

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 05<sup>th</sup> September 2013

**PRESENT:** Councillors A McNaughton, J McNaughton, M Murton, M Colgan, P E George, J Phillips, S Perkins, P Kraus, D Earl, C Fortune & P Gwyther

**IN ATTENDANCE:**

Moira Jenkins – Town Clerk  
Sarah Scourfield – Deputy Town Clerk  
Amanda Dillaway – Admin Support Officer

**64. APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K Higgs, A Lee, P Folland and T Wilcox.

**65. DECLARATIONS OF INTEREST**

Councillor Andrew McNaughton declared an interest in Pembroke Dock Cricket Club who had submitted an application for a grant.

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

There were no questions from the members of the public present.

**67. MINUTES OF 5<sup>th</sup> September 2013**

It was **PROPOSED by Councillor P Kraus**  
**SECONDED by Councillor M Murton**  
**RESOLVED - That the Minutes of 5<sup>th</sup> September 2013 are adopted as a true record.**

**68. MATTERS ARISING FROM THE MINUTES OF 5<sup>th</sup> September 2013**

**Victorian Stamp Machine**

It was questioned if there was any progress with the replacement of the Perspex for the machine. The Town Clerk commented that the office still had not received any correspondence on this issue.

**Recycling Bins in Pembroke Dock**

It was questioned if the locations of the new recycling bins had been decided on yet. The Town Clerk stated that the question had been asked again but the County Council were still to make any decision on the location of the bins.

**69. BUDGET PROPOSALS 2014-2015**

**Grant Criteria Proposals**

At a recent meeting of the Finance Committee the Town Clerk presented a formalised set of criteria to use when assessing any Grant Applications received:

1. Pembroke Dock Town Council must be promoted as sponsors on projects that have been funded by them.
2. Pembroke Dock Town Council will receive a progress report on the specific funded project before the end of the financial year in which the grant is paid and certainly before another grant is applied for.
3. The organisation applying for a grant must show that other grants have been sought.
4. Of the people benefiting from the grant, the majority must be in Pembroke Dock.
5. The Town Council must be assured that the organisation is viable and worthwhile.

The Town Clerk sought agreement from the Committee to implement these criteria. It was commented that

these are sensible points and should be adopted.

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor A McNaughton**

**RESOLVED - That the Grant Criteria are adopted.**

#### **Grant Applications Pembroke Dock Town Council 2014-2015**

The Town Clerk informed the Committee that the following applications had been received and discussed at the recent meeting of the Finance Committee. The amount that the organisation had applied for is noted below but in some cases the Finance Committee had proposed awarding a different amount. The Town Clerk commented that these applications should be considered alongside the newly adopted Grant Criteria.

Before considering the applications, Councillor Gwyther voiced a concern that the Town Council could be seen as a "Funding body" with monies to award that are not necessarily available. He felt that there are at least another 25 groups within the town and would we therefore received an avalanche of applications next year. It was questioned whether the Town Council should advertise the availability of these grants at all. However, it was commented that advertising is a good idea and that completing an application does not automatically mean the request will be granted. All applications should be agreed on merit.

#### **Wings over Pembrokeshire - £500.00 - Finance Committee proposed £250**

A musical group that allows people with disabilities to express themselves through music/singing.

Workshops are held in Merlins Bridge and have been for some time. They have just started the workshops in Pembroke Dock, 2 Wednesdays a month at the Harlequins Rugby Club.

They currently have 20 regular people attending but expect that to rise. They estimate 70-80% of attendees are from Pembroke Dock.

The grant will be used to pay musician's expenses venue hire charges. The accounts appear to show that they have £8449 which includes some grant money not yet spent. They are currently making a loss on each Pembroke Dock session but this they hope to change.

They have also applied to the co-op Community fund.

It was

**PROPOSED by Councillor D Earl**

**SECONDED by Councillor M Murton**

**RESOLVED - That the grant of £250 proposed by the Finance Committee is paid to Wings Over Pembrokeshire**

#### **Pembroke Dock Pensioners Friendship group - £200.00 - proposed by the Finance Committee**

This organisation provides a friendly and safe environment for senior citizens, to help alleviate social isolation. They provide a range of activities and guest speakers along with a coach trip once a month.

They have 45 members, all from Pembroke Dock.

The grant would help towards coach trips as well as events such as an Easter Tea, Christmas Tea and Christmas dinner.

They have not applied to any other funder.

Their accounts show a balance on 26 July 2013 of £2464.48

Councillor C Fortune proposed that the Friendship Group are awarded £250 which was seconded by Councillor M Colgan. However, Councillor S Perkins proposed the award of £200 which was originally proposed by the Finance Group. This was seconded by Councillor A McNaughton. There followed a vote of the Committee for each amendment and following this vote

It was

**PROPOSED by Councillor D Earl**

**SECONDED by Councillor M Murton**

**RESOLVED - That a revised grant of £250 proposed by the Committee is paid to The Pensioners Friendship Group**

## **Friends of the Memorial Park - £9,000 - proposed by the Finance Committee**

The Friends of the Memorial Park was set up to improve the play facilities in the Park. So far the group have achieved a great deal but there is more needed.

