

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 6<sup>th</sup> February 2014

**PRESENT:** Councillors M Colgan, D Earl, P Folland, C Fortune, P George, P Gwyther, K Higgs, A Lee, A McNaughton, J McNaughton, M Murton, S Perkins, J Phillips and T Wilcox

**IN ATTENDANCE:**

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

**123. APOLOGIES FOR ABSENCE**

Councillor P Kraus.

**124. DECLARATIONS OF INTEREST**

Councillor M Murton declared a personal interest in one of the financial assistance requests that appear on the Town Clerk's report as she has known Natasha Michaels for some time.

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

There were no public in attendance.

**126. MINUTES OF 9<sup>th</sup> January 2014**

It was

**PROPOSED by Councillor M Murton**

**SECONDED by Councillor M Colgan**

**RESOLVED – That the Minutes of 9<sup>th</sup> January 2014 are adopted as a true record.**

**127. MATTERS ARISING FROM THE MINUTES OF 9<sup>th</sup> January 2014**

**Point 106 of the Town Clerk Report – Councillor Vacancy**

It was questioned if the advertisement had been placed for this. The Town Clerk stated due to other priorities the advertisement had not yet been sent to the press however, this would be commenced by the office over the coming week.

**Point 111 of the Town Clerk Report – South Pembs MIU Closure**

It was questioned whether any response had been received from the Minister of Health. The Town Clerk confirmed that an acknowledgement had been received but not a direct response to our letter to Mark Drakeford.

**Point 112 of the Town Clerk Report – Safe Routes in the Communities**

The Town Clerk informed the meeting that Sue Lewis from Pembrokeshire County Council had confirmed that a revised bid had now been submitted for the remainder of the town. The Town Clerk further explained that changes had been introduced to the bid criteria and going forwards the proposed safe routes have to be located around schools. The value of the current bid submitted is approximately £500,000.

**Point 116 – Community Issues – St Govans Centre and Alley**

It was questioned whether a letter had been sent to the land and property owners. The Town Clerk stated that due to other priorities a letter had not yet been drafted.

**128. REPORT OF THE TOWN CLERK**

**115. Election of Mayor for 2014/15**

The Town Clerk confirmed that Councillor Pam George would become Mayor of Pembroke Dock for mayoral year 2014-2015.

**116. Election of Deputy Mayor for 2014/15**

The Town Clerk informed the meeting that ballot papers were to be completed for Deputy Mayor as 3 names had been proposed following the last meeting of 9<sup>th</sup> January. Councillor M Colgan informed the meeting that

she had decided to withdraw from the election for Deputy Mayor. Councillor A McNaughton and Councillor P Kraus were the remaining candidates for the ballot.

Following the ballot both candidates had the same number of votes and therefore the Mayor, Councillor J Phillips had the casting vote resulting in Councillor P Kraus being nominated for Deputy Mayor for mayoral year 2014-2015.

#### **117. Premises Licence Application – The Meat Feast**

The Town Clerk informed the meeting that a copy of the licence application had been received, which is a variation on an existing one. The premises are the Meat Feast at 53, Bush Street. The licence application had been sent by Michael Rowe. Mr Rowe asks that some conditions are removed. These conditions are:-

- Four members of staff on duty at all times
- Sale of alcohol only with table meals,
- No more than two persons performing live music.

The Town Clerk asked the meeting for any comments on these changes. Following a general discussion of those present where it was questioned whether this premise had any past complaints from local residents. There were no problems that were noted however the Town Clerk did inform the meeting that the Town Council would not necessarily hear directly of any noise or disturbance complaints. There were no specific comments to be passed back to the licence applicants.

