





Councillors for their efforts in attending meetings during the pandemic and adapting to the ever-changing processes.

The full details: -

Councillor Guy Anderson	0 attendances	resigned February 2021
Councillor Joshua Beynon	11 attendances	100%
Councillor Dilys Burrell	11 attendances	100%
Councillor Maureen Colgan	5 attendances	45%
Councillor Jonathan George	11 attendances	100%
Councillor Pam George	9 attendances	82%
Councillor Gordon Goff	11 attendances	100%
Councillor Phillip Gwyther	2 attendances	Disqualified March 2021
Councillor Brian Hall	10 attendances	91%
Councillor Terry Judkins	10 attendances	91%
Councillor Peter Kraus	0 attendances	resigned June 2020
Councillor George Manning	11 attendances	100%
Councillor Stephen O'Connor	9 attendances	82%
Councillor Jane Phillips	9 attendances	82%
Councillor Tony Wilcox	11 attendances	100%
Councillor Sean Davis	8 attendances	73%

#### **End of Financial Year information**

In 2020/21 the Town Council budgeted to spend £278,865

The precept for the year was £200,765

The year-end figures show	Receipts of	£203,394
	Payments of	£173,738

This leaves a budgeted surplus of £29,656

The bank account amounts as of 31<sup>st</sup> March 2021 are as follows

£ 77,429.52

£ 127,985.64

**£ 205,415.16**

The amounts earmarked for 2020/2021 are as follows

Maintenance Centenary Lamp	£ 600
Maintenance Pump House	£1000
Street Cleaning	£9000
Freedom of the Town	£ 500
Pater Hall Community Trust	£6,000
Civic Regalia	£4,300
Electoral Services	£13,700
Town Band Project	£1,000
Refurb 28 Dimond St	£19,130
Website upgrade	£1,500
Office Equipment	£1,500

**£58,230**

The 25% precept reserve amount held by the Town Council is £50,191.25

This leaves an amount of **£97,093.91**

At the meeting in April the suggested carried forward is below

With suggested budget carried forward	<b><u>£ 10,400.00</u></b>
<i>28 Dimond St Maintenance</i>	<i>£ 1,500.00</i>
<i>St Patricks Maintenance</i>	<i>£ 1,200.00</i>
<i>West Llanion Maintenance</i>	<i>£ 1,200.00</i>
<i>Action Plan</i>	<i>£ 5,000.00</i>
<i>Remembrance</i>	<i>£ 1,500.00</i>

This leaves a surplus reserve of £86,693.91.

The Town Clerk stated that COVID has played a big part in the lack of spend from the budget this year, with most of the year being spent in lockdown, but the Town Council have achieved the following;

#### **Achievements**

In this financial year the Town Council have provided the figure of £30,679.89 in section 137 funding to organisations within the Pembroke Dock community.

Shortly after the first lockdown the Town Council wanted to recognise the members of the community who had gone above and beyond during the lockdown period, we therefore, provided awards to a number of businesses and individuals who supported others during this difficult time.

The street cleaning contract was successfully contracted out to Mr Lynch who has been a breath of fresh air to the town and his continuous hard work has seen some big changes in the cleanliness of the town already.

The refurbishment of the electrics at the Town Council offices took place on December 2020 and it is planned for the refurbishment of the rear of the building and the roof to take place in 2021-2022 with tenders already being sought. The earmarked figures planned for an upgrade of the office equipment, the upgrade of the computer systems which was agreed in April has already been completed.

The Town Clerk stated that unfortunately, the Freedom of the town was unable to go ahead with the hope it would take place another time within the year, but this was not to be. The Mayor therefore suggested that the funds saved for this event was given to an organisation within the town which would still benefit the residents, the funds which were to be used for this event was therefore donated to the tall ships who will be holding an event in June 2021.

Cllr Manning commented about the sum of money from the Freedom of the Town and confirmed if it was £4,000 given. He asked if the £500 was correct as he thought there was £9,000 in the budget.

The Town Clerk confirmed that there was £4,000 given to the Tall Ships and that there was also money sat in the budget, so there will be £4,500 to go on top of £500 so it will be £5,000 in total.

