

At a Meeting of Pembroke Dock Town Council held at the Town Council Offices, 28 Dimond Street Pembroke Dock on Thursday 30<sup>th</sup> May 2019

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

**8 APOLOGIES FOR ABSENCE**

Councillors P Gwyther, P Kraus, G Anderson.

**9 DECLARATIONS OF INTEREST**

Cllr Burrell apologised that she had not declared an interest from the previous meeting (Pater Hall Trust – Mother In Law a trustee).

Cllr Wilcox – Item 13 Town Clerk's Report - Finance Committee Recommendations for Donations (St Patricks Hall and Pennar & Bufferland Community Association) - Permit for Proposed Waste Transfer Facility (Vice Chairman PCC Planning Committee)

Cllr Hall – Item 13 Town Clerk's Report – Permit for Proposed Waste Transfer Facility (PCC Planning Committee)

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

Mr J Lloyd raised a concern regarding the insufficient repair contractors had made along London Road/Waterloo area. The Town Clerk commented that she had contacted Mr D Thomas (Highways Dept) PCC for an update on

when the full works would commence due to the fact that the original date was 13<sup>th</sup> May 2019.

***Cllr Goff advised members that he would be suspending standing orders to bring forward Item 13 (No. 15) – (Permit for Proposed Waste Transfer Facility in the Dockyard) to the beginning of the Town Clerk’s Report.)***

There were a number of members of the public in attendance requesting further information and raising concern with regards to the proposed Waste Transfer Facility in the Dockyard. Residents raised concerns regarding the smell and flies, they stated that the previous facility which was in the Dockyard caused problems within the town and they were concerned the same would happen again, with the new proposed facility which was proposed to be located closer to the Town.

There were a number of business owners present from the Town and they urged the Town Council to fight against having this proposed waste transfer facility within Pembroke Dock, they questioned why Pembroke Dock should be the dumping ground for all rubbish. Residents commented that they feared the same issues would come with this site and the last site had massive impacts on their businesses. It was commented that even the local hospital was badly affected, after a lengthy discussion between Councillors and residents it was agreed that the Town Council would ask the Port Authority to hold a public meeting in order to ensure that any queries residents had could be answered and their concerns raised.

It was stated that the consultation period with Natural Resources Wales had ended but it was felt the public meeting was the best way forward to ensure everyone had their say.

***Cllr Goff informed members that Standing Orders were now back in force***

## **11 CONFIRM MINUTES OF MEETING ON THURSDAY 11<sup>th</sup> APRIL 2019**

The Town Clerk advised members that on **Pg. 100 (No.99)** Beer Festival 26<sup>th</sup> & 27<sup>th</sup> April 2019 it should state that Cllr Beynon and Cllr Burrell left the room due to declaring an interest on this item.

It was then

**PROPOSED by Councillor M Murton**  
**SECONDED by Councillor B Hall**  
**RESOLVED – That the Minutes of Thursday 11<sup>th</sup>**  
**April 2019 are adopted as a true record.**

**CONFIRM MINUTES OF MEETING ON THURSDAY 10th May 2019**

The Town Clerk commented **ITEM 7 (Pg. 5)** should say Thursday 30<sup>th</sup> May 2019.

It was then

**PROPOSED by Councillor J Beynon**  
**SECONDED by Councillor M Murton**  
**RESOLVED – That the Minutes of Thursday 10<sup>th</sup>**  
**May 2019 are adopted as a true record.**

**12 MATTERS ARISING FROM THE MINUTES OF THURSDAY 11<sup>TH</sup> APRIL 2019**  
**ITEM 190 (Pg 98) Public Conveniences**

The Town Clerk advised members that she had contacted Pembroke Town Council regarding any contribution towards the South Quay Public Conveniences and the Clerk confirmed that they did not contribute to those particular toilets however they do contribute approximately £3000.00 to the public conveniences located next to The Coach House, Main Street, Pembroke.

