

At a Meeting of Pembroke Dock Town Council on
Thursday 8th June 2023

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

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason - Communities and Committees Officer

Cllr Manning opened the meeting and welcomed everyone.

8. APOLOGIES FOR ABSENCE

Cllr S Lucas, Cllr P George, Cllr Goff

9. DECLARATIONS OF INTEREST

Item 6 of the Town Clerks Report – RWE Development Plans– Cllr Wiggins declared a personal interest

10. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Cllr Manning welcomed Jak Davies a local resident to the meeting.

Jak Davies introduced himself and presented a number of ideas to the members, on how Pembroke Dock could be regenerated.

Cllr Hall commented that there are a lot of good ideas, however many of them would cost a lot of money and some of the buildings are privately owned.

Cllr Wiggins thanked Jak for coming and commented that she thought the suggestion of a Tourist Information Centre and the ghost stories tour were great ideas.

Cllr O'Connor commented that the list of ideas should be submitted to the Development Committee to be discussed at their next meeting.

Cllr Manning thanked Jak for coming to the meeting and putting forward his ideas, he then presented Jak with a memento.

11. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 6th APRIL 2023.

**It was PROPOSED by Cllr Williams
 SECONDED by Cllr Hall
 RESOLVED - That the Minutes of Thursday 6th April 2023
 are adopted as a true record.**

TO RECEIVE AND CONFIRM THE MINUTES OF THE AGM HELD ON 4th MAY 2023

Item 4 - Page 2 and 3 – Councillor Attendance - Cllr Wiggins commented that her name and percentage was not included in the Annual Report.

Cllr Wiggins attended 9 meetings 82%

**It was PROPOSED by Cllr Briskham
 SECONDED by Cllr Hall
 RESOLVED – That the Minutes of Thursday 4th May 2023
 are adopted as a true record.**

12. MATTERS ARISING FROM THE MINUTES OF THURSDAY 6th APRIL 2023

There were no matters arising from the minutes.

MATTERS ARISING FROM THE MINUTES OF THURSDAY 4th MAY 2023

There were no matters arising from the minutes.

13. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

5. Standing Orders Review

The Town Clerk stated that new standing orders had been issued from One Voice Wales, and that these are required to be agreed and adopted by Councils. She said that she had previously emailed copies of the standing orders but had also attached a copy to the papers for members to agree.

Cllr O'Connor commented that Council cannot agree them as there are items in the Standing Orders that do not make sense to the topic being discussed, he said that he proposed members did not accept them that evening as they would be accepting orders with errors.

The Town Clerk commented that the current Standard Orders are still suitable, so Council can continue using them. She said she would suggest that the issues are fed back to One Voice Wales before agreeing, and asked members to email her with detailed points of any errors so she can forward the findings onto One Voice Wales.

Cllr Bowen commented that it would be useful if One Voice Wales would highlight the parts that have been changed within the standing orders.

The Town Clerk confirmed that PDTC will continue using the current Standing Orders until the issues are resolved.

All members agreed.

6. RWE – Development Plans – Carbon capture technology

The Town Clerk stated that information had been received from RWE with regards to the early development plans to apply carbon capture technology to Pembroke Power station, she said that all relevant information should have been attached to member papers, however, the documents had been missed off. The Town Clerk said that she will send the information out to members for review.

7. General Housekeeping Risk Assessment

The Town Clerk stated that the risk assessment has been attached for members to agree, at the last meeting the scoring grid was missing from the document, she said that this has now been included.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Francis Hartery
 RESOLVED That – members of PDTC agreed to accept and
 adopt the Risk Assessment document.**

All members agreed.

8. Appointment of Community Council member of the standards committee

The Town Clerk stated that there has been a resignation of a Community Council member from the standards committee at Pembrokeshire County Council. There are two representatives from Town and Community Councils on the committee and they are therefore looking for a new representative. There will be a shortlisting exercise with

interviews for the interested parties which will take place in late June.

The Town Clerk asked members if anyone was interested in being considered for the role.

Cllr Manning stated that he would be interested in putting himself forward for consideration as a Town and Community Council representative on the standards committee.

All members agreed.

9. Finance Committee recommendations

The Town Clerk stated that the Finance committee have had a meeting to discuss a number of items.

- Vibe School of Dance – grant request of £1030 for trip to New York
The Town Clerk stated that as there are 70 students out of 113 from Pembroke Dock it was recommended a percentage was provided. It was recommended that the amount of £650 was granted.

