

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
COMPLETED BY EMAIL & VIDEO CONFERENCE ON THURSDAY 15th
OCTOBER 2020**

**Sent to:
Councillors:**

G Jones (Mayor)
L Asman (Deputy Mayor), C Collins, A Brinn
D Evans, R Blackburn, M Phillips, D Bush
K Nicholas, A Cooke, J Grimes, L Brown, J Nutting, A Carey

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)

Note from the Clerk.....

This meeting took place by email, plus the following took part in a video conference Councillor Jones, Asman, Blackburn, Brinn, Collins, Carey, Nutting, Grimes, Evans, Nicholas, the Town Clerk and Assistant Town Clerk.

323. DECLARATIONS OF INTEREST / APOLOGIES

No Declaration of interest was given. Councillor Cooke, Brown, Phillips and Bush submitted their apologies and did not attend the meeting by video link, however confirmed their decisions by email.

324. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

None Present/ No questions submitted

325. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 17th SEPTEMBER 2020

The minutes of 17th September 2020 were accepted as an accurate record, with the exception of changing "page 110, Item 318 to the Town Council send correspondence not the County Councillor."

326. MATTERS ARISING FROM THE MINUTES

a) Election Costs (Response attached from Councillor Evans)

Following the September Council Meeting I was asked to look again at election costs in light of the substantial increase in the November 2019 Pembroke Dock election.

1. Councils were informed that they would be liable for future election charges and that we should budget approximately 5K to cover the cost.

2. The St. Marys North by election cost just short of 6K.
3. The election in the Central Ward, Pembroke Dock (November 2019) cost £9,616.27
4. In a subsequent letter to Pembroke Dock Council, it stated that the bulk of the increase was down to printing costs. In May 2019 a decision was taken by the Election Department to shut down the in-house printing arrangements and go with a “specialist print provider” – Print Image Network.
5. The letter also stated that the Department is reviewing the charges and to provide revised estimates before individual Council’s set their precepts.

As part of my brief I emailed Sian Waters and asked her the following questions –

1. Who made the decision to close- down the in-house printing facility?
2. On what grounds was the decision taken?
3. Were the Clerks of Town & Community Councils informed of this change?
4. Were Councils informed of the substantial increase in the printing charges?
5. When will the review be completed?

I have not received any answers to the above questions, but Sian did email to say that she will respond.

An article appeared in the Western Telegraph (30/09/2020) with the following heading **“ELECTION COSTS IS A SHOCK TO THE COUNCIL”**

Neyland Council and Pembroke Dock are in the process of seeking advice from One Voice Wales and in the same article, Cllr. Simon Hancock (Mayor of Neyland) said “ the cost should never be an impediment to democracy and this above all is what matters most; that people have freedom of choice in who serves them”. Our next election is scheduled to be held in February 2021 so we will need to budget for that and for the subsequent elections in 2022.

What can we do?

1. Request Town Clerk to contact other clerks in the area to see if other councils have the same concerns.
2. Request our four (4) County Councillors to speak to the Cabinet member responsible for the Election Services Department for justification of the increase in charges.

b) Response from Mike Cavanagh regarding Library queries (see attached)

1. **We currently pay roughly half of the running costs, can Mike confirm that the other seven councils pay the same percent as we do. If not why not.**

Apologies but this is not a question that can be answered in one sentence as it is important to understand the history of how we have got to where we have got to.

In 2015, the library service embarked upon a major piece of work called a library needs assessment, in light of external forces which were demanding service change and adaptation, particularly financial [austerity] and technological change. As a statutory service, it was considered good practice to undertake such an assessment in order to ensure that any service changes were underpinned by a thorough understanding of the community’s needs in respect of library services, and to ensure that our decisions could be defended if the authority was ever taken to a judicial review.

This assessment involved: engagement with a wide range of individuals and communities; an assessment of our performance and current service provision, and consideration over demographic and related information.

One of the key outcomes of this work was a thorough understanding of need and this underpinned our strategy for change. There was a very strong preference from communities throughout the county to avoid library closures and so our focus has been on a range of measures, including working with partners such as yourselves through financial contributions, to enable the network to remain open.