The Town Clerk asked Cllr Phillips if she had been able to obtain the evidence required with regards to the condition of the public conveniences at Asda. Cllr Phillips confirmed that this had been obtained.

**ITEM 101(Pg. 101) Bertie The Sea Bass**

The Town Clerk commented that she had contacted Cariad Cool Water and the Town Council were currently in contract with them for the water cooler until 2020. Ninety days' notice to cancel was required and that would take effect from February 2020.

**ITEM 104 (Pg. 103) Surface Dressing Programme**

The Town Clerk commented that she had highlighted the areas which were questioned, and they are being assessed and looked into as part of the resurfacing programme.

**ITEM 106 (Pg. 110) Items from Councillor Jane Phillips**

**BUILDING CORNER OF BUSH STREET/GWYTHYR STREET**

Cllr Burrell asked if the Town Clerk had received any response from PCC in regard to the process for a compulsory purchase of the above building. The Town Clerk advised Cllr Burrell that she had received some information however it was not really relevant to the question she had asked and therefore has contacted them again, and still waiting for a response.

**CENTRAL BORDER – MEMORIAL PARK**

The Town Clerk stated that she contacted the Valero Volunteer Team to ask if they could provide some help and support. They had asked for more information which the Town Clerk had provided, and she was awaiting a reply from them.

**ITEM 200 (Pg. 109) Community Issues**

**TROLLEYS AT WATERFRONT WESTERN WAY**

Cllr Manning asked if there was an update on this item. The Town Clerk commented that this had been highlighted and she was awaiting confirmation as to when they were going to be removed.

**TREE EAST DIMOND STREET**

Cllr Goff stated that he had been contacted again by the upset resident about this item as to date it had still not been dealt with and asked Cllr Phillips for an update. Cllr Phillips commented that she had been advised to contact Mr Ray Greenwood at PCC and was awaiting a reply. Cllr Phillips stated that apparently the land was a part of a European Grant, PCC were disputing ownership and no agreement had been made to further maintain the land.

Cllr Hall commented that he believed that Network Rail would be responsible for the tree if it was 15 yds from the centre of the track. If that was not the

case and PCC are disputing ownership and it is not included in the Land Registry, then PCC are not liable.

Cllr O'Connor suggested that if there was no TPO on the tree and if both parties are refusing to take responsibility for the tree then could PDTC fund the removal of it.

Cllr Burrell commented that she walks along that path regularly and was concerned if the tree was removed the residents garden shed would collapse. Also, as the path as she thought belonged to Network Rail had they been contacted to confirm ownership of that area as the tree was located on land next to the path. Cllr Hall commented that the path was maintained by PCC as a part of Bird Cage Walk.

The Town Clerk asked members if they would agree for her to contact the Land Registry and pay the fee in order to determine who owned the land. Cllr Hall suggested to contact Jo Collis in PCC who maybe able to help with the issue.

All members agreed for the Town Clerk to contact the Land Registry if the contact in PCC was unable to help.

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

### **4.Facilitation of an Action Plan**

The Town Clerk informed members that she had contacted several organisations with regards to costings for facilitation of an action plan. The level of detail which she had received back differed with each organisation.

The general information received was as follows;

- Sglein - £600 + VAT for half day session / £900 +VAT for full day session
- Jewell Facilitation - £2,700 for 6 workshops (£450 per half day session)

The Town Clerk had also contacted the link officer at Pembrokeshire County Council to see if they could offer any service but had not received any information back from them.

Members discussed this item and it was decided that the Action Plan Committee would hold a meeting to discuss this information along with Councillors/Staff who attended the Community Planning Training.

## 5. Internal Audit and External Audit

At the last meeting of this Council the Town Clerk provided information on the financial year end figures; these were the figures that had been provided for the audit.

### End of Financial Year information

In 2018/19 the Town Council budgeted to spend     £207,701.

The precept for the year was                                     £175,550.

