

At a Meeting of Pembroke Dock Town Council on
Thursday 4th September 2025

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

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Hart – Deputy Town Clerk
Caroline Mason- Committees and Communities Officer

Cllr Wiggins opened the meeting and welcomed everyone.

55. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Lucas and Cllr Hall

56. DECLARATIONS OF INTEREST

Item 46 – Town Clerk Report – Army Cadets Funding

Cllr Wiggins and Cllr Lyons declared a personal interest

Item 71 – Private and Confidential – Town Awards – Cllr Wilcox declared a personal interest

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

Cllr Wiggins welcomed Martyn from Papyrus Charity to the meeting.

Martyn introduced himself and gave members information about the Charity PAPYRUS - Prevention of Young Suicide which is the UK charity dedicated to the prevention of suicide and the promotion of positive mental health and emotional wellbeing in young people. Martyn informed members of the shocking statistics of suicide in young people and how many suicides can be prevented with open conversations, communicating with people to reassure nothing is too great and can be overcome. Martyn informed members about the Hopeline247 number and asked if they could share the number with 10 people to spread the word and help by talking to people about it.

Hopeline247

Call: 0800 068 4141

Text: 88247

Website: papyrus-uk.org

Members asked Martyn if he had been in contact with the following organisations:

- Pembroke Dock Youth Club – open Monday, Wednesday and Thursday
- Army Cadets
- The Young Peoples Rights Officer at Pembrokeshire County Council
- Ambulance Service

The Town Clerk asked members to email her any suggested names and contact details and she will forward them to Martyn.

Cllr Wiggins thanked Martyn for attending the meeting and providing members information about Papyrus Charity.

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

There were no questions and answers from members of the public

59. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 31st JULY 2025.

It was PROPOSED by Cllr J George
 SECONDED by Cllr S O'Connor
 RESOLVED - That the Minutes of Thursday 31st JULY 2025
 are adopted as a true record.

60. MATTERS ARISING FROM THE MINUTES OF THURSDAY 31st JULY 2025

There were no matters arising from the minutes

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

24. Financial Recommendations

The Town Clerk stated that the Finance Committee recently met and made the following recommendations.

ARMY Cadets Funding

The Town Clerk informed members that the Army Cadets have a unit based down towards Hobbs Point. They have several cadets who attend twice a week to

undertake different drills and training exercises. The number of cadets is increasing week on week. The cadets have a number of keen individuals who are working to set up a marching band within Pembroke Dock. They are looking to purchase a number of specialised drums so the cadets can undertake training to then take part in all parades within the town.

Funding amount requested - £1,289.96

- 2 x Premier marching snare drums
- 2 x Premier marching plastic sling
- 5A Wood tip drumsticks – 10 pack

Members of the finance committee recommended to grant £1,289.96

Cllr O'Connor commented that the committee unanimously agreed to have a Town band, and they have assured us that they will attend all town events required of them. He said it is a good investment for the Army Cadets and for the town itself.

A vote was taken 12 members for, 2 abstentions

STORMBORN Games Community Interest Company Funding

Gaming hub providing local residents with a safe, inclusive and supportive space to engage in social, creative and educational activities. They offer entertainment but bonds for personal development, they aim to grow the community by offering targeted events such as tournaments, weekly clubs and casual play opportunities. They would like to expand the range of games being offered to include braille dice and games, large print rule books.

Funding amount requested - £1,000

Members of the finance committee recommended to grant £500.00

Cllr O'Connor commented that they are a relatively new company and wanted to support them and agreed to give them £500. He said we can let them know they can apply again after April in the new financial year for further funding.

A vote was taken, all members agreed

Purchase of new photocopier for the office

The Town Clerk informed members she had been contacted by the current providers Clarity Copiers to inform us that the parts cover for the machine has now come to an end and therefore provided some options.

The Council could remain with the current machine and pay out if parts are required with paying higher cost per copy or we could upgrade the current machine at a cost of £1,950 where we would also be saving money per copy of approx £20 per month.

A copy of the information has been attached for members to review, with the finance committee recommending going ahead with the upgrade of the photocopier and reduced cost per copy.

Members discussed the options and the costs of purchasing a new machine.

Cllr O'Connor commented that the Finance Committee recommended that a new machine is purchased because the service contract has expired. He said informed members that there is funding within the budget to cover the cost.

The Town Clerk informed members that the company will take the old machine away and see if it can be refurbished. If they can and they are able to sell the machine, they will give the Town council a percentage of the sale.

Cllr Aston Jones commented and asked if leasing had been considered.

The Town Clerk confirmed that all options had been considered.

A vote was taken, all members agreed to purchase a new photocopier.

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

The Town Clerk commented that there was no supplementary report but informed members that there had been an incident in the office where staff were left feeling very vulnerable and that the exit strategy needs to be addressed. She said the front screen on the reception desk was installed for COVID and with the increased number of people coming in for support with complex issues the screen needs to be made more secure with toughened glass.

Cllr Aston Jones commented and asked if there is a Lone Working Policy in place.

