

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 3rd June 2021

PRESENT: Cllrs: J Beynon, M Bowen, D Burrell, M Colgan, W Gannon, J George, P George, G Goff, A Greenfield, B Hall, T Judkins, G Manning, S O Connor, J Phillips, T Wilcox

IN ATTENDANCE:

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

Cllr Judkins opened the meeting and welcomed the new Councillors, Cllr Gannon and Cllr Greenfield to the meeting and congratulated them on their recent election onto Pembroke Dock Town Council.

1 APOLOGIES FOR ABSENCE

No apologies for absence

2 DECLARATIONS OF INTEREST

Item 6 of Town Clerks Report - Grant Funding Application – Friends of Harri Tudur - Cllr O Connor, Cllr Beynon and Cllr Bowen declared a personal interest.

Item 9 of Town Clerks Report – NHS Survey – Building a healthier future after COVID-19 – Cllr Beynon declared a personal and prejudicial interest.

3 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present at the meeting

4 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 8TH APRIL 2021.

It was **PROPOSED** by Councillor J Beynon
SECONDED by Councillor J George
RESOLVED - That the Minutes of Thursday 8th April 2021 are adopted as a true record.

TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 13TH MAY 2021.

It was PROPOSED by Councillor G Goff
SECONDED by Councillor J George
RESOLVED – That the Minutes of Thursday 13th May
are adopted as a true record.

5 MATTERS ARISING FROM THE MINUTES OF THURSDAY 8th APRIL 2021.

Page 145 item 88 – Year End Finances

Cllr Wilcox commented about employing the specialist person looking for grants, he said that he thinks members should look at the current staff and their capabilities and explore all aspects before employing someone else.

Cllr O Connor commented that it was agreed for the Personnel Committee to explore and report back to Full Council.

MATTERS ARISING FROM THE MINUTES OF THURSDAY 13TH MAY 2021

Page 12 item 6 – Committee Representation 2021/2022

Cllr O Connor commented about the representation for the Pembroke Dock Heritage Trust and that it was not decided and voted on at the last meeting. He said that currently Cllr Manning and Cllr O Connor are on the Trust, but it was not voted on. He said that in line with the SLA they need two representatives. The following members were proposed Cllr O Connor, Cllr Bowen and Cllr Phillips.

The Deputy Clerk stated that voting slips will be sent to Councillors to determine which Councillors sit on the Pembroke Dock Heritage Trust.

6 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

7. Internal Audit Report

Members were informed that the internal audit had been completed by Mr Bernie Scourfield with his report attached for members approval.

It was PROPOSED by Councillor M Colgan
SECONDED by Councillor S O Connor
RESOLVED – That: members agreed and approved the
report and accept the comments made within the report.

All members agreed

Cllr Burrell congratulated the Town Clerk and the team for a positive audit report again this year.

8. Allocation of new benches

Councillors that he had previously discussed the provision of more benches throughout the town and referred members to the costs and sizes within their papers. She stated that there has been several proposed areas for benches which were the Memorial Park, Cycle path on the top road and the corner of Gordan street (next to CWTCH). It was proposed that the funds from the action plan (£5,000) was utilised for this. The Town Clerk recommended that 10 benches are purchased for allocation around the town.

Members were informed that there has been some interest shown with regards to memorial benches, it is standard practice for the person requesting the memorial bench to pay for the bench and plaque along with any installation costs.

Cllr Bowen commented that she would recommend purchasing benches with arms as the arms are essential for people with disabilities. She requested if one bench could be put in the play area on the green next to the Youth Centre and somewhere in the centre of town as she said there is nowhere to sit down.

Cllr Burrell commented that she agreed with Cllr Bowen's suggestions, she also suggested the walkway between Tesco and the bus station as there are no benches along there and a lot of people use it. Cllr Burrell also asked if prices can be obtained for picnic benches to put in the park and to replace the ones at the Cleddau picnic site.

Cllr Phillips commented that 2 or 3 picnic benches in the park would be good and some picnic benches at West Llanion. She said there is definitely a need for a bench in the town centre and suggested where the old telephone box use to be next to the Pater Hall.