To date the group have taken responsibility of the tennis courts and have built a BMX Track, which is the only one of its kind in Pembrokeshire.

This financial year with the sponsorship of the Town Council the group have renewed play equipment in the children's play area and replaced the dilapidated safety surface for a new one. This area has been well used as has the BMX track.

The Group are anxious to build a skatepark in the area next to the BMX track and all permissions have been granted. Some £13,000 has been agreed from Pembrokeshire County Council with the group matching this amount out of their funds. A number of grant applications have been made this summer and the group are awaiting the results of those grants.

The group will use any grant given by the Town Council to help build the skatepark and towards the maintenance of the areas for which they currently have responsibility.

The group realise that the Town Council have been very generous in the past and hope that this grant is agreed. The group do also accept that direct funding of this kind has a limit and are setting out plans that will make the need to approach the Town Council for funding unnecessary.

The majority of children and families using the park facilities will be from Pembroke Dock.

The current balance is £19,098.27 some of this amount is to be spent in match funding the Community Regeneration grant of £13,000 from Pembrokeshire County Council, the remaining amount will help towards the insurance of both play areas and the cost of general maintenance and extra play equipment in the children's play area.

It was commented that the Friends of Memorial Park will not always be requesting funds from the Town Council as there would be a natural end to the development and installation of facilities at the park. It was questioned why there was a continued problem with raising funds for the skatepark. This is due to the current difficult climate and it is just harder at the moment. However, importantly the group are already 50% of the way to raising the required £62,000.

It was questioned whether making the skatepark smaller would expedite the development of it due to the costs being less. The proposed skatepark would be similar in size to the one in Tenby, ie approximate size of a tennis court, so it is not large anyway. Councillor S Perkins commented that the police had requested the development of the skatepark as they felt it would help towards the current levels of Anti-Social Behaviour by youngsters in the town by giving them something to use themselves. In fact it was commented that a group of youngsters had carried out some of their own fundraising and had raised £700 toward the total required.

It was questioned whether further play equipment for the smaller children should be installed prior to the skatepark as other towns around Pembrokeshire had already got bigger and better play areas. Councillor S Perkins stated that the original remit of FOMP was to include the skatepark and the addition of this would take the youngsters away from the existing children's play area and that she agreed that the park should have both extra play equipment and the skatepark, however further fundraising would be required. It was commented that the skatepark was an important addition to the park and we should back the grant application.

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor A McNaughton**

**RESOLVED - That the grant of £9,000 proposed by the Finance Committee is paid to Friends of Memorial Park**

## **Pembroke Dock Festival Group**

Current bank balance £1345.95

### **Summer Festival - £7,000 - proposed by Finance Committee**

The Festival group are a community group that organise the summer festival, which includes a week long programme of events. These events include a street party in the town and a fun day for families in the Memorial Park.

Most events held during the week in June are free or very reasonably priced. This event has been well attended and successful sometimes despite the weather.

Applications are made to local and national firms large and small every year. Also to Communities First and PAVS

The grant will be used to fund the entertainers and artistes and to fund any workshops that are held.

It is felt that 95% of people attending come from Pembroke Dock and that 2000 people attend during the course of the week.

Councillor D Earl urged the Committee to award the grant to enable the Festival to continue.

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor M Murton**

**RESOLVED - That the grant of £7,000 proposed by the Finance Committee is paid to Pembroke Dock Festival Group**

### **Winter Festival - £4,500 - proposed by Finance Committee**

The festival group organise a lantern parade in the town to welcome Father Christmas and celebrate Christmas. This work is done in conjunction with the Town Council.

Workshops are held for all parts of the community in which the lanterns are made in readiness for the parade. The workshops are held in schools and community centres with the intention of bringing together people of all ages and ability.

Approximately 1000+ people join the parade with about 98% from Pembroke Dock. The grant will be used to pay for materials and design artists to facilitate the workshops.

Applications are made to local and national firms large and small every year. Also to Communities First and PAVS.

It was commented that the Winter Festival and Lantern Parade are now seen as “part of Christmas” within the Town.

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor J McNaughton**

**RESOLVED - That the grant of £4,500 proposed by the Finance Committee is paid to Pembroke Dock Festival Group**

### **Pembroke Dock Encompass Group - £450.00 – proposed by Finance Committee**

The group was formed to bring people out in the community to work and communicate together providing support and forming friendships. The aims of the group have grown over the years with the group assisting more and more people of the local community with advice, training and activities than expected. To enable more work to be done the group have a permanent base.

This grant will cover the cost of insurance as a one off cost.

