

At a Meeting of Pembroke Dock Town Council on  
Thursday 2<sup>nd</sup> November 2023

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

**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.

**62. APOLOGIES FOR ABSENCE**

Cllr S Lucas, Cllr P George, Cllr J George, Cllr Williams

**63. DECLARATIONS OF INTEREST**

Item 23 of the Town Clerks Report – Boundary Commission for Wales – Cllr Wiggins declared a personal interest.

Item 25 of the Town Clerks Report – Pater Hall Community Trust – Cllr O'Connor, Cllr Bowen, Cllr Francis-Hartery and Cllr Aston-Jones declared a personal interest.

Item 25 of the Town Clerks Report – Heritage Centre – Cllr Wiggins declared a personal interest.

Item 25 of the Town Clerks Report – Citizens Advice Bureau – Cllr Bowen declared a personal interest.

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

Cllr Manning welcomed Viv Collins the Cyber Resilience Manager from the Welsh Government. Viv Collins joined the meeting via zoom and shared her power point presentation with the members. Viv Collins encouraged members to attend the basic training on Cyber Ninjas through Matobo learning.

**65. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 5<sup>th</sup> OCTOBER 2023.**

**It was PROPOSED by Cllr Hall  
SECONDED by Cllr Briskham  
RESOLVED - That the Minutes of Thursday 5<sup>th</sup> October  
2023 are adopted as a true record.**

**66. MATTERS ARISING FROM THE MINUTES OF THURSDAY 5<sup>th</sup> OCTOBER 2023**

**P43 – Item 15** – Cllr Goff asked if there is an update on the Memorial Park event. The Town Clerk commented that this is work in progress as its going to be a big event and that funding is needed along with ideas and more people to get involved.

**P43 – Item 16** – Cllr Goff commented about the Christmas dinner being held in the Council offices, he said he didn't think it would be fair to staff and that it wouldn't have a festive feel. Cllr O'Connor agreed and said it wouldn't have the same atmosphere as going somewhere.

Members agreed for the office to look at available options and suggested contacting the Shipwright and the Golf Club.

**P45 – Item - Pembroke and Pembroke Dock Twining**

The Town Clerk informed members that she had received an email back from Cllr Aden Brinn regarding what interest there is from the local schools. He said that Ysgol Harri Tudor are interested in their students doing something for Anne Frank Peace Week. She said he asked the question if Council members would like to continue with Twining, otherwise, the group will need to be disbanded and re-started.

The Town Clerk informed members that there is £4,600 in the Twining pot.

Members discussed the continuation of Twinning and the money and decided that they no longer wanted to be involved with Twinning, but would like to leave the money already allocated in the pot for the school children to use as a contribution towards a visit to Burgan. Therefore, the group will be disbanded, and a new committee set up.

**All members agreed.**

**67. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**23. Review of Local Democracy and Boundary Commission for Wales**

The Town Clerk stated that the community arrangements of Pembrokeshire are going to be reviewed with a view to considering and formulating proposals for future arrangements.

She said that within the members papers was a copy of the terms of reference for the review and that the Commission would welcome any comments. The 8-week consultation period began on the 23<sup>rd</sup> October and closes on 17<sup>th</sup> December 2023. All representations should be sent to [carys.vaughan@boundaries.wales](mailto:carys.vaughan@boundaries.wales)

**24. Birdcage Walk Allotments – Head of Terms**

The Town Clerk informed members that included in their papers were the heads of terms for allotments located in Birdcage Walk which required agreement. She said once this was agreed all aspects of the allotments will be filtered across to the Town Council and that PCC would like to hand over Birdcage Walk first and then look at the other possible areas.

Members discussed the allotments and that the allotment holders will need to be encouraged to look after their allotments and keep them tidy – use it or lose it.

The Town Clerk asked members if they would like a site visit.