#### **118. Surface Dressing Programme/Temporary traffic restrictions – South Pembrokeshire**

The Town Clerk stated that the following information had been received:-

##### *“Surface Dressing Programme / Temporary traffic restrictions – South Pembrokeshire*

*The Authority will shortly be starting its surface dressing/patching programme which will take place along various roads throughout the County.*

*In order to carry out the works associated with the patching/surface dressing programme, it may be necessary to temporarily close the narrower roads where it is not feasible to maintain traffic flow around the works. In addition it will also be necessary to implement a temporary 20mph speed restriction along the resurfaced roads for a short duration of time whilst the new aggregate ‘beds’ in.*

*The attached list for South Pembrokeshire contains those roads that are to be patched/resurfaced. Not all roads contained in the list will need to be closed, and for those that do, advance notification will be given to affected residents etc by means of information signs.*

*Works are expected to commence on 24th February 2014 and will be undertaken on a rolling programme over a period of approximately 7-8 months.*

*Regards*

*Kelly  
Kelly Morris  
Traffic Technician  
Traffic Section  
Pembrokeshire County Council  
County Hall  
Haverfordwest  
Pembrokeshire  
SA61 1TP”*

The Town Clerk had forwarded a copy of the programme listing the areas to be surface dressed with Councillors papers.

Councillor P George confirmed that some works had commenced already. It was further questioned whether

Prospect Place was to be included in the programme. The Town Clerk confirmed that a notification had been received in the office and the works would take place in Prospect Place hopefully in May 2014.

Councillor M Murton commented that there were many roads within the Central Ward that were blighted by large potholes and only recently a resident's car suffered damage due to the pothole problem. However, it seemed that the only road within Central that would be part of the dressing programme is Pier Road – this road being part in Central and part in Llanion.

#### **119. Rhoscrowther Wind Farm**

The Town Clerk informed the meeting that a letter had been received from Lexington communications informing Council that a planning application had now been submitted to Pembrokeshire County Council.

They (Lexington) further stated that they are proposing a Community Benefit Fund worth £51,250 per annum, circa £1.25m over a 25 year period which will be set up and administered locally for the benefit of the local community. Hopefully there will be a chance for Pembroke Dock to directly benefit from the fund in some way.

The company will keep the community updated with progress on the planning application and the proposed build.

#### **120. RWE nPower – Pembroke Power Station**

The Town Clerk informed the meeting that a letter had been received from Npower explaining that the Station Manager is changing. From February 1st 2014 Andrew Morgan will formally take over from Steve Glover as Station Manager.

#### **121. Financial Assistance – Natasha Michaels**

The Town Clerk had received a letter from Natasha Michaels who lives in Haverfordwest asking the Town Council for financial help to represent girl guiding Pembroke in a visit to Malawi this summer. The aims of the visit are to develop the rainbow programme and develop training for trainers and commissioners.

It was commented that there was insufficient information included for the meeting to make any decision on offering financial support for the project. The Town Clerk would gain further information and report back to a subsequent meeting.

#### **122. Financial Assistance – Pembrokeshire YFC**

The Town Clerk had received a letter from the County Organiser for YFC Pembrokeshire asking for help towards their running costs.

Unfortunately this request fell outside the policy of the Town Council and was refused on this occasion.

#### **123. Financial Assistance – Teenage Cancer Trust**

A request had been received from The Teenage Cancer Trust, who fund specialist treatment units in NHS hospitals and expert front line staff who offer medical and emotional support throughout the illness and beyond.

The charity are asking whether the current Deputy Mayor might consider making them their charity of the year to raise awareness of the charity and also raise some funds.

#### **124. Financial Assistance – Richard Orchard – World Scout Jamboree in Japan**

A request had been received from Richard Orchard. This young man is 13 years old and had secured a place to attend the jamboree in Japan. Richard needs to raise £3000 and is working on some fund raising ideas to allow him to attend. Richard had asked the town council for some financial help to help towards his total of £3000. Richard lives in London road, Pembroke Dock.

Councillor M Colgan stated that it is an honour for the town that Richard had been selected and proposed that the Town Council support financially to the sum of £250.00.

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor A McNaughton**

**RESOLVED - That the Town Council donate £250.00 to the Mayor's fund to enable the individual to receive financial assistance.**

Councillor K Higgs left the meeting at this point.

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

There were none.

