

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 30th May 2013

PRESENT: Councillors A McNaughton, P Kraus, M Murton, K Becton, M Colgan, P E George, D Earl, P Folland, A Lee, C Fortune, J Phillips, A Wilcox, K Higgs & J McNaughton.

IN ATTENDANCE:

Moira Jenkins - Town Clerk
Sarah Scourfield – Assistant Town Clerk

The Mayor Councillor J Phillips welcomed Councillor J McNaughton to Pembroke Dock Town Council and wished her well during her term as Councillor.

8. APOLOGIES FOR ABSENCE

Apologies were received from Councillors S Perkins & P Gwyther.

9. DECLARATIONS OF INTEREST

There were no declarations of interest.

10. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no members of the public present

11. MINUTES 04th APRIL 2013

It was **PROPOSED by Councillor M Murton**
SECONDED by Councillor C Fortune
RESOLVED - That the Minutes of 04th April 2013 are adopted as a true record.

12. MATTERS ARISING FROM THE MINUTES OF 04th April 2013

163 - (157 Community Issues)

The Town Clerk informed members that a new member of staff had been employed to supplement the street cleaning and also work in the Memorial Park. She commented that she had approached the Chamber of Trade with regards to the use of the Street hoovers which they purchased, it was agreed that the staff would work with the Chamber of Trade to enable full use of the hoovers and any other cleaning items.

169- (Village Green Pennar)

It was questioned if there was any official update with regards to the Village Green Registration; the Town Clerk commented that she had informed members at the meeting of 09th May 2013 verbally that the County Council had agreed registration of the village green in Pennar and that she had received documentation to confirm this.

13. MINUTES 09th MAY 2013

Councillor P Folland commented that she had seconded the proposal for Councillor P E George to become the Deputy Mayor.

The Town Clerk stated that there were a few omissions on the appointment of members to serve on outside bodies and council committees. She stated that Councillor J McNaughton agreed to be a member on the Consultative Documents Committee and the Town Scape Heritage Initiative Steering Committee is no longer running. Councillor P Folland commented that she was nominated as a third trustee on the Pembroke Borough Silver Band.

It was **PROPOSED by Councillor M Colgan**
SECONDED by Councillor P Folland
RESOLVED - That the Minutes of 09th May 2013 are adopted as a true record.

14. MATTERS ARISING FROM THE MINUTES OF 09th May 2013

There were no matters arising from the minutes.

15. REPORT OF THE TOWN CLERK

16. Access to Town Council meetings and offices for people with disabilities.

The Town Clerk stated that she had been asked to progress this issue. She commented that she had asked Mr Alan Hunt to survey the Pater Hall with a view to access to Town Council meetings and to the office and his response was as follows

“After meeting the caretaker at the Pater Hall last Wednesday it seems that the proposed improvements to the Hall have little impact on the services which the Town Council offers from the existing office so my previous comments of Jan 2011 still apply.

Is there a ground floor room or a discreet place in the lobby which could be used to meet people as per my paragraph highlighted in red below? This will help people who can't access the existing office but will not help people wanting to attend meetings in the Council Chamber.”

Comments from Jan 2011

“The Equality Act 2010 states that service providers such as town councils must make reasonable provision to allow disabled people to access their services and meetings. This duty is anticipatory and provision must be made as soon as is practicable. In the case of Pembroke Dock Town Council, the location of the offices and council chamber on an upper floor will be inaccessible to some disabled people including some wheelchair users, older people and people with impaired mobility.

- If it is thought that improvements to Pater Hall will be carried out in the near future and that these improvements will make access to the Town Council Offices and Council Chamber possible, then it may be reasonable to await the improvements and stay in the existing premises.*
- If the proposed improvements mean that the Pater Halls front entrance is made fully accessible, including to wheelchair users, you could consider providing a reception call point/intercom in the main entrance lobby. There should also be a visual indicator that the call bell/intercom in the lobby is working for the benefit of people with hearing loss.*
- If it is unlikely that improvements to the Hall will help access to the Councils offices and chamber, or if improvements are unlikely at all consideration should be given to relocating to other more accessible premises.*
- In the short term the Town Council should consider holding meetings in a more accessible building, perhaps the library or a local school so that all members of the public including disabled people can freely access the meetings. The existing call bell in Lewis Street should be painted to make it more visible and a new sign provided to draw attention to it. It would also be beneficial to provide contact details – telephone numbers, email addresses etc – near the call bell so that people have an alternate means of communicating with the office from home or by mobile phone. This information should be publicised as widely as possible.*

