



## **PEMBROKE TOWN COUNCIL, TWINNING COMMITTEE.**

### **Minutes of a meeting held on Thursday 15<sup>th</sup> February 2023.**

**Present:** Councillors A Brinn (Mayor), Mrs. A Mortenson (Deputy Mayor), Jonathan Grimes, Gareth Jones, Clive Collins.

**In attendance:** Ian Jones (Hon Secretary and Treasurer)

**Apologies for absence:** Councillor Mrs Rose Blackburn.

**To sign the minutes of the previous Pembroke and Pembroke Dock Joint Twinning Committee minutes held on 24<sup>th</sup> April 2019 and 22<sup>nd</sup> August 2019 which was held at Pembroke Town Hall.**

The Hon Secretary / Treasurer explained that these draft minutes should be “noted” only, given that the Mayor would be reading out a letter from the Town Clerk of Pembroke Dock in which she had informed the Pembroke Town Council that their Council had decided to no longer take part in Twinning events and would be notifying Bergen, Germany and Pembroke, Malta, that they no longer wished to continue with the Twinning Partnership.

This was agreed by the Committee.

#### **Chairman’s Report.**

Councillor Brinn provided members with a resume of the twinning events over the past 4 years. He had attended the Bergen Schutzenfest with Councillor Grimes in 2023 and they laid a wreath at Bergen-Belsen Concentration Camp to remember those who dies in the 2<sup>nd</sup> World War. Councillor Brinn indicated that he had attended meetings with the Deputy Head of Henri Tudor School to discuss the question of school pupils attending / taking part virtually in the Anne Frank Week event in 2024.

#### **Terms of reference for the new Committee.**

The proposed terms of reference for the Committee had been distributed to members prior to the meeting. It was Proposed by Councillor A Mortenson and Seconded by Councillor J Grimes that the terms of reference be agreed and adopted. All were in agreement.

#### **Election of Officers.**

The new Terms of reference having been agreed by the Committee the election of Officers followed.

- (a) *Chairman.* It was Proposed by Councillor C Collins and Seconded by Councillor Mrs A Mortenson that Councillor A Brinn be elected as Chairman. All were in agreement.

- (b) *Vice Chairman*: It was Proposed by Councillor G Jones and Seconded by Councillor Mrs A Mortenson that Councillor J Grimes be elected. All were in agreement.
- (c) *Secretary / Treasurer*: The Town Clerk, Ms. Suzie Thomas, had asked that she should not serve in this position and it was proposed by Councillor A Brinn and Seconded by Councillor J Grimes that Ian Jones be elected as Hon. Secretary / Treasurer. All were in agreement. It was agreed that Councillor A Brinn should formally write to Ms Thomas to thank her for her past services. It was resolved that where appropriate the Committee could meet remotely.
- (d) *Appointment of 3 co-opted members from outside the Town Council*.

There was a general discussion on the qualities desirable for a co-opted member. Discussions centred on people who could perhaps represent the views of youth organisations / educational establishments etc. The Church at Warren, which is located on the Castlemartin Firing Range and which had considerable restoration completed with the help of the German Army during their use of the facility, have a number of volunteers one of which may be interested in the objects of a twinning agreement. From a different perspective a representative from an organisation such as the Heritage Centre in Pembroke Dock who had already indicated that they would like to have a link with the War Museum in Valetta, Malta, may also be an option. It was proposed by Councillor G Jones and Seconded by Councillor A Brinn that the Committee should try and seek community involvement from across all sectors in the wider area. Consideration should be given to publicise the work of the new Committee to see if we could interest other organisations including those involved in voluntary work etc. The matter would be discussed again at the next Committee meeting to see what contact members had been able to make with suitable outside bodies / individuals.

### **Secretary / Treasurer's Report.**

Ian Jones stated that given that the Committee was now was part of the Pembroke Town Council organisation only it would be necessary to take the following actions with regard to their banking arrangements: -

1. To notify Barclays Bank that there has been a change of name to "Pembroke Town Council, Twinning Committee". This would involve two of the current signatures to the account viz. Suzie Thomas (Town Clerk) and Councillor Aden Brinn (Mayor) completing a form notifying the bank of the change of name.
2. To then notify the bank that there has been a change to the signatures namely the Pembroke Dock Town signatures would need to be removed and fresh ones appointed. The Committee agreed that the new Signatures should be Councillors A Brinn and J Grimes with the Secretary / Treasurer being the other.
3. Once that had been completed it was agreed that the Committee then open a Bank Account with Lloyds Bank, close the Barclays Account and transfer the funds to the Lloyds account.

In answer to an enquiry about how much money from Pembroke Dock Town Council was available for use to send a school student from their area to the Anne Frank Week in Bergen at a later date, the Hon. Secretary / Treasurer stated that having looked at the accounts he believed that this would be less than £1,000 but he had not yet fully analysed the accounts.

It was Proposed by Councillor G Jones and Seconded by Councillor Mrs A Mortenson that a letter be sent from this Committee to Pembroke Dock Town Council to thank them for their past involvement with Twinning arrangements with Bergen, Germany and Pembroke, Malta.