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

**Police Forum**

Councillor M Murton informed the meeting that the Police Forum had taken place on February 5<sup>th</sup>. There were a couple of points of note: A sergeant who had previously been based in the Town but had moved on fortunately had now returned to a post within the town which was good news. PCSO Blair had passed all relevant tests and exams to become a full-time member of the police force and would take this up later during 2014. A replacement PCSO was already in training to replace PCSO Blair on their departure. Councillor Murton further commented that fortunately the town is very quiet at the moment and on the plus side, following a recent spate of damage being done to parked cars, a number of arrests had been made with more to follow shortly.

**Festival Group**

Councillor D Earl informed the meeting that the dates for the Summer Festival had been confirmed as 15<sup>th</sup> to 21<sup>st</sup> June. The group are hoping to make a few changes to the format this year and it is hoped that the Bicentenary Group might also have some input and collaboration with this year's festival. Councillor Earl also requested that if there are any other ideas that anyone has, then please let a member of the festival group know so these can be discussed.

**131. ACCOUNTS FOR PAYMENT**

**ACCOUNTS FOR PAYMENT**

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
02/01/2014	A Dillaway – Postage	£17.25	
09/01/2014	A Dillaway – Postage	£6.00	
09/01/2014	ADL Stone Maintenance – Centenary Lamp	£600.00	
13/01/2014	Pembroke Town Council – Christmas Tree	£108.00	
15/01/2014	Pembroke Hire Centres Ltd – Strimmer Service	£30.00	
16/01/2014	A Dillaway – Postage	£37.50	
20/01/2014	Brian Jones – Christmas Lights Dismantle	£3875.00	
21/01/2014	CCC Pensions Account – Pensions Payment	£239.98	
27/01/2014	British Telecom – Broadband Services	£75.18	
19/01/2014	British Telecom – Phone Charges	£85.81	
25/01/2014	1&1 Internet Limited	£71.96	

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>	<b>Payment Method</b>
25/11/2013	Pater Hall Trust – Caretaking Charges ( <i>omitted from January report in error</i> ). This replaced the cheque which was issued in April 2013 as CHQ 100188.	£11167.85	CHQ 100212

## **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
20/01/2014	Pater Hall Trust	£5954.07

## **SALARIES AND WAGES**

06/12/2013-05/01/2014	Salaries and Wages	£4807.23
06/12/2013-05/01/2014	Tax and NI	£1129.47

## **ACCOUNT BALANCES**

30/01/2014	HSBC Current Account	£64535.73
30/01/2014	HSBC Premium Account	£32368.68

It was

**PROPOSED by Councillor M Colgan**

**SECONDED by Councillor J McNaughton**

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

### **132. NOTICES OF MOTION**

#### **Motion 1**

*Proposed By Andrew McNaughton*

*Seconded By Jane McNaughton*

*That Pembroke Dock Town Council does not make any financial grants to The Pater Hall Trust until the financial situation has been fully investigated and resolved and The Pater Hall Trust proves it is financially viable, as it is stated in Town Council policy that we are unable to give grants to organisations which do not comply. Nor enter into any financial agreement that could be detrimental to the council in the foreseeable future.*

Councillor A McNaughton commented that any organisation approaching the council for assistance by way of a grant has to abide by the rules set out by the Council. Any group who made an approach that was then shown to have financial irregularities of any sort would then be held off from receiving help until it was proven that any such irregularities were sorted out.

Councillor P George stated that the Town Council must be careful with the precept monies however, the Pater Hall would still have to continue regardless of whether the Trust or the Council take on the running of the hall. Councillor George continued that the Trustees are all working hard to ensure the hall can continue however, there had not been much support from the Council with ongoing events being held at the hall. Councillor George had noted that Fishguard and Goodwick have approached the county council about taking over the running of their Town Hall by forming a Trust and so it appears that many local councils are supporting these similar ventures.

Councillor S Perkins stated that the Trust needs to assure the Town Council that the Trust is viable. Councillor Perkins continued that the Trust should be treated exactly the same as any other organisation requesting financial assistance and the Trustee/Councillors must agree as it is the Council's policy on grant applications. One of the stipulations with grant applications is that monies are given to groups that are financially viable.

Councillor P Gwyther stated that the Trust is viable and he would distribute some papers to show that is the case. Councillor Gwyther further stated that he would totally support the motion put forward by Councillor A McNaughton.

