

At a Meeting of Pembroke Dock Town Council
held at the Pater Hall, Pembroke Dock on
Thursday 29th September 2011

PRESENT:

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

IN ATTENDANCE:

Moirsa Saunders- Town Clerk
Sarah Scourfield – Assistant Town Clerk

71. APOLOGIES FOR ABSENCE

Apologies were received from Councillor K Becton, T Wilcox & K Higgs

72. DECLARATIONS OF INTEREST

There were no declarations of interest from members

73. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from the members of the public

74. MINUTES

It was

PROPOSED by Councillor C Fortune
SECONDED by Councillor J Phillips

**RESOLVED - That the Minutes of 01st September 2011 are
adopted as a true record.**

75. MATTERS ARISING FROM THE MINUTES OF 28th JULY 2011

Minute 61 - Residents parking concerns

The Town Clerk informed members that she had received a reply from Pembrokeshire County Council regarding Mrs Mannings concerns which were attached to members papers.

Minute 78 Christmas Lighting

Councillor P Gwyther commented that the agreed amounts to be spent on Christmas Lighting should be stated in the minutes, as members of the public do not see the proposal which was put to council at the previous meeting. The Town Clerk agreed that this would be added.

Spends agreed for the Christmas Lighting were:

BUDGET		£13,000.00
P Brockway Electrical Tender	£4450.00	£ 8550.00
P Brockway Electrical Extra maintenance work needed	£1000.00	£ 7550.00
String Lighting for Meyrick Street	£ 450.00	£ 7100.00
Refurbishment of snowman, Candles and Lantern	£1170.00	£ 5930.00
Estimated electricity costs	£ 750.00	£ 5180.00
Hire of Starburst column motifs x 11	£2,728.00	£ 2452.00
	per year	

Minute 90- Memorial Park Planning Application

The Town Clerk informed members that the Planning Application had been passed by Pembrokeshire County Council on 13th September 2011.

76. REPORT OF THE TOWN CLERK

92. Budget for 2011/12

The Town Clerk informed members that she had enclosed a proposed budget sheet for the next year on behalf of the Finance Group who have met recently and are proposing acceptance.

She stated that the precept amount that has been arrived at was slightly below the

existing precept so represents a standstill budget.

Councillor P Gwyther questioned why there was no money being allocated to the Pater Hall, he commented that something should be granted. It was stated that there was already £18,000 towards salary costs for cleaning and caretaking in the budget for the Pater Hall as well as the £7000 for the rental of offices, a total of £25,000. Councillor P Gwyther commented that the Pater Hall Trust pay the Town Council £25,000 so that the two figures equate each other.

It was questioned at what point will the Pater Hall Trust be self-sufficient, Councillor P Gwyther commented that the Town Council should be contributing to the building. Councillor S Perkins commented that the proposed upgrades are supported but stated that as the budget is public money and members have to understand where the money is going.

Councillor P Gwyther commented that the work on the Pater Hall is proposed to cost approximately £150,000, he stated £10,000 has come from the Town Council, there is £32,000 currently in the Pater Hall Building fund and £2,000 in the current account. He stated that the problem which the Trust are currently facing is that the work has to be completed before the funds will be released which will leave the Trust low on funds until the grant has been released.

The Town Clerk informed members that reserves for the Town Council were under the recommended percentage as agreed by members previously, she stated that the policy agreed stated reserves should be 25-33% of precept which is a figure of £37,000-£44,000 but advised that reserves were currently approximately £34,000.

It was agreed that the budget would be referred back to the Finance Committee to review headings to accommodate £5,000 for the Pater Hall Trust with the precept request staying the same.

93. Access on buses – issues for people with disabilities

Councillor Earl commented that residents had approached him stating that there is no schedule available for the buses with easier access and the buses often arrive at different times every day.

The Town Clerk commented that she had contacted the County Council to ask what their guidelines were and would chase up the reply and suggest that maybe a schedule should be provided.

