

**PEMBROKE DOCK TOWN COUNCIL**  
**JOINT MEETING OF FINANCE & DEVELOPMENT COMMITTEE**  
**MINUTES OF THE MEETING HELD ON**  
**21<sup>st</sup> February 2023**

Present:           Councillor S O'Connor                      Councillor G Manning  
                  Councillor M Wiggins                   Councillor M Williams  
                  Councillor J Lyons                       Councillor P A Jones  
                  Councillor C F Hartery                 Sarah Scourfield (Town Clerk)

**1. Apologies for absence**

Councillor S Briskham

**2. Declarations of Interest**

Cllr O'Connor declared an interest in the grant application from the Silbers CIC due to being a governor at Harri Tudur School.

**3. Finance & Governance Toolkit for community and town councils**

The Town Clerk informed members that she had attached with the papers a copy of the finance and governance toolkit which was recommended for town and community councils.

She commented that she had included the comments from the office as to what was in place. It was stated that the toolkit was broken down into sections with the highlighted areas being a statutory obligation.

*Vision, purpose, and community planning*

*Wellbeing of future generations act 2015 – there is a annual report provided and this has been expanded with more information being added in recent years, this does require more detail moving forward, with the Public Service board plan and Future Well-being plan being reviewed.*

Members agreed to work with the clerk to expand and develop the annual report.

*Leadership and people*

*Most areas are covered but areas which need consideration are*

- *Councillor email addresses- councillors to have Council emails set up, is this something members wish to consider?*

**It was agreed that councillors having specific email addresses purely for council business was the best way moving forward, the Clerk commented that it protects councillors and becomes best practice it was agreed to recommend this to council.**

- *Employee Code of Conduct – staff to be provided with a copy upon employment*  
**It was agreed for an Employee Code of Conduct to be put in place for all staff to ensure all staff and council are protected.**

### Community Engagement and partnerships

- *Community Engagement strategy – Do members wish to develop the action plan to include how you engage with members of the community*

**It was commented that Councillors should be engaging more with residents of their ward as the role of a councillor is to respond and react.**

- *Social Media policy – Do members wish to have one?*

**It was recommended that a social media policy was put in place.**

### Business processes

- *Documented constitution describing governance arrangements – there is an example shown from Llanelli Rural Council.*

- *Business Continuity Plan – Development will be needed*

**It was agreed that a business continuity plan should be put in place, it was commented that this was good business practice.**

- *Emergency plan to help support the community - Do members wish to develop one?*

**It was agreed to contact PCC, MHPA and emergency services to discuss how the Town Council could support an emergency plan for Pembroke Dock residents, the Town Clerk commented that depending on the emergency would depend on the level of support which the Town Council could provide and this should also be considered.**

- *Stress management policy and risk assessment?*

**It was questioned if this policy and risk assessment was for staff or councillors, the Town Clerk confirmed it was for both and the policy should outline measures which the Council have in place to reduce and protect levels of stress where necessary.**

- *Business case before entering the purchase of large value assets – Its very rare this happens but this did not happen when purchasing 28 Dimond Street.*

**The Town Clerk commented that having a business case for all large purchases was good practice and helped to ward off any questions later down the line, members agreed that if the purchase is over £5000 then a business case should be put together. The clerk commented that this would be added to the financial regulations and risk assessment of the council.**

### Resources and financial management

- *There is nothing set in writing to state the arrangements for transfer of documents on change of financial officer. All documentation for the accounts is held in the office with more than one person administering the accounts this ensures the systems are maintained if one person was to be away, and it fits in with auditing requirements.*

**The Clerk informed members that the current process in place seen all members of staff have access to all financial documents but there was nothing documented about the transfer of documents if the financial officer was not present. It was agreed to document the process in the financial regulations and business continuity plan of the council to ensure it was documented.**

**It was questioned if the internal auditor could be changed with the auditor being changed every couple of years, the Clerk commented that she would agree with this but the issue was finding an internal auditor to complete the task required,**

she commented if any members had any contacts or suggestions then to please let her know.

#### 4. Development of Action Plan

The Town Clerk commented that at the last meeting of the development committee the action plan was reviewed and discussed

The following ideas were for further discussion for the Action Plan

- **Development of the Waterfront**

It was agreed to look at the gym equipment to be installed along the waterfront area to encourage use of the area. Councillor Manning commented that he had been in discussions with PCC with regards to planting wildflowers and the project was underway with wild flowers and blubs being planted along with fruit trees on the green area of land at King Street to form an orchard. It was commented that Plant Dewi were going to assist with some of the planting.

- **Allotments**

It was stated that land was needed to be able to hold allotments, it was commented that the current allotments are located in birds cage walk but more were needed around the town in suitable green space areas. Members agreed to keep an eye out for areas of green space which may be suitable.

- **Removal of Cobbles** – This was now complete

- Better use of Dimond Street – Road

- Making the council website the go to hub for tourism

- **Car cruise**

It was commented that this was for responsible car owners who wanted to show off any work they had done to their cars, it was stated in areas there are groups who meet once a month who do this but further conversations would be needed with the local police force.