The Town Clerk stated that the Town Council do have a Lone Working Policy however there will be no lone working for the foreseeable and if anyone does need to work on their own the office door will be locked.

Cllr O'Connor commented that we moved to a central location so the residents could access the office.

Members discussed the front desk and the need for the office to be secure for staff. They agreed that the internal door into the office needs to have the latch down at all times with any visitors needing to enter the office to be let in by staff. Members agreed that this was a priority and needs to be addressed as soon as possible and that the funding will need to be found within the current budget.

It was agreed for The Town Clerk to obtain quotes for installing safety glass and making the front desk secure.

All members agreed

63. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Wiggins commented that she had no items that are urgent other than securing the front desk as a priority.

64. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PLANNING COMMITTEE REPORT- Cllr Bowen informed members that the Planning committee met on 11th August 2025, members reviewed the following planning applications during the meeting.

25/0332/PA Variation of Condition 2 (Submission of Reserved Matters) and 11 (Development Density) of Planning Permission 22/0137/PA (Variation of Condition 3 of Permission 17/0428/PA to Allow an Extension of Time For The Submission of Reserved Matters – Land at Ferry Road, Pembroke Dock, SA71 6UD *Address Change*** - Land at Pembroke Ferry, Pembroke Dock, SA72 6UD)**
Land at Ferry Road, Pembroke Dock, Pembrokeshire. SA71 6UD

25/0294/PA Two Storey Extension

51 Stranraer Road, Pennar, Pembroke Dock, Pembrokeshire, SA72 6RY

The Planning Committee reviewed and supported the application with no further Comments.

25/0339/PA Extension and Alterations, Retrospective Permission for a Temporary Siting of Static Caravan

1 Bellevue Terrace, Pembroke Dock, Pembrokeshire. SA72 6NL

The Planning Committee reviewed and supported the application with no further Comments.

25/0370/PA 2 Detached Dwellings

Land Adjacent to No 33 Treowen Road, Pembroke Dock, Pembrokeshire.
SA72 6NY

The Planning Committee reviewed and supported the application with no further Comments.

The Planning Committee met on 27th August 2025, members reviewed the following applications.

25/0329/PA Replacement of External Staircase (In Retrospective)

FLAT B, 24 Dimond Street, Pembroke Dock, Pembrokeshire. SA72 6BT

The Planning Committee reviewed and supported the application with no further Comments.

25/0382/PA Proposed Attached Garage to the West Elevation

Awel Deg, Milton Terrace, Pembroke Dock, Pembrokeshire. SA72 6BJ

The Planning Committee reviewed and supported the application with no further Comments.

25/0348/PA Construction and Operation of a Micro Energy Storage Project

Land Inbetween King Street and Meyrick Street, Pembroke Dock. SA72 6JT

The Planning Committee reviewed and supported the application with no further Comments.

25/0278/PA Partial Change of Use of Existing Ground Floor (Street) Level Commercial into a 2 Bed Residential Apartment (Internal Work Only)

10 Meyick Street, Pembroke Dock, Pembrokeshire. SA72 6UT

The Planning Committee reviewed and supported the application with no further Comments.

The Deputy Town Clerk informed members that since the last Planning meeting application for 10 Meyick Street has been withdrawn.

TOWN EVENTS COMMITTEE - Cllr Francis Boswell commented that a Town Events meeting had recently taken place and the minutes will be available at the next meeting. She said that she had also met with the Manager of St Govans, and they would like to be involved in the Friday night lighting of the Christmas tree, Santa coming to town. She said that they are planning to open and have approached Pembroke Dock Community School about the possibility of having a choir singing in the centre. They are planning to have an Art competition using the empty shop windows to display the artwork also the shops will be open late on the Friday night.

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

Cllr P George informed members that she attended a meeting at the Heritage Centre and that the window is back and being put into place.

66. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
25.07.2025	West Wales Maritime River Rally	£72.00
25.07.2025	Zoom Meetings	£15.59
28.07.2025	British Gas - Gas	£64.24
28.07.2025	British Gas – Electricity	£45.98
28.07.2025	Post office – postage	£13.30
30.07.2025	Anthony Bamford – window cleaning 30.07.2025	£10.00
31.07.2025	Clarity Copiers	£82.48
05.08.2025	Dyfed Alarms Ltd	£216.00
05.08.2025	PA Lynch	£1,750.00
07.08.2025	Sage UK	£40.80
07.08.2025	Google Cloud	£5.82
07.08.2025	S Scourfield – office equipment	£20.00
07.08.2025	Ebay – VJ Flag	£11.39
12.08.2025	Anthony Bamford – window cleaning 12.08.2025	£10.00
13.08.2025	Ionos Cloud	£79.16
14.08.2025	Amazon – Christmas glow sticks	£31.49
14.08.2025	Amazon – Christmas glow sticks	£62.47
19.08.2025	One Voice Wales	£42.00

21.08.2025	SSE Energy – Albion Square	£356.76
26.08.2025	British Gas - Electricity	£67.80
26.08.2025	British Gas - Gas	£30.26
26.08.2025	Zoom meetings	£15.59
27.08.2025	SSE Energy – Christmas lights	£1,051.86

