

At a Hybrid Meeting of Pembroke Dock Town
Council on Thursday 5th September 2024

**PRESENT: Cllrs: M Bowen, S Briskham, C Francis-
Boswell, J George, P George, G Goff, B Hall, C Lee,
J Lyons, S Lucas, S O'Connor, M Williams, M
Wiggins, T Wilcox**

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Hart – Deputy Town Clerk
Caroline Mason - Communities and Committees
Officer

Cllr Williams opened the meeting and welcomed everyone.

40. APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllr Aston Jones, Cllr D Sharp

41. DECLARATIONS OF INTEREST

46 – Report of the Town Clerk – Item 18 Anti Racism Motion – Cllr Wiggins declared a personal interest.

56 – Private & Confidential report of the Town Clerk – Cllrs P George, J George, S O'Connor, M Bowen, C Francis-Boswell declared a personal interest

42. QUESTIONS AND ANSWER SESSION WITH GUEST SPEAKERS (20 MINUTES)

There were no guest speakers present at the meeting.

43. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC (10 MINUTES)

There were no members of the public present at the meeting.

44. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 11th JULY 2024.

It was	PROPOSED by Cllr Hall
	SECONDED by Cllr George
	RESOLVED - That the Minutes of Thursday 11th JULY 2024
	are adopted as a true record.

45. MATTERS ARISING FROM THE MINUTES OF THURSDAY 11th JULY 2024

Page 116 – Item 38 – Cllr O'Connor commented that he thinks we should refer to our staff as staff not girls from the office.

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

16. Finance Committee Recommendations

- Income and Expenditure Budget Update

The Town Clerk informed members of the current amounts in Ear marked reserves, she stated that the majority of the funds is the Electoral Services. There will be no more funds allocated to Electoral Services.

The front of the office refurbishment has been out for tender with details being agreed by Full Council.

The funds for the Memorial Park maintenance is growing, the handover of the land from PCC as CAT has not started as all processes have been put on hold, but there will need to be a buffer for this eventuality.

23/07/2024 09:37		Pembroke Dock Town Council Current Year Earmarked Reserves		Page 1
Account		Opening Balance	Net Transfers	Closing Balance
320	EMR - Electoral Services	49,500.77		49,500.77
321	EMR - Centenary Lamp Maintenance	1,500.00		1,500.00
322	EMR - Pump House Maintenance	2,000.00		2,000.00
328	EMR - Refurbishment 28 Dimond	11,836.00		11,836.00
331	EMR - St Patricks Maint	2,157.00		2,157.00
332	EMR - Memorial Park Maint	13,014.00		13,014.00
333	EMR - Action Plan	10,542.00		10,542.00
		<u>90,549.77</u>	<u>0.00</u>	<u>90,549.77</u>

The current budgeted spend is at 34% which is £83,790

1102 – Internal Audit Fees – Increase of costs for the year, increase to be considered in next budget.

1103- Insurance – Yearly fee paid.

1108- External Audit is running behind so the amount spent is for previous year.

1110 – Office Equipment – New chairs purchased.

1401- General Rates – Yearly fee paid

1412 – Office Cleaning – We had to sign up for the trade waste agreement as there is new legislation with regards to recycling, this had not been budgeted for. £169.50

1413- Alarm servicing and maintenance price increases need to be considered in next budget.

1507 – Floral Baskets – Yearly fees paid

1512 – Grounds Maintenance St Patricks – SLA fee paid for the year for the play equipment.

Attached was a full copy of the information for members.

Cllr Hall commented about how the town is much cleaner since Mr. Lynch has been undertaking the work. He said that he would like members to consider giving him an increase.

Cllr O'Connor commented that he supports in principle, but it should be discussed in the Personnel Committee meeting and brought back to the next Full Council meeting.

All members agreed for this to be discussed in the Personnel Committee

- 25/26 Budget Preparations

The Town Clerk informed members that there are a few new areas to consider for the upcoming budget, which were

- Allotments
- Pembroke Dock Library

Allotments

The Town Clerk informed members that there are new allotments being formed in the Town with the view of the Town Councils taking over the management of these. There will be income from these sites on an annual basis and all leaseholders will be responsible for the upkeep and care of the sites which they take on.

The 2 sites which are looking to be up and running sooner rather than later is Pennar to the rear of St Patricks Play Area and Birdcage Walk. Birdcage walk site has been put on hold for the time being, but further discussions will take place in the coming months, but the Pennar site has been fenced off and is ready for allotment holders to be allocated.

