

At a Meeting of Pembroke Dock Town Council  
held at the Pater Hall, Pembroke Dock on  
Thursday 31<sup>st</sup> May 2012

**PRESENT:**

Councillors A McNaughton, P Kraus, P Folland, M Murton,  
PE George, M Colgan, J Phillips, P. Gwyther, A Lee, D Earl,  
K Becton, & C Fortune

**IN ATTENDANCE:**

Moira Saunders- Town Clerk  
Sarah Scourfield – Assistant Town Clerk

**9. APOLOGIES FOR ABSENCE**

Apologies were received from Councillor S Perkins & T Wilcox.

**10. DECLARATIONS OF INTEREST**

Item 17 of Town Clerks Report Financial requests section 2 – Councillor P E George  
Item 17 of Town Clerks Report Financial requests section 3 - Councillor C Fortune

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

There were no questions from the members of the public

**12. MINUTES 12<sup>th</sup> April 2012**

It was

**PROPOSED by Councillor P Folland**

**SECONDED by Councillor M Murton**

**RESOLVED - That the Minutes of 12<sup>th</sup> April 2012 are adopted  
as a true record.**

**13. MATTERS ARISING FROM THE MINUTES OF 12<sup>th</sup> April 2012**

**Page 99 Minute 159**

It was questioned whether there had been any progress on the play equipment for the two areas of Pembroke Dock. The Town Clerk stated that she had not heard from the County Council regarding this issue and stated that as the money for this project was in the previous financial year there is a possibility the money was no longer available. Members felt that the County Council should be contacted to state their dissatisfaction on this matter as a well-used park had been lost.

**Page 99 Minute 160 – Membership of One Voice Wales**

It was stated that the minute for this item could have included the reasons why the Town Council were not going to subscribe to the membership with One Voice Wales. The Town Clerk agreed that the reasons for not subscribing to the membership with One Voice Wales were that the Society of Local Council Clerks provide sufficient support and information.

**Page 101 Minute 161 -207 Argyle Medical Group**

It was questioned what the changes to the systems with booking would be. The Town Clerk stated that the changes to the systems include 48 hour forward booking option, extra doctors available and extended booking times. It was commented that patients are not notified of the changes so how are they to know. It was agreed that Councillor Fortune would attend further meetings on the system changes.

**14. MINUTES 17<sup>th</sup> May 2012**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor A Lee**

**RESOLVED - That the Minutes of 17<sup>th</sup> May 2012 are adopted  
as a true record.**

**15. MATTERS ARISING FROM THE MINUTES OF 17<sup>th</sup> May 2012**

**Minute 1 Declaration of Office**

It was commented that members felt there was no need to read the declaration of office more than once, and the wording of the declaration needed to be reviewed. The Town Clerk stated that changes to the declaration would need to include reference to the Code

of Conduct.  
It was

**PROPOSED by Councillor P Gwyther**  
**SECONDED by Councillor P E George**  
**RESOLVED - That a working party is formed to review the Declaration of Office.**

A Vote was taken with 9 members for the motion and 1 against. It was agreed that Councillor M Murton and Councillor P Gwyther would review the document and revert to the Town Clerk to ensure any document met the required legalities.

## **16. REPORT OF THE TOWN CLERK**

### **8. Council Meeting dates for 2012/2013**

The Town Clerk informed members that the Council dates are as follows for the oncoming year.

28 <sup>th</sup> June 2012	Town Council
26 <sup>th</sup> July 2012	Town Council
6 <sup>th</sup> September 2012	Town Council
4 <sup>th</sup> October 2012	Town Council
1 <sup>st</sup> November 2012	Town Council
29 <sup>th</sup> November 2012	Town Council
13 <sup>th</sup> December 2012	Town Council
10 <sup>th</sup> January 2013	Town Council
7 <sup>th</sup> February 2013	Town Council
7 <sup>th</sup> March 2013	Town Council
4 <sup>th</sup> April 2013	Town Council
9 <sup>th</sup> May 2013	AGM and Mayor making

### **9. Diamond Jubilee 2012**

The Town Clerk stated that she had been asked by Councillor Pam George whether the Town Council would provide mugs or coins to give to the children of the town to commemorate the Diamond Jubilee.

She stated that she had discussed this with a colleague and suggested to Councillor George that maybe the Town Council might wish to ask each of the schools whether there is a project that the Town Council can contribute to rather than giving souvenirs to each child.

