

At a Virtual Meeting of Pembroke
Dock Town Council on Thursday 8th
October 2020

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

IN ATTENDANCE:

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

36 APOLOGIES FOR ABSENCE

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

37 DECLARATIONS OF INTEREST

Cllr T Wilcox

Item 41(No.30 and 31 St Patricks Community Hall) – Private and
Prejudicial

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

Council were joined by four representatives from the Ports, Past
and Present project – Mary- Ann Consta, Rita Singer, Sarah Balis,
Jonathan Evershed. A presentation was given to Council outlining
the work being undertaken by Ports Past and Present. The project

is led by University College Cork in partnership with Aberystwyth University, the University of Wales Trinity St David and Wexford County Council examining the cultural heritage of the ports in the Irish sea basin.

There are 5 Port Towns on the Irish sea all linked with ferry terminals. The aim of the project is to encourage tourism instead of just transit. They are undertaking research and archives to find out local heritage by local people and putting this information onto the website. <https://portspastpresent.eu/> Forums are being held to share experiences, stories, and new artworks. The project will be making films to run on the ferries to attract people to stop and stay in the port towns. Council were asked if they could think of venues in Pembroke Dock for launches of artists' work.

Jonathan Evershed will be contacting people via email with an invite to join a focus group. The idea of the group is to flag up what they are doing and get ideas and feedback.

Cllr Beynon expressed an interest in being part of the online group and asked if the contacts could be sent onto the Town Clerk.

39 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 10TH SEPTEMBER 2020

It was then	PROPOSED by Councillor G Manning
	SECONDED by Councillor B Hall
	RESOLVED - That the Minutes of Thursday 10th September 2020 are adopted as a true record.

40 MATTERS ARISING FROM THE MINUTES OF THURSDAY 10th September 2020

Page 26 item 21 – Election Costs -The Town Clerk stated that the sum of £5,799.23 has been paid for the Central Ward election costs. She stated that she has contacted One Voice Wales for advice, and they have contacted the Welsh Local Government Association and they are waiting for feedback from them.

Page 29 item 24 – Mayoral Chain – The Town Clerk stated that the old chain is back and is with the Mayor. She informed members that she is currently putting together information on the competition regarding the new chain.

Page 29 item 23 – Gingko Tree planting ceremony – Cllr Wilcox suggested that he will speak to Paul Butland about putting the plaque on a piece of private land that leads onto the track down to Jacobs Pill.

41 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

29.Closure of HSBC – Pembroke

The Town Clerk stated that we had received notification that the HSBC branch in Pembroke will be closing on 11thDecember 2020 at 2pm. As we at Pembroke Dock Town Council are customers of HSBC, we have received written notification from the bank that after this date our nearest branch will be in Haverfordwest.

30.Finance Committee Recommendations

The Town Clerk informed Council that the Finance Committee have recently met and discussed a number of items they include the following

Organisation	Amount Requested	Reason	Finance Committee Recommendation
Pembroke Boro	£450	To purchase a metal shed to store the junior equipment	£450
St Patricks Community Hall	£750	Minor repair work and install a lintel in the front of the hall	£750
Project Pembroke Dock	£988.39	Purchase of paint and hi viz vests	Hi viz vests are loaned from PDTC and PDTC purchase the paint direct – with a budget of £700 for this financial year
Break the Stigma	£1000	Purchase of 1000 selection boxes for	More detail needed with regards to

		children for Christmas event	areas being covered
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It was commented that applications received from individuals without a bank account set up in the name of the organisation will need to be assessed carefully, as these applications will not meet the criteria of the grant process.

Pembroke Boro requested £450 to purchase a metal shed to store the junior equipment.

**It was PROPOSED by Cllr O Connor
 SECONDED by Cllr Beynon
 RESOLVED that £450 grant be awarded to
 Pembroke Boro**

A Vote was taken and all agreed

St Patricks Community Hall requested £750 to carry out minor repair work to the hall.

**It was PROPOSED by Cllr Manning
 SECONDED by Cllr Burrell
 RESOLVED that £750 grant to be awarded
 to St Patricks Community Hall**

A Vote was taken and all agreed

Project Pembroke Dock requested £988.39 to purchase paint and Hi - viz vests. The Finance committee recommend that the Hi viz vests were loaned from PDTC and PDTC purchase the paint direct – with a budget of £700 for this financial year.