The current charge on allotment sites is £30 per annum.

The plot sizes in Pennar are 5m x 20m but there is consideration to reduce this size down to 5m x 10m this will hopefully help ensure the land is kept in a satisfactory condition.

There will be maintenance costs required for the fencing, but part of this cost can be gained from the fees paid each year, but I would suggest an amount is set aside as a buffer in the meantime.

Members commented that they were delighted with the provision of the allotments and keen to get them allocated, it was agreed a nominal amount should be allocated to the budget for the amount of £1000 to get things started.

The Town Clerk stated that we are looking at having the site cleared before the allotments are handed over. She said that each allotment holder will have a contract to agree, and they will have to keep the plot to a certain standard.

The Town Clerk stated there are 6 plots 5x 20 in size, 4 have been allocated and she is looking for funding for water butts and a shed for each plot.

Cllr Bowen commented about the plots being bigger and asked if £30 will still be the charge.

The Town Clerk stated that due to the allotment holders all wanting the bigger plots they will be charged £60 per annum.

Cllr George commented about Birdcage Walk

The Town Clerk informed members that they will be leaving the plots there and look to extending the site for a further 6 /8 plots sometime next year.

Pembroke Dock Library

The Town Clerk informed members that the Pembroke Dock Library are looking for the Town Council to take over the building which will include maintenance, insurance, utilities and rates for the building.

Expected costs are

- Maintenance - £5,000 per annum
- Utilities – £11,467.78
- Rates – £18,056.25
- Total - £34,524.03**

	<i>Actual 21/22</i>	<i>actual 22/23</i>	<i>Actual 23/24</i>	3 year average	<i>actual year-to- date 24/25</i>	<i>Budget 24/25</i>
GAS	3,826.16	4,168.99	11,688.68	6,561.28	1,423.28	7,160.00
ELECTRICITY	3,138.39	3,464.30	7,601.98	4,734.89	2,022.86	7,690.00
RATES	18,992.50	18,992.50	16,183.75	18,056.25	17,000.50	17,000.00
WATER & SEWERAGE	236.53	0.00	278.31	171.61	281.02	0.00

Members commented that they had concerns with taking over the library and felt it was a large undertaking for the Council, the clerk informed members that the main aim for the library would be for a volunteer group to be formed who would then work 50% of the hours in the library. Members agreed this was not an agreement they would want to be part of, they stated that there are very little volunteers in the town and to gain and manage a group could be difficult so would avoid any agreement of this nature. It was agreed in order to take over the library maintenance could see the Council spread themselves thinly and puts too much pressure on the council for future budgets. It was recommended that Council do not progress with this proposal.

Cllr Wilcox commented that it would be a massive undertaking, and it is a mandatory service so Pembrokeshire County Council will have to provide a library service somewhere in the town.

All members agreed not to take over the maintenance of Pembroke Dock Library

Proposed Budget 25/26

Administration	<p>Finance committee recommended the budget amount of £13,630 for administration which is a decrease on last year</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Francis-Boswell</p> <p>All members agreed</p>
Salaries	<p>Finance committee recommended the budget amount of £95,000 for Salaries</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p> <p>All members agreed</p>

Members Expenses	<p>Finance committee recommended the budget amount of £8,332 for Members Expenses (this is set by IRDW)</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p> <p>All members agreed</p>
Office Expenses	<p>Finance committee recommended the following:</p> <ul style="list-style-type: none"> • Library was not taken on which reduced the costs of the budget by £29,523 • Office cleaning was increased by £200 to allow for trade waste agreement • Alarm Maintenance and servicing was increased by £200 to allow for future <p>Budget amount of £9,300 for Office Expenses</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p> <p>All members agreed</p>
Town Decoration & Improvement	<p>Finance committee recommended that the library was not taken on which reduced the costs by £5,000</p> <p>Budget amount of £63,000 for Town Decorations & Improvement.</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p> <p>All members agreed</p>
Donations	<p>Finance Committee recommended that the budget amount of £27,000 for Donation The Tall Ships</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p> <p>All members agreed</p>
Miscellaneous	<p>Finance Committee recommended the budget amount of £350 for Miscellaneous</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p>