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor S Perkins**

**RESOLVED - That the grant of £450 proposed by the Finance Committee is paid to Pembroke Dock Encompass Group**

**Pembroke Dock Civic Society - £200 - Finance Committee propose**

The Pembroke Dock Civic Society aims are to foster civic pride in the town. The Society members wish to organise a kite flying competition on Saturday 13th September 2014 to form a part of the bi-centenary celebrations. The grant will allow the society to pay for insurance and prizes to be awarded.

The competition will provide a source of entertainment for both young and old. There is an intention that a workshop will be held on the Saturday prior to the competition to enable kite making to take place.

As this event is to celebrate the bi-centenary of the town the Society feel that their membership should not be expected to bear all the costs associated with putting on this event.

Current bank balance = £393.98

It was

**PROPOSED by Councillor P George**

**SECONDED by Councillor C Fortune**

**RESOLVED - That the grant of £200 proposed by the Finance Committee is paid to The Civic Society**

**Pennar Robins AFC - £10,000 - Finance committee propose £2,000**

The club's aim is to provide an outlet for grass roots football in the community. The Club provide football, coaching and training to some 50 adult members and 70 junior members and thus ensure fitness, wellbeing, self-esteem, self-discipline and a sense of belonging to the community. There are around 120 players and 20 non playing volunteers, 85% of which are from Pembroke Dock.

The Club are looking for funding to help build a fence around the whole of the pitch and playing area. This fence would keep dogs and dog walkers off the pitch and would also mean that better football fixtures could be arranged and maybe in time build a small stand to house spectators.

The Club are seeking funding from a military source as well as the Town Council. The club have asked for £10,000.

Their bank balance as at May 2013 is £51.59.

It was commented that the club have a good reputation within the town and it was also noted that as the club require such a large sum to complete the fencing project that they are approaching a number of organisations for grant assistance in the hope that they do get the required total amount from these sources.

Councillor P Gwyther commented that he felt a limit of 10% of such a large total would be sensible.

It was

**PROPOSED by Councillor P Gwyther**

**SECONDED by Councillor J Phillips**

**RESOLVED - That a revised grant of £1,000 is paid to Pennar Robins**

**Pembroke Dock Cricket Club - £875 - Finance Committee propose**

The aims of the club are to foster and promote the sport of cricket at all levels within the community and within sport, providing opportunities for recreation, coaching and competition.

The Club are striving to provide the best facilities for playing cricket which include coaching. The club members are 87 in number, 24 junior and 34 senior players. The majority of members live in Pembroke Dock.

The Club will be applying to a community chest.

The grant would go towards a bowling machine, hire of a sports hall and transport to that hall.

The accounts show that the club have around £6,200 available to them in 2012.

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor P Kraus**

**RESOLVED - That the grant of £875 proposed by the Finance Committee is**

## paid to Pembroke Dock Cricket club

### **Pembroke Kickboxing/Boxing Club - £1,500 - Finance Committee propose £1,000**

The club run boxing and kickboxing martial arts classes at Admiralty Way in Pembroke Dock. They cater for Junior fitness classes, ladies keep fit-kickboxing/self-defence classes and senior boxing. The aim of the club is to try and get the local young people to join the organisation and help them build self-confidence, a healthier lifestyle and fitness training in a controlled environment.

Approximately 60 people attend classes.

The grant will be used for upgrading equipment such as kick shields, boxing gloves, padded flooring, leg and head protection, medicine balls and general gym equipment.

It was questioned whether this was a charitable organisation or a club. It was confirmed that this was a club and patrons pay for each class they attend.

Councillor C Fortune proposed a revised grant amount of £500 and this was seconded by Councillor J McNaughton. A vote of the Committee members followed and

It was

**PROPOSED by Councillor C Fortune**

**SECONDED by Councillor J McNaughton**

**RESOLVED - That a revised grant of £500 is paid to Pembroke Kickboxing/Boxing Club**

### **Pater Hall Community Trust 70% Salary approximately £12,000 - Finance Committee propose**

The Pater Hall Community Trust has applied for a grant of 70% of salary costs from the Town Council.

Approximately 300 people per week use the building, with the large majority from Pembroke Dock. The grant would enable the Trust to pay for a professional caretaker to give a better service to the users of the building.

A profit and loss statement is to follow.

Councillor P Gwyther stated that unfortunately there was no Profit and Loss account available as it would comprise of his own estimate rather than confirmed actual figures. He went on to state that the Trust lost around £2,800 in the financial year to March 2013 and although the Trust does continue to get grants, that additional support is still required. Councillor Gwyther also stated he thought the number of people who use the building was underestimated and feels it is probably nearer 500 per week.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor C Fortune**

**RESOLVED - That the grant of £12,000 proposed by the Finance Committee is paid to Pater Hall Community Trust**

### **Grove and Castle Street Community Group - £500 - Finance Committee propose**

This group has been set up for Castle and Grove Street residents. It was founded by Pembrokeshire Housing and it only supports the residents of the housing association. The group aim to bring their community together. The group aims to put on activities for the children.