The library service defines two particular types of libraries in the county. We have five major libraries in the towns of Haverfordwest, Pembroke Dock, Milford Haven, Fishguard and Tenby. These are seen as key centres serving their respective towns and a wide area beyond. In the context of financial pressures, these were identified as the priority libraries. The strategy for efficiency savings amongst these libraries was to seek financial contributions from the local Town Councils, and if those contributions were not forthcoming, to close those libraries for one additional day per week as a means of making financial savings.

At the current time of writing, Haverfordwest and Fishguard Town Councils are both financially contributing to keeping their libraries open and thus avoiding an additional closed day, whilst the other three libraries chose not to make financial contributions and hence saw their libraries close for an additional day per week.

The second tier of libraries includes Pembroke Library, amongst others. For these libraries, three options were developed to make them sustainable over the long term. In order to be sustainable, the direct running costs of these libraries needed to be reduced by two thirds, i.e. PCC continue to invest at a level 1/3rd of the pre-austerity level [not counting stock and IT costs which also continue to be provided by PCC]. The three options, each of which could deliver that level of saving, were:

- We work with the local community and local council to create a community managed library partnership in which the building [including building costs] and 50% of the staffing are managed by the local community by creating a charity or not-for-profit organization and providing volunteering time. PCC provides the other 50% of staffing through professional paid staff and continues to provide the IT, book stock and training and support to the volunteers.
- The local Community/Town Council make a financial contribution of two thirds of the direct running costs in order to keep the library fully professionally managed
- The library is closed and replaced with a mobile library service

To date, in Narberth and Newport, the community managed library partnership option was preferred and for the past four years, they have been successfully delivering with that model. More recently, Neyland Library has adopted a similar model through their new hub. These partnerships achieve the 2/3rds saving required by PCC.

St Davids, on the other hand, elected to make a financial contribution in order to keep the library professionally managed, although they also requested that we work with them to bring in volunteers for additional hours over and above the standard hours, which has been successful. This agreement also saves PCC 2/3rds of the direct running costs.

With regard to Saundersfoot and Pembroke libraries, I have held off as long as possible in considering the above options on account of them also being visitor information centres. This is why these options were put to Saundersfoot and Pembroke Councils around three years later than the

other councils mentioned above. However, with no apparent end in sight to the continued financial austerity, it became necessary to hold those discussions.

In both cases, the decision was taken by yourselves and by Saundersfoot Community Council to make a financial contribution to keep your respective libraries professionally managed. These agreements also achieve the 1/3rd 2/3rd split of costs between PCC and the respective local council.

- 2. Mike states that the Business Plan requires PTC funding in order to stack up. What involvement did PTC have in the formation of the Plan, were we consulted in any way? Have we seen a copy of the Plan, if not why not.**

The business plan was produced by AMION consulting who were the same company who worked on the original feasibility study. AMION engaged closely with the Henry Tudor Trust in the production of the business plan. Cllrs Rose Blackburn and Linda Asman were on the steering group both during the first phase and second phase of works. They will have seen a copy of the plan.

- 3. The library is currently shut down and has been for a number of months, will we be getting a refund on the funding that we have contributed while the library has been closed? I would expect that there would be some limited running costs during that period so surely we are entitled to some of our money back.**

We wrote to the Town Council on 9 April with regard to the financial agreement. We requested that the Town Council still honour the agreement relating to the 20/21 financial year, given the completely unprecedented situation. In particular because the costs of the library while closed are little different to when they are open because we have been largely unable to benefit from the furlough scheme [no one furloughed from Pembroke Library] as libraries are not commercial entities and make very little income. The little income that we do normally make also of course has not been made.

It was confirmed on 26 May that the Town Council would honour this payment.

Pembroke Library is now providing an order and collect service.

- 1. It states in the document that " any monies paid by PTC towards either PCC or the Trust would be under a time bound agreement" when and how will the details of that agreement be in the public domain, can I assume that we will be consulted prior to an agreement being reached? Or has the decision already been made without our consent? Question to Mike.**

If the Town Council decide to provide financial support to the facility, we would work together on the wording of an agreement that meets your approval. Unless there is content within the agreement that falls within the definitions for withholding the information from the public domain, then the Town Council would be free to make it publicly available.

