

At the Annual Meeting of Pembroke Dock Town
Council held on Thursday 1st May 2025

PRESENT: Councillors M Bowen, C Francis Boswell,
G Goff, J George, P George, T George, S Lucas, J
Lyons, C Lee, S O'Connor, D Sharp, T Wilcox, M
Wiggins

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Hart – Deputy Town Clerk
Caroline Mason – Community & Committees Officer

1	APOLOGIES FOR ABSENCE Cllr Brian Hall, Cllr Paul Aston Jones, Cllr Maria Williams
2	DECLARATIONS OF INTEREST <i>(To receive any declarations of interest in any matter to be discussed at the meeting. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial)</i> There were no declarations of interest.
3	ELECTION OF MAYOR 2025/2026 To appoint a Member of the Town Council to the office of Mayor of Pembroke Dock to hold office pursuant to section 15(7) and 34(7) of the Local Government Act 1972, until the next Annual Meeting of the Council. Cllr Wiggins was proposed and seconded as Mayor for 2025/2026 at the Full Council Meeting on Thursday 6 th February 2025 therefore, Councillor M Wiggins will be elected as Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual General Meeting of the Council. A vote was taken, 11 members for the proposal, 2 abstentions Cllr Wiggins accepted the role of Mayor and read out the declaration which she then signed witnessed by Full Council. The Town Clerk presented Cllr Wiggins with her Chains of Office Cllr Wiggins thanked all the Councillors for voting her in and she said she will take the position of Mayor with pride. Cllr Wiggins said it is a huge honour for her to become Mayor, and she looks forward to promoting our town as much as she can. She then thanked Cllr Williams the outgoing Mayor who has had a wonderful year and has worked very hard for our town.

	<p>Cllr Wiggins said she would like to congratulate Cllr Tony Wilcox on becoming Deputy Mayor and hopes that he enjoys his term like she did. Finally, that you to Sarah, Mandy and Caroline our Pembroke Dock Town Council for all your support and looking after our town.</p>																		
4	<p>ELECTION OF DEPUTY MAYOR 2025/2026</p> <p>To appoint a Member of the Town Council to the office of Deputy Mayor of Pembroke Dock to hold office pursuant to section 15(7) and 34(7) of the Local Government Act 1972, until the next Annual Meeting of the Council.</p> <p>Cllr T Wilcox was proposed and seconded as Deputy Mayor for 2025/2026 at the Full Council Meeting on Thursday 6th February 2025 therefore, Councillor T Wilcox will be elected as Deputy Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual General Meeting of the Council.</p> <p>A vote was taken, 11 members for the proposal, 2 abstentions</p> <p>Cllr Wilcox accepted the role of Deputy Mayor and read out the declaration which she then signed witnessed by Full Council.</p> <p>The Town Clerk presented Cllr Wilcox with his chains.</p> <p>Cllr Wilcox thanked members for voting him in as Deputy Mayor</p>																		
5	<p>QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC (10 MINUTES)</p> <p>There were no questions from the members of the public</p>																		
6	<p>REPORT OF THE TOWN CLERK</p> <p>1. Annual Report 2024 – 2025</p> <p>The Town Clerk congratulated everyone for their dedication and commitment to Pembroke Dock. She stated that as a Council they are required to produce an Annual Report every year showing the achievements which includes budgets, committees and attendance reports. Members were given copies of the reports which included information on any training councillors have attended and the allowances received.</p> <p>1. Councillor Attendance</p> <p>The Town Clerk stated that the full Town Council met with a mix of virtual and face to face on 11 occasions during the year 2024/25 and that the average attendance for the year is 86%.</p> <p>The full details: -</p> <table><tr><td>Councillor Simon Briskham</td><td>4 attendances</td><td>75% - stood down Oct 24</td></tr><tr><td>Councillor Paul Aston Jones</td><td>6 attendances</td><td>55%</td></tr><tr><td>Councillor Maureen Bowen</td><td>11 attendances</td><td>100%</td></tr><tr><td>Councillor Claire Francis-Boswell</td><td>8 attendances</td><td>73%</td></tr><tr><td>Councillor Jonathan George</td><td>10 attendances</td><td>91%</td></tr><tr><td>Councillor Pam George</td><td>10 attendances</td><td>91%</td></tr></table>	Councillor Simon Briskham	4 attendances	75% - stood down Oct 24	Councillor Paul Aston Jones	6 attendances	55%	Councillor Maureen Bowen	11 attendances	100%	Councillor Claire Francis-Boswell	8 attendances	73%	Councillor Jonathan George	10 attendances	91%	Councillor Pam George	10 attendances	91%
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Councillor Gordon Goff	10 attendances	91%
Councillor Brian Hall	10 attendances	91%
Councillor Claire Lee	10 attendances	91%
Councillor Sarah Lucas	7 attendances	64%
Councillor James Lyons	11 attendances	100%
Councillor Dean Sharp	6 attendances	86% - started with Council October 2024
Councillor Stephen O'Connor	11 attendances	100%
Councillor Tony Wilcox	9 attendances	82%
Councillor Maria Williams	11 attendances	100%
Councillor Michelle Wiggins	10 attendances	91%
Councillor Tracy George	4 attendances	80% - started with Council December 2024

