

At a Meeting of Pembroke Dock Town Council on
Thursday 3rd November 2022

**PRESENT: Cllrs: P Aston Jones, M Bowen, S
Briskham, C Francis Hartery, G Goff, P George, B
Hall, J Lyons, G Manning, S O'Connor, T Wilcox, M
Wiggins, M Williams**

IN ATTENDANCE:

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

Cllr George opened the meeting and welcomed everyone

65 APOLOGIES FOR ABSENCE

Cllr J George, Cllr C Lee and Cllr S Lucas

66 DECLARATIONS OF INTEREST

Item 49 of the Town Clerks Report – Warm Rooms Donations – Cllr Wilcox, Cllr Francis Hartery and Cllr Wiggins declared a personal interest.

Item 51 of the Town Clerks Report – Memorial Park – Cllr Bowen declared a prejudicial interest and Cllr O'Connor and Cllr P George declared a personal interest.

Item 51 of the Town Clerks Report – Citizens Advice Bureau – Cllr Bowen declared a prejudicial interest and Cllr O'Connor declared a personal interest.

67 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present at the meeting

68 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 06th OCTOBER 2022.

Cllr Wiggins commented about the agenda and suggested taking out the virtual wording off the agenda

Item 56 – page 52 -Cllr O'Connor commented that his name was not correct it was recorded at Cllr Connor and should read Cllr O'Connor

**It was PROPOSED by Cllr Manning
 SECONDED by Cllr Goff
 RESOLVED - That the Minutes of Thursday 6th October
 2022 are adopted as a true record.**

69 MATTERS ARISING FROM THE MINUTES OF THURSDAY 6th OCTOBER 2022

There were no matters arising from the minutes

70 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

44. Electoral Reform Consultation

The Town Clerk stated that the Welsh Government are currently publishing a consultation which sets out a long-term agenda for modernising electoral reform in Wales. It includes a mixture of non-legislative propositions to promote engagement in elections and makes standing for election safer and more straight forward, legislative proposals to modernise the administration of elections, improve the conduct of electoral and community reviews for local government and consolidate electoral and community.

Cllr O'Connor commented that Council should submit a collective response and suggested scheduling a meeting to discuss.

Members agreed to bring the Electoral Reform Consultation to the December meeting.

45. Grant application from 1st Pembroke Scout Group

The Town Clerk stated that a grant application had been received from the 1st Pembroke Scout Group, who had applied for a grant of £2,400 to subsidise the annual membership subscription for the Scout Association which included extensive insurance cover for the individuals attending. The grant would fund 44 uniformed young people which includes, beavers, cubs and Scouts @ £53.50 each. She said that this application had not been reviewed by the Finance Committee due to the timings of receiving the application.

Cllr O'Connor commented that the application should be reviewed by the Finance Committee before coming to Full Council and proposed that it is deferred and reviewed in January 2023

All members agreed

46. Finance and Governance Toolkit

The Town Clerk stated that One Voice Wales in conjunction with SLCC have produced a document to assist Town & Community Councils which outlines a toolkit to assist with Finance and Governance measures which should be in place. She said that the document includes a self-assessment for Councils to undertake to ensure that all requirements are being met. The Town Clerk confirmed that she had reviewed the document and informed members that as a Council they meet the statutory requirements outlined in the document.

The Town Clerk stated that the document suggests that Councillors review the Document, and discuss further to understand the requirements of the functions of Finance and Government of the Town Council and agree on improvements which can be made moving forward. She suggested that the document is reviewed jointly by the Development and Finance committee at a meeting in the new year with any recommendations brought to Full Council

All members agreed

47. Independent Remuneration Panel for Wales

The Town Clerk informed members that the annual report for the IRPW had been included in their papers and there were recommendations for payments with some new mandatory requirements to be added to the budget for 23/24

- **Basic payments for extra costs of working from home – this is towards the extra household expenses (including heating, lighting, power and broadband) - £156 per year**
- **Set payments for Consumables – for the cost of consumables required to carry out the role as councillor, it is up to members to decide whether this payment is made monthly or annually - £52 per year**

The Town Clerk informed members that the costs had been added to the budget.

