

At a Virtual Meeting of Pembroke Dock Town Council on Thursday 11th January 2024

PRESENT: Cllrs: M Bowen, S Briskham, J George, G Goff, J Lyons, G Manning, S O'Connor, M Wiggins, M Williams, 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 to the first meeting of 2024

90. APOLOGIES FOR ABSENCE

Cllr P George, Cllr Lucas, Cllr Lee, Cllr Francis-Boswell, Cllr Hall, Cllr Aston Jones

91. DECLARATIONS OF INTEREST

Item 40 of the Town Clerks Report – Friends of Memorial Park Financial Report 22/23 – Cllr Bowen declared a personal interest.

92. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

Cllr Manning welcomed Steven Edwards, Tim Bownes and Anna Malloy from Milford Haven Port Authority to the meeting.

Steven thanked members for their feedback with regards to the pre-application for Criterion Quay. He said that he just wanted to clarify that the pre-planning pack was for site clearance and making the site secure appose to the whole pre-application and they will look at tidying up the wording of the document to make sure this is clear. Steven said there has been a number of security issues on this site such as drinking, bending bars and general anti-social behavior so they need to respond by making the area safe.

93. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 7th DECEMBER 2023.

It was

PROPOSED by Cllr Goff

SECONDED by Cllr Briskham

RESOLVED - That the Minutes of Thursday 7th December 2023 are adopted as a true record.

94. MATTERS ARISING FROM THE MINUTES OF THURSDAY 7th DECEMBER 2023

There were no matters arising from the minutes.

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

37. Additional Community Governor for Pennar Community School

The Town Clerk stated there is a vacancy for Pennar Community School for an additional Community Governor, she said if we are unable to fill the position it will be put out to The community to be filled.

As there were no nominations the Town Clerk said she will contact the school for them to look for a Community Governor.

All members agreed

38. SLCC Membership renewal

The Town Clerk informed members that the membership for Society of Local Clerks is due for renewal, the SLCC provide the council with a wide range of support, making available several templates policies and documents aswell as advice. The membership renewal will cost £288.00.

**It was PROPOSED by Cllr Manning
 SECONDED by Cllr Goff
 RESOLVED That – the members of PDTC agreed to
 renew the SSLC annual membership.**

All members agreed

39. 24/25 Precept Request

The Town Clerk informed members that the precept request has been submitted and that the precept amount will be £233,146 as agreed on 2nd November 2023.

40. Friends of Memorial Park Financial Report 22/23

The Town Clerk stated that she had attached the documents for members to review, as the Town Council supplied this group with funding through a Service Level Agreement. She said that this financial update has been provided to give a clear guide of funds received and how they have been spent. The Town Clerk stated that as you can see the group are struggling for active volunteers, and asked if they know of anyone that may be interested to contact her or the Chairman Joshua Beynon.

Cllr Briskham expressed an interest in volunteering on the Friends of Memorial Park Group.

41. Grant Application - Pembroke Dock Men's Shed

The Town Clerk informed members that she had attached the revised application from the Pembroke Dock Mens Shed. She said that she is aware that the application should go to the Finance Committee first but as a meeting with the finance is not due soon she felt that Full Council should review the application in the meantime.

The Town Clerk stated that the group are looking for an amount of £900.00 to assist with the running costs and development of new activities. She said that the Mens Shed are now also offering a warm social area for members to socialise over a cup of tea and biscuit in a safe and friendly environment.

Cllr O'Connor commented that it is clear from our website when applications will be considered and proposed that this application should be sent to the Finance Committee to make recommendations.

Cllr Manning commented that he can see where Cllr O'Connor is coming from, but said that if there was money left in the donations pot as it is coming to end of year he proposed that members consider the application this evening.

The Town Clerk stated that there is enough money to cover the application as there has not been many applications during the financial year.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Bowen**

A Vote was taken 2 for, 6 against

**It was PROPOSED by Cllr Manning
 SECONDED by Cllr Goff
 RESOLVED That – members of PDTC agreed to review and
 consider the grant application during the current Full
 Council meeting.**

Cllr Lyons commented that the Men’s Shed do charge members individual membership fees at a cost of £15.00 a month. He said that they did want money for the kitchen but nothing was ever done with the kitchen, and they have since had to leave the building and moved to the VC gallery.

