

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 7<sup>th</sup> November 2019

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

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk  
Amanda Dillaway – Deputy Town Clerk  
Amanda Hart – Communities and Committees Officer

**69 APOLOGIES FOR ABSENCE**

Cllr P Kraus

**70 DECLARATIONS OF INTEREST**

Cllr G Manning Pater Hall Trust (Trustee – Personal)

Cllr S O'Connor Pater Hall Trust (Trustee – Personal)

Cllr T Judkins Pater Hall Trust (Trustee – Personal)

Cllr J George Pater Hall Trust (Personal - Mother – Trustee on Pater Hall Trust)

Cllr Burrell Pater Hall Trust (Personal – Mother-In- Law, Member of Pater Hall Trust), Treasurer - Friends of the Memorial Park (Personal & Prejudicial), Tourism – Budget Item (Personal)

Cllr Beynon V C Gallery (Trustee – Personal & Prejudicial)

**71 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC  
Sunderland Silhouette Project 2019**

Mr John Lloyd read out a letter he had written stating his disappointment of the lack of support from PCC in respect of finding a suitable location for the Sunderland Silhouette.

**Proposed Waste facility In Port of Pembroke**

Mr Lloyd read out a letter raising his concerns regarding a press article he had read stating that local MP Simon Hart had paid a visit to the Port of Pembroke and that the waste was being transported by road into Pembroke Dock and then exported from the Town by road, when originally it was stated that the waste would be exported by sea, and asked if the press report was correct?

Mr Lloyd was advised that the press article was incorrect.

**Page 47 (No.65) Community Issues**

Mr Lloyd commented that he felt more positive support should be given by some Councillors towards Cllr Kraus in respect of all the work he is carrying out in the Town.

**72 MINUTES OF MEETING OF THURSDAY 3<sup>rd</sup> OCTOBER 2019**

It was                   **PROPOSED by Councillor G Manning**  
                                 **SECONDED by Councillor J Beynon**  
                                 **RESOLVED - That the Minutes of Thursday**  
                                 **3<sup>rd</sup> October 2019 are adopted as a true**  
                                 **record.**

**73 MATTERS ARISING FROM THE MINUTES OF THURSDAY 3<sup>rd</sup> OCTOBER  
2019**

**No. 56 (Pg.38) Question and Answer Session with Members of the  
Public.**

**Traffic Issue Essex Road:**

The Town Clerk commented that she had arranged for a speed survey to take place in Essex Road as the last one was in 2017. She would

advise further once up to date information had been received.

**No. 58 (Pg 39) Community Issues – Derelict House – Bush Street/Gwyther Street.**

Cllr Phillips asked for an update on this item. The Town Clerk advised Cllr Phillips that PCC are still monitoring the building and suggested re-evaluating the situation at the end of January 2020 as the Government are updating their rules on Compulsory Purchase and this could help with dealing with this issue.

**No. 59 (Pg 39) (No.44) Council Christmas Dinner.**

The Town Clerk advised members that the Christmas Dinner would be on Friday 13<sup>th</sup> December 2019 and would be held at the Shipwright.

**No. 49 (Pg 41) Action Plan Meeting.**

Cllr Burrell commented that the ideas wall for the action plan was now up and running. The ideas collected would be prioritised in December and a meeting would be arranged for January.

**No. 58 Town Clerks Report (52) (Pg 43) 3<sup>rd</sup> Pembroke Sea Scout Visit.**

The Mayor commented that the evening was a great success and would like to thank all the members who took the time to attend.

**No. 60 Supplementary Report of the Town Clerk (54) (Pg 43) Pembroke Dock Community School – Traffic & Parking**

Cllr Pam George commented that she was very concerned about the traffic situation at the school as she could see there being a terrible accident happening.

Cllr Beynon commented that he had spoken to the Head teacher and a way forward would be to encourage active travel and encourage parents to walk their children to school.