48. Remembrance Services 2022

The Town Clerk informed members that the remembrance services for 2022 will take place as follows:

Friday 11th November – 11am – Freshwater West

Saturday 12th November – 2.30 for 3pm – Military Cemetery

Sunday 13th November – 2.30 for 3pm – St Johns

She said there will be a parade which will step off from Albion Square at 2.30pm

The Town Clerk informed members that there would be a service taking place in Pembroke on Sunday 13th November at 11.00am.

49. Warm Rooms Donations

The Town Clerk informed members that the Finance committee had discussed the Warm rooms proposal which had previously been put forward and it had been agreed as there were funds within the Donations head for 2022/2023 remaining that there would be an allocation of £40 per week set aside for organisations willing to provide Warm Rooms for members of the community. She said that it had been recommended that it was up to a maximum of £1000 for each venue to be claimed and it should be claimed monthly with invoices being provided to evidence the purchases. It was agreed the organisations claiming the fund should not charge for any of the food and drink being provided to be eligible.

**It was PROPOSED by Cllr G Goff
 SECONDED by Cllr S O'Connor
 RESOLVED that – members of PDTC recommend that a
 maximum of £1000 is available for community
 organisations to claim for the Warm Rooms scheme.**

A vote was taken 8 members for, 3 abstained

50. Bench Installation Update

The Town Clerk stated that there had been 6 benches installed around the Town with 4 remaining. She said for the benches to be installed most have required concrete bases. The Town Clerk informed members that there are 3 locations where planning permissions will be required along with utility agreements and a fee of £150.00. The locations are Gordon Street, Cycle path on the top road and Bush Street (opposite the school) She said that two of the locations would require concrete pads which would only be completed with the right weather conditions.

Cllr O'Connor commented that he proposed that Council agree to go ahead and the Finance Committee at their next meeting would look at where the money would be allocated from within the budget.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Manning
 RESOLVED that – members of PDTC agreed that the
 required planning permissions, utility agreement and**

fees be obtained to enable the 3 benches to be installed.

A vote was taken, 10 for

51. Budget Proposals 2023/2024

The Town Clerk stated that she had attached a copy of the proposed budget and minutes from the Finance Committee who had recently met to discuss the budget for 2023/2024, she said that she had also included a copy of the minutes from the Development Committee.

Administration – There has been an increase on this budget head to allow for an increase on travel and subsistence – Staff and External Audit to allow for a more in-depth audit which will be required – Budget head total £13,500

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr O'Connor**

A Vote was taken, all members agreed

Salaries – There has been a 5% increase added to the salaries with employers NI and Pensions being adjusted accordingly – Budget head total £86,600

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Manning**

A Vote was taken, all members agreed

Members Expenses – Additional heads added to allow for the IPEW recommendations from the annual report which includes Cllr household expenses and Cllr consumables, as we have an extra committee there has also been addition to the Committee Chair allowance to allow for this payment – Budget head total £10,732

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr O'Connor**

A Vote was taken, all members agreed

Office Expenses - There have been increases for the utilities, also the refurbishment of 28 Dimond Street – Budget head total £32,770

It was PROPOSED by Cllr O'Connor
SECONDED by Cllr Manning

A Vote was taken, all members agreed

Town Decoration & Improvement – There is an increase on Christmas lighting and other related utilities. Also, the addition of SLA agreements for inspections on play areas – Budget head total £63,385

It was PROPOSED by Cllr Manning
SECONDED by Cllr O'Connor

A Vote was taken, all members agreed

Donations – A number of changes have been made on the donations budget head with reductions on all new SLA requests. There have been a number of requests and renewals this year which include Friends of the Mermorial Park Group, Sunderland Trust and Citizens Advice Bureau. All the relevant SLAS had been attached for members approval.

The Town Clerk informed members that a business plan had been received from the Sunderland Trust but there has been no business plan from the Pater Hall Trust

Citizens Advice – SLA

The Town Clerk informed members that Council will provide funding towards an advisor for the residents of Pembroke Dock, she said that for funding to be provided the following would need to be adhered to

- Appointment of a Councillor to be part of the board
- Annual Report to be presented to Council each year which shows specific information in relation to Pembroke Dock
- Provide a drop-in service at the Town Council offices once a month for residents of Pembroke Dock

The amount of £5,000 allocated each year for a period of 5 years had been recommended by the Finance committee, this agreement will be reviewed after this period.

