

At a Meeting of Pembroke Dock Town Council on
Thursday 9th October 2025

PRESENT: Cllrs: M Bowen, J George, T George, G Goff, J Lyons, S O'Connor, D Sharp, M Williams, T Wilcox, S Lucas

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

72. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Wiggins as she was attending a mayoral engagement. Cllrs P Aston Jones, P George, B Hall, C Lee & C F Boswell.

73. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

There were no guest speakers.

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

There were no questions and answers from members of the public

76. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 4th SEPTEMBER 2025.

It was

PROPOSED by Cllr M Williams

SECONDED by Cllr J George

RESOLVED - That the Minutes of Thursday 4th September 2025 are adopted as a true record.

77. MATTERS ARISING FROM THE MINUTES OF THURSDAY 4th SEPTEMBER 2025

It was questioned if more information could be provided for guest speakers going forward, some members felt the last guest speaker was an emotive issue and they would have chosen not to be present if they were aware of the information which was to be presented. The clerk commented that she was not aware of the information which was going to be presented by the

guest speaker, but all speakers would be arranged through the office with more information being provided going forward.

It was highlighted in the last minutes there were items to be added to the agenda for discussion and they did not seem to be on the agenda. The Town Clerk commented that all items were part of the evenings discussions.

- Christmas events - part of the agenda under reports from council committees
- Banking Hub update - item 29 of supplementary report
- Centenary lamp – to be discussed in community issues
- Bake Off – item 33 of supplementary report

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

25. Draft Annual Remuneration Report 2026–27

The Town Clerk provided the Draft Annual Remuneration Report for 2026–27 for members. The report outlined the Commission’s proposed determinations on the remuneration, expenses, and benefits for elected and co-opted members across Wales’ principal councils, community and town councils, fire and rescue authorities, and national park authorities.

This was the first draft report since the Commission assumed responsibility for this remit from the Independent Remuneration Panel for Wales. It reflects a continuation of the robust framework inherited, while also initiating a forward-looking review of key areas including:

- Resettlement payments for councillors who are unsuccessful when seeking re-election;
- The remuneration framework for senior roles in principal councils and corporate joint committees;
- The methodology for annual uprating, including considering whether the Annual Survey of Hours and Earnings remain the most appropriate measure;
- Ongoing engagement with stakeholders such as the Welsh Local Government Association and One Voice Wales.

The Commission proposed that the basic salary for elected members increases to £21,044, in line with the rise in average earnings. The increase in the basic annual salary is 6.4%, and we propose to maintain the existing banding structure for senior roles. Further details, including specific salary levels and allowances, are set out in the enclosed report.

The draft is now open for consultation until 18 November 2025, and the Commission welcomes feedback from all stakeholders to inform the final determinations.

26. Temporary AIL Movement Order 2025/541 - Port of Pembroke to Dragon LNG, Waterston

The Town Clerk informed members that the proposed Order was necessary to ensure the safe movement of a number of abnormal indivisible loads along the highway from the Port of Pembroke, Pembroke Dock, to Dragon LNG site at Waterston, near Milford Haven.

The effect of the Order will be to temporarily prohibit all vehicular traffic and non-vehicular traffic, other than exempted vehicles or persons, from proceeding along those sections of the road as specified in the Schedule to this notice when directed by a Police Officer or qualified Traffic management Operative associated with the movement of the loads. The restrictions will be implemented on a responsive basis and for as long as is necessary to allow the load to safely negotiate the route. Delays will be minimal, and no alternative routes are proposed.

It is intended that the restrictions will come into force at 00:01hrs on Monday 3rd November 2025 and remain in force for approximately 4 months or until such time as the movement of the loads have been completed.

The order will remain valid for a maximum period of 18 months as a contingency should the works/movements need to be rescheduled or in the event of unforeseen circumstances. I have enclosed a copy of the Map outlining the route.

Members requested that the movements were planned to avoid peak times.

27. Open Doors Event – Dyfed Powys Police Headquarters

The Clerk informed Councillors that they are invited to attend one of two Open Doors events being hosted at Dyfed-Powys Police Headquarters in Llangunnor, Carmarthen this autumn for community representatives.

The events will include a range of inputs designed to provide with you with a comprehensive understanding of the vast work being undertaken by the Force to ensure that our communities remain safe from harm.

During each session, you will get a short briefing on Force Performance, and inputs from senior officers from specialist departments and units within the Force.

There are a series of 2 sessions available for you to choose from, which are:

22 October 2025	15:30 – 20:00
23 October 2025	15:30 – 20:00

These events are strictly restricted to Councillors, MPs and MSs only.

These Open Doors events will aim to foster a deeper sense of transparency and trust between our police force and the communities we serve. It is also an opportunity to ask questions, share insights and engage in constructive discussions with our officers.

28. Urdd Eisteddfod Grant Funding

The Town Clerk had attached a copy of the information received from the above organisation; they are requesting financial support for the event. Members agreed as this was a national organisation, and no funding would be allocated.