The Joint Twinning and Tourism committee which as council are aware is a joint committee with Pembroke Town Council has a balance of around £13,000 in the bank account. Pembroke are going to produce a town map this year and have asked whether £2000 from that account could be used towards this project. This has yet to be put to the Joint Twinning and Tourism committee. Councillor George has suggested that if it is agreed that Pembroke Town Council can have the £2000 then perhaps this Town Council could use £2000 from the same fund to be used to help towards any commemorative projects for the diamond jubilee.

The Town Clerk informed members that she had also received a letter from 'Jumping Beans' asking that if commemorative mugs or coins are to be given to the children in the schools, St Mary's, Pennar and the Blue school, then as they offer children at Jumping beans 'flying start 'and 3 year funding which is what the schools do, could their children be given the commemorative items. There are 45 children involved. Members felt that as this organisation was a commercial firm then they could not make any contribution.

It was commented that this had not been budgeted for so due to financial constraints the Town Council could not provide anything to commemorate the Diamond Jubilee.

## **10. Internal Audit**

The Town Clerk commented that a copy of the report produced by the internal auditor was included in the papers. One of the recommendations that came out of that report was that the Town Council invests in a fireproof safe. This would mean that there could be more petty cash held in the office as we are being advised to do by the auditor, as currently we have to pay for items ourselves and claim back the money.

Also a fireproof safe could be used to hold back ups of our computer systems and legal documents. The Town Clerk stated that if documents were computerised this would reduce paper in the office, then some documents could be sent to the records office at the County Council for storage in the archive. It was questioned if the Town Council could have a debit card so that high amounts of Petty Cash would not be needed, the Town Clerk stated that she was not sure that financial regulations would allow this, it was agreed that this should be brought to the next meeting of the finance group.

It was

**PROPOSED by Councillor P E George**

**SECONDED by Councillor M Colgan**

**RESOLVED - That the Annual Return is signed and sent to the external auditor for processing.**

### **11. Water cooler – Council offices**

The Town Clerk stated that as both she and the Assistant Town Clerk do not drink tea or coffee during office hours but drink water she investigated how much it would cost to lease a water cooler for officers' and visitor's use. She informed member that the water that comes out of some of the taps in the offices runs black before it clears which is not a healthy sign.

The Town Clerk stated that she had searched for a company that was local but there was only one company which was based in Narberth which is Princes Gate.

To rent a water cooler suitable for the office is £1.14 a week

The cooler care plan (this ensures that the unit is sanitized regularly) is £1.14

A box of 1000 cups is £18.49

18.5 litres Princes gate Spring Water is £4.95

The deposit on the bottle is £6.00

The Town Clerk informed members that the weekly total would be £2.28, with a one off deposit of £6.00, the Princes Gate water is £4.95 and 1000 cups are £18.49. The Town Clerk commented that 1000 cups will the office a very long time.

It was

**PROPOSED by Councillor P Folland**

**SECONDED by Councillor M Colgan**

**RESOLVED - That the Water cooler, with cooler care plan, cups and 18.5 Litres of Princes gate spring water is rented with a one off cost of £24.49 for the cups and deposit and a weekly payment of £2.28 for the Cooler and care plan.**

### **12. Code of Conduct training**

The Town Clerk stated that as it was a new Council, although the personalities are the same, she had approached Mr Laurence Harding, the Monitoring Officer from Pembrokeshire County Council, to see if he could supply Code of Conduct training for the Council. She commented that he had agreed and she suggested that a separate meeting was arranged to include just this training.

The Town Clerk stated that as the last Code of Conduct training was carried out in 2008 and there had been a big turnover of Councillors since then she thought it wise to organise this training.

The Town Clerk reminded Council that as part of the Ombudsman report that was received by the Council last year one condition was that Code of Conduct training is given to the Council.

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor M Murton**

**RESOLVED - That Mr Laurence Harding supplies Code of Conduct Training to members of the Council.**

A Vote was taken with 9 members for the motion. There was one abstention from the vote.

### **13. Town Council Website**

The Town Clerk stated that she had been asked by Councillor McNaughton to include this topic for Council to consider. Councillor A McNaughton commented that he was

concerned with the lack of updates to the Town Council website; he stated that the navigation of the site is not easy and the last minutes showing on the website were from October 2011. Councillor A McNaughton informed members that the information was being sent to Mr A Johnstone to be updated but this was not being done. It was suggested that a meeting was arranged with Mr A Johnstone to highlight expectations and that a list of items sent is to be provided. The Town Clerk commented that the Milford Haven Town Council Website is much brighter and suggested that Pembroke Dock Website could be similar, with office staff having some control of uploading documents onto the website. It was agreed that a meeting would be arranged with Mr A Johnstone to highlight these issues.