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

Date	Description	Amount
01.08.2025	St Patricks Warm rooms	£16.00
06.08.2025	St Patricks Warm rooms	£25.00
12.08.2025	St Patricks Warm rooms	£15.15
22.08.2025	St Patricks Warm rooms	£19.30
27.08.2025	The Pater Hall Warm rooms	£331.18
28.08.2025	Wicksteed – park replacement equipment	£275.40

ACCOUNT RECEIPTS

Date	Description	Amount
02.08.2025	Interest	£83.77
26.08.2025	Precept	£75,904.00
28.08.2025	Allotment Plot 3 – J White	£60.00

SALARIES AND WAGES

06.08.2025 – 05.09.2025	Salaries	£ 5,428.34
06.08.2025 – 05.09.2025	Tax & NI	£ 1,760.61
06.08.2025 – 05.09.2025	Pensions	£ 1,873.74

ACCOUNT BALANCES

28.08.2025	HSBC Business Account	£ 143,365.10
28.08.2025	HSBC Premium Account	£ 60,796.36

**It was PROPOSED by Cllr O'Connor
SECONDED by Cllr Bowen
RESOLVED: That Pembroke Dock Town Council approve
payments of the above Payments, Receipts, Salaries and
Wages for 25th July 2025 to 28th August 2025.**

All members agreed

67. AGENDA ITEMS FOR THE NEXT MEETING

- Christmas Events
- Banking Hub Update – closing date for the petition after this meeting
- Centenary Lamp Albion Square – SSE Standing Charge
Cllr Francis Boswell commented that we need do something about the costs of the lamp and suggested writing an open letter to SSE and getting the local MPs involved.
- Remembrance weekend
- Bake off - Cllr Bowen informed members that she had recently attended the Councils Bake off in Milford Haven and that one of the representatives would like to attend a meeting to do a presentation on how it is set up and run.

68. COMMUNITY ISSUES

Cllr Wiggins informed members that at her recent Meet the Mayor – she had 3 residents attend. One resident was unhappy about the library losing facilities such as the Art Gallery moving out and had arranged an online petition to Save Our Services which can be found on Pembrokeshire County Council website.

Cllr P George commented about the ongoing issue with the e-bikes around the town, she said they are causing problems for residents, and the police cannot identify them.

Cllr Francis Boswell commented that Pembroke pool has now reopened and the works on the internal ventilation has all been completed – ongoing works are being undertaken on the outside. She said that the Centre Manager is looking at working with the Friends of Pembroke Pool going forward.

Cllr Francis Boswell informed members that St Govans had applied for an external grant which has been granted, and they have been in touch with Llanion Glass regarding the entrance glass. She said that the Centre Manager from St Govans would like a meeting with Cllr Wiggins and The Town Clerk regarding Christmas and how the centre can be involved in the celebrations.

Cllr Goff commented that it's nice to see a new shop opening on Dimond Street and that it's going to be a Sandwich shop. He also reminded members that on Sunday at 3pm an alarm will sound on everyone's phone for a National Emergency test.

Cllr Francis Boswell commented that it would be nice to congratulate the new Headteacher of Pembroke Dock Community School on her new appointment and suggested sending her a letter from Pembroke Dock Town Council to encourage closer working links.

All Members agreed for the Town Clerk to send a letter

69. MAYOR'S REPORT

Cllr Wiggins informed members that she attended 10 events in August:

Thursday 7th August – Visited the Army Cadets – allocated Cadet Prout to help at events
9th August – Fundraising concert for the mayor's two charities - £670.00 raised at the event. Thanks to Cllr Francis Boswell and Cllr Wilcox for supporting.

13th August – Meet the Mayor along with Cllr T George – 3 residents attended
20th August – Invited to Pembrokeshire Coast National Parks at Pembrokeshire County Show.

22nd August – Litter pick with Cllr T George

23rd August – Visited West Wales Maritime Museum followed by helping at Pennar Halls Summer Fun Day.

24th August – Pembroke Dock Cricket Club – Annual Charity fundraiser

25th August – Pembroke Dock McDonalds – fundraising for Ronald McDonald's children charity.

Attended the opening of the new coffee shop – Vibe and Vine by Harri Tudur school

15th August - Cllr Wilcox raised the VJ Flag on the Pater Hall followed by refreshments in the Town Council office.

70. VOTE TO MOVE INTO PRIVATE AND CONFIDENTIAL

It was

PROPOSED by Councillor O'Connor
SECONDED by Councillor Francis Boswell
RESOLVED: That the press and public be excluded from
The meeting under the Public Bodies (Admission to
Meetings) Act 1960 due to legal privilege and disclosure
of personal details.

71. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 31st July 2025

It was **PROPOSED** by Councillor O'Connor
SECONDED by Councillor Francis Boswell
RESOLVED – That the Private & Confidential Minutes of
the Meeting held on Thursday 31st July 2025 are
adopted as a true record.

There being no other business, the meeting was closed.