

At the virtual Annual Meeting of Pembroke Dock
Town Council held on Thursday 12th May 2022

PRESENT: Councillors P Aston Jones, M Bowen, G
Goff, G Manning, J George, P George, B Hall, T
Wilcox, S O Connor, M Bowen

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason – Community & Committees Officer

The Town Clerk welcomed everyone to the AGM

1	APOLOGIES FOR ABSENCE There were no apologies for absence
2	Notice of Motion Councillor S O Connor 'Pembroke Dock Town Council abolish the position of Mayor and replace it with two new positions, the first being Chair of the Council and the second being Leader of the Council This motion would separate the two responsibility that currently the Mayor has. The advantage of this would be that the council would have the opportunity to elect members with different sets of skills to each role, the Chair of the Council would need to have been on a recognised chairing a meeting course, either One Voice Wales or other appropriate organisation. Cllr O Connor commented that the position has two roles, one for keeping order at the meetings and one for representing the Town. He said that the person who is elected for Chair needs to have attended the Chair training with One Voice Wales or another organisation. Cllr Hall commented that if we lose the position of Mayor, we will never get it back. He said that as Councillors they are proud of Pembroke Dock and the Mayor role is important to the Town. Cllr Hall proposed to decline the motion to abolish the position of Mayor. Cllr George commented that when the Council first began in 1985/86 in the first year there was only a chairman, and it was proven that although Pembroke Dock is one of the largest towns it was being overlooked. Therefore, in the 2 nd year it was decided for the town to go for Mayor and a Mayor has been leading the town ever since. She said that she doesn't stand for any political heading, she stands for the town and working to making it a better place for the residents and would like to keep a Mayor in Pembroke Dock. Cllr Aston Jones commented that he doesn't understand why people want to remove the role of Mayor, he said it is a figure head and we are not here to replace it with a political entity and would like to keep the position of Mayor in Pembroke Dock.

5 REPORT OF THE TOWN CLERK

1. Election Update

The Town Clerk welcomed members new and old to the first meeting of Town Council, she said that during the elections not all the seats for Pembroke Dock were filled, therefore there are 6 available vacancies.

The Town Clerk stated that as we have already had an election for the positions the next step would be to look at co-opting interested members of the community into these seats. She said that she has had a request to review holding another election in each ward to fill these seats but in order for this to happen full council would need to approve this and assess if this would be the most beneficial use of public funds.

The Town Clerk provided members with further information on the seats which need to be filled along with possible costs if members were to request an election. The cost of the election for Bush ward is £6,574.97. The costs below are shared costs with PCC due to County elections, so for an election for just these areas there is likely to be an increase on these costs.

Ward	Seats available	Estimate of Election Cost
Central	2	£7,851.34
Market	1	£6,599.92
Pennar	2	£6,275.84
Bufferland	1	£5,696.02
Total		£26,423.12

The Town Clerk stated that because we have just had an Election the next step would be Co-option unless otherwise agreed.

Cllr O Connor commented that an Election should take place, if people want to come onto Council, they should be prepared to put themselves up for Election. He said we should give the people of Pembroke Dock another chance to select who sits on the Council.

Cllr Bowen commented that there should be an Election as it should be the constituent's decision who should sit on the Town Council.

Members discussed the Election and the Co-option processes and the timescales of both.

The Town Clerk stated that because we have been through the Election process recently that is why the Town Council can go for the Co-option. The Co-option needs to be advertised for a period of 14 days and would be advertised tomorrow with a closing date 1st June 2022

There were two proposals. Cllr O Connor proposed that an Election is held to fill the 6 seats and seconded by Cllr Bowen. Also, it was proposed by Cllr Goff and seconded by Cllr Wilcox to go for Co-option.

It was **PROPOSED by Cllr O Connor**
SECONDED by Cllr Bowen

RESOLVED – That Pembroke Dock Town Council will undertake the Co-option process to elect the 6 members required for the 16 members of Full Council

A vote was taken, 2 members for and 7 against

2. Annual Report 2021 – 2022

The Town Clerk stated that as a Council they are required to produce an Annual Report every year showing the achievements which includes budgets, committees and attendance reports. Members were given copies of the reports which included information on any training councillors have attended and the allowances received.