The presence of the stair lifts prevents the use of handrails on both sides of the stairs to the detriment of people who rely on handrails to ascend or descend; they also restrict the available clear stair width. The clear stair width should be checked to make sure that it does not compromise emergency evacuation.”

The Town Clerk stated that as this issue was one that concerned the Town Council's responsibilities with regard to the Equality Act 2010 she suggested that she organised a meeting between Councillors and Mr Hunt to determine those responsibilities and whether they are being met. Then discuss the outcome of this meeting with the Pater Hall Trust.

It was commented that now the changes had been made to the front of the Pater Hall there was now disability access on the side of the building which accessed the foyer and the main hall and also there was an office available for use when needed. It was stated that this was a good step forward but it did not solve the issue of the Town Council meetings even with having the chair lift, it proved difficult getting the wheelchair up the stairs, Councillor P E George stated that the Pater Hall trust were hoping to get wheelchairs for use on the first floor rooms to help alleviate the pressures of transporting wheelchairs up the stairs, but it would not help independent

wheelchair users. Councillor M Murton stated that consideration was also needed for staff of Town Council, as if any member of staff had a disability or issue they could not be expected to walk back and forth between the office and foyer. It was questioned if the Town Council should consider moving premises; it was commented by Councillor P E George and M Colgan that if this happened then they would leave Pembroke Dock Town Council. After discussion

It was

PROPOSED by Councillor A McNaughton

SECONDED by Councillor M Murton

RESOLVED That members of the Town Council would meet with the disability access officer of the County Council Mr Alan Hunt

The Town Clerk asked which members would like to be included in the meeting, Councillors M Murton, M Colgan, C Fortune, J McNaughton, J Phillips, P E George & D Earl volunteered.

17. Mayoral allowances

The Town Clerk stated that currently the Town Council pay the Mayor £3,200 and to the Deputy Mayor £620. These payments are meant to ensure that the individuals who become Mayor and Deputy Mayor are not out of pocket due to their activities as Mayor.

The Town Clerk informed members that it was suggested that some of the more general items of expenditure would include:-

Clothing

Partner's clothing

Donations to Charities

Collections

Purchase of raffle tickets, flag days etc.

Sending flowers on own initiative

Personal hospitality (including lunches and dinners) not instigated by the Council

One off events personally organised by the Mayor.

The Town Clerk commented that in the past the allowance had been given to the Mayor and Deputy Mayor without the Council having any knowledge of how that money was spent and paid to them in one lump sum at the start of the year. The Town Clerk informed members that last year the allowance was paid in four installments not in one lump sum.

The Town Clerk stated that she had sought the views of other Town Clerks and the Monitoring Officer and these allowances are dealt with in various ways. Also reading the SLCC forums this was mentioned and dealt with in different ways. These different methods include,:-

- **Only paying the mayor on receipt of expenditure**
- **Paying the mayoral allowance in full at the start of the mayoral year**
- **Paying the mayoral allowance either monthly or quarterly**

The monitoring officer's advice was that the allowances should be fully accountable and form part of the Council's expenditure. Also the Mayoral allowances that are granted by this Town Council seem to be larger than most others.

Generally Mayors in the different towns will attend virtually the same number of civic events; local events may of course vary. To be sure that the Town Council was fully transparent in the way that the finances are operated as it was public money the Town Clerk proposed

That the Mayoral allowances continue to be paid quarterly to the Mayor and the Deputy Mayor.

That the Mayor and the Deputy Mayor keep records and receipts, where feasible, of all expenditure from the allowance so that this can be audited as part of the expenditure of the council.

