

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD VIRTUALLY BY ZOOM ON THURSDAY 13th JANUARY 2022**

**Present
Councillors:**

L Asman (Mayor) J Nutting (Deputy Mayor)
D Evans, R Blackburn, M Phillips, D Bush, 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)

106. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies from Councillor Carey

107. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 9TH DECEMBER 2021

The minutes of the 9th December 2021 were accepted as an accurate record.

108. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

No members of the public present

109. MATTERS ARISING FROM THE MINUTES

- a) **Community Notice Board** (Min 92) The Clerk informed Council that Valero had very kindly given a donation of £2000.00 towards the new Notice Board. Along with the other 3 donations of £750.00, the clerk informed Council that she now had a total £2750. The Notice board quotation was £3823.62 so she asked Council would they be willing to pay the shortfall. This was agreed and the Clerk was asked to proceed with the purchase.
- b) **Blackhorse Toilets** (Min 352) The Clerk informed Council that she had spoken to Dave Atkins from Pembrokeshire County Council and confirmed that Pembroke Town Council would agree to pay the increased cost for the following year. Mr Atkins also stated he would look to get the outside walls painted and a new gated door installed before Easter if possible.
- c) **Heating Main Hall.** The Clerk informed Council that she had the boiler inspected, and it had passed the safety regulations. However, the cost of running this boiler was not efficient and being that the boiler was over 30 years old, suggested getting prices for a smaller boiler to be installed with radiators. This was agreed with the Clerk to obtain 3 quotations.

d) Update on GI Funding Grant (Min 68)

The Clerk gave an update on the GI Funding Grant, by producing a plan of the planting agreed by the working group, a picture of the new benches that had been ordered, an update on the railings around the Castle Pond and informed Council that Mr Peter Howe would come to the next meeting to give a further update.

110. PLANNING APPLICATIONS RECEIVED

None Received

111. PLANNING APPLICATIONS DETERMINED

21/0663/PA

Proposal: Convert back to a single private dwelling

Site Address: 110 South Road, Pembroke

Decision: Conditionally Approved

21/0479/PA

Proposal: Proposed residential development of 6 bungalows

Site Address: Land to the rear of No 100 South Road, Pembroke, SA71 4EL

This is to inform you that the application for the above proposal has been withdrawn and our records updated accordingly.

The above was noted by Council

112. LICENSING

Previously sent out Long Meadow Bakery, Pembroke

113. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

235	Total Tech	Support & Email Hosting	£94.42
236	Total Tech	I3 8GB PC and set up	£457.50
237	LITE	Christmas lights	£3990.24
238	Wages	Week ending 5.12.21	£607.52
239	HMRC	Tax/NI	£854.24
240	B Jones Electrical Contracting Ltd	Erection of Christmas lighting	£5075.00
241	Wages	Week ending 13.12.21	£607.72
242	Wages	Week ending 20.12.21	£678.80
243	GGT Thomas & Son Ltd	Checked over air heater in Hall	£45.00
244	Infinity	Photocopies	£116.86
245	Pembrokeshire C Council	Road closure for Fair	£390.00
246	Enviroventure Waste Solutions Ltd	2 skips for Pembroke Fair	£400.00
247	Pembroke Packaging	Toilet rolls and reporter	£35.24

		pads	
248	Pembs Coast National Park	Coast to Coast Advert	£112.50
249	Jewson	Silicone clear, double socket and bend	£7.51
250	CEF	Jointing C/W Glands	£54.75
251	British Gas	Gas 2.11.21-1.12.21	£298.08
252	Welsh Water	4.6.21-8.12.21	£236.44
253	Pembrokeshire C Council	Donation to Andrew Scott-Davies	£250.00
254	Mr Dudley Jones	Mayor's Christmas Cards (50)	£50.00
255	Total Tech	Line Rental Monthly	£55.00
256	Pembrokeshire Fire & Safety Ltd	Annual inspection & water fire extinguisher service	£165.00
257	Halsted DIY	GT85 and gloves	£6.30
258	Pembroke Packaging	Green rolls	£18.99
259	B Shilke	Window cleaning November & December	£40.00
260	Whitestone Media Group Ltd	Advert Pembs Magazine	£110.00
261	Neil Thomas	Compere Santa 2021	£100.00
262	SLCC	FILCA course Suzie Thomas	£120.00
263	SLCC	FLICA course Jayne Howes	£120.00
264	Wages	Week ending 27.12.21	£607.52
265	Wages	Week ending 3.1.22	£607.52
266	Salaries	December	£2761.47

245 & 246 to be claimed back from Showmens Guild

The above accounts were agreed unanimously

114. CORRESPONDENCE RECEIVED

The following correspondence has been received from Joe Gorder, Chairman & Chief Executive Officer, Valero.

Dear Business Partner,

At Valero, we greatly value our relationships with our suppliers, vendors, contractors, consultants, distributors, agents, representative, and all third parties working on our behalf. Our business partners play a vital role in our success, and we rely heavily upon them in helping make Valero the best-in-class producer of fuel and products essential for modern life. The principles and high moral standards that we share are critical in upholding our reputation as a company with high standards of business ethics and conduct. To reinforce this shared commitment, we have released Valero's Conduct Guidelines for Business Partners ("Conduct Guidelines").

These Conduct Guidelines detail the expectations and responsibilities of our business partners, the commitments we share in promoting an ethical work

environment and the resources available to help us ensure compliance with these standards. These Conduct Guidelines are applicable in all countries in which Valero operates and are intended to supplement the terms and conditions of any contract between Valero and its business partners.

