

At a Meeting of Pembroke Dock Town Council on
Thursday 1st December 2022

**PRESENT: Cllrs: P Aston Jones, M Bowen, S
Briskham, C Francis Hartery, G Goff, J George, P
George, B Hall, C Lee, S Lucas, J Lyons, G Manning,
S O'Connor, M Wiggins, M Williams**

IN ATTENDANCE:

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

Cllr George opened the meeting and welcomed everyone

78 APOLOGIES FOR ABSENCE

Cllr Wilcox

79 DECLARATIONS OF INTEREST

There were no declarations of interest

80 QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Mr. John Lloyd, Chairman of the Pater Hall Community Trust attended the meeting and read out a statement to members of Pembroke Dock Town Council.

Statement to the Pembroke Dock Town Council by John Lloyd, Chairman, Pater Hall Trust.

The members of the Trust, volunteers all, manage and maintain the Pater Hall on behalf of the community of Pembroke Dock and the Town Council. The Town Council are the Landlords and the Pater Hall Trust is a registered Charity in partnership with the Town Council.

The Trust is made up of six lay persons from the community and five Councillors of the Town Council. Two of those five Councillors have recently been elected to Council and have joined the Trust. They have joined the Trust without historical 'baggage' and have proved active and supportive.

Two years ago, the Trust members put together a Five-Year Financial Plan with which to keep the Council apprised of the financial plans and progress and which of course would assist as a supporting document when applying for external grants.

In the Five-Year Financial Plan, the Trust included an agreed £10,000 per annum figure as being an on-going grant from the Council to assist the Trust in the management of the Pater Hall on the Council's behalf. There was no objection from the Council regarding the inclusion of the £10,000 annual grant being part of the Five-Year Plan.

At a regular monthly Trust meeting on 16th November, during Any Other Business, the subject of the overdue renewal/extension of the lease was raised and during this discussion Cllr O'Connor announced that the annual grant to Pater Hall from the Council had been cut by 50%. He stated that next years' grant would be just £5,000. There ensued uproar and disquiet of a voluble nature. The Trust had not received any prior notice of the Council's decision.

Cllr O'Connor also stated that the Council had requested an updated copy of the Five-Year Financial Plan which had not been forthcoming from the Trust and therefore the £10,000 annual grant for the present year had not been released. Cllr O'Connor, when questioned about the date of the Council request, was unable to provide a detailed response.

The Trust have not received a specific request. The Trust's Five-Year Financial Plan is a discussion point on a regular basis and is currently being updated. The Trust's Minutes of Meetings will support this statement. Now that we are aware of the Council's apparent urgent request the Trust will act quickly.

On Monday 28th November I was advised that as the Trust had no 'Service level Agreement' in place with the Council then the Council were not beholden to provide any annual grant. During the time that the Five-Year Financial Plan has been in place – each year's figures including the assumption of a £10,000 per annum grant – there has been no comment, counter advice or prompt from the Council or indeed from those Cllrs on the trust who, given their position in the Council, would have been aware of this anomaly and who might have raised the matter during any one of the numerous Trustee meetings at which they were present over the recent years.

The lease, when it was originally raised and implemented with the Trustees of the day, guaranteed a grant income from the landlord, the Town Council.

All that aside the ongoing rift between the Trust and the Council is untenable and not conducive to a sound working partnership which is necessary to deliver a successful Community Hub on behalf of the Town Council.

The Trust needs more active members and s “Friends of Pater Hall” volunteer group but while rumour and disharmony continue this will be difficult if not impossible.

It is well known that a number of Councillors are unsupportive of the Council’s partnership with the Pater Hall.

Those Councillors who have been members of the Trust for some time have not been as helpful or as supportive of the Trust as perhaps they might, witness the previous complaints made a few moments ago.

There is certainly likelihood that the lay members of the Trust will move for a proposal to raise a vote of no confidence in Cllr O’Connor.

Furthermore, be aware that an EGM may be called in the New Year with a single agenda item – “Can the Trust continue under the current circumstances”.

Cllr Hall commented that he totally supported Cllr O’Connor in what he had said and that it had needed to be said.

Cllr Manning commented that it is Council policy that anything to do with the Pater Hall is discussed at a separate meeting and not at a Full Council meeting.

Cllr O’Connor called for an EGM to be arranged to discuss the Pater Hall and the Pater Hall Trust so he can have an opportunity to respond regards the accusations made against him.

The Town Clerk stated that if the minutes are agreed during the meeting, the budget will then be set. She said that at the last meeting the budget was discussed and set and all members had the opportunity to comment.

Cllr Francis Hartery commented that the next meeting for the Pater Hall Trustees is due to be held on 15th December.