Cllr O'Connor commented that the Citizens Advice is a vital service in Pembroke Dock which will be needed by more residents during current times.

Cllr Goff commented that he would propose a period of 3 years in line with CAB's lease instead of 5 years.

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr Manning
 RESOLVED that- PDTC agreed that the amount of £5,000
 is allocated to the CAB for a period of 3 years**

A Vote was taken, 8 members for

Friends of the Memorial Park – SLA

The Town Clerk informed members that Council will provide funding for the installation of play equipment within the Memorial Park, Pembroke Dock, she said that for funding to be provided the following would need to be adheres to

- All items should be installed to ROSPA standards
- Consultation with the wider community should be engaged
- Equipment proposals should be discussed with the Town Council

The amount of £5,000 allocated for year 1 and a £3,000 for the following 2 years

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr Manning**

A Vote was taken, 10 members for

Sunderland Trust – SLA

The Town Clerk stated that Council will provide funding towards the running costs of the Heritage Centre. The amount of £3,000 would be allocated each year for a period of 5 years and there will be an appointment of 2 Councillors to attend meetings and become part of the Trust.

Cllr O'Connor commented that the Sunderland Trust are a very well organised and professional group of volunteers. He said that it is a very expensive building to upkeep but is an asset to the town.

It was PROPOSED by Cllr O'Connor
SECONDED by Cllr Goff

A Vote was taken, 10 members for

The Town Clerk stated that within the Finance Committee minutes members had recommended that all SLA requests are reduced this year as the Council are likely to see a lot more funding requests coming in from smaller groups who may be struggling due to the current climate. It was agreed that the Town Council can not help everyone but would like to help as many groups as possible and this would be the best way to approach it. It was also agreed that all donation requests should have a limit of £1,000

It was PROPOSED by Cllr Goff
SECONDED by Cllr Francis-Hartery

A Vote was taken, 10 members for

The Town Clerk stated that the Warm Rooms budget had not been considered within this budget. Members were asked if they agreed to continue with the resolution made in item 49 of the Town Clerks report.

All members agreed

Miscellaneous – There has been a reduction in the elections head as there is currently sufficient funds in the ear marked reserves – Budget head total £5,300

It was PROPOSED by Cllr O'Connor
SECONDED by Cllr Wilcox

A Vote was taken, all members agreed

Promotion of Tourism – Increase of Summer Events to allow for funds for the Coronation of the King but it was suggested that this would be tied in with the regular summer festival which is undertaken by the Town Council each year – Budget head total £9,100 which is a reduction on the current budget

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

A Vote was taken, all members agreed

Precept

The Town Clerk informed members that with the above agreed it brings the total budget to £260,387 and with an expected left-over bank balance of £47,681.58 for 2022/2023 it would require a precept of £212,705.42 which is an increase of 3,145.42 on last years precept request which is approx. 4% increase.

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr Wilcox
 RESOLVED that a precept of £212,705.42 would be
 requested for 2023/2024**

A Vote was taken, 10 for

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

52. Cobbles – Meyrick Street

The Town Clerk stated that she had been contacted by Pembrokeshire County Council who had requested for agreement from the Town Council if members would be happy if the damaged cobbled in Meyrick Street are replaced by Tarmac.

All members agreed

72. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which were urgent.

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

Cllr George updated members about the Dr Jones Charity, she said they had met recently and 21 young people in education had applied and all 21 applicants each received £400 grant each.

Cllr George updated members on the Heritage Trust, she said that Cllr Francis Hartery and herself had attended the recent AGM and that the Centre is doing well. Cllr George commented that the Star Wars exhibition has taken off and they are planning to expand this area and are planning a bigger day next year.