**No. 60 Supplementary Report of the Town Clerk (56) (Pg 44) Remembrance Parade – Police Attendance.**

The Town Clerk stated road closures had been arranged. These were

being operated by Forest Traffic Management Ltd. free of charge. The Military Cemetery Service would take place on Saturday 9<sup>th</sup> November 2019 at 2.30 pm followed laying of poppy crosses at St Andrews Church, Pembroke Dock at 4pm.

Sunday 10<sup>th</sup> November 2019 Remembrance Parade 2.30pm leaving Albion Square, followed by laying of wreaths and service in St Johns Church at 3pm.

## **74 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

### **58. Neighbourhood Policing Team**

After the last meeting the Town Clerk had sent a letter of complaint to the Chief Constable Mark Collins of Dyfed Powys Police with regards communications for the Freedom Parade and support for the Remembrance Service. A response was received from both the Chief Constable and the Chief Inspector who is responsible for Operational Policing in Pembrokeshire.

The Chief Inspector informed the Town Clerk that there had been a relaunch of the Neighbourhood Policing model which had been force wide which will see a dedicated team of PCSO's and 2 dedicated Police Constables, she gave her reassurance that the relationship between police teams and community partners was important and they will look to continue this relationship.

The Town Clerk had met up with the new Sergeant PS-1 Lewis Simpson who agreed to regularly touch base with the office to discuss any issues. The Chief Inspector and PS- 1 Lewis Simpson offered to attend a meeting of the Council to discuss the changes to the NPT team. The Town Clerk asked members if they would like them to attend the December meeting.

Members agree to invite them both to the January 2020 meeting.

### **59. Police and Crime Commissioner Newsletter**

The Town Council had received the above document from the office

of the Police and Crime Commissioner the newsletter highlights information on the following

- Delivering on the Police & Crime Plan
- Remembering Simon Prince QPM
- Rural Crime Update
- Commissioner in the Community
- Policing Accountability Board
- Commissioners Community Fund – Successful applicants
- Protection of Vulnerable people in police custody pilot
- Investing in Future workforce
- Looking Ahead

The Town Clerk stated that she had sent the information out to everyone on email, but if they would like to have a paper copy of the information please contact her.

#### **60. Environment and Biodiversity Policy**

The Town Clerk advised members that Town and Community Councils had been actioned to have the above policy agreed and available on their website as part of the Environment (Wales) Act 2016 from the Welsh Government, therefore she had undertaken a research exercise with other Town & Community Councils to see what areas had been covered within their policies and also requested areas which Councillors would like included within the policy.

The Town Clerk had therefore attached a version of the policy which she recommended was adopted in order to be publicised on the Town Councils website and asked for members' comments.

Cllr Burrell started the discussion by commenting that thanks should be conveyed for all the work that had gone into producing the document and the Town Clerk stated that the document had been generated by the Deputy Town Clerk. Members then all agreed to adopt the policy put forward by the Town Clerk.

It was

**PROPOSED by Councillor D Burrell  
SECONDED by Councillor J Beynon  
RESOLVED – That Pembroke Dock Town  
Council agree to adopt the attached  
Environment and Biodiversity Policy  
recommended by the Town Clerk.**

A vote was taken by members and all agreed.

### **61. Town Awards**

The Town Clerk advised members that The Town Awards had been booked for Thursday 21<sup>st</sup> November at 6pm, she had booked the Quins as the venue as the Pater Hall was not available. The Town Clerk commented that she would be grateful if members could confirm if they were able to attend in order to confirm numbers for catering.

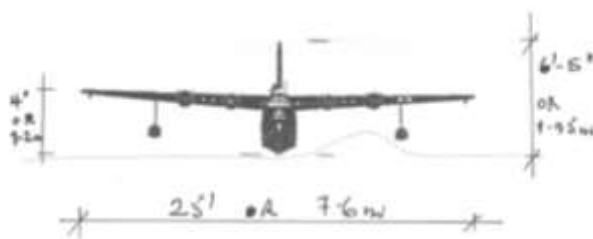
### **62. Ginkgo Tree – Wales Tree of the year competition**

The Town Clerk had received confirmation that the Ginkgo Tree was placed 2<sup>nd</sup> in the Wales Tree of the Year Competition 2019 with the woodland trust. Further to this the Town Council had been offered a sapling from the tree, the town clerk had previously sent an email out and the suggested locations were Jacobs Pill and the Memorial Park. David James had been contacted with the suggestions which he will pass on.

