

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 10th December 2020

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

IN ATTENDANCE:

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

66 APOLOGIES FOR ABSENCE

Cllrs: P Gwyther, G. Anderson

Cllr Manning gave Cllr T Judkins apologies and asked members if they would join with him in sending our condolences for the recent loss of his Mother.

67 DECLARATIONS OF INTEREST

No 72 - Item 55 - Cllr O'Connor declared an interest

68 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public in attendance – no questions raised.

69 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 12TH NOVEMBER 2020

Page 73 item 38 - PCC Partnership working- Cllr O Connor commented there is a typo error and should read. That it looks comprehensive, but questions if it is a realistic figure.

**It was then PROPOSED by Councillor G Manning
SECONDED by Councillor G Goff
RESOLVED - That the Minutes of Thursday
12th November 2020 are adopted as a true
record.**

70 MATTERS ARISING FROM THE MINUTES OF THURSDAY 12th November 2020

Page 73 item 33 - Promoting a South West Wales Freeport - The Town Clerk stated that she had spoken to Stephen from the Port Authority about the Public sessions they were going to hold and he said that they are waiting for sessions with the Welsh Government and will get back in touch with us when they have more information.

Page 76 item 39 - Refurbishment Committee recommendations – The Town Clerk commented that she has received a quote for an Air Conditioning Unit - The quote is £4,378 + VAT which is more than she expected. She asked members if they would like to get further quotes from other suppliers in the new year. Cllr Manning commented that many of these units come combined with heating as well and that we don't need that part, we just need the air to be circulated.

Cllr O'Connor commented that we should have the work done that needs doing first and this should be raised with the Finance Committee as we won't be able to put it into this year's budget. He also commented that we need to look at the cost benefits as Air conditioning units are very inefficient.

Cllr Hall commented that we can get other quotes in the new year as we are not obligated. The Town Clerk asked members if they are happy to bring this back to the Finance Committee in the new year.

All members agreed

Page 82 item 58 - Memorial Park - Cllr Manning asked about the temporary bollards at the access to the Memorial Park and were they working.

The Town Clerk commented that it has been working and there are less cars parking between the trees over the past fortnight so we could look at something more permanent in the future.

Cllr Manning commented that in the interim it is working, and we need to look at something permanently and still think we should consider decent sized rocks between the trees.

Cllr Hall commented that we need to confirm with the Council what we can put there. He said that he had spoken to Phil who was putting them in position before 9am and the first car that came along was moving them. Cllr Hall continued to say that after 9.30am the bollards should be opened to give access to the bowls, skate park. Cllr Hall commented that we need to confirm with

Darren Thomas or Peter Matthews what we are allowed to put there.

Cllr O'Connor commented that it is still PCC land and we cannot do anything without their permission.

71 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

48.Open Spaces Society – Saving our lockdown spaces

The Town Clerk stated that we have been contacted by Open Spaces Society asking if the Town Council would like to donate towards the fight to protect our local spaces with the introduction of national plans and standards for open spaces. Within these plans they are urging the authorities to adopt robust policies and budgets for the acquisition, management, and protection of open spaces, and to dedicate land as town and village greens.

The Town Clerk stated that we already pay a fee, and this would be extra on top. She asked members if they would like to make an additional contribution.

Cllr Hall commented that if we are already contributing, he does not think Council should give anymore as we have other expenses such as bollards, air conditioning.

**It was PROPOSED by Cllr B Hall
SECONDED by Cllr M Colgan
RESOLVED that PDTC will not be contributing an
extra donation to the Open Spaces Society.**

All Members agreed.

49.Letter from Mr. John Lloyd re. Remembrance Services

The Town Clerk stated that she had attached a letter from Mr. John Lloyd with regards to the Remembrance Service which took

place in the Military Cemetery on Wednesday 11th November 2020. The offices of the Town Council made the decision not to hold a service in the Military Cemetery this year due to the COVID pandemic. Even though there is enough room to socially distance, with only one entrance into the Cemetery this was seen as a risk. It was therefore felt that the one service held in the Town would be sufficient considering the seriousness of the pandemic. Cllr Manning commented that he was aware that the Council were not holding anything at the Military Cemetery and that it was his choice to attend on behalf of the Town Council. He said that there were only a few people there and a couple of people went throughout the day which Mr. Lloyd did, but he could have quite easily come along at 11.00am.