#### **14. Wi-Fi provision in the Pater Hall**

The Town Clerk stated that some time ago the council agreed to support the cost of this provision in the Pater Hall. The costs of the service amount to approximately £600.00 per year. The costs include the telephone line needed as well as the internet provision. The Town Clerk informed members that since March the Wi-Fi provision had not been available in the building as there has been equipment not functioning. This was reported to the Trust at the time of the equipment malfunction in March.

The Town Clerk stated that the cost of the service is taken from the Donations budget for the year. This budget holds £1500. It was questioned why the costs for this service was taken from the donations budget as no application had been received, it was commented that it should come from the computer support budget. The Town Clerk stated that this service is not used by the Town Council offices, the service is to provide WIFI access to users of the Pater Hall only and the office staff are not connected to this service. It was commented that this issue was something that should be discussed with Mr A Johnstone, and it was suggested that this is brought to the same meeting as discussions about the website. It was agreed that Councillors A Lee, A McNaughton & P Gwyther would be included in the meeting with Mr A Johnstone.

#### **15. Armed Forces Day- 30<sup>th</sup> June 2012**

The Town Clerk informed members that she had held discussions with the Clerk in Pembroke as this event was one that was held jointly with Pembroke Town Council. In previous years there has been a great deal of effort made by both this Council and by Pembroke Town Council in arranging an event to commemorate Armed Forces Day. The events over the years have not been well attended in comparison to the effort and therefore cost of officer time used in the organisation.

The Town Clerk stated that Pembroke Town Council are proposing that this year a service is held at the cenotaph in Pembroke, as it is the turn of Pembroke to host the event. Members were happy with the arrangements but raised concerns regarding passing traffic.

#### **16. Pembroke Dock Community Web Project**

The Town Clerk stated that she had received an invoice from the Pembroke Dock Community Web Project for £400.00 which is for:-

*"To renew the subscription for the Pembroke Dock Town Councils' web presence including sever set up, web hosting, web design, data base, email accounts and secure area's as per your specification/contract, plus ongoing service and development including Town Council :P(d)EAT:FOMP.*

*Annual subscription for ongoing services and web hosting services'*

The Town Clerk stated that she needed council's agreement to pay this amount to the Pembroke Dock Community Web Project.

She stated that if the spend, was agreed, it would be taken from the computer support budget. It was agreed that this item should be included in with the meeting with Mr A Johnstone before being paid.

## **17. Financial Requests**

Budget stands at £1500

### **1. Pembrokeshire Citizens Advice Bureau**

The Town Clerk stated that she had received a request from Pembrokeshire CAB asking for help to purchase computers for the Meyrick Street CAB office. These would be used to start a training programme aimed at the most vulnerable people in the area. They are looking for £750. The money would help them to continue and expand their service to the Pembroke Dock Community providing advice, Training and work experience.

Any amount agreed will be taken from the donations budget.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor C Fortune**

**RESOLVED - That due to financial constraints the Town Council are unable to award a grant.**

### **2. Pembroke Borough Silver Band Instruments Trust**

The Town Clerk informed members that she had received a request from the silver band treasurer asking the Town Council to pay half of the insurance for the band instruments for the years 2011/2012 and 2012/2013.

The total amount for the instruments insurance for 2011/2012 is £452.66

The total amount for the instruments insurance for 2012/2013 is £474.87

Pembroke Town Council has agreed to pay half of these sums and as has been the practice in the past the band are asking this council to pay the other half, £463.76.

The last time this was agreed was in 2009/2010.

This amount would be taken from the donations budget.

After discussion

It was

**PROPOSED by Councillor K Becton**

**SECONDED by Councillor A Lee**

**RESOLVED - That due to 2011/2012 being an retrospective application the Town Council are unable to award a grant.**

A Vote was taken with 8 members for the motion.

It was

**PROPOSED by Councillor K Becton**

**RESOLVED - That due to the group having a balance of £2683 in the accounts then the grant for 2012/2013 should not be awarded.**

As there was no seconder for this motion the motion fell.

It was

**PROPOSED by Councillor P Folland**

**SECONDED by Councillor C Fortune**

**RESOLVED - That the sum of £237.44 is granted to the Pembroke Borough Silver Band Trust for insurance for 2012/2013.**

A Vote was taken with 6 members for the motion and 4 members against.

