

At a Virtual Meeting of Pembroke Dock Town
Council on Thursday 7th October 2021

**PRESENT: Cllrs: M Bowen, M Colgan, 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 Judkins opened the meeting and welcomed everyone.

60 APOLOGIES FOR ABSENCE

Cllr Dilys Burrell

61 DECLARATIONS OF INTEREST

Item 1 of the Town Clerks Report under Private & Confidential – Cllr Gannon personal
and prejudicial

62 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Paul Emmanuel from the INTACT team within Dyfed Powys Police attended the meeting
to inform members about the early intervention programme available within
Pembrokeshire. He said that referrals come from Schools and other agencies for young
people between the age of 7 – 16 on the cusp of criminality, but not yet known to the
police for criminal activity. Paul explained about the group sessions he runs and that
there is a 10 week 1 - 1 programme if a referral is high risk. He informed members that
he has helped about 30 families so far in Pembroke Dock, which included signposting
them to different organisations for support. Paul asked members for ideas of venues to
carry out the sessions and for ideas of any work that needs doing around the town, such
as any garden areas needing clearing, he could get a group together as a project. Paul
also commented that any assistance with funding would be welcome.

Cllr Manning commented about the financial contribution and asked if the venues are in
a regular place or are they looking for a place.

Paul commented that Ysgol Harri Tudur has given the use of the hall one evening a week

for interventions after school and Tony Wilcox has offered the use of the Pembroke Dock Quins.

Members had a brief discussion about graffiti within the town and how designated areas by the Youth Club had been used for street art and is still there.

Paul commented that there may be a possibility of the children having their own wall that they could use to do their artistic work and take responsibility for it or get somebody to carry out the street art.

Members discussed the graffiti idea, and it was suggested to Paul about contacting PCC and linking with them to have an initiative for a group of the children to help clean some of the signs/ areas to remove the graffiti.

The Town Clerk thanked Paul for attending the meeting and said she would keep in touch.

63 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 9TH SEPTEMBER 2021.

Page 49 item 45 – Cllr Judkins gave his apologies at the last meeting as he could not attend which was recorded – the minutes also showed Cllr Judkins present.

Page 49 item 48 – the minutes did not give the Councillors names to receive and confirm the minutes of meeting held on Thursday 29th July 2021, it should have been recorded as

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

With the above amendments

**It was PROPOSED by Cllr Manning
SECONDED by Cllr Goff
RESOLVED - That the Minutes of Thursday 9th September
2021 are adopted as a true record.**

64 MATTERS ARISING FROM THE MINUTES OF THURSDAY 9th SEPTEMBER 2021.

Page 57 item 56 – Community issues

Cllr Phillips commented about the brambles and shrub area on London Road and asked

if there has been any progress on the whole area being cut back.

The Town Clerk stated that she had been informed that discussions are ongoing and there will be work undertaken on that area in the future. She said there had been discussions regarding the option of having a new access into the carpark.

65 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

47. Boundary Commission Recommendations

The Town Clerk confirmed that the Boundary Commission had provided the final recommendations for Town & Community Councils Electoral arrangements that will be in place as of May next year. All areas in Pembroke Dock except Market Ward will see changes which will affect the number of Councillors sat in each area. The existing numbers are

- Llanion – 5 Councillors (1955 electors)
- Central – 3 Councillors (1075 electors)
- Market – 3 Councillors (1331 electors)
- Pennar – 5 Councillors (2479 electors)

The proposed changes are

- Bush – 3 Councillors (1471 electors) part of the original ward to be transferred to Central
- Central – 4 Councillors (1559) boundaries will increase to include Llanion
- Market – 3 Councillors (1331)
- Bufferland – 3 Councillors (1216)
- Pennar – 3 Councillors (1263)

Cllr Hall stated that there will be 5 County Councillors instead of 4 as there will be separate County Councillors for Pennar and Bufferland.