The year-end figures show	Receipts of	£175,800
	Payments of	£146,610

This leaves a budgeted surplus of                             £29,190

The bank account amounts as of 31<sup>st</sup> March 2019

£ 66,043.48

£ 77,628.82

**£143,672.30**

The amounts earmarked for 2019/2020 are as follows

1503 – Maintenance Centenary Lamp	£150
1505 – Maintenance Pump House	£250
1511 – Street Cleaning	£15,000
1601 – Donations	£2,975 (amount agreed at
April Meeting)	
1603 – Pater Hall Community Trust	£10,000
1604 – Pembroke Dock Winter Festival	£4,540
1705 – Civic Regalia	£4,300
1706 – Electoral Services	£6,500
1806 – Remembrance Commemorations	<u>£338</u>
	<b>£44,053</b>

The 25% precept reserve amount held by the Town Council is £43,887.50.

Earmarked Capital Reserve for the purchase of 28 Dimond Street -  
£55,731.80

The Internal Audit had highlighted the following recommendations;

- Town Council should ensure appropriate insurance is in place for the Pater Hall  
(copies of insurance documents should be gained)
- Update of Financial Regulations to include - Safeguards introduced concerning maximum permitted per purchase and which officers are held accountable.
- Look to earmark reserves to clearly show amounts being held in the bank account. This is something which has already been put in place

The Town Clerk had included a copy of the internal audit report for members to review and agree.

Part of the report stated that there was a difference within payroll of £20 this had been reviewed and it had been confirmed there is no difference as the Members allowances had not been included within previous calculations by the Internal auditor ( The Town Clerk had included an email confirmation from the Internal auditor to confirm this) Once this information had been included the figures were correct.

It was

**PROPOSED by Councillor G Manning**  
**SECONDED by Councillor J Beynon**  
**RESOLVED – That Pembroke Dock Town Council**  
**reviewed and agreed to accept the Internal**  
**Audit for the year 2018/2019**

Also included within members' papers was a copy of the External Audit form which requires members to agree the information and for the Chair of the

Council to sign. The Town Clerk asked if members would agree for the document to be signed.

It was

**PROPOSED by Councillor J Beynon**  
**SECONDED by Councillor G Manning**  
**RESOLVED – That Pembroke Dock Town Council reviewed and accepted the External Audit 2018/2019 and agree that the document could be signed by the Chair of the Council.**

A vote was taken, and all members were in favour.

### **6. Renewal of Town Centre Wi-Fi Licence**

The Town Clerk had received notification that the Town Centre Wi-Fi licence required renewal on 6<sup>th</sup> June 2019. The Wi-Fi had run for a period of 3 years and was originally funded by Pembrokeshire County Council, but the Town Council held the Licence.

The renewal costs for the 3-year period were as follows

Year 1 - £2,120

Year 2 - £950

Year 3 - £950

The Town Clerk had requested further information on the number of people who use the service, there were 1,778 users of the WiFi in the last month.

The access points are at: -

- Bierspool Cycles
- Dorina
- Parfitt's Carpets
- Aegis Insurance Consultants
- Rembrandt Jewellers
- Parry Shoes (this one is off at the moment)



The reach of each unit is about 80 metres in each direction although this can be affected by buildings, trees etc.

These costs have not been included within the budget so would be extra to the budget.

The Town Clerk asked for members to confirm if they would like to renew the 3 year licence.

Members had a general discussion regarding this item with some members giving their opinions as to why or why not the WI-FI Licence should be renewed, and questioned if the Wi-Fi could be provided free of charge, it was commented that the money spent on the WIFI could be used to enhance the town in other ways.

Cllr O'Connor commented that as this item had not been budgeted for, if members voted to go ahead with renewing the licence then they would have to look at depriving another project that had been budgeted for.

The Town Clerk commented that two proposals had been recommended:

1. Enquire about a 12-month WI-FI Licence with the possibility of funding from PCC.
2. Terminate the Contract.

It was therefore

**PROPOSED by Councillor G Manning**

**SECONDED by Councillor S O'Connor**

**RESOLVED – That Pembroke Dock Town Council agree not to renew the 3-year WI-FI Licence.**

Members voted and 13 voted for the proposal.

