

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 10th FEBRUARY
2022**

**Present
Councillors:**

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

In attendance:

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

123. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies from Councillor Carey and Councillor D Bush

**124. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 13TH JANUARY
2022**

The minutes of the 13th January 2022 were accepted as an accurate record.

125. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No questions raised.

126. MATTERS ARISING FROM THE MINUTES

a) *To receive copy of new Standing Orders (Min 118)*

The Clerk issued each Councillor (which was signed for) the new Standing Orders which were ratified at the January meeting.

b) *Update on Greenlink Interconnector (Information attached)*

Town Clerk provided Council with an update brochure from Greenlink Interconnector and informed Council that Tom Brinicombe would be attending a drop-in session at the Town hall to give updates on the project.

c) *Update on Stage 2, South Quay Development*

Further to the meeting held on 28th January regarding the proposed plans sent through from Pembrokeshire County Council Stage 2 of the South Quay Development, the Clerk had written to Rachel Moxey to ask for a public meeting to take place. Prior to this it was suggested that a Council meet with them, and the Clerk to organise this.

127. PLANNING APPLICATIONS RECEIVED

21/0831/LB

Proposal: Alterations

Site Address: Medieval Chapel 69A Main Street, Pembroke, SA71 4DA

Council would support this application

128. PLANNING APPLICATIONS DETERMINED

21/0739/PA

Proposal: Extension and alterations (Disable adaption works)

Site Address: 7 Charles Road, Pembroke, SA71 4AX

Decision: Conditionally Approved

The above was noted by Council

129. LICENSING

None received

130. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

267	B Shilke	Window Cleaning	£20.00
268	Zoom	Video Communication	£14.39
269	HMRC	TAX/NI	£949.92
270	Total Tech	Phone/Line Rental	£66.00
271	Old Kings Arms Hotel	Mayor's Allowance (Xmas Official Entertainment)	£151.80
272	Intact Dyfed Powys Police	Donation	£250.00
273	Pembrokeshire C Council	Planning Application * to be repaid from Statue fund	£25.00
274	Robinson Retail (Suzie)	Batteries	£3.99
275	Wilko (Suzie)	24 Hour Time Switch	£7.50
276	Carmarthenshire C Council	Pension December	£1552.59
277	Rose Howson	Rose Bowl	£6.00
278	Robinson Retail (Rose)	Milk	£1.89
279	B&M (Rose)	Cleaning Materials	£26.69
280	British Gas	Electricity 10.11.21-9.12.21	£251.98
281	Aquaclear Water Management	Reed Cutting on Mill Pond	£3000.00
282	Aldi (Rose)	Oil for Floor	£11.98
283	Aldi (Rose)	Milk	£1.58
284	B&M (Rose)	Toilet Brushes (6)	£6.00
285	B&M (Rose)	LED Christmas Lights (2)	£16.00
286	KK Insurance Services	Wall Planner	£3.60
287	Wages	Week Ending 17.1.22	£607.72
288	Farm Foods (Rose)	Coffee/Milk	£15.25
289	Bacchante Crafts	6" Plaques on 8" Frames	£306.00
290	Stocksigns	No Unauthorised Vehicles Allowed Sign	£33.30
291	British Gas	Gas 2.12.21-1.1.22	£159.46

292	GGT Thomas & Son Ltd	Service of Warm Air Heater & Boiler	£432.00
293	Pembroke Packaging	Toilet Rolls & Photocopying Paper	£36.60
294	Pembroke Packaging	A4 White Envelopes	£18.82
295	Wages	Week Ending 24.1.22	£607.52
296	Salaries	January	£2680.95
297	Zoom	Video Communication	£14.39
298	Pitney Bowes	Postage	£0.57
299	Carmarthenshire C Council	Pension January	£1652.40
300	B Jones Electrical Contracting	Dismantling Christmas Lights	£6090.00
301	Pembrokeshire C Council	Annual Contribution to costs of Library & Tourist Information Centre	£25000.00

Those marked * to be recovered

The above accounts were agreed unanimously

131. CORRESPONDENCE RECEIVED

None received

132. MAYORAL APPOINTMENTS

No appointments

133. AGENDA ITEMS

134. THE ELECTION OF MAYOR ELECT FOR THE YEAR 2022/23

The Mayor asked the Clerk if she had received in writing any nominations for Mayor Elect 2022/23. The Clerk replied she had received one nomination from Councillor Nutting. Proposed by Councillor Phillips and seconded by Councillor Nicholas a secret ballot took place. Following the vote being counted, unfortunately Councillor Nutting did not secure enough votes. Councillor Nutting then informed Council he was resigning and left the meeting.

