

At a Virtual Meeting of Pembroke Dock Town
Council on Thursday 9th September 2021

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

IN ATTENDANCE:

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

Cllr Beynon opened the meeting and welcomed everyone.

45 APOLOGIES FOR ABSENCE

Cllr T Judkins, Cllr A Greenfield, Cllr T Wilcox

46 DECLARATIONS OF INTEREST

Item 38 of the Town Clerks Report – Pater Hall Trust Resolution Review - Cllr O Connor, Cllr Goff, Cllr P George, Cllr J George, Cllr Bowen, Cllr Colgan, Cllr Burrell and Cllr Phillips declared a personal interest.

47 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

48 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 29TH JULY 2021.

**It was PROPOSED by Councillor
SECONDED by Councillor
RESOLVED - That the Minutes of Thursday 29th July 2021
are adopted as a true record.**

49 MATTERS ARISING FROM THE MINUTES OF THURSDAY 29th JULY 2021.

Page 44 item 33 – Roll of Honour Board

Cllr Goff asked if there was an update regarding the Roll of honour board. The Town Clerk stated that it has been agreed to permanently loan the board to the Heritage Centre and that all the paperwork had been completed.

50 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

37. INTACT – Dyfed Powys Police

The Town Clerk confirmed that she had recently met up with the new INTACT team who are part of Dyfed Powys Police who are an early intervention and prevention team within Dyfed-Powys Police. The idea is to work with people who are on the cusp of criminality and support them and their families. They work with people aged 7 – 25 and they also work with vulnerable adults. The team have linked in with other agencies such as the Youth Service, PAVS, TAF, Social Services, National Parks, Schools and the NHS.

The Town Clerk stated that a copy of the presentation had been provided within members papers outlining the 10-week programme and the 1-2-1 intervention sessions they are facilitating. She said that INTACT are looking to do more workshops and events within the community such as tidying up gardens and litter picking and that INTACT are looking for venues and any possible financial help. The Town Clerk stated that the information has been passed to the Finance Committee to consider as the service would benefit Pembroke Dock. She suggested that the INTACT team could attend a future meeting if members would like to know more.

Cllr O Connor commented that Council should support them morally and accommodate them by using the meeting room at the Council Office. He said that they would need to submit a grant funding form to be considered for funding but felt that the Police are already getting two levels of funding from the people of Pembroke Dock through the precept and taxation and that funding should come from within that to provide the support needed for young people that need intervention.

Cllr Beynon proposed that the Town Clerk invites them to the October or November meeting. He said that Council should support as much as they can, and it is definitely worth hearing from them as it's a good initiative.

All members agreed

38. Pater Hall Trust Resolution Review

The Town Clerk stated that Cllr O Connor has put forward a request for the prohibition to discuss the Pater Hall Trust in Council meetings to be lifted to allow for council appointed Trust members to provide a report back under outside bodies with extraordinary meetings being called for any further discussion on items.

Cllr O Connor commented that he had put this forward as he would like the opportunity to report back on what progress is being made in the trust. He said progress had been slow, but the meetings are much more positive and that the Pater Hall Trust should be treated like every other outside body where Councillors have been appointed to represent the Council, they should be able to report back.

Cllr Burrell commented that it needs to be an update not a debate.

Cllr Bowen commented that meetings are positive, and Councillors need to know about what's happening as the Pater Hall is such a good community asset.

It was **PROPOSED by Cllr O Connor**
SECONDED by Cllr Phillips
RESOLVED – That the appointed Town Council
representatives can give an update from the Pater Hall
Community Trust within the item – To receive a report
from Town Council representatives serving on outside
bodies.

A Vote was taken, 12 for, no against, no abstentions

39. Welsh Government Briefing for community and town councils – Multi-location meetings and meeting notices.

The Town Clerk stated that there have been changes made to the local Government and Election (Wales) Act 2021 to allow for multi-location attendance at community and town council meetings the changes are seen under section 47 of the Act.