**74. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS
ACCOUNTS FOR PAYMENT**

Date	Description	Amount
29.09.2022	SP Loved & Lost – memorial bench plaque	£17.99
03.10.2022	Post Office – postage for meeting papers	£18.15
03.10.2022	Post Office – stamps for Remembrance letters	£10.88
04.10.2022	Anthony Bamford – window cleaning 03.10.2022	£10.00
04.10.2022	Clarity Copiers	£53.60
04.10.2022	Welsh Water – PDTC office	£70.62
05.10.2022	British Gas - PDTC office	£16.88
05.10.2022	PA Lynch - materials	£49.73
05.10.2022	PA Lynch	£1,600.00
06.10.2022	Sage payroll	£32.40
06.10.2022	Pembrokeshire Marquee Hire Ltd	£207.60
07.10.2022	SWALEC	£103.48
07.10.2022	Google Cloud Ltd	£6.83
07.10.2022	Amazon Boiler	£99.99
07.10.2022	Amazon Toaster	£195.00
10.10.2022	BT Group – PDTC office	£140.22
12.10.2022	S Scourfield SSLC – Conference fee	£54.00
19.10.2022	Anthony Bamford – window cleaning 18.10.22	£10.00
21.10.2022	SWALEC – Albion Square	105.11
23.10.2022	Bank charges	£8.00
25.10.2022	Zoom	£14.39
27.10.2022	British Gas	£43.07

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

Date	Description	Amount

ACCOUNT RECEIPTS

Date	Description	Amount
03.10.2022	Valero – Remembrance wreath	£20.00
02.10.2022	Interest	£15.10
06.10.2022	Boiler and Toaster	£294.99
06.10.2022	Rotary Club – Remembrance wreath	£40.00
12.10.2022	Sam Kurtz – Remembrance wreath	£40.00
12.10.2022	Sage - reimbursement	£28.80
21.10.2022	Pembroke Dock Heritage Centre – Remembrance wreath	£20.00
26.10.2022	Pembroke & District Choir – Remembrance wreath	£40.00

SALARIES AND WAGES

06.10.2022– 05.11.2022	Salaries	£3,942.93
06.10.2022 – 05.11.2022	Tax & NI	£853.47
06.10.2022 – 05.11.2022	Pensions	£1,514.16

ACCOUNT BALANCES

27.10.2022	HSBC Business Account	£ 93,288.35
27.10.2022	HSBC Premium Account	£ 58,040.28

It was **PROPOSED** by Cllr Manning
SECONDED by Cllr Goff
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 29th September 2022 to 27th October 2022.

All members agreed

75. AGENDA ITEMS FOR THE NEXT MEETING

Electoral Reform Consultation

76. COMMUNITY ISSUES

Cllr O'Connor commented about the traffic outside Pembroke Dock Community School and asked how often the Enforcement Officers go to the school. He said the amount of verbal abuse they get from parents is unacceptable.

Cllr Aston-Jones suggested that Council write to the Chair of Governors asking the School to communicate the message to parents regarding the parking issues at drop off and pick up times.

The Town Clerk stated that Rob Armstrong (PCSO) and the Enforcement Officers were due to carry out a patrol at Pembroke Dock Community School. She said that there has been no negative comments about the boulders.

Cllr Bowen commented about the working relationship with the PCSO's and asked if they are given an open invitation to the Full Council meetings.

The Town Clerk stated that the PCSO's are given an open invitation to Council meetings, she said that the PCSO's have regular contact with the Town Council office and Rob Armstrong attended the Councillor surgery this evening.

Cllr Francis-Hartery commented about the surgeries available to the public to discuss any issues they may have with Councillors. She said that Cllr Wiggins, Cllr P George and herself had made themselves available along with Rob Armstrong (PCSO) prior to the meeting. Cllr Francis-Hartery suggested that Councillors utilise the Warm rooms to speak to residents. Cllr Manning and Cllr Goff agreed to do the next surgery prior to the next Full Council meeting on Thursday 1st December 2022 from 5.15pm

Cllr Manning updated members on the green infrastructure, he said that delivery of the 1st wildflower turf is due 22nd November 2022. Following this Council will be given a date when the work will be carried out.

The Town Clerk thanked Cllr Manning for his work on the green infrastructure scheme.

Cllr Williams updated members on how the Bernadette School of Dance did at a recent competition in Ireland. She said all 7 dancers gained a place on the podium.

77. MAYOR'S REPORT

Cllr George commented that she unfortunately could not attend the opening of the Portfield Fair but she had attended the opening of Pembroke St Michaelmas Fair. She said that she had been invited to the opening of the new Refill shop in lower Meyrick Street.

There being no other business the meeting was closed