### **63. Sunderland Silhouette**

The Town Clerk advised members that working alongside the Poppy Committee Mr John Lloyd had built a model of the Sunderland which he would like to go on display within the Town. The Silhouette would be made of marine plywood and will be 7.6m wide and 1.95m high painted white.

PROPOSED FRONT  
SILHOUETTE OF SUNDERLAND  
PAINTED WHITE.



SEPT. 14 2014  
J.O. LLOYD.

There had been some discussions with PCC with regards to a possible location for the model to be sited with the initial site being the Criterion Roundabout not being the most suitable.

There were a number of other areas which had been reviewed with the area opposite the Police station being the favourable area. In order for the Sunderland to be displayed a licence and risk assessment is required.

The risk assessment would be similar to the one used for Bertie the Seabass. This would cost £50 for the licence to be granted through PCC. The Town Clerk asked for members' permission to go ahead with the licence for this to be placed on the grass opposite the police station and add the item to the insurance for the Town Council.

It was

**PROPOSED by Councillor J Beynon**  
**SECONDED by Councillor D Burrell**  
**RESOLVED – That Pembroke Dock Town Council agree to the sum of £50.00 being paid to obtain a licence from PCC in order for the Sunderland Silhouette to be displayed in the Town.**

*Cllr Wilcox entered meeting at 7.06 pm*

#### **64. Commodore Trust - Letter of Support**

The Town Clerk had received a letter from the Commodore Trust requesting a letter of support towards their aim of restoring the Commodore. The Trust are in the process of applying for grant aid to carry out a viability study for the ways in which they will successfully achieve the aim outlined which is

*By means of an Historic Buildings Trust, acquire and renovate the former Captain Superintendent's Residence at Pembroke Dockyard, along with its former garden, transforming this currently derelict Grade II\* listed building and its setting into a self-supporting community asset.*

So far, the trust has obtained a grant from the Architectural Heritage Fund, up to the sum of £5,000 towards the cost of the study, which is subject to match funding by the trust. The Town Clerk had supplied a copy of the prospectus.

Members discussed this item and agreed to write a letter of support for the Commodore Trust.

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor D Burrell  
RESOLVED – That Pembroke Dock Town  
Council agree to write a letter of support  
for the Commodore Trust towards their  
aim of restoring the Commodore.**

#### **65. Notice of Poll – Central Ward**

The Town Clerk commented that as all members were aware there was an election for Central Ward which was taking place Thursday 7<sup>th</sup> November 2019. Candidates up for election are Sean Davis and Paul Aston Jones.

The count would be taking place after the election at St Johns Community Hall.



## 66. Finance Committee Recommendations

### Funding for Heritage Centre

The Town Clerk had received an application from the Heritage Centre for grant funding, there was some confusion over the amounts which could be applied for under the scheme and there was also an issue with the application being received.

The Town Clerk had met with Mr Mills and the Chairman of the Heritage Centre and after discussions it was agreed to bring the reviewed application to the meeting in order to assist with bridging the relationship between the 2 organisations.

The revised application was requesting an amount of £2,000 which would be used to help towards insurance costs which they have had to increase as part of their new lease with Pembrokeshire County Council. The Finance Committee had reviewed the application and recommend £2,000 was granted to the Heritage Centre. The Town Clerk had included a copy of the application and asked for members' comments.

Members discussed this item and it was proposed by Cllr Gwyther and seconded by Cllr Burrell to agree with the Finance Committee's recommendation to pay £2000.00 to the Heritage Centre.

It was

**PROPOSED by Councillor P Gwyther  
SECONDED by Councillor D Burrell  
RESOLVED – That Pembroke Dock Town  
Council agree to the Finance Committee  
Recommendation to pay the sum of  
£2000.00 to the Heritage Centre as per  
Local Government Act 1972, s.144.**

A vote was taken by members 13 for 1 abstain

The Town Clerk advised members that in order to discuss the next item standing orders would need to be suspended as this Council had passed a motion not to discuss items relating to the Pater Hall Trust. If Council did not agree to suspend standing orders an extraordinary meeting would need to be agreed.

