

At a Hybrid Meeting of Pembroke Dock Town
Council on Thursday 6th March 2025

**PRESENT: Cllrs: P Aston-Jones, M Bowen, C
Francis-Boswell, J George, P George, T George, G
Goff, B Hall, C Lee, J Lyons, S Lucas, S O'Connor, D
Sharp, M Williams, M Wiggins, T Wilcox**

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Hart – Deputy Town Clerk

Cllr Williams opened the meeting and welcomed everyone.

141. APOLOGIES FOR ABSENCE

Cllrs D Sharp and S Lucas.

142. DECLARATIONS OF INTEREST

Cllr Wiggins declared a personal interest in item 148 (48a) Pembroke Boro grant application.

143. QUESTIONS AND ANSWER SESSION WITH GUEST SPEAKERS (20 MINUTES)

There was no guest speakers present at the meeting.

144. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC (10 MINUTES)

There was no members of the public present at the meeting.

145. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 6th FEBRUARY 2025.

It was	PROPOSED by Cllr J George
	SECONDED by Cllr C Lee
	RESOLVED - That the Minutes of Thursday 6th FEBRUARY 2025 are adopted as a true record.

146. MATTERS ARISING FROM THE MINUTES OF THURSDAY 6th FEBRUARY 2025

Pg 179 – Item 139 - It was updated that the issue with the property on London Road was rectified quickly and the building was now in a safe condition.

147. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK

42. 2025/2026 Meeting Dates

The Town Clerk informed members of the new meeting dates for 25/26

1st May 2025 (Annual General Meeting)

5th June 2025

4th December 2025

3rd July 2025

15th January 2026

31st July 2025

5th February 2026

4th September 2025

5th March 2026

9th October 2025

9th April 2026

6th November 2025

It was agreed not to have a meeting in January 2026 as it was a quiet time of year for Council business. All Members agreed.

43. 100 Year Anniversary – Memorial Park

The Town Clerk informed members that there was a meeting with volunteers for the event and the following had been set and booked for the 100-year anniversary.

Friday 2nd May 2025 – Opening ceremony and blessing of the park with Alex Grace and there will be the burial of a time capsule which we have asked the schools to be part of.

Saturday 3rd May 2025 – Funday in the Park with rides and food stalls booked. There will be a stage with booked bands, Marquee supplied by Valero which will house the bar and refreshments.

Sunday 4th May 2025 – Songs of Praise, arranged by Bethel Chapel with all local churches taking part in a sing along in the park on Sunday afternoon.

44. Councillor Allowances

The Town Clerk informed members that the Councillor Allowances will be paid during March, these allowances would be paid unless you notify by email or signed letter that you do not wish to receive the allowance.

45. Internal Audit

The Town Clerk informed members that Council are required to confirm the internal auditor each year, she stated that they had previously used Mr. Bernie Scourfield who is an independent auditor for Town and Community Councils, who would charge no more than £300 for his services if agreed for the 24/25 audit period. She said the other option

would be to use a larger accountancy firm at a higher cost.

It was PROPOSED by Cllr G Goff
SECONDED by Cllr C F Boswell
RESOLVED – That members of PDTC use Mr. Bernie
Scourfield as internal auditor for the 24/25 period.

46. Pennar LEA Governor

The Town Clerk informed members that she had been contacted by PCC asking if any of our members would be interested in being the LEA Governor for Pennar School. She asked members if anyone was interested to let her know and she would put their name forward to PCC. There was no interest from the Councillors, Cllr O'Connor commented that he knew someone who might be interested and would pass the information to them for consideration.

47. Police and Crime Plan 2025-2029

The Town Clerk informed members that the Police and Crime Plan 2025-2029 had been sent to members by email for review. She said that she would encourage members to read the plan and if anyone had any questions or would like further information she could contact the Police and Crime Commissioner to ask for a meeting to be arranged.

148. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

48. Finance Committee Recommendations

The Finance Committee met recently to discuss grant applications received which are as follows:

a. Grant Applications

Pembroke Borough AFC - £400

Pembroke Borough are a local football team who are based on London Road, they have several teams ranging from Under 13's to 2 x senior football teams. The ground on London Road suffers from access issues and they are looking to purchase new gates. They currently have £1,319.10 in the account.

