

At the virtual Annual Meeting of
Pembroke Dock Town Council held on
Thursday 11th June 2020

PRESENT: Councillors G Goff, G
Manning, D Burrell,
J George, P George, B Hall, T Wilcox, S
Davis, J Beynon & T Judkins

IN ATTENDANCE:
Sarah Scourfield – Town Clerk
Amanda Hart – Deputy Town Clerk
Caroline Mason – Community &
Committees Officer

1 APOLOGIES FOR ABSENCE

Councillors: S O'Connor, G Anderson, M Colgan, P Kraus

2 ELECTION OF MAYOR

To elect a Member of the Town Council to the office of Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual Meeting of the Council.

Cllr J Beynon asked the proposed Mayor Cllr G Manning and Deputy Mayor Cllr T Judkins for their views on the recent comments from Councillor Dowson regarding the Black Lives Matters campaign and how they would ensure they support all residents equally.

Cllr G Manning responded that all lives matter regardless of creed and he would support everyone in the Town Council area. Cllr T Judkins also said that he would support all residents.

Cllr J Beynon commented that no one is saying that all lives don't

matter but currently it's Black lives that are at risk and need support, therefore due to their response Cllr J Beynon proposed that Councillor G Goff stays in post for another year. Cllr D Burrell asked Cllr G Goff if he would accept.

Cllr G Goff commented that he would accept but would not be willing to take the allowance.

It was **PROPOSED by Councillor J Beynon**
SECONDED by Councillor D Burrell

A vote was taken by members with 3 votes for and 4 against for Cllr G Goff to remain as Mayor

It was **PROPOSED by Councillor B Hall**
SECONDED by Councillor T Judkins

A vote was taken by members with 5 votes for and 3 against for Cllr G Manning to be elected into the post.

RESOLVED: That Councillor G Manning will be elected as Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual Meeting of the Council.

The elected Mayor formally indicated to Council that Mrs L Manning would be his consort for year 2020/2021.

Following the election of the Mayor Cllr G Manning, Cllr J Beynon withdrew from the meeting.

3 APPOINTMENT OF DEPUTY MAYOR.

To appoint a Member of the Town Council to the office of Deputy Mayor of Pembroke Dock to hold office pursuant to section 15(7) and 34(7) of the Local Government Act 1972, until the next Annual Meeting of the Council.

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor S Davis

RESOLVED: That Councillor T Judkins will be elected as Deputy Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual General Meeting of the Council.

A vote was taken and 6 Members voted for the proposal.

Cllr G Goff (outgoing Mayor) thanked everyone for their support during his term in office. He mentioned some highlights visiting Trinity House in London and being invited to Buckingham Palace to the Garden Party that was due to take place this May but was unfortunately cancelled due to the Coronavirus pandemic. Cllr G Goff wished Cllr G Manning the best for the future and a successful term in office.

The Mayor and Deputy Mayor made their formal declarations of acceptance of office.

Cllr G Manning commented that he felt great pride and honour to be the Mayor and that he will take this responsibility sincerely. He said that we are all experiencing a difficult time at present due to the Coronavirus and hopes that we will be sitting around the table very soon. Cllr Manning thanked the general public, NHS, Police, Fire services, supermarkets and all other key workers for their work. He also thanked David Simpson and the staff at County Hall for keeping services going. Cllr Manning mentioned it was Carers Week and thanked all unpaid carers and its community for their work. To the

outgoing Mayor, he thanked Cllr Goff for all the sterling work he has done and is a patron for Pembroke Dock, he said it had been a pleasure working with him. Cllr Manning thanked the Town Clerk and Deputy Clerk for their work and welcomed Caroline Mason to her role at Committees and Community Officer.

Cllr T Judkins thanked everyone for voting for him at Deputy Mayor and looked forward to servicing the town.

4 REPORT OF THE TOWN CLERK

1. Councillor Attendance

The Town Clerk informed members that due to the Coronavirus the full Town Council only met on 9 occasions during the year 2019/20. The average attendance for the year was 80% which was down from last years 88.84%, this figure had not been affected by the Coronavirus as only the actual meetings that took place had been considered

The full details: -

Councillor Guy Anderson	6 attendances	67%
Councillor Joshua Beynon	7 attendances	78%
Councillor Dilys Burrell	9 attendances	100%
Councillor Maureen Colgan	7 attendances	78%
Councillor Jonathan George	9 attendances	100%
Councillor Pam George	7 attendances	78%
Councillor Gordon Goff	7 attendances	78%
Councillor Phillip Gwyther	5 attendances	56%
Councillor Brian Hall	7 attendances	78%
Councillor Terry Judkins	7 attendances	78%
Councillor Peter Kraus	4 attendances	44%
Councillor George Manning	9 attendances	100%
Councillor Sean Davis (Joined 7/11/19)	2 attendances	67%
Councillor Stephen O'Connor	9 attendances	100%

Councillor Jane Phillips	8 attendances	89%
Councillor Tony Wilcox	6 attendances	67%
Councillor Margaret Murton (Resigned Aug 19)	3 attendances	100%

2. End of Financial Year information

In 2019/20 the Town Council budgeted to spend £280,452.

