

At a Meeting of **Pembroke Dock Town Council** held at the Pater Hall, Pembroke Dock on Thursday 6th September 2012

PRESENT:

Councillors A McNaughton, P Kraus, M Murton, P Folland, PE George, M Colgan, D Earl, J Phillips, P. Gwyther, T Wilcox, A Lee, S Perkins & K Higgs

IN ATTENDANCE:

Moira Saunders- Town Clerk
Sarah Scourfield – Assistant Town Clerk

53. APOLOGIES FOR ABSENCE

Apologies were received from Councillors C Fortune & K Becton.

54. DECLARATIONS OF INTEREST

Councillor P E George, M Colgan and P Gwyther declared an interest in item 55 and 59 of the Town Clerk report (Trustees)

Councillor A McNaughton declared an interest in planning application 12/0405/Pa Land east of cricket club (Club Sponsor)

55. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from the members of the public.

56. MINUTES 28th JUNE 2012

It was

PROPOSED by Councillor M Murton

SECONDED by Councillor P Folland

RESOLVED - That the Minutes of 26th July are adopted as a true record.

57. MATTERS ARISING FROM THE MINUTES OF 26th JULY 2012

Minute 38 – Play Equipment

It was commented that members should be fully aware of what the County Council will not do, it was stated that they have a policy of not replacing unsafe play equipment and will only maintain existing equipment and that was the reason the Memorial Park group was formed. It was stated that there are plans to update and add new equipment for all ages but it all takes planning and fundraising, and leasing of the land. It was questioned if funds could be raised to purchase the equipment would the Town Council be willing to take on the lease for the land needed. Councillor S Perkins suggested to the Deputy Mayor Councillor J Phillips that she make it her mayoral promise to help with fundraising towards play equipment during her year as Mayor, Councillor J Phillips agreed this would be something she could develop.

It was commented that there have been other successful parks throughout the County with community groups supporting the fundraising and maintenance. Councillor S Perkins stated that more community input was needed as there are very few community members on the Memorial Park group. The Town Clerk informed members that it was not as easy as purchasing the equipment, she stated that land would need to be leased from the County Council which is a long process, maintenance of the equipment would be needed, insurance, inspections which all costs. The Town Clerk suggested that a scenario budget is put together with the extra costs for play equipment to be provided including the lease costs for the land to see if it would be viable for the Town council to be able to supply a play area for the younger children of the community.

58. REPORT OF THE TOWN CLERK

53. Financial Risk Assessment

The Town Clerk stated as required in the external auditor's report she had enclosed with members papers a copy of the proposed risk assessment. The Town Clerk asked for member's agreement by resolution to this risk assessment being adopted by the Town Council.

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor A McNaughton

RESOLVED - That the proposed Financial Risk Assessment is adopted.

54. Financial Regulations.

The Town Clerk stated as required in the external auditor's report the financial regulations need to be updated. She commented that she had attached a copy of the proposed financial regulations. The Town Clerk informed members that there was one issue that needed to be noted, the Welsh Government have just issued a discussion document that would make changes to the way that community councils operate financially. If this document is enacted then there may be a need to change the financial regulations again.

The Town Clerk asked for member's agreement by resolution to this risk assessment being adopted by the Town Council.

It was

PROPOSED by Councillor S Perkins

SECONDED by Councillor A McNaughton

RESOLVED - That the proposed Financial Regulations are adopted.

55. Pater Hall Community Trust.

The Town Clerk informed members that she had enclosed a copy of the minutes of a meeting that the Trust held on July 10th 2012 for your information.

After that meeting Cllr Gwyther reported to the Town Council meeting in July that the Trust had been fined £1500 due to the late submission of accounts to Companies House for the year end March 2011. The Town Clerk stated that she had been advised to inform Council that any fine that has been paid by the Trust cannot legally be taken from any grant money. The Town clerk stated that her concern, as legal officer to the Town Council, was that grant money that had been given to the Trust from the Town Council could not be used to pay the fine. The Town Clerk stated that she has been advised that the Town Council must have assurances on this from the Trust.