It was commented that most of the allowance is spent during the first few months of becoming mayor as all the events are towards the beginning of the term after further discussion it was agreed that how the allowance was paid would be left with the Mayor to decide each year with records and receipts of spends kept where possible and made available to the Town Clerk.

18. China in the Chamber-ownership

The Town Clerk informed members that she had been asked to discover whether the china which is normally kept in the Chamber kitchen belongs to the Town Council or is the property of the Pater Hall Trust. She stated that when the SLA was signed it was agreed that the ownership of the contents of the Hall was transferred to the Trust. Was the good china included in that transfer or does it still belong to the Town Council. Members confirmed that the china belonged to the Town Council

19. Policies and procedures

The Town Clerk informed members that she had included the following proposed reviewed policies in members' papers:-

Advice note for protocol for hearings
Complaints procedure
Disciplinary Policy
Equal opportunities Policy
Lone working policy
Sickness and pay Policy
Sickness Certificate

The Town Clerk stated that she had discussed the changes with the Personnel Committee and had their recommendation to Council to adopt these policies. Members agreed that the reviewed policies are adopted.

20. SLCC membership for the Town Clerk.

The Town Clerk informed members that membership for to Society of Council Clerks was now due. The fee this year was £162. The Town Clerk stated that membership of this organisation had been invaluable to her in the execution of her job, both for advice on day to day issues and for specific problems.

Members agreed that the membership is renewed.

21. Citizens Advice Bureau-Financial Request

The Town Clerk informed members that the CAB in Pembrokeshire was seeking financial help to maintain its day to day running. She commented that as everyone knows financial help was becoming very difficult to obtain. Members commented that as this was a national organisation this application fell outside of its policies.

22. Possible new Duties on Town/Community Councils

The Town Clerk stated that she had received an email from Pembrokeshire County Council describing possible new duties on this council. She commented that as Council understands there are duties and powers that refer to this council. There are few duties (compulsory) and many powers (optional).

Community/Town Council websites

(1) A community council must make available electronically—

(a) Information on how to contact it and, if different, its clerk including—

(i) A telephone number;

(ii) A postal address;

(iii) An email address;

(b) Information about each of its members, including—

(i) The member's name;

(ii) How the member may be contacted;

(iii) *The member's party affiliation (if any);*

(iv) *The ward which the member represents (where relevant);*

(v) *Any office of the council held by the member;*

(vi) *Any committee of the council to which the member belongs;*

(c) *The minutes of the proceedings of the council's meetings and (in so far as is reasonably practicable) any documents which are referred to in the minutes;*

(d) *Any audited statement of the council's accounts.*

Requirement to give public notices electronically

A public notice given by a community council must, be published electronically."

The Town Clerk stated that a meeting was set up two weeks ago by the Monitoring Officer to discuss these issues with Town & Community Council Clerks. The Town Clerk informed member that the Assistant Town Clerk and herself attended that meeting. The Town Clerk commented that she was secretary to the group and Sarah was representing the Town Council. Representatives at the meeting who have not yet developed a web site expressed a desire to meet the duty by working more closely together. A more detailed options paper on how websites could be hosted and developed will be produced in the next month. Welsh Government has made grant funding available to assist community councils however the precise terms and conditions attached to the grant are not entirely clear.

The Town Clerk informed members that currently the Assistant Town Clerk was developing a website which does hold the information, and more, that was now available to the public. This development has been produced at a minimal cost and will be developed further once the workload reduces in the office.

Sustainable development

The Town Clerk stated that the Sustainable Development White Paper (the consultation ran from December 2012 – March 2013) suggests that all community councils should be subject to a new duty. This duty will require that sustainable development be embedded within strategic decision making processes and that organisations clearly identify the outcomes that they are working to. Effectively any development that is undertaken by the Town Council must be made with a "green" approach.

The proposals suggest that the duty should be introduced incrementally with organisations such as Natural Resources Wales from 2015, principal local authorities from 2016 and community and town councils from 2017.

The Town Clerk informed members If enacted, this duty will be much more onerous than simply creating and maintaining a website. However proposals are relatively fluid and it is possible that, following consultation, the proposal to make all community councils subject to the duty will be withdrawn. A draft Bill is expected around July 2013.