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor D Burrell  
RESOLVED – That Pembroke Dock Town  
Council agree to suspend standing orders  
in order to discuss the Pater Hall  
Community Trust Funding application.**

The Mayor accepted the proposal and put a time limit of 10 mins on this discussion.

#### Pater Hall Community Trust Funding

The Town Clerk stated the Finance Committee had been working to progress the agreements between the Town Council and Pater Hall Trust with regards to funding, there was £10,000 allocated within the budget for the Pater Hall Trust but it was agreed that the Pater Hall Trust would need to provide an up to date business plan and a Service Level Agreement agreed before the funds could be released. This would see funding being provided to the Pater Hall Trust over a number of years thus providing security for the Pater Hall Trust. Unfortunately, the relevant documentation had not been received from the Pater Hall Trust to enable the funding of £10,000 to be released.

The chair of Finance was contacted to request that a sum of £4,000 was allocated to the Pater Hall Trust in the interim to assist with Finances over the Winter months. The finance committee discussed the proposal and recommended the £4000 was paid to the Pater Hall Trust.

Councillors discussed the request which had been put forward with some Councillors raising their concerns.

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor D Burrell  
RESOLVED – That Pembroke Dock Town Council agree to the Finance Committee Recommendation to pay the sum of £4000.00 to the Pater Hall Community Trust as per Local Government Act 1972, s.144.**

A vote was taken with 12 for and 2 against

It was

**PROPOSED by Councillor J Beynon  
SECONDED by Councillor B Hall  
RESOLVED – That Pembroke Dock Town Council will undertake a review of the Pater Hall management after a period of 6 months from this meeting and then make a decision on the future of the Pater Hall.**

A Vote was taken with 9 for, 3 against and 1 abstained.

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

### **67. Notice of Road Closure**

The Town Clerk advised there would be a road closure on Pembroke Street & Market Place from its junction with Meyrick Owen Way to its junction with Victoria Road and mini roundabout section at Market Place. This closure would take place on Wednesday 13<sup>th</sup> November for a period of 2 days to allow for carriage resurfacing to take place.

### **68. Removal of Pay Phone**

The Town Council had been contacted by BT to inform them that

there are currently 45 public payphones in Pembrokeshire which have been identified and proposed for removal by BT under the 90-day consultation process and details of these payphones are shown below. One of the payphones identified is located on High Street, records show there have been 0 calls made from this phone in the last 12 months.

The consultation process gives communities the opportunity to adopt a phone box and make them an asset that local people can enjoy. The Town Clerk asked if members would like to adopt the phone box in High Street.

Members had a slight discussion about this item and decided that “no” they would not like to adopt the High Street phone box.

#### **69. Letter to the Port Authority re Waste Transfer Site**

The Town Clerk commented that Councillor Burrell had asked for this item to be raised this evening with regards to the proposed Waste Transfer site, and as all were aware the permit is currently with NRW awaiting agreement.

Councillor Burrell had recommended a letter was sent to the Port Authority highlighting the Council's concerns. The Town Clerk asked for members agreement.

All Councillors were happy for a letter to be sent to Milford Haven Port Authority raising the Town Council's concerns on this matter.

A vote was taken and all members agreed

## **76 TO CONSIDER THE BUDGET FOR 2020/2021**

### **Budget 2020-2021**

The Town Clerk presented the proposed budget which had been reviewed by the Finance Committee, The Town Clerk stated that she

had reviewed the information again to ensure that all requirements were being met, the budget had been split into the different sections to help make it clearer.

The Town Clerk advised members of the proposed Administration budget – she stated that she had made some suggestions with regards to Earmarked Reserves for members to consider.

Office Equipment - The tables for Council meetings will need to be reviewed once the refurbishments are completed the current seating for Council meetings does need to be reviewed to ensure that the public are able to hear Councillors sufficiently.