48. Grant Application

The Town Clerk stated that the following grant applications had been received

- 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 concern. The nets will be 8m x 8m with installation being completed by members of the team.

The Town Clerk informed members that Council has £2,754.00 left in the general donations pot for the current financial year.

Members discussed this application and agreed it is a safety concern as the ball

lands on Charles Thomas Avenue Road and can bounce down onto the main road.

It was PROPOSED by Cllr Phillips
SECONDED by Cllr Colgan
To grant the sum of £1,500

Cllr O Connor commented about giving them a contribution towards the nets as the club has some funds already in reserves.

It was PROPOSED by Cllr O Connor
SECONDED by Cllr Bowen
To grant the sum of £750.00

A Vote was taken for the proposal of £1,500, 3 for and 5 against

A Vote was taken for the proposal of £750.00 6 for

RESOLVED – That Pembroke Dock Town Council awarded Pembroke Boro AFC a grant of £750.00 towards the costs of the nets.

- 3rd Pembroke Sea Scouts - £905.00
The Town Clerk stated that they were looking for funding to purchase camping equipment to enhance the groups camping experience. Items they wish to purchase- three-way powered fridge (mains, gas and 12v), 2Kw Portable Generator and portable shower and tent x 2

Members discussed this application and were concerned that the 3rd Pembroke Sea Scouts had requested £905.00 and they already have a large sum of money in their account.

It was PROPOSED by Cllr O Connor
SECONDED by Cllr Bowen
RESOLVED – That Pembroke Dock Town Council does not award the 3rd Pembroke Sea Scouts the requested amount of £905.00

A Vote was taken, 7 for and agreed not to award the grant.

The Town Clerk stated that the Men's Shed application had been put on hold as they are sourcing further information from initiative being supplied by Pembrokeshire County Council.

49. Extraordinary Meeting – Pater Hall Community Trust

The Town Clerk stated that she had information for members to discuss in relation to The Pater Hall Community Trust, she suggested to members for an extraordinary meeting to be held on Thursday 28th October 2021 at 6.30pm.

All members agreed

50. Pennar 10k Fun Run

The Town Clerk stated that Phil Lynch had been busy arranging for a Pennar 10k Fun Run to raise money for charity, she said that the event will be taking place on Sunday 28th November with runners going from St Patricks Play Area down to Pennar Point and back x 3 to make the 10k.

The Town Clerk stated that as this was a local event, and the Town Council had been asked if they would insure the event.

All members agreed

51. Argyle Surgery Meeting attendance

The Town Clerk stated that she had been contacted by the manager at Argyle Surgery with regards to attending a meeting of the Town Council. She said it has been stated that there are some changes and a meeting with Simon Hart is due to take place within the surgery over the coming months. The Town Clerk stated that it was felt that it would be beneficial to allow for the changes and meetings with Simon Hart to take place before speaking with Council members. The attendance has therefore been scheduled for 13th January 2022.

52. IPRW Recommendations Annual Report and Grouping Update

The Town Clerk stated that following on from discussions at the last meeting she confirmed to members that there had been a change in the groupings for payment as recommended by IPRW. She informed members that PDTC is not affected.

53. Budget 2022/2023

The Town Clerk stated that the Finance Committee has been reviewing the draft budget below and made the following proposals for members consideration.

		Actual			
101	Administration	year	Current	22/23	EMR
1102	Internal Audit Fees	118	150	150	0
1103	Insurance	2782	2500	2800	0
1104	Legal Fees	0	2000	2000	0
1105	Computer Support	50	100	100	0
1106	Telephone	252	650	600	0
1107	Travel & Subsistence – staff	0	250	250	0
1108	External Audit	0	500	500	0
1109	Postage	99	200	200	0
1110	Office Equipment	1899	1000	500	0
1111	Printing & Print Consumables	162	500	500	0
1113	Stationery	138	500	500	0
1114	Training – staff	165	1500	1000	0
1115	Membership Fees	2199	2300	2300	0
1117	Website & Cloud Storage Fees	161	0	400	1500
1118	Training – Members	120	800	800	0
1120	Online Meeting Fees			150	0
		8145	12950	12750	1500

The Town Clerk stated that there was a new code proposed – 1120 – Online Meeting Fees, she said that this will pay for the fees for our online meetings with Zoom.