Cllr Bowen, Cllr Goff and Cllr Aston-Jones all stated that they would like to meet with PCC for a site visit

**All members agreed the Head of Terms**

**25. Finance Committee Recommendations**

The Town Clerk informed members that the Finance committee has met to review the Service Level Agreements and the budget 2024/2025

**Pater Hall Community Trust** – The Town Clerk stated that she had received a letter from the Pater Hall and presented it to the Finance Committee which requested changes to the Service Level Agreement, she said that members discussed the changes and agreed the following;

1 – The word maintenance be omitted in favour of operation of works benefiting the Pater Hall. The word maintenance is already within the lease.

2 – There are 6 monthly updates from the Pater Hall Trust with Councillors providing regular updates each month

3 – There was a request of the SLA being £10,000 but it was recommended it remains at £5,000 with the term reducing to 3 years to allow for further discussion on the amount increasing after this period.

Cllr O'Connor commented that he would like members to reconsider and grant the Pater Hall £10,000 per annum. He said that it is starting to get on an active footing with a lot of work being done by Cllr Francis-Hartery and all Trustees are on board with the SLA, and once the agreement is in place, they won't be able to go back over the past.

Cllr O'Connor commented that the day to day running of the Pater Hall is now self – sufficient but it doesn't allow for money for maintenance, they have secured £40,000 of grants but the total project of the re-development would cost in the region of £60,000/£70,000 and having the £10,000 would enable them to look for match funding if they sign a new agreement and lease.

The Town Clerk stated that the lease is still with the solicitors as a legal body needs to be used but they are currently still in contract.

Cllr Bowen commented that she has attended some uncomfortable meetings and Cllr Francis-Hartery and the new Councillors have swayed it quite a bit. She said it's a great asset for the town and they have plans to put events on for the town. Cllr Bowen commented that they need to wipe the past and look at what we can do for the residents.

Cllr Francis-Hartery commented that in the spring the new cinema will be up and running at the Pater Hall.

Cllr O'Connor proposed that the grant for the Pater Hall in the new SLA is £10,000 instead of £5,000 per annum over a three-year period.

**It was                      PROPOSED by Cllr O'Connor  
                                    SECONDED by Cllr Bowen  
                                    RESOLVED that – Members of PDTC agreed for the Pater  
                                    Hall grant to be increased to £10,000 per year for a three  
                                    year period set out in the Service Level Agreement.**

**A vote was taken 6 members for and 4 members against**

The Town Clerk stated that this proposal was carried and that the Finance Committee will need to look at the budget to see where the money can come from as another area of the budget will need to be cut to cover the increase.

Cllr Briskham commented about the maintenance for the building and was concerned that if the wording is changed from maintenance in favour of operation of works benefiting the Pater Hall, that the money will be used for something inside and not on to actually maintain the building.

Cllr Aston-Jones commented that he is a Trustee on the Pater Hall Trust and he has concerns regarding the removal of the wording maintenance. He said that Council need to ensure that the funding is used to keep the building operational and maintain what is already there not for adding equipment to it.

**It was                    PROPOSED by Cllr Briskham  
                                  SECONDED by Cllr Aston-Jones  
                                  RESOLVED that – Members agreed that the wording  
                                  Maintenance is suggested to stay in the SLA**

**A vote was taken, 9 members for 3 against**

The Town Clerk stated that she will contact the Pater Hall Trust regarding the proposals agreed and said that its down to the Town Council to enforce the lease and inspect the building.

**Heritage Centre** – The Town Clerk informed members that she had been provided with an update from the Heritage Centre, the update stated that the rent for the organisation was increasing to £8,000 per annum to which they were able to claim £1,000 per annum back due to being an accredited museum. The Town Clerk commented that she had already received a request for the SLA value to be increased back to £6,000 but members recommended that due to financial pressures it would need to remain at £3,000.