- **Outdoor gym**

It was agreed for the waterfront to be investigated for this.

- **Better use and promotion of Memorial Park**

It was questioned how the Memorial Park could be better used and promoted to other groups in the town, it was commented that the park is very well used by many groups and open for anyone to use if they wished. It was agreed to keep the memorial park in mind for events moving forward for other organisations.

- **Develop close working relationships with other town councils and local groups**

Councillor C F Hartery commented that she had recently attended Pembroke Regeneration meeting and they are keen to work with Pembroke Dock , she commented that she would continue to attend meeting to see how it can benefit the town. It was commented that having a joint ticket with Pembroke Castle, The Heritage Centre and Maritime Museum could be beneficial to linking the towns it was agreed this would be discussed with the venues.

- Large screens for sporting and other events, possibly in the carpark by the waterfront. (storage needed)

## 5. 28 Dimond Street Refurbishment

Quotes have been received for several items for the refurbishment of 28 Dimond Street which are below.

Change of shop front to allow for ramp access to the offices.

Dean Cook     £4870

**It was recommended that this quote was accepted and the works started as soon as possible.**

Replacement of flooring

Roberts and Son     £2282.50 + VAT = £2739.00

Parfitts Carpets     £3620.24 + VAT =£4344.30

**It was recommended that the quote from Roberts and Son was accepted and went ahead this financial year if timings allowed.**

Hybrid system for meeting room

*Quotes provided include all leads, equipment, and TV.*

CloudyIT - Logitech rally system plus with all relevant equipment = £8,348.35

Logitech rally bar with all relevant equipment = £9,698.35

I requested a quote from another company (go2telecom) for the same equipment but the quote fell short of some of the items required but comparing the information provided the quotes were coming out at the same cost.

It was advised that the Logitech rally system plus was the better system.

**After discussion It was recommended that a new hybrid system would be required and a business case should be formed with this, it was agreed for this item to be brought into 23/24 budget but it was recommended that the Cloudy IT Logitech rally system plus was utilised.**

## 6. Grant Applications

First Pembroke Scout Group - Amount requested £2,400.

Purpose of Grant - Every young person is required to pay an annual membership subscription to the scout association, this fee includes the extensive insurance cover for individuals.

**After discussion it was recommended that an amount of £1,000 was granted to First Pembroke Scout Group**

Pembrokeshire Vikings – Amount requested £2,000.

Purpose of Grant – To purchase and renovate horse box into a coffee trailer/hub, further information attached to application.

**After discussion it was recommended that taking into account the number of participants in the group and amount of £250 should be granted.**

Clarboston Road Disability Multi sports squad. – Amount requested up to £500

Purpose of Grant – Travel to tournaments with carers, further information attached.

**After discussion it was recommended that taking into account the number of participants in the group and amount of £240 should be granted.**

Silbers CIC – Amount requested £2,000

Purpose of the grant - The Henry Tudor School has given us permission to build a Wood Educational Roundhouse in the Well-being Garden of the school, bringing together students from different ages and abilities, to work as part of a team to create something beautiful and make nature accessible all year round.

This project provides opportunities for disadvantaged children to develop important skills - teamwork, reasoning, woodwork, maths, and physics; all in a natural outdoor environment. It gives opportunities for involvement, from the design concept, to watching it grow and progress, to being the end users of the space. This is a fun, engaging and relevant learning experience.

**It was commented that this application should have come for the school after discussion it was recommended that this application was not granted any funding.**

Pater Hall Community Trust Business Plan

The Town Clerk informed members that she had received the most recent business plan for the Pater Hall Community Trust which she had presented to members at the meeting. It was commented that there was some progress with the issues and small steps were being made, after further discussion **it was recommended the business plan is accepted and the £10,000 funding for 2022/2023 is released to the Pater Hall Community Trust.**

**A Vote was taken with 5 members voting for the recommendation and 1 member against.**

## 7. Recommendations to Council

### Finance & Governance Toolkit

- All Councillors to have separate email addresses for Council business
- Employee Code of conduct to be introduced
- Social Media policy
- Stress management risk assessment and policy
- Business continuity plan to be put in place
- Discuss and progress an Emergency community plan
- Implement business cases for all purchases over £5,000 with details added to financial regulations

### Refurbishment of 28 Dimond Street

- Accept the quote from Dean Cook for works on front of offices - £4870
- Accept the quote from Roberts & Son for flooring for office - £273
- Accept quote from Cloudy IT for the logitech rally system plus - £8348.35

## Grant Applications

- Pembroke First Scouts Group- recommend grant of £1,000
- Pembrokeshire Vikings – recommend grant of £250
- Clarbeston Road Disability Multi sports squad – Recommend grant of £240
- Silbers CIC – Recommend no funds granted
- Pater Hall Community Trust – recommend £10,000 paid after receipt of business plan