

At a Meeting of Pembroke Dock Town Council
held at the Pater Hall, Pembroke Dock on
Thursday 27th October 2011

PRESENT:

Councillors A McNaughton (Mayor), P E George
M Murton, P Kraus, D Earl, C Fortune, K Becton
J Phillips, A Lee, S Perkins, P Gwyther & T Wilcox

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield – Assistant Town Clerk

84. APOLOGIES FOR ABSENCE

Apologies were received from Councillors M Colgan and C Gwyther.

85. DECLARATIONS OF INTEREST

There were no declarations of interest from members

86. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from the members of the public

87. MINUTES

It was

**PROPOSED by Councillor C Fortune
SECONDED by Councillor M Murton**

**RESOLVED - That the Minutes of 29th September 2011 are
adopted as a true record.**

**88. MATTERS ARISING FROM THE MINUTES OF 29th SEPTEMBER 2011
Market Street**

Councillor A McNaughton commented that he had been over to take a look at the progress in Market Street and stated that the hole was 7 metres deep and that the workers were still filling it in.

89. REPORT OF THE TOWN CLERK

102. Pater Hall Community Trust/Pembroke Dock Town Council – Service Level Agreement

The Town Clerk informed members that she had attached a copy which had been agreed between the two sides, that is the Trustees and the Town Council representatives who recommend acceptance of the Service Level agreement.

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor M Murton**

**RESOLVED - That the Service Level Agreement is accepted
by the Town Council**

103. Pater Hall Community Trust Minutes

The Town Clerk stated that there were copies of minutes and an up to date profit and loss statement enclosed in members papers.

104. Use of the Pater Hall toilets for the public

The Town Clerk commented that she was asked at the last Council meeting to provide costs for the screens and staffing to enable this service. She stated that she had since been told by Councillor Phil Gwyther that the Trustees had decided against allowing the facility to be open to the public. It was stated that it should be the Town Council who should consider whether the proposal would go ahead.

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor M Murton**

**RESOLVED - That the opening of the Pater Hall
Toilets during the hours of 9am and 1pm should not go
ahead.**

105. Policies and procedures

The Town Clerk informed members that she had reviewed the Town Council's policies and procedures. This needs to be done regularly to ensure that the latest legislation is complied with but also all the policies that are in place are joint ones with the Trust so are well overdue for change. The Personnel group have reviewed the policies and recommend them for adoption. It was questioned if the Health and Safety policy should state information about the first aid box, as it is currently locked, it was commented that maybe the first aid box should be left open for users of the hall to gain access to if needed. The Town Clerk commented that she needed to speak with the Trustees of the Pater Hall to sort these issues out.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor C Fortune

RESOLVED - That the reviewed policies and procedures were accepted.

106. Atlantic Array Offshore Wind Farm

At the last Town Council meeting the Town Clerk stated she was asked to provide a projector to show Councillors the information on the DVD included in the documentation received from RWE npower renewables. After looking through the DVD it was apparent that there was no presentation but just the report, so after consulting with Councillor Christine Gwyther it was felt that to present the DVD would waste the Council's time so all Councillors had been sent a copy of the report.

107. Pennar vacancy

The Town Clerk stated that she had received letters from two applicants wishing to be considered for this vacancy. She suggested that they are invited to be interviewed at the meeting of 24th November 2011, which members agreed.

108. Committee vacancy

The Town Clerk informed members that there was a vacancy on the Joint Twinning and Tourism committee, she asked if any members would be interested, Councillor P E George commented that as Councillor M Colgan already attends the meetings, that she would be a good candidate. Members agreed that Councillor M Colgan should fill the vacancy on the Committee.

109. Noticeboard- renewal

The Town Clerk commented that the noticeboard situated outside the Pater Hall was looking past its best. She informed members that the key to one of the locks had broken in the lock and would have to break into the lock in order to gain access to the board.

There is a report attached with proposals to renew the noticeboard. It was questioned whether the locks could just be fixed and repair any faults Councillor P Gwyther commented that the noticeboard was in need of replacement and stated that as it was a community noticeboard, that it may be worth the Pater Hall Trust sourcing a grant for a new one with the Town Council funding any shortfall. Members agreed that to ask the Pater Hall Trust to look at this.

109. Road safety at the junction of A4075 and A477 at Nash Fingerpost

The Town Clerk informed members that she had received the following from Mr Hugh Colley the Clerk to Pembroke Town Council.

