATE & CONFIDENTIAL

Members reviewed a letter received with regards to racism members discussed the letter and agreed a response.

It was

PROPOSED BY Councillor G Manning

SECONDED BY Councillor D. Burrell.

RESOVLED that the response issued to be accepted and used.

A Vote was taken and all agreed

There being no other business the meeting was closed.