The Town Clerk congratulated Cllr Bowen, Cllr Lyons, Cllr O'Connor and Cllr Williams on 100% attendance throughout the year.

2. End of Financial Year information

In 2024/25 the Town Council budgeted to spend £244,902

The precept for the year was £233,146

The year-end figures show	Receipts of	£234,526
	Payments of	£202,772

This is an underspend of £30,374

The bank account amounts as of 31st March 2025 are as follows

£ 102,169.42

£ 60,369.43

£ 162,538.85

With the earmarked amount £81,204.00, this leaves an amount of £81,334.85

In this financial year the Town Council have provided the figure of £4,395.52 in section 137 funding to supporting 9 organisations within the Pembroke Dock community and £27,000 in Service Level Agreements supporting 6 organisations.

The street cleaning contract has continued to be successful to the Town working in partnership with Pembrokeshire County Council and Plant Dewi on some projects.

3. Town Council Committees 2024-2025

Planning Committee

Councillor Maureen Bowen (Chair)	Councillor James Lyons
Councillor Maria Williams	Councillor Claire Lee
Councillor Gordon Goff	

Finance Committee

Councillor Stephen O'Connor (Chair)
Councillor Maria Williams
Councillor Michelle Wiggins

Councillor Tracy George
Councillor Claire Francis Boswell

Personnel Committee

Councillor Gordon Goff
Councillor Tony Wilcox
Councillor Claire Lee

Councillor Claire Francis - Boswell
Councillor Jonathan George

Pater Hall Community Trust

Councillor Pamela George
Councillor S O Connor
Councillor Claire Francis – Boswell

Councillor James Lyons
Councillor Maureen Bowen

Memorial Park Anniversary Committee

Councillor Gordon Goff
Councillor Jonathan George
Councillor Claire Francis-Boswell

Councillor Pamela George
Councillor Sarah Lucas

Other Committees

Action Plan Committee

Poppies/Remembrance Committee
Dr Jones Charity
Louisa Saunders Trust
Appeals Committee
Patient Participation group
Power Station Community Group
Valero Refinery Community panel
Port of Milford Haven advisory panel
One Voice Wales Representative
Friends of Memorial Park
Heritage Centre

Chairs of Committees plus the Mayor
Councillors M Williams, P George, J George
Councillor Pamela George
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Councillor Maria Williams
Councillor Claire Lee
Councillor Pam George and Jonathan George
Councillor James Lyons
Councillor Gordon Goff
Councillors Pamela George and Sarah Lucas
Councillors Michele Wiggins and Pamela George

Governing bodies

Pembroke Dock Community School
Pennar Community School

Councillor Paul Aston Jones
Councillor Maria Williams

4. Training received

The Town Clerk informed members of the training received by Councillors during their term as councillors. She said training was provided by One Voice Wales, with a number of different modules available.