Schedule 4 of the Act also includes other changes relating to community council notices, eg giving notice of meeting and their arrangements and the issuing of a short note within 7 days of council. She said that these should be read in conjunction with section 55 of the Local Government (Democracy) (Wales) Act 2013, which requires community councils to make available electronically certain information and documents.

The Town Clerk informed members that the Personnel Committee have recommended that Full Council meetings remain online with the current rise in COVID cases.

The Town Clerk asked members to have a read through the information and informed them that PDTC already meet the requirements.

40. Consultation on the draft Local Elections (principal Areas) (Wales) Rules 2021 and draft Local Elections (Communities) (Wales) Rules 2021

The Town Clerk stated that that the above document had been received for consideration by members. She said there were a number of consultation response questions which members needed to review before the closing date on 24th September 2021.

Cllr O Connor commented about the consultation and asked if individual responses were required or a collective response from the Town Council.

The Town Clerk stated that she would like to do a collective response from the Town Council.

Cllr Beynon proposed that the Town Clerk went through each question to obtain the members responses.

The Town Clerk went through each question individually and members responses were obtained and were collated for the collective response.

**It was PROPOSED by Cllr Beynon
 SECONDED by Cllr O Connor
 RESOLVED – That the responses given for each question
 would form the collective response from Pembroke Dock
 Town Council.**

All members agreed

41. Active Travel Consultation Phase 2

The Town Clerk stated that earlier this year members were invited to highlight the barriers that may be faced when walking and cycling on everyday journeys, over 1,250 people responded making 4,105 contributions.

These comments have been considered and PCC are working with consultants Atkins to produce draft route plans, showing existing and potential future routes for walking and cycling for everyday journeys.

The Town Clerk stated that they are now inviting members to tell them if the proposed routes are suitable for the local area as a pedestrian or cyclist and if not to consider what improvements may be appropriate.

The link below was given to members to view the proposed map:

<https://pembrokeshirephase2.commonplace.is/>

The Town Clerk informed members that the best way to explore the map is to view it on the website on a tablet, laptop or PC as a mobile is too small. She informed members that it is recommended that their browser is up to date.

42. 3rd Scout Group Visit – Parliament Week

The Town Clerk stated that she had received a request from the 3rd Scout Group to visit the Office as part of Parliament week, the visit would be due to take place on Wednesday 3rd November 2021. She said that they have asked if Councillors would provide a basic outline of how Council works and asked for volunteers.

Cllrs P George, G Manning, J George, M Colgan, G Goff and J Phillips volunteered to attend the visit.

43. Review of Remuneration Framework for Community and Town Council

The Town Clerk stated that the IRPW had recently announced that they were going to carry out a review of the current arrangements for the remuneration of community and town councils. She said that she had provided the information for this review within the members papers along with a copy of the information submitted by One Voice Wales.

The Town Clerk suggested to members that Council supports the view of One Voice Wales and that a letter of support is written to back them up on the comments.

All members agreed

44. Finance Committee Recommendations

The Town Clerk stated that the Finance Committee had recently met and discussed a number of items and made the following recommendations.

1. Christmas Festivities Budget

The Town Clerk stated that it was discussed at the last meeting of the Town Council that the Christmas festivities will be able to go ahead this year, but there had been no allocated budget for the event.

The Finance Committee had recommended that a virement of £4,000 if made from Freedom of the Town. With £3,000 for the Lantern Parade and £1,000 for the breakfast with Santa.

It was	PROPOSED by Cllr Manning
	SECONDED by Cllr O Connor
	RESOLVED - That £4,000 for the Christmas festivities. £3,000 for the lantern parade and £1,000 for Breakfast with Santa.

A Vote was taken, all members agreed.

45. Financial Grants Applications

The Town Clerk stated that there were two further grant applications that required consideration.