## **7.Recommendations from Personnel Committee**

The Town Clerk advised that the Personnel Committee had recently met with the following recommendations being agreed

- **Office opening hours**

In order for regular team meetings to take place, it was recommended that the office was not open to Councillors and the members of the public until 10am to allow for meetings and regular duties to be undertaken. It had also been discussed that they would investigate the office being open for longer periods. To assist with this, it had been proposed that the Council investigate the possibility of gaining an office junior, this is something which would require further investigation and discussion before any recommendations can be made by the committee.

- **Screens**

It had been suggested that some screens were purchased to screen off the rear of the office, The Town Clerk had reviewed the space and prices and looking at the best options it would be best to have screens which attached to the desks, she had gained a quote for this and it would cost £103 + VAT for the Town Clerk and Deputy Town Clerks desk and £106 + VAT for the Community and Committees Officers desk. Totalling £374.40. This could come from budget code 1110 Office Equipment which has a budget of £2,000.

Having the screens would also allow for some privacy at the desks for each member of staff when there are people back and forth to the meeting room.

It was

**PROPOSED by Councillor J Beynon**  
**SECONDED by Councillor G Manning**  
**RESOLVED – That Pembroke Dock Town Council**  
**agree to screens being purchased at a cost of**  
**£374.40 for the Pembroke Town Council**  
**Offices.**

*Cllr Wilcox left the meeting at 7.53 pm*

- **Appraisals**

All members of staff had received appraisals with set objectives for each member, one of the objectives set was to review the skill set of Councillors to ensure that Council was running to its best possible potential. During the review there would be training sessions identified for Councillors to help them to widen their knowledge and keep up to date with changing policies and procedures across all areas of Council business.

The Clerk commented that not all Councillors would have the skill set or knowledge to make an informed decision and this was something which rippled through to committees of the Council, so the best way to gain the information was for Councillors to attend specific training. The Town Clerk advised that the training process was something which was also considered when choosing members for committees, as this helped to ensure that committees are working with the best skill set Councillors which helps the committee to make effective decisions and recommendations.

Also as part of the appraisal process there were training opportunities identified for members of staff, a lot of the training is free and can be completed within the office but one specialised area which was highlighted was Health & Safety and Risk Assessments, The Town Clerk had therefore obtained prices for training for this with a session costing £150 and therefore asked for members' agreement for the training to go ahead.

It was

**PROPOSED by Councillor J Beynon**

**SECONDED by Councillor M Murton**

**RESOLVED – That Pembroke Dock Town Council agree to a member of staff completing Health & Safety and Risk Assessment Training at a cost of £150.00.**

A vote was taken, and all members agreed

Cllr Goff commented that he was in complete agreement with the Town Clerk regarding Councillor Training and Cllr O'Connor suggested that at the Council's AGM include a list of previous and present training events that Councillors' had attended.

- **Watering of Floral Baskets**

Prices for providing this service were discussed with members considering other areas as well as value for money below is the table, which was used when considering the options, the personnel committee recommend that the watering was awarded to Pembrokeshire County Council.

	<b>Pembrokeshire County Council</b>	<b>Richard Mason</b>	<b>Sean Pratt</b>
<b>Value for money</b>	£120 per week	£240 per week	£131.36 per week
<b>Ability to complete the work to a high standard</b>	Currently water the flowers on the roundabout which always bloom to a high standard	Work would be completed to a high standard as he has a business reputation to uphold	Watering in previous years not completed to the best standard
<b>Other - Environmental</b>	<ul style="list-style-type: none"> <li>• We don't have to provide any extra equipment to complete the job.</li> <li>• They are already in the town watering flower towers in the area.</li> </ul>	<ul style="list-style-type: none"> <li>• Richard Mason would have all relevant equipment to complete the task</li> </ul>	<ul style="list-style-type: none"> <li>• We would have to provide the equipment</li> <li>• Previously provided insurance cover this would need to be renewed in August</li> </ul>

All members agreed with the personnel committee's recommendation.