Also if the Trust files the next year's accounts (year ending March 2012) late again the fine will be doubled to £3000. The Town Clerk stated that she had been advised that the Town Council must seek assurances that there are processes in place within the Trust to ensure that this will not happen again. Quoted from the Charity Commission website "Late submission may affect donations and funds from other sources". Councillor Phil Gwyther suggested that the Town Council write to the Pater Hall Community Trust to ask the question regarding the grant, which members agreed.

56. Pensions for Town Council Staff

The Town Clerk stated that she had enclosed in members papers a document regarding the provision of pensions for Town Council staff. The provision of a pension plan is to be made compulsory. From 2012 The Pensions Act will require all employers to enrol into a workplace pension those who are eligible. As Pembroke Dock Town Council has only 3 employees the deadline for providing a pension plan is January 2015. To help small local councils a new pension scheme called NEST (National Employment Savings Trust) has been set up. Having investigated this scheme the benefits are not particularly good.

The Town Clerk stated that the superannuation pension plan is a contributory one and requires at least 5% of salary to be paid into the fund with the employer also making contributions.

The Town Clerk informed members that to investigate the costs to the Town Council the

Carmarthenshire County superannuation fund would require a fee of between £1500 and £2000.

Members commented that the scheme with Carmarthenshire County Council is a good one to join and the best Pension plan to have but were concerned regarding the costs for the investigation. The Town Clerk stated that unfortunately Carmarthenshire County Council is the only organisation who can provide this service in the area and as the percentages need to be worked out there is no way around this. The Town Clerk asked for members agreement to investigate the issues and cost surrounding providing a superannuation pension scheme for the Town Council. To provide a good pension plan is surely the sign of a good employer. A vote was taken and 9 members agreed for the investigation to go ahead.

57. Welsh Course for the Assistant Town Clerk

The Town Clerk informed members that she had enclosed a paper describing the details of this request. The course itself is not expensive to attend but does require attendance on 30 mornings to complete. The Town Clerk stated that the personnel committee have considered this request and have wholly supported it.

The Town Clerk commented that there is a gap in the Council when it comes to providing documents in Welsh, but one argument obviously might be that we rarely are asked for a Welsh translation but she believed that the Welsh Government may well be expecting more documents to be produced in Welsh than previously and to have an in house ability in Welsh can only be a bonus to the Town Council.

It was

PROPOSED by Councillor P Folland

SECONDED by Councillor S Perkins

RESOLVED - That the Town Council agree to pay for and support the Assistant Town Clerk to attend the Welsh Course.

58. Grant applications to the Town Council for the year 2013-2014

The Town Clerk stated that she had enclosed a copy of her report including all the applications have received to date that will need to be considered in order that the budget for 2013/14 can be completed. The budget considerations will be made at a meeting of the finance committee to be held on 18th September in readiness to report to the Town Council on October 4th 2012.

The Town Clerk suggested that this list of grants is referred to the Finance group along with the task of considering the budget for next year so that the committee can report back to the Town Council in October with their suggestions.

Councillor P Gwyther questioned whether a grant application would be needed regarding the wages subsidy paid to the Trust from the Town Council, the Town Clerk stated yes an application would be needed if the Pater Hall Community Trust wanted funding. Councillor P Gwyther stated that as the Service Level Agreement was a legal contract and the wages subsidy is included in that. The Town Clerk stated that there should be meetings to discuss and agree the percentage as the Service Level Agreement is dated for one year only and does not cover future years. It was commented that all finances of the Town Council needs to be reviewed on an annual basis so a grant application would be needed, it was agreed a grant application would be submitted from the Pater Hall Community Trust regarding the wages subsidy.

Councillor T Wilcox stated that the St Patricks Hall application it should state 3,000-4,000 users not 300.

59. Website, Trust Wi-Fi service, Pembroke Dock Community Web Project

The Town Clerk informed members that in the Town Council meeting of 31st May 2012 there were a number of issues discussed which needed more discussion and debate. A group of Councillors was created these being Cllrs Alison Lee, Andrew McNaughton and Phil Gwyther and Mr Andrew Johnstone.

The Town Clerk stated that she and the Assistant Town Clerk had attempted to organise a meeting ever since and had failed to do so. The Town Clerk asked for suggestions from Council as to the way forward on these issues which have yet to be resolved. She stated that due to the issues stated it meant that the Town Council are not legally meeting the Freedom of Information Policy and this policy would now need to be reviewed and changed.