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

29. Banking Hub Provision

Following the closure of Lloyds Bank in Pembroke Dock on 26 June 2025 — the last remaining bank branch in our area — Sam Kurtz had formally written to LINK, the UK's cash access coordinator, requesting that it reconsiders its January 2025 decision not to establish a Banking Hub in Pembroke Dock.

In the letter, he set out a detailed case for reconsideration, highlighting:

- The **inadequacy of Post Office services** as a replacement for full banking facilities.
- The **high number of cash-based retailers** in Pembroke Dock and Pembroke.
- Pembroke Dock's **regional importance** as a retail and service hub for communities across South Pembrokeshire.
- The area's **high levels of deprivation, older population, and digital exclusion**, all of which increase the risk of financial exclusion.
- The **impracticality of travelling** to Haverfordwest or Carmarthen for banking services.
- I have also emphasised the strong community support for a Banking Hub, with over 640 residents signing the online petition, alongside the paper petition coordinated by Pembroke Dock Town Council.

The Town Clerk informed members that she had attached the letter that was sent to Link for reference, and she would update members once she had more information.

30. Royal Visit – Heritage Centre

The Town Clerk commented most councillors will be aware Pembroke Dock had a royal visit from Princess Anne who attended the Heritage Centre. The Mayor was invited to the event but no other member of the Council was informed (unless you were part of the Heritage Centre). It was stated that the invites were sent by the Lord Lieutenants office, but aware contact details were supplied by the Heritage Centre. After reviewing the event she felt it was an insult to the Town Council that we were first off not informed of a Royal visit to OUR Town but also that all other Councillors were not given the opportunity to attend along with the schools to welcome Princess Anne to OUR Town.

This has led the Clerk to question the working relationship between the 2 organisations; The Town Clerk suggested that a letter highlighting this was sent to the Heritage Centre to question why the Council were not informed of the Royal Visit and how this has disappointed members

that they were not part of the event. The Town Clerk commented that she was aware that everyone was to keep details confidential but that it was not an excuse Council should accept when being a funder for the organisation.

All members present agreed with the Clerks comments and agreed a letter should be sent highlighting the disappointment members felt with the Council being ignored during the planning of this event.

31. Allotment Funding

The Town Clerk informed members that funding for the Pennar Allotments had been secured to allow for the install of a path and base for a new shed, a new shed and extra IBC water storage for the site. One part of the requirements for the funding is the council purchase the required items and services, and the fund is reimbursed by PCC once works have been completed. She requested permission from Councillors to progress with the project.

The Cost of the works will be £7,000 but it allows for the council to reclaim the VAT to reduce the costs. The fund can initially come from the Ear Marked reserves of the Action Plan fund but will be reimbursed back into the fund once received from PCC.

**It was PROPOSED by Cllr S O'Connor
 SECONDED by Cllr T Wilcox
 RESOLVED - That the Town Council spend the money and
 get reimbursed from the fund at PCC.**

Members agreed for this project to go ahead and fully support the spend.

32. Green Dragon Community Transport

The Green Dragon Community Transport will be holding a open day at Bwlchgroes Pembrokeshire on Friday 17th October 10am -2.30pm. All members have been invited to the event. The Town Clerk stated that she informed the organisation that due to the location of the event many won't be able to attend from Pembroke Dock so they have therefore asked for members feedback on how they can improve services in the area.

Members commented that they would like to question how the service is advertised in the Pembroke Dock area and would suggest more information is made available.

33.Children and Young People's Rights Office

The Town Clerk commented that she had recently met with Nadine Farmer who is the Children and Young People's Rights Officer for PCC, we discussed how the Town Council can have more involvement from the youth of the Town to ensure their views are sought. We have previously looked at starting up a youth council in Pembroke Dock but always hit a stumbling block where permissions etc were required with safeguarding.

Nadine has therefore suggested that first off, we as a council map out what groups we have in Pembroke Dock and have a link officer for each group. The Link officer would be required to regularly attend (this doesn't mean every week) to gain a relationship with the youths to gain their views and comments on things which they may want in the town. Nadine has offered to support any training requirements to allow this to happen as Councillors will need DBS checks and safeguarding training. Nadine advised to look at quick wins for the Youth to gain their trust in Council also having the regular contact with the different groups will help raise councillors' profiles.

Members discussed the numbers of groups available in the Town; it was agreed for all groups to be fed back to the Clerk for the next meeting where council will review and allocate volunteers for each setup.

80. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were none as the Mayor was on an official engagement.

81. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

PLANNING - Cllr Bowen informed members that the Planning Committee met on 29th September 2025, members reviewed the following planning applications:

25/0456/PA Replacement of Front Windows and Door & Repainting of Exterior

FLAT A, 2 Cumby Terrace, Pembroke Dock, Pembrokeshire. SA72 6YA

Pembroke Dock Town Council Planning Committee have reviewed the above application and supported the application with no further comments.

25/0451/PA Alterations & Extension (Amended Plans)

Castle View, 41 Cross Park, Pennar, Pembroke Dock, Pembrokeshire. SA72 6SW

Pembroke Dock Town Council Planning Committee have reviewed the above application and supported the application with no further comments.