It was then **PROPOSED by Councillor G Manning**  
**SECONDED by Councillor S O'Connor**  
**RESOLVED – That Pembroke Dock Town Council**  
**agree for Pembrokeshire County Council to be**  
**awarded the watering of the floral baskets**  
**contract at a sum of £120.00 per week.**

A vote was taken, and all members agreed.

### **8.Pembrokeshire Waste and Recycling changes**

The Town advised that as from the 3<sup>rd</sup> June when visiting any of the Waste Recycling Centres, general waste would be checked to see if any of the items could be recycled, with items being placed in the correct containers. The County Council are asking for support to assist with these changes in order to help reach recycling targets which have been set by the Welsh Government.

Pembrokeshire County Council currently recycle 60% of their waste but need to recycle 64% by next year and 70% by 2024/2025. The consequence of not meeting these targets is that the County Council could be fined £140,000 for every 1% of the target missed.

### **9.Invitation to Schutzenfest in Bergen**

The Town Clerk informed members that she had received an official invitation from Bergen inviting guests from Pembroke and Pembroke Dock to their Schutzenfest which would take place between 3<sup>rd</sup> and 7<sup>th</sup> July 2019. Flights would be paid for by Councillors if they wanted to attend. The Town Clerk asked members to let her know if any member would like to go so that Bergen could be informed.

### **10.Enhancing Pembrokeshire Grant**

The Town Clerk stated that Pembrokeshire County Council are committed to bringing about real improvements in Pembrokeshire, the purpose of the Enhancing Pembrokeshire grant was to offset negative impacts of second home and long-term empty property ownership in Pembrokeshire.

There was funding criteria which ensured that there was support from the local community with clear plans. The total available grant is £974,950 which has been split into 2 streams – Community based (£731,212) and Strategic projects (£131,688 due to allocations in 2018-2019).

The Town Clerk asked members to contact her if they knew of any group which may benefit from this grant, and she would forward on the required paperwork.

### **11.#2-minute Street Clean Board**

Pembroke Dock Town Council had been given the opportunity to have 1 Street cleaning board which would be located outside of the Town Council offices. The board is intended to encourage recycling and litter picking schemes within the Town. The Town Clerk commented that below was an image of the board for information. The board would be monitored, and it is recommended that old shopping bags were. If members had a stock of any bags at home the Town Clerk asked if they could please bring them in to help with replenishment of the bags as required.



### **12.Prices for Defib machines and External Box**

The Town Clerk commented that as discussed at the meeting of this Council held on 11<sup>th</sup> April 2019 it was agreed that prices should be sought for a Defibrillator which would be located in an external box outside the Pater Hall, so it was available to the community 24 hours a day. Prices had therefore been sought;

### **Pembrokeshire First Responders**

Defib Machine and cabinet **£1,250.00**

### **Welsh Hearts**

Defib machine £995.00

Steel cabinet with coded keypad lock £595.00 **£1,590.00**

### **Medisave**

Defib machine £1179.58

Steel cabinet with coded keypad lock £595.00 **£1,774.58**

### **Defib shop**

Defib machine £1445.00

Steel cabinet with coded keypad lock £595.00 **£2,040.00**

The Town Clerk asked for confirmation from Council that they wished to purchase a machine and cabinet.

It was

**PROPOSED by Councillor D Burrell**

**SECONDED by Councillor G Manning**

**RESOLVED – That Pembroke Dock Town Council**

**agree to purchase a Defibrillator from**

**Pembrokeshire First Responders at a cost of**

**£1250.00**

### **13.Queries regarding Bus Shelter in Laws Street**

The Town Clerk stated at the last meeting of the Town Council held on 11<sup>th</sup> April 2019 Cllr Phillips questioned if a Bus Shelter could be put on Laws Street. The Town Clerk stated she had contacted Pembrokeshire County Council who reconfirmed that the width of the pavement was not sufficient to accommodate a shelter in this area.