Effective today, these Conduct Guidelines can be found on www.valero.com under "About / Guiding Principles / Governance". For questions about these Conduct Guidelines, or the associated expectations, please reach out to your Valero employee contact of the Valero Compliance Department

The above was noted by Council

Correspondence received from a Member of the Public from St Michaels Ward

I felt that I had to write to say a very big Thank You to Pembroke Town Council for the wonderful Christmas lights in the town and beyond.

They are outstanding and brighten everyone up just when it's needed at the end of another difficult year.

Well done and thank you.

The mayor praised the Clerk for her efforts regarding the Christmas lighting and it was agreed to send a letter of thanks to the Trustees of Pembroke Castle for their wonderful display in lighting up the Castle this year. Also a letter of thanks to the member of public for her kind comments.

Correspondence received from Chris Chew (Lieutenant Commander Royal Navy) Commanding Officer, HMS PEMBROKE

Ma'am,

It is an honour to write to you as the new Commanding Officer of HMS PEMBROKE, your affiliated warship. MCM1 Crew 4 took ownership of PEMBROKE in Dec 20 and are set to remain in the ship until Jun 22, which offers some, limited, but exciting opportunities for us to further our affiliation with you.

PEMBROKE has had a busy year, deploying to the Baltic, conducting Mine Counter Measure Operations, and visiting a number of ports along the way. The Ship is currently undergoing maintenance in her base port, HMNB CLYDE, which includes an upgrade to our Sonar and Mine Hunting capability. We will return to see in the New Year for a busy period of generation which includes a lot of time at Sea. In June we will be replaced by one of our sister crews, as Crew 4 head out to the Arabian Gulf on operations.

As the Royal Navy develops and advances our Mine Hunting capabilities, we are changing to a more autonomous role; as a result the Sandown Class Mine Hunters are slowly being decommissioned and this include PEMBROKE in the next few years. We would therefore like to cement our affiliation as much as possible, as we get closer to that time, and make sure you can visit your ship and we can visit you.

As Covid restrictions lift we would very much look forward to vising the area and meeting you in person. Our programme would allow this during April and May 2022,

and we would very much like to re-initiate our affiliation following the global pandemic. I will look to keep in touch with you as much as possible, and I would always welcome you to touch base with me via letter or email if you have any thoughts on how you would like to develop our relationship. You can always follow PEMBROKE'S progress using our Twitter account, @HMSPembroke.

Merry Christmas from all in HMS PEMBROKE

Following a discussion, it was resolved for the Clerk to reply to Lieutenant Commander Chew to discuss a visit when possible.

115. MAYORAL APPOINTMENTS

10.12.21	Father Christmas on Sleigh	Around Pembroke & Monkton
11.12.21	3 Amigos 20 th Anniversary	Commons, Pembroke
16.12.21	Carol Service	Tabernacle Church

The above was noted by Council

116. AGENDA ITEMS

117. PROCEDURE FOR VOTING AT VIRTUAL MEETING/ ELECTION OF MAYOR/DEPUTY (TOWN CLERK)

The Clerk reminded Council of the procedure for applying to become Mayor & Deputy Elect stating that it must be put in writing to her, prior to the next meeting as per Standing Orders. She also explained a virtual voting system should we have to meet virtually at the next meeting.

118. STANDING ORDERS (CLLR EVANS)

Councillor Evans informed Council that he and Cllr. Phillips had been working on some new inclusions for the Standing Order document. There were eight (8) in all, which had been distributed prior to the meeting. Following a discussion and an alteration to one of them it was proposed by Councillor Evans and seconded by Councillor Jones to include these new additions to the Town Council's Standing Orders. The Clerk to distribute a copy of the new Standing Orders at the next meeting.

119. WELLBEING DOCUMENT (CLLR EVANS / TOWN CLERK)

Councillor Evans informed Council that if the precept requirement for a Town Council is over 200K for three consecutive years then a procedure or some form of written documentation must be in place. He had drawn up along with the Clerk a Wellbeing Document which was distributed to Council prior to the meeting.

He went on to say that ‘the Act indicates that seven (7) goals to be achieved and these are listed on page 2 of the document. The above requirements dove-tail nicely into our existing Mission Statement and Corporate Objectives. The plan is to get the document adopted by Council before the start of the next financial year’.

Following a discussion, it was agreed for everyone to study the document and come back with any alterations/suggestions to the Clerk, who will then place them on the Agenda for the next meeting.

120. TO CONSIDER REVIEW OF EMPLOYMENT CONTRACTS/EMPLOYEE HANDBOOK BY EXTERNAL PROVIDERS (TOWN CLERK)

The Clerk had issued prior to the meeting, two quotations of preparing new Contracts and Employee Handbook for the staff. Following a discussion, it was resolved to accept the quotation from Mr Barry Rees of Haverfordwest. Following these conversations, it had come to light that the Staff should receive certain Health & Safety Training. Councillor Dennis Evans proposed to Council, seconded by Councillor Nicholas that staff obtain the necessary training requirements. Following a vote with all in favour, it was resolved for the Clerk to arrange training as required.

121. TO REVIEW AND APPROVE LIST OF COUNCIL MEETINGS FOR 2022/23 AND EVENTS (TOWN CLERK)

The Clerk presented Council with a proposed list of Council Meetings and Events set out for the forthcoming year. These events were subject to covid restrictions being allowed. Following a discussion, it was proposed by Councillor Jones and seconded by Councillor Blackburn to accept the dates.

122. TO REVIEW & APPROVE THE EXTERNAL AUDIT 2020/21 (TOWN CLERK)

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

Mayor