Website – We are currently undertaking a review on our website; the Town Council will need to ensure that our website meets international accessibility standard WCAG 2.1AA. Our current website does not seem to meet certain areas of the criteria needed. We have a deadline of 23<sup>rd</sup> September 2020 to meet the requirements, but this may mean having a new website to meet these requirements.

		<b>Curren t Annua l Bud</b>		<b>Propose d Budget 20/21</b>	<b>Sugges ted Earmar ked Reserv es</b>
<b>101 Administration</b>					
1101	Advertising	100		100	
1102	Internal Audit Fees	100		150	
1103	Insurance	2500		3000	
1104	Legal Fees	2000		2000	
1105	Computer Support	250		200	
1106	Telephone	700		650	
1107	Travel & Subsistence - Staff	500		500	

1108	External Audit	500		500	
1109	Postage	500		400	
1110	Office Equipment	2000		1500	1500
1111	Printing & Print Consumables	550		550	
1112	Maintenance of Equipment	250		250	
1113	Stationery	500		500	
1114	Training - Staff	750		1000	
1115	Membership Fees	2300		2300	
1116	Internet	400		0	
1117	Website	2000		2000	1500
1118	Training - Members	800		800	
		<b>16700</b>		<b>16400</b>	<b>3000</b>

It was

**PROPOSED by Councillor D Burrell  
 SECONDED by Councillor J Beynon  
 RESOLVED – That the following changes were made to the proposed budget.**

- Advertising reduced to £0
- Postage reduced to £200
- Website reduced to £1000

A vote took place Cllr Goff voted against reducing the postage and Cllr O'Connor voted against reducing the Website. All other members voted for the proposal.

It was

**PROPOSED by Councillor S O'Connor  
 SECONDED by Councillor J Beynon  
 RESOLVED – That with the above proposal the administration budget head would be £15,100 for 2020/2021 budget.**

A vote took place with all members voting for the proposal

## 102 Salaries

1201	Salaries	71650		60000	
1205	Employers NI - PDTC	6200		5000	
1206	Pensions	10800		9000	

		<b>88650</b>		<b>74000</b>	
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It was

**PROPOSED by Councillor D Burrell  
SECONDED by Councillor S O'Connor  
RESOLVED – That with the above proposal  
the Salaries budget head would be  
£74,000 for 2020/2021 budget.**

## 103 Members' Expenses

1301	Mayor's Allowance	1500		1500	
1302	Deputy Mayor's Allowance	500		500	
1303	Mayoral Civic Events	1200		1200	
1304	Official Entertainment	500		500	
1305	Councillor Allowance	2400		2400	
1306	Travel & Subsistence - Members	500		500	
1307	Committee Chair Allowance	1500		1500	

		<b>8100</b>		<b>8100</b>	
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The Town Clerk advised members that there were no changes to Members Expenses, as these will be set by IRPW.

It was

**PROPOSED by Councillor D Burrell  
RESOLVED – That Mayoral Civic Events  
and Official Entertainment were combined  
and reduced to £500.**

An Amendment was

**PROPOSED by Councillor P Gwyther  
SECONDED by Councillor J Beynon  
RESOLVED – That Mayoral Civic Events**

**and Official Entertainment were combined and reduced to £850.**

An Amendment was **PROPOSED by Councillor J Phillips  
SECONDED by Councillor P George  
RESOLVED – That Mayoral Civic Events  
and Official Entertainment were combined  
and reduced to £1000.**

A vote was taken on the Amendment for reduction to £1000  
4 members For  
6 members Against

A vote was then taken on the Amendment for reduction to £850  
9 members For  
2 members Against

The proposal for a reduction to £850 was therefore agreed.

