

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 14th January 2021

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

IN ATTENDANCE:

Sarah Scourfield - Town Clerk

Amanda Hart - Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

81 APOLOGIES FOR ABSENCE

Cllrs: B Hall, G. Anderson

82 DECLARATIONS OF INTEREST

There were declarations of interest

83 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Paula Holt from Tall Ships (Wales) Trust attended the meeting and informed members about the Seafair Haven Festival planned for June 2021. She stated that this event was originally due to take place in 2020 but was cancelled due to COVID. Paula commented that the Trust had secured £14,040 Enhancing Pembrokeshire Grant from PCC which will cover 80% required for the event and will cover the charter for the Tall Ship and an outdoor theatre. Paula explained they are looking for the grant to help pay coordination costs to organise and deliver the event due to take place 19th June 2021. She also informed members that the programme that will run, will be COVID compliant and controlled cleaning with take place between sessions with numbers on board limited in line with guidelines.

Cllr Goff commented that his concern was social distancing of the event and how can you have people on a ship in a controlled way.

Paula commented that if it is not safe to run the event, the ship will not come and we will have all the money back and just postpone until a later date in the year. She also commented that they will only have people onboard during the day there will be no overnight stays.

Cllr Burrell asked what the process is and how will we move forward to make the decision.

The Town Clerk stated that at the last meeting it was agreed in principle to support and that is why Paula is here to answer any questions members have. Then it will be discussed later in the meeting.

Paula commented that they are an International organisation with protocols and that they will only be doing something that is safe. As a trust it will cost £20,000 and they are asking for £5,000 to coordinate and deliver to Pembroke Dock.

The Town Clerk stated that if the event is postponed what happens to that money is the Councillors concerns, as all those things will be committed.

Cllr O Connor commented that his concern is not whether it is safe, as they are a professional organisation. He said it is a large commitment and a large amount of money without a Service Level Agreement and feels it should be discussed under matters arising from the minutes.

Paula commented that it will be maximum benefit and will help with wellbeing. She stated that she is happy to work with PDTC in referring people to get on board the ship.

Cllr Wilcox commented that he is content that it will be safe, and it will be valuable to Pembroke Dock and asked will it only be for Pembroke Dock children.

Paula enforced that all the programmes are for the people of Pembroke Dock and all age groups. She said 80% of the spaces on the ship will be for people from Pembroke Dock and the others from the surrounding area.

84 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 10TH DECEMBER 2020

**It was then PROPOSED by Councillor G Manning
SECONDED by Councillor J George
RESOLVED - That the Minutes of Thursday 10th December
2020 are adopted as a true record.**

85 MATTERS ARISING FROM THE MINUTES OF THURSDAY 10th December 2020

Page 91 item 52 – Tall Ships Wales Trust COVID application

Cllr O Connor commented that there are benefits to the town of having the Tall Ships come but his concern was that it is a lot of money the Town Council will be committing and feels £5000 is too much and if the council were to grant funds to them it may be worth looking at having a Service Level Agreement with the organisation.

Cllr Burrell commented that she liked the comment Cllr O Connor made about setting up an SLA as it would make our links stronger with the water. She commented that she personally thinks it worth it, to have a feel-good relationship and post COVID to help make better connections and appreciate the amazing place we live in.

Members commented that it was felt that June was too soon but suggestion of a reduced amount of 80% of the money was offered rather than 100% as it would be a positive for the town. It was questioned, If the event did not go ahead, and it moved to September who was going to pay for coordination fees. It was stated that part of the fund agreement could be if the event did not happen in June that council would expect the event to still go ahead in June.

It was then

PROPOSED by Councillor G Manning

SECONDED by Councillor T Wilcox

RESOLVED - That £4000 is moved from the Freedom of the Town budget and used for the Tall ships grant instead.

Cllr O Connor stated that if £4,000 was coming from the Freedom of the Town fund could £1,000 come from the Grant fund to top it up to the full amount. Cllr Wilcox commented that he was not happy with that as only 80% of the spaces were for people of Pembroke Dock.

A Vote was taken for the proposal of £4,000 from the Freedom of the Town fund and £1,000 from the Grant fund

7 members for, 2 members against and 1 abstained.

The Town Clerk confirmed with members that she would look into getting an SLA in place with the organisation.

Karate Club Grant Funding

Cllr Beynon raised concerns about the grant given to the Karate Club last year for the repairs to the roof, he stated that he had recently seen an advert on Facebook asking for funding for the roof. Cllr Manning commented that the repairs to the roof were done, repairing four sheets, underlining's and boarding but since then other parts of the roof are leaking, so they were looking for further funding to do those repairs. Cllr Manning stated that he had visited the Karate Club and confirmed the repairs which the Town Council had funded had been completed.