1).Town Council website

The Town Clerk informed members that there were a number of issues to be resolved. The minutes and agendas are not up to date although they have been sent to Mr Johnstone.

The site is all over the place, it is not consistent or easy to use. The web site is dated in appearance. The Town Clerk suggested that the website should be redesigned to appear more modern and up to date and easier to use. The information on the website needs to be sorted out to ensure that everything is current and up to date and consistent.

It would be much better if town council staff had access to the site so that Mr Johnstone would not be troubled and we could update and keep the site relevant ourselves.

The Town Clerk suggested that councillors where able spend a little time looking through the features on the website and come back to this group with their comments. The Town Clerk commented that recommendations are needed by the Town Council with regard to a redesign and giving access to the data held and the website to the office staff.

Members commented that this meeting was essential and needed to go ahead as soon as possible. Members suggested that if the meeting did not go ahead within the next two weeks then they would have to go elsewhere for the service. The Town Clerk informed members that the Freedom of Information policy would need to be revised as it currently states that minutes are available on the Town Council website. The Town Clerk commented that she had already received a request from a member of the public asking when the minutes of 2012 will be available on the website.

2). Telephone line Wi-Fi and internet service provision in the Pater Hall-paid for by the Town Council

The Town Clerk commented that currently there was a phone line which has provided a phone, internet and Wi-Fi access to the Hall building for the Pater Hall Trust which is paid for by the Town Council. She stated that this agreement was due for consideration by the Town Council as to whether it was continued. Also it needed to be discussed whether this payment should be seen as a grant from the Town Council to the Pater Hall Trust or whether if agreed it should be taken from another budget heading. If it was to be continued, that the Town Council pay for this service for the benefit of the Trust then a grant application from the Pater Hall Community Trust would be needed. It costs the Town Council approximately £600.00 a year to provide this service free for the Pater Hall Trust.

The telephone line is connected to the phone that is in the council offices but is never manned by the Trust. The internet and Wi-Fi connection is for users of the Hall to be able to connect to the internet but this service has not been available since the start of March this year as the equipment is not working. This has been reported to the Trust.

The Town Council do not use this telephone or internet provision. The council offices have an internet service that is independent of the Trust line. It is solely so that the Trust can provide a Wi-Fi link in the building which means that computer course students and users can access the internet whilst in the building, but since March that has not been possible due to the equipment being defunct.

Recommendations are required by the Town Council on whether this telephone line and internet access should be continued to be paid by the Town Council and whether it is to be paid as a grant or under some other budget heading. It was stated by Councillor P Gwyther that this service was no longer in use.

It was

PROPOSED by Councillor P Gwyther

SECONDED by Councillor S Perkins

RESOLVED - That the Town Council cancel the line with BT and no further payments are made.

3). Pembroke Dock Community Web Project

The Town Clerk stated that she had received an invoice from the Pembroke Dock Community Web

Project for £400.00. This was to cover the subscription for the Pembroke Dock Town Council's web presence including sever set up, web hosting, web design, data base, email accounts and secure area's as the town council's specification/contract, plus ongoing service and development including Town Council, p(d)eat and Friends of the Memorial Park. The Town Clerk stated that a detailed account would be more useful. She commented that the hosting is currently used by the office staff as it provides the website and email facility to the officers of the Town Council. This could of course be changed to allow perhaps a new web site along with a new email platform. The domain name does belong to the Town Council. Members agreed for the meeting to be arranged and for information to come back to the Town Council before any decisions are made.

60. Governing Body of St Mary's Catholic Primary School

The Town Clerk stated that she had received an email from St Mary's school informing Council that the term of office of Councillor Colgan as Additional Community Governor came to an end on 4th June 2012. They are seeking a new nomination for the position.

It was **PROPOSED by Councillor P Folland**
SECONDED by Councillor P George
RESOLVED – That Councillor M Colgan continues her role as
Additional Community Governor at St Marys School.

61. Valero Pembroke Community Advisory Panel.

The Town Clerk stated that she had contacted Valero as requested by Council and received an email asking the Town Council to nominate a representative to attend the Panel meetings. The next meeting of this panel is the 6th September so Ms Jane James will inform me of the details of that meeting and hopefully there will a representative from the Town Council nominated to attend further meetings.