Members discussed the request and due to the SLA already being in place and in the second year of the agreement, they agreed for the amount to remain at £3,000

**All members agreed**

**Citizen Advice Bureau** – The Town Clerk informed members that contact had been made with the Citizens Advice regarding the agreement of drop-in sessions taking place in the office once a month as per the SLA agreement, she said she had asked the question why this had not happened and when was it going to start. The Town Clerk stated that she had not yet had a response, but she hopes she will have an update for the next meeting.

The finance committee had commented that as most of the year had been lost, they wanted to request that this is increased to 2 days a month to make up for the lost time.

Members discussed this agreement and some members felt that if the Citizens Advice are not meeting the criteria outlined in the agreement the Council will have to look at future years funding.

Cllr Bowen commented that there are so many people needing help, they are run of their feet and they do help a lot of people within the town.

**Library Opening Hours** – The Town Clerk informed members that information has been received with regards to the library and opening hours, where funding was now required to save the opening hours of the library. It was agreed that this had already been discussed and the opportunity for funding had passed as support was going to be received from MHPA and that funding had been used in another area. She said that the Finance committee recommended that no funding was allocated.

Members discussed the letter and were concerned that with budget cuts other departments from PCC may look to the Town Council to support their services with funding.

**All members agreed not to allocate funding towards the library.**

**Warm rooms** – The Town Clerk informed members that the committee recommended that there was allocation within the budget for warm rooms again this year with payments starting from October.

**All members agreed**

**Allotment Heads of Terms** – The Town Clerk informed members that the Heads of Terms had already been agreed earlier in the meeting.

**26. Budget 24/25**

The Town Clerk informed members that she had attached a copy of the proposed budget from the Finance Committee to their papers for members approval.

She said that the reserve and earmarked fund is as follows;

Bank accounts

	25/10/2023	94,719.18
		58,753.41
<b>Total</b>		<b>153,472.59</b>
Income to still receive		70,460.00
Still to Spend		146,785.00
		<b>77,670.81</b>
	Earmarked Funds	63,514.77
<b>Surplus</b>		<b>14,156.04</b>

Earmarked reserves are shown below.

The Town Clerk stated that there is a sum of £44,500 in Electoral Services with a further £5,000 going into the pot for this year which will bring the total to £49,500. She suggested that no further funds are put into this pot for 24/25. All other areas of the budget are to be reviewed.

Electoral Services	44,500
Centenary Lamp maintenance	1,200
Pump House Maintenance	1,700
St Patricks Maintenance	1,785
Memorial Park Maintenance	8,668
Action Plan	5,661
	63,514

Administration	£15,350
	<b>All members agreed</b>
Salaries	£87,600
	<b>All members agreed</b>
Members Expenses	£10,732
	The amounts are set by IRDW

	<b>All members agreed</b>
Office Expenses	£18,070 Reduction due to the office refurbishment heading being reduced <b>All members agreed</b>
Town Decoration	£72,100 Addition of extra person for street cleaning on Self-employed contract <b>All members agreed</b>
Donations	£27,000 Due to the earlier agreement to increase the Pater Hall Grant to £10,000 instead of £5,000 this amount has increased £32,000 <b>All members agreed</b>
Miscellaneous	£350 Finance committee proposed to take out the Electoral Services of £5,000 out due to the amount in the Earmarked reserves
Promotion of Tourism	£11,100
Total	£242,302 new Total £247,302
Surplus	£14,156
<b>Total precept request</b>	£228,146 new precept request <b>£233,146</b>
Increase	£18,586 new increase amount <b>£23,586</b>
%	8.8% about 10%

**A vote was taken 11 members for**

**All members agreed**

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

**27. Hybrid Equipment**

The Town Clerk informed members that she has been looking at ordering the Hybrid Equipment and meeting tables and that these items have already been budgeted. She asked members for their agreement to go ahead.

**All members agreed**



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

Cllr Manning commented about the lighting around the town and that there were a number of lamp posts with wires hanging out.

The Town Clerk informed members if they can obtain the lamp post numbers from the posts and notify the office, they can then be reported and logged with PCC.