The group also offers advice on housing and neighbourhood watch. The most recent being a day with Purple Routes who organised play events with the children. The group want to be able to provide the children with these activities which would mean them buying their own equipment.

The group wish to purchase sports equipment, rounders kit, football posts, netball stands and games kit. The group have had 60 to 100 people involved in the activities all from Pembroke Dock.

The group have also applied to Pembrokeshire Housing for funding.

The bank balance in June was £644.24.

Councillor S Perkins stated that she could not support this application as it is known that housing association residents already get more financial support from their Housing Association. If this application was to support a specific event or project then this could be viewed on the merit of that request.

It was therefore proposed that no support was given to Grove & Castle on this occasion but the group should be advised to reapply in future for specific events/projects.

It was

**PROPOSED by Councillor A McNaughton**

**SECONDED by Councillor M Murton**

**RESOLVED - That no support be given on this occasion**

### **St Patrick's Community Hall - £2,000 - Finance Committee propose**

St Patrick's hall committee have applied for a grant.

The committee aim to provide a substantial community facility for the benefit for the people of Pennar and the surrounding area. The Hall is a well maintained, self-sustaining community facility run by the community in Pennar. The Hall has full disabled access and facilities.

The Hall is well used by tenants and residents of Pembroke Dock who attend a variety of activities on offer at the Hall. The committee run regular fundraising events for the Hall. They work closely with the Pennar and Bufferland Tenants and residents association.

The number of people using the Hall in the year April 2012 to March 2013 was over 12,000 with the large majority being from Pembroke Dock.

The grant would be used in two ways:

To assist with running costs, the lease payment this year is £500 with insurance at £850; both are likely to increase in the coming year. As the number of users increase in the Hall so the maintenance costs increase.

Pennar is suffering as a result of the chip shop, pub and Spar shop closing. This has had an effect on minimising social areas to gather and chat. The Hall Committee has agreed to open a community tea room in autumn 2013 in the Hall. The tea room will provide cheap, healthy meals for the community in a safe friendly environment. The hall committee will be spending about £1,000 from their funds for equipment and to upgrade the kitchens. This grant could help provide more equipment for the Hall such as chairs and tables to be used outside for the tea room.

The committee have applied to Lottery's people and Places fund for £28k to have the entire exterior of the hall re-rendered and the exterior pathways and entrances upgraded.

It was

**PROPOSED by Councillor P Gwyther**

**SECONDED by Councillor M Colgan**

**RESOLVED - That the grant of £2,000 proposed by the Finance Committee is paid to St Patricks Community Hall**

### **Pembroke Dock Bi-Centenary Group - £2,363 - Finance Committee propose**

This group aim to promote the celebration and commemoration of Pembroke Dock's bicentenary in 2014.

By celebrating the Bicentenary we aim to raise awareness of this town's unique history and to improve the self-esteem and community spirit of Pembroke Dock. The group wish to reprint the "Mrs Peters History of Pembroke Dock".

Mrs Peters' book has been out of print for a hundred years and is a valuable resource for those interested in the town's history.

The group have unrestricted funds of £10,179.63 available to them.

It was commented that the book could do with an update prior to the reprint – perhaps to enable it to be more appealing to children.

It was

**PROPOSED by Councillor S Perkins**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED - That the grant of £2,363 proposed by the Finance Committee is paid to the Bi-Centenary Group**

**Contact the Elderly - £500 - Finance Committee propose no support**

This organisation aims to encourage very elderly people (75+) living alone to develop social interest by bringing companionship into their lives also to help them establish social contact with those who are similarly placed. They aim to encourage volunteers to devote some time to help out.

Volunteers provide personal face to face support by meeting one Sunday a month at a volunteer's home for tea.

This is a national charity. This charity have yet to meet in Pembroke Dock.

The grant would be used to promote tea parties, develop a library lending service with Kindles. Also to cover the costs of downloads to the 4 Kindles.

The accounts provided are of the national organisation with only one figure for Wales.

It was commented that this is a good idea but does not fulfil our Grant Criteria.

It was

**PROPOSED by Councillor S Perkins**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED - That no support is given at this time**

**Pembroke Dock Guide Unit - £858 - Finance Committee propose**

Mrs Geraldine Butland has applied on behalf of the Girl Guide unit in Pembroke Dock asking the town council to help out with renewing tents for the girls to use whilst camping. They need to replace two tents at £429 each.

The aim of the unit is to help girls and young women develop emotionally, mentally, physically and spiritually so they can make a positive contribution to their community and wider world. They try to give opportunities to have fun, build friendships, gain valuable life skills and make a positive difference to their lives and communities.

They have between 49 and 63 girls who are members of this group. Around 60% of the girls involved are from Pembroke Dock.