Cllr O’Connor commented that he is concerned that if they didn’t spend the money on the kitchen they never returned the money. Also charging monthly memberships is detrimental to the poorest and most need of help. He said that they are not inclusive organisation.

**It was PROPOSED by Cllr O’Connor
 SECONDED by Cllr Briskham
 RESOLVED That – members of PDTC agreed not to
 provide grant funding to the Pembroke Dock men’s Shed.**

A vote was taken 6 for, 1 abstained.

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

There was no supplementary report of the Town Clerk

97. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items which the mayor decides were urgent

98. 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 tenders have been agreed to be sent out

99. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
30.11.2023	Love fancy dress – Christmas festivities	£29.99
30.11.2023	Grandaflorea – Trees	£1,815.00
30.11.2023	Post office – postage	£24.00

01.12.2023	Clarity Copiers	£90.68
05.12.2023	P A Lynch	£1,600.00
06.12.2023	Sage - payroll	£34.80
06.12.2023	British Gas – gas bill	£139.04
06.12.2023	PCC – Seagull proof bags	£58.50
07.12.2023	Open spaces membership	£45.00
13.12.2023	1 & 1 Internet	£6.00
13.12.2023	AW & MH Wilcox – Warm rooms	£79.24
13.12.2023	Anthony Bamford – window cleaning 11.12.2023	£10.00
15.12.2023	Pembrokeshire Christmas Trees	£280.00
15.12.2023	Boston Seeds – bulbs to be planted around the town	£123.59
15.12.2023	S Scourfield – office sundries	£14.00
15.12.2023	Post office – postage stamps (Christmas letters)	£48.00
18.12.2023	Glasdon UK limited – Bench Gravel Lane	£978.67
20.12.2023	Google Cloud	£6.59
21.12.2023	CSE -catering suppliers	£414.07
23.12.2023	Total Charges	£15.59
27.12.2023	British Gas – electricity bill	£58.36
27.12.2023	SSE Energy – Albion Square	£85.06
27.12.2023	Zoom	£15.59
02.01.2024	British Gas – pump house	£16.59
04.01.2024	Anthony Bamford	£10.00
04.01.2024	Clarity Copier	£60.42

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

Date	Description	Amount
05.12.2023	Brian Jones – Christmas lights	£7,152.00
08.12.2023	Pater Hall Grant	£5,000.00
11.12.2023	National Office Furniture	£682.86
12.12.2023	Xmas Bonus – S Scourfield	£150.00
12.12.2023	Xmas Bonus – A Hart	£150.00
12.12.2023	Xmas Bonus – C Mason	£150.00
13.12.2023	Cloudy Group Ltd – Hybrid Equipment	£9,698.35

15.12.2023	Bethel outreach – warm rooms	£32.67
21.12.2023	AW Wilcox –St Patricks warm rooms	£48.75

ACCOUNT RECEIPTS

Date	Description	Amount
02.01.2024	Interest	£97.12
11.12.2023	Precept – Pembrokeshire County Council	£70,901.00

SALARIES AND WAGES

06.12.2023– 05.01.2024	Salaries	£ 5,183.98
06.12.2023 – 05.01.2024	Tax & NI	£ 1,628.53
06.12.2023 – 05.01.2024	Pensions	£ 2,123.48

ACCOUNT BALANCES

04.01.2024	HSBC Business Account	£ 108,904.44
04.01.2024	HSBC Premium Account	£ 59,041.18

It was **PROPOSED** by Cllr Manning
SECONDED by Cllr O'Connor
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 1st December 2023 to 4th January 2024.

All members agreed.

100. AGENDA ITEMS FOR THE NEXT MEETING

The Town Clerk informed members that Dafydd Llewelyn, The Police and Crime Commissioner will be attending the next meeting.

101. COMMUNITY ISSUES

Cllr Briskham commented that there are a large amount of cars in the area having there tyres slashed, he said that there are two young lads going around with knives.

102. MAYOR'S REPORT

Cllr Manning commented that it has been quiet over the Christmas period

103. VOTE TO GO INTO PRIVATE AND CONFIDENTIAL

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

104. PRIVATE AND CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 7th December 2023

**It was PROPOSED by Cllr S O'Connor
SECONDED by Cllr G Manning
RESOLVED - That the Private & Confidential Minutes of
the Meeting held on Thursday 7th December 2023 are
adopted as a true record.**

There being no other business the meeting was closed.