

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 5<sup>th</sup> September 2019

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

**IN ATTENDANCE:**

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

**39 APOLOGIES FOR ABSENCE**

Cllrs: J Beynon, M Colgan, T Wilcox, P Kraus

**40 DECLARATIONS OF INTEREST**

None

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

Mr J Lloyd asked a question with regards to a Financial Risk Assessment for the Pump House. The Town Clerk advised Mr Lloyd that it was covered by Demolition and Rebuild Insurance.

## 42 MINUTES OF MEETING THURSDAY 4<sup>th</sup> July 2019

It was **PROPOSED by Councillor D Burrell**  
**SECONDED by Councillor B Hall**  
**RESOLVED - That the Minutes of Thursday 4<sup>th</sup>**  
**July 2019 are adopted as a true record.**

## 43 MATTERS ARISING FROM THE MINUTES OF THURSDAY 4<sup>th</sup> July 2019

There were no matters arising.

## 44 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

### 30. One Voice Wales Policies

The Town Clerk commented that there were a number of policies which had been reviewed and updated according to One Voice Wales and SLCC. The Personnel Committee and Finance Committee had reviewed and recommended the following policies for approval;

The Town Clerk asked members for their comments on the policies which were included within their papers.

- Complaints policy

It was **PROPOSED by Councillor G Manning**  
**SECONDED by Councillor B Hall**  
**RESOLVED - That Pembroke Dock Town**  
**Council agree to approve the Complaints**  
**Policy as reviewed and recommended by the**  
**Personnel Committee.**

- Capability Policy

It was **PROPOSED by Councillor D Burrell**  
**SECONDED by Councillor P George**  
**RESOLVED - That Pembroke Dock Town**  
**Council agree to approve the Capability Policy**  
**as reviewed and recommended by the**  
**Personnel Committee.**

- Bullying Policy

It was

**PROPOSED by Councillor J George  
SECONDED by Councillor D Burrell  
RESOLVED - That Pembroke Dock Town  
Council agree to approve the Bullying Policy  
as reviewed and recommended by the  
Personnel Committee.**

- Disciplinary Procedure

It was

**PROPOSED by Councillor G Goff  
SECONDED by Councillor G Manning  
RESOLVED - That Pembroke Dock Town  
Council agree to approve the Disciplinary  
Policy as reviewed and recommended by the  
Personnel Committee.**

- Absence and Sickness Policy

It was

**PROPOSED by Councillor G Goff  
SECONDED by Councillor D Burrell  
RESOLVED - That Pembroke Dock Town  
Council agree to approve the Absence and  
Sickness Policy as reviewed and  
recommended by the Personnel Committee.**

- Financial Regulations

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor G Manning  
RESOLVED - That Pembroke Dock Town  
Council agree to approve the Financial  
Regulations Policy as reviewed and**

recommended by the Finance Committee.

- Financial Risk Assessment

It was **PROPOSED by Councillor S O'Connor**  
**SECONDED by Councillor G Manning**  
**RESOLVED - That Pembroke Dock Town**  
**Council agree to approve the Financial Risk**  
**Assessment**

The following policies had also been updated as advised by One Voice Wales and SLCC

- Data Retention and storage of documents

It was **PROPOSED by Councillor D Burrell**  
**SECONDED by Councillor G Manning**  
**RESOLVED - That Pembroke Dock Town**  
**Council agree to approve the Data Retention**  
**and Storage of Documents Policy.**

- Display screen equipment policy

It was **PROPOSED by Councillor D Burrell**  
**SECONDED by Councillor G Goff**  
**RESOLVED - That Pembroke Dock Town**  
**Council agree to approve the Display Screen**  
**Equipment Policy.**

- Freedom of information

Cllr Burrell proposed that Class 2 (members' allowances and expenses) should be published on the Pembroke Dock Town Council website). All members' agreed

It was then

**PROPOSED by Councillor G Manning  
SECONDED by Councillor S O'Connor  
RESOLVED - That Pembroke Dock Town  
Council agree to approve Freedom of  
Information Policy.**

- Information Data Protection Policy

It was

**PROPOSED by Councillor G Manning  
SECONDED by Councillor G Goff  
RESOLVED - That Pembroke Dock Town  
Council agree to approve the Information  
Data Protection Policy**

- Lone Working Policy

It was

**PROPOSED by Councillor G Manning  
SECONDED by Councillor G Goff  
RESOLVED - That Pembroke Dock Town  
Council agree to approve the Lone Working  
Policy**

Cllr Burrell requested that the policies be split between each relevant committee to deal with.

### **31. Councillor Resignation**

The Town Clerk stated that Councillor Margaret Murton had handed in her resignation as Councillor, she commented that Margaret would be dearly missed by the office staff as she had always been a good support. The Town Clerk stated that she had contacted the elections office at Pembrokeshire County Council to notify them of Margaret's resignation, and there had been 10 signatures gained for the vacancy which means there would be an election for the ward.