All members agreed

102	Salaries				
1201	Salaries	27654	60000	60000	0
1205	Employers NI – PDTC	1984	6000	6000	0
1206	Pensions	7217	17200	17200	0

The Town Clerk stated that there were no proposed changes to this section of the budget

All members agreed

103	Members' Expenses				
1301	Mayor's Allowance	0	1500	1500	0
1302	Deputy Mayor's Allowance	0	500	500	0
1304	Official Entertainment	0	500	500	0
1305	Councillor Allowance	0	2400	2400	0
1306	Travel & Subsistence – Members	0	500	500	0
1307	Committee Chair Allowance	0	1500	1500	0
		0	6900	6900	0

The Town Clerk stated there were no proposed changes to this section of the budget

All members agreed

104 Office Expenses

1401	General Rates	2943	3000	3000	0
1405	Utilities – Electricity	251	900	500	0
1406	Utilities – Gas	298	1500	1000	0
1407	Utilities – Water	0	500	500	0
1409	PWLB – Loan Repayments	45494	4815	0	0
1410	28 Dimond St Maintenance	105	1500	1500	1500
1411	28 Dimond St Refurbishment	18707	0	10000	1730
1412	Office Cleaning	239	400	300	0
1413	Alarm servicing and maintenance			170	0
		68037	12615	16970	3230

The Town Clerk stated that there is a new code proposed – 1413 – Alarm serving and maintenance this is for the annual contact for security and fire alarms

All members agreed

105 Town Decoration & Improvement

1501	Christmas Lighting	4430	18000	18000	0
1502	Utilities – Mem Lamp & Pump Ho	217	200	500	0
1503	Maintenance Centenary Lamp	0	300	300	600
1505	Maintenance Pump House	0	300	300	600
1507	Floral Baskets	6333	8500	8500	0
1508	Memorial Park Costs/ Equipment	32	5000	5000	7000
1511	Street Cleaning	7855	15000	9000	9000
1512	Grounds Maintenance – St Patricks	0	1200	1200	1200
1514	Maintenance of West Llanion Pill	0	1200	0	1200
1515	Action Plan Items	0	5000	5000	0
1516	Town maintenance sundries			1000	0
		18867	54700	48800	19600

The Town Clerk stated that there is a new proposed code – 1516 – Town Maintenance Sundries. She said that this will allow for the purchase of items required by our street cleaner where there is no other set budget.

All members agreed

106 Donations

1601	Donations	7246	10000	10000	0
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1603	Pater Hall Community Trust	0	0	10000	6000
1609	Memorial Park	5000	5000	5000	0
1616	Sunderland Trust	6000	6000	6000	0
1617	Pennar Village Green	1000	1000	1000	0
1623	St Patricks Play Area	10000	10000	0	0
1624	Tall Ships Trust	0	0	5000	0
1625	Pennar Robins AFC	0	0	4500	0
1626	West Wales Maritime	0	0	5000	0
		29246	32000	46500	6000

The Town Clerk stated that it was proposed that funds were allocated for the Pater Hall Trust as discussions seem to be progressing, there were two new grant allocations discussed which were Pennar Robins AFC and West Wales Maritime.

1625 – The Town Clerk stated that Pennar Robins requested the amount of 10,900 for the purchase of a new tractor and assistance with the decoration of new changing rooms. She said that members had reviewed the application and requested more information with regards to decoration of the changing rooms as it was stated they require £1,900 for the decoration and £9,000 for the new tractor. The Finance Committee recommended £4,500 was granted which was half the cost of the tractor.