### **14.Permit for the Port Authority proposed Waste Transfer facility in the Dockyard**

A meeting was held on Tuesday 16<sup>th</sup> April with Chris Oliver from Pembroke Port with regards to the proposed Waste Transfer Facility. Information

regarding the proposal was discussed and Councillors were provided with information on the site where waste would be stored before it was shipped.

Natural Resources Wales have also held a public consultation at the Town Council offices to provide information to members of the public with regards to the proposed facility which was very well attended. The Town Clerk stated that as this item had been discussed earlier in the meeting there would not be any further discussion on this matter

### **15. Finance Committee recommendations for donations**

The Town Clerk stated that the process of grant applications had been changed with grant applications only being reviewed once a quarter, applicants who are awarded funds can only apply once within a financial year. The general donations fund is £10,000.

The first round of general grant applications had come to a close with the Finance Committee reviewing the applications and making recommendations for the following committees

<b>Organisation</b>	<b>Amount requested</b>	<b>Reason</b>	<b>Amount Recommended</b>
St Patricks Hall	£2,000	Assist with Roof repairs	£1,400
Pennar/Bufferland Community Association	£1,500	Assist with costs with cutting grass on Village Green	£1,000
Pensioners Friendship Meeting	£600	Room rental charges	£200
1 <sup>st</sup> Pembroke Haven Scouts	£1,000	Subsidise trip to National Scout activity and summer camp	£200



Pembrokeshire special needs gymnastics club	£2,000	Gymnastic equipment as per quote	£200
Paul Sartori Hospice at Home	£750	Contribute towards costs in delivering hospice at home services to residents of Pemb Dock	It was agreed not to support due to the amount of funds held
<b>Total Amount of funding</b>	<b>£7,850</b>		<b>£3,000</b>

The Town Clerk asked for members comments on the above information.

### St Patricks Hall

It was

**PROPOSED by Councillor J Beynon  
 SECONDED by Councillor S O'Connor  
 RESOLVED - That Pembroke Dock Town Council agree to pay the sum of £1400.00 as recommended by the Finance Committee to St Patricks Hall under Local Government Act 1972, s.144.**

### Pennar/Bufferland Community Association

It was

**PROPOSED by Councillor S O'Connor  
 SECONDED by Councillor M Murton  
 RESOLVED - That Pembroke Dock Town Council agree to pay the sum of £1000.00 as recommended by the Finance Committee to Pennar/Bufferland Community Association under Local Government Act 192, sched 14, paragraph 27.**

## **Pensioners Friendship Meeting**

It was **PROPOSED by Councillor S O'Connor  
SECONDED by Councillor J Beynon  
RESOLVED - That Pembroke Dock Town Council  
agree to pay the sum of £200.00 as  
recommended by the Finance Committee to  
Pensioners Friendship Meeting under Local  
Government Act 2000, s.2 power of wellbeing.**

## **1<sup>st</sup> Pembroke Haven Scouts**

It was **PROPOSED by Councillor S O'Connor  
SECONDED by Councillor J Beynon  
RESOLVED - That Pembroke Dock Town Council  
agree to pay the sum of £200.00 as  
recommended by the Finance Committee to 1<sup>st</sup>  
Pembroke Haven Scouts under Local  
Government Act 2000, s.2 power of wellbeing.**

## **Pembrokeshire Special Needs Gymnastics Club**

It was **PROPOSED by Councillor J Beynon  
SECONDED by Councillor S O'Connor  
RESOLVED - That Pembroke Dock Town Council  
agree to pay the sum of £200.00 as  
recommended by the Finance Committee to  
Pembrokeshire Special Needs Gymnastics Club  
under Local Government Act 1972, s.144.**

## **Paul Sartori Hospice at Home**

It was **PROPOSED by Councillor T Judkins**

**SECONDED by Councillor S O'Connor  
RESOLVED - That Pembroke Dock Town Council  
agree not to support Paul Sartori Hospice at  
Home as recommended by the Finance  
Committee due to the amount of funds held in  
their accounts.**

Members voted on the above and all agreed with the recommendations set by the Finance Committee.