The Finance Committee recommended this grant application was accepted.

It was PROPOSED by Cllr S O'Connor
SECONDED by Cllr P Jones
RESOLVED – That Pembroke Dock Town Council donate £400 to
Pembroke Borough AFC

All members agreed

Plant Dewi - £970

Plant Dewi engage with 120 fathers locally offering sessions for fathers to attend where they can engage with projects which are low demand and sessions are shaped around interests and aspirations for the fathers.

The funding is requested for support to purchase food items for fathers who attend the project, also for materials to develop the growing hope project they are running.

Looking at the accounts the group for Pembroke Dock is called Cleddau Community – Dads Project who only have an allocation of £544 for the group.

The Finance Committee recommended this grant application was accepted.

**It was PROPOSED by Cllr S O'Connor
 SECONDED by Cllr T Wilcox
 RESOLVED – That Pembroke Dock Town Council donate £970 to
 Plant Dewi for use for the Cleddau Dads.**

All members agreed

The Town Clerk informed members that the Finance Committee reviewed a letter received from SNAP requesting funding from the Council, there was no set amount on the letter and it was agreed this should be discussed further at Full Council.

The Town Clerk advised members that as of 03/03/2025 there was £2129.00 in the donations budget, if both these are agreed then there will be the amount of £759.00 left. With warm rooms being paid from this budget head she estimated there being around £300 left at the end of the financial year.

**It was PROPOSED by Cllr T Wilcox
 SECONDED by Cllr C Lee
 RESOLVED – That Pembroke Dock Town Council donate £300 to
 SNAP**

All members agreed

b. Income and Expenditure budget update

The Town Clerk informed members that as of 13th Feb 2025 there was a total of £180,934.90 in the bank with an amount of £68,608 still to spend on the budget and £78,635 on Earmarked reserves which left a General Reserve balance of £33,691.90.

There are some budget heads overspent which are the following
1102 – Internal Audit – There was an increase in the charges.

1108 – External Audit – The External Audit provider was behind with charges, so this is overspent because of charges from previous years.

1115 – Membership Fees – Increase in costs

1412 – Office Cleaning – This was over budget as there was trade waste charges which was unexpected.

1413 – Alarm Servicing and Maint – The overspend was due to the install of the panic alarm and increase in charges for maintenance charges.

1508 – Memorial Park Costs/Equipment – Extra items required to fix broken pieces of equipment.

The Memorial Park Anniversary budget has been allocated so extra funds would be needed, there has been £10,000 allocated, extra funds could be allocated from 24/25 1802 - Summer festival budget and 1805 - Xmas Festivities. Which totals £5,000.

**It was PROPOSED by Cllr S O'Connor
 SECONDED by Cllr P E George
 RESOLVED – That Pembroke Dock Town Council vire funds from
 1802 & 1805 totaling £5000 for the Memorial Park Anniversary.**

49. One Voice Wales Membership

The membership renewal for One Voice Wales is due, membership runs from 1st April to 31st March. The renewal cost has increased to £2009 it was £1917.00 last year.

**It was PROPOSED by Cllr S O'Connor
 SECONDED by Cllr P Jones
 RESOLVED – That Pembroke Dock Town Council renew
 membership with One Voice Wales for the 2025/2026 period at a
 cost of £2009.**

149. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items for discussion.

150. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PLANNING COMMITTEE REPORT - Cllr Bowen informed members that the Planning committee met on 3rd March 2025, members Cllr Bowen, Cllr Williams, Cllr Lyons reviewed the following planning applications during the Meeting:

24/0916/PA – Construction of a 15MW Green Hydrogen Production Facility with Electrolysers, Compressors, Sub-Station, Welfare United and Associated

Infrastructure

Land at Gate 4, Pembroke Dockyard, Pembroke Dock

The Planning Committee reviewed and supported the application with no further comments

Cllr M Bowen commented that there had been an application for 2 storey extension at 76 Charles Thomas Avenue refused which the Planning Committee had supported.