### **Twinning Agreement with Bain-de-Bretagne, France**

Two draft documents relating to a new Twinning Agreement between Pembroke Town Council and Ban-de-Bretagne had been circulated to members prior to the meeting. Councillor A Brinn indicated that he had spoken to the Deputy Mayor of Bain - de - Bretagne and they were aware that the documents (Agreement and Oaths) would be sent to them for approved within the next 48 hours. Some minor amendments were made to the documents but it was Proposed by Councillor G Jones and Seconded by Councillor A Mortenson that the draft documents be approved. All were in agreement. It was further agreed that although the documents which had been prepared in English we would ask the representatives of Bain- de - Bretagne if they could then translate it into French. Once this had taken place and it has been returned arrangements would be made for the French translation to be checked by someone with a good knowledge of the French language (e.g. a teacher from the Harry Tudor School or equivalent).

### **Official visit of Bergen Burgermeistrin Claudia Dettmar-Muller and Silvia Bothe to Pembroke from 18<sup>th</sup> – 21st March 2024.**

Councillor A Brinn provided members with details of the likely costs for the visit. It was agreed that a car should be hired to collect our guests from Cardiff airport. Details of various car hire prices were provided but members were of the view that a larger car would be required to accommodate the two visitors as well as their suitcases etc. The cost for such a hire would be in the region of £185. It was proposed by Councillor G Jones and seconded by Councillor A Mortenson that this estimated cost be accepted.

There was then a discussion on the provision of meals for the two Bergen visitors. It was agreed that the cost of accommodation at the Kings Arms plus their breakfast (£80 per night) be met from the Twinning Budget. In addition, on the day of arrival and subsequent days when the visitors were being taken to various venues in the area e.g. the Heritage Centre, Warren Church, Castlemartin Military Range etc. that a light luncheon for the Bergen party be provided. In the evenings costs for a reasonable meal would also be met. Receipts for all such expenditure should be provided. It was Proposed by Councillor G Jones and Seconded by Councillor A Mortenson that these arrangements be approved. All were in agreement.

Councillor A Brinn had circulated a proposed itinerary for the visit beginning with the collection of the Bergen party at Cardiff International Airport on Monday 18<sup>th</sup> March (1655hrs). The programme will be as follows: -

#### *Monday 18<sup>th</sup> March*

1655hrs – Convey the Bergen Party from Cardiff Airport to Kings Arms Hotel. Meal at Kings Arms to be provided in the evening with the cost met by the Twinning Committee

#### *Tuesday 19<sup>th</sup> March.*

0930hrs – Official welcome at the Mayor's Parlour, signing of visitors book etc.

1005hrs – Leave Pembroke by car for St. Mary's Church. Warren

1030hrs – Arrival at Warren Church (refreshments provided)

1200hrs – Visit to Pembroke Castle with lunch at the Castle Café

1400hrs - Visit to the Maritime Museum at Pembroke Dock

Evening free but meal provided by the Committee for both visitors at the Kings Arms

*Wednesday 20<sup>th</sup> March*

0945hrs – Bergen visitors collected at Kings Arms and conveyed to Henry Tudor Secondary School.

1000hrs – Meeting with Mr Tom Crichton, Deputy Headmaster. Tour of school together with discuss on the proposed virtual 2023 Ann Frank Week event. Photo call.

1115hrs – Visit to Heritage Centre

1215 hrs – Leave Heritage Centre for Stackpole Inn for luncheon

1245hrs – Luncheon at Stackpole Inn

1430hrs – Visit to Castlemartin Range (subject to firing at the range taking place). Awaiting confirmation from Major J Poole, Liaison Officer at the Range.

1530hrs – Tour of the nearby area including Angle, Stackpole etc. (Subject to weather conditions prevailing on the day)

1700hrs – Return to Kings Arms

1900hrs – Official Dinner at the Kings Arms, Pembroke subject to numbers attending. An invitation to Town Councillors and partners would be issued. (Those attending other than the Bergen visitors would be expected to meet their own meal costs etc.)

*Thursday 21<sup>st</sup> March*

0600hrs (approx.) Early departure from Kings Arms for onward journey to Cardiff International Airport for the visitors return to Bergen.

#### **Other matters relevant to the Official Visit.**

Councillor A Brinn asked members for ideas for a suitable gift for the Bergen visitors to take back to Bergen to commemorate the visit. He provided members with photographs of possible suitable items. It was agreed proposed by Councillor A Brinn and Seconded by Councillor G Jones that the maximum sum available for such a purchase would be £100. All were in agreement. A final decision on what to purchase would be made at the next meeting where the final itinerary etc would be discussed.

#### **Any other business.**

The Hon. Secretary / Treasurer reminded members that the 25<sup>th</sup> Anniversary of the Twinning Agreement with Pembroke, Malta would take place on 4<sup>th</sup> May 2027 and the 50<sup>th</sup> Anniversary of the Twinning Agreement with Bergen would take place on 16<sup>th</sup> April 2027. Plans for celebrating both these milestones should be considered over the next two years.

**Date of next meeting.**

The date of the next meeting would take place on Monday 11<sup>th</sup> March 2024 at 1000hrs.

The meeting closed at 1110hrs.