Cllr Hall commented that it is all credit to Cllr Manning attending. He said The Town Clerk took the right decision not to have a service and that the laying of the wreaths at the Cenotaph was well organised and hopefully we can have a proper service as we normally do next year. Cllr P George commented that she agrees with what Cllr Manning did and it was nice to have a wreath laid at the Military Cemetery on our behalf. The Town Clerk asked if members agree that she would send a letter of reply to Mr.Lloyd.

All members agreed

50.Clothing for Outdoor working & Staff

The Town Clerk stated that as members are aware Mr. Phil Lynch is currently undertaking the role of outdoor/general handyman for the Town Council. Mr. Lynch is providing his own wet

weather and Hi Viz gear, but I felt it would be more appropriate for the Town Council to provide Mr. Lynch with items with the Town Council branding.

We have gathered 3 quotes for the relevant items needed

1x Waterproof Trousers

1 x Waterproof Hi viz jacket

1 x Fleece jacket

Simon Safety - £ 48.32 (£57.98 with VAT)

Best Workwear - £38.70 (£46.44 with VAT)

Workwear Express - £49.10 (£58.92 with VAT)

The Town Clerk stated that she would also like to provide staff with a fleece with the Town Council logo on, prices for the supply of 3 of these are.

Simon Safety - £40.65 (£48.78 with VAT)

Best Workwear - £41.70 (£50.04 with VAT)

Workwear Express - £46.47 (£55.76 with VAT)

Cllr Hall commented we are obligated to get Mr. Lynch the appropriate gear and proposed that the items be purchased. Cllr Manning commented that he would support Mr. Lynch and second that the items are purchased as Mr. Lynch needs the appropriate clothing.

Cllr P George commented that Phil needs waterproofs as he is doing an excellent job and it would be nice for the staff to have a fleece.

Cllr O'Connor commented that it is a good idea to get the staff the fleece, but he is concerned about kiting Mr. Lynch out as if we are employing him, as he is self-employed. He continued by saying that he has heard of cases that once they started supplying PPE

they questioned if they should have holiday pay and sick pay and wonder if it is worth looking to whether we should supply or not. Cllr Wilcox commented that Phil is doing a great job and it would not be a problem. The equipment will be ours and will belong to PDTC.

Cllr Hall commented that if we do not have his name on it just the PDTC logo. Phil is grateful for the job and does it well, he is not that type of person. He needs waterproofs and it will be the property of the Town Council so they would be loaned.

Cllr O'Connor commented that he has nothing against Mr. Lynch, he is doing a great job. It is the principle if we set a president and would like us to look at the legal position we are in before making a decision.

Cllr Manning proposed that we go ahead but look at the implications and legal side.

**A Vote was taken for the supply of clothing for outdoor working.
9 for and 1 against**

**A Vote was taken for the supply of fleeces for staff.
All agreed**

All members agreed to use the local supplier - Simon Safety.

51.Christmas Opening Hours

The Town Clerk stated that the office of the Town Council will be closing on Thursday 10th December, this will allow for the electrical rewiring to be completed over the festive period. We will continue to work from home until Friday 18th December and the offices will reopen on Tuesday 5th January 2020.

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

52. Tall Ships Wales Trust - COVID application

The Town Clerk stated that we have received a COVID application from the above organisation. I have provided the detail of the application within your emails, but below is the detail of the grant purpose

The grant is sought to pay coordination costs to organise and deliver

- the Tall Ship Programme - outreach/collaboration with local Pembroke Dock community groups to create bespoke programme. Arrange necessary charters to raise the outstanding 20% of the costs of the ship.
- the Sail Training initiative - recruit and support applicants to fund raise to match fund subsidised places, buy necessary kit and pay towards transport. To act as a group leader/chaperone on the voyage and the return journey from Plymouth to Pembrokeshire
- the River Guardians - support volunteers to take part in a Citizen Science survey and to raise funds to document and disseminate findings.

Coordinator's fees and telephone expenses for 6 months January 2021 until end of June 2021.

6 x £833.34 = £5,000.04

6 x £19.20 = £115.20

total = £5,115.24

Cllr Hall commented that he was the leading light for the Pembroke Dock Tall Ships bid and it was a very good display, but it costs a lot of money.

The Town Clerk stated that this event was planned for this year in 2020 and the grant is for the coordination costs to plan for next year in 2021. Cllr P George commented that there was a full week of activities which had taken the Co-ordinator 12 months to arrange, it would be excellent if they could get the ships but it is a big undertaking.

