

**Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee
held on Tuesday 9 April 2024 at 6pm in the Old Wool Market**

Present	Cllr B Simister Cllr C Black Cllr P Lewis Cllr R Thomas-Turner Vanessa Lewis Camacho	MES Committee Chairman Town Clerk
Apologies (Item 1)	Cllr T Moses Cllr S Pearce	
Observers	Cllr H Lewis Cllr M Lewis Member of the public	Vice Chairman of Council/Deputy Mayor

Cllr B Simister welcomed everyone to the meeting.

Declarations of interest from Members (Item 2)

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
No declarations made			

Matters arising from minutes of the last meeting held on 5 March 2024 and following Full Council (FC) meeting held on 22 March 2024 (FC Update) (Item 3)

Priory Saltings

- a) Insurance claim for Board walk to be progressed by Clerk (requiring evidence of costings of original board walk on record).
- b) Several applications had been received by the Clerk from users of the 'unregistered path' section of the route under the bridge from Priory ruins up to the Saltings in support of the PCC application to register as a public right of way.
- c) FC Update – Committee noted the decision to re-open Saltings with appropriate signage at both entrances pending improvement works (currently excluding steps handrail) when weather improves, subject to obtaining further quotations. Noted that Cllr P Lewis was seeking independent PCC confirmation that handrail absence does not conflict with modern legislation. Cllr P Lewis confirmed that he had a meeting / site visit scheduled with PCC during the following week, the outcome of which would determine how he voted in relation to Council's future decisions on the improvements works at the Saltings.

Christmas Lights Re-tender – Clerk to progress tender papers and convene meeting of Sub-Committee.

Summer Bunting – FC Update – full application for match funding via Enhanced Pembrokeshire Grant (EPG) to be submitted with quotes, following a satisfactory expression of interest application being accepted by PCC, and decision to match fund 20% of the amount requested, to be taken from the Town Council's Town Improvements Budget. Intention for bunting to be erected in the town in May through to September (and annually thereafter). Clerk update at meeting - 80% of the total project costs i.e. amount of grant requested in the EPG application having obtained the necessary quote now totalled £9,168.

Old Wool Market – update to be brought to next Full Council meeting (in June) following the meeting between the consultant advising on the development and funding potential and the Task and Finish Group taking place on 22 April.

Cemetries – FC update – Upper Prendergast cemetery railings and St Martin’s inner wall repair works had been booked with contractors and deposits paid on 28 March in accordance with agree terms, following approval of quotations by FC on 22 March.

Community Garden – 1) FC update – Clerk to discuss management agreement with Vicky Moller. Clerk update at meeting – a draft document had been provided by Vicky for review with the Clerk. 2) a request from a volunteer (also a former Councillor) at the garden for the chat bench currently situated at Old Wool Market to be located at the garden had been received. Cllr P Lewis expressed concern that such a request should come from Vicky Moller. It was proposed by Cllr P Lewis and seconded by Cllr B Simister that, subject to receipt of Vicky Moller’s endorsement of this request, that a recommendation to be made to FC for the chat bench to be re-located to the Community Garden.

Recommendation:	Subject to endorsement by Vicky Moller, a recommendation to be made to FC that the chat bench to be re-located to the Community Garden.
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Picton Centre – FC update – Subject to taking legal advice, PCC to be given a deadline of 1 May 2024 to finalise the lease and to make payment of the outstanding rent, utilities and other costs incurred by Council since PCC took occupancy. Clerk update at meeting – confirmation received following meeting with PCC Head of Property on 27 March that outstanding payments would be settled and final points on the lease (linked to rent valuation as PCC did not carry out an independent valuation prior to occupation) would be set out in a note to the Clerk

Salt bins – Clerk to progress proposal to bring back to Committee in due course.

Updates on other matters relating to (Item 4):

Sports Pavilion – priority work to replace the height restriction barrier and gates, approved by FC on 27 February 2024, had been booked on 28 March in accordance with the quotation terms.