	All members agreed
Promotion of Tourism	<p>Finance Committee recommended the budget amount of £11,100 for promotion of Tourism</p> <p>Proposed by Cllr O'Connor Seconded by Cllr Goff</p> <p>All members agreed</p>

		Opening		Closing	
	Ear Marked Reserves	Balance	Transfers	Balance	Comments
320	Electoral Services	49,500.77	0.00	49,500.77	
321	Centenary Lamp	1,500.00	0.00	1,500.00	
322	Pump House Maintenance	2,000.00	0.00	2,000.00	
	Refurbishment 28 Dimond				
328	St	11,836.00	0.00	11,836.00	
331	St Patricks Maintenance	2,157.00	0.00	2,157.00	
	Memorial Park				
332	Maintenance	13,014.00	0.00	13,014.00	
333	Action Plan	10,542.00	0.00	10,542.00	
				90,549.77	

	Budget Heads	Recommended	
		Budget	Comments
101	Administration	£13,630	
102	Salaries	£95,000	
103	Pump House Maintenance	£8,332	
104	Members Expenses	£9,300	
105	Town Decoration & Improvement	£63,000	
106	Donations	£27,000	
107	Miscellaneous	£350	
108	Promotion of Tourism	£11,100	
	Total	£227,712	

Last years precept **£233,146**

Bank Totals as of 28/08/2024 127,110.26

59,712.85

	186,823.11
Still to spend on budget	- 147,095.00
Income still to come	+ 77,714.00
	117,442.11
Earmarked reserves	90,549.77

£26,892.34

The reserve policy for Council is 25% of the precept and with this increasing each year this amount is getting more for a precept of £227,712 the reserve of 25% will be £56,928. The internal auditor suggested that this was reviewed.

25/26 precept request is £227,712 which is a reduction on the current year.

- **Grant Funding – Pure West Radio – It’s a Knockout Event**

The Town Clerk informed members that there had been a request from Pure West Radio with regards to an upcoming event they are holding at the Quins on Sunday 1st September. She said that the event was an it’s a knockout charity event they were looking for sponsorship and teams of 10 to take part in the event. In a way to try and keep costs down for all attending they are looking at sponsorship packages which have been laid out as follows:

Headline Sponsor - £2500 +VAT = 1 team entry, full page in event programme, 1 month on air advert campaign, 1-month social advert campaign, Logo on all event promotions.

Game Sponsor - £500 +VAT = 12 Game Choices, Half page in event programme, Game sponsorship on air and social game day event promotion, logo on all event promotion.

Entertainment Sponsor - £1000 +VAT = Sole sponsorship, Full page in event programme, zone sponsorship on air and social, event day promotion, logo on all zone promotion.

I have attached the full information provided from Pure West Radio with these papers.

Members of the Finance Committee recommend this application was not accepted.

As the event was taking place on 1st September and there was no meeting in August there was no chance for the request to be viewed by full council.

17. Governing Body of Ysgol Bro Penfro

The Town Clerk stated that Ysgol Bro Penfro are looking for nominations of an additional community governor on the new governing body of Ysgol Bro Penfro early in the autumn term. She asked if any members wishing to be considered will be

considered along with any others received at the next full governing body meeting due to take place on 5th November 2024.

Information on the role of governors can be found on the Pembrokeshire County Council website – <https://www.pembrokeshire.gov.uk/school-governors>

18. Anti racism Motion – Pembrokeshire County Council – Haverfordwest Town Council

The Town Clerk informed members that correspondence has been received from a Councillor at Haverfordwest Town Council asking for the following information to be considered by members of Pembroke Dock Town Council. The recommendation put forward is to

“Consider a motion to adopt an Anti-racism Action Plan (the Action Plan) and the inclusion of Council representation on the working group being established by Pembrokeshire County Council, which will be dedicated to monitoring and addressing issues related to racism in our community”

There was a suggestion at Haverfordwest Town Council that they allocate a budget to use towards council engagement which was £1,200 per annum. The Town Clerk stated that she had included within the members’ papers a copy of the information sent.

Cllr O’Connor asked for clarification, as he was unsure if they wanted PDTC to join them and contribute the same amount.

The Town Clerk stated that she will write back to them asking for more information and clarification.

All members agreed

19. Health and Safety policy review

The Town Clerk stated that the Health and Safety policy requires reviewing on an annual basis to ensure its up to date and members agree with the contents, the documents were attached to the papers for members approval.