23. Public Toilet Provision in Pembrokeshire

The Town Clerk stated that she had received a letter from Pembrokeshire County Council informing Council that as a cost cutting exercise the number of public toilets managed and operated by them will be reduced.

Two of the three public toilets in Pembroke Dock are to be included in the closures, the one on Front street and at Hobbs Point.

The running costs of each of these toilets are:

Front Street £1183

Hobbs Point £8682

The Town Clerk informed members that the County Council before making a final decision were approaching town and community councils to determine whether any want to take over the operation and management of these facilities. The County Council point out that there are cost savings that can be made including using volunteers to clean and maintain the buildings or the use of a donation box.

After discussion it was agreed that Pembroke Dock Town Council would not take on any of the public conveniences.

24. Pembroke Dock Cricket Club

The Town Clerk stated that she had received a request for some financial support from this cricket club. The Club was a long standing organisation that had a membership of 87 which included people from the age of 12 to 83 years old. The Club has applied for the ECB Clubmark Accreditation that was awarded to them in April this year.

They are looking for help with the following:

Cricket Kit-shirts and trousers (£375)

To purchase a Bowdry water remover (£575)

A batting cage (£1,250)

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor C Fortune

RESOLVED - That £200 is donated to Pembroke Dock Cricket Club

25. All Wales Coastal Path-workshop

The Town Clerk stated that she had received an email from Pembrokeshire Tourism informing members that there will be a workshop available to them.

“The all Wales Coastal Path is certainly putting our corner of the world on the map and raising Wales’s profile worldwide. However, the experience is only as good as the stories we tell along the route and the welcome we extend to walkers.

South West Wales Tourism Partnership wishes to support communities lying along the coastal path to develop skills and knowledge of how best to welcome visitors and make the most of this tourism opportunity for the region. As such, it has set up a Sense of Place programme to work with communities to gather key information and help you make sense of what about your area will be attractive and interesting to visitors and walkers.

To begin this process, Sense of Place Specialist, Angharad Wynne has been engaged to work with community groups along the coastal region to provide, through a series of workshops, enhanced skills and knowledge about information resources and the coastal path, and importantly, gather information that may be used to promote your stretch of the path. This information will include local history, folklore, insights into life in these communities today, traditional fayre, the artists, musicians and writers that have been inspired by the coastline and of course the rich and diverse flora and fauna.

We would like to invite you to join this workshop, which will focus on a 2km breadth (ie inland) of the coastal path along the South Pembs stretch of the coastal path. (we are looking from Nolton Haven to Amroth) You have been selected because of your involvement with visitors and your knowledge or insight into the area and your input is important for this work.

One of the outputs of this project will be a local Coastal Path Sense of Place toolkit for the tourism and hospitality industry in your area, and some additional information resources and articles that can be used to inform and inspire our visitors.

The uniqueness of Wales’s history, language and way of life are distinctive tourism assets which help us when competing with other countries for visitors and it is up to us all to do whatever we can to enhance our guests sense of our corner of Wales and Welshness. This in turn spreads the word and helps enhance your

region and Wales's status in a fiercely competitive tourism market - which of course, benefits us all.

This day will equip you with a deeper appreciation of what makes your area unique, special and attractive to visitors. It will also provide you with ideas and inspiration about how you can use this knowledge in your activities and how you can make the most of having one of the world's best walking routes on your doorstep.

*You are invited to join us at the **Giltar Hotel, Tenby on Friday 7th June 2013**. The day will begin at 9.30 with a coffee and a chance to catch up with others from your region before the formal part of the day begins at 10am. The day is designed to be interesting and enjoyable as the group uncovers and rediscovers the wealth of culture and heritage that surrounds their community and places nearby. The day will end by 4.30pm”*

Councillor T Wilcox commented that he would like to attend this event.

26. Town Regeneration

The Town Clerk stated that she had received an email from Mr Martin White of the County Council informing that he was due to prepare an update report for the June meeting of the County Councils Economy Overview and Scrutiny Committee on town Centre regeneration. Mr Martin White stated in his email that he had received written confirmation from two town councils that they are prepared to make a financial contribution towards delivering regeneration projects in their town, and he wrote to advise members of this and to afford them the opportunity of considering whether they wish to make a similar contribution for Pembroke Dock.