- **Pembroke Dock Mens Shed - £1,300**

The Shed wanted to open a recycling/repair shop so the public can have equipment repaired rather than throwing it away. To do this they will require more electronic and metal work equipment.

- **Pembroke Boro AFC - £1,500**

They require nets to be put behind the goals to prevent the balls going into the main road which is currently a safety. The nets will be 8m x 8m with installation being completed by members of the team.

Members briefly discussed the grant applications but agreed to defer the applications until the next meeting to allow members time to view the required information.

All members agreed

46. Town Trail – Port Places App

The Town Clerk stated that she recently had a meeting with Jonathan from Ports Past and Present with regards to the Town Trail, they are looking to develop an app to digitalise the trail. She said that the app allows users to view and download ‘experiences’, i.e interactive maps which mark and provide information (including text, photo, audio and or video) on points of interest.

Cllr O Connor commented that he thought it was a wonderful idea to create more interest in Pembroke Dock. He said that as the Council has the copyright of the Town Trail if the app was to make a profit in the future that they should not have it for free. The Town Clerk stated that copyright could be a stipulation within the agreement.

All members agreed

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

There was no supplementary report.

52. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which are urgent.

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

Cllr O Connor gave an update on the Pater Hall Trust and commented that they have a 5

year plan and that the new Chairman would be in contact with the Town Clerk to arrange a meeting to look ways of working closer together.

54. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
22.07.2021	Postage – meeting papers	£9.21
23.07.2021	Bank charges	£6.50
24.07.2021	Zoom	£14.39
25.07.2021	1 & 1 internet	£77.96
26.07.2021	SLCC – GDPR training (S Scourfield)	£36.00
02.08.2021	British Gas - Gas bill	£22.71
02.08.2021	P A Lynch - materials	£21.40
02.08.2021	P A Lynch	£1,500.00
02.08.2021	Google	£5.75
04.08.2021	Clarity Copiers	£29.44
05.08.2021	Marc Jones - window cleaning	£50.00
09.08.2021	Asda – office sundries	£10.19
11.08.2021	1 & 1 Internet	£77.96
16.08.2021	British Gas – Electricity bill	£42.04
23.08.2021	SWALEC – Albion Square	£38.28
23.08.2021	Bank charges	£6.50
25.08.2021	Zoom	£14.39
31.08.2021	British Gas	£52.00
31.08.2021	One Voice Wales	£30.00
01.09.2021	P Lynch – Painting materials	£48.60
01.09.2021	Clarity Copiers	£17.06

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

Date	Description	Amount
02.08.2021	Pembrokeshire County Council – flowers	£3,811.00
23.08.2021	Pembrokeshire County Council – Llanion Ward Election	£5,324.91

ACCOUNT RECEIPTS

Date	Description	Amount
02.08.2021	Interest	£1.09
23.08.2021	Precept	£66,921.00

SALARIES AND WAGES

06.08.2021– 05.09.2021	Salaries	£ 3,777.88
06.08.2020 – 05.09.2021	Tax & NI	£ 861.95
06.08.2020 – 05.09.2021	Pensions	£ 1,169.82

ACCOUNT BALANCES

02.09.2021	HSBC Business Account	£ 70,246.63
02.09.2021	HSBC Premium Account	£ 117,991.01

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

55. AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items suggested for the next meeting

56. COMMUNITY ISSUES

Cllr Phillips commented about the shrub area along the new path opposite the Pembroke Dock Quins. She said that the brambles were growing over onto the pavement.

The Town Clerk stated that there are discussions between PCC and B & M with regards the arrangements for the ongoing maintenance. She said that she could arrange for an interim trim back of the area.

57. MAYOR'S REPORT

No report

58. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

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

59. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 29th July 2021

**It was PROPOSED by Councillor Manning
SECONDED by Councillor Goff
RESOLVED - That the Private & Confidential Minutes of
the Meeting held on Thursday 29th July 2021 are adopted
as a true record.**

There being no other business the meeting was closed.