The election would be completed within 60 days of the original notice which was 15<sup>th</sup> August, so there should be a new Councillor in place for the November meeting.

**32. Letters of thanks**

The Town Clerk advised members the Town Council had received the following letters of thanks

- Sandy Bear Children's Bereavement Charity – Funding received
- Mrs Forth - Regarding the flower basket display

**33. Police and Crime Commissioner Annual Report**

The Town Clerk had received the above report for 2018-2019 which provided a summary of the work plan for the financial year, including progress against Police and Crime Plan priorities, financial information and key decisions.

**34. Pembrokeshire Coast National Park Management Plan 2020-2024**

The Town Clerk had received the above consultation document which runs from 1<sup>st</sup> August -31<sup>st</sup> October 2019.

A copy of the document had been sent out to all Councillors via email and the Town Clerk stated a hard copy was available at the Council Offices.

**35. Macmillan Coffee Morning**

The Town Clerk advised members' that a coffee morning would be held at the Town Council offices on Wednesday 25<sup>th</sup> September between 10am and 12. If anyone had any baking skills or would like to donate cakes or biscuits for the event, we would be most grateful.

### **36. Recommendations from Personnel Committee**

The Town Clerk commented that the Personnel Committee had been holding regular meetings to discuss a number of topics. The group have been undertaking a lot of work recently working with staff to ensure that they have a suitable appraisal and support network in place.

As members are aware job descriptions of staff members have been reviewed and agreed, as part of this process it has been necessary for pay grades to be reviewed as part of this. The service will be completed by professionals at One Voice Wales at a cost of £180 per evaluation.

It was

**PROPOSED by Councillor P George  
SECONDED by Councillor G  
Manning  
RESOLVED - That Pembroke Dock  
Town Council agree to pay the  
sum of £180.00 per job evaluation  
to One Voice Wales**

A vote was taken by Members and all agreed

As part of the support systems which the committee have been discussing, it was recommended that the Town Council should work towards a Small Workplace Health Award. This award works towards supporting mental health in the workplace, this is also something which will benefit Councillors. There had been discussions with Pembrokeshire County Council who support this award and had provided information on a number of free support sessions which are open to anyone interested.

The 2 sessions which had been identified are Stress Control and Activate your life, they are both 4-week courses with different topics and methods being discussed each week. The Town Clerk asked if anyone was interested in attending these sessions to contact her.

The Town Clerk had supplied some brief information on the Small Workplace Health Award, she asked if members were in agreement for this Council to continue to work towards this award.

A vote was taken by members and all agreed.

The Town Clerk advised members that the Personnel Committee would soon be reviewing information with regards to an outdoor person, they will be reviewing job descriptions etc in order to make recommendations to full council in the coming months. The Committee would also be reviewing risk assessments and fire evacuation plans for the Town Council offices.

Cllr Burrell commented that if Councillors had ideas on what they think should be included in the job description to please contact herself or the Town Clerk.

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

##### **37 Road Closure/Temporary restriction – Bentlass Terrace**

The Town Clerk advised members that Pembrokeshire County Council had informed her that there would be a road closure on Bentlass Terrace starting from 20<sup>th</sup> September for 3 weeks. The Town Clerk had included the notice and map received with this report.



**38 Action Plan meeting**

The Town Clerk stated that the next part of the action plan meeting will take place **on Thursday 26<sup>th</sup> September 2019** at 6pm, Councillor Dilys Burrell would be facilitating the meeting to help Councillors discuss and progress their ideas further. All Councillors are invited to attend this session.

**39**

**Ginko Tree**

The Town Clerk advised Councillors the Ginko Tree had been nominated for an award and asked members if they could please vote through the link sent to them via email and also

**40** could they spread the word far and wide.

**PAVS Volunteering Award**

**41** The Town Clerk commented that nominations were being accepted for this award.

**Invitation from Police and Crime Commissioner**

The Town Clerk had received an invitation from the Police and Crime Commissioner for Councillors to visit Police Headquarters to view CCTV from behind the scenes and therefore if any Councillor would like to accept the invitation could they please contact the office.

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

None

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

Cllr Burrell informed members that the Town Team had appointed Miss Laura Evans as Town Champion.