94. The Queen's Diamond Jubilee Beacons 4th June

The Town Clerk stated that she had received an email from Major Kiff, OC E Squadron Dyfed and Glamorgan ACF asking whether the town of Pembroke Dock has anything planned to celebrate this event. Major Kiff goes on to say that he has been asked to participate in a national programme of lighting 2012 beacons across the UK and he is asking whether it is possible to use the beacon if still available. The Town Clerk stated that Major Kiff informed her that the beacon was lit on the sea front by the ASDA car park.

It was stated that the beacon is no longer available, but members commented that Ledwoods made the last beacon and for Major Kiff to contact them regarding help with a new beacon.

95. Lack of facilities in and around the Ferry terminal

The Town Clerk informed members that she had received three letters none of which have been signed, two from backpackers and one resident. She stated that the letters all bemoan the lack of facilities for young travellers waiting for the next ferry to go to Ireland. Also included are complaints about the lack of anywhere for these young people to go in Pembroke Dock whilst waiting for the next ferry. Members felt that the ferry terminal should be made aware of the issues highlighted and suggest that their advertising needs to be clearer with regards to the distance between the ferry terminal and the train station.

96. War Memorials in Pembrokeshire

The Town Clerk stated that she had received a letter from the County Council informing

the Council that they are carrying out a survey of war memorials in the County to establish an up to date register and to carry out a condition survey. The letter goes on to explain that there is a War Memorial Trust which is able to offer small grants of up to 50% of the cost of repair.

97. Public exhibitions of Atlantic Array off shore wind farm Project

The Town Clerk informed members that there was to be a number of exhibitions put on by this company, there are two to be held in Pembrokeshire.

28th September between 12pm and 8pm at the Fourcroft Hotel, North Beach, Tenby

29th September between 12pm and 8pm at the Cleddau Bridge Hotel.

It was suggested that this item was brought to the next meeting with the information from the exhibition.

98. Market Street Pembroke Dock

The Town Clerk stated that as most will be aware a large hole has opened up in Market Street and on the request of the Mayor she had contacted Highways to determine what the issue is that was causing the problem as it has happened previously.

The Town Clerk commented that the email received in reply informs that Welsh Water are on site to resolve the issue and it appears as if the void that has formed as a consequence of a failure of the sewage infrastructure. The County Council are overseeing the repairs and the Streetcare team are involved.

99. Chair of any meeting between the Pater Hall Community Trust and the Town Council

The Town Clerk stated that Councillor Phil Gwyther had asked for this to be included.

Meetings between the Trust and the Town Council need to be scheduled. The Town Council is represented by the Chair of Personnel and the Chair of the Finance group and the Town Clerk.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor C Fortune

RESOLVED - That the Town Clerk is to become chair for meetings between the Town Council and The Pater Hall Community Trust.

77. SUPPLEMENTARY REPORT OF THE TOWN CLERK

100. Coastguard Consultation

The Town Clerk informed members that she had received a response to the Consultation with regard to the latest review by the Maritime and Coastguard agency. The response to this consultation is due by 6th October 2011. The Town Clerk suggested that members read the document and should there be anything that needs changing or added that they contact her before the 6th October. She stated that if no comments are received then she would make the attached response to the document.

101. Possible Market Closure

Councillor McNaughton commented that there was an article in the Western Telegraph stating that rumours are spreading that the Market Traders will be moved, but no contact has been made by the County Council to the traders. Members felt that if the market was to move then it should be in the town centre. After discussion

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor C Fortune

RESOLVED - That a letter of support is sent to The County Council in support of the market staying where it is.

78. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

79. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE

BODIES

Age Concern

Councillor M Colgan stated that she attended a meeting with Age Concern to decide if the group would change to Age UK or stay with Age Concern Pembrokeshire. She commented that if the group were to change to Age UK there would be a lot of changes implemented in the organisation. Councillor M Colgan stated that it was decided that the group would stay as Age Concern Pembrokeshire as they received most of their support locally.