It was **PROPOSED by Councillor D Burrell  
SECONDED by Councillor S O'Connor  
RESOLVED – That with the above proposal  
the Members Expenses budget head  
would be £7,250 for 2020/2021 budget.**

**104 Office Expenses**

1401	General Rates	2600		3000	
1402	Storage Rent & Room Hire	400		0	
1404	Office Rent	3600		0	
1405	Utilities - Electricity	900		900	
1406	Utilities - Gas	1500		1500	
1407	Utilities - Water	500		500	



1408	Building purchase	60000		0	
	Loan Repayments	0		4815	
	Building Maintenance	0		1500	
	Building refurbishment	0		0	30000
	Office Cleaning	0		400	

		<b>69500</b>		<b>12615</b>	<b>30000</b>

The Town Clerk stated that there were a few changes for office expenses as the Town Council no longer need items for Storage and office rent but there would need to be some new additions which show loan repayments instead. The Town Clerk commented that she had included within members papers a copy of the full repayment schedule.

The Town Clerk stated that the Council need to agree how much they would like to be going into the building maintenance pot over the years to ensure that the pot is built up for when an issue will arise. Initially any issues should be covered under the refurbishment part, but for future planning there should be something added every year to ensure the Council is covered.

It was

**PROPOSED by Councillor G Manning  
 SECONDED by Councillor S O'Connor  
 RESOLVED – That the Office Expenses  
 budget head would be £12,615 for  
 2020/2021 budget.**

**Town Decoration &  
 105 Improvement**

1501	Christmas Lighting	15000		18000	
1502	Utilities - Mem Lamp & Pump Ho	200		200	
1503	Maintenance Centenary Lamp	300		300	300
1505	Maintenance Pump	500		500	500

	House				
1507	Floral Baskets	8200		8500	
1508	Memorial Park grounds maint	1000		7000	
1511	Street Cleaning	15000		0	15000
	St Patricks Park grounds maint			1200	
	West Llanion Pill grounds maint			1200	
	Town Trail Plaques			1000	
	Action plan items			5000	

<b>40200</b>		<b>42900</b>	<b>15800</b>

The Town Clerk advised that there have been a number of changes required under this budget head

**Christmas lighting** – The Town Clerk advised this contract was due to come to an end with Festive Lighting this year so a new contract for the provision of Christmas lighting was required, The Town Clerk commented that she had contacted Blachere and LITE for quotes. Blachere had not returned with a quote. The Town Clerk commented that we had faced a number of issues with Festive Lighting and would not recommend these are used again, the Town Clerk attached the proposal from LITE for members, which were similar costings to what was currently spent with Festive lighting.

The Town Clerk informed members that Included within the proposal was a Christmas tree but this can be removed if members wanted to continue with a real tree. The rest of the budget in Christmas lighting would be for the erection and dismantle of the lights.

It was

**PROPOSED by Councillor G Manning**  
**SECONDED by Councillor S O'Connor**  
**RESOLVED – That the Town Council accept the quote from LITE with the removal of**

## the Christmas Tree.

The Town Clerk advised that staff are in the process of gaining further quotes for 2020 for Floral Baskets, but anticipate the costs being similar to this years.

### **Memorial Park grounds maint /St Patricks grounds maint / West Llanion Pill grounds maint**

All members of the Council were invited to a meeting last month with David Astin the Community Champion Co-ordinator of Pembrokeshire County Council. He has been tasked with reviewing maintenance and play equipment in the whole of the County. He has discussed previously with the Finance Committee and attendees of this meeting about the Town Council taking over the maintenance of certain play areas in the Town. This would include the play equipment and grass cutting of the area.

The Finance committee members have taken the lead on this and visited the areas and reviewed the usage and possibility of the Town Council taking on the maintenance of the areas. The areas reviewed were

- Kavanagh Court Play Area
- Youth Centre Park
- Memorial Park
- Owen Street play area
- St Patricks Play Area
- West Llanion Pill

The Finance committee agreed that they would focus on the following areas as they were key areas within the town

<b>Area</b>	<b>Cost</b>
Youth Centre play area	£1752.00
Memorial Park	£10,913.25
St Patricks play area	£1,176.00
West Llanion Pill	£1,176.00

The Finance Committee agreed to recommend that the Council look to take over the Memorial Park, St Patricks play area and West Llanion Pill. If the Town Council were to agree to take these areas on there would be a lease formed and working partnership between the Town Council and the County Council. St Patricks and West Llanion Pill are straight forward areas to take over as there are no outside issues affecting the area, but the Memorial Park will require further discussion due to the bowls club lease which is currently active. The bowls club have right of access but they do not lease any of the carparks in the park so this is one of the areas which will need to be discussed further.