From the answer given regarding the town councils etc providing funding towards the libraries etc.

- 1. You say eight towns etc provide funding. Are all towns etc paying the same amount?**

Please see answer given above.

- 2. Your answer implies some towns do not part fund the libraries etc. Which? Has their libraries provision been removed? If not why not?**

Please see answer given above.

The answers regarding the failure etc of the trust is unsatisfactory and lacks clarity. The impression is that the whole process etc has not been thought through and all avenues considered. Before I lend my further support to this project I expect future financial planning etc to be far clearer and an understanding of aims and objectives for the foreseeable future. We are talking about a lot of money being invested and I have yet to see financial outlays, projections etc. PCC has the responsibility to make sure that the basics are in place so that project succeeds. At this moment in time I have seen very little signs of this, which concerns me. We are asked for money..... titles are given..... but very little underpins this! Back of the fag packet comes to mind.

A very detailed and robust business plan has been put together which is available for Town Councillors and was produced with the involvement of two Town Councillors

Reputational damage to whom? Clarify. Thinking about this project carefully might just make sure failure does not occur. A document along the lines produced by the architects should be produced before any further money is spent.

As above, a business plan has been produced and is available. It is impossible to predict exactly what would happen if the venture failed but generally the media seek to make as much of such things as they possibly can and individuals make their own minds up about whether they feel that a particular organisation or individual is to blame or not.

c) East End Roundabout (Response from Darren Thomas)

Dear Suzie,

Thank you for your email.

I have referred this query to the traffic management team to review and respond.

I would note that at the current time the workload and resource pressures in the traffic team are such that it will likely take some time before a more detailed response is able to be provided; I am sorry for this.

Regards,

DARREN THOMAS

Subject: East End Roundabout

Dear Darren,

Further to the last meeting of Pembroke Town Council, concerns were once again raised over East End Roundabout.

Going on from the meeting that was held on site with Councillor Philips and Collins, yourself and Mr John Price last year, I have again been asked to express their deepest concerns about this junction.

Attached is some information gathered from Councillor Dennis Evans, which we are hoping will add weight to these concerns.

Also from your last email dated 26th March 2020, you were looking to see if reports from the consultants who recommended the construction of a roundabout rather than traffic lights could be reviewed again, and enquiring has this been reviewed.

We have a meeting of Town Council on the 15th October, and would be grateful if a response could be made by then.

Kind Regards

Suzie Thomas

327. PLANNING APPLICATIONS RECEIVED

20/0423/PA

Proposal: Proposed reinstatement of Burgage property and access alterations.

Site Address: 18, Main Street, Pembroke, SA71 4NP

Council would support this application

20/0458/PA

Proposal: Erection of a dwelling

Site Address: Rose Valley, Lower Lamphey Road, Pembroke, SA71 5NJ

Council would support this application

20/0553/TF

Proposal: Tree Works

Site Address: Twyni Teg 29 Freemans Walk, Pembroke, SA71 4AS

Council would support this application

20/0498/PA

Proposal: Proposed part demolition, restoration and reinstatement of building to form cottage

Site Address: Cottage to the rear of 89 Main Street, Pembroke, SA71 4DX

Council would support this application subject to satisfactory flood precautions in place.

328. PLANNING APPLICATIONS DETERMINED

20/0220/PA

Proposal: Siting of Temporary "Portacabin" Office structure - 5 years

Site Address: Bush House Nursing Home, Bush House, Bush Hill, Pembroke, SA71 4RJ

Decision: Conditionally Approved

20/0317/PA

Proposal: Proposed single storey conservatory extension

Site Address: 97 Main Street, Pembroke, SA71 4DB

Decision: Conditionally Approved

The above was noted by Council

329. LICENSING

None Received

330. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

To approve the list of payments

102	Salaries	August	2456.34
103	Wages	Week ending 31/8/2020	591.74
	Carmarthenshire County		
104	Council	Pension August 2020	1185.72
105	Pembroke Packaging	Green Rolls	22.24
106	Aldi (Rose)	Screws	9.99
107	Aldi (Rose)	Milk	1.65