### **Town Council Committees 2020-2021**

#### **Planning Committee**

Councillor Gordon Goff (Chair)  
Councillor Jonathan George  
Councillor George Manning

Councillor Maureen Colgan  
Councillor Terry Judkins

#### **Finance Committee**

Councillor Stephen O'Connor (Chair)  
Councillor Joshua Beynon  
Councillor Terry Judkins

Councillor George Manning  
Councillor Jane Phillips

#### **Personnel Committee**

Councillor Gordon Goff (Chair)  
Councillor Sean Davis  
Councillor Dilys Burrell

Councillor Joshua Beynon  
Councillor Jonathan George

#### **Pater Hall Community Trust**

Councillor Pam George  
Councillor S O Connor  
Councillor Terry Judkins

Councillor George Manning  
Councillor Gordon Goff

#### **Twinning & Tourism**

Councillor Maureen Colgan  
Councillor Terry Judkins

Councillor Pam George

#### **Other Committees**

Action Plan Committee

Chairs of Committees plus the Mayor

Poppies/Remembrance Committee

Councillors Colgan & George

Dr Jones Charity

Councillor Pamela George

Louisa Saunders Trust

Councillor Pamela George

Appeals Committee

Chairs of Committees plus the Mayor

Patient Participation group

Councillor Stephen O'Connor

Power Station Community Group

Councillor Maureen Colgan

Valero Refinery Community panel

Councillor Pam George

Port of Milford Haven advisory panel

Councillor Gordon Goff

#### **Governing bodies (These posts will continue until 2022)**

Pembroke Dock Community School

Councillor Pamela George

Pennar Community School

Councillor George Manning

#### **Refurbishment Committee**

Councillor Jonathan George (Chair)

Councillor Terry Judkins

Councillor Tony Wilcox

Councillor Joshua Beynon

Councillor George Manning



### 3. Asset Register Review

The Town Clerk stated that Council is required to review its asset register on an annual basis which was attached the document for members to review

### 4. Current Policies of the Town Council

The Town Clerk provided members with a list of policies which the Town Council works to.

<b>Policy/Procedure</b>	<b>Committee</b>	<b>Last Reviewed</b>
Absence and Sickness Policy	Personnel	05/09/2019
Biodiversity and Environment	FC	
Bullying Policy	Personnel	05/09/2019
Capability Policy	Personnel	05/09/2019
Code of Conduct		
Complaints Procedure	FC	05/09/2019
Councillor Training	FC	
Data Retention and Storage of documents	Town Clerk	05/09/2019
Disciplinary Procedure	Personnel	05/09/2019
Display Screen Equipment Policy	Personnel	
Equal & Diversity Policy	Personnel	
Financial Regulations	Finance	05/09/2020
Financial Risk Assessment	Finance	05/09/2020
Fire Emergency Procedure	Town Clerk	
Freedom of Information	FC	05/09/2019
Grant Awarding Policy	Finance	
Grievance Procedure	Personnel	
Health & Safety Policy	FC	
Information Data Protection Policy	Town Clerk	05/09/2019
Internet and Email Usage Policy	Town Clerk	
Lone Working	Personnel	05/09/2019
Mayoral Allowances	FC	
Maternity Policy	Personnel	
Performance Review	Personnel	Mar-19
Persistent Complainants	FC	
Protocol between members and Officers	Personnel	Apr-19
Sickness and Pay Policy	Finance	
Special Leave Policy	Personnel	16/01/2020
Standing Orders	FC	May-19

CLlr O Connor commented about the policies and asked if there is a schedule for reviewing them and asked how often they need to be reviewed.

The Town Clerk stated that the personnel committee have quite a few policies on their schedule and review a couple each year.

CLlr O Connor commented that it would be nice to have a schedule showing the date last reviewed and the next review date.

*Cllr Wilcox declared a personal interest in item 5. Allocation of surplus reserves*

**5. Allocation of surplus reserves**

The Town Clerk stated that at the last meeting of the Council the reserves surplus was discussed, and members were informed that they needed to look to spend the fund this year to ensure the reserves are to the minimum.

It was discussed that funding was provided to St Patricks play area so sufficient play equipment could be provided. It was discussed that the amount of £8,000 was provided.

After further discussion and pricing of the equipment, it is apparent it will cost £10,000 to be able to purchase the relevant equipment. The Town Clerk asked for members agreement for the amount of £10,000 to be granted to Pennar & Bufferland Community group for play equipment in St Patricks Play Area.

**It was**

**PROPOSED by Cllr S O Connor**

**SECONDED by Cllr P George**

**RESOLVED: That PDTC agreed for £10,000 to be granted to Pennar & Bufferland Community group for play equipment in St Patricks play area from the surplus reserves.**

**All members agreed**

The Town Clerk stated that she has had some enquires about memorial benches around the town and that further information in relation to benches will be brought to the next meeting of this Council on 3<sup>rd</sup> June 2021.

**6. Big Lunch – 5<sup>th</sup> June 2021 – Memorial Park**

The Town Clerk stated that she had been contacted with regards to the above event which is planned to take place on Saturday 5<sup>th</sup> June 2021. It will be arranged in conjunction with PAVS and the community connectors.