It was **PROPOSED by Cllr Wilcox**
SECONDED by Cllr J George
RESOLVED That – members of PDTC agreed for
£650 to be donated to Vibe School of Dance.

All members agreed.

- Internal Audit reserves
The Town Clerk informed members about the internal audit reserves and asked if Council wanted to resolve itself as an eligible council which would enhance its ability to undertake projects currently outside its legal powers. If so there are 3 areas of criteria for eligibility.
 - 1 – The number of councillors elected at the last ordinary election must be equal or exceed two thirds of its total number of councillors.
 - 2 – The Clerk must hold one sector specific qualification (CiLCA)
 - 3 – The Council must confirm that the last two sets of accounts is unqualified in the opinion of the Auditor General for Wales and that the most recent set of accounts was received by the council during the period of 12 months ending on the council will become an eligible council.

The Town Clerk stated that two thirds would be 10.7 and as a Council it currently stands at 10.3 elected but we could work towards this for the future.

Members of the committee discussed this in detail and agreed that the clerk should complete a training session with SLCC at a cost of £30 to ensure that all details are gained but felt it would be beneficial for Council to explore further to become an eligible council which would allow for the General Power of Competence to be used.

All members agreed.

- Lease details for Gravel Lane and Memorial Park – The Town Clerk stated that details for the lease were attached to members papers, she said that the details need to be passed to the solicitor for agreement. The Town Clerk stated that before the Memorial Park is taken on there would need to be some negotiations over the handover condition of the boundary wall and talks would be needed with regards to the bowls club and access road.

It was recommended that the lease for the Memorial Park needed more detail to include a detailed boundary wall and access road as previously discussed. It was also recommended that more information was required with regards to the bowls club before the lease and boundaries were agreed.

Members agreed the lease information for Gravel Lane was sufficient and members were happy to progress with solicitors reviewing and agreeing the information.

All members agreed.

- Budget review – The committee reviewed the budget and made the following observation.
105 – Memorial Lamp Utilities – The Town Clerk highlighted the issue with regards to the Memorial Lamp and its supply, she commented that the switch over to solar was being investigated but part of that process was to ensure the feed for the lamp could be isolated. She commented that after discussions with National Power and PCC it was apparent neither organisation could find the feed for the lamp and therefore it could not be isolated. It was stated that investigation works could be carried out, but this could cost a large amount of money as the works would need to be completed over night to ensure the minimal amount of disruption.

The Finance Committee recommended that we contact the Welsh Government with the issue to see if they are able to provide a suggestion on the way forward with costs being reduced to help the Council with its process in turning green.

Cllr O'Connor commented about paying the standard charge and suggested that the Town Clerk ask SWALEC to put a meter on the lamp so we can pay for the usage, therefore SWALEC would have to find the feed.

- **108 – Summer Festival and Christmas festivities** – The Town Clerk informed members that at the Finance meeting it was stated that there was still a sum of £2,575 in the budget, it was questioned when there would be an event held, the Town Clerk commented that the event previously held was held in conjunction with the King's coronation which seen a number of inflatables and free food provided to the children. She commented that she was happy for another event to be held towards the end of the summer period but would need more volunteers from the Council as the last session only seen 2 Councillors staying for the duration of the event. The Town Clerk commented that the inflatables went down well with the children and the 100 bags of food made went within 15/20 minutes.

It was recommended another event is held with more volunteers helping for the day with 200 bags of food being made.

Cllr Manning commented that instead of a traditional Mayor Making he would like to have an event in the park for the children towards the end of August, he said that he could still invite all the dignitaries but would like an event to involve the community.

All members agreed.

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

The Town Clerk stated that Cllr Aden Brinn from Pembroke Town Council had contacted Council to inform us that the Steinfest in Bergen is due to take place 9th – 15th July 2023 She asked if any of the members were interested in going, to contact her.

15. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no other items which were urgent.

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

Cllr Francis Hartery commented about the Christmas festivities and plans for this year, she said they have been thinking to do something with Father Christmas in the Pater Hall and asked if Council are doing Breakfast with Santa this year. She said that Saturday 9th December has been reserved in the diary.

The Town Clerk stated that although we did a different event last year, this year will be

returning to Breakfast with Santa, she said she will email the Pater Hall to confirm the booking.

17. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
02.05.2023	Clarity Copiers	£51.26
02.05.2023	Post office -postage	£18.25
04.05.2023	1 & 1 internet	£19.32
05.05.2023	Sage - payroll	£32.40
05.05.2023	British Gas – Gas bill	£259.26
05.05.2023	MPH Hire – portable loo for Big Lunch event	£104.40
09.05.2023	Google	£6.49
09.05.2023	Pembrokeshire Bouncy Castles – Big Lunch event	£1,075.00
09.05.2023	Farmfoods – food and drink for Big Lunch bags	£22.97
09.05.2023	Aldi – food and drink for Big Lunch bags	£51.29
12.05.2023	1 & 1 internet	£77.96
18.05.2023	Open Spaces Membership	£45.00
22.05.2023	SWALEC – Pump House	£91.06
22.05.2023	SWALEC – Albion Square	£151.07
22.05.2023	C Mason – travel expenses and parking	£105.62
22.05.2023	Cardcraft - sundries	£30.00
25.05.2023	Total charges	£9.05
25.05.2023	P A Lynch	£1,600.00
25.05.2023	Zoom	£15.59
26.05.2023	Anthony Bamford – window cleaning	£10.00
26.05.2023	Postage - stamps	£26.80
26.05.2023	Postage	£3.10
30.05.2023	British Gas – Electricity bill	£40.57

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

Date	Description	Amount
05.05.2023	Cllr G Manning – Mayor allowance	£1,500.00

05.05.2023	Cllr M Williams – Deputy Mayor allowance	£500.00
12.05.2023	Roberts & Son – refurbishment of office carpet	£2,995.20

ACCOUNT RECEIPTS

Date	Description	Amount
02.05.2023	Interest	£63.73
28.04.2023	Donation from Modern Print towards flower displays	£100.00

SALARIES AND WAGES

06.05.2023– 05.06.2023	Salaries	£ 4,413.33
06.05.2023 – 05.06.2023	Tax & NI	£ 1,085.07
06.05.2023 – 05.06.2023	Pensions	£ 1,732.41

ACCOUNT BALANCES

01.06.2023	HSBC Business Account	£ 85,558.47
01.06.2023	HSBC Premium Account	£ 58,346.29

It was **PROPOSED** by Cllr O'Connor
SECONDED by Cllr Bowen
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 28th April 2023 to 1st June 2023.

All members agreed.

18. AGENDA ITEMS FOR THE NEXT MEETING

There were no agenda items suggested.

19. COMMUNITY ISSUES

Cllr Francis Hartery commented about the ongoing issues on Fort Road and the potential apparent lack of action being taken, she said it is very upsetting for the residents. The Town Clerk stated that the PCSO's are attending Fort Road, but they are not breaking the law when they are on patrol.

Cllr Wiggins commented that she had set up a Bufferland Community Speed Watch

which uses the Go safe app. She said that you log an area in a ward which is dangerous and they will come out and accept it. There needs to be 3 people to undertake the training required and Cllr Wiggins stated that she is willing to help other wards set up their own speed watch. Cllr Francis Hartery, Cllr Manning, Cllr Lee and Cllr Wilcox all expressed an interest in being part of the Speed Watch.

Cllr O'Connor commented about the traffic calming measures. He said that PCC and other organisations look at the risk of accidents and if it is cost effective and viable to have a measure put in place.

Cllr Wilcox commented that the one in Treowen Road has had an effect and slowed the traffic down.

Cllr Manning commented about the email regarding the Finger Post and encouraged members to fill it in.

Cllr Francis Hartery commented that she just wanted to raise on behalf of Market Ward about the fantastic achievement that the three nurses from the Sunderland Ward had completed the Sky Dive to raise money for the hospital and mentioned that if anyone wanted to contribute, there is a Just Giving page.

Cllr O'Connor commented about the resurfacing of the road outside Pembroke Dock Community School and suggested sending PCC a letter of congratulations on a good job completed, to show our appreciation.

20. MAYOR'S REPORT

Cllr Manning commented that on 7th May 2023 he attended St David's Cathedral with Cllr Williams to the Kings Coronation Service and on 14th May he attended the Pembroke Town Council Civic Service. He said on 20th May he went on the Tall Ship along with Cllr Wiggins and the Town Clerk for a sail, which was a very good day. Cllr Manning said that he attended the Commemorative Service of the 80th Anniversary of the Battle of the Atlantic in Wales and that he was fortunate to see the fly pass of Poseidon which was very enjoyable.

There being no other business the meeting was closed.