1. Councillor Attendance

The Town Clerk stated that the full Town Council met virtually on 12 occasions during the year 2021/22 and that the average attendance for the year is 82%.

The full details: -

Councillor William Gannon	10 attendances	83%
Councillor Joshua Beynon	11 attendances	92%
Councillor Dilys Burrell	9 attendances	75%
Councillor Maureen Colgan	9 attendances	75%
Councillor Jonathan George	12 attendances	75%
Councillor Pam George	9 attendances	82%
Councillor Gordon Goff	12 attendances	100%
Councillor Brian Hall	10 attendances	83%
Councillor Terry Judkins	8 attendances	67%
Councillor George Manning	12 attendances	100%
Councillor Stephen O'Connor	12 attendances	100%
Councillor Jane Phillips	12 attendances	100%
Councillor Tony Wilcox	10 attendances	83%
Councillor Sean Davis	6 attendances	50%

The Town Clerk gave her apologies for missing Councillor Maureen Bowen off the report who had 12 attendances which is 100% also Councillor Annette Greenfield had 2 attendances which is 16%

2. End of Financial Year information

In 2021/22 the Town Council budgeted to spend	£217,965
The precept for the year was	£200,765
The year-end figures show	Receipts of £200,765
	Payments of £280,135
This leaves a budgeted surplus of	£79,370

The bank account amounts as of 31st March 2022 are as follows

£ 20,775.91
£ 107,997.68

£ 128,773.59

With the earmarked amount £63,429.77, this leaves an amount of £65,343.82

The business reserve is set at 25% of the precept which is £50,191.25, this leave a general reserve amount of £15,152.57

Achievements

In this financial year the Town Council have provided the figure of £37,195.55 in section 137 funding to supporting 12 organisations within the Pembroke Dock community.

The street cleaning contract has continued to be successful to the Town working in partnership with Pembrokeshire County Council.

The refurbishment of the rear of the Town Council offices and roof has now been completed. There has been more play equipment supplied for St Patricks play area and the purchase of 10 benches which are in the process of being installed.

The Town Clerk stated events have still been restrictive throughout the year due to Covid outbreaks but we did manage to hold some events during the Christmas period with the Lantern Parade and breakfast with Santa.

3. Town Council Committees 2021-2022

Planning Committee

Councillor George Manning (Chair)	Councillor Maureen Colgan
Councillor Jonathan George	Councillor Terry Judkins
Councillor Gordon Goff	

Finance Committee

Councillor Stephen O'Connor (Chair)	Councillor George Manning
Councillor Joshua Beynon	Councillor Jane Phillips
Councillor Terry Judkins	

Personnel Committee

Councillor Dilys Burrell (Chair)	Councillor Joshua Beynon
Councillor Tony Wilcox	Councillor Jonathan George
Councillor Gordon Goff	

Pater Hall Community Trust

Councillor Pam George	Councillor George Manning
Councillor S O Connor	Councillor Gordon Goff
Councillor Terry Judkins	

Twinning & Tourism

Councillor Maureen Colgan	Councillor Pam George
Councillor Terry Judkins	

Other Committees

Action Plan Committee	Chairs of Committees plus the Mayor
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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 William Gannon

Governing bodies *(These positions have now ended)*

Pembroke Dock Community School	Councillor Pamela George
Pennar Community School	Councillor George Manning

Cllr Manning commented that he is not on the Pater Hall Trust, he was replaced by Cllr Bowen for 2021/2022

4. Training received

The Town Clerk informed members of the training received by Councillors during 21/22. She said training was provided by One Voice Wales, with a number of different modules available.

	Cllr Bowen	Cllr O'Connor	Cllr Gannon
The Council Module 1	08/06/2021		
Council as an Employer Module 3	22/02/2022	22/02/2022	29/09/2021
Understanding the Law Module 4	14/06/2021		
The Council meeting Module 5			21/09/2021
	10/08/2021	10/08/2021	
	&	&	
Local Government Finance Module 6	01/03/2022	21/02/2022	06/09/2021
Code of conduct Module 9	16/06/2021		15/09/2021
Charing Skills module 10			15/09/2021
Equality and Diversity Module 14			16/09/2021
Information Management Module 15			28/09/2021
Creating Community Plan	23/02/2022	23/02/2022	
Effective Staff Management Module 18			30/09/2021

5. Wellbeing Plan

The Town Clerk stated that as the Council has had expenditure of over £200,000 for three financial years preceding the year in which the local well-being plan is published they are now required to report annually its progress in meeting the objectives contained in the local wellbeing plan of Pembrokeshire Public Service Board.