Cllr Burrell commented that it is not a Tall Ships event like the one held in 1990. Seafair Haven held a small Tall Ships event in 2018 and in principle she likes the idea of improving our link to the water, river, estuary, and ships. She said she is nervous about putting money into events in 2021 with the current situation.

Cllr Beynon commented that he is not sure the event will go ahead in 2021 and if any public events will be held. He commented that even if they do go ahead many people will be anxious about attending an event. He commented that he would like to support them but not for the amount they have asked for.

Cllr Hall commented that he misunderstood which event that was being discussed and in principle he would support it, but he doesn't think there should be any money given until a date is set.

Cllr O'Connor commented that it is a large amount of money if we don't know if it is going to happen. He questioned are they getting any money from the County Council and any other Town and Community Councils, as if it does go ahead it will affect more people than those just in Pembroke Dock.

Cllr Manning commented that reading through their application they obviously have not gone to anywhere else for money and there is no evidence of bank accounts as asked for as part of the application process. So, at the moment he

couldn't support but would support in principle.

Cllr Burrell commented that she is concerned about an event in 2021 but would support an event in 2022. Seafair Haven - Tall Ships Wales Trust are looking to build more connections with the town and have gained an Enhancing Pembrokeshire Grant from PCC who are paying 80% of the cost of getting the ship to Pembroke Dock.

It was agreed that PDTC would support in principle but not for 2021

All members agreed.

53. Police and Crime Commissioner priorities for 2021/22

The Town Clerk stated that we have received notification from the Police and Crime Commissioner asking for members views on police priorities. They have asked for members to provide their comments, they have provided a link, the survey is available at <https://www.surveymonkey.com/r/9HRHLM6>

The Town Clerk asked if members would like to have a paper copy to let her know.

54. Reviewing and agreeing contracts

The Town Clerk stated that Councillor Burrell has asked her to add this item to the agenda this evening for discussion, Councillor Burrell proposes that when Council are discussing awarding contracts that this is held in Private and Confidential to allow councillors to freely debate and protect the interests of the businesses who have applied. There will need to be a public

version of the minutes published but these will redact any sensitive information.

Cllr Burrell commented that when members are discussing detailed quotes from Businesses, she sometimes feels uncomfortable when Council talks about this in front of the Public. She suggested that the Public are informed that there are a range of quotes but have the discussion in P & C.

Cllr O'Connor commented that he agrees with Cllr Burrell, and that we should inform the Public of the range of contracts and then once a contract has been agreed, notify the Public of the decision in the minutes.

**It was PROPOSED by Cllr Burrell
SECONDED by Cllr O'Connor
RESOLVED that all Contracts are to be reviewed
and agreed Under Private & Confidential and a
notification of the Contract agreed to be
included in the minutes.**

A Vote was taken, all agreed

55. Citizen Advice Bureau report - Funding received from the Town Council

The Town Clerk stated that we have received a report from the above organisation outlining how the funding which was awarded to them from this council has been spent.

They state in the report they were very grateful to the Town Council for the generous donation which helped them adapt the service to meet the social distancing regulations. From April 2020- November 2020 the Pembroke Dock branch had 235 clients contact them from the Pembroke Dock area, within this 235 clients 91 had a disability or long term health condition.

The Town Clerk had provided members with the report via email, she urged members to read the document as the statistics within this report are very interesting. The Town Clerk commented that it also shows the number of people from younger generations making contact and the reasons why.

Cllr Burrell commented that she had a discussion with the Town Clerk about the number of clearly vulnerable people coming into the office and not being able to get support over the phone. She commented that she was wondering if we could speak to Citizen Advice about whether their support could be used by others, and if we could provide a face to face support somewhere within the town in partnership with the Town Council, as it is hard for the Town Council staff to act as a 3rd party.

The Town Clerk commented that many of the services are online in particular PCC, Banks and DWP and people are finding it difficult because they do not have access to the internet or don't know how to use it.

Cllr Wilcox commented that the first port of call should be PCC, so they are aware and can be more proactive as they were looking at putting someone into the Library.

73. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items the Major decided are urgent.

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

Cllr Beynon commented about the play equipment at the Memorial Park. He shared his screen so that members could see a diagram of the play equipment that has been ordered for the park

and should be in place ready to use by April next year (2021). Cllr Beynon also commented that this is Phase 1 of the 3 phases and that PCC have agreed to insure the outdoor play equipment.

The Town Clerk congratulated the Memorial Park committee for their hard work. Cllr Manning congratulated and thanked Cllr Beynon and Cllr Burrell for addressing this and in supporting and making this project possible.

