



Cllr O'Connor proposed this should be put on the agenda for the next meeting so members can have a discussion on how this can be progressed.

**All members agreed**

Cllr Manning thanked Tom Moses for attending the meeting.

**78. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 2<sup>nd</sup> NOVEMBER 2023.**

**It was PROPOSED by Cllr Goff  
SECONDED by Cllr J George  
RESOLVED - That the Minutes of Thursday 2<sup>nd</sup> November  
2023 are adopted as a true record.**

**79. MATTERS ARISING FROM THE MINUTES OF THURSDAY 2<sup>nd</sup> NOVEMBER 2023**

**P51 – Item 16 of P43** – Cllr Goff commented about the Christmas dinner in the office, he said that he didn't want it to be extra work for the staff and asked for all attending to help out.

**P52 – Item 24** – Cllr Bowen commented about the allotments and asked about having a meeting as she has some questions she would like to ask.

The Town Clerk stated that the PCC representative did apologies and she is willing to rearrange a meeting. She said that if members have any specific questions to email them to the Town Clerk.

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

**27. Purchase of Hybrid Equipment**

The Town Clerk stated as part of the ongoing refurbishment of the offices, it had previously been agreed for new equipment to be installed to allow for hybrid meetings. She said this has been reviewed previously with quotes received from 2 suppliers

Go 2 telecom	£7,378.99
Cloudy IT	£8,348.35

The Town Clerk confirmed that she had reviewed the quotes and they remain at the same costs as previously quoted, previous recommendations was to use Cloudy IT as they have all the required items listed in order for a complete system. She said she would recommend the Cloudy IT quote as its clear with all recommended items along with installation.

**It was**                    **PROPOSED** by Cllr O'Connor  
**SECONDED** by Cllr Manning  
**RESOLVED** – That the members of PDTC agreed to  
purchase the Hybrid equipment from Cloudy IT at a cost  
of £8,348.35

**All members agreed**

### **28. Purchase of Meeting room tables**

The Town Clerk informed members that the cost of the white meeting table 5200 x 1600 from National Office Furniture Supplies - £718.80. She said that other options are available from Hunts office which are similar but cost £3,800. The width of these tables is smaller than the current set up, but this will help when the hybrid set up is in place. Extra tables can be purchased if required.

**It was**                    **PROPOSED** by Cllr O'Connor  
**SECONDED** by Cllr Wilcox  
**RESOLVED** That – the members of PDTC agreed to  
purchase meeting tables from National Office Furniture

**All members agreed**

### **29. Social Media Policy & Stress Management Policy**

The Town Clerk informed members that she had attached copies of the proposed policies for approval. She said that at Full Council in March 2023, it was agreed as part of the Finance & Governance Toolkit that a social media policy and stress management policy would be implemented, the policies will relate to Councillors and staff.

Members discussed both policies and the need to ensure that equipment is update to date to reduce workplace stress.

**All members agreed with the content of both policies.**

### **30. Cleddau Bridge Bus Layby**

The Town Clerk stated that information has been provided by Pembrokeshire County Council with regards to the install of a new bus layby located on the Neyland side of the

Cleddau Bridge. The works will commence on 20.11.2023 and is planned for a period of 8 weeks.

**31. Battery Storage – Land South of Pembroke Power Station**

The Town Clerk informed members that notification has been received from Sirius Planning Ltd with regards to pre-application consultation regarding a proposed development of Lambeeth Battery Energy storage system on land south of Pembroke Power Station, she said that the information regarding this pre-application was attached to members papers.

**32. Financial Request – Pembroke Dock Men’s Shed**

The Town Clerk informed members that Pembroke Dock Men’s Shed had submitted a financial request for the sum of £4,000 to be used towards the running costs and development of new activities for the community.

Cllr O’Connor commented that this amount falls into Service Level Agreements and the budget has been set for large sums. He proposed that this is deferred to next year’s budget (2025) to be considered and suggested for them to apply for the £1,000 which is the agreed amount from donations to one organisation.