September

108	B&M (Rose)	Hand Gel (5 litre) & Face Covers	29.00
109	Wages	Week ending 7/9/20	591.74
110	HMRC	Tax & NI	682.82
111	Aquaclear Water Management	Algae removal from the Mill Pond	11400.00
112	The Crown Estate	Licence to clear vegetation in Mill Pond	490.00
113	Wages	Week ending 14/9/2020	591.44
114	Total Tech	Minimum Remote Support	15.00
115	Halsted DIY	Paint brushes, gloves, mini rollers	13.56
116	Total Tech	Phone	66.00
117	CEF	6ft Triphosphor Tube	12.36
118	British Gas	Electricity 30.5.2020 - 1.8.2020	255.71
119	Wages	Week ending 21/9/2020	591.74
120	SSE Southern Electricity	Christmas lighting supply charges	615.00
121	B&M (Rose)	White spirit, paint, roller	16.56
121a	B&M (Rose)	Teabags	2.29
122	Aldi (Kaylee)	Room spray	5.94
123	B&M (Rose)	Face masks & protective gloves	18.99
124	Infinity Document Solutions	Photocopies	138.90
	Neil Jones Building &		
125	Plastering	Ceiling repair above first floor landing	1800.00
	Paul Jones Building &		
126	Plastering	Ceiling repair above first floor landing	1800.00
127	Tindle Newspapers	Advert - Estimate for Repairs	72.00
128	Wages	Week ending 28/9/2020	591.74
129	Salaries	September	2456.14
130	Lloyds Pharmacy (Suzie)	Thermometer	34.99
131	Simon Safety	Chukka shoes for Simon & hand sanitiser	84.18
	Carmarthenshire County		
132	Council	Pension September 2020	1083.88

133	Matthews Commercial Services Ltd	Destruction of confidential paper	57.00
134	W G Richards & Sons Ltd	Telescope handler & driver loading reeds into container	1260.00
135	B&M (Rose)	Straw, batteries, coffee & milk	25.93

The accounts were agreed unanimously.

331. CORRESPONDENCE RECEIVED

The following correspondence has been received from Stuart Lake of Gerry Graham Pantos and Production.

Hi Suzie,

I hope you are well? Some good news!

We are still planning on touring with Beauty & the Beast this year!

You currently have your pantomime booked with us on Saturday, 9 January 2021 at Pembroke Town Hall

I am emailing to advise you of the options we have available during this unprecedented situation we are all dealing with.

As you know we usually provide a 2 hour pantomime and you are still able to have this as your performance option.

However we are also offering to break this down to a 1 hour show and offer you 2 x 1 hour performances (per 2 hour show booked & at no extra charge). So you can accommodate your usual audience numbers with any Social Distancing requirements that may be in place.

Full PPE will be worn during Get In & Get out's (venue must be closed to the audience/public at this time) In addition to this we have 20ft of "sneeze guards" we can erect in front of the performance area if required. (a sneeze guard is a clear roller banner that we can be performing behind)

Our equipment will be cleaned & sanitised before we enter your venue.

Social Distancing will be strictly enforced whilst we are inside a venue & audience members will be unable to interact (for photo's etc) with the cast as we have done so in the past.

If there is a future government lockdown your pantomime will be cancelled & we will work with you to reschedule the performance & Any deposits paid can be moved on to a rescheduled date.

We do hope you are able to go ahead with your pantomime and let me know your preferred performance option.

We will be touring pantomimes at Easter, Halloween, Christmas during 2021 along with of our ABBA tribute show.

We do need to know your decision by October 12th as we have to ensure we have time to prepare for the tour.

If you have any questions please don't hesitate to contact me.

Following a discussion by Council, it was resolved to write to Gerry Graham Panto Productions stating that due to the current Covid pandemic we would have to cancel the pantomime for January 2021, but look forward to working with them in 2022.

The following correspondence has been received from Mr Leighton Jones (Document attached)

Dear Clerk of the Council,

The Independent Remuneration Panel draft Annual Report 2021/22 has now been published for consultation and is available on its website by clicking on the link below:

[Independent Remuneration Panel for Wales Draft Annual Report - February 2021](#)

Section 13 relates specifically to Community and Town Councils.