86 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

56.Llanion Ward By-Election Update

The Town Clerk stated that an update had been received from Pembrokeshire County Council with regards to the election which was due to take place for the Llanion Ward. Previous correspondence stated that the election would take place on the 18th February 2021, they have stated that due to the continuing Coronavirus pandemic this date had to be reviewed to ensure that the elections are delivered in a safe manner.

Pembrokeshire County Council have therefore made the decision to delay the by-elections. The provisional date for the Town Council by-election is now Thursday 11th March 2021.

Cllr O Connor commented that if the Election is delayed further due to COVID can we ask if we can delay until May to co-inside with the Senedd Elections, the Town Clerk confirmed she would contact them and ask.

Cllr Wilcox stated that the budget for Elections was approx £19,000, he stated that if the Llanion Elections go ahead it will dramatically decrease this amount in the budget. Cllr Wilcox stated if we approached the County Council about printing costs it could save on the costs overall. The Town Clerk stated that she had contacted them about this and was hoping for an update towards the end of last year but was still waiting for a formal response.

57.External Audit Conclusion 2019/2020

The Town Clerk stated that confirmation had been received from the External Auditors that the accounts for 2019/2020 have been completed within accordance with proper practices and all relevant legislation and regulatory requirements have been met. Members were provided with a copy of the signed off report.

**It was PROPOSED by Councillor G Manning
SECONDED by Councillor S. O Connor
RESOLVED - That members agreed with the conclusion of
the report provided from the External Auditor for
2019/2020.**

All members agreed

58.Future Audit Arrangements

The Town Clerk stated that the Audit Office for Wales had provided notification to all Town and Community Councils of the future arrangements for external audit procedures. The new procedures have seen a 3-year cycle set in place for councils with income and expenditure of less than £2.5 million, transaction-based audits will be interspersed with more limited audit procedures.

Pembroke Dock Town Council had been set the following.

2020/2021 – Basic Audit with limited information

2021/2022 – Full Audit with Full working papers

2022/2023 – Basic Audit with limited information

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

There was no supplementary report of the Town Clerk.

88. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

The Mayor commented that an email has been sent out to all Councillors from Rhian Cowen regarding a garden at the Library and asked if members would like to discuss it now or at the next meeting. Cllr O Connor asked if it was possible to leave until the next meeting, as he had only just looked at the email before the meeting and had not had time to go through it properly and would therefore not be able to comment.

All members agreed for this to be added as an Agenda item for the next meeting.

Cllr Beynon commented about the Christmas Event that Rhian Cowen had organised and that she had asked Peter Kraus to be Father Christmas. He felt this was inappropriate and we should ask Rhian Cowen for an apology as the case was still going through the Ombudsman and had not yet been closed.

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

Cllr Beynon stated that the Friends of the Memorial Park had been working to install play equipment in the Memorial Park. He commented that at the last meeting he informed members that the phase 1 play equipment had been ordered but he had further good news that further funding had been received from PCC and the Welsh Government and they were now able to order further equipment to the sum of £100,000. Cllr Beynon 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. Cllr Beynon also commented that to complete the plan for the park they only had to find another £40,000 and that The Friends of the Memorial Park have put in a bid for grant funding from the Community Police Fund, so will hopefully hear about this next week.

The Town Clerk asked members if they would join with her to congratulate the Friends of Pembroke Dock Memorial Park committee for their hard work.

90. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
03.12.2020	Open Spaces Society Subscription	£45.00
03.12.2020	Postage -members papers	£5.28
04.12.2020	P A Lynch	£1,200.00
08.12.2020	Google Cloud	£6.60
11.12.2020	Digital River – Webex	£15.00
14.12.2020	1 & 1 internet ltd	£6.00
21.12.2020	SWALEC – Albion Square	£27.14
23.12.2020	Bank Charges	£9.50
29.12.2020	SWALEC – Old Pump House	£39.13

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

Date	Description	Amount
10.12.2020	Dyfed Powys Police Fund	£1,000.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.01.2021	HSBC – Interest	£1.05
24.12.2020	PCC- Precept - 3rd Payment	£66,921.00

SALARIES AND WAGES

06.12.2020– 05.01.2021	Salaries	£3809.08
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94. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

**It was PROPOSED by Councillor J Beynon
SECONDED by Councillor P. George
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.**

95. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 10th December 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 December 2020 are
adopted as a true record.**

There being no other business the meeting was closed.