The Big Lunch is an Eden Project idea - a national event that sees people gathering to connect with each other, meet neighbours and socialise. It would be particularly good to have one this year following covid and as the Memorial Park is a big accessible space where it will be possible to socially distance this is seen as the best location for the event.

The outline plan is - Saturday 5th June between 12 and 3 - open invitation to families and all community members to bring a blanket, deckchairs, food, and refreshments and enjoy a relaxed community get together. We could let local organisations know so if they want to come along, they can e.g. Flying Start, NPT etc - this can be discussed further.

The Town Clerk stated that the organisers have asked if the Town Council would be able to act as insurers of the event, it will not cost the Council anything but if members agreed we would be responsible for the event.

**A vote was taken, and all members agreed.**



**5. TO RECEIVE AND CONSIDER THE FINANCIAL REPORT****ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
01.04.2021	British Gas	£85.83
09.04.2021	BT	£151.16
01.04.2021	Post Office	£12.81
01.04.2021	Clarity Copiers	£23.90
06.04.2021	PCC Tax Rates	£2942.50
06.04.2021	P Lynch	£1,200.00
06.04.2021	Tees R Us	£151.15
12.04.2021	Eurooffice	£98.32
12.04.2021	Amberol Limited	£239.63
08.04.2021	Post Office	£11.52
09.04.2021	Sage Uk Ltd	£234.00
12.04.2021	P Lynch – PDTC Screwfix	£23.78
12.04.2021	P.Lunch – PDTC LBS	£8.03
13.04.2021	Post Office	£6.45
13.04.2021	1 & 1 internet	£6.00
16.04.2021	British Gas	£39.74
19.04.2021	Brian Jones	£5,316.00
19.04.2021	Argos – New Office Computers	£2,099.97
20.04.2021	Marc Jones -window cleaning	£90.00
23.04.2021	Bank charges	£6.50
25.04.2021	1 & 1 website	£77.96
26.04.2021	Amazon	£17.98

26.04.2021	Zoom	£4.17
30.04.2021	S Scourfield – sundries	£4.80

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
06.04.2021	Zurich Insurance	£2,781.67
07.04.2021	Pennar & Bufferland Ass Grant	£1,000.00
07.04.2021	Heritage Trust PDTC Grant 2 <sup>nd</sup> yr	£6,000.00
08.04.2021	Friends of Memorial Park Grant	£5,000.00
21.04.2021	SLCC Virtual regional training seminar – S Scourfield	£54.00
21.04.2021	SLCC Virtual regional training seminar – A Hart	£54.00
21.04.2021	SLCC Joint Virtual Conference 2021 – S Scourfield	£54.00
22.04.2021	One Voice Wales - membership	£1,615.00
29.04.2021	PDTC Grant – Pembrokeshire CAB	£5,000.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
16.04.2021	HMRC VTR	£4,684.53
28.04.2021	Precept	£66,923.00
02.04.2021	HSBC – Interest	£1.09
02.05.2021	HSBC – Interest	£1.05

**SALARIES AND WAGES**

06.04.2021– 05.05.2021	Salaries	£ 3,813.16
06.04.2020 – 05.05.2021	Tax & NI	£ 880.17
06.04.2020 – 05.05.2021	Pensions	£ 1,185.31



The Town Clerk stated that voting slips will be sent to Councillors to determine which Councillors sit on the Pater Hall Community Trust.

**Twining & Tourism**

The following members were proposed

**Councillor Maureen Colgan**

**Councillor Pam George**

**Councillor Jonathan George**

**Councillor Terry Judkins**

A vote was taken, and all Members agreed.

The following members were proposed for the additional committees/outside bodies

Action Plan Committee

**Chairs of Committees plus the Mayor**

Poppies/Remembrance Committee

**Councillors M Colgan, P George and J George**

Dr Jones Charity

**Councillor Pamela George**

Louisa Saunders Trust

**Councillor Pamela George**

Appeals Committee (not including personnel) **Chairs of Committees plus the Mayor**

Patient Participation group

**Councillor Stephen O'Connor**

Power Station Community Group

**Councillor Maureen Colgan**

Valero Refinery Community panel

**Councillor Pam George**

Port of Milford Haven advisory panel

**Councillor George Manning**

A vote was taken, and all members agreed.

**Governing bodies** *(These posts will continue until 2022)*

Pembroke Dock Community School

**Councillor Pamela George**

Pennar Community School

**Councillor George Manning**

**Refurbishment Committee**

The following members were proposed

**Councillor Jonathan George**

**Councillor Tony Wilcox**

**Councillor George Manning**

**Councillor Terry Judkins**

**Councillor Joshua Beynon**

A vote was taken, and all members agreed

**7 ADJOURNMENT OF THE TOWN COUNCIL BUSINESS UNTIL 3rd JUNE 2021**

There being no further business, the meeting closed.