

At a Hybrid Meeting of Pembroke Dock Town Council on Thursday 7th March 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

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.

118. APOLOGIES FOR ABSENCE

Cllr P Aston-Jones, Cllr Wilcox

119. DECLARATIONS OF INTEREST

There were no declarations of interest.

120. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present at the meeting

121. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 8th FEBRUARY 2024.

It was **PROPOSED** by Cllr George
SECONDED by Cllr Goff
RESOLVED - That the Minutes of Thursday 8th February 2024 are adopted as a true record.

122. MATTERS ARISING FROM THE MINUTES OF THURSDAY 8th FEBRUARY 2024

There were no matters arising from the meeting.

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

48. Internal Auditor Appointment

The Town Clerk informed members that with the yearend fast approaching the internal

audit will be required. She said that the internal auditor needs to be appointed and in previous years we have used Mr. Bernie Scourfield to undertake the work. The Town Clerk stated that she had been looking to find other internal auditors and other options would be larger accounting companies who supply audit services which will come at a higher cost.

Mr. Bernie Scourfield will charge a fixed fee of £250.00.

The Town Clerk stated that the Finance Committee had reviewed the information and recommend Mr. Bernie Scourfield is used for the internal audit process.

All members agreed.

49. Financial Request – Pennar Robins AFC

The Town Clerk informed members that a financial request has been received from Pennar Robins AFC. She said they have requested £1,000 to help towards the purchase of a tractor, however they have missed off the attached grant form the amount of £4,500 which they were paid on 09/05/2022 for a new tractor.

The Town Clerk stated that she had questioned this, and they have replied to state that the tractor they purchased had issues and were informed that they were better off looking to purchase a new tractor. Due to the amount previously received I would not recommend any further grant is given to this organisation in relation to the purchase of machinery.

All members agreed

50. Purchase of new office chairs

The Town Clerk informed members that the chairs in the office require upgrading, she said that she had reviewed different options and needed members approval for purchase. Diagrams of both chairs were presented to members.

National Office Furniture Supplies - £120.00

3 x £120.00 = £360.00

Plus VAT

= £432.00

Office Furniture Direct - £134.95

3 x £134.95 = £404.85

Plus VAT

=£485.82

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Goff
 RESOLVED – That the members of PDTC agreed to
 purchase new office chairs from Office Furniture Direct**

All members agreed

51. Proposed change to Agenda and Standing Orders

The Town Clerk stated that Cllr O'Connor had suggested the current agenda and running order is altered for the full council meeting, he suggested that as we are getting more and more speakers coming to our meetings the following should be put in place:

- 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 O'Connor gave an explanation of his proposal, and it was suggested that the Standing order is amended at the AGM.

Members discussed the proposal and agreed that questions from the members of public should be put to the Town Clerk before the meeting and if the Guest speakers are giving a presentation that this is emailed to the Town Clerk prior to the meeting.

All members agreed.

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

There was no supplementary report from the Town Clerk.

125. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Manning commented about the amount of rubbish, he said it's all cleared one day and then it was full again. He mentioned Penfro Place which is an ATEB property and other members discussed other ATEB locations.

The Deputy Town Clerk stated that she is in contact with ATEB regularly about the rubbish, it's an ongoing issue and it is difficult as the rubbish is often inside the boundary so PCC only collect from the kerbside.

126. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE

BODIES

Cllr Briskham updated members about a day in the park that he and Cllr Wiggins recently attended with Cllr Beynon, Futureworks learners and Tom Mosses. He said that they would like to put a Youth Council together and that either he or Cllr Wiggins would attend once a month to listen to any ideas they had and to feed back to members at Full Council.

The Town Clerk stated that they need to be made aware that the main issue is funding to be able to action suggestions they may have.

127. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
02.02.2024	British Gas – gas bill	£376.60
05.02.2024	P A Lynch	£1,600.00
05.02.2024	Post Office – postage	£7.05
06.02.2024	Sage – payroll	£34.80
06.02.2024	Anthony Bamford – window cleaning	£10.00
09.02.2024	ICO - Data Protection renewal fee	£35.00
07.02.2024	Google Cloud	£6.27
13.02.2024	1 & 1 Internet	£77.96
20.02.2024	Anthony Bamford – 19.02.2024	£10.00
23.02.2024	Bank charges	£8.00
26.02.2024	Zoom meetings	£15.59
27.02.2024	British Gas – electricity bill	£57.89
29.02.2024	SSE Energy Supply	£87.85

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

Date	Description	Amount
01.02.2024	Brian Jones – Christmas lighting	£5,256.00
06.02.2024	St Patricks Warm rooms	£31.00
13.02.2024	St Patricks Warm rooms	£26.72
20.02.2024	St Patricks Warm rooms	£20.29
28.02.2024	St Patricks Warm rooms	£28.90

ACCOUNT RECEIPTS

Date	Description	Amount
02.02.2024	Interest	£97.28

SALARIES AND WAGES

06.02.2024– 05.03.2024	Salaries	£ 4,715.71
06.02.2024 – 05.03.2024	Tax & NI	£ 1,207.57
06.02.2024 – 05.03.2024	Pensions	£ 1,858.22

ACCOUNT BALANCES

29.02.2024	HSBC Business Account	£ 86,972.71
29.02.2024	HSBC Premium Account	£ 59,138.46

It was PROPOSED by Cllr O'Connor
SECONDED by Cllr Briskham
RESOLVED: That Pembroke Dock Town Council approve
payments of the above Payments, Receipts, Salaries and
Wages for 2nd February 2024 to 29th February 2024.

All members agreed.

128. AGENDA ITEMS FOR THE NEXT MEETING

Cllr Francis Boswell commented that she had recently attended the Grant Application training with One Voice Wales. She commented about the application and that we don't seem to close off the process – justification for spending the money.

The Town Clerk stated that the Grant Application Policy is due to be reviewed so members can update the policy to include that the organisation is required to provide evidence of how the donation has been spent within a set date.

129. COMMUNITY ISSUES

Members discussed the ongoing issue with the untethered horses around Pembroke Dock, fly grazing on the Barrick Hill, Cleddau bridge, the horse that was on Bush Street has been moved to Bufferland.

The Town Clerk informed members that notices had been put on the leads of the horses giving 7 days' notice to move them. She said that the RSPCA had been contacted previously but they won't do anything unless the horses are injured or distressed.

130. MAYOR'S REPORT

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

There being no other business the meeting was closed.