### **Service Level Agreements**

**Pater Hall – balance of £10,000 set for FY1819 to be carried forward to FY1920.**

The Town Clerk commented that there was to be a meeting held with the Chair and Treasurer of the Pater Hall Community Trust to discuss forming a Service Level Agreement for the £10,000 balance and future grants. Once the meeting has taken place further information will be brought to Full Council.

### **16.VE Day 75<sup>th</sup> Anniversary – 08<sup>th</sup> May 2020**

The Town Clerk had received notification of VE Day 75<sup>th</sup> anniversary which will take place on 08<sup>th</sup> May 2020. The notification invites organisations to organise events over the weekend of the 8<sup>th</sup> May 2020, they had provided ideas of events happening in other areas. The Town Clerk had included within members' papers a copy of the information.

Members were asked to confirm if they wished to plan an event for the weekend 8<sup>th</sup> May 2020.

Members agreed they would like to arrange something for this Anniversary, and it was agreed to include the poppy committee to be included.

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

### **17. Town Civic Awards**

The Town Clerk had been contacted by Lynn Neville to request that this Council consider holding Civic Awards to reward members of the Town for their hard work. At the meeting of the Council on 14<sup>th</sup> March it was agreed that the Council would liaise with schools regarding any achievements their pupils had accomplished in order to show support to the young people of the Town, this is something which will be completed over the coming months.

The Town Clerk asked Council to confirm if they wanted to open the awards to all members of the community. The Town Clerk also stated that Mr Neville had asked about a letter of support for Ellie's fundraising events and a donation however as explained to members the finance committee would deal with the donation request.

A general discussion took place and members were all happy to send a letter of support and all agreed that Pembroke Dock Town Council would hold Town Civic Awards open to all members of the community with the event taking place every two years.

*Cllr Beynon gave his apologies and left the meeting at 8.27pm*

### **18. Pembrokeshire Citizens Advice Annual General Meeting**

Members had been invited to attend the Annual General Meeting of Pembrokeshire Citizens Advice on Wednesday 26<sup>th</sup> June 2019 2pm for 2.30pm start. The meeting would take place at the Picton Centre, Haverfordwest. They had asked if members would like to attend could they RSVP by 18<sup>th</sup> June to [admin@pembcab.org](mailto:admin@pembcab.org)

### **Pembrokeshire County Council Link Officers**

The Town Clerk advised members that the Link Officer Pilot Scheme had been terminated.

## **15 REPORT OF COUNTY COUNCIL LINK OFFICERS**

None

## **16 ANY OTHER ITEMS WHICH THE MAYOR DECIDES ARE URGENT**

None

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

None

**18 FINANCIAL REPORT**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
05.04 .2019	Google Ireland – App Usage	£ 6.60	
05.04 .2019	Postage – Members Paper Postage	£ 12.00	DEBIT CARD
09.04 .2019	BT Group- Office Phone & Broadband	£177. 08	
11.04 .2019	Sage Uk Ltd – Payroll	£234. 00	
12.04 .2019	SWALEC – Albion Square	£ 43.48	
17.04 .2019	Postage –	£ 1.89	DEBIT CARD
18.04 .2019	Clarity Copiers – Office Printing	£ 34.85	
23.04 .2019	Bank Charges- March 2019	£ 5.50	
23.04 .2019	Argos – Office Laminator	£ 24.99	DEBIT CARD
30.04 .2019	Postage – Members Papers Postage	£ 6.64	DEBIT CARD
01.05 .2019	1&1 Limited – Website Domain	£ 19.32	
01.05 .2019	SLCC – Training A Dillaway/S Scourfield/G	£ 228.0	