Councillor S Perkins commented that the Trust had not been viable for some years. From figures obtained from within the public domain, the Trust's recent accounts clearly showed a downward trend and showed that the Trust is not making enough money without the interjection of funds from the Town Council. Councillor Perkins further stated that the Trust must produce a business case to the Town Council which details a proper record of how the Trust will work through their business case and must also note when the Trust will become a viable organisation. Councillor

Perkins continued that all councillors want the Pater Hall to continue however, the Trust must be treated the same as any other organisation or group who might request financial help from the Council.

Councillor P George stated that when the Trust was initially set up it was noted that the Town Council must support the Trust as a group.

The Town Clerk commented that when the Trust was set up it quite quickly became clear that the original amount offered by the Town Council would be insufficient and then a further £90,000 was to be awarded to the Trust and paid over 3 years in equal amounts of £30,000.

A vote then took place on the motion put forward by Councillor A McNaughton.

**It was voted:**       **For**     **11**  
                              **Against** **None**  
                              **Abstain** **One**

**RESOLVED - that Pembroke Dock Town Council does not make any financial grants to The Pater Hall Trust until the financial situation has been fully investigated and resolved and The Pater Hall Trust proves it is financially viable, as it is stated in Town Council policy that we are unable to give grants to organisations which do not comply. Nor enter into any financial agreement that could be detrimental to the council in the foreseeable future.**

## **Motion 2**

*Proposed By Andrew McNaughton*

*Seconded By Jane McNaughton*

*That Pembroke Dock Town Council no longer pays the 70% grant to the wage bill for the caretaker, but instead invoices the Pater Hall Trust for the 30% outstanding amount.*

Councillor A McNaughton quantified his proposal by commenting that at the recent meeting that was held with the Monitoring Officer at County Hall, the Officer stated the current process of Trust paying 100% and the Town Council then repaying 70% as a grant was a pointless paper exercise but however this made no difference to the Trust's eligibility for their application.

Councillor P Gwyther commented that he totally agreed with the motion put forward by Councillor A McNaughton and that this should have been put into place some time ago to make life easier for all concerned.

Councillor S Perkins commented that the Monitoring Officer did not want the Trust and the Town Council to be in such a close relationship as he felt the Trust should be employing and managing the caretaking staff themselves. Councillor Perkins continued that the Trust needs to become a separate entity and take control of the running of the hall themselves. Councillor Perkins stated that she would be happy to support the Trust but the Trust must work toward becoming a stand-alone organisation. The Trust must look at acquiring funding from other sources and not rely solely on donations from the Town Council. Councillor Perkins stated that she would like to table an amendment to the motion put forward by Councillor A McNaughton in that the Trust should work toward becoming a separate entity from the Town Council within 3 years.

**AMENDMENT**       It was   **PROPOSED by Councillor S Perkins**  
  **SECONDED by Councillor A Lee**  
  **RESOLVED – that the Trust works toward becoming a separate entity from the**  
  **Town Council within 3 years.**

A vote then took place on the amended motion put forward by Councillor A McNaughton.

**It was voted:**       **For**     **9**  
                              **Against** **4**

**RESOLVED - that Pembroke Dock town council no longer pays the 70% grant to the wage bill for the caretaker, but instead invoices the Pater Hall Trust for the 30% outstanding amount and that the Trust works toward becoming a separate entity from the Town Council within 3 years.**

### **Motion 3**

*Proposed By Andrew McNaughton*

*Seconded By Jane McNaughton*

*That Pembroke Dock Town Council pays the rent for the offices on a monthly basis in advance on the first working day of the month.*

Councillor P Gwyther commented that this seems a sensible suggestion however it will be difficult for the Town Council to do this as it is stated within the lease for the building that the rent is paid annually and obviously the lease is a legal document. The Town Clerk stated that she will check the lease contents to confirm this point.

It was agreed that this motion should be carried forward to the March meeting to allow the wording of the lease to be checked.