**All members agreed**

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

**33. Pre-application consultation for Proposed Landscaping Works at land west of Criterion Way – Milford Haven Port Authority**

The Town Clerk informed members that information had been received from Harries Planning Design Management with regards to the above pre-application consultation. The proposal is for the land west of Criterion way to be cleared and regarded to allow the site to function as a lay down area to temporarily store tool, materials, and equipment.

The Town Clerk stated that she would encourage all members to view the documents, it is important that the Town Council make representation on the pre-application. Documents are available here [Harries Planning Design Management Consultations \(hpdm.co.uk\)](http://hpdm.co.uk)

The Town Clerk asked members if they had any comments they would like to put forward or were they happy for the Planning Committee to comment on the pre-

application. She said that when the full application is submitted it will be viewed by the Planning Committee with comments made via this committee.

**All members agreed for the Planning Committee to discuss the pre-application and comment**

**34. Independent Remuneration Panel for Wales – Annual Report 2023-2024**

The Town Clerk informed members that the above report has been received; it outlines the following.

- All members must be paid £156 a year for the additional costs of working from home. **This payment is not taxable if costs are not already being claimed under another allowance.**
- Councils MUST either pay their pay members £52 per year for consumables required to carry out their role or allow members to claim full reimbursement for the cost of their office consumables. **This payment is not taxable.**

The Town Clerk informed members that they will all be receiving this payment unless she has it in writing from the member if they do not want to receive the payments.

**35. Pater Hall Community Trust Progress Report**

The Town Clerk stated that an update had been received from the Pater Hall Trust which outlines 3 projects which they have been working on.

The Town Clerk asked members for their agreement to release the current financial years funding of £5,000

**A Vote was taken, 10 members for**

The Town Clerk stated that she wanted to raise that the detail on project 2 does not fall in line with the proposed Service Level Agreement where funds from the Town Council are used towards the maintenance of the building, the purchase and installation of a new lift is not classed as maintenance.

Cllr O'Connor commented that this report was sent out before the amendments were made. He said that the fact that the projects are going ahead is positive and they have discussed that they will need to find the money from somewhere else. Cllr O'Connor commented that the tender process is going ahead so there is full disability access. He said that the license for marriages is too costly at present, but they would like to be able to offer the venue for receptions. He said that the trust has agreed the SLA in principle but they wanted to check the minutes regarding the maintenance.

Members discussed that moving forward it is vital that the proposed £10,000 is used for

maintenance of the Pater Hall.

### **36. Salt Bins**

The Town Clerk commented that the recent cold weather has reminded us all to be prepared for winter. She said with this in mind, she reminded members about the process for ordering salt bins and rock salt from the County Council.

Since 2010, the provision of salt bins has been delegated to Town and Community Councils. The Town and Community Council will pay for the supply and installation of the bin (currently £180 + VAT) and will arrange for local volunteers to spread the salt. The County Council will arrange for the supply and installation of the bin, filling with rocksalt and for stocks to be replenished up to twice per annum **when requested** by the Town or Community Council

The Town Clerk stated that she had received a request from a resident is Beach Road, Llanreath for a salt bin to be provided in this area.

Members discussed the supplying of salt bins, who would be responsible for them and the spreading of the salt. It was decided that no bins were to be supplied at this time.