The Clerk then checked the Standing Orders, and read the procedure out. The Mayor then enquired if she had received any nominations in writing for the Deputy Mayor Elect.

Councillor Evans had submitted a nomination. The Mayor then asked would he be prepared to stand for the position of Mayor Elect or for it to be deferred until the March Meeting. Councillor Evans accepted the proposition. The Clerk asked the Mayor to suspend Standing Orders, and left the meeting to prepare new voting slips.

On returning, the meeting resumed with Councillor Brinn proposing Councillor Evans and seconded by Councillor Grimes. Another secret ballot took place. Councillor Phillips and Cooke then left the meeting. Following the count, it was resolved that Councillor Evans be appointed Mayor Elect for 2022/23.

135. THE ELECTION OF DEPUTY MAYOR ELECT FOR THE YEAR 2022/23

Due to the above circumstances, and no other nominations received, this item was deferred until the March meeting.

136. TO REVIEW AND APPROVE FINANCIAL REGULATIONS (TOWN CLERK)

The Clerk provided Council with an updated Copy of the Financial Regulations to review. Following a review and discussion, it was resolved to accept the Financial Regulations.

137. TO REVIEW AND APPROVE FLOWER TENDERS FOR MAIN STREET (TOWN CLERK)

The Clerk informed Council that she had sent out 8 invitations to tender, but had only received one returned tender. Following a discussion, it was resolved to accept the Tender from Hill Farm Nurseries, Pembroke.

138. TO REVIEW AND APPROVE HEATING QUOTATIONS FOR MAIN HALL (TOWN CLERK)

The Clerk informed Council that she had sent out 3 invitations to tender and had received two returned tenders. Following a discussion, it was resolved to accept the Tender from GGT Thomas & Son. It was also resolved for the Clerk to obtain an asbestos report (including the Lift) before works commenced.

139. TO APPOINT THE INTERNAL AUDITOR FOR 2021/22 (TOWN CLERK)

This was postponed until the next meeting as no correspondence had yet been received back from the external auditors.

140. TO DISCUSS THE POSSIBILITY OF TWINNING AGREEMENT WITH BAIN-DE BRETAGNE IN BRITTANY (COUNCILLOR BRINN)

Councillor Brinn informed Council that 3 meetings had taken place with Bain-de Bretagne in Brittany discussing the possibility of twinning with them. Councillor Brinn proposed that Pembroke Town Council form a twinning with the above Town. Following a discussion, Councillor Nicholas suggested that this be delayed until after the Election on May 5th. Councillor Brinn then changed his proposal to postpone this decision until after the elections in May, seconded by Councillor Collins with all in favour.

141. TO REVIEW & APPROVE PEMBROKE TOWN COUNCIL WELLBEING DOCUMENT

The Clerk provided Council with the updated Wellbeing Document. Following a review, it was resolved to approve the document.

142. TO RECEIVE AN UPDATE OF THE WILLIAM MARSHAL GRAND UNVEILING (COUNCILLOR ASMAN)

Councillor Asman gave an update on the William Marshal Statue. The unveiling date was set for Saturday 2nd April, and herself and the Clerk had met with Mr Jon

Williams at Pembroke Castle to discuss the event. The unveiling would be at 11.30am and then finish at 4pm at the Castle. The Clerk asked Council could she spend a budget up to £1000 for the day, for refreshments, marquee etc. Following a discussion and a vote taking place the budget was agreed.

143. TO DISCUSS “BUSKING CODE OF PRACTICE” IN PARTNERSHIP WITH PEMBROKESHIRE COUNTY COUNCIL AND DYFED-POWYS POLICE (TOWN CLERK)

The Clerk presented Council a copy of the new “Busking Code of Practice” which had been set up with Pembrokeshire County Council in partnership with Dyfed Powys Police. Following information given, it was resolved for Pembroke Town Council to accept and enter a partnership with them both. Once information had been drawn up, the Busking Code will be sent out.

Mayor