The Town Clerk stated that Section 40 of the Wellbeing of Future Generations (Wales) Act places a duty on councils to take all reasonable steps towards meeting the local objectives in the local well-being plan that has effect in their area. The council will be required to form its own judgement of what steps it would be reasonable to take

towards meeting the local objectives within the area of Pembroke Dock, on the basis of its own knowledge and consideration of the circumstances and characteristics of the area. A report must be published each year outlining its progress in meeting the objectives contained in the local well-being plan.

The Town Clerk informed members that she had attached to the papers a copy of the Public Service Board plan and highlighted within the annual report what the Town Council has achieved during 2021-2022, and stated that members need to plan what they want to achieve over the next

The Public Service Board has identified two overarching well-being objectives as the framework for the Plan. These are:

Who we are: We want to help our people, communities and organisations so that we can support ourselves and each other

Where we live: We want to protect and enhance our natural assets whilst optimising economic prospects, accessibility and health for all

There are four **priorities** sitting under the objectives (two under each):

Who we are	Where we live
Living & Working	Tackling Rurality
Resourceful Communities	Protecting our Environment

The Public Service Board has identified eight integrated **projects** which can make a contribution across and towards all the four priorities and maximise the PSB's contribution to social, environmental, economic and cultural well-being.

The Town Council have met the following categories throughout 2021-2022 and need to consider how they are to meet these going forward into 2022-2023.

- 1 Recruitment and Employment Transformation Framework
- 2 Environmental and Climate Change Risk Assessment
 - Working with PCC with fly tipping reporting and education, with a view to reduce fly tipping and encourage recycling.
- 3 Becoming a Carbon Neutral County
- 4 Doing Things Differently
- 5 Celebrating the Great Outdoors
 - Provision of Funding to Tall Ships Wales Trust to provide opportunities to the community for sailing opportunities
 - Provision of benches in the community
- 6 Community Participation
 - Provision of Funding to Tall Ships Wales Trust to provide opportunities to the community for sailing opportunities to encourage participation

- Funding for Christmas community events to encourage

7 Understanding our Communities

- Providing Support to PCC services through engagement and support of waste and environmental services to help understand the needs and support required by the community
- Provision of funding to Citizens advice Bureau to support ongoing services

8 Meaningful Community Engagement

- Working with PCC with fly tipping reporting and education, with a view to reduce fly tipping and encourage recycling.

6. Payment of Councillor Allowances

Below is a copy of the Councillor Allowances which had been paid for the financial year 21/22.

Councillor Name	Payment as a contribution to costs and expenses (max £150 per member)	Responsibility Payment (up to £500 to a maximum of 5 members)	Chair/Mayor's & Deputy Chair / Mayors Allowance	Financial Loss Allowance	Travel & Subsistence expenses	Care Allowance (up to a maximum of £403 per member per month)	Other	Total
Cllr G Goff	£0	£0	£208.33	£0	£0	£0	£0	£208.33
Cllr D Burrell	£150	£500	£0	£0	£0	£0	£0	£650.00
Cllr S OConnor	£150	£500	£0	£0	£0	£0	£0	£650.00
Cllr J Beynon	£150	£0	£916.67	£0	£0	£0	£0	£1,066.67
Cllr J Phillips	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr T Wilcox	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr G Manning	£150	£500	£0	£0	£0	£0	£0	£650.00
Cllr M Bowen	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr T Judkins	£0	£0	£875	£0	£0	£0	£0	£875.00
Total	£1050.00	£1,500	£2000.00	£0.00	£0.00	£0.00	£0.00	£4,550.00

3. External Audit Approval for 2020-2021

The Town Clerk stated that the figures for the external audit had been provided for members to review. She said that these figures needed to be submitted to the Audit Office for Wales for scrutiny with a number of other documents. Part of this process is approval of the figures and requested members approval to submit the audit figures.