The current bank balance is £210.29.

It was

**PROPOSED by Councillor A McNaughton**  
**SECONDED by Councillor J Phillips**  
**RESOLVED - That the grant of £858 proposed by the Finance Committee is paid to Pembroke Dock Guide Unit**

**Bethel Baptist Church - £4,833 - Finance Committee propose no support**

Bethel Baptist Chapel is looking to refurbish their toilets to enable people with disabilities to use them easily. They have been able to refurbish the building with many grants. They provide a restaurant once a week to provide good meals at a reasonable price. They offer whole person support wherever necessary.

Approximately 4 to 60 people benefit from the services provided by the Chapel, with nearly all of them from Pembroke Dock.

They have £3,500 available funds.

It was

**PROPOSED by Councillor S Perkins**  
**SECONDED by Councillor A McNaughton**  
**RESOLVED - That no support be given at this time**



**Stackpole Walled Garden Mencap - £800 - Finance Committee propose no support**

Stackpole provide support for people with a learning disability working with PCC social services and Pembrokeshire College. The site provides accredited training and social development skills. The garden produce is sold in the walled garden and is used in the new café.

Approximately 50 students participate weekly with 6 students from Pembroke Dock.

The grant would be used for signage at the gardens to help people find the gardens so that it can be supported financially.

Many visitors from Pembroke Dock enjoy visiting the gardens.

It was commented that this is outside the remit of the Town Council grants, therefore

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor S Perkins**

**RESOLVED - That no support is given at this time**

**Pembroke and Pembroke Dock Town Rider Service - £3,500 - Finance Committee propose £1,750**

I have received a letter from Pembrokeshire County council explaining that the Town Rider service may not be funded to run in 2014/2015. This service provides wheelchair accessible door to door transport for disabled people and those without access to conventional bus services.

Services have had to be scaled down due to a change in funding. The funding is not guaranteed for 2014-2015.

The number of people using this service from Pembroke Dock is 4 with a total number of journeys of 76. Originally only all Wales Concessionary Bus Pass holders could use the service and it was free, but with the changes in funding anyone can use the bus at a cost of £4.

It cost £3500 to run this service.

Pembroke Town Council has also been asked for some funding help.

It was proposed by Councillor S Perkins that a decision on this application is deferred until it is known whether Pembroke Town Council will be offering additional funding. This was seconded by Councillor J McNaughton, therefore

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor J McNaughton**

**RESOLVED - That a decision on the grant application is deferred until the next meeting**

The Town Clerk then referred the Committee to the financial spreadsheet appended to the meeting papers drawing their attention to the responsible position of holding 25-33% of the precept as reserves.

The proposed precept for 2014/2015 will be £150,720 which is the same as the current financial year.

The Town Council has accepted this budget for 2014/2015, the community organisations will benefit greatly, the precept stays the same as it has for some years, there are now acceptable reserves and the service given to the Town will be improved and enhanced.

It was

**PROPOSED by Councillor S Perkins**

**SECONDED by Councillor P Gwyther**

**RESOLVED – That the proposed budget for 2014-2015 be accepted**

**70. REPORT OF THE TOWN CLERK**

**68. Joint Twinning & Tourism**

At the September Town Council meeting, it was resolved that £2000.00 should be allocated from next year's budget to the twinning funds to help pay 70% of the costs of a Bergen band to visit Pembroke Dock and Pembroke. At that meeting the Town Council were informed that Pembroke Town Council would be asked the same question.

It was noted that subsequently Pembroke Town Council decided that they would grant £2000.00 to the Twinning fund but that it could only be used for hospitality (winning and dining) not go towards accommodation. The Town Clerk had spoken to the officers and they had been asked by their council to write to the Twinning Committee explaining that proviso. So although the £2000.00 from Pembroke Town Council will be paid into the bank account of the Twinning Committee it will have to be considered as restricted funds, not to be used for paying for anything other than winning or dining.

It was commented that members of the Twinning Committee were now fundraising to put toward the additional costs of accommodation and, along with some small balance remaining from the £2,000, it was felt that there should be sufficient funds to cover 70% of the final costs including accommodation. It was further noted that the Chair of the Twinning Committee would be contacting Bergen to advise of the decision not to include accommodation costs.

It was questioned to make any decision that all relevant information should be provided and without this, an informed decision could not be made correctly.

Councillor P Gwyther noted that Pembroke Town Council would in fact be making two donations to this twinning visit, with one payment of £2,000 being made from their 2013-14 budget and again from their 2014-15 budget whereas the Town Council of Pembroke Dock have put aside the donation from 2014-15 budget.

#### **69. Resignation Cllr Kate Becton**

The Town Clerk stated she had received a letter from Cllr Becton giving her resignation from the Town Council with immediate effect due to her relocation. Agreement was sought to notify the Elections Officer.