A Vote was taken, and all agreed

Break the Sigma requested £1000.00 to purchase 1000 selection boxes for children for a Christmas event. The Finance committee recommends that more info was needed regarding the areas being covered, Cllr Hall questioned if this was only for children in Pembroke Dock as he did not think there were 1000 children in the area and asked are the selection boxes £1 per box.

Cllr Goff commented that as long as the boxes are given to children in Pembroke Dock that would be ok, but questioned how they were going to do it as there are no events on over Christmas due to COVID. Cllr O Connor commented that he appreciates there will be no events, but they could be distributed to families.

But his concern is that this is not a charity and the money would be going into an individual's account. He said there are too many unknowns to support in the security of money going into a private account.

Cllr George commented about the gifts we usually give out at Christmas could this money be used towards this.

The Town Clerk suggested purchasing the selection boxes and donating them.

Cllr Hall asked how are we going to know numbers? But agreed that we could purchase an amount of selection boxes and donate

them.

Cllr Burrell asked what are the age of the children, if they are Junior School how many children are there within the two schools? She also commented about what is the aim of the exercise apart from giving out chocolate. Cllr Wilcox commented that Layla is doing something similar at Halloween for the community and she had an award from us a couple of weeks ago. He commented that it could be done through the Schools. Cllr Wilcox suggested going to one of the supermarkets and ask for 1000 they would probably donate 200.

Cllr Burrell commented that the children do get sent home with chocolate at Christmas and suggested Break the Stigma go through the Schools and work with them.

It was agreed to go back to Layla for more information.

31. COVID Grants

The Town Clerk stated that an application had been received from the Scouts for the COVID grant, they had requested an amount of £185 to cover the purchase costs of the 175 badges and materials provided to each young person throughout COVID.

During lockdown the adult leaders devised activities that could be carried out by the young members of the group during lockdown. The programs were so successful that 175 activity badges were earned during the six months to date. Participation was almost 100% and such participation provided opportunities for continued development within scouting aims and objectives.

Cllr O'Connor commented that we need to support this as they had done really good work during lockdown. He said there has been a high uptake to keep people active and they cannot get their subs as they usually do.

Cllr Goff proposed that Council round up the requested amount to £200

**It was PROPOSED by Councillor G Goff
 SECONDED by Councillor J. Phillips
 RESOLVED that £200 grant be awarded to
 1st Pembroke Haven Scout Group.**

A Vote was taken, and all members agreed.

The Town Clerk stated that an application from St Patricks Community Hall for the COVID grant had been received. They have asked for a contribution to help towards the insurance for the year. The insurance quote received is £1,341.31.

Cllr O'Connor commented that Council should support this as the hall does rely on income coming in and needs help to keep going during these difficult times.

**It was PROPOSED by Councillor S O'Connor
 SECONDED by Councillor G.Manning
 RESOLVED that £1,341.31 grant be
 awarded to St Patricks Community Hall.**

A Vote was taken, and all members agreed.

32. Independent Remuneration Panel for Wales

The Town Clerk stated that we had received the Draft Annual Report from the above organisation who have outlined the following determinations for Town and Community Councils;

- We **MUST** make available a payment to each member of £150 per year as a contribution to costs and expenses
- We **MUST** make available an annual payment of £500 to a member in a role with specific responsibility in addition to the £150.
- We **CAN** make payments to members for travel costs including overnight costs
- We **CAN** pay financial loss compensation to each member where loss has occurred for attending approved duties.
- We **CAN** provide payment to the Mayor or Chair of council. Maximum of £1,500
- We **CAN** provide payment to the Deputy Mayor. Maximum of £500.

All payments will be noted and made part of public record.

The Town Clerk stated that if any member did not wish to receive payments from this they needed to complete an opt out form, all payments will be made through the payroll systems so will be taxable. Cllr O Connor commented that Council should keep the arrangements we currently have going forward. Both Cllr George and Cllr Wilcox asked to opt out.

The Town Clerk suggested that members contact her direct for an opt out form if required.

33. Promoting a South West Wales Freeport

The Town Clerk stated that PDTC have been contacted by the CEO of the Port of Milford Haven with regards to promoting a south West Wales Freeport. She commented that she had sent the document out to all Councillors via email on 25th September. Some Councillors have come back with comments and highlighted the concerns below

- relaxations of planning rules
- exemption from health and safety rules (safety is important not only because members of our community work there but because our Port is so close to our town)
- exemption from labour rights (no protection for our workers but also would that mean people could be brought in to work below minimum wage)
- there is no mention of the status of environmental protections in a Freeport - the Milford Haven waterway is a special area of conservation recognised at a European level.