Module	S O'Connor	M Bowen	C Boswell	S Lucas	C Lee	
New Councillor Induction			12.07.2022	13.07.2022	13.07.2022	
The Council		08.06.2021	29.06.2022	11.07.2022	11.07.2022	
The Councillor			07.07.2022			
Council as an Employer	22.02.2022	22.02.2022	09.08.2022			
Understanding the Law		14.06.2021				
The Council Meeting	10.08.2021	10.08.2021	28.07.2022			
Local Governance Finance	21.02.2022	21.02.2022	11.08.2022			
Code of Conduct		16.06.2021	06.07.2022	26.07.2022	06.07.2022	
Chairing Skills			01.02.2024			
Creating a community plan	23.02.2022	23.02.2022				
Equality & Diversity			30.05.2023			
Information Management			08.12.2022			
Use of IT social media and websites			08.12.2022			
Making effective grant application			22.02.2024			
Effective staff management			28.03.2024			
Community Asset Transfer						
Finance and Governance			27/03/2025			
Nature Project Management			18/03/2025			

5. Wellbeing Plan

The Town Clerk stated that as the Council has had expenditure of over £200,000 for three financial years preceding the year in which the local well-being plan is published they are now required to report annually its progress in meeting the objectives contained in the local wellbeing plan of Pembrokeshire Public Service Board.

The Public Service Board has identified two overarching well-being objectives as the framework for the Plan. These are:

Who we are: We want to help our people, communities and organisations so that we can support ourselves and each other

Where we live: We want to protect and enhance our natural assets whilst optimising economic prospects, accessibility and health for all

There are four **priorities** sitting under the objectives (two under each):

Who we are	Where we live
Living & Working	Tackling Rurality
Resourceful Communities	Protecting our Environment

The Public Service Board has identified eight integrated **projects** which can make a contribution across and towards all the four priorities and maximise the PSB's contribution to social, environmental, economic and cultural well-being.

The Town Council have met the following categories throughout and need to consider how they are to meet these going forward into 2025-2026.

- 1 Recruitment and Employment Transformation Framework
- 2 Environmental and Climate Change Risk Assessment
 - Working with PCC with fly tipping reporting and education, with a view to reduce fly tipping and encourage recycling.
 - Working with PCC to provide wildflower areas and more green space to include trees and other species of flowers.
 - Provision of Allotments
- 3 Becoming a Carbon Neutral County
- 4 Doing Things Differently
- 5 Celebrating the Great Outdoors
 - Events in the Memorial Park
 - Provision of Memorial benches in the community
 - Provision of Allotments
- 6 Community Participation
 - Provision of Funding to organisations to provide opportunities to the community to encourage participation
 - Summer and Christmas community events
 - Provision of Allotments
- 7 Understanding our Communities
 - Providing Support to PCC services through engagement and support of waste and environmental services to help understand the needs and support required by the community.
 - Provision of funding to Citizens advice Bureau to support ongoing services
 - Face to face service for residents at the offices, providing services which are reduced by Pembrokeshire County Council
- 8 Meaningful Community Engagement
 - Working with PCC with fly tipping reporting and education, with a view to reduce fly tipping and encourage recycling.
 - Face to face service for residents at the offices, providing services which are reduced by Pembrokeshire County Council

6. Payment of Councillor Allowances

Below is a copy of the Councillor Allowances which had been paid for the financial year 23/24.