The Panel would be grateful if you could make your members aware of the contents of the report and make any comments you may have on the draft to IRPMailbox@gov.wales by **23 November 2020**.

Representations received after this date may not be considered.

Due to current restrictions we are unable to issue hard copy versions by post.

The Panel are conducting a review of their internet site – please could you take the time to answer a short survey which can be completed [here](#).

The above was noted my Council.

332. MAYORAL APPOINTMENTS

No official Appointments

The above was noted by Council.

333. AGENDA ITEMS

334. FOR THIS YEAR 2020/21(TOWN CLERK - ITEM ATTACHED) QUARTERLY BUDGET REVIEW INCLUDING MAYOR & DEPUTY MAYORS ALLOWANCE

The Clerk went through the Quarterly Budget Review. Following a discussion it was resolved that as the Mayor and Deputy Mayor had not been out to appointments/events this year monies allocated would not be paid.

335. APPLICATIONS FOR FINANCIAL ASSISTANCE AND TO AGREE A DATE IN NOVEMBER FOR FINANCE COMMITTEE TO DISCUSS PRECEPT FOR 2021/22 (TOWN CLERK)

No applications for Financial Assistance were presented for this quarter. The Clerk arranged for the Finance Committee to discuss the Precept for the following year on 16th November 2020 at 10.00am

336. TO DISCUSS RESIGNATION OF CHIEF EXECUTIVE, PEMBROKESHIRE COUNTY COUNCIL MR IAN WESTLEY (COUNCILLOR BRINN - ITEM ATTACHED)

Resignation of Chief Executive, Pembrokeshire County Council Mr Ian Westley.

Members, the Chief Executive of Pembrokeshire County Council Mr Ian Westley will be leaving his post in November. During the 5 years as Chief Executive he has engaged with transparency with Town & Community Councils to County Council and throughout Pembrokeshire with our stakeholder partners.

I will be proposing at this Town Council meeting for the Mayor on behalf of this Council to write a letter thanking Mr Westley for working for Pembrokeshire and promoting our County of Pembrokeshire to which he will be sadly missed by his many colleagues and friends throughout this County.

In addition Cllr Rose Blackburn will present to Council a picture of Pembroke Castle and also a Henry V11 Marquette for a presentation to Mr Westley with a letter bearing the seal of Pembroke Town Council. Of course sole distancing will have to be adhered to.

Cllr Aden A. Brinn, JP

Member of Pembroke St Michael Electoral Division

Following a discussion, it was resolved that the Clerk liaise with Pembrokeshire County Council, for the Mayor Councillor Gareth Jones to make the presentation.

337. TO AGREE ORDER OF SERVICE/PRESS RELEASE FOR REMEMBRANCE DAY (COUNCILLOR JONES - ITEM ATTACHED)

Remembrance Day Pembroke - Sunday 8th November

Unfortunately, due to restrictions with the current pandemic, The Remembrance Day Service will be different this year from other years, to try and keep everyone safe.

There will be no Parade and no Service at the Cenotaph, but those wishing to lay a wreath in Pembroke can do so by contacting the office of Pembroke Town Council on 01646 683092 **to book a time slot** from 10.30am to 11.45am.

Please ring Maria Williams on 07980 880550 to order a wreath, which then can be collected with payment of £20.00 from the Town Council Office in Pembroke

between the hours of 9am and 1pm from Monday 2nd November to Friday 6th November. No Wreaths will be available to be picked up on Sunday 8th.

Following a discussion the above was resolved to place an advertisement in the local paper and social media.

The next Item to be moved into Private & Confidential, proposed by Councillor Jones and seconded by Councillor Collins.

338. NEW NJC PAYSCALES - ALL STAFF - 1ST APRIL 2020 - TOWN CLERK - (SEE ATTACHED)

The Clerk presented Council with the new paycales. Following a discussion, it was resolved to increase the points awarded from 1st November 2020.

339. ANY OTHER COMMENTS REGARDING THE REPORT OF 15TH OCTOBER 2020

The Clerk was asked to look into different platforms (e.g Zoom and Microsoft Teams) for the next meeting.

Mayor