It was **PROPOSED by Councillor S Perkins**
SECONDED by Councillor T Wilcox
That Councillor A Lee is the representative

It was **PROPOSED by Councillor M Colgan**
SECONDED by Councillor P Folland
That Councillor P George is the new representative

A Vote was taken with 5 votes for Councillor A Lee and 5 Votes for Councillor P E George. The Mayor had the casting vote and

It was **RESOLVED – That Councillor P E George is the new representative on**
the Valero Pembroke Community Advisory Panel.

It was commented that as Pembroke have four representatives on this panel and Pembroke Dock only have one, the leader Jamie Adams from the County Council would be approached to see if another representative from Pembroke Dock could attend.

62. Western Way – Play area

The Town Clerk stated that she had received a letter from Mr Maddocks with regard to the demise of the play equipment at the Western Way car park. She stated the response had been enclosed in members papers.

63. Councillor vacancy

The Town Clerk commented that she had not received any applications for the vacancy in Market Ward. She suggested that it is advertised again in a few months' time.

64. Hywel Dda- Consultation.

The Town Clerk stated that she had sent out the link to this consultation which had been in the press recently. She suggested that the formal response from the Town Council was made by the consultative committee but would urge every Councillor to make their own comments as individuals.

The Town Clerk informed members that Hywel Dda are putting on a meeting for town and community Councils on 27th September at the Queen's Hall Narbeth at 7pm. The Town Clerk asked for two representatives to attend this meeting. Councillor P Kraus stated he would like to attend, Councillor S Perkins stated that there would also be County Council representation at this meeting.

65. Wild Weekend for Wales 26-28 October 2012

The Town Clerk stated that she had received an email from Keep Wales Tidy explaining that this weekend in October will be used to encourage people to create new wildlife habitat in the town which will aim to improve the biodiversity of the town. There appears to be free vouchers available from B&Q to help.

66. Keep Tidy Weekend 17-23 September

The Town Clerk stated that she had also received information about this event; it is an attempt to encourage communities to tidy up their area with the aid of free clean-up kits from keep Wales Tidy. ASDA Pembroke Dock is holding a litter pick at Freshwater West on 14th September at 4.00 pm.

67. Macmillan Cancer Support- World's Biggest Coffee morning 28th September 2012

The Town Clerk informed members that she had received information about this event and there was a free coffee morning kit available to help steer the coffee morning in the right way. The Town Clerk stated that she will have a kit ready in the office if anyone wanted to be involved and set up a coffee morning.

68. Town Council's Finger post signs- St Govans Centre

The Town Clerk commented that she had a few visit from a gentleman who runs the curtain and handbag shop in the St Govan's centre. He and the other traders in the centre have always been upset that there are no signs directing people to the centre. The Town Clerk stated that he has had conversations with the owner of the centre and feels that Mr Perloff might be prepared to pay towards the Town Council adding to the fingerpost signs with a sign indicating the direction of the centre. Also this gentleman had suggested that he feels that the traders might club together to add to the fingerpost. It is worth pointing out that the units are all full now.

The Town Clerk stated that the County Council had been asked whether any permission would be needed to add to the fingerpost signs and they have told us that as long as we put the same signs on the posts that none is needed.

The cost of each fingerpost is £168. The cost of an extension to the posts if needed is £88. The Town Council own 5 sign posts, the Town clerk suggested that the one at the end of Lewis Street and the one at the Station are added to with a sign for St Govans Centre.

It was

PROPOSED by Councillor D Earl

SECONDED by Councillor M Murton

RESOLVED – That the Town Council give permission for the extra signs to be added to the finger posts, but the cost would have to be funded by St Govans Centre.

69. Pembroke Malta – St Andrews International Christmas Football Tournament

The Town Clerk stated that she had received a letter with details of this tournament to be held in the Luxol Stadium between the 26th and 30th December 2012 and is open to different range of ages starting with children aged 7 years old.

There would be a great deal of organisation to complete an application for this by 11th November 2012. All costs to be covered by the people wishing to attend.

Members stated that due to the dates of the tournament it would not be possible to arrange anything.