Councillor Name	Payment as a contribution to costs and expenses	Responsibility Payment (up to £500 to a maximum of 5 members)	Chair/Mayor's & Deputy Chair / Mayors Allowance	Financial Loss Allowance	Travel & Subsistence expenses	Care Allowance (up to a maximum of £403 per member per month)	Other	Total
Cllr G Manning	£208	£500	£1500	£0	£0	£0	£0	£2208.00
Cllr M Williams	£208	£0	£500	£0	£0	£0	£0	£708.00
Cllr S Oconnor	£208	£500	£0	£0	£0	£0	£0	£708.00
Cllr M Bowen	£156	£0	£0	£0	£0	£0	£0	£156.00
Cllr J Lyons	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr T Wilcox	£156	£0	£0	£0	£0	£0	£0	£156.00
Cllr J George	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr M Wiggins	£156	£0	£0	£0	£0	£0	£0	£156.00
Cllr P A Jones	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr G Goff	£208	£500	£0	£0	£0	£0	£0	£708.00
Cllr S Lucas	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr C Lee	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr C Francis Boswell	£208	£0	£0	£0	£0	£0	£0	£208.00
Total	£2,548.00	£1,500	£2000.00	£0.00	£0.00	£0.00	£0.00	£6,048.00

2. External Audit Approval for 2024-2025

The Town Clerk stated that the figures for the external audit had been provided for members to review. She said that these figures needed to be submitted to the Audit Office for Wales for scrutiny with a number of other documents. Part of this process is approval of the figures and requested members approval to submit the audit figures which were included in members papers.

There is a change to the Annual return paperwork box 12, it should read £2,234,330.69 which matches the Asset register.

The Town Clerk informed members that the Annual Governance Statement – item 10 is marked as No – this is due to Council not being eligible due to the number of councillors elected at the last ordinary election not being equal or exceeding two thirds of its total number of councillors.

It was

PROPOSED by Cllr O'Connor

SECONDED by Cllr Goff

RESOLVED: That the figures provided are submitted to the Audit Office for Wales for External Audit.

All members agreed

The Town Clerk stated that she had also included a copy of the budget for 2025/2026 for members within their papers.

3. Asset Register Review

The Town Clerk stated that Council is required to review its asset register on an annual basis, the document was included in members papers for them to review.

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Goff
RESOLVED: That the Asset Register has been reviewed and members agreed with the content.

All members agreed

4. Current Policies of the Town Council

The Town Clerk provided members with a list of policies which the Town Council works to. She said there is a requirement for these policies to be reviewed and updated from time to time. Most of the policies are allocated to specific committee's any other will be reviewed at full Council at a later date.

Policy/Procedure	Committee	Last Reviewed	Next Review Date
Absence and Sickness Policy	Personnel	08/09/2022	08/09/2025
Biodiversity and Environment	FC	03/04/2025	04/04/2026
Bullying Policy	Personnel	08/09/2022	08/09/2025
Capability Policy	Personnel	08/09/2022	08/09/2025
Code of Conduct	FC	01/05/2017	02/05/2025
Complaints Procedure	FC	03/04/2025	06/04/2026
Councillor Training	FC	03/04/2025	06/04/2026
Data Retention and Storage of documents	Town Clerk	06/04/2023	06/04/2026
Disciplinary Procedure	Personnel	08/09/2022	08/09/2025
Display Screen Equipment Policy	Personnel	03/04/2025	04/04/2026
Equal & Diversity Policy	Personnel	03/04/2025	04/04/2026
Financial Regulations	Finance	03/04/2025	04/04/2026
Financial Risk Assessment	Finance	03/04/2025	04/04/2026
Fire Emergency Procedure	Town Clerk	03/04/2025	04/04/2026
Freedom of Information	FC	08/09/2022	08/09/2025
Grant Awarding Policy	Finance	03/04/2025	03/04/2026
Grievance Procedure	Personnel	03/04/2025	03/04/2027
Health & Safety Policy	FC	05/09/2024	05/09/2025
Information Data Protection Policy	Town Clerk	08/09/2022	08/09/2025
Internet and Email Usage Policy	Town Clerk	11/10/2024	11/10/2027
Lone Working	Personnel	08/09/2022	08/09/2025
Mayoral Allowances	FC	03/04/2025	03/04/2027
Maternity Policy	Personnel	11/10/2024	11/10/2027
Performance Review	Personnel	17/03/2022	17/03/2025
Persistent Complainants	FC	08/09/2022	08/09/2025
Protocol between members and Officers	Personnel	03/04/2025	03/04/2027
Sickness and Pay Policy	Personnel	09/09/2021	09/09/2024