81 TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 03rd NOVEMBER 2022.

**It was PROPOSED by Cllr Manning
SECONDED by Cllr O'Connor
RESOLVED - That the Minutes of Thursday 3rd November 2022 are adopted as a true record.**

82 MATTERS ARISING FROM THE MINUTES OF THURSDAY 3rd NOVEMBER 2022

There were no matters arising from the minutes

83 TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

54. Electoral Reform Consultation

The Town Clerk stated that at the last meeting members briefly discussed this consultation and agreed a collective response would be collated from the members. The Town Clerk informed members that she had provided the link in their papers for them to view and asked members for their comments.

Q- Should Welsh Government spend time and money looking into online voting?

Cllr O'Connor commented that he was dubious about online voting as systems and security is not tight enough, he said they are not secure and are open for abuse, also members have not seen the system they are proposing to use.

Cllr Aston Jones commented that the given security systems are not secure enough and they are not ready for online voting.

Q – Do you think students should be able to register to vote when they are at University?

Q – Should information about University students then be shared with the Local Authority they are living in?

Members agreed that students should be able to register to vote whilst at University, its just important to encourage them to vote and their details should be shared with the Local Authority.

Q- Do you think Returning Officers should follow certain rules about using the Welsh language?

Q – Are there any services you think the Returning Officer should be providing in Welsh?

Q – Have you experienced any problems when using the Welsh Language during

elections?

Members commented that the Welsh Language is not usually an issue for the local residents as few constituents within Pembroke Dock converse in Welsh, therefore there has been no problems experienced.

Q – Should there be information online to help people with voting? If so, what should it be? And who should be in charge of it?

Members commented that there should be information relating to voting available online, such as where they need to go and vote.

Q – Do you think the Returning Officer should have to make sure the right equipment is available to help disabled people vote?

Q- Do you think you think the Welsh Government should say in the law what support should be given for disabled people to vote?

Members agreed Yes, the right equipment needs to be available for disabled voters

Q – Do you think that all Councillors should have training in some important area?

Councillors have training regarding elections and voting

The Town Clerk stated that she would collate and submit the responses.

55. Resurfacing of Dimond Street

The Town Clerk stated that included in the members papers was a copy of the traffic order which will come into effect on Monday 9th January for approximately 3 weeks. She said that the order covers resurfacing works which will take place along Dimond Street

Members discussed the removal of the cobbles and the much-needed resurfacing of the Street.

56. Pembrokeshire County Council Flower cost 23/24

The Town Clerk stated that she had been informed of the cost for the installation of the flowers managed by PCC. She said that the flowers are in the following areas – Criterion Roundabout, Front Street, welcome sign by Cleddau bridge, flower towers x 3 which will be a cost of £4,513.10 for the 2023 period.

It was

PROPOSED by Cllr Bowen

SECONDED by Cllr Aston Jones

RESOLVED that – members of PDTC agreed the cost of

£4,513.10 for the Pembrokeshire County Council flower displays for 2023 period

All members agreed

57. Christmas Market and Winter Carnival

The Town Clerk stated that as members were aware, the Town Council Christmas Market will be taking place on Saturday 10th December 10 -6pm down at Gordon Street Carpark. The Winter carnival will gather at Albion Square and will leave at approximately 1pm, the plan will be to follow the 3 Amigos toy run from Bush Street, with the carnival ending at Gordon Street Carpark.

Cllr Wiggins commented that she had received great feedback that the market will be free for stall holders

Cllr Pam George reminded members about her Civic Service on Sunday 11th December 2022 in St John's Church at 10.00am followed by refreshments at the Pater Hall. She said that there will be visiting Mayors in attendance so it would be nice to see as many there as possible and commented that everyone is welcome to wear a Christmas jumper.

Cllr Aston Jones gave his apologies for Sunday

Cllr Manning commented that he would like to thank the Council Staff for all their work organising the planned Christmas events.

58. Christmas Open Hours

The Town Clerk informed members that the offices of the Town Council will be closing on Friday 23rd December and reopening on Thursday 5th January 2023. She said that during this time emails will be monitored.

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

59. Pembroke Dock Harlequins Christmas Day lunch

The Town Clerk stated that she had received a request from Pembroke Dock Harlequins asking if Council would help and support the Christmas Day lunch. She said that they are looking for some selection boxes to hand out.

It was

PROPOSED by Cllr Goff

SECONDED by Cllr Manning

RESOLVED that PDTC agreed to purchase 50 selection boxes to donate to the Christmas Day lunch at Pembroke Dock Harlequins

All members agreed

60. Election Costs

The Town Clerk stated that notification of costs had been received from the PCC Elections department for the Elections that took place May 2022. Notification of £4,024.21 fee had been requested.

**It was PROPOSED by Cllr Hall
 SECONDED by Cllr Manning
 RESOLVED that members of PDTC agreed to pay the costs
 of £4,024.21 for the Elections 2022**

All members agreed

85. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which were urgent.

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

Cllr George commented that the Pater Hall has started their Warm Room, she said it has been decorated for Christmas and photos have been taken and thanks goes to Claire Francis Hartery for promoting it and making it happen.