25/0527/PA Installation of Roof Photo Voltaic Panels

Penfro Place, 1-14 Park Street, Pembroke Dock, Pembrokeshire. SA72 6JW

Pembroke Dock Town Council Planning Committee have reviewed the above application and supported the application with no further comments.

TOWN EVENTS COMMITTEE – The Clerk informed members the following dates for Christmas events were Friday 5th December 2025 for Christmas light switch on and Santa coming to town, she stated this event would be supported by the Boulevard Theatre with the ex-Welsh rugby player Gareth Thomas attending as the main star of the show, it was commented that St Govans Centre would also be open that night providing food and drinks and other Christmas activities. Saturday 6th

December 2025 there will be breakfast with Santa in the Pater Hall, so volunteers would be required for this event.

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

There were no items discussed.

83. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
29.08.2025	Anthony Bamford – window cleaning 29.08.2025	£10.00
01.09.2025	Post office - postage	£12.85
02.09.2025	Proludic Ltd	£2,854.97
02.09.2025	Clarity Copiers	£40.33
04.09.2025	Sage – payroll	£40.80
04.09.2025	PA Lynch	£1,750.00
05.09.2025	Google Cloud	£6.00
11.09.2025	IONOS Cloud	£7.20
12.09.2025	Hughes Locks	£45.00
12.09.2025	Post office – postage	£10.44
15.09.2025	S Scourfield office sundries	£20.22
15.09.2025	SP NE Trophies - awards	£81.36
15.09.2025	Post Office – Remembrance letters	£43.50
16.09.2025	Amazon – Town Awards	£167.45
17.09.2025	Anthony Bamford – window cleaning 17.09.2025	£10.00
17.09.2025	World Star – Town Awards	£45.50
18.09.2025	Amazon Business – Stationary order	£61.96
19.09.2025	Trophies – Town Awards	£44.57
19.09.2025	Marsdens Gift Card – Town Awards	£50.00
25.09.2025	Wicksteed – replacement materials for park equipment	£113.27
25.09.2025	Zoom meeting	£15.59
26.09.2025	British Gas – Electricity bill	£68.48
26.09.2025	British Gas – Gas bill	£46.76
26.09.2025	Amazon Business - Stationary	£19.98
29.09.2025	NBB Recycled – Benches x 10	£3,437.20

30.09.2025	Anthony Bamford – window cleaning 30.09.2025	£10.00
01.10.2025	British Gas – Old Pump House	£1.44
01.10.2025	Ionos Cloud Ltd	£21.60

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

Date	Description	Amount
04.09.2025	St Patricks Warm rooms	£24.14
09.09.2025	St Patricks Warm rooms	£30.00
09.09.2025	Stormborn games – PDTC grant	£500.00
15.09.2025	Clarity Copiers – Purchase of replacement photocopier	£2,340.00
16.09.2025	St Patricks Warm rooms	£27.00
24.09.2025	St Patricks Warm rooms	£18.64
26.09.2025	Neil Griffiths Carpenter – Reception desk Secured	£1,500.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.09.2025	Interest	£78.49
12.09.2025	Gild of Freeman wreath order	£25.00
15.09.2025	Valero wreath order	£25.00
17.09.2025	Pembroke Town Council wreath order	£100.00
18.09.2025	Pembroke & Monkton History Society wreath order	£25.00
22.09.2025	St Johns Community Hall wreath order	£25.00
23.09.2025	Pembroke & District Male Voice Choir wreath order	£50.00
24.09.2025	Amazon refund	£16.45
26.09.2025	2 nd Pembroke Scout Group	£25.00
26.09.2025	Pembroke Town Walls wreath order	£25.00
27.09.2025	Pembroke Farmers Club wreath order	£25.00
29.09.2025	Pembroke RFC wreath order	£25.00

SALARIES AND WAGES

06.09.2025– 05.10.2025	Salaries	£ 4,786.83
06.09.2025 – 05.10.2025	Tax & NI	£ 1,361.94
06.09.2025 – 05.10.2025	Pensions	£ 1,610.71

ACCOUNT BALANCES

01.10.2025	HSBC Business Account	£ 121,915.40
01.10.2025	HSBC Premium Account	£ 60,874.85

It was **PROPOSED by Cllr S OConnor**
SECONDED by Cllr G Goff
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 29th August to 05th October 2025.

All members agreed

84. AGENDA ITEMS FOR THE NEXT MEETING

There were none.

85. COMMUNITY ISSUES

The Centenary light was discussed, the Clerk commented that she had been in discussions with Pembrokeshire County Council about the feed for the light, she was advised to contact a specialised street lighting supplier who may be able to assist but this would come at a cost. It was agreed for a quote to be gained but also to look at costs to turn the light into solar powered.

86. MAYOR'S REPORT

As the Mayor was on a mayoral engagement there was no report.

87. VOTE TO MOVE INTO PRIVATE AND CONFIDENTIAL

It was **PROPOSED by Councillor S OConnor**
SECONDED by Councillor J George
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.

88. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 4th September 2025

It was **PROPOSED by Councillor S OConnor**

SECONDED by Councillor J George

RESOLVED – That the Private & Confidential Minutes of the Meeting held on Thursday 4th September 2025 are adopted as a true record.

There being no other business, the meeting was closed.