Members of the Finance committee have recommended the costings for St Patricks and West Llanion Pill are added to the budget with a starting amount for the Memorial Park if future discussions and decisions are successful.

It was

**PROPOSED by Councillor G Manning  
SECONDED by Councillor S O'Connor  
RESOLVED – That the Town Council take  
on the lease for St Patricks play area and  
West Llanion Pill during 2020 with a view  
to taking on the lease for the Memorial  
Park in 2021.**

Councillor Wilcox commented that he has been given the opportunity to have some new pieces of play equipment, he commented that the only cost for the new pieces of equipment would be installation costs which would be approximately £900. It was agreed for further information to be brought back to the next meeting for the costs to be agreed.

### **Town Trail plaques**

The Town Clerk advised that there had been a request from the public that these are reviewed and replaced where necessary, there has also been a mention of plaques which are on the wall along by the

dockyard. This however could become part of the action plan if members wish. It was agreed to add this item to the Action plan with a reduction of £1,000 to the proposed budget head.

It was

**PROPOSED by Councillor G Manning  
 SECONDED by Councillor S O'Connor  
 RESOLVED – That the Town Decoration  
 and Improvement budget head would be  
 £41,900 for 2020/2021 budget.**

**106 Donations**

1601	Donations	11975		10000	
1603	Pater Hall Community Trust	10000		4000	10000
1604	Pembroke Dock Festival Winter	4540			
1609	Memorial Park Group	5000		5000	
	VC Gallery			0	
	Heritage Centre			6000	
	Pennar & Bufferland - Village Green			1000	
		31515		26000	10000

It was commented that the Earmarked amount for the Pater Hall Community Trust would be reduced to £6000.

Members asked for further information to be provided from the Pembroke Dock Winter Festival group before a decision was made with regards to funding.

Information was presented from the VC Gallery, members commented that the information was not clear enough for them to decide and it was agreed Cllr Dilys Burrell would contact the VC Gallery with a decision being made at the next meeting of the Town Council.

### 107 Miscellaneous

1701	Flowers, Wreaths etc.	300		300	
1702	Bank Charges	100		100	
1705	Civic Regalia	4300		0	4300
1706	Electoral Services	6500		6500	6500
		11200		6900	10800

The Clerk informed members that chain for the Mayor would be refurbished early next year so will be unavailable for a period of time, the work required on the chain includes the following- Engraving, extra links, repainting of the medallion, new clips.

It was

**PROPOSED by Councillor G Manning**  
**SECONDED by Councillor J Beynon**  
**RESOLVED – That the Miscellaneous budget head would be £6,900 for 2020/2021 budget.**

### 108 Promotion of Tourism

1801	Tourism & Twinning	2000		0	
1805	PDTC Xmas Festivities	1750		1500	
1806	Remembrance Commemorations	1337		1000	500
1807	Town Carnival (Quins)	2000		0	
1808	Town Band Project	1000		0	1000
1809	Bertie The Seabass Project	2000		0	
1810	Freedom of the Town Event	4500		4500	4500
	Seafair Haven			500	
		14587		8000	6000

It was commented to contact the Quins to request information on their plans for 2020.

It was **PROPOSED by Councillor G Anderson**  
**SECONDED by Councillor G Manning**  
**RESOLVED – That Tourism & Twinning was increased to £2000 and renamed to Tourism.**

It was **PROPOSED by Councillor D Burrell**  
**SECONDED by**  
**RESOLVED – That Freedom of the Town Event is reduced to £2500**

A Vote was taken with 5 for and 6 Against.