"Following discussion, it was resolved to write to the Trunk Road Agency to express concern regarding the accident record at this location.

Pembroke Town Council is of the opinion that the current road layout, lack of signage and road markings coupled with excessive speeds approaching the junction from Pembroke (A4075) is a significant contributable factor to the poor accident record / near misses at this location. In particular problems are caused by long vehicles crossing the west bound carriageway when turning right from Pembroke.

Therefore, I will be writing to various agencies, local MP & AM with a request that an urgent review be conducted of this junction with a view to improving its configuration and erecting additional signs etc.

I would be grateful if you would bring this matter to the attention of your respective Councils with a request that they lend their support by writing to the Trunk Road Agency requesting that an urgent review be conducted"

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor T Wilcox

RESOLVED – That a letter of support to the Trunk Road Agency is sent from the Town Council.

110. Financial Assistance

The Town Clerk informed members that she had received the following email from Mr Matt Done, Community Youth Worker at Pembroke Dock Youth Centre, asking the Town Council for financial assistance

"My name is Matt Done and I am employed as a Community based youth worker and also manage Pembroke Dock Youth Centre. Youth people, myself and colleagues are planning a residential to take 14 young people from Pembroke Dock to Northern Ireland Belfast during Easter 2012. This opportunity will give the young people hopefully a very positive, cultural experience away from their own community. We intend to build a relationship with another youth group whilst there so we can develop future links through youth exchanges. As you can imagine the cost of such a venture is expensive to say the least with the ferry crossing, cost of a minibus, cost of youth hostel accommodation, places of interest and feeding the young people so on.

So we as a youth group would be very grateful if the Town Council could see the benefit in such a rewarding opportunity for the young people themselves by helping and supporting with a donation towards the trip."

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor M Murton

RESOLVED – That the Youth Centre are awarded £250 to help towards the trip to Belfast.

111. Financial Assistance – Eisteddfod Genedlaethol Urdd Gobaith Cymru Sir Benfro 2013

The Town Clerk stated that she had received a letter from the Urdd organisation asking for financial help towards their National Eisteddfod to be held in Pembrokeshire in 2013. They expect over 100,000 visitors and 14,000 competitors for the event. A target of £12,000 has been placed for your local appeal committee; with the whole of Pembrokeshire is around £250,000 and staging the Eisteddfod itself will be over £2million. Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

112. Pembroke Dock Youth Forum

The Town Clerk informed members that she had received a letter from this youth forum asking whether the young people could attend a council meeting and also whether there were any local projects that they could be involved in. They want to make a difference to the community. I have replied explaining that they can attend a council meeting and have described the project in the Memorial park so they have contacted the Memorial park Group which will be reported to that group at their next meeting. Members agreed that it is good to work with schools too, and pleased to see the interest is there from the young people of the town.

113. Pennar Robins – letter of support from the Town Council

The Town Clerk informed members that she had received a letter from Mr Jim Anderson of the Pennar Robins asking the Town Council if they would write a letter of support which would help the organisation with any requests for grant funding. Members agreed that a letter of support should be sent.

114. European Commission Position on LNG Marine Risk Assessments in Milford

Haven-Safe Haven

The Town Clerk stated that she had received a letter from Mr Gordon Main of Safe Haven stating that the substantive facts had not changed, namely that the elected members and civil servants did not have access to LNG spillage risk assessments for the marine side of the operations in Pembrokeshire.

The Town Clerk stated that what had changed was that the European Commission had asked the UK government to provide the public with this information.

The Town Clerk commented that she had enclosed a copy of Mr Main's letter and a letter from the European Commission. Mr Main was asking whether the Town Council would be prepared to call for the HSE to be the body with overall responsibility for the risk assessment work on the Milford Haven Waterway.

Members felt that all angles had seemed to be covered previously and did not want to support Mr Mains Letter.

115. Sunderland Trust – Funding to support the Archive Centre at the Market building

The Town Clerk informed members that the Sunderland Trust had asked for a grant of £2,500 to help support the archive centre and contributing to the key post of Archive manager/Curator which is crucial to the development of and public access to the Pembroke Dock Heritage Collection. This post was initially funded through a Government Workways scheme and has since been supported by MHPA Community Fund. Latterly the Sunderland Trust has supported this post but due to limited resources we cannot continue in the long term.

Members commented that this should be sent onto the Joint Tourism and Twinning Committee for funding as it is aimed more towards Tourism.

