

At a Meeting of Pembroke Dock Town Council on  
Thursday 6<sup>th</sup> July 2023

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

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk  
Amanda Hart – Deputy Town Clerk

Cllr Manning opened the meeting and welcomed everyone.

**21. APOLOGIES FOR ABSENCE**

Cllr J George, Cllr P George, Cllr P A Jones

**22. DECLARATIONS OF INTEREST**

None

**23. PRIVATE AND CONFIDENTIAL SESSION WITH MILFORD HAVEN PORT AUTHORITY 6.30  
- 7.15 PM**

It was **PROPOSED** by Councillor B Hall  
**SECONDED** by Councillor T Wilcox  
**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.

**24. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

None



Cllr O'Connor had raised the following:

**Section 1, Rules of Debate at Meetings**

- (G) Change to: Amendments can be made during debate and all amendments are accepted without debate if the mover of the motion accepts the amendment.
- (N) We give the mover of the original motion the right to reply at the end of the debate on each amendment, this will give the mover of the motion an opportunity to express why they support or oppose the amendment, this right of reply can be waived.
- (O) We need to remove 'Unless permitted by the Mayor of the meeting', this will mean councillors will need to consider their input and not just react to something they disagree with. We should keep points i - v in the standing orders.

**Section 3, Meetings Generally**

- (H) Should only be "A person shall raise their hand when requesting to speak" all the rest should be deleted.
- (O) Can we remove all references to "non-councillors with voting rights."
- (V) As we are having more organisations coming to make presentations to the Council, I would extend the length of our meeting to 2.5 hours.

**Section 4, Committees and Sub-Committees**

- (D, vi, vii) Do we have "Standing Committees or just Committees," because we allow our committees to elect their own Chair, therefore for any Committees we should remove Mayor and replace with Chair.

**Section 15, Proper Officer**

- (B, xv) Can this be made clearer by removing either the Mayor or the Chair of the Planning Committee. Alternatively remove the "or" and inform both the Mayor and the Chair.
- (xvii) Do we have a seal. If not, this can be removed.

**Section 18, Financial Controls and Procurement**

- (C) Refers to Standing Order 17(f). There is no 17(f)

**Section 23, Execution and Sealing of Legal Deeds**

- (B) We need to accept one option and remove the other.

Also, the Standing Orders need to be Gender Neutral.

Members discussed Cllr O'Connor's amendments, and all agreed with his proposals except for **Section 15, Proper Officer (V). This item should stay at 2 hrs per meeting.**

The Town Clerk also confirmed on (Section 15, Proper Officer (xvii)) that Pembroke Dock Town Council do have a seal, and that the Standing Orders are Gender Neutral.

**It was**

**PROPOSED by Councillor Francis Hartery**

**SECONDED by Councillor O'Connor**

**RESOLVED: That Pembroke Dock Town Council accept Cllr O'Connor's amendments with Section 15, Proper Officer (V) staying at 2 hrs per meeting**

**28. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

None

**29. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

There were no other items which were urgent.

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

Cllr Manning commented that he attended the OVW meeting as was disappointed at the lack of attendance. OVW informed members that there would be grants available for Green Space projects.

Cllr Williams (Council Rep on the PPG (Patients Participation Group Argyle Street Surgery) attended a PPG meeting and was advised that the VC Gallery would be setting up once a month in Argyle Street Surgery and asked if a member of the PPG would like to participate. Cllr Williams asked what would be the objective as there is no remit in place for members to adhere to. PPG members asked why she had joined the PPG committee and she informed them it was to support the patients and try to reduce the number of complaints the surgery receives as, after joining PPG she could understand the problems. There are 119 appointments available every day and 15 people man the phones. Cllr Williams advised that there is a vast amount of do not attend each month, there needs to be a review of the system and suggested that a Surgery newsletter was published for the community to read, not everyone uses social media. As requested by Council members, Cllr Williams questioned

staff members of Argyle St Surgery about the Surgery being put into special measures. She was advised that it had been, but not since March 2023. As a member of PPG Cllr Williams was disappointed that she had not been informed of the issue.

Members had a brief discussion about the issues regarding Argyle Street Surgery and Cllr Williams will put them forward at the next PPG Meeting.

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

<b>DATE</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
02.06.2023	Post office - postage	£26.45
02.06.2023	Clarity Copiers	£19.43
05.06.2023	British Gas – electricity bill	£80.29
05.06.2023	PA Lynch	£1,600.00
06.06.2023	Sage – payroll	£32.40
06.06.2023	Post office postage	£2.60
07.06.2023	Google Cloud	£6.40
08.06.2023	Anthony Bamford – window cleaning 08.06.23	£10.00
12.06.2023	One Voice Wales – Councillor Training	£114.00
13.06.2023	1 & 1 Internet	£6.00
16.06.2023	Screwfix - sundries	£69.98
19.06.2023	SWALEC – Albion Square	£91.99
20.06.2023	Eurooffice – stationary	£64.68
21.06.2023	Asda- office sundries	£15.99
22.06.2023	Dyfed Alarms – relocate and alterations of Fire Alarm	£500.00
23.06.2023	Bank Charges	£8.00
23.06.2023	Anthony Bamford – window cleaning 22.06.23	£10.00
26.06.2023	Dyfed Alarms – upgrade of intruder alarm and installation of panic alarm	£372.00
26.06.2023	Zoom meetings	£15.59
27.06.2023	British Gas – gas bill	£41.57

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.06.2023	Bernie Scourfield – Internal Audit fees	£175.00
09.06.2023	Vibe School of Dance grant	£650.00
21.06.2023	Hill Farm Nursery – Floral Displays	£2,946.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.06.2023	Interest	£70.86
02.06.2023	Dorina’s Donation towards flowers	£100.00

**SALARIES AND WAGES**

06.06.2023– 05.07.2023	Salaries	£ 4,187.57
06.06.2023 – 05.07.2023	Tax & NI	£ 925.23
06.06.2023 – 05.07.2023	Pensions	£ 1,616.81

**ACCOUNT BALANCES**

01.07.2023	HSBC Business Account	£ 70,470.49
01.07.2023	HSBC Premium Account	£ 58,417.15

It was **PROPOSED** by Cllr G Manning  
**SECONDED** by Cllr C Francis-Hartery  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages

All members agreed.

**32. AGENDA ITEMS FOR THE NEXT MEETING**

Cllr Goff - Memorial Park 100<sup>th</sup> Anniversary 2025 – Update  
Cllr Francis-Hartrey – Christmas  
Cllr Wilcox - Mr Phil Lynch remuneration

**33. COMMUNITY ISSUES**

Cllr Lyons commented that he had been in contact with the police who deal with

Market Ward and there were no issues. They had advised that they were running an Anti-social behaviour programme on the trains.

Cllr Bowen asked about the installation of benches. The Town Clerk advised Cllr Bowen that there were only four left to install, and these would be completed as soon as physically possible.

Cllr Francis-Hartery commented that she had looked into the new neighbourhood watch scheme for Market Ward, how keen she was to participate and would be happy to share the information with any other interested Councillors.

Cllr Briskham asked if a letter of congratulations could be sent to Chris McEwen from Pembroke and Pembroke Dock Boxing Club for his amazing achievement of receiving a bronze award at the Welsh Veterans Awards.

#### **34. MAYOR'S REPORT**

The Mayor attended the following events during the month.

Fishguard & Goodwick Civic Service

Royal British Legion laying of Ladies Standard

Armed Forces Day

OVW Meeting

Pembroke River Rally

Puffin Party – Pennar Hall

**There being no other business the meeting was closed.**