#### **70. Regeneration Town Team-Report**

The Town Regeneration Team was formed at a meeting held on 10th September 2013 and have since met and agreed on priorities which include Painting of Bollards, looking at ways of encouraging travellers from the ferry into the town centre, hanging baskets and flower fountains, signage for the town centre, street markets and town events.

It had been suggested within the group that a soapbox derby could be held within the town using Meyrick Street. The group have agreed to gain public opinion on this idea to try and move this forward to attract tourists to the area.

The group are due to meet with Martin White, Head of Regeneration of the County Council and Ben Blake, Traffic Engineer of the County Council on Thursday 10th October to discuss signage and a number of other issues in the area.

#### **71. Pembroke Dock Safe Routes in Communities**

There is the intention to construct a footway along Wavell Crescent as part of the safe routes project. The construction work was due to start in the week of 23rd September. It was also commented that a further £400,000 bid for Pennar was to be made for next year.

#### **72. Pembrokeshire County Council's Adopted Local Development Plan (LDP)**

The Town Clerk stated on February 28th 2013 the Council adopted a LDP for Pembrokeshire. The adopted LDP now forms the development plan for Pembrokeshire and will be the basis for decisions on land use planning in this area. We have a copy of this in the office and it is available on line on the Council's website.

#### **73. Fortnightly Collections of Black Bags and Glass**

From the 14th October 2013 the County Council will be stopping the weekly collections of black bag rubbish and glass recycling. Instead the black bags and the glass will only be collected once a fortnight. The collections of the orange recycling bags and the food waste will continue to be done every week.

A small number of properties that currently do not receive food waste and glass collections, such as some flats and houses of multiple-occupation, and these will continue to receive weekly collections until they can access the additional services.

#### **74. Paterchurch Tower**

The Paterchurch Tower is a Scheduled Ancient Monument (PE380) registered with CADW and a grade 1 listed (14391) building.

The Scheduling takes precedence over the listing when it comes to consent and enforcement issues.

The Town Clerk stated that after speaking to the County Council any changes proposed to the usage of the buildings or to the fabric of the building have to be made to CADW. This process is not an easy one with no guarantee of success. The prime concern of CADW is that the building is preserved and protected.

Whoever owns the building will have to maintain and preserve the building as it is. According to the officer contacted by the Town Clerk, the building needs constant maintenance in order to protect the building; this would of course be a cost to the owner(s).

Anyone who makes changes to a Scheduled Ancient Monument including usage without CADW agreement is committing a criminal offence.

The sales description includes a biodiversity clause which states "Protected species are known to be/have been present at these properties, it is therefore recommended that a Protected Species Survey should be undertaken to accompany any future maintenance, planning application or development". Should protected species be discovered then this could lead to extra expense when maintaining or repairing the building.

The cost of any repairs and ongoing maintenance should be known before purchase in order to determine whether it can be afforded by the Town Council.

The building may be in reasonable repair now but no one can predict what work will be needed to preserve the building, this is why Pembrokeshire County Council are selling it to save them the costs of repair and maintenance.

The Town Clerk referred to a response from Ms Helen Leighfield who is the County Council officer dealing with the sale of this property.

The running costs for the Paterchurch Tower for the last 5 years (2008-2013) were £1,460 and they have spent £21,350 of capital on the asset in the last 5 years (2008-2013).

The property is included in the County Council's block insurance policy so it is difficult to determine how much the Tower costs to insure.

As the Tower is a scheduled Ancient Monument and a grade 1 listed building anyone buying the building will be obliged to adhere to the restrictions placed on it by the scheduling and listing.

Councillor P George advised the meeting that she had had some family medical issues recently and had not therefore had time to form a willing committee of people to lobby the County Council to leave the tower to the community. However, Councillor George stated that she was now able to continue with the work around forming a committee and hoped to report back to the meeting soon. It was also commented that the County Council had received a bid for the Tower but the prospective bidder had heard it would cost over £100k to put vehicle access into the site.

It was further noted that CADW grants might be available and CADW would look more favourably on a community group rather than individuals. This would be good news and we should try to keep the Tower for the town.

#### **75. Military Cemetery**

The Deputy Town Clerk informed the meeting that Carillion Enterprises who manage the cemetery have completed the investigative works required and they are now aware of the works that are required to make the site safe. Work should now be underway and it is hoped for completion in time for the Remembrance Service on 9<sup>th</sup> November. As a contingency, the Royal British Legion will hold the service outside the

cemetery gates should the works not be completed in time.

#### **76. Financial Risk Assessment-2013**

The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks.

The following table attempts to identify the risks involved and recommends the necessary actions. The list is not exhaustive and Council may wish to consider other risks not identified.

The Town Clerk sought agreement from the Committee to adopt these Risk Assessments.

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor A McNaughton**

**RESOLVED – That the proposed Financial Risk Assessments be adopted**

#### **77. Financial Regulations -2013**

Again there is a document in your papers containing up to date financial regulations. May I ask that you agree to adopt these regulations please?