The Town Clerk stated that it was also questioned what stakeholder consultation the Port completed, as it's the first the town council had heard and questioned did, they do any ground level community consultation at all?

The Town Clerk asked members could we ask Andy Jones to come and answer questions about this and could we host a joint session that was also open to members of the public.

Cllr Beynon commented that Council could ask a representative to attend a future meeting or a separate meeting dividing it into 1 hr with members and 1 hr with the Public.

Cllr O Connor suggested asking someone independent to come and explain about the Freeport as he doesn't feel he knows enough about it to make a decision.

The Town Clerk suggested that she will arrange a meeting with the Port Authority.

All members agreed.

34. Pure West Radio – Masks

The Town Clerk stated that Pure West Radio had been in contact with the Town Council office with regards to the purchase of face masks for members of the community. They have successfully given away facemasks to people of Pembrokeshire with Haverfordwest Town Council and I was wondering if this would be of any interest to our town council? They have had numerous requests by their followers and listeners to have a giveaway in Pembroke Dock.

The masks are given away by two members of the Pure West Radio street team, people are to socially distance at all times and the masks are individually sealed in packaging. The masks are washable and re-useable, and are a comfort fit mask for everyday use with antibacterial mouth zone. Fabric 90% natural cotton, non-allergic, skin friendly, 8% prolen siltex, antibacterial fibre containing silver ions, 2% elastane, allowing stretch.

The Pure West logo and the town council logo are situated on each cheek. The masks are priced at £3 each, which is a direct cost which includes the mask, logo printing and packaging. Quantities are available from 100 - 1000. This doesn't decrease in cost due to quantity sizes. For there to be a reduction 1000+ need to be purchased.

Cllr Manning questioned if this is something we can do as a Council anyway and advertise on the website and in the office window. He suggested that there could be a box for donations that could go towards town projects.

Cllr Burrell commented by asking what the benefits are of doing this through Pure Radio instead of doing it ourselves and suggested we could work with the Schools.

The Town Clerk commented that Pure West Radio do all the work with the arrangements and having a promotional day handing them out in the street.

Cllr Goff commented that Pure West Radio are already doing it with other Town Councils.

**A Vote was taken for going with Pure West Radio - 6 Votes for
A Vote was taken for supplying masks ourselves - 1 Vote for**

It was decided to go with Pure West Radio

35. Budget

The Finance Committee have reviewed the budget for 2021/2022. The recommended budget is as follows.

Due to COVID there have been several items which have not been spent this year due to events not being able to go ahead. So, there will be a number of brought forward items within the budget.

ADMINISTRATION

There have been some reductions within this budget, the website budget has been brought forward to this year to allow extra time for the upgrade of the website to be completed.

		Current Annual Bud	2021/2 022 Proposed	Brought Forward
	<u>Administration</u>			
1102	Internal Audit Fees	150	150	0
1103	Insurance	3000	2,500	0
1104	Legal Fees	2000	2,000	0
1105	Computer Support	200	100	0
1106	Telephone	650	650	0
	Travel &			
1107	Subsistence - Staff	500	250	0
1108	External Audit	500	500	0
1109	Postage	200	200	0
1110	Office Equipment	3000	1,000	0
	Printing & Print			
1111	Consumables	550	500	0
	Maintenance of			
1112	Equipment	250	0	0
1113	Stationery	500	500	0
1114	Training - Staff	1000	1,500	0
1115	Membership Fees	2300	2,300	0
1117	Website	2500	0	2300

1118	Training - Members	800	800	0
		18,100	12,950	2300

SALARIES

There has been a vast increase in the pensions for the coming year, Dyfed Pensions Valuation has seen the Employer contribution increase from 13.5% to 26.1% this rate will be held until March 2024.

		Current Annual Bud	2021/2 022 Proposed	Brought Forward
	<u>Salaries</u>			
1201	Salaries	60000	60,000	0
	Employers NI -			
1205	PDTC	5000	6,000	0
1206	Pensions	9000	17,200	0
		74,000	83,200	0

MEMBERS EXPENSES

The only changes within this budget is for official entertainment which has been reduced.