**48 FINANCIAL REPORT**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
28.06.2019	Post Office – Members Papers	£14.33	DEBIT CARD
01.07.2019	SWALEC – Pump House Electricity	£43.62	
03.07.2019	Google Ireland – App usage	£6.60	
05.07.2019	Wilko – Hoover	£24.00	DEBIT CARD
10.07.2019	BT – Office Telephone/Broadband	£182.08	
15.07.2019	SWALEC – Albion Sq. Electricity	£43.48	
16.07.2019	Clarity Copiers – Office Printing	£19.44	
16.07.2019	Flag & Bunting Store – Flags/Pater Hall	£15.00	
16.07.2019	Amroth C.C. – Transportation and Fixing on Site of Bertie Seabass	£550.00	
16.07.2019	Post Office – Postage Stamps	£6.64	DEBIT CARD
16.07.2019	SWALEC – Christmas Lighting	£106.04	
18.07.2019	West Wales Maritime Heritage – River Rally 2019	£50.00	
18.07.2019	British Gas – Office Electricity (Monthly)	£58.84	
19.07.2019	Pembs County Council – Flowers/ Pump House &	£3481.89	

	Flower Towers		
29.07.2019	P. Dock Regen – Hire of Market Stalls – Armed Forces day	£20.00	
01.08.2019	Bank Charges to 01.07.2019	£7.10	
02.08.2019	Clarity Copiers – Office Printing	£43.48	
06.08.2019	Google Ireland – App Usage	£6.60	
08.08.2019	Marc Jones – Window Cleaning x4	£40.00	
15.08.2019	British Gas – Gas Bill	£32.26	DEBIT CARD
15.08.2019	British Gas – Elec Bill	£56.36	DEBIT CARD
16.08.2019	J Roberson & Sons – Wood for Bench Repairs	£215.22	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
01.07.2019	RT Ebrey/Monkton Cars – Office Rent	£300.00	
15.07.2019	PDRFC – Carnival Donation	£2000.00	
01.08.2019	RT Ebrey/Monkton Cars – Office Rent	£300.00	

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**IPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
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## **SALARIES AND WAGES**

06.07.2019– 05.08.2019	Salaries	£3817.23
06.07.2019 – 05.08.2019	Tax & NI	£923.41
06.07.2019 – 05.08.2019	Pensions	£915.27
06.08.2019 – 05.09.2019	Salaries	£3688.24
06.08.2019 – 05.09.2019	Tax & NI	£830.15
06.08.2019 – 05.09.2019	Pensions	875.61

## **ACCOUNT BALANCES**

23.08.2019	HSBC Business Account	£25,429.69
23.08.2019	HSBC Premium Account	£127,722.12

It was

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

### **49 AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

Councillor Burrell requested an update regarding the issues at Hobbs Point.

Council Christmas meal options.

### **50 COMMUNITY ISSUES**

#### **Derelict House – Bush Street / Gwyther Street**

Councillor Burrell commented that information had been received by the

Clerk with regards to Compulsory purchase for the property which was on the corner of Bush Street and Gwyther Street, she commented that she proposed that the Town Council push the County Council for further action to be taken, it was commented that the County Council feel the property is currently safe. It was agreed to speak to PCC to see what stage they were at with this property.

### **London Road Bollards**

It was questioned why the bollards had been sited on London Road, it was commented that this was temporary until the rest of the works could be completed underneath the surface of the road.

### **Library Wall**

It was queried when the wall at the library would be painted, the Town Clerk stated that Councillor Kraus had the items to complete the work but had since been poorly so was unable to carry out the work. It was agreed to speak with Councillor Kraus to provide him with volunteers to progress the job.

It was stated that the complaint from the lady in Dimond Street, had been sorted and the growth on her back wall had been dealt with. Councillor Phillips commented that the lady was still not happy and she would contact her to discuss the issue.

### **New Bench at Water Street**

Councillor Burrell thanked the Poppy Committee for all their hard work and for the installation of the new bench.

### **Verge on London Road**

Councillor Phillips commented that the verge on London Road was still overgrown, the Town Clerk stated that Openreach stated they had completed their section of the job, but she would visit the site to review what would be required.

### **Graffiti**

Councillor Anderson commented that there was still graffiti on all the BT boxes leading up to Bethany, he questioned if PCC could be contacted to remove the graffiti. It was stated that BT should be contacted as the graffiti was on their boxes.

### **Potholes**

It was commented that the potholes going up Upper Law Street were getting very bad and required urgent repair, it was stated that Pembroke Street was also in poor condition.

## **51 MAYOR'S REPORT**

The Mayor confirmed it had been a busy month and he had attended the following events:

- River Rally, South Quay, Pembroke
- Neyland Civic Service
- Sea Sunday Service
- Narberth Civic service
- Classic Car Show, Maritime Museum
- Pembroke Dock Fire Station Open Day
- Pembroke Dock Quins Carnival
- Carl Williams – Walk for Mental Health Charity
- Pembroke Haven Yacht Club, Hobbs Point, Pembroke Dock

The Mayor commented that he had delivered ice cream to Apley Lodge Residential Home and would also like to thank the Communities and Committees Officer for managing the office alone while the Town Clerk was on holiday leave.

## **52 VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL**

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor G Manning  
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.**

**53 PRIVATE & CONFIDENTIAL**

**To discuss nominations for Town Awards.**

There being no other business the meeting was closed