**All members agreed**

### **82. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

There were no items which the mayor decides were urgent

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

There were no reports from representatives serving on outside bodies

### **84. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

#### **ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
27.10.2023	British Gas – electricity bill	£35.74
30.10.2023	British Gas – Old Pump house	£12.60
30.10.2023	Anthony Bamford – window cleaning 30.10.2023	£10.00

30.10.2023	Post office – postage for papers	£21.00
30.10.2023	Macmillan -donations from Coffee morning	£66.00
31.10.2023	Clarity Copier	£49.25
01.11.2023	S Scourfield – Christmas inflatables	£104.83
01.11.2023	SLCC S Scourfield training	£36.00
01.11.2023	SLCC S Scourfield Training	£30.00
01.11.2023	Unpaid cheque	£22.00
06.11.2023	Sage – payroll	£34.80
06.11.2023	P A Lynch	£1,600.00
07.11.2023	Google Cloud	£6.59
07.11.2023	British Gas – Gas bill	£87.57
07.11.2023	Anthony Bamford – window cleaning 06.11.2023	£10.00
08.11.2023	Screwfix	£14.29
13.11.2023	1 & 1 internet	£77.96
16.11.2023	Eurooffice	£109.62
17.11.2023	C Mason – travel expenses 16.11.23	£30.15
17.11.2023	S Scourfield – travel expenses 14.11.23	£48.75
21.11.2023	Poppy Appeal Wreaths	£1,318.00
21.11.2023	Baker Ross – Gifts Breakfast with Santa	£70.73
22.11.2023	Value Products	£31.14
22.11.2023	Anthony Bamford	£10.00
22.11.2023	SSE -Albion Square	£87.85
23.11.2023	Bank charges	£32.49
27.11.2023	British Gas	£43.54
27.11.2023	Zoom meetings	£15.59
30.11.2023	British Gas	£13.02

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
03.11.2023	St Patricks – warm rooms	£95.85
03.11.2023	A & C Aggregates	£1,615.20
03.11.2023	Lighting and Illuminations	£6,580.66
17.11.2023	Bethel outreach Warm room	£30.54
17.11.2023	St Patricks – warm rooms	£68.43

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.11.2023	Interest	£96.81
27.10.2023	Macmillan collection -Coffee Morning	£66.00
01.11.2023	Poppy wreath cheques	£66.00
01.11.2023	Poppy wreath cheques	£198.00
01.11.2023	Poppy wreath cheques	£154.00
01.11.2023	Poppy wreath cheques	£176.00
01.11.2023	Poppy wreath cheques	£74.00
01.11.2023	Poppy wreath cheques	£132.00
11.11.2023	M Edwards – Breakfast with Santa	£11.00
16.11.2023	Poppy wreath cheques	£198.00

**SALARIES AND WAGES**

06.11.2023– 05.12.2023	Salaries	£ 4,518.37
06.11.2023 – 05.12.2023	Tax & NI	£ 1,158.63
06.11.2023 – 05.12.2023	Pensions	£ 1,784.65

**ACCOUNT BALANCES**

30.11.2023	HSBC Business Account	£ 76,062.75
30.11.2023	HSBC Premium Account	£ 58,850.22

**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 27<sup>th</sup> October 2023 to 30<sup>th</sup> November 2023.

**All members agreed.**

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

Planned CWBR Youth

**86. COMMUNITY ISSUES**

Cllr Goff commented about the Ogi works being undertaken around the town. He said that they have made a lot of mess with dirt on the houses in Church Street.



The Town Clerk informed members that PCC has a representative that checks and reviews the works being undertaken with Ogi, therefore any problem areas need to be reported to the office and then she will contact PCC.

Cllr O'Connor commented that there were a lot of problems in St Telios Road but they sent a new team, who dug it all up and relayed it and is now much better the second time.

The Town Clerk reminded members that Santa is coming to Town the following evening (8<sup>th</sup> December) and Breakfast with Santa the next day, she asked if there are any willing volunteers to help serve breakfast, all help is welcome.

**87. MAYOR'S REPORT**

Cllr Manning commented that he had attended the four Remembrance Services on Remembrance weekend and Cllr Maria Williams commented that she had attended the Scouts Awards evening in Haverfordwest.

**88. VOTE TO GO INTO PRIVATE AND CONFIDENTIAL**

It was                   **PROPOSED by Councillor J George**  
                                 **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.**