

At a Hybrid Meeting of Pembroke Dock Town Council on Thursday 8<sup>th</sup> February 2024

**PRESENT: Cllrs: M Bowen, S Briskham, C Francis-Boswell, J George, P George, G Goff, C Lee, B Hall, S Lucas, 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.

**105. APOLOGIES FOR ABSENCE**

Cllr P Aston-Jones

**106. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

Cllr Manning welcomed Dafydd Llewelyn the Police & Crime Commissioner to the meeting.

Dafydd Llewelyn introduced himself and updated members on the proposed precept increase of 6.2% which is slightly above inflation. He said that if they just balanced the budget with no growth it could have been 4.5 - 5.5%, however there are two specific areas they want to safeguard and invest in. Due to reduced funding available for PCSO's they want to retain numbers and to improve the Force Commander Control Centre by investing in technology and employing additional staff to improve the response taking 999 and 101 calls.

Members put forward a number of questions to the Commissioner regarding Policing and PCSO presence within Pembroke Dock.

Dafydd Llewelyn informed members that there are currently 1300 police officers in the

Dyfed Powys force which is more than ever and although it may feel that there are no more on the streets there are 300 -400 front line and all other are deployed to the various departments across the force.

The Commissioner gave clarification and an update of the following:

- Role of a PCSO as a community presence as appose to a Police Officer
- Community Grants – Swansea Kicks project in the area
- Police UK/Pembroke Dock website – making sure up to date details are on the site.
- Number of calls relating to Mental Health – Nationally driven project called Right Care, Right Person
- School programme – current programme being withdrawn and revised with a new programme working with partners to replace.
- Police Station move from Water Street to Argyle Street

Cllr Manning thanked Dafydd Llewelyn the Police & Crime Commissioner for coming to the meeting and for the updates.

**108. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 11<sup>th</sup> JANUARY 2024.**

**It was PROPOSED by Cllr O'Connor  
SECONDED by Cllr Goff  
RESOLVED - That the Minutes of Thursday 11<sup>th</sup> January  
2024 are adopted as a true record.**

**109. MATTERS ARISING FROM THE MINUTES OF THURSDAY 11<sup>th</sup> JANUARY 2024**

**Page 71 – Item 92 – Questions and Answer session with Milford Haven Port Authority**

Cllr Manning asked if a meeting had been arranged with MHPA.

The Town Clerk confirmed that she had not yet received a date, and will keep members informed as soon as they have made contact.

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

**42. 2024/2025 Meeting Dates**

The Town Clerk provided members with a list of meeting dates for 24/25

8<sup>th</sup> February 2024

7<sup>th</sup> March 2024

4<sup>th</sup> April 2024

2<sup>nd</sup> May 2024 – AGM

6<sup>th</sup> June 2024

16<sup>th</sup> January 2025

4<sup>th</sup> July 2024

5<sup>th</sup> September 2024

3<sup>rd</sup> October 2024

7<sup>th</sup> November 2024

5<sup>th</sup> December 2024

6<sup>th</sup> February 2025

6<sup>th</sup> March 2025

3<sup>rd</sup> April 2025

8<sup>th</sup> May 2025 - AGM

**All members agreed with the proposed dates.**

#### **43. Mayoral Nominations for 24/25**

The Town Clerk informed members that it's the time of year where nominations are required for the roles of Mayor and Deputy Mayor for the 24/25 term. She said that the handover will take place at the 2<sup>nd</sup> May meeting.

**Cllr Maria Williams was nominated for the role of Mayor for 24/25**

**It was**

**PROPOSED by Cllr Goff**

**SECONDED by Cllr Wilcox**

**RESOLVED That – Cllr Maria Williams will be Pembroke Dock Mayor for 24/25**

**A vote was taken 9 for**

**Cllr Gordon Goff was nominated for the role of Deputy Mayor for 24/25**

**It was**

**PROPOSED by Cllr Williams**

**SECONDED by Cllr Hall**

**A vote was taken 4 votes for**

**Cllr Michelle Wiggins was nominated for the role of Deputy Mayor for 24/25**

**It was**

**PROPOSED by Cllr Wilcox**

**SECONDED by Cllr Briskham**

**A vote was taken 8 votes**

**Cllr Williams and Cllr Wiggins both accepted the respective roles for 24/25**

#### **44. Councillor Allowances**

The Town Clerk informed members that within your papers is a copy of the letter suggested by the Independent Remuneration Panel for Wales for members to review and sign. This is for members to confirm that they are not claiming an allowance from

anywhere else for the consumables used to conduct their council business. These payments are not subject to tax purposes, if anyone does not want to accept the payment, please note this on the form provided.

The Town Clerk asked members to complete and return the forms as soon as possible.

#### **45. Outdoor Person Role**

The Town Clerk stated that she had attached a copy of the outdoor person advertisement which will be put out ready for applications for the role to commence at the start of the new financial year. All applications will be handled through the office and discussed with the Personnel Committee and Phil after the closing date.

Members discussed the additional outdoor person and clarified that the role would be self-employed and will be given a work schedule working on occasions along side Phil.