70. Financial requests

NSPCC
Shelter Cymru
It was

RESOLVED – That the due to financial grant policies in place the town council would not be able to grant any financial assistance.

71. Pembroke Dock Railway Station

The Town Clerk informed members that she had received an email from Arriva Trains Wales a copy of which was enclosed in member's papers.

We have also received a planning application in regard of changes to the Railway Station. That has yet to be considered which will be available for Council to read at the council meeting. It was commented that funding had been received from the Welsh Assembly Government for the proposed changes.

72. Planning Applications

12/0405/pa – Land East of the Cricket Club, Pembroke Dock

OUTLINE- Change of use from agricultural to residential development

It was

PROPOSED by Councillor M Colgan

SECONDED by Councillor D Earl

RESOLVED – That the Town Council support the application.

59. ANY OTHER ITEMS WHICH THE MAYOR DECIDES AS URGENT

There were no items to discuss.

60. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Police Forum

Councillor M Murton stated that she had recently attended this meeting, she commented that the priorities are very small and the main issues highlighted were Bush Street resurfacing, concerns were raised regarding the speed of traffic across this stretch of road now the chicanes had been removed, members were reassured that the chicanes will be replaced but in the speed gun would be used in the meanwhile.

61. FINANCIAL REPORT

ACCOUNTS FOR PAYMENT

The following accounts are submitted for approval of payment:-

Date	Description	Amount	Payment Method
19/07/2012	Mileage Conference Swansea	£48.00	
20/07/2012	Postage	£18.84	
27/07/2012	BT call charges	£96.88	
27/07/2012	Postage	£6.90	
02/08/2012	Postage	£2.40	
06/08/2012	Clarity Copiers – Service charges	£4.91	
06/08/2012	Princess Gate – Water Cooler	£88.58	CHQ100147
10/08/2012	Euro Office – Stationary	£58.74	
17/08/2012	AB Solutions – Ink for Printer	£62.00	
17/08/2012	BT Internet Services – Pater Hall	£126.73	Direct Debit
17/08/2012	Postage 2 nd Class stamps	£24.00	
30/08/2012	BDO External Audit	£660.00	

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

Date	Description	Amount	Payment Method
25/07/2012	Mayoral Allowance	£800.00	
25/07/2012	Deputy Mayoral Allowance	£620.00	
14/08/2012	Bush School Nurseries – Hanging Baskets	£1875.00	
24/08/2012	Zurich LCAS Conference	£36.00	

ACCOUNT RECIEPTS

Date	Description	Amount
15/08/2012	Pembrokeshire County Council – Precept	£50070.00

SALARIES AND WAGES

06/07/2011-05/08/2012	Salaries and Wages	£3277.99
06/07/2011-05/08/2012	Tax and NI	£942.11

ACCOUNT BALANCES

30/08/2012	HSBC Current Account	£15,878.75
30/08/2012	HSBC Premium Account	£102,322.17

The Town Clerk informed members that Bush Nurseries had now been paid and commented how wonderful the floral displays in the town were looking this year, Members agreed that a letter of thanks should be sent to Geoff at Bush Nurseries for his efforts this year and thanks should be passed onto to Jeremy Jones.

It was

**PROPOSED by Councillor A Lee
SECONDED by Councillor M Murton**

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

62. AGENDA/REPORT ITEMS FOR THE NEXT MEETING

There are no items for the next agenda

63. COMMUNITY ISSUES

It was commented that the Cannon next to the health centre in Water Street was looking a bit shabby and was in need of some attention, the Town Clerk stated that this had been previously mentioned to the County Council but would email it through to them again.

64. MAYORS REPORT

Below is a list of events attended by the Mayor throughout the month.

28th July - Friends of South Pembs Hospital Fete

04th August – Pembroke Dock Quins Carnival

06th August – Pennar School Memorial

16th August – TS Warrior – Fundraiser garden party

16th August – Pembrokeshire Housing Association Annual General Meeting

24th August – Sunderland Trust – Fleet surgeons house Art exhibition

26th August – Haverfordwest Mayor Charity Quiz

Upcoming events

Hope - open day – 14th September

Asda Litter Pick – Freshwater West – 14th September

Silcox Brochure Launch – Folly Farm – 18th September

Inauguration of Pembroke Power Station – 19th September