Cllr Goff commented that the picnic benches at Fort Road need replacing. The Deputy Town Clerk informed members that the benches at Fort Road are currently being repaired.

All members agreed to purchase 10 benches to be located throughout the town.

Cllr Bowen informed members that she is due to have a meeting with Tesco's regarding the possibility of a trolley park at the bus station, and she will ask about benches along the walkway. She said she will keep members informed of the outcome. During this item members discussed the supermarket trolleys being discarded around the town.

9. NHS Survey – Building a healthier future after COVID - 19

Members were informed that a copy of the information received from Hywel Dda University Health Board asking people of Pembrokeshire to help shape it further and deliver future services by taking part in an engagement exercise. Further information can be found online at www.haveyoursay.hduhb.wales.nhs.uk

10. Cancellation of Schutzenfest 2021

Members were informed that she had been notified from Bergen that due to COVID the Schutzenfest will not be going ahead this year and they look forward to 2022 where the event will hopefully go ahead.

11. Speeding issues around the Town – Community Speed Watch Scheme

Members were informed that there has been several speeding issues around the Town identified by residents. Complaints have been passed to the local policing team for investigation, and they are looking for support from residents. The local policing team have suggested that a Community Speed Watch Scheme is set up and are looking for volunteers.

It was suggested there that this was brought to Council for some Councillors to be part of the scheme in the areas around the Town. To be part of the scheme there is a vetting process which will need to take place, along with training, it is recommended that there needs to be at least 6 volunteers for the scheme to be viable as it required 3 people to be present each time an area is surveyed.

The following members Cllr Goff, Cllr Beynon, Cllr Wilcox, Cllr Judkins, Cllr Greenfield volunteered to be part of the scheme.

Cllr Hall commented that PCC have obtained a grant for one permanent speed prevention – sleeping policeman on Fort Road to help slow down a notorious speed trap.

12. Grant Application – Friends of Harri Tudur

Members were informed that a grant application had been received from the Friends of Harri Tudur for funding to assist with the provision of outdoor furniture which will be within the school grounds of the well-being garden. They requested an amount of £1,250 for a £2,500 project. Within the application they have stated that the friends of the school are arranging a Marathon in June in order to raise 50% of the funds to go towards the purchase.

Cllr Goff commented about the application and asked as the school is situated between Pembroke and Pembroke Dock have Pembroke Town Council been approached for funding as well.

Cllr O Connor commented that the Marathon is not just in one session it is gentler, and the school are encouraging as many people as possible to take part in running, walking the 26 miles during the month of June. He said that they have set up a nice area to support the vulnerable children at the school, as some have been very stressed during the pandemic, and this will help.

Cllr Burrell commented that its disappointing that a new school has been built without sufficient outdoor areas and suggested that Council share our quotes for outdoor furniture as they are good prices and are more reasonable than the ones in the application. Cllr Burrell proposed £750.00

**It was PROPOSED by Cllr Burrell
 SECONDED by Cllr Colgan
 RESOLVED that Pembroke Dock Town Council
 awarded a £750.00 grant to the Friends of Harri Tudur
 towards the provision of the well-being garden.**

A Vote was taken, and all members agreed.

13. Society of Local Council Clerks – Operation London Bridge

Members were informed that Operation London Bridge is the code name given by SLCC to the passing of Her Majesty Queen Elizabeth the Second. SLCC have set out several documents highlighting the actions which Councils are required to undertake following her death which had been shared as a point of reference with members.

The Town Clerk suggested preparing a pack with all the relevant information and items outlining the actions to be carried out. Members were asked to decide on a location for leaving flowers or donations and how they will be disposed of. Also, a location for the condolence book.

Cllr P George commented that the book of condolence and the flowers should be laid at The Pater Hall as this is where they have been located in the past.

Cllr Judkins volunteered to collect the flowers after the designated period of time and take the waste to the tip to be disposed of.

Cllr Goff commented that the flowers should be laid at the Pater Hall and the Memorial Lamp at Albion Square.