04.04.2025	PA Lynch – April	£1,750.00
07.04.2025	Google Cloud	£6.32
07.04.2025	PA Lynch sundries	£107.35
09.04.2025	BT Group	£158.24
10.04.2025	Rialtas Business	£352.80
11.04.2025	Ionos Cloud Ltd	£6.00
15.04.2025	Asda – Easter Prize for Easter window competitions	£12.50
17.04.2025	Top Notch Loos – Hire for 100 th Ann Event	£168.00
17.04.2025	Anthony Bamford – window cleaning 17/04/2025	£10.00
23.04.2025	SSE Energy Supply - Albion Square	£48.54
23.04.2025	Bank charges	£8.00
24.04.2025	Ebay	£34.95
24.04.2025	E Kaijaks – Western Shires – Fun in the park	£100.00
24.04.2025	L Shelmerdine – Western Shires – Fun in the park	£100.00
24.04.2025	S Benbow – Western Shires – Fun in the park	£100.00

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

Date	Description	Amount
02.04.2025	Heritage Trust Yr 3 Grant	£3,000.00
02.04.2025	S Johns Pennar Village Green	£1,000.00
02.04.2025	Citizens Advice Yr 3 Grant	£5,000.00
07.04.2025	Lighting and Illumination	£4387.10
08.04.2025	Peter Hall Grant	£10,000.00
09.04.2025	St Patricks warm rooms	£36.02

ACCOUNT RECEIPTS

Date	Description	Amount
02.04.2025	Interest	£90.24
07.04.2025	HRMC VATR	£1,313.71
23.04.2025	Precept	£75,904.00

SALARIES AND WAGES

06.04.2025– 05.05.2025	Salaries	£ 4,589.34
06.04.2025 – 05.05.2025	Tax & NI	£ 1,238.41
06.04.2025 – 05.05.2025	Pensions	£ 1,529.15