After discussion it was felt that members wanted to wait to see what ideas would be brought forward for town centre regeneration in Pembroke Dock before they considered making a contribution.

27. PALC –Domain Name

The Town Clerk informed members that she had received an email from Mr George Allingham who is the Chair of PALC plus a conversation on this topic had taken place.

Mr Allingham has discovered that the Town Council owns the domain name of PALC. Mr Allingham is asking whether the Town Council will relinquish this ownership and has proposed the way forward on this. It is at the expense of PALC and would not cost anything for the Town Council.

After discussion it was agreed that the domain name is transferred to PALC.

16. SUPPLEMENTARY REPORT OF TOWN CLERK

13. Internal Audit

The Town Clerk informed members that the internal audit had taken place and a copy of Mr Scourfield's report was sent out in members' papers last week. She commented that this was the first process of the end of year audit.

The Town Clerk stated that the reserves are yet to be finalised but are substantially higher than before. She commented that this was because of the savings over budget that have been made by Sarah and herself over the last 4 years. The Town Clerk informed members that once the reserves had been finalised she would report further.

14. PALC –Membership

The Town Clerk commented that she had received an email from PALC (Pembrokeshire Association of Local Councils) asking whether the Town Council would like to renew the membership of the organisation. The fee would be £158.00.

After discussion it was agreed that the Town Council would not renew its membership with PALC.

15. Citizen's Advice Bureau – AGM

The Town Clerk stated that she had received an email from CAB asking whether anyone wishes to attend their AGM. It will be held on Wednesday 12th June 2pm to 5pm at the Picton centre Haverfordwest.

“At the AGM the Trustees and Management of Pembrokeshire Citizens Advice Bureau will report on the Bureau's activities and present the annual accounts.

There will be interesting ‘Diversity Nibbles’ prepared by staff and volunteers. Inspired by world cuisines, the food will demonstrate the cultural diversity and culinary interests of our team.

Take part in a light-hearted quiz after the formal business and meet our staff and volunteers. The quiz will be based on the food you have eaten to round off your experience of the taste of diversity which Pembrokeshire CAB offers.

Whoever you are, a Pembrokeshire resident or someone from a public or voluntary organisation or a private business we would love to see you so we can celebrate the work we do together to support the people of Pembrokeshire.

17. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

18. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton commented that she had recently attended a Police Forum meeting she commented that the same priorities were highlighted as stated in the last meeting. Councillor M Murton informed members of her disappointment that two of the PCSO's who were invited to the Mayors Civic Dinner did not attend even when they confirmed their attendance.

St Mary's School

Councillor M Colgan informed members that there was a new head teacher starting at St Mary's School in September.

Dr Jones Charity

Councillor P E George stated that the Dr. Jones Charity is going to be deciding on some applications which they have received from local youngsters of the community to help them through college.

Argyle Medical Group

Councillor C Fortune informed members that she had attended a number of meetings with Argyle Medical Group to assist in making the surgery easier accessible to members of the public and to help iron out any current issues. She commented that previously she had received no minutes or action plans from these meetings but stated that there was a new system in place to educate doctors, and that blood test information can now be gained from reception. Councillor Fortune also informed the meeting that she was now a part of the Patient Participation Group (PPG) at the Argyle Medical Group

Summer Festival

Councillor D Earl commented that the Summer Festival brochure was in front of members, and urged that Councillors helped at the events laid out within the brochure.