116. Bobath Cymru

The Town Clerk stated that she had received a letter from asking the Town Council to consider making a grant to them to help them provide ongoing therapy to over 350 children living with cerebral palsy throughout Wales. Members stated that due to the policies set in place they could not award financial assistance to this organisation as its activities fell outside of Pembroke Dock.

117. Planning

Cllr S Perkins and D Earl declared an interest

11/0554/PA

Mr C McCosker
Gainsborough Dairy Hse
Dorset

10 Meyrick Street
Pembroke Dock

**Change of use of 1st 2nd and
3rd Floors to four flats and
Associated works**

Members had no objections to the planning application, but raised concerns regarding the vast number of vacant flats already within Pembroke Dock, members requested for the Town Clerk to write to the County Council to highlight these concerns.

118. Winter Festival

Councillor S Perkins informed members that the Winter Festival was due to take place on Friday 9th December starting at 5pm at the Youth Club on Bush Street, she stated that the theme for this year was the twelve days of Christmas. She commented that Samba Doc would lead the procession and that there would also be a fire display at the youth centre beforehand. Councillor S Perkins commented that the group are desperate for helpers in the parade and also stewards, she stated that she had contacted the Quins to see if they would be able to help out but more helpers would be needed.

119. Grants paid to the Pater Hall Community Trust from the Town Council.

Councillor Sue Perkins commented that she had asked the Town Clerk to produce figures showing the grants given to the Trust and also the amounts paid to the Town Council from the Trust.

	31.3.07	31.3.08	31.3.09	31.3.10	31.3.11	31.3.12
Total to PHCT	£37,000	£53,845.88	£63,771.17	£30,804	30,151.71	£17,000 (without salary costs)
Total from PHCT	Not available	£10,627.66	£42,129.44	£25072	£25937.00	
Net Amount	£37,000	£43,218.22	£21,641.73	£5732.00	£4214.00	

Grand Total granted to the Pater Hall Community Trust since 2006/7 is £128,805.95. It was commented that there has been a lot of financial assistance given to the Pater Hall Trust in previous years and members felt that they could not see an end, it was commented that in previous discussions after a period of time the Pater Hall Trust would take on staff and become self-sufficient, Councillor S Perkins questioned when would this be as a timescale would be needed.

120. Proposals from the Finance group to the Town Council

The Town Clerk stated that the minutes of the latest meeting of the Town Council have been sent out to all Councillors at the behest of the group.

She stated that she had received an email from Councillor Phil Gwyther with regard to these minutes and the proposals in them.

The First proposal from the finance group to the Town Council was:-

**PROPOSED BY Councillor D Earl
SECONDED BY Councillor K Becton**

RESOLVED: The Finance group recommend that Town Council should seek a formal written request from the Pater Hall Community Trust for financial grants. As stated in the Grant Application form copies of accounts should accompany the request.

Councillor Phil Gwyther had stated:-

"The first proposal from the minutes of the Finance committee on Oct 11th that the Trust be asked to formally apply for a Grant is based on a mistaken assumption. The minutes list the Proposal at the last meeting to add £5000 to the budget as a request for Funding by the Pater Hall Community Trust.

This was NOT the case. This was not a request from the Pater Hall Trust.

This was a proposal by five town councillors at the meeting. Why should these five councillors have conditions attached to their request to include £5000 in the budget when proposals such as giving a Grant of £7000 to the Summer Festival Committee and £8000 to the Memorial Park Committee were passed without comment or any such conditions. Are they asked to provide a formal written request each year? Of course not.

We rely on and trust the councillors on those various committees to run things as they should be and accept they will always do their best for the town and get value for money. Are we saying the Five Councillors representing this council on the Pater Hall Trust are not so trustworthy or capable of getting value for money? It is outrageous to try to turn the five councillor trustees (two ex mayors and the current deputy mayor) into second class councillors whose views at full council meetings can be disregarded by another three councillors in this way. They are working really hard to improve this

hall for the benefit of the town council and the people of Pembroke Dock .

I asked at the last meeting if a formal proposal was needed for putting the £5000 in to the budget as I was keen to see a vote for the council to clearly demonstrate support for the Trust in improving the hall. The town clerk said it wasn't needed. I accepted that and assumed it would go back to committee as a proper decision of council.

We now seem to have a situation where three councillors taking part in a later committee meeting have ignored this recommendation from the council and put forward a different proposal. Why do we bother having council meetings if council decisions are not followed?

This is precisely the sort of thing our county councillors are always complaining about at County Hall.

How ironic that these tactics are appearing here."