The Town Clerk stated that the information received back from Pennar Robins stating that they are wanting to do a complete overhaul on the changing rooms which include new toilets, showers along with new walls and flooring. She said that she had emailed across information received from Sports Wales with regards to a fund they had available for this type of project and advised them that they apply for the fund.

1626 – The Town Clerk stated that West Wales Maritime requested the amount of £5,000 for the refurbishment for the “Charterhouse” lifeboat to its original appearance with safety railing, viewing platform and graphic displays. Members of the Finance Committee recommended £5,000 was granted.

The Town Clerk stated that she had provided the applications within members papers and when reading the documentation supporting this application noted that they don’t receive agreed funding of £11,500 for the protective structure until it has been completed. She said they also state within the letter that they have a shortfall of £8,500 after the payment of £11,500 for the protective structure.

107 Miscellaneous

1701	Flowers, Wreaths etc.	35	300	200	0
1702	Bank Charges	27	100	100	0
1705	Civic Regalia			0	4300
1706	Electoral Services	9142	20000	10000	33700
		9204	20400	10300	38000

Cllr O Connor commented about the Civic Regalia and the idea of the new chain being made from sustainable materials. He said this had been earmarked and if it is not used and spent, the £4,300 could be put back in and used for something else.

All members agreed

108 Promotion of Tourism

1802	Summer Events	0	0	2000	0
1805	Christmas Events	0	0	6000	4000
1806	Remembrance Commemorations	0	1500	100	0
1808	Town Band Project	0		0	1000
1810	Freedom of the Town	0		0	1000
1812	Queens Platinum Jubilee	0		5000	0
		0	1500	13100	6000

The Town Clerk commented that there was a new proposed budget code 1812 – Queens Platinum Jubilee for the upcoming celebrations. There had also been allocation of funds for Summer Events and Christmas Events, it was noted that the Quins Carnival normally ask for the amount of £2,000 so it was agreed that 1802 could be allocated for this if requested.

All members agreed

Income	£66,918.00	£200,765.00	£200,765.00
Expenditure	£170,354.00	£249,365.00	£238,520.00

Excess expenditure -£37,755.00

As of 30/09/2021		
Bank Account totals	£172,862.64	
Funds still owing	£ 66,921.00	
Still to spend on budget		£146,935
Refurbishment spend		£ 24,000
Business Reserve		£ 50,191.25
Totals	£239,783.64	£221,126.25
Surplus reserve	£ 18,657.39	
22/23 Budget Shortfall		£ 37,755.00
Total required for 22/23 budget		£ 19,097.61

Recommended precept request	£220,000.00	
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Members discussed the recommended precept request and were concerned at the increase and the impact it would have on the community if the Council Tax increased. Members agreed to look at areas that can be reduced so the precept is more in line with the current year and were asked to contact the Chair of Finance through the Town Clerk with comments and guidelines on areas that could be reduced.

All members agreed

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

There was no supplementary report.

67. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which are urgent.

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

Cllr O Connor updated members about the Argyle Street Patients Participants Group and informed members that it was a suggestion from the Chair and the Manager that they wanted the group to finish because they haven't been meeting during COVID. He said that the members were not happy and that the group will be relaunched when they can start meeting again. Cllr O Connor commented they are having issues and that a no. of complaints had been received, and that some patients had contacted the MP.

69. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
02.09.2021	P A Lynch	£1,500.00
02.09.2021	Post office - postage	£19.12
03.09.2021	British Gas	£16.38
07.09.2021	Eurooffice	£43.70
08.09.2021	Marc Jones – window cleaning	£40.00
08.09.2021	Google	£5.77
13.09.2021	1 & 1 internet	£6.00
16.09.2021	Royal British Legion - Statue	£200.00

20.09.2021	SWALEC – Albion square	£37.10
22.09.2021	Travel expenses	£24.80
23.09.2021	Bank charges	£6.50
24.09.2021	Postage – Poppy letters	£41.58
24.09.2021	SWALEC – Old Pump House	£60.81
24.09.2021	Welsh Water	£75.48
24.09.2021	Wilko	£24.00
27.09.2021	British Gas	£37.98
27.09.2021	Zoom	£14.39