It was **PROPOSED by Councillor S O'Connor**  
**SECONDED by Councillor J Beynon**  
**RESOLVED – That the Promotion of Tourism budget head would be £10,000 for 2020/2021 budget.**

A Vote was taken with 7 for 1 against and 1 abstain

	<b>Income</b>	<b>182,900.00</b>			
	<b>Expenditure</b>	<b>220,452.00</b>		<b>194,415.00</b>	<b>75,600.00</b>

The Town Clerk confirmed she would confirm the status of the budget with the above changes at the next meeting and provide further information on the outstanding items which need to be decided.

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

None

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

None

**79 FINANCIAL REPORT**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
24.09.2019	Poundstretcher – Sundries/ MacMillan Coffee Morning	£2.76	DEBIT CARD
24.09.2019	B&M – Sundries/MacMillan Coffee Morning	£5.08	DEBIT CARD
26.09.2019	Post Office – Members Papers Postage	£7.47	DEBIT CARD
27.09.2019	Grainger Tubolt - Bolts for Bench Repairs	£25.18	
27.09.2019	Philip Roache Solicitors – Purchase of 28 Dimond Street	£60,000.00	
27.09.2019	Solicitor Fees Inc. Search Fees & Land Registry Title Registration Fee	£723.00	
30.09.2019	SWALEC – Pump House	£42.18	
02.10.2019	1&1 Internet Ltd – Annual Website Subscription	£9.94	
03.10.2019	Eurooffice – Office Stationery	£169.38	
03.10.2019	Clarity Copiers – Office Printing	£24.67	
03.10.2019	Marc Jones/Office Window Cleaning x3	£30.00	



04.10.2 019	Petals Of Pembrokeshire – Flowers M. Murton	£30.00	DEBIT CARD
04.10.2 019	Google Ireland Ltd/ App Usage	£6.60	
09.10.2 019	Ebookers/ Accommodation - Merchant Navy Day Service London	£273.00	
10.10.2 019	BT (Office Phone & Broadband)	£185.04	
10.10.2 019	A J Hart – Travel Expenses	£69.30	
10.10.2 019	S Scourfield – Travel Expenses	£30.60	
10.10.2 019	R T Ebrey – Asbestos Survey	£324.99	
11.10.2 019	LBS Builders Merchants Ltd – Sunderland Silhouette	£22.54	
11.10.2 019	Trainline – Train Tickets (Merchant Navy Commemoration Service)	£175.50	
14.10.2 019	SWALEC – Albion Square Street Lighting	£43.48	
14.10.2 019	British Gas – Office Electricity Bill	£52.92	DEBIT CARD
22.10.2 019	G Manning – Travel Expenses	£83.80	
22.10.2 019	Postage – Remembrance Invites	£21.35	DEBIT CARD
23.10.2 019	British Gas – Office Gas Bill	£35.22	DEBIT CARD
23.10.2 019	Bank Charges – 01.10.2019	£6.50	
31.10.2 019	Marc Jones – Window Cleaning x 3	£30.00	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
04.10.2019	Pembroke Borough AFC	£500.00	
05.10.2019	Credit Union LTD	£250.00	
05.10.2019	Elly's Ward 10 Flag Appeal	£100.00	
05.10.2019	West Wales Maritime Heritage Society	£500.00	
08.10.2019	PD Cricket Club	£250.00	

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
18.10.2019	HMRC Customs & Excise – VAT Return Refund	£1805.20	

**SALARIES AND WAGES**

06.10.2019– 05.11.2019	Salaries	£3823.06
06.10.2019 – 05.11.2019	Tax & NI	£905.72
06.10.2019 – 05.11.2019	Pensions	£912.66

**ACCOUNT BALANCES**

01.11.2019	HSBC Business Account	£54,242.28
01.11.2019	HSBC Premium Account	£127,773.35

It was

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

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

None

**81 COMMUNITY ISSUES**

None

**82 MAYOR'S REPORT**

None

**83 Vote to Move into 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.**

**84 Private & Confidential**

**Confirming Private & Confidential Minutes of Thursday 3<sup>rd</sup> October  
2019**

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor J Beynon  
RESOLVED - That the Private &  
Confidential Minutes of the Meeting held**

**on Thursday 3rd October 2019 are  
adopted as a true record.**