### **3. The Vagrants Crew**

The Town Clerk stated that she had received a request from the Vagrants Crew asking the Town Council for funding to visit a festival in Holland." It would take the name of Pembroke Dock to a festival in Holland which will be attended by people from all over Europe and it would help to put Pembroke Dock on the map"

The amount to be fundraised is £2508.00, but they are seeking funding from lots of other local organisations so any contribution would be welcome.

Any contribution agreed would be taken from the donations budget.

It was

**PROPOSED by Councillor K Becton**

**SECONDED by Councillor P Gwyther**

**RESOLVED - That this application should be passed to**

**the Joint Twinning & Tourism Committee for consideration.**

**4. Bobby Van Scheme-Dyfed-Powys Crime Prevention**

The Town Clerk informed members that she had received a request from the Bobby Van scheme in January but as the budget for donations was at that time overspent she suggested to Council that consideration of this request was delayed until the new budget.

Chief Inspector Mark Bleasdale was asking for a sum of between £50-£100 to help secure sufficient funding for the Crime Prevention Trust to finance the cost of the hardware needed to secure people's homes. It was agreed that due to financial constraints they were unable to award a grant.

**5. Everyman For Malta-Fund raising trip**

The Town Clerk stated that she had received a letter from Mr James Booth who gives his address as Treowen Road. He and some colleagues are driving a Reliant Robin from the RAF base in Brize Norton through France, Belgium, Germany, Switzerland, Italy and Sicily to Malta and back. Mr Booth has been to Pembroke School, Pembroke scout groups as well as the Harlequins rugby club so is aware that Pembroke Dock is twinned with Pembroke, Malta. During their trip they will be visiting Pembroke Malta so are asking whether the town Council would be prepared to sponsor the venture a little.

In the past a similar event raised over £10,000 towards the Everyman charity whose mission is to save men's lives by raising funds to support research into male cancers.

It was

**PROPOSED by Councillor K Becton  
SECONDED by Councillor P Gwyther  
RESOLVED – That this application should be passed to the Joint Twinning & Tourism Committee for consideration**

**18. Communities First – Letter of support**

The Town Clerk stated that she had received an email from Ms. Christine Gwyther asking for the Town Council's support.

She commented that as members may be aware Communities First are currently in the Transition Phase of Communities First, moving to the new cluster structure with effect from 1<sup>st</sup> October 2012.

To support their bid they are asking the Town Council to provide a letter of support, indicating how we have worked with the Council in the past and how we will be able to work in partnership in the new Communities First Cluster area.

Communities First will be covering the following super Output Areas in Pembrokeshire:-

Pembroke Dock Llanion 1  
Pembroke Monkton  
Haverfordwest Garth 2  
Pembroke St Mary North  
Pembroke Dock Central  
Pembroke Dock Pennar 1

Members agreed that a letter of support is sent.

**19. South Pembrokeshire Geographical Police Inspector**

The Town Clerk informed members that she had received an email from Inspector Glyn Johnson who has been in post since September 2011 managing and implementing the new command structure that has been instigated as a result of the expenditure cutbacks.

Inspector Johnson is offering to attend a Town Council meeting to make a short presentation in relation to Pembroke Dock. Members agreed that Inspector Johnson is invited to attend the next meeting of the Town Council.

## **20. Pembrokeshire Local Development plan Examination**

The Town Clerk stated that she had received a letter from Sian Walters who is the programme Officer who is responsible in assisting the Inspector with all aspects of the administration of the examination, working independently of the Council.

The Welsh Government has approached Mr Mark Dakeyne BA (Hons) MRTPI of the planning Inspectorate Wales to conduct the examination. The examination will include a series of Hearings, scheduled to commence on 4<sup>th</sup> September 2012.

A Pre-Hearing meeting will be held on 28<sup>th</sup> June 2012 to discuss the management of the Examination. This will take place in County Hall. This meeting will be to outline the processes involved. The Town Clerk stated if anyone wished to attend, to please let her know.

## **17. SUPPLEMENTARY REPORT OF THE TOWN CLERK**

### **21. Spontaneous Events Summer 2012**

The Town Clerk stated that she had received a letter from a senior Environmental Officer for Licensing section of Pembrokeshire County Council explaining about the issues surrounding spontaneous events during the summer months.

The County Council are asking all councillors to be aware of signs of unlicensed events in the County. The Town Clerk informed members that she had copied the information with members papers.