The precept for the year was £182,900

The year-end figures show	Receipts of	£234,246.46
	Payments of	£202,160.43

This leaves a budgeted surplus of £32,086.03

The bank account amounts as of 31st March 2020 are as follows

£ 47,857.71
<u>£ 127,901.10</u>
£175,758.81

The amounts earmarked for 2020/2021 are as follows

1503 – Maintenance Centenary Lamp	£300
1505 – Maintenance Pump House	£500
1511 – Street Cleaning	£15,000
1603 – Pater Hall Community Trust	£6,000
1705 – Civic Regalia	£4,300
1706 – Electoral Services	£13,000
	£39,100

The 25% precept reserve amount held by the Town Council is £45,725.00.

This leaves an amount of **£90,933.81** with the amount of £34,500 coming from general reserves which includes refurbishment of the

offices this brings the amount in general reserves down to £56,433.81.

The Town Clerk commented that there have been a number of achievements throughout the year which include

- Hosting Bertie the Seabass
- Commencing an Action Plan
- Purchase of 28 Dimond Street
- Successful first breakfast with Santa
- Strengthened links with MHPA
- Held a successful Town Awards event
- and to date all survived the Coronavirus

3. Town Council Committees 2019-2020

Planning Committee

Councillor George Manning (Chair)
Colgan

Councillor Maureen

Councillor Jonathan George
Councillor Gordon Goff

Councillor Terry Judkins

Finance Committee

Councillor Stephen O'Connor (Chair)
Councillor George Manning
Councillor Joshua Beynon
Councillor Terry Judkins

Councillor Jane Phillips

Personnel Committee

Councillor Dilys Burrell (Chair)
Councillor Margaret Murton
Councillor Joshua Beynon
Councillor Terry Judkins
Councillor Guy Anderson
Councillor Jonathan George
Councillor Sean Davis

(Resigned August

2019)

(Resigned Jan 2020)

(Joined September

2019)

(Joined Jan 2020)

Pater Hall Community Trust

Councillor Pam George	Councillor Stephen O'Connor
Councillor Gordon Goff	
Councillor George Manning	
Councillor Terry Judkins	

Twinning & Tourism

Councillor Maureen Colgan	Councillor Pam George
Councillor Peter Kraus	Councillor Terry Judkins

Other Committees

Action Plan Committee	Chairs of Committees plus the Mayor
Poppies/Remembrance Committee	Councillors Colgan & George
Dr Jones Charity	Councillor Pamela George
Louisa Saunders Trust	Councillor Pamela George
Appeals Committee plus the	Chairs of Committees
	Mayor
Patient Participation group	Councillor Stephen O'Connor
Power Station Community Group	Councillor Maureen Colgan
Valero Refinery Community panel	Councillor Pam George
Port of Milford Haven advisory panel	Councillor Gordon Goff

Governing bodies *(These posts will continue until 2021)*

Pembroke Dock Community School	Councillor Pamela George
Pennar Community School	Councillor Peter Kraus

4. Current Policies of the Town Council

Below is a table of policies which the Town Council works to.

Mandatory

Policy Name	Reviewer	Review Date
Biodiversity and Environment	Full Council	November 2020
Code of Conduct	Full Council	
Complaints Procedure	Full Council	
Financial Risk Assessment	Finance/ Full Council	September 2020
Financial Regulation	Finance/ Full Council	September 2020
Freedom of Information Schedule	Finance/ Full Council	
Health and Safety Policy	Full Council	
Information Data Protection	Personnel	September 2020
Standing Orders	Full Council	

Optional

Policy Name	Review Committee	Review Date
Absence and Sickness	Personnel	
Bullying Policy	Personnel	
Capability Policy	Personnel	5 th September 2020
Councillor Training Policy	Personnel	
Data Retention and storage of documents	Town Clerk/Full Council	
Disciplinary Procedure	Town Clerk/Personnel	

Display Screen Equipment	Personnel	5 th September 2020
Equal Opportunities Policy	Personnel/Full Council	
Internet and Email Usage Policy	Personnel	
Lone Working	Town Clerk/Personnel	September 2020
Maternity Policy	Personnel	
Mayoral Allowances	Full Council	
Persistent Complainants	Full Council	April 2020
Performance Review Policy	Personnel	April 2020
Protocol between members and officers	Personnel/Full Council	April 2020
Sickness and Pay policy	Town Clerk/Personnel	April 2020
Special Leave Policy	Personnel	

5. Urgent Items for approval

Pump House Repair Quote

The Town Clerk commented that as most members will be aware the Pump House was recently broken into, there were no items stolen but there was significant damage to the door. This has resulted in us gaining quotes for a new door to ensure that the building is secured.

Members need to decide if they wish to claim on the insurance for the installation of a new door or if they wish to pay from surplus reserves. The police have provided a crime reference number but no suspects have been identified.

The Town Clerk commented that she had contacted a number of joiners to ask for a like for like quote for a new door and received one quote back for £624.00, she had included this within members papers for review.

Members were asked for their comments and to confirm how they wish to proceed. Cllr B Hall commented that the door was not that good and suggested that there are two locks on the new door to strengthen the top and bottom.