Cllr O’Connor commented about the following items:

Item 2 – 2.2 Town Clerk is responsible for the Streets of Pembroke Dock – clarification needed Streets of Pembroke Dock with workers on.

The Town Clerk clarified that this Health & Safety Policy is for Employees of PDTC not public.

Item 4 – 4.2 Cllr O'Connor asked who oversees and signs off the testing?

The Town Clerk confirmed she oversees and signs off the testing and it is also checked by Dyfed Alarms.

Item 9 – Smoking. Cllr O'Connor said that it should include travelling in a car – no smoking in the vehicle.

**It was PROPOSED by Cllr Goff
 SECONDED by Cllr J George
 RESOLVED – That members of PDTC agree to adopt and
 adhere to the Health & Safety Policy**

All members agreed

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

There was no supplementary report

48. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Williams had no other items which he decided were urgent.

49. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PERSONNEL COMMITTEE REPORT – Cllr Goff informed members that he had met with staff for a wellbeing meeting and there is a Personnel Meeting arranged in two weeks' time.

PLANNING COMMITTEE REPORT - Cllr Bowen informed members that the Planning committee met on Tuesday 27 August 2024, she said she had sent her apologies but members Cllr Williams, Cllr Lyons and Cllr Jones reviewed the following planning applications during the Meeting:

24/0367/PA Landscaping Works and Change of Use of the Land as a Secure Lay-down Area to Temporary Store Tool, Material and Equipment, for use by Milford Haven Port Authority, Associated with Regional Floating Off-shore Wind Growth.

Land West of Criterion Way, Criterion Way, Pembroke Dock. SA72 6UL

Planning Committee agreed to support

24/0351/PA Change of Use of Ground Floor into Restaurant/Takeaway and Flat on First Floor

1 Dimond Street, Pembroke Dock, Pembrokeshire. SA72 6JB

Planning Committee agreed to support

24/0463/PA Two Bedroom Single Storey Bungalow with Roof Garden

Empty Corner Infill Plot at Junction of Sloggets Hill and Milton Terrace, Pembroke Dock. SA72 6BJ

Planning Committee agreed to support

24/0468/PA Erection of 3 Bedroom Dwelling

Land to Rear of 20 Nelson Street, Pennar, Pembroke Dock

Planning Committee agreed to support.

Cllr Bowen informed members that the following notification of planning decision had been received:

Proposed Single story extension – 12 Cromwell Street, Pembroke Dock - Conditionally Approved

Single storey rear extension – 18 High Street, Pembroke Dock – Conditionally Approved

Four semi-detached houses – Land rear of 3, Southampton Row – Conditionally Approved.

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

Cllr Wiggins commented that Pembroke Dock Heritage Centre were very pleased with how the Armed Forces Day went and asked if it could be repeated next year.

The Town Clerk informed members that we normally take turns with Pembroke in arranging Armed Forces Day, therefore next year would be arranged by Pembroke. She said that she would speak to the Pembroke Town Clerk to ask as the same people go to the event.

51. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT – 5th July 2024 – 31st August 2024

Date	Description	Amount
05.07.2024	Google Cloud	£6.28
05.07.2024	One Voice Wales – Councillor training	£40.00
05.07.2024	P A Lynch	£1,600.00
08.07.2024	Post Office postage	£25.95
09.07.2024	Anthony Bamford – window cleaning 08/07/2024	£10.00
10.07.2024	BT Group	£127.76
12.07.2024	1 & 1 internet	£6.00
18.07.2024	One Voice Wales membership	£1,917.00
23.07.2024	Bank charges	£8.00
23.07.2024	Anthony Bamford – window cleaning – 22/07/2024	£10.00
25.07.2024	MTST - Counselling	£60.00
29.07.2024	British Gas – electricity bill	£45.18
30.07.2024	British Gas – Old pump house	£13.68
30.07.2024	S Scourfield – postage	£7.95
30.07.2024	S Scourfield – office sundries	£13.75

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

Date	Description	Amount
10.07.2024	St Patricks Warm rooms	£26.00
10.07.2024	St Patricks Warm rooms	£21.00
19.07.2024	St Patricks Warm rooms	£24.00
29.07.2024	Bethel Outreach – warm rooms	£9.45
29.07.2024	St Patricks Warm rooms	£23.50