19. ACCOUNTS FOR PAYMENT

Date	Description	Amount	Payment Method
28/03/2013	Postage	£18.00	
09/03/2013	Perfect PC's	£400.00	
09/04/2013	Amberol - Carriage Charge	£24.00	CHQ 100176
09/04/2013	Pembrokeshire County Council Tax	£2204.00	
09/04/2013	Princes Gate Water	£5.94	
09/04/2013	Swalec Electricity - Street Lighting Albion Square	£29.76	CHQ 100177
09/04/2013	Furniture-Desk	£88.00	CHQ 100178
09/04/2013	Zurich Municipal - Insurance	£2561.97	
10/04/2013	Pembroke Dock Festival - Summer Festival	£6000.00	
10/04/2013	Postage	£81.60	
15/04/2013	Amazon- Work Safety Gear	£45.85	
18/04/2013	BT Business - Internet Services	£83.38	
18/04/2013	Princess Gate Water	£21.02	
18/04/2013	Voltage Switch - Generator	£20.00	
18/04/2013	Encompass - Grant	£450.00	
19/04/2013	Petrol for Strimmer	£5.00	
19/04/2013	Wilkinson - Office Equipment	£10.85	
19/04/2013	Princess Gate Water	£17.78	
29/04/2013	Adept Dry Cleaners- Mayoral Robes	£14.70	
29/04/2013	Bt Business - Phone Bill	£92.76	
02/05/2013	Postage	£1.19	
03/05/2013	Princess Gate Water	£11.88	
07/05/2013	Postage	£38.40	
07/05/2013	AB Solutions - Printer Ink	£333.00	
09/05/2013	Xerox Printer Link - Andrew Lockwood	£333.00	
10/05/2013	Amberol - Matting and Wicks	£120.00	
14/05/2013	Sage - Licence Plan Renewal	£186.00	
14/05/2013	Callamango - Civic Dinner flowers	£108.00	CHQ 100189
17/05/2013	Eurooffice - Stationary	£56.78	
17/05/2013	Uniform - Part time caretaker	£204.42	
20/05/2013	JSJ Hotel LTD - Civic Dinner	£1508.50	
20/05/2013	Printmeit.com Ltd - Festival Group leaflets	£318.00	

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

Date	Description	Amount	Payment Method
04/04/2013	Bush School Nurseries- Hanging Baskets	£2025	
04/04/2013	Street Art Project	£200	
04/04/2013	Pennar Robins AFC Junior Festival	£100	
04/04/2013	Pembroke Dock Community School Holiday Club	£100	

ACCOUNT RECIEPTS

Date	Description	Amount

SALARIES AND WAGES

06/03/2013-05/04/2013	Salaries and Wages	£3824.10
06/03/2013-05/04/2013	Tax and NI	£946.39

ACCOUNT BALANCES

28/03/2013	HSBC Current Account	£4884.98
28/03/2013	HSBC Premium Account	£32356.83

It was **PROPOSED** by Councillor P Folland
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.

20. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There were no items to be added to the agenda for the next meeting.

21. COMMUNITY ISSUES

Victorian Post Box

It was commented that there was an old Victorian post box located on Pembroke Street, which was previously covered with Perspex to protect. It was stated that this Perspex had now been broken which has left the Post box exposed to the elements, it was questioned if something could be done to fix or if it could be moved to an indoor location this to stop it deteriorating any further.

County Council maintenance issues

It was commented that the pot holes around the town were starting to be filled in, but highlighted that Commercial Row needed some attention as the white lines needed repainting.

It was commented that complaints had been received regarding the footpath from Tremeyrick Street down to Wilkinsons, it was stated that this issue would be passed to the County Council.

It was stated that the chicanes on Essex Road was in need of some attention as they were full of weeds it was stated this would be highlighted to the County Council.

It was commented that complaints had been received regarding some loose paving slabs outside Barclays Bank in Dimond Street, It was stated this would be highlighted to the County Council.

Road to B&Q

Members were informed that the road leading up to B&Q was going to be repaired in the next month, it was stated that the road was owned by Tesco.

Youth Centre Wall

It was commented that the wall outside the Youth Centre had now been painted, it was stated that the painting would be digitally enhanced onto banners which could be moved around the town.

22. MAYORS REPORT

The Mayor commented that she had been very busy and had attended a number of events including
Pembroke Mayor Making and Civic Service
Battle of Atlantic weekend
Spit Fire talk
Cruise Liner with visitors from Australia and New Zealand
Haverfordwest mayor making

23. PRIVATE AND CONFIDENTIAL

It was

**PROPOSED by Councillor A McNaughton
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.