151. TO RECEIVE A REPORT FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

Argyle Surgery Patient Participation Group

Cllr C Boswell informed members she had attended a recent meeting where there were only 7 in attendance with 3 of them being staff members. It was said that the last meeting was in November and January's meeting was cancelled, it was agreed that the group needed structure and some purpose. Cllr Boswell stated that there was no information on the funding for doctors, she stated that Henry Tuffnell had met with Argyle previously but there had been no follow up or feedback from this session. GP recruitment was questioned, it was confirmed they were being advertised on the NHS site and Argyle website.

It was stated that repeat prescriptions set up were being reviewed, and online bookings are being looked at. It was confirmed there are 7.5 GP's Part time and Full time covering 22,500 patients. It was commented that argyle surgery welcomed the police station moving onto the same site.

Pater Hall Community Trust

Cllr O'Connor commented that the lift was now installed and working, making the upstairs room now accessible to all.

Governing Body of Pembroke Dock Community School

Cllr P Jones commented that he would be attending a Health & Safety meeting on Monday at the school.

152. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

ACCOUNTS FOR PAYMENT

Date	Description	Amount
03.02.2025	Clarity Copiers	£38.86
04.02.2024	CSE - Breakfast with Santa	£413.06
03.02.2025	Post Office - postage	£15.05
05.02.2025	Anthony Bamford – window cleaning 04.02.2025	£10.00
05.02.2025	P A Lynch	£1,750.00
05.02.2025	Dyfed Alarms	£132.00
06.02.2025	Sage – payroll	£37.20
06.02.2025	P A Lynch - sundries	£7.44
07.02.2025	ICO	£35.00
07.02.2025	Google Cloud	£6.36
07.02.2025	Kingfisher Leisure – Staff clothing	£168.49
07.02.2025	Argos – IPAD Charger	£48.00
12.02.2025	IONOS 1 &1 - internet	£77.96
18.02.2025	Anthony Bamford – window cleaning 18.02.2025	£10.00
19.02.2025	Pembrokeshire County Council – Licensing Fee	£21.00
23.02.2025	Total charges	£8.00
24.02.2025	SSE Supply – Albion Square	£75.71
25.02.2025	Zoom meeting	£15.59
27.02.2025	British Gas – gas	£340.23
27.02.2025	British Gas - electricity	£78.47

PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount
04.02.2025	St Patricks warm rooms	£26.05
07.02.2025	SSLC Membership	£240.00
11.02.2025	St Patricks warm rooms	£28.00
11.02.2025	Pater Hall warm rooms	£261.82
17.02.2025	Bethel warm rooms	£41.52
20.02.2025	St Patricks warm rooms	£23.95

25.02.2025	St Patricks warm rooms	£31.11
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ACCOUNT RECEIPTS

Date	Description	Amount
02.02.2025	Interest	£95.12
21.02.2025	Kingfisher Leisure – over payment(clothing)	£12.00

SALARIES AND WAGES

06.02.2025– 05.03.2025	Salaries	£ 4,824.33
06.02.2025 – 05.03.2025	Tax & NI	£ 1,188.13
06.02.2025 – 05.03.2025	Pensions	£ 1,623.87

ACCOUNT BALANCES

27.02.2025	HSBC Business Account	£ 112,376.96
27.02.2025	HSBC Premium Account	£ 60,288.03

It was **PROPOSED** by Cllr S O'Connor
SECONDED by Cllr G Goff
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 31st January 2025 to 27th February 2025.

All members agreed.

153. AGENDA ITEMS FOR THE NEXT MEETING

There were no items raised.

154. COMMUNITY ISSUES

Benches and plaques on Front Street

Cllr Wiggins raised the condition of the benches along Front Street, the Town Clerk commented that she was aware, and they would be sorted in due course. Cllr Wiggins commented that the wording on the information plaques along Front Street were also difficult to read, the Town Clerk commented that she would contact the Heritage Trust to see who owned the plaques.

Fly tipping rear of Castle Street

Cllr Williams commented that there was fly tipping to the rear of castle street, members were informed this had already been reported and was being dealt with.

155. MAYOR'S REPORT

Cllr Williams informed members that

27th Feb - Welsh Band Concert at Ysgol Harri Tudur

1st March – Johnston the induction of 2 ministers.

2nd March - St Davids day civic celebration service at Bethel

There being no other business, the meeting was closed.