All members agreed with the flowers to be laid at the Pater Hall and the Memorial Lamp and the book of condolence to be located at the Pater Hall.

14. RWE – Pembroke Net Zero Centre (PNZC)

Members were informed that RWE has provided information regarding an exciting new RWE initiative which they will be shortly launching. Pembroke Net Zero Centre will bring together into once focal point RWE's decarbonisation expertise including innovation, project development, offshore wind, hydrogen, power engineering, trading, and operation of highly technical plant. Further information was provided to members.

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

15. Spending of Reserves

Members were informed that at a previous meeting there was a surplus in reserves and members need to consider how it would be spent. The surplus amount £88,000.

Councillor O Connor has made the following suggestions concerning the use of the underspend from the 2020/2021 budget due to Covid 19.

1. First pay off the loan on the council offices – an early repayment amount has been obtained on this proposal and the amount would be approx. £45,183.00. This would leave an amount of £42,817.00.
2. Reallocate the £5000 per year budgeted for the repayment of the loan to town projects for the length of the loan. This amount is £4,815 for 2021/22 budget.
3. Transfer enough funds to elections to cover the full costs of next year's council elections. There is currently £33,000 in the account but we are waiting for the invoice for the Llanion Election which has recently taken place which could be approximately £10,000.
4. If there are any funds left, consider improvements we can make this year to Pembroke Dock.

Cllr Manning suggested dealing with the ventilation in the meeting room so that meetings can take place back at the office.

Cllr O Connor commented that the idea about paying off the loan would automatically release £4815 for this year, so if Council wanted to look at the ventilation in the meeting room we would have money to spend on projects we want to do on the office or around the town. He said that rather than spending the money on lots of little things this year, it would be better spent on more major sustainable projects over many years which the Finance committee can look at.

Members discussed item 1 and agreed it was a good idea to pay off the loan on the Council offices and for items 2 and 3 to be discussed at the next Finance Committee meeting.

Cllr Burrell commented that she only received the information that day and asked if legally they need to have 3 working days' notice prior to a meeting before making

decisions.

Cllr O Connor commented that this proposal has not been thought up last minute and suggested voting on the decision at the current meeting and if legally this item needs the 3 days' notice it can be brought back to the next meeting.

**It was PROPOSED by Cllr O Connor
 SECONDED by Cllr Manning
 RESOLVED that Pembroke Dock Town Council
 use £45,183.00 from the reserves to pay off the loan
 pending legality.**

A Vote was taken, 13 for and 1 abstained.

It was agreed that this item would go back to the Town Clerk to check legality and bring back next meeting for approval if required.

8. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Judkins had no other items which are urgent.

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

Cllr P George provided an update from the recent Twinning meeting joint with Pembroke. She said that Brittany were keen to be involved with the area due to links with Henry IV. She said that links have already been made with the school and members just need to decide if they would like to be joint with Pembroke for Twinning with France.

Cllr O Connor reported on the Pembroke Dock Heritage Trust. He said that the Centre reopened last Tuesday and they have spent the lockdown carrying out repairs and maintenance. Cllr O Connor commented that they have been looking into having a Star Wars themed expedition because the Millennium falcon was made in Pembroke Dock. He said they are trying to negotiate a more localised expedition by having some of the models in the Centre and getting young people involved. They have lots of ambition, funds and dedicated people keen to improve all areas.

Cllr O Connor informed members that the Pater Hall Trust are having a face-to-face meeting next week and things should start to move forward.

10. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
30.04.2021	Rabart - Paint	£262.66
01.05.2021	SWALEC – Old pump house	£42.37
05.05.2021	Clarity copiers	£30.50
06.05.2021	Postage – R Watts book purchased	£2.39
06.05.2021	Postage – AGM papers	£7.68
07.05.2021	British Gas – gas bill	£66.74
10.05.2021	P Lynch	£1,200.00
10.05.2021	P Lynch screwfix	£14.00
10.05.2021	P Lynch screwfix	£14.00
10.05.2021	Post Office – Sympathy card Ron Watts	£1.90
11.05.2021	Petals of Pembroke - Flowers	£35.00
12.05.2021	1 & 1 Internet	£77.96
17.05.2021	British Gas – Electricity bill	£43.86
18.05.2021	Brushes	£8.00
19.05.2021	B Scourfield -Audit	£118.00
23.05.2021	Bank charges	£6.50
24.05.2021	SWALEC - Albion Sq	£33.29
25.05.2021	Zoom	£7.19

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

Date	Description	Amount
14.05.2021	PDTC Grant – St Patricks Hall	£10,000

ACCOUNT RECEIPTS

Date	Description	Amount
26.05.2021	B Wright payment for Ron Watts book and postage	£12.39

SALARIES AND WAGES

06.05.2021– 05.06.2021	Salaries	£ 3,777.68
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06.05.2020 – 05.06.2021	Tax & NI	£ 862.15
06.05.2020 – 05.06.2021	Pensions	£ 1,169.82

ACCOUNT BALANCES

27.05.2021	HSBC Business Account	£ 91,036.88
27.05.2021	HSBC Premium Account	£ 127,987.78

It was PROPOSED by Councillor G Goff
SECONDED by Councillor M Colgan
RESOLVED: That Pembroke Dock Town Council approve
payments of the above Payments, Receipts, Salaries and
Wages.

11. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Wilcox commented that PCC are possibly looking at reducing the areas that they maintain and look at what they do and what they will not be doing. He suggested that Council look at contracted hours and providing spraying training.

Cllr Goff suggested that Council should start preparations for the Platinum Jubilee next year in 2022.

Cllr Burrell asked if Council could have an update from Argyle Medical Group regarding people getting appointments.

12. COMMUNITY ISSUES

Cllr Burrell commented that she had received an email from the team at Ports Past and Present which said they are in the middle of producing documentary films about the town. She said they are going to be filming in and around Pembroke Dock and they are looking for younger people with a creative outlet and who like exploring Pembroke Dock. Cllr Burrell commented she has mentioned it to Cllr Beynon and suggested that they contact Harri Tudur School and the VC gallery. She said that she would forward the email to the office.

Cllr Burrell informed members about the Trolley Wise App. She said that if you take a photo of the trolley and report it then there is a company that comes and collects it for all the supermarkets.

Cllr Beynon commented about the Community Safety Survey he has been undertaking and that he has had about 150 responses. He said that the main issues people are concerned with are anti-social behavior, drugs, and mental health issues.

Cllr Beynon commented about the West Wales Metro regarding the train links. He informed members that the consultation was due to finish on 4th June and reminded members to take part in the consultation if they have not already, as it is about increasing the trains and quicker trains from the County. He said he would forward the link to the Town Clerk again to email out to members.

Cllr Bowen commented about the weeds around the town and asked if there is a rota in place for areas needing priority. Cllr Judkins suggested to members if they have any areas that need weeding to inform the office.

Members discussed the weeds throughout the town and how Phil Lynch is tackling the areas and has been carrying out a good job, but it is a lot of work for one person within his contracted hours.

The Deputy Clerk commented that Phil is working a lot more hours than he is getting paid because he wants Pembroke Dock to look good.

Cllr J George commented that at the next Personnel Committee this item can be added to the agenda for discussion.

13. MAYOR'S REPORT

Cllr Judkins commented that he had recently attended the recently deceased past Mayor, Ron Watts funeral.

14. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was **PROPOSED** by Councillor S O Connor
SECONDED by Councillor M Colgan
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.

15. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 8th April 2021

It was **PROPOSED** by Councillor D Burrell
SECONDED by Councillor G Manning
RESOLVED - That the Private & Confidential Minutes of
the Meeting held on Thursday 8th April 2021 are adopted
as a true record.

To Confirm Private & Confidential Minutes of Thursday 15th April 2021

It was **PROPOSED** by Councillor G Manning
SECONDED by Councillor D Burrell
RESOLVED - That the Private & Confidential Minutes of
the Meeting held on Thursday 15th April 2021 are
adopted as a true record.

There being no other business the meeting was closed.