	Manning	0	
02.05 .2019	Trophy Store Uk	£ 24.48	DEBIT CARD
03.05 .2019	Postage – Recorded Delivery	£ 1.90	DEBIT CARD
07.05 .2019	Zurich- Town Council Insurance	£ 2402. 36	
07.05 .2019	Eventbrite Wales – Planning Aid Wales Training – G Goff, G Manning, M Hart	£ 105.0 0	
08.05 .2019	Google Ireland Ltd – App Usage	£ 6.60	
09.05 .2019	Flag & Bunting Store	£ 16.94	DEBIT CARD
10.05 .2019	Tiger Lilys - Flowers	£ 30.00	DEBIT CARD
10.05 .2019	Wilko – Office Sundries	£ 34.40	DEBIT CARD
10.05 .2019	LIDL – Official Entertainment	£ 26.21	DEBIT CARD
13.05 .2019	Katie Jones - Buffet	£ 90.00	
14.05 .2019	1&1 Ltd – My Website	£ 71.96	
16.05 .2019	Marc Jones – Office Windows x 3	30.00	
23.05 .2019	Bank Charges -	£5.77	
24.05 .2019	G Manning – Travel Expenses, Planning Aid Wales Training	£ 28.80	
24.05 .2019	BW Scourfield – Internal Audit 18/19	£136. 00	

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

payments, allowances

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
01.05.2019	RT Ebrey – Office Rent	£300.00	
22.05.2019	G Goff – Mayors Allowance	£1500.00	
24.05.2019	G Manning – Deputy Mayors Allowance	£500.00	

### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
05.04.2019	One Voice Wales – Room Hire	£ 37.50	
18.04.2019	HMRC – VAT Reclaimed	£ 3993.93	XXXXXX XX
18.04.2019	PCC- Precept 1 <sup>st</sup> Payment yr 19/20	£60,966.00	
07.05.2019	One Voice Wales – Room Hire	£ 37.50	
17.05.2019	Eventbrite – Planning Aid Wales Training – G Goff, G Manning, M Hart	£ 105.00	

### **SALARIES AND WAGES**

06.04.2019– 05.05.2019	Salaries	£3654.07
06.04.2019 – 05.05.2019	Tax & NI	£ 833.33

06.04.2019 – 05.05.2019	Pensions	£ 870.35
06.05.2019 – 05.06.2019	Salaries	£3741.69
06.05.2019 – 05.06.2019	Tax & NI	£ 870.05
06.05.2019 – 05.06.2019	Pensions	£ 892.26

### **ACCOUNT BALANCES**

24.05.20 19	HSBC Business Account	£ 58,788.24
24.05.20 19	HSBC Premium Account	£127,644.89

It was

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

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

Cllr Manning – Relocation of Benches from Front Street to Western Way.  
Cllr Goff – Fort Road

### **20 COMMUNITY ISSUES**

Cllr Burrell asked if PCC could be contacted with regards to completing the refurbishment of the wall outside the Library.

Cllr Phillips stated that she had been approached by residents raising concerns about the condition of the streets in the Town, and also mentioned that she thought that there were funds in place to employ an outside person.



Cllr Burrell advised Cllr Phillips that on the Agenda for the next Personnel Meeting was creating a job description for an outside person.

## **21 MAYOR'S REPORT**

Cllr Goff commented that he had attended the "Jack O'Regan Memorial Event"

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

It was

**PROPOSED by Councillor S O'Connor  
SECONDED by Councillor T Judkins  
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.**

## **23 PRIVATE & CONFIDENTIAL**

The Town Clerk informed members that she had been provided with information with regards to the Gun Tower at Front Street but had been informed the information was strictly Private & Confidential. A general discussion took place with regards to the proposed sale of Front Street Gun Tower, Councillor D Burrell stated that the Town Team were looking to hold a community event to see what community interest was out there.

Councillor S O'Connor commented that he felt the Town Council should support a community group but made it clear support should not be financial.

**There being no other business the meeting was closed**