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor A McNaughton**

**RESOLVED – That the proposed Financial Regulations 2013 be adopted**

#### **78. Licence application - Marston's -New build on the old Jewsons site**

Marston's have applied for a premises licence for the premises yet to be built on Western Way on the site of the Jewsons store. The opening hours shown on the licence are Monday to Thursday 10.00 to 00.00 Friday/Saturday 10.00 to 00.00 Sunday 11.00 to 00.00.

The licence is for permission to have regulated entertainment and the sale of alcohol.

#### **79. Pembroke ATC**

The Town Clerk advised that we have received a thank you letter from Sgt Callum Cook thanking the Town Council for the donation made to help them visit battlefields in Normandy.29 cadets from No 3 Welsh Wing made the trip this year in August to battle sites, cemeteries and museums. They laid wreaths and wooden crosses where appropriate.

#### **80. Memorial Lamp - Albion Square**

The Town Clerk advised that the work on the Memorial Lamp was now complete – some photographs of the lamp were available at the meeting. It was commented that the contractor had done a very good job and perhaps the Town Council should arrange photographs for publication in the local media and on the website/social networking site.

#### **81. Asbestos Survey of the Pater Hall– supplied by the Pater Hall Community Trust**

The Town Clerk informed the meeting that a copy of the full asbestos survey had now been received and that works had been carried out and completed during Thursday 3<sup>rd</sup> October.

The summary of the report was made available to all Town Councillors.

This summary stated that there has been asbestos found in the building and it states that each area has been risk assessed, this was stated in the document given to Council at the September meeting.

#### **82. Planning Applications**

13/0486/AD      37 Dimond Street, Pembroke Dock (Britannia Building Society)  
Erection of internally illuminated fascia and hanging signs.

There were no adverse comments on this application and a letter of support would be submitted online via the County Council Planning Portal.

## **71. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT**

There were no items to discuss.

## **72. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES**

### **Dr Jones Charity**

Councillor P George commented she attended a meeting of this charity on 2<sup>nd</sup> October. There were 16 applications from students in the local area and a grant was given to them to help with their expenses during the 12 months of their studying.

### **Police Forum**

Councillor M Murton commented that she recently attended a meeting with the Police Forum which was well attended and lively. Pembroke Dock has a new PCSO, Mandy Goodland who has 10 years' experience and has previously worked in Crymych and Tenby. Sergeant Mark McSheenan is to be the new sergeant in charge of the PCSOs and will be starting this role on Monday 7<sup>th</sup> October. The previous month's priorities were Meyrick Street and an eviction (Section 21) that had occurred in Dimond Street.

Bet Fred staff had been asked to be more vigilant with regards to underage gambling and the Manager of the shop in Dimond Street has been asked to work with the local PCSOs to ensure youngsters are asked for proof of age.

Priorities for this month include anti-social behavior and illegal parking.

The Town Clerk added at this point that the County Council have contacted us about working with local shopkeepers in the lead up to Halloween.

### **CCTV**

Councillor M Murton updated the meeting on her recent visit to the Police Station to review the CCTV coverage within Pembroke Dock. In total there are five cameras covering the town but a concern that presently there is no CCTV coverage after Ferry Lane or between Meyrick Street and the Park. It was questioned whether the Town Council offer assistance with the CCTV and the Town Clerk confirmed that we do pay an annual amount towards the costs of providing CCTV within the Town.

It was commented by the Police to Councillor Murton that the camera that covers Albion Square needs re-siting as the trees obscure the view. It was questioned whether the County Council need to trim the trees more than once per year.

It was questioned about the camera located in Ferry Lane as originally this was sited to specifically cover a shop in that area, however, the shop had now been closed for approximately five years.

Councillor Murton commented that it is impressive how clear the images from the cameras are in daylight and at night and she went on to state that the Police are happy for any other Committee members to visit the CCTV station if prearranged by the Town Clerk.

One point further raised is that Pembroke have seven CCTV cameras in total and a question was raised as to why this might be. It was commented that Pembroke have more nighttime problems due to the nightclub within the town.

### **Pater Hall Opening Event**

Councillor P Gwyther commented that a good response had been received for the opening event on 9<sup>th</sup> October and there should be 60 guests expected. It was requested that any member of the Committee that had not yet responded, please could they do so. As part of the evening, two local youth groups would be providing entertainment – these groups regularly use the hall for their classes.

### **Winter Festival**

Councillor D Earl informed the meeting that the Lantern Parade would take place on Friday 6 December and this year's theme would be "Bearing of Gifts". If any member has any further suggestions, then these would be welcome.

On Saturday 7<sup>th</sup> December a craft fair would take place at Pater Hall. The Town Clerk also confirmed that the annual visit from Santa would also take place on this date.