It was

PROPOSED by Councillor B Hall

SECONDED by Councillor J George

RESOLVED: That the Town Council accept the quote received and the Town Clerk will contact the joiner to ask for two locks and it will be paid from the surplus reserves.

A vote was taken and all members agreed.

Memorial Plaque for Cleddau Bridge Disaster

The Town Clerk commented that on 2nd June it was the 50th Anniversary for the collapse of the Cleddau Bridge. Before the lockdown she was contacted about the memorial plaque which was located up by the bridge, the plaque had been noted as missing and has been for approx. 3 years. It was questioned if the Town Council would consider replacing the plaque.

The Town Clerk had therefore obtained quotes for a new plaque, the quote came in at £98 plus VAT and delivery so approx. £120.

Members were asked for their comments and to confirm If they wish to replace the plaque? and to agree that funds can come from surplus reserves.

A vote was taken and all members agreed for the plaque to be replaced at a cost of approx. £120 and for the funds to come from the unallocated reserves.

5. TO RECEIVE AND CONSIDER THE FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

Date	Description	Amount
04.05.2020	Clarity Copiers	£0.77
06.05.2020	B W Scourfield – Internal Audit	£144.00
11.05.2020	Google Drive	£6.60
13.05.2020	1&1 Internet – Website and domain name	£71.96
18.05.2020	British Gas – Gas for 28 Dimond Street	£53.52
23.05.2020	HSBC – Bank Charges	£6.50
26.05.2020	British Gas – Electric for 28 Dimond Street	£20.18
02.06.2020	Clarity Copiers – Copy Charge	£13.07

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount
	NONE	

ACCOUNT RECEIPTS

Date	Description	Amount
02.06.2020	HSBC – Interest	£23.66

SALARIES AND WAGES

06.05.2020– 05.06.2020	Salaries	£ 3,774.14
06.05.2020 – 05.06.2020	Tax & NI	£ 758.19
06.05.2020 – 05.06.2020	Pensions	£ 874.73

ACCOUNT BALANCES

02.06.2020	HSBC Business Account	£ 81,469.99
02.06.2020	HSBC Premium Account	£ 127,976.06

It was

PROPOSED by Councillor G Goff

SECONDED by Councillor G Manning

RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.

6 TO CONSIDER COMMITTEE REPRESENTATION 2020/2021

Planning Committee

The following members were proposed

Councillor George Manning

Councillor Maureen Colgan

Councillor Jonathan George

Councillor Gordon Goff

Councillor Guy Anderson

Councillor Terry Judkins

A vote was taken by Members and all agreed.

Finance Committee

The following members were proposed

Councillor Stephen O'Connor

Councillor George Manning

Councillor Joshua Beynon

Councillor Jane Phillips

Councillor Terry Judkins

A vote was taken by Members and all agreed.

Personnel Committee

The following members were proposed

Councillor Dilys Burrell

Councillor Sean Davis

Councillor Joshua Beynon

Councillor Gordon Goff

Councillor Jonathan George

Cllr D Burrell commented that now Cllr T Judkins is Deputy Mayor should he come off the committee

It was

PROPOSED by Councillor D Burrell

SECONDED by Councillor P George

**RESOLVED - That Councillor G Goff will
join the Personnel Committee.**

Twinning & Tourism

The following members were proposed

Councillor Maureen Colgan

Councillor Pam George

Councillor Peter Kraus

Councillor Terry Judkins

A vote was taken, and all Members agreed.

Pater Hall Community Trust

The following members were proposed

Councillor Pam George

Councillor Terry Judkins

Councillor Gordon Goff

Councillor George Manning

Councillor Stephen O'Connor

A vote was taken, and all Members agreed.

Other Committees

The following members were proposed for the additional committees/outside bodies

Action Plan Committee

Chairs of Committees

plus the Mayor

Poppies/Remembrance Committee

Councillors Colgan &

George and J George asked to join

Dr Jones Charity

Councillor Pamela George

Louisa Saunders Trust

Councillor Pamela

George & Cllr Maureen Colgan

Appeals Committee (not including personnel)

Chairs of Committees plus the Mayor

Patient Participation group

Councillor Stephen O'Connor

Power Station Community Group

Councillor Maureen Colgan

Valero Refinery Community panel

Councillor Pam George

Port of Milford Haven advisory panel

Councillor Pam George &

Councillor Gordon Goff

One Voice Wales Representative

Councillor George Manning

A vote was taken, and all members agreed.

Governing bodies *(These posts will continue until 2021)*

Pembroke Dock Community School

Councillor Pamela George

Pennar Community School

Councillor Peter Kraus

7 ADJOURNMENT OF THE TOWN COUNCIL BUSINESS UNTIL 9th JULY 2020 WILL BE PROPOSED, SECONDED AND VOTED UPON.

It was

PROPOSED By: Councillor B Hall

SECONDED By: Councillor G Goff

RESOLVED: That all statutory business be adjourned until the next meeting of Council to be held on Thursday 9th July 2020 at 1830hrs (6.30pm)

There being no further business, the meeting closed.