Cllr Wiggins commented that Pennar Hall Warm Rooms has been very successful and that the leaflet to promote the warm rooms is colorful and useful to see which venues are available on each day.

Cllr Francis Hartery commented that there are Warm Rooms available to everyone Monday, Tuesday, Wednesday, Thursday and Friday and the leaflet had gone live that day and said if anyone wanted an email copy to let her know. All members were provided with a copy of the Warm Rooms information leaflet.

Cllr George commented about the Pater Hall, informing everyone that Disability Assess from Lewis Street has been installed and that the Heritage Centre would be coming on board with their Warm Room.

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

Date	Description	Amount
28.10.2022	Cut Price Wholesale – Christmas festivities	£228.42
31.10.2022	Post Office postage	£32.25
01.11.2022	Clarity Copier	£79.62
03.11.2022	British Gas	£102.35
04.11.2022	One Voice Wales - Councillor Training	£385.00
04.11.2022	P A Lynch	£1,600.00
07.11.2022	Sage	£32.40
07.11.2022	Google Cloud	£7.50
07.11.2022	Anthony Bamford – window cleaning 4.11.2022	£10.00
11.11.2022	1 & 1 internet	£77.96
11.11.2022	Amazon USB Stick	£6.99
16.11.2022	S Scourfield- Microphone	£25.99
18.11.2022	RBL Poppy Appeal – Wreath payments	£1,160.00
21.11.2022	SWALEC	£74.06
22.11.2022	W Laugharne – Boiler Service	£65.00
23.11.2022	Bank Charges	£8.50
23.11.2022	Post Office - stamps	£10.88
24.11.2022	Eurooffice - stationary	£69.42

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

Date	Description	Amount
01.11.2022	Lighting and illuminations – Christmas lights	£1,023.80
01.11.2022	Lighting and illuminations – Christmas lights	£10,000.00
02.11.2022	A & C Aggregates	£780.00
18.11.2022	A Hart - bonus	£150.00
18.11.2022	C Mason - bonus	£150.00
18.11.2022	S Scourfield - bonus	£150.00
18.11.2022	P Lynch - bonus	£150.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.11.2022	Interest	£19.80
31.10.2022	Pembrokeshire County Council paid by BACS– wreath	£80.00
01.11.2022	Angle Community Council paid by BACS – Remembrance wreath	£20.00
15.11.2022	Wreath payments made cheque	£870.00

SALARIES AND WAGES

06.11.2022– 05.12.2022	Salaries	£4,030.57
06.11.2022 – 05.12.2022	Tax & NI	£853.47
06.11.2022 – 05.12.2022	Pensions	£1,547.53

ACCOUNT BALANCES

24.11.2022	HSBC Business Account	£ 71,476.64
24.11.2022	HSBC Premium Account	£ 58,060.08

It was

PROPOSED by Cllr J George

SECONDED by Cllr Goff

RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 28th October 2022 to 24th November 2022.

All members agreed

88. AGENDA ITEMS FOR THE NEXT MEETING

There were no suggested Agenda items

89. COMMUNITY ISSUES

Cllr Goff commented that the Remembrance Services were well attended and there had been good feedback, he said that it was disappointing that more Councillors didn't attend.

Cllr Goff commented that he had attended the Warm Rooms at Pembroke Dock Community Hall and that it is starting to take off.

90. MAYOR'S REPORT

Cllr George commented that on Remembrance weekend she had attended the service on 11th November at Freshwater West, she said it was well attended. She also attended the service at the Military Cemetery on Saturday 12th December which was well attended with Sara Edwards the Lord-Lieutenant of Dyfed in attendance. She commented that it is a shame that people have been taking their dogs into the Military Cemetery and not clearing up after them which is very disappointing.

Cllr Aston Jones asked if there is any signage outside the gates asking people not to take dogs into the Cemetery.

The Town Clerk stated that there is signage outside the gate and there is a bin inside.

Cllr George commented that during the Bicentenary week, Owen Vaughan had written a book on the Military Cemetery. She said that Sian had taken it on and has had the book printed in paperback form in black and white. The book is due back from the printers next week and they will have them for sale.

Cllr George commented that she had attended the Remembrance Service in Pembroke in the morning on Sunday 13th November and that the Pembroke Mayor attended the Pembroke Dock service in the afternoon. She said that the parade was good and hopefully the service can be inside the Church next year.

Cllr George commented that she attended the opening of the Dockside Art Gallery and officially opened the business. She said that Dawny Tootes is very keen to be involved and support things going on in Pembroke Dock.

Cllr George commented that she attended the Gild of Freeman Church Service in Pembroke on Sunday 27th November.

91. VOTE TO MOVE INTO PRIVATE AND CONFIDENTIAL

It was	PROPOSED by Councillor S O'Connor SECONDED by Councillor G Goff 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.
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There being no other business the meeting was closed