#### **46. External Audit Fee Scheme 23/24**

The Town Clerk informed members that notification had been received from Audit Wales regarding their fees for 23/24 period, for Pembroke Dock the fee will be £676-£809 for a transaction audit which is a full audit looking into every transaction and ensuring procedures have been followed and met and £223-£266 for a limit audit which is just a brief overview of the accounts taking sample transactions to view.

She said that previous correspondence from Audit Wales states Pembroke Dock Town Council will be subject to a limited audit for 23/24 as the Full Audit is taking place for 22/23 financial year. The next Full audit will take place on 25/26 financial period.

#### **47. Consultation on Catchment Area – Ysgol Bro Penfro**

The Town Clerk stated that she had sent the follow consultation out to members for comment and had asked for members to send her comments so that she can respond. She said there are 2 options within the consultation and PCC are asking for members to highlight the preferred option of the catchment area.

Cllr O'Connor commented that he doesn't prefer either of the options, he thinks it should just be the normal catchment area and that they shouldn't be transporting pupils into the area to increase the pupil numbers. Cllr O'Connor commented that local people don't want a new Welsh medium School as it will affect other schools in the area. He said that he proposes rejecting both options.

All members agreed.

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

The Town Clerk informed members that The Tall Ship Bessie Ellen will be coming into Hobbs Point, Pembroke Dock on Wednesday 24<sup>th</sup> April 2024 until lunchtime on Saturday 27<sup>th</sup> April 2024. She said that it will be open ship on Thursday, Friday and Saturday.

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

Cllr Manning commented about the amount of rubbish being left around the town and that a good job has been undertaken behind London Road.

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

Cllr Wiggins updated members regarding the Pembroke Dock Heritage Centre, she said that they had a meeting last week and she said that it opens next week, and children are free and the activities are free – Admission prices are £7.50 for 1 Adult and 1 Child and £15.00 for 2 Adults and 2 Children. Cllr Wiggins commented that the Heritage Centre are looking at how they can open the coffee shop to the public without paying an entrance fee.

Cllr Briskham and Cllr Wiggins commented that they had attended the CBR Youth meeting at Futureworks earlier in the day and they would like to arrange open days in the park to get them to talk. He said that they are looking at putting a Youth Council together at futureworks and then for Council representatives to feedback to Full Council meetings.

Cllr Briskham commented that it would be good to involve the youth in the preparations for the park next year.

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

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
05.01.2024	Sage Global	£34.80
05.01.2024	PA Lynch	£1,600.00
05.01.2024	Post Office – postage	£19.45
08.01.2024	Google Cloud	£6.33
09.01.2024	BT Group	£165.28
11.01.2024	1 & 1 internet	£6.00

17.01.2024	Anthony Bamford – window cleaning	£10.00
17.01.2024	Mcafee software	£49.99
23.01.2024	Bank Charge	£8.00
25.01.2024	Microsoft software annual fee	£79.99
25.01.2024	Zoom meeting	£15.59
29.01.2024	British Gas – electricity bill	£38.86
29.01.2024	Etsy – Frame for office	£30.17
30.01.2024	British Gas – old pump house	£16.33
01.02.2024	Clarity Copier Ltd	£27.58

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
12.01.2024	SLCC membership renewal	£238.00
16.02.2024	Bethel outreach	£21.25
23.01.2024	Pater Hall Warm rooms	£185.68
23.01.2024	St Patricks Warm rooms	£24.49

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.02.2024	Interest	£97.12
22.01.2024	HRMC VAT refund	£6,850.38

**SALARIES AND WAGES**

06.01.2024– 05.02.2024	Salaries	£ 6,051.19
06.01.2024 – 05.02.2024	Tax & NI	£ 2,080.65
06.01.2024 – 05.02.2024	Pensions	£ 2,515.11

**ACCOUNT BALANCES**

01.02.2024	HSBC Business Account	£ 102,444.13
01.02.2024	HSBC Premium Account	£ 59,041.18

It was **PROPOSED by Cllr O'Connor**  
**SECONDED by Cllr Manning**  
**RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 5<sup>th</sup> January 2024 to 1<sup>st</sup> February 2024.**

**All members agreed.**

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

Cllr O'Connor suggested looking at the current agenda and suggested altering the running order of the full council meeting, he said we are getting more and more speakers coming to our meetings and suggested 10 minutes for Question and Answers from the members of the public and 20 minutes for guest speakers – maximum of 30 minutes between both.

Cllr Williams commented about the PPG meetings, she said since the last letter inviting them to a Council meeting the last 5 PPG meetings have been cancelled. It was suggested that a letter is sent asking for a representative to attend a Full Council meeting.

**116. COMMUNITY ISSUES**

Cllr Francis Boswell commented that she has received a number of complaints regarding the parking on Church Street bank, she said that she has made the PCSO's aware. Members discussed contacting PCC about the possibility of having double yellow lines on the side of the road.

Cllr Goff commented about the number of permit parking spaces available compared to the number of permits that are issued. He said there are not enough spaces and that the Enforcement Officers are not checking that the permits are for the street they are parked in.

Cllr Wiggins commented that she has agreed to meet with David Lamborne from the Men's Shed on Wednesday 21<sup>st</sup> February at 11.15am and asked members if they would like to join they would be more than welcome. Cllr Williams expressed an interest in attending.

**117. MAYOR'S REPORT**

Cllr Manning commented that it has been quiet, and he had not attended any events.

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