### **Motion 4**

*Proposed By Andrew McNaughton*

*Seconded By Jane McNaughton*

*That when Pembroke Dock Town Council issues an invoice for payment a limit of 14 days be placed on payment and that after this time 8% could be added to the outstanding amount. If payment is still not forthcoming then further action could be taken.*

Councillor A McNaughton added that all invoice should have a "payment terms" period stated on them and this should form part of the financial regulations of the Town Council.

**It was voted:            For        11**  
**Against None**

**RESOLVED - That the Town Council will ensure a "payment terms" period is noted on any invoices that are issued.**

### **Motion 5**

*Proposed By Phil Gwyther*

*Seconded By Maureen Colgan*

*That Pembroke Dock Town Council reaffirms its commitment that the Pater Hall will remain as a community building for the use of the people of Pembroke Dock and surrounding areas for social, educational, artistic and health benefits.*

It was commented that the Pater Hall will stay within community usage as this formed part of the awarding of the recent building grants to the Trust. Councillor A McNaughton commented that the Pater Hall will remain as a community building for the benefit of the town, however, this does not mean that there is a blank cheque from the Town Council.

It was further commented that the Town Council must keep its options open and longer term plans are subject to change. Councillor D Earl asked Councillor P Gwyther to withdraw this motion from the table as it became clear that the Pater Hall would remain in community use.

Councillor M Colgan agreed with Councillor Earl by stating that the view of the Town Council had become clearer with comments made so the motion should be withdrawn by Councillor Gwyther.

Councillor P Gwyther withdrew this motion from the table.

### **Motion 6**

*Proposed By Phil Gwyther*

*Seconded By Maureen Colgan*

*That Pembroke Dock Town Council resumes the quarterly meetings with the Trust as passed by notice of motion by this Council previously. This should be treated as a matter of urgency, with the aim to improve the administration of the hall for the benefit of the people of Pembroke Dock.*

Following a general discussion, it was noted that the meetings should be held and perhaps the easiest way of ensuring this would be to diarise them for a year in advance. It was further commented that a proper structure for

the meetings must be set out including the correct attendee listing.

**It was voted: For 11  
Against None**

**RESOLVED - that the quarterly meetings between Town Council and the Trust are reinstated.**

**Motion 7**

*Proposed By Phil Gwyther*

*Seconded By Maureen Colgan*

*That Pembroke Dock Town Council extends the ten minute public discussion period at the start of the March meeting as long as needed, so that the Trust Chairman and Company Secretary can be invited to present up to date reports on the current situation of the Trust to the Council.*

It was commented that this would be the wrong forum for this presentation and that it would be no different to any other external organisation requesting to present to Council. It was agreed that the Town Clerk would extend an invite to the Trust to attend the March meeting to present current information to Council.

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

Potential closure of the Market Hall in Pembroke Dock. It was commented that this is currently in consultation and no decisions had yet to be made. There might be alternative buildings that the county council would prefer to use.

**134. COMMUNITY ISSUES**

Councillor M Murton commented that she had been made aware of an application lodged with the planning department for a company to develop a plant for the conversion of oil sludge and residue to electricity. Councillor Murton further commented that with these potential high risk companies being based in the town it was most important that the Fire Service within the town is kept as a permanent station.

**135. MAYORS REPORT**

The Mayor commented that she had attended the Bicentenary Concert on 1<sup>st</sup> February which was a good evening of entertainment.

She also reminded the meeting of the upcoming Sweetheart dance on 14<sup>th</sup> February at Pater Hall.

**136. PRIVATE AND CONFIDENTIAL**

It was **PROPOSED by Councillor A McNaughton  
SECONDED by Councillor P Folland  
RESOLVED - That the press be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**

During the Private and Confidential section of the meeting:

It was **PROPOSED by Councillor M Murton  
SECONDED by Councillor A McNaughton  
RESOLVED - That the Private and Confidential minutes of the 9<sup>th</sup> January are adopted as a true record.**

It was **PROPOSED by Councillor J McNaughton  
SECONDED by Councillor P Folland  
RESOLVED - That the Private and Confidential minutes of the 23<sup>rd</sup> January are adopted as a true record.**

There being no other business, the meeting closed.