Members of the Finance committee commented that they felt upset that a fellow councillor felt that way about the committee. It was stated that as the Pater Hall Trust is a separate entity to the Town Council then they are an outside body, which requires a formal funding request and accounts from the Pater Hall Trust.

The second proposal from the Finance group to the Town Council is:-

**PROPOSED BY Councillor D Earl
SECONDED BY Councillor K Becton**

RESOLVED That the Finance group recommend £2,000 is removed from Legal fees and £1,000 is removed from office equipment. Giving £3,000 for allocation to Pater Hall Community Trust once a formal grant request is received.

"Councillor Phil Gwyther has stated:-

Amendment to the motion proposed by Finance Committee at their Oct 11 meeting , (proposed By Councillor D Earl and seconded by Councillor K Becton.)

Amendment proposed by Cllr Phil Gwyther

That the original suggestion from the full council meeting on 29th September of a grant of £5000 towards building improvements (stage work and ceiling) be approved.

Also that this grant payment be conditional and only paid following upon the successful approval of the current application for a Welsh Office CFAP grant.

BACKGROUND INFORMATION

The approved ERDF grant of £144,162 for work at the Dimond Street end of the building has already been match funded by two years Town Council grants of £10,000 and £5,000. Making a total of £159.162.

Spreadsheet attached showing how the money will be spent over the project.

The CFAP grant applied for is £62,700 for stage work/ sound/lights and acoustic ceiling etc. There is no Match Funding required by Welsh Assembly rules from this particular Fund.

However, estimates are already 12 months old and as the Trust will be retendering for the work to be done next summer, it is very reasonable to assume that the final costs will exceed the grant due to inflation. This is where a £5000 grant from the council will give some reassurance that we will not be forced into cutting corners on this part of the project.

£5000 is less than 8% of the stage project costs – surely a wise investment by the council"

The proposal from the Finance group and the amendment from Cllr Phil Gwyther need to be considered by members

The third proposal from the Finance group to the Town Council is:-

PROPOSED BY Councillor K Becton

SECONDED BY Councillor D Earl

RESOLVED: The Finance Group recommend that the Town Council keep the percentage of salary costs to 70% for the year 2012/2013

It was agreed by members that a special Council meeting should be arranged to discuss issues surrounding the Pater Hall, it was agreed that the meeting shall take place on Thursday 1st December at 6.30pm at the Council Chambers in the Pater Hall.

121. Remembrance Services

The Town Clerk reminded members that the dates for Remembrance Services this year were;

Friday 11th November - Freshwater West - 10.30 for 11am

Saturday 12th November - Military Cemetery Pembroke Dock - 2.45 for 3pm

Sunday 13th November - Pembroke - 10.30am parade to Cenotaph for 10.50am

Sunday 13th November- Pembroke Dock - 2.30 at Blue School parade to Cenotaph

90. SUPPLEMENTARY REPORT OF THE TOWN CLERK

122. Letter from Maxine Rolls

The Town Clerk stated that recently Council has given donations to Dan and Beth, Mrs Rolls' son and his dance partner. She stated that she had received a letter from Mrs Rolls including photographs to show how well the young people are doing in their dance field. Mrs Rolls is very grateful to the Council for their support for her son yet again.

123. Irish Ferries

The Town Clerk informed members that she had received an answer from the Ferry Company and they too received the same letters, again none of the three letters were signed so they had no address to respond to.

They confirm that the ferry terminal was only open at times to accommodate the ferry arrivals and departures and that it is not viable to do otherwise. They explain that as the young people in question may have had rail/sail tickets there is no way the company would have known when these travellers were going to catch the ferry so would have no way of informing them of any issues with the Ferry. As there has been a downturn which has led to a reduction in foot passengers they say that there is no strong business case for this to be improved.

124. Dyfed-Powys Police Joint Community Consultative Meeting 2011.

The Town Clerk stated that she had received notification from the police that there is to be a joint community consultative meeting to be held on 1st November at 6.45 pm in Pembrokeshire College in Haverfordwest. The meeting will start promptly at 7 pm and last about 1.5 hours.

125. New Traffic Orders

The Town Clerk informed members that she had copied the proposed traffic orders. She commented that if Members had any comments to make with regard to these that the comments should be sent to the Town Council offices before the 10th November so they may be passed on to Mr John Price in the County Council.

126. Pembroke Dock Market

The Town Clerk informed members that she had copied a letter received from Mr Henstredge of the County Council, regarding Pembroke Dock Market. Members felt that a letter should be sent to express concern about finding suitable premises for the stall holders especially the Butcher and fishmonger who require refrigeration facilities.