Police Forum

Councillor M Murton commented that she had recently attended a Police Forum meeting; she stated that Geoff Sutton from The County Council attended the meeting to discuss the parking issues in Pembroke Dock. She stated the Mr Sutton explained why certain actions were taken and the main roles of the Parking Enforcement officers. Councillor M Murton stated that Mr Sutton answered all questions asked and was very helpful. Councillor M Murton stated that the priorities for this month were skateboarding and Hobbs point toilets.

80. NOTICE OF MOTION – PATER HALL TOILETS

It was

PROPOSED by Councillor P Gwyther
SECONDED by Councillor C Fortune

That the Toilet facilities at the front of the hall are opened for Public use 9am till 1pm.

Councillor P Gwyther commented that the County Council has a public facilities grant scheme which gives £500 a year for this purpose. They also provide signage free of charge. Councillor P Gwyther stated that Pembroke Town Council already opens its toilets to the public through this scheme and felt Pembroke Dock should follow their example. He stated that the grant will not cover all the cost involved but as the toilets are already on the daily cleaning schedule it should not be a great extra cost.

Members stated their fears of vandalism to the toilets it was stated that screens would be purchased to try and ensure that access was only gained to the toilets. After discussion it was agreed that costings for the screens and staff should be brought to the next Town Council meeting on 27th October.

81. FINANCIAL REPORT

Accounts for Payment

The following accounts are submitted for approval of payment:-

Date	Description	Amount	Payment Method
24/08/2011	Postage for Minutes 1 st September	£15.31	
31/08/2011	Postage	£23.27	
01/09/2011	Sarah Fletcher – Minute taking 1 st September	£23.97	BACS
5/09/2011	Clarity Copiers	£6.18	CHQ 100102
13/09/2011	BDO – External Audit Fee	£690.00	CHQ 100104
14/09/2011	BT - Internet	£125.96	BACS
14/09/2011	Petty Cash top up	£30.00	
15/09/2011	Swalec – Pump House	£28.47	CHQ 100105
21/09/2011	PCC – CCTV contribution	£1705.00	BACS

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

Date	Description	Amount	Payment Method
30/08/2011	SLCC – Conference	£60.00	CHQ 100101
01/09/2011	Sunderland Trust – 1940s art competition	100.00	BACS
05/09/2011	Bush Nurseries – Hanging Baskets	£1675.00	BACS
13/09/2011	Santes Ffair afterschool club – Grant	£200.00	CHQ 100103
19/09/2011	P Brockway – Christmas Lighting maintenance	£1302.00	BACS

SALARIES AND WAGES

06/08/2011-05/09/2011	Salaries and Wages	£4,091.04
06/08/2011-05/09/2011	Tax and NI	£993.99

ACCOUNT BALANCES

22/09/2011	HSBC Current Account	£1,1267.15	25/08/2011
22/09/2011	HSBC Premium Account	£80,999.53	25/08/2011

It was

PROPOSED by Councillor S Perkins
SECONDED by Councillor C Fortune

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

82. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

Councillor C Gwyther suggested the Atlantic Array Presentation is added to the agenda for members to see the detail of the proposal.

83. COMMUNITY ISSUES

Pembrokeshire County Council ESTYN report

Councillor S Perkins updated members on the progress of Safeguarding children issues with Pembrokeshire County Council. She commented that there has been new progress groups put in place with new chair and vice chair which are clearing workload and dealing with issues in the ESTYN report, she stated that the groups meet monthly at present.

Councillor S Perkins stated that there has been a safeguarding seminar held and that training had been set up for new councillors and members of the cabinet. She stated that there was a seven point plan to be put into place with the County Council on board with all changes. Councillor S Perkins informed members that she is fighting for Union representation for employees.

Argyle Surgery meeting

Councillor C Fortune reminded members that she was due to meet with members from Argyle surgery and questioned if any members had questions that they would like to be put forward, members stated that the main issue is the consistency of the appointment system.

Bicentenary Meeting

Councillor P E George informed members that there was a Bicentenary meeting to be held on Monday 3rd October at 6.30pm.