Cllr Beynon commented that Lynnette Round was also vital in the success of this.

Cllr Manning commented that he attended the Heritage Centre Trust Meeting along with Cllr O'Connor and explained that they have been affected by COVID with a lack of visitors. He went onto say that the £6000 grant given to them under the service level agreement will pay for the rent.

75. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
26.10.2020	1 & 1 website	£77.96
12.10.2020	Post Office	£23.40
10.10.2020	BT	£340.67
04.11.2020	Post Office	£12.60
05.11.2020	P A Lynch	£1,200.00

09.11.2020	Lighting and Illumination –Christmas Lights	£8,267.86
09.11.2020	Digital River	£15.00
12.11.2020	British Gas – Electricity Bill	£35.79
17.11.2020	GJ Plastics – Giant cheque	£59.40
20.11.2020	Rabart – paint for Pater Hall Gates	£48.08
20.11.2020	Pembrokeshire CTAX – watering floral baskets	1,900.80
23.11.2020	Bank Charges	£6.50
20.11.2020	JPP Milton Keynes – Diaries	£147.00
20.11.2020	SWALEC – Albion Square	£28.51
23.11.2020	British Gas	£52.82
26.11.2020	Post Office -postage	£1.83
02.12.2020	Brian Jones – Festive lights	£7,092.00
02.12.2020	Clarity Copiers	£26.87

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

Date	Description	Amount
16.11.2020	G Manning – Mayor Allowance	£1,500.00
20.11.2020	S Scourfield Christmas Bonus	£150.00

20.11.2020	M Hart Christmas Bonus	£150.00
20.11.2020	C Mason Christmas Bonus	£150.00
20.11.2020	Cadbury Gifts for Break the Stigma	£197.50

ACCOUNT RECEIPTS

Date	Description	Amount
02.12.2020	HSBC – Interest	£1.05
18.11.2020	Remembrance wreath	£20.00
18.11.2020	Remembrance wreath	£25.00
26.11.2020	Garrison book	£10.00
26.11.2020	Postage for the book	£1.83

SALARIES AND WAGES

06.11.2020– 05.12.2020	Salaries	£3859.08
06.11.2020 – 05.12.2020	Tax & NI	£782.82
06.11.2020 – 05.12.2020	Pensions	£895.99

ACCOUNT BALANCES

02.12.2020	HSBC Business Account	£ 62,257.36
02.12.2020	HSBC Premium Account	£ 127,982.48

**It was PROPOSED by Councillor S.O'Connor
SECONDED by Councillor G Manning
RESOLVED: That Pembroke Dock Town
Council approve payments of the above
Payments, Receipts, Salaries and Wages.**

76. AGENDA ITEMS FOR THE NEXT MEETING

No Agenda items requested

77. COMMUNITY ISSUES

Cllr Beynon commented that he met with Network rail about closing the Llanion level crossing. They walked along BirdCage Walk with Highways and some of the residents and looked at the lighting. They talked about putting more lights to make it more accessible and they would like Network Rail to pay for that.

Cllr P George commented that a lot of people walk their dog along there and that it is along trip around to Ferry Lane under the tunnel and quite dark. She commented that its probably a forgone conclusion but they have given us the chance to comment and we will just have to wait for the outcome.

Cllr Goff commented that he was disappointed with the Christmas lights this year as they are not working properly. The Town Clerk stated that they are all on tonight and there have been a few issues with the lights, she commented that she has asked the Electrician to leave them on all the time as they are LED.

78. MAYOR'S REPORT

The Mayor commented that at the last meeting, Councillor's agreed to give staff £150 bonus and there was some question as to what fund it would come out of and that it comes out of the Christmas fund. Cllr Manning commented that it has been a difficult year and asked Councillor's to join him in thanking the staff for all they do.

Cllr Manning asked if a letter could be sent to Mr & Mrs Lloyd to thank them for the display in the office window. He commented that the tree lights look good and the tree.

Cllr Manning commented that he has spoken to staff at South Pembrokeshire Hospital, as we usually do a visit and has arranged with them that he is going to take a hamper of goodies to them to distribute at Christmas. He will also do the same to a few of the other homes in Pembroke Dock.

79. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

**It was PROPOSED by Councillor D Burrell
SECONDED by Councillor J Beynon
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.**

80. PRIVATE & CONFIDENTIAL

**To Confirm Private & Confidential Minutes of Thursday 12th
November 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
8th October 2020 are adopted as a true
record.**

There being no other business the meeting was closed.