

Pembroke Dock Town Council
Town Clerks Report
5th March 2024

Agenda Item 2481

a) Update on Administrative documentation

As a new clerk I have undertaken an audit of some of the documents held by Council and there are some updates which are required. The updates will include the following

- Agenda
- Clerks Report
- Register of Interests
- IRPW returns

It is regulation that agendas summon councillors to attend meetings, and also provides as much information to the public with regards to the items to be discussed. You will note within the agenda there is an option for members of the public to address council during the meeting, along with information on the clerks report for the public to understand discussions at the meeting.

The Clerks report will provide more information on the items which are due to be discussed and will also provide information to councillors to help aid an informed discussion and decision making process.

The register of interests is a statutory document all members MUST complete and MUST keep up to date, I will therefore require all members to update these documents which I will provide.

The Independent Remuneration Panel for Wales review allowances paid to Councillors the information relating to this should be provided on a yearly basis, I will advise further on this process later in the meeting.

b) 2024/2025 Meeting Dates

Please see below the following meeting dates for 24/25

2nd April 2024

7th May 2024 – AGM

4th June 2024

2nd July 2024

6th August 2024

3rd September 2024

1st October 2024

5th November 2024

3rd December 2024

7th January 2025

4th February 2025

4th March 2025

1st April 2025

6th May 2025 - AGM

c) Nominations for chair for 24/25

The chair of the Council should be reviewed on a yearly basis, members are able to propose the chair is in position for longer than one year but this needs to be clearly documented.

I therefore require your nominations for chair for 24/25 period and the length of time you wish this chair to be in place.

d) Councillor Allowances

The Independent Remuneration Panel for Wales review and advise on allowances for councillors, they state that no Councillor should be out of pocket for undertaking the role as Councillor. As part of this it is mandatory that all Town & Community Councils are paid the following

- Basic Payment of £156 (equivalent to £3 per week) towards extra household expenses (including heating, lighting, power and broadband) of working from home
- Reimbursement for Consumables £52 towards the cost of all office consumables used whilst working from home as a Councillor.

I have sent all Councillors the letter suggested by the Independent Remuneration Panel for Wales to review and sign. This is to confirm that they are not claiming an allowance from anywhere else for the consumables used to conduct their council business. These payments are not subject to tax purposes.

Please note the payments are mandatory and If anyone does not want to accept the payment, you MUST note this on the form provided and the MUST be returned.

e) Town and Community Council Website

The website for the Council is currently being provided through PCC, they have informed all Town and Community Councils that this agreement is now coming to an end and alternative arrangements would need to be in place by 31st March 2025.

PAVS and PLANED are working with PCC to assess options for Councils to ensure specifications met and options are provided. Cllr T Wilson has recently attended a meeting with regards to this and is working with PCC to find a suitable way forward.

f) Financial Donation Requests

The Council have received a donation request from Marie Cure to assist with funding for services within the local area, these types of applications are seen on a regular basis. It has highlighted the requirement of a policy of how these requests are dealt with. With any financial request there should be evidence from the organisation on the funds which they hold and the reasons for the application and council should ensure the funds provided are seen to benefit the area of Cosheston.

I would therefore suggest a financial request policy is put in place and added to the financial regulations as a safeguard document for these types of requests.

g) Requirement of Policies

Further to the review of documents and the application to Enhanced Pembs at PCC, it has been highlighted the need of policies within the council. The suggested policies at present are

- Equalities Policy
- Environmental Policy
- Welsh Language Policy

I will provide these documents to members for review.

h) West Farm Solar Application

Cllr T Hodgson has confirmed this application was deferred from the PCC Planning Committee meeting on 13th February 24.

i) PCC – Speed Limit Order

Pembrokeshire County Council have advertised the following

- a number of 40mph buffer limits on A, B & heavily trafficked C Class Roads
- amend minor discrepancies in respect of the position of new 20mph/settlement/terminal signs recently installed
- introduce a new 30mph limit and an advisory 20mph limit.

The information relating to the order is available via the link below, please note the areas do not affect the village of Coshaston.

<https://www.pembrokeshire.gov.uk/traffic-regulation-orders>

j) Hate Crime Training

The Hate Crime Training and Engagement Officer from victim support organisation has been contacting all Town and Community Councils with regards to training which they are offering to everyone highlighting hate crime and how to deal with scenarios of hate crime. I have included below a copy of the training dates which they are offering. If anyone would like to attend any please let me know.

Training Session	Online	Date	Time	Eventbrite Link
Online Hate	Zoom	Thu, 22 Feb 2024	12pm - 2pm	https://www.eventbrite.co.uk/e/763881258407
ASB Hate Crime	Zoom	Tue, 20 Feb 2024	1pm - 2pm	https://www.eventbrite.co.uk/e/763883113957
Understanding Hate Crime	Zoom	Wed, 28 Feb 2024	12pm - 2pm	https://www.eventbrite.co.uk/e/763883344647
ASB Hate Crime	Zoom	Wed, 13 Mar 2024	10am - 11am	https://www.eventbrite.co.uk/e/763883605427
Understanding Hate Crime	Zoom	Thu, 14 Mar 2024	10am - 11am	https://www.eventbrite.co.uk/e/763887697667
Understanding Hate Crime	Zoom	Tue, 19 Mar 2024	12pm - 2pm	https://www.eventbrite.co.uk/e/76388730757
Online Hate	Zoom	Thu, 21 Mar 2024	12pm - 2pm	https://www.eventbrite.co.uk/e/763889152017

k) PCC – Note to self Campaign for Police and Crime Commissioner Elections May 24

Pembrokeshire County Council will be advertising “The ‘Note to Self’ campaign, featuring giant sticky notes with handwritten reminders to ensure you are registered to vote and bring ID to the polling station”

Voters will need voter ID to vote in the upcoming Police and Crime Commissioner election in May, and the UK General Election.

Posters will be found in noticeboards and public areas around Pembrokeshire.

l) Cannabis Farm Awareness

The Council have been provided with a leaflet to raise the awareness of cannabis farms, the information will be put on the local noticeboard.

m) Accounts update

I am now able to provide members with a copy of the accounts information to allow for budgeting moving forward, these are the figures which will be used for audit purposes, I am still to update the current year to date but will provide regular updates in this same format. If anyone has any questions please let me know.