### **22. Keep Wales Tidy-Yellow Fish campaign 25<sup>th</sup> June – 8<sup>th</sup> July 2012**

The Town Clerk stated that she had received an email from Keep Wales Tidy explaining about this campaign. Water pollution is a big problem in Wales and Keep Wales Tidy wants as many people as possible to take part in the Yellow Fish Campaign taking place between 25 June-8 July 2012 to raise awareness about sources of water pollution and the quality of water in local streams, rivers lakes and ponds.

Yellow Fish is an awareness raising activity to highlight the damage caused by pouring oils, paints, solvents, chemicals or dirty water down highway gullies or surface drains. These drains will ultimately enter the watercourses and pouring waste liquids down drains can seriously affect your local environment. Yellow Fish is very simple, volunteers mark drains with a yellow fish in an attempt to deter anyone from pouring liquids into the drain.

### **23. Long Course Weekend 2012**

The Town Clerk informed members that she had received information about the Long Course weekend to be held the 8th June to 10<sup>th</sup> June. She stated that she had more information about road closures if anyone wanted it. The Town Clerk stated that Activity Wales are still looking for volunteers for the events.

### **24. Town and Country Planning Act 1990- Appeal by Mrs Julia Stuart**

The Town Clerk stated that she had received by email a copy of the planning inspectorate decision with regard to potential development on Sloggett's Hill/Milton Terrace. The Inspector has turned down the appeal mostly on grounds that the proposed development does not comply with the restraints of the Conservation Area in the Town. The report will be made available to the members of the planning committee.

### **25. Planning applications**

**12/0153/Pa**

Master Shipwrights House  
2 The Terrace  
The Dockyard  
Pembroke Dock

**Change of use of 2 vacant upper floors from 2 no flats (C3)  
to 2 No Offices (B1)**

It was

**PROPOSED by Councillor D Earl  
SECONDED by Councillor M Colgan  
RESOLVED – That the Town Council support this application**

**12/0144/Pa** Kingswood Farm Cottage  
 Land to the North  
 London Road  
 Pembroke Dock  
**Proposed barn conversion to holiday unit/annex linked to Kingswood Farm Cottage**

It was

**PROPOSED by Councillor D Earl**  
**SECONDED by Councillor M Murton**  
**RESOLVED – That the Town Council support this application**

**18. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were no items to discuss.

**19. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

**Joint Twinning & Tourism**

Councillor P E George informed members that she had been informed by Councillor Aiden Brinn is organising a trip to Bergen for a shooting festival, and wanted to know if anyone would be interested in going, the Town Clerk stated that this trip would not be funded by the Town Council and individuals would pay for themselves.

**Dr Jones Charity**

Councillor P E George informed members that the Dr Jones Charity members recently met and visited the properties that are owned by the group, she commented that this trip is done annually to resolve any issues the tenants may have.

**Police Forum**

Councillor M Murton informed members that she had recently attended a police forum meeting, she stated there were issues raised regarding vandalism on the local golf course and issues raised regarding disruption in the Memorial Park in the early hours of the morning. Councillor M Murton stated that extra patrols had been allocated to the two areas to keep a watch on the situation.

**Pater Hall Trust**

Councillor P Gwyther informed members that the issues surrounding the fire documents had been completed. He also stated that there was to be an American Wrestling event taking place in the hall on Wednesday 6<sup>th</sup> June if anyone wished to attend.

**Summer Festival**

Councillor D Earl stated that the preparations for the Summer Festival were underway, and he invited everyone to attend all events being held throughout the festival week. Councillor D Earl commented that if anyone was available to help on the Sunday 17<sup>th</sup> June and Saturday 24<sup>th</sup> June the group would be most grateful.

**Mayoral Events**

Councillor P Kraus informed members that he had attended a number of events in his role as Mayor of Pembroke Dock. Councillor P Folland commented that the Mayors Report should be added to the agenda so the Mayor could tell members what events he had attended.