		Current Annual Bud	2021/2 022 Propos ed	Broug ht Forwa rd
	<u>Members' Expenses</u>			
1301	Mayor's Allowance	1500	1,500	0
	Deputy Mayor's			
1302	Allowance	500	500	0
	Official			
1304	Entertainment	850	500	0
	Councillor			
1305	Allowance	2400	2,400	0
	Travel & Subsistence -			
1306	Members	500	500	0
	Committee Chair			
1307	Allowance	1500	1,500	0
		7,250	6,900	0

OFFICE EXPENSES

There has been a reduction in the budget as there has been no allocation for refurbishment of 28 Dimond St, anything which is not spent this year will however be carried forward until the project has been completed.

		Current Annual Bud	2021/2 022 Proposed	Brou ght Forw ard
<u>Office Expenses</u>				
1401	General Rates	3000	3,000	0
1405	Utilities - Electricity	900	900	0
1406	Utilities - Gas	1500	1,500	0
1407	Utilities - Water	500	500	0
	PWLB- Loan			
1409	Repayments	4815	4,815	0
	28 Dimond St			
1410	Maintenance	1500	1,500	0
	28 Dimond St			
1411	Refurbishment	30000	0	0
1412	Office Cleaning	400	400	0
		42,615	12,615	0

TOWN DECORATION AND IMPROVEMENT

There are a number of brought forward items on this budget, the discussions with PCC with regards to maintenance of the specified areas around the town have not been progressed due to COVID so this is something I hope to progress with through 2021.

		Current Annual Bud	2021/2 022 Proposed	Brought Forward
<u>Town Decoration & Improvement</u>				
1501	Christmas Lighting	18000	18,000	0
1502	Utilities - Mem Lamp & Pump Ho	200	200	0
1503	Maintenance Centenary Lamp	600	300	600
1505	Maintenance Pump House	1000	500	1000
1507	Floral Baskets	8500	8,500	0
1508	Memorial Park Costs/Equipment	7000	5,000	7000
1511	Street Cleaning	15000	15,000	0
1512	Grounds Maintenance - St Patri	1200	1,200	1200
1513	Installation of play equi- St	1000	0	0
1514	Maintenance of West Llanion Pi	1200	1,200	1200
1515	Action Plan Items	5000	0	5000

	58,700	49,900	16000
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DONATIONS

There have been some items carried forward, the finance committee have reviewed some paperwork received from the Pater Hall and will be discussing it further once some advice has been sought.

		Current Annual Bud	2021/2 022 Propos ed	Broug ht Forwa rd
	Donations			
1601	Donations	12000	10,000	0
	Pater Hall			
1603	Community Trust	10000	0	10000
	Pembroke Dock			
1604	Festival Winter	2500	0	2500
1609	Memorial Park	5000	5,000	0
1616	Sunderland Trust	6000	6,000	0
	Pennar Village			
1617	Green	1000	1,000	0
1622	VC Gallery	2000	0	0
		38,500	22,000	12500

MISCELLANEOUS

We are still waiting on the confirmed amounts for the elections, once we have received them, I will update members.

		Current Annual Bud	2021/2 022 Proposed	Brought Forward
Miscellaneous				
1701	Flowers, Wreaths etc.	300	300	0
1702	Bank Charges	100	100	0
1705	Civic Regalia	4300	0	0
				1950
1706	Electoral Services	19500	20,000	0
				19,500
		24,200	20,400	0

PROMOTION OF TOURISM

As all events have been cancelled due to COVID the amounts will be brought forward.

		Current Annual Bud	2021/2 022 Proposed	Brought Forward
Promotion of Tourism				

1801	Tourism & Twinning	2000	0	0
1805	PDTC Xmas Festivities	1500		1500
1806	Remembrance Commemorations	1500	0	1000
1808	Town Band Project	1000	0	1000
1810	Freedom of the Town Event	9000	0	9000
1811	Seafair Haven	500	0	500
				13,00
		15,500	0	0

The totals for the precept request are as follows

Administration	12950
Salaries	83200
Member Expenses	6900
Office Expenses	12615
Town Decoration & Improvement	49900
Donations	22000
Miscellaneous	20400

Promotion of Tourism 0

Total **207,9**
65

The finance committee recommend that the precept request remains the same as last year which is the figure of £200,765. There were no comments from the members regarding 2021/2022 budget