ACCOUNT BALANCES

24.04.2025	HSBC Business Account	£ 137,877.89
24.04.2025	HSBC Premium Account	£ 60,459.67

	<p>It was</p> <p>PROPOSED by Councillor S O'Connor SECONDED by Councillor C Francis-Boswell RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.</p> <p>A vote was taken – all members agreed</p>																																														
8	<p>TO CONSIDER COMMITTEE REPRESENTATION 2025/2026</p> <p>The Town Clerk stated that committee representation needed to be considered for the forthcoming year.</p> <p><u>Planning Committee</u></p> <table> <tr> <td>Councillor Maureen Bowen</td><td>Councillor James Lyons</td></tr> <tr> <td>Councillor Maria Williams</td><td>Councillor Gordon Goff</td></tr> <tr> <td>Councillor Claire Lee</td><td></td></tr> </table> <p><u>Finance & Development Committee</u></p> <table> <tr> <td>Councillor Stephen O'Connor</td><td>Councillor Tracy George</td></tr> <tr> <td>Councillor Maria Williams</td><td>Councillor Claire Francis-Boswell</td></tr> <tr> <td>Councillor Michelle Wiggins</td><td></td></tr> </table> <p><u>Personnel Committee</u></p> <table> <tr> <td>Councillor Gordon Goff</td><td>Councillor Claire Francis - Boswell</td></tr> <tr> <td>Councillor Maria Williams</td><td>Councillor Jonathan George</td></tr> <tr> <td>Councillor Claire Lee</td><td></td></tr> </table> <p><u>Pater Hall Community Trust</u></p> <table> <tr> <td>Councillor Pamela George</td><td>Councillor James Lyons</td></tr> <tr> <td>Councillor S O'Connor</td><td>Councillor Maureen Bowen</td></tr> <tr> <td>Councillor Claire Francis – Boswell</td><td></td></tr> </table> <p><u>Memorial Park Anniversary Committee</u></p> <p>This committee has been disbanded</p> <p><u>Other Committees</u></p> <table> <tr> <td>Action Plan Committee</td><td>Chairs of Committees plus the Mayor</td></tr> <tr> <td>Poppies/Remembrance Committee</td><td>Councillors M Williams, P George, J George</td></tr> <tr> <td>Dr Jones Charity</td><td>Councillor Pamela George</td></tr> <tr> <td>Louisa Saunders Trust</td><td>Councillor Pamela George</td></tr> <tr> <td>Appeals Committee</td><td>Chairs of Committees plus the Mayor</td></tr> <tr> <td>Patient Participation group</td><td>Councillor Maria Williams</td></tr> <tr> <td>Power Station Community Group</td><td>Councillor Claire Lee</td></tr> <tr> <td>Valero Refinery Community panel</td><td>Councillor Pam George and Jonathan George</td></tr> <tr> <td>Port of Milford Haven advisory panel</td><td>Councillor James Lyons</td></tr> <tr> <td>One Voice Wales Representative</td><td>Councillor Gordon Goff</td></tr> <tr> <td>Friends of Memorial Park</td><td>This committee is in the process of being disbanded</td></tr> </table>	Councillor Maureen Bowen	Councillor James Lyons	Councillor Maria Williams	Councillor Gordon Goff	Councillor Claire Lee		Councillor Stephen O'Connor	Councillor Tracy George	Councillor Maria Williams	Councillor Claire Francis-Boswell	Councillor Michelle Wiggins		Councillor Gordon Goff	Councillor Claire Francis - Boswell	Councillor Maria Williams	Councillor Jonathan George	Councillor Claire Lee		Councillor Pamela George	Councillor James Lyons	Councillor S O'Connor	Councillor Maureen Bowen	Councillor Claire Francis – Boswell		Action Plan Committee	Chairs of Committees plus the Mayor	Poppies/Remembrance Committee	Councillors M Williams, P George, J George	Dr Jones Charity	Councillor Pamela George	Louisa Saunders Trust	Councillor Pamela George	Appeals Committee	Chairs of Committees plus the Mayor	Patient Participation group	Councillor Maria Williams	Power Station Community Group	Councillor Claire Lee	Valero Refinery Community panel	Councillor Pam George and Jonathan George	Port of Milford Haven advisory panel	Councillor James Lyons	One Voice Wales Representative	Councillor Gordon Goff	Friends of Memorial Park	This committee is in the process of being disbanded
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	<p>Heritage Centre</p> <p><u>Governing bodies</u></p> <p>Pembroke Dock Community School</p> <p>Pennar Community School</p> <p>The Town Clerk informed members that they had been invited to the Tall Ships on 28th May 2025 between 5 – 7pm. She said that this year the ship is called Fairwinds, and the event is aimed at Care leavers voyage to destination and is based in Neyland. She asked members if they could let her know if they would like to attend.</p>	<p>Councillors Pamela George and Michelle Wiggins</p> <p>Councillor Paul Aston Jones</p> <p>Councillor Tracy George</p>
9	<p>ADJOURNMENT OF THE TOWN COUNCIL BUSINESS UNTIL 5th JUNE 2025 WILL BE PROPOSED, SECONDED AND VOTED UPON.</p> <p>It was</p> <p>PROPOSED By: Councillor Williams</p> <p>SECONDED By: Councillor Goff</p> <p>RESOLVED: That all statutory business be adjourned until the next meeting of Council to be held on Thursday 5th June at 1830hrs (6.30pm)</p> <p>There being no further business, the meeting closed.</p>	