**20. FINANCIAL REPORT**

Date	Description	Amount	Payment Method
	Sarah Scourfield – Ink for printer	£81.60	
05/04/2012	Postage for Minutes	£15.31	
05/04/2012	Swalec – Pump House supply	£27.61	CHQ
05/04/2012	Clarity Copiers – Service Charge	£10.19	BACS
10/04/2012	Amberol -Hanging Baskets for Dimond Street	£430.42	BACS

12/04/2012	Sarah Scourfield – Envelopes	£3.90	
16/04/2012	Post Office – Envelopes	£4.10	
23/04/2012	BT Phone Bill	£74.62	BACS
24/04/2012	Community Web Project – Website hosting	£400.00	
27/04/2012	Brian Griffiths – Internal Audit of Accounts	£200.00	CHQ 100133
02/05/2012	Swalec – Xmas lighting supply	£	
02/05/2012	Clarity Copiers – Service Charge	£11.72	BACS
02/05/2012	Sarah Scourfield – Ink for Printer	£29.99	BACS
08/05/2012	Sage Annual License Plan	£180.00	
08/05/2012	Royal British Legion Poppy Appeal	£18.50	CHQ
09/05/2012	Sarah Scourfield – Council minutes postage	£19.80	
17/05/2012	Screws etc. for pump house	£5.00	
17/05/2012	Syncro Motor Factors – Jubilee clips for hanging baskets	£45.79	
17/05/2012	ASDA – Wine for Mayor making	£22.89	
18/05/2012	Euro Office – stationary	£15.23	
21/05/2012	Cleddau Bridge Hotel – Mayors Civic Function	£1780.25	
22/05/2012	Hasty Bite – Mayor Making Civic Buffet	£198.00	BACS
22/05/2012	BT – Internet for Pater Hall	£122.36	

**PAYMENTS PREVIOUSLY AGREED** eg, Grants, Sec 137 payments, allowances

Date	Description	Amount	Payment Method
18/04/2012	Pater Hall Trust – 70% grant towards services	£13,483.81	CHQ 100129
20/04/2012	Pater Hall Rent	£7000.00	CHQ 100131
27/04/2012	Friends of Memorial Park – Grant	£ 8000.00	CHQ 100132
21/05/2012	Mayoral Allowance	£800.00	

**ACCOUNT RECEIPTS**

05/04/2012	Xerox Rewards – Cash Claim back on Printer	£200.00
25/04/2012	Zurich Insurance Refund	£56.65
04/05/2012	Pembrokeshire County Council – Precept	£50,070.00

**SALARIES AND WAGES**

06/04/2011-05/05/2012	Salaries and Wages	£3,444.27
06/04/2011-05/05/2012	Tax and NI	£952.03

**ACCOUNT BALANCES**

05/04/2012	HSBC Current Account	£11,700.62
05/04/2012	HSBC Premium Account	£90,392.77

It was

**PROPOSED by Councillor A Lee  
SECONDED by Councillor P Folland**

**RESOLVED - That the Town Council approve payment of Accounts and Salaries and Wages payments, and also approve payments previously agreed.**

**21. AGENDA/REPORT ITEMS FOR THE NEXT MEETING**

It was questioned if the Mayors report could be added to the agenda for the next meeting.

**22. COMMUNITY ISSUES**

**Elections expenses**

It was questioned if members could have confirmation regarding election expenses, as Councillor A McNaughton stated that expense forms had to be filled if there was an election or not. Members commented that this had never been done before; the Town Clerk stated that she would check with the Monitoring Officer.

**Memorial Park**

It was questioned what was happening with the flower bed in the memorial park which the Town Council took over. The Town Clerk stated that at present the Town Council do not have sufficient staff to be able to maintain the flower bed, she stated that the only way forward at present would be to gain quotes from local gardeners to clear the bed, but the Town Clerk commented that she would need permission from the Town Council to be able to do this.

It was

**PROPOSED by Councillor M Murton  
SECONDED by Councillor D Earl**

**RESOLVED - That the Town Council give permission for the Town Clerk to gain quotes to clear the flower bed in the memorial park.**

Councillor P Gwyther commented that Pembrokeshire College are having a day's leave to do community work in Pembroke Dock he commented that maybe the flower bed would be an area the group could work on for the day. The Town Clerk asked if Councillor P Gwyther could forward her the details via email regarding this.

It was asked when the grass was to be cut on the bike track in the memorial park as it was looking overgrown, the Town Clerk stated that the grass needed to be longer than normal grass to provide a buffer if anyone falls off but would have a look at it.

**Clock on Memorial Park gate**

It was stated that there were branches overhanging the clock on the memorial park gate. The Town Clerk stated she would contact the County Council to have the branches removed.

**23. PRIVATE AND CONFIDENTIAL**

It was

**PROPOSED by Councillor A McNaughton  
SECONDED by Councillor P Gwyther**

**RESOLVED - That the public and press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**