It was PROPOSED by Councillor J Beynon
SECONDED by Councillor T Judkins
RESOLVED that the members agreed with
the precept figure of £200,765 to be
requested for 2021-2022

A Vote was taken and all members agreed

42. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

36. Heritage Centre – Letter of support

The Town Clerk informed members that The Heritage Centre is bidding into the Heritage Lottery grant fund "15 -Minute History" for £10k in order to put in The Heritage Centre a permanent display dedicated to the Building of The Millennium Falcon for the Star Wars films. This is a unique event in the history of Pembroke Dock and one the Heritage Centre feels should be told in detail at the Heritage Centre. The Heritage Centre are convinced that if successful, this exhibition will bring many new visitors to the

Centre and to Pembroke Dock, thus contributing to the regeneration agenda. The Heritage Centre have asked for a letter of support from the Town Council to support their bid.

**It was PROPOSED by Cllr J Beynon
SECONDED by Cllr B. Hall
RESOLVED that Pembroke Dock Town
Council send a letter of support.**

A Vote was taken, and all members agreed.

37. Enhancing Pembrokeshire Grant Panel

The Town Clerk stated that information has been received from Pembrokeshire County Council with regards to applications received for the Enhancing Pembrokeshire Grant Panel. Pembroke Dock Heritage Centre are noted on this list as applying for funding to work towards gaining nationally recognised museum accreditation to improve the standard and visitor experience. Within this they will be employing specialists to deliver accreditation and train existing staff and volunteers to improve standards.

A grant panel is being held on the 9th October, and all recommendations will then be decided by Cabinet on the 2nd November.

43. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

None

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

No reports from outside bodies.

45. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
03.09.2020	Post Office	£12.60
09.09.2020	Digital River Ireland Ltd	£15.00
11.09.2020	PWLB Loan repayment	£2,405.58
11.09.2020	Welsh Water	£25.06
11.09.2020	PCC – Election costs	£5,799.23
14.09.2020	SSE SWALEC – Albion Square	£194.68
14.09.2020	SAGE - Training	£30.00
14.09.2020	British Gas – electricity bill	£45.33
14.09.2020	1 & 1 internet – website	£9.94
17.09.2020	Post Office	£2.98
23.09.2020	Marc Jones – Window cleaning	£60.00
24.09.2020	Stevenage Packaging Limited	£24.80
25.09.2020	British Gas	£4.51
25.09.2020	1&1 internet	£23.98
28.09.2020	Eurooffice	£29.80

RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages.

46. AGENDA ITEMS FOR THE NEXT MEETING

No Agenda items requested

47. COMMUNITY ISSUES

Cllr Goff commented that as the Chairman of the Planning committee he is not happy with the issues arising with the Planning office in Haverfordwest and would like to put a complaint against them as applications are being received late or last minute.

The Town Clerk commented that applications are taking an exceptionally long time going through, normally takes 6 - 8 weeks but there is one that is going into its 21st week which is not acceptable. She commented that she recently had a meeting with planning to address the lack of communication.

Cllr Beynon commented about the sad news of Joy Ross passing away. She lived across the road from the scrapyard in Waterloo and fought hard against the ongoing issues with the scrapyard and that she will be sadly missed by the community and Pembroke Dock Community School where she volunteered.

**It was PROPOSED by Cllr G Goff
SECONDED by Cllr J Beynon
RESOLVED: That a letter of complaint to be sent to the Head of Planning.**

A Vote was taken, and all members agreed. Cllr T Wilcox abstained due to being on the Planning Committee.

Cllr Phillips commented about the lack of 4 bedroomed houses available to families and that they are waiting and waiting. She commented that there is a house that has not been lived in for 14 months and why is it taking so long for a turnaround in releasing 2/3 bedroom houses.

Cllr Hall commented that the delay was due to COVID and current legislation that no more than 1 or 2 men can work in a property together.

48. MAYOR'S REPORT

The Mayor updated Council that 5 of the Lockdown Awards have been presented with 1 more left to present.

49. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

**It was PROPOSED by Councillor J George
SECONDED by Councillor D.Burrell
RESOLVED: That the press and public be excluded from The meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**

50. PRIVATE & CONFIDENTIAL

**To Confirm Private & Confidential Minutes of Thursday 10th
September 2020**

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor J Beynon

**RESOLVED - That the Private & Confidential
Minutes of the Meeting held on Thursday
10th September 2020 are adopted as a true
record.**

There being no other business the meeting was closed.