It was

PROPOSED by Cllr Goff

SECONDED by Cllr Manning

RESOLVED: That the figures provided are submitted to the Audit Office for Wales for External Audit.

All members agreed

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

Date	Description	Amount
01.04.2022	Clarity copiers	£35.22
04.04.2022	P A Lynch	£1,500.00
01.04.2022	Post office - postage	£7.68
05.04.2022	J Lloyd – easter window display	£10.20
06.04.2022	Sage Global ltd – payroll	£32.40
06.04.2022	Eurooffice	£67.13
07.04.2022	British Gas – gas bill	£271.83
08.04.2022	Google Cloud Ltd	£5.99
11.04.2022	BT – quarterly bill	£181.34
11.04.2022	SWALEC – pump house	£85.21
11.04.2022	Marc Jones office window cleaning – 07.03.22 and 21.03.22	£20.00
11.04.2022	Anthony Bamford -window cleaning – 11.04.22	£10.00
13.04.2022	1 & 1 Internet	£6.00
21.04.2022	SWALEC – Albion Street lighting	£72.56
21.04.2022	Nomix Enviro Ltd – PA1/PA6 spraying training	£522.00
23.04.2022	Bank charges	£12.34
25.04.2022	Zoom	£14.39
25.04.2022	Anthony Bamford- window cleaning	£10.00
25.04.2022	IONOS – my website	£77.96
29.04.2022	Stationary	£5.98
29.04.2022	Postage – stamps	£10.88

29.04.2022	Clarity copiers	£41.32

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

Date	Description	Amount
04.04.2022	Pembrokeshire County Council – Council Tax	£2,942.50
04.04.2022	One Voice Wales membership	£1,682.00
20.04.2022	SLA Pennar (St Patrick) play area	£615.00
20.04.2022	SLA Pembroke Dock Memorial Pk Play Area	£615.00
21.04.2022	Maureen Bowen Cllr Allowance	£120.00
22.04.2022	Mrs S John – Pennar Village Green	£1,000.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.04.2022	Interest	£6.24
25.04.2022	Precept	£69,854.00
02.05.2022	Interest	£4.65

SALARIES AND WAGES

06.04.2022– 05.05.2022	Salaries	£ 4,423.92
06.04.2022 – 05.05.2022	Tax & NI	£ 1,405.13
06.04.2022 – 05.05.2022	Pensions	£ 1,809.56

ACCOUNT BALANCES

02.05.2022	HSBC Business Account	£ 123,017.01
02.05.2022	HSBC Premium Account	£ 58,008.57

Cllr O Connor commented about the two window cleaners, he wanted to clarify that it was due to finishing with one contractor and starting with a new contractor. The Town Clerk confirmed.

	<p>It was</p> <p>PROPOSED by Councillor O Connor SECONDED by Councillor Goff RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.</p>
<p>7</p>	<p>TO CONSIDER COMMITTEE REPRESENTATION 2022/2023</p> <p>The Town Clerk stated that there are several committees available and asked members if they wanted to wait until after the Co-option process, as there will be another 6 Councillors available to sit on the committees.</p> <p>Cllr O Connor suggested that the Councillors that are on Council stay on the committees they are on in the interim until after the Co-option process is completed.</p> <p>Members discussed if the Planning Committee and Personal Committee had the required number of members. The Planning Committee has 3 members so will be quorate and the Personnel Committee needed 1 more member therefore Cllr Goff agreed to sit on the committee in the interim period.</p> <p>Cllr Manning commented that he is not currently on the Finance, or the Pater Hall Committees as outlined in the papers.</p> <p>Cllr O Connor commented that he had read through the standing orders and there are a number of standing orders that we don't do. He proposed that he reviews the standing orders before the new members are co-opted and then an Extraordinary General Meeting will be required for members to discuss and vote on.</p>
<p>8</p>	<p>ADJOURNMENT OF THE TOWN COUNCIL BUSINESS UNTIL 9th JUNE 2022</p> <p>There being no further business, the meeting closed.</p>