Website – FC update – support given to review website provision to be undertaken by the Clerk/Administration. Clerk update at meeting - a meeting with a second potential website supplier would be arranged, which Council members would be welcome to attend, after 15 April due to supplier being on holiday.

Asset Register Update (Item 5) – Clerk noted that the register had been updated to reflect new groundsman equipment including the acquisition of a sit on mower and trailer approved by FC on 27 February 2024, which was sourced via grant funding from the Pembrokeshire Nature Partnership.

Storage arrangements for sit on mower/trailer (Item 6) – as agreed, the Clerk noted the proposed arrangements to locate a third storage container at The Bridge Meadow Car Park to house the mower and trailer. In the event of any uncertainty or delay to this proposal while the Bridge Meadow Trust affairs were being regularised, alternative short-term storage arrangements up at the showground through Pembrokeshire Agricultural Society had also been sought, if needed, so that delivery of the mower/trailer could take place. The Committee felt that the alternative storage was not necessary and that arrangements to order and take delivery of a storage container at Bridge Meadow, the purchase of which had already been approved by Council, should be progressed. Therefore, no alternative storage recommendation was required to go to FC.

Replacement and additional dog bin provision at Lower and Upper Racecourses (Item 7) – Clerk noted that members of the public had commented that an additional dog bin would be welcomed at the Upper Racecourse and the groundsman had advised that one dog bin situated at the Lower Racecourse needed replacing. A recommendation to Council was proposed to approve the cost of two new dog bins totalling £917.40 (incl VAT), plus materials and labour (if outside regular groundsman hours). Cllr P Lewis proposed and Cllr B Simister seconded that the requests should come from the respective management Committees of the Upper and Lower Racecourses, who should be asked to contribute 50 per cent of the cost of their dog bin, with Council covering the remaining 50 per cent and the cost of the installation.

Recommendation:	Prior to making a recommendation to Full Council to approve the cost for the replacement / provision of a new bin for the Lower and Upper Racecourse, respectively, that the Clerk ask the respective racecourse management committees to make a request to the Town Council within which they agree to contribute 50 per cent of the purchase cost.
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Trade Waste 2024-25 Renewal, including compliance with Workplace Recycling regulations (6 April 2024) and reimbursement to PCC of Trade Waste Collection Charges incurred by Council but not collected by PCC since pre-Covid to 31 March 2024 (Item 8)

- 1) The Clerk set out the Welsh Government requirements for all businesses to ensure they have recycling arrangements in place for all trade waste generated with effect from 6 April 2024. The annual cost of Council's Trade Waste Agreement Renewal incorporating the new requirements including the purchase of general waste and food sacks, and the provision of weekly collection of recycling sacks, and plastic, paper and food caddies for the year had been calculated for the year totalling £480.80 (subject to a 5% discount if a debit card payment is taken in place of an invoice) by 8 April 2024, reducing this to £450.75. Council was asked to note the 2024-25 Trade Waste Agreement renewal and cost. The Council's own general waste was deemed to be minimal as it covered waste collections from Old Wool Market and the Pavilion only.
- 2) The Clerk noted the recharge request received from PCC on 3 April 2024 in the amount of £6,706.47 plus VAT covering the cost of tipping Council's waste during the period 1 April 2020 to 31 March 2024 which had been charged to PCCs account, full details of which was set out in the paper provided to the Committee.

Recommendation:	<ol style="list-style-type: none"> 1) Council to note the 2024-25 Trade Waste Agreement renewal and cost including compliance with Welsh Government's Workplace Recycling Regulations effective from 6 April 2024. 2) Council to approve, on recommendation by MES, the payment of £6,706.47 + VAT due to PCC for Town Council's general waste and from public bins and dog bins between the period 1 April 2020 to 31 March 2024.
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Items for next agenda (Item 9) - None raised.

With no further business to consider, the meeting ended at 6.50 pm.