127. Waste and Recycling

The Town Clerk stated that she had received information that the County Council had reviewed the days that refuse and recycling materials are collected from Pembroke Dock. She commented that from the week of November 21st the Pembroke Dock collection will be on Wednesday the 23rd and subsequent Wednesdays.

128. Argyle Surgery

The Town Clerk informed members that copies of the minutes and presentation from the meeting with Argyle Surgery was on the table for members to review.

91. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

92. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton informed members that she had recently attended a meeting with the Police Forum, she commented that Young members of the community had approached officers regarding fundraising for the skate park, it was suggested that a Day Marathon took place at the Youth Club. The Marathon took place between 10am and 10pm. Councillor D Earl commented that he attended the fundraising day and stated that £750 was raised.

Councillor M Murton commented that the priorities for this coming month were the Golf club and Golf course, Hobbs point and Albion Square.

93. NOTICE OF MOTION – PATER HALL TOILETS

Councillor P Gwyther proposed that Rule 31 a) and 31 b) of Standing Orders shall be complied with and dates of all committee meetings shall be properly advertised to all councillors.

BACKGROUND INFORMATION

Town Council Standing Orders (Our Constitution)

31 a) A member of the council, who has moved or seconded a motion, which has been referred to any committee or sub committee, shall have notice of the meeting of the committee or sub committee at which it is proposed to consider the motion. He/she shall have the right to attend the meeting, and if he/she attend, shall have an opportunity of explaining the motion and speaking but shall not have the right to vote.

31 b) Any member of the council shall, unless the council orders otherwise be entitled to be present as a spectator at any committee or sub committee of which he is not a member.

Councillor P Gwyther commented that these rules had been consistently broken recently and motions debated in committee without the presence of the proposer or seconder. Councillor P Gwyther believed that most councillors were completely unaware of dates of most committee meetings. He stated that in effect this turns them into secret meetings – an unacceptable situation for an open democratic council.

Councillor P Gwyther did not believe that many councillors would want to attend as spectators but the option should be given. He questioned how can members have the opportunity to attend if they don't know when they are? Councillor Phil Gwyther also said that it is unfair if proposals which are referred back to committee are debated in secret without proposers having a fair hearing.

It was commented that meeting dates are available and open for all members to attend, and there is no such thing as secret meetings, as after every meeting the minutes are circulated to all members.

Councillor Andrew McNaughton questioned if there was a seconder for this motion. No one seconded the motion so it fell.

**94. FINANCIAL REPORT
Accounts for Payment**

Date	Description	Amount	Payment Method
Sept 2011	Glow Sticks- Winter Festival	£200.99	

Sept 2011	Stationary - Printer ink	£99.00	
Sept 2011	Xmas Lighting items –Clingfilm, cable ties etc	£4.52	Petty Cash
Sept 2011	Postage	£12.96	Petty Cash
Sept 2011	Stationary – Paper	£2.67	
22/09/2011	Stationary – Envelopes	£2.50	
22/09/2011	Postage – Town Council minutes	£19.66	
27/09/2011	Swalec – Albion Square Street Light	£29.76	CHQ 100108
30/09/2011	Postage 1 st Class stamps	£8.03	
02/10/2011	Clarity Copiers- Service Charge	£3.78	BACS
10/10/2011	Postage	£11.68	
10/10/2011	Stationary	£20.77	
10/10/2011	Deficient Postage	£1.12	Petty Cash
13/10/2011	Postage	£15.00	

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

Date	Description	Amount	Payment Method
30/09/2011	Festoon String Lighting – Festive Lighting	£540.00	BACS
06/10/2011	P Dock Festival Group - Grant	£4,500.00	BACS

ACCOUNT RECEIPTS

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SALARIES AND WAGES

06/09/2011-05/10/2011	Salaries and Wages	£3614.57
06/09/2011-05/10/2011	Tax and NI	£861.58

ACCOUNT BALANCES

21/10/2011	HSBC Current Account	£11910.38
21/10/2011	HSBC Premium Account	£71003.01

It was

**PROPOSED by Councillor S Perkins
SECONDED by Councillor P E George**

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

95. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Price lists for Christmas Dinner

96. COMMUNITY ISSUES

Councillor P Kraus commented that there was to be the annual fireworks display at Pembroke Dock Cricket club on November 5th

97. PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor M Murton

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.