**73. ACCOUNTS FOR PAYMENT**  
**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
29/08/2013	Dyfed Pensions	£323.47	
29/08/2013	A Dillaway – Postage	£17.94	
05/09/2013	S Scourfield – Printer Ink	£25.00	
09/09/2013	Princes Gate Water – Rental & WEE Charge	£21.02	
09/09/2013	Princes Gate Water – Sanitisation Service	£17.78	
10/09/2013	Swalec – Pump House	£30.37	CHQ 100202
12/09/2013	Clarity Copiers – Print Charges	£22.84	
13/09/2013	S J Scourfield - Surge Protection Leads	£31.00	
14/09/2013	1&1 Internet – fees	£9.94	
16/09/2013	S J Scourfield – Hi Viz Vests	£46.14	
19/09/2013	A Phillips – Street Cleaning Equipment	£12.00	
19/09/2013	S J Scourfield – Envelopes	£4.40	
20/09/2013	Dyfed Pensions	£239.98	
19/09/2013	A Dillaway – Postage	£24.00	
23/09/2013	Pembs County Council – CCTV Contributions	£1705.00	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>

**SALARIES AND WAGES**

06/08/2013-05/09/2013	Salaries and Wages	£4850.52
06/08/2013-05/09/2013	Tax and NI	£1160.64

**ACCOUNT BALANCES**

26/09/2013	HSBC Current Account	£60712.12
26/09/2013	HSBC Premium Account	£32362.62

It was

**PROPOSED** by Councillor J McNaughton  
**SECONDED** by Councillor A McNaughton  
**RESOLVED** - That the Town Council approve payment of

**Accounts and Salaries and Wages payments, and also approve payments previously agreed.**

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

Beagle Project – presentation from David Lort -Phillips

**75. COMMUNITY ISSUES**

- A) Councillor P George commented that she had received a call regarding booking Christmas Dinner and returning customers receive favourable pricing. It was commented that it would be unusual to visit the same establishment two years running and that further options should be investigated.
- B) Councillor M Murton commented that several residents had voiced concern over rumours of the demolition of the Pump House to make way for a new road layout. It was commented that the building is Grade II listed and following a recent survey, minor refurbishment works would take place over the coming weeks as was reported in the September minutes.
- C) It was commented that the street lighting was out in Cross Park. The Deputy Town Clerk has spoken with Western Power who confirmed that they are aware of the problem and are looking to rectify this urgently.
- D) Councillor D Earl commented on the recent incident of fishing line strung across Birdcage Walk and complimented the Deputy Town Clerk on the swift action taken with the County Council and Police to remove the fishing line before any incidents took place.
- E) It was commented on the residents of Cross Park parking on pavements. It was further commented that there are only 2 PCSOs to cover the entire town it was difficult for them to always catch illegal parking however, the County Council have taken away the powers of the PCSOs to fine the culprits of illegal parking.
- F) Councillor S Perkins informed the Committee of the Boundary Commission Report and the amalgamation of wards within Pembroke Dock. This proposal is having 2 wards instead of the current four and a decision is being made on Monday 7<sup>th</sup> October therefore views of the Committee were sought. The Committee was reminded that their view on this subject was that it would not be viable. It was commented that the wards within Pembroke Dock are too large for this to work and that no information had been supplied as to the reasoning for the proposed changes. It was further commented it would be important for the town to have more representation but multi-councillor wards may not be the right way to go. There are currently 3 hard-working councillors on this Committee that are County Councillors and is there any point in changing the wards; this would incur more reorganisation and more costs. The Committee were happy for these views to be passed verbally by Councillor S Perkins at the review meeting on Monday.
- G) Councillor P Krauss informed the meeting of a Maritime Seminar taking place in Swansea on October 16 and 17. He also commented that Gashouse Lane has a problem with litter at present.
- H) Councillor A McNaughton had received complaints about vehicles speeding in the Victoria Road, Princes Road and Market Street areas. It was commented about the introduction of calming measures might help reduce this.
- I) Councillor J Phillips had noted a problem with drains being blocked by fallen leaves outside the Pembroke Dock Community School, around the Doctors surgery in Argyle Street and in Hawkstone Road. The Town Clerk stated that the County Council will be made aware and requested to send the Gully Emptying Team.

Councillor Phillips also commented that the lighting in Albion Square did not appear to be working, however it was further commented that these lights had recently been seen in working order. It was also mentioned that the area around the Dockyard entrance was very dark.

## **76. MAYORS REPORT**

The Mayor commented that she had been very busy and had attended a number of events over the last month including

Attendance at the town Regeneration meeting

Presentation evening at Pembroke Dock Cricket Club

Attendance at the Mayor of Tenby Quarterly Reception – a regular event for the Tenby community

The Deputy Mayor, Councillor P George, had attended events in the Mayor's absence, these being:

Lloyds Bank 100 year anniversary

McMillan Coffee Morning

3 Amigos Christmas Toy Run launch event

There being no other business, the meeting closed.