Cllr Aston-Jones commented about the drainage issue in Argyle Street, with the amount of leaves and other debris down the drains.

The Town Clerk informed members that it has been arranged with PCC for the road sweeper and gully sucker to go through Argyle Street, Hawstone Road and Apley Terrace on Thursday 9<sup>th</sup> November. She said that letters would be sent to residents.

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

Cllr O'Connor updated members on the Pater Hall Trust. He said that it hit rock bottom and there was an obvious case of bullying against the past Chairman and there was a vote of no confidence in the Treasurer. He said that things have seemed to move on, and they have just had an AGM with a new committee formed. Cllr O'Connor commented that it's nowhere near how it should be run but it's moving forward. He said there is £40,000 of funds towards renewing the lift, disabled toilets and the kitchen upstairs as they would like to look at offering weddings – upstairs for the ceremony and the main hall for after. They also have a license to show films so things are moving forward, and they are creating more usable areas.

Cllr Bowen commented that trustee Councillors are having the opportunity to have a say.

**71. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.10.2023	British Gas	£12.18
02.10.2023	Post Office - postage	£16.05
03.10.2023	1 & 1 internet	£9.94
04.10.2023	British Gas	£10.29

04.10.2023	Dyfed Alarms Ltd	£100.00
04.10.2023	P A Lynch – sundries	£71.26
04.10.2023	P A Lynch	£1,600.00
05.10.2023	Sage - payroll	£34.80
06.10.2023	Google Cloud	£6.36
09.10.2023	Welsh Water	£74.75
10.10.2023	BT Group	£164.59
12.10.2023	1 & 1 internet	£6.00
12.10.2023	Clarity Copiers	£51.46
17.10.2023	SWALEC – Christmas Lights electric	£1,898.83
18.10.2023	Anthony Bamford – window cleaning 17.10.2023	£10.00
19.10.2023	Boston Seeds	£482.01
23.10.2023	Bank charges	£8.00
24.10.2023	SSE	£82.22
25.10.2023	Zoom	£15.59

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
03.10.2023	Fresh Air Fitness – final installment gym equipment	£4,464.00
09.10.2023	Pembs Cancer Support	£500.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.10.2023	Interest	£92.91
02.10.2023	Pembroke & Pembroke Dock District Choir – wreath order	£44.00
06.10.2023	Valero – wreath order	£22.00

**SALARIES AND WAGES**

06.10.2023– 05.11.2023	Salaries	£ 4,637.75
06.10.2023 – 05.11.2023	Tax & NI	£ 1,242.24
06.10.2023 – 05.11.2023	Pensions	£ 1,844.13

## **ACCOUNT BALANCES**

26.10.2023	HSBC Business Account	£ 94,703.59
26.10.2023	HSBC Premium Account	£ 58,753.41

**It was**                    **PROPOSED** by Cllr O'Connor  
**SECONDED** by Cllr Aston-Jones  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 29<sup>th</sup> September 2023 to 26<sup>th</sup> October 2023.

**All members agreed.**

### **72. AGENDA ITEMS FOR THE NEXT MEETING**

Hybrid System and meeting tables  
Christmas events – Breakfast with Santa

### **73. COMMUNITY ISSUES**

Cllr Goff commented about Breakfast with Santa and said there seem to be more adults than children booked in and said in future years Council should limit the number of adults with the children to make sure more children can attend the event.

The Town Clerk stated that there are 123 people booked in and asked for volunteers to help on the day. Cllr Wiggins, Cllr Francis-Hartery and Cllr Briskham volunteered to help.

Cllr Bowen commented that she was delighted that the bench has been installed in Bush Street.

### **74. MAYOR'S REPORT**

Cllr Manning commented that on 12<sup>th</sup> October he attended St Michaelmas Fair and on 20<sup>th</sup> October he attended the opening of the library at the Maritime Museum.

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