ACCOUNT RECEIPTS

Date	Description	Amount
02.07.2024	Interest	£94.91

SALARIES AND WAGES

06.07.2024– 05.08.2024	Salaries	£ 4,796.94
06.07.2024 – 05.08.2024	Tax & NI	£ 1,171.72
06.07.2024 – 05.08.2024	Pensions	£ 1,614.22

ACCOUNT BALANCES

31.07.2024	HSBC Business Account	£ 59,373.82
31.07.2024	HSBC Premium Account	£ 59,614.85

ACCOUNTS FOR PAYMENT - 1st August 2024 – 29th August 2024

Date	Description	Amount
01.08.2024	Clarity Copiers	£40.20
02.08.2024	British Gas – Gas bill	£36.00
05.08.2024	Postage	£3.05
06.08.2024	Sage - payroll	£37.20
07.08.2024	Google	£6.33
07.08.2024	Anthony Bamford – window cleaning	£10.00
09.08.2024	S Scourfield – Batteries for Defibrillator	£33.49
09.08.2024	S Scourfield – Litter Pick	£48.00
12.08.2024	PA Lynch	£1,600.00
13.08.2024	1 & 1 internet Ltd	£77.96
21.08.2024	Anthony Bamford – window cleaning 21/08/2024	£10.00
22.08.2024	SSE Energy – Albion Square	£75.71
22.08.2024	MTST- Counselling	£60.00
22.08.2024	West Wales Maritime Museum – River Rally	£72.00
23.08.2024	Bank Charges	£8.00
27.08.2024	British Gas – Electricity bill	£55.15
27.08.2024	Zoom meeting	£15.59

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

Date	Description	Amount
05.08.2024	St Patricks Warm room	£21.86

05.08.2024	Pater Hall	£365.24
16.08.2024	Audit Wales	£536.75

ACCOUNT RECEIPTS

Date	Description	Amount
02.08.2024	Interest	£98.23
22.08.2024	Precept	£77,715.00

SALARIES AND WAGES

06.08.2024– 05.09.2024	Salaries	£ 4,698.32
06.08.2024 – 05.09.2024	Tax & NI	£ 957.00
06.07.2024 – 05.09.2024	Pensions	£ 1,468.45

ACCOUNT BALANCES

29.08.2024	HSBC Business Account	£ 127,110.26
29.08.2024	HSBC Premium Account	£ 59,712.85

It was **PROPOSED** by Cllr O'Connor
SECONDED by Cllr Goff
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 5th July 2024 to 29th August 2024.

All members agreed.

52. AGENDA ITEMS FOR THE NEXT MEETING

Christmas events – for the Town, and Councillors Christmas get together.

53. COMMUNITY ISSUES

Cllr Goff commented that he had attended the past Councillor, Margaret Murton's funeral along with the mayor and members of staff and that there was a nice turnout.

54. MAYOR'S REPORT

Cllr Williams commented that she has been to the following events:
Pembroke Dock Maritime Museum – 13th July to cut the cake

Milford Haven Town Council Civic Service – 13th July
 Puffin Coffee morning – 15th July
 Scouts Trustee meeting – 15th July
 Beating of the Bounds in Haverfordwest – 21st July
 Presented a young lad with a certificate for his litter picking volunteering - 25th July
 Fire station open day – Fire Station Open day
 Pennar Hall Summer Fete – 3rd August
 Tenby Town Council Civic Service – 4th August
 Litter pick with Milford haven Port Authority – 9th August
 Monkton Church Flower Festival – 15th August
 Pop up Youth Club in the Memorial Park – 16th August
 Pembroke River Rally – 17th August
 Henry Tufnell meeting with Cllr Wiggins at the Pennar Warm rooms – 19th August
 Margaret Murton funeral with office staff and Cllr Goff – 20th August
 Milford Haven Port Authority -Pembroke Dock Marine Project opening and lunch – 21st Aug
 SureHaven Fete – 28th August

Cllr Wiggins commented that she had attended Narberth Civic Service, Monkton Flower Festival Service and Haverfordwest Civic Service on behalf of Cllr Williams

55. VOTE TO GO INTO PRIVATE AND CONFIDENTIAL

It was **PROPOSED by Councillor G Goff**
 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.

56. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 11th July 2024

It was **PROPOSED by Councillor S O'Connor**
 SECONDED by Councillor G Goff
 RESOLVED – That the Private & Confidential Minutes of
 the Meeting held on Thursday 11th July 2024 are adopted
 as a true record.