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

Date	Description	Amount
09.09.2021	Neil Griffiths – Chimney stack removal	£4,500.00
10.09.2021	PDTC Grant – Pennar Robins AFC	£1,270.00
10.09.2021	Glow Green Ltd	£1,628.25

ACCOUNT RECEIPTS

Date	Description	Amount
02.09.2021	Interest	£1.04
07.09.2021	HRMC VAT	£1,719.58
15.09.2021	British Gas refund	£42.38
16.09.2021	Donation returned	£50.00

SALARIES AND WAGES

06.09.2021– 05.10.2021	Salaries	£ 3,777.68
06.09.2020 – 05.10.2021	Tax & NI	£ 862.15
06.09.2020 – 05.10.2021	Pensions	£ 2,995.31

ACCOUNT BALANCES

30.09.2021	HSBC Business Account	£ 54,870.59
30.09.2021	HSBC Premium Account	£ 117,992.05

**It was PROPOSED by Cllr Manning
SECONDED by Cllr J George
RESOLVED: That Pembroke Dock Town Council approve
payments of the above Payments, Receipts, Salaries and
Wages.**

70. AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items suggested for the next meeting

71. COMMUNITY ISSUES

Cllr Bowen commented about PATCH and informed members that the food bank had run out of food, she said that donations were down by 60 – 70% and that PATCH deliver 6 -10 deliveries a day to families within Pembroke Dock and it is unthinkable to think a food bank had no food. Cllr Bowen commented that she would like to do some sort of emergency fund for them and have discussions how Council can help them in the future.

Cllr Phillips commented that she agreed with Cllr Bowen, she said that the selves are bare and families can't have the same amounts. Cllr Phillips proposed a donation for Christmas of £250.00

Cllr Hall commented that the supermarkets have not got the spare food as their shelves are often empty waiting for deliveries. He said that Bethel food bank is open on Thursday's and is very successful but not a lot of people are aware of this service in Pembroke Dock.

Cllr O Connor commented that the donations from the supermarkets are from the customers. He said that Ysgol Harri Tudur has also highlighted the shortage of food at the food bank and PATCH is their Charity of the month. Cllr O Connor suggested that someone from PATCH is invited to a future meeting to see how the Town Council can support them and the community.

Cllr Goff commented that the supermarkets do give direct to PATCH/ Trussell Trust and FRAME. He said any food that is not used the night before is donated direct to them, and he agreed that PATCH should be invited to the next meeting.

The Town Clerk stated that this item will need to be on the agenda for the next meeting as any donations need to legally have 3 days clear notice of how it can be spent. She confirmed with members that she will invite PATCH to a future meeting.

All members agreed

Cllr Goff commented that he was hoping to speak to one of the Llanion Ward Cllrs, as there is any issue in East Dimond Street with a lady having a plant growing through her wall. He asked if one of the Cllrs could contact her and the Council to have a look and help sort it out.

Cllr Manning commented about the double parking in Meyrick Street and asked if it is possible to highlight it with the Police and Enforcement as it is becoming a problem. The Town Clerk stated that she would highlight it with them.

Cllr Goff suggested phoning PCC and speaking to Parking and Enforcement and it will be dealt with quickly.

Cllr Hall commented about London Road and how there are three vehicles parked on the pavement and that there is not enough room for push chairs and blocking people getting through. He asked the Town Clerk if she could also highlight this with the Police and Enforcement.

72. MAYOR'S REPORT

No report

73. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL

It was	PROPOSED by Cllr Goff
	SECONDED by Cllr Manning
	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.

74. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 9th September 2021

**It was PROPOSED by Cllr Colgan
 SECONDED by Cllr Goff
 RESOLVED - That the Private & Confidential Minutes of
 the Meeting held on Thursday 9th September 2021 are
 adopted as a true record.**

There being no other business the meeting was closed.