

ANNUAL REPORT- 2022-2023

1. Councillor Attendance

The full Town Council met with a mix of virtual and face to face on 11 occasions during the year 2022/23. The average attendance for the year was 82%.

The full details: -

Councillor Simon Briskham	8 attendances	73%
Councillor Paul Aston Jones	8 attendances	73%
Councillor Maureen Bowen	11 attendances	100%
Councillor Claire Francis Hartery	8 attendance	73%
Councillor Jonathan George	9 attendances	82%
Councillor Pam George	11 attendances	100%
Councillor Gordon Goff	9 attendances	82%
Councillor Brian Hall	8 attendances	73%
Councillor Claire Lee	6 attendances	55%
Councillor Sarah Lucas	7 attendances	64%
Councillor James Lyons	9 attendances	82%
Councillor George Manning	11 attendances	100%
Councillor Stephen O'Connor	11 attendances	100%
Councillor Tony Wilcox	10 attendances	91%
Councillor Maria Williams	9 attendances	82%
Councillor Michelle Wiggins	9 attendances	82%

2. End of Financial Year information

In 2022/23 the Town Council budgeted to spend £236,520

The precept for the year was £209,560.

The year-end figures show	Receipts of	£209,560
	Payments of	£236,520

This is an overspend of £26,560

The bank account amounts as of 31st March 2023 are as follows

£ 62,971.34
<u>£ 58,220.27</u>
£ 121,191.61

With the earmarked amount of £63,394.77, this leaves an amount of £57,796.84.

The business reserve is set at 25% of the precept which is £52,390 which leaves a general reserve amount of £5,406.84.

In this financial year the Town Council have provided the figure of £41,548.59 in section 137 funding to supporting 19 organisations within the Pembroke Dock community.

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 for 2022- 2023

Planning Committee

Councillor George Manning (Chair)
Councillor Jonathan George
Councillor Gordon Goff

Councillor Pamela George
Councillor Paul Aston Jones

Finance Committee

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

Councillor George Manning
Councillor James Lyons

Personnel Committee

Councillor Gordon Goff
Councillor Maria Williams
Councillor Jonathan George

Councillor Tony Wilcox
Councillor Claire Francis Hartery

Pater Hall Community Trust

Councillor Pam George
Councillor S O Connor
Councillor Claire Francis Hartery

Councillor Paul Aston Jones
Councillor Maureen Bowen

Development Committee

Councillor Paul Aston Jones
Councillor Simon Briskham
Councillor S O Connor

Councillor Claire Francis Hartery
Councillor George Manning

Memorial Park Anniversary Committee

Councillor Gordon Goff
Councillor Jonathan George
Councillor Claire Francis Hartery

Councillor Pamela George
Councillor Sarah Lucas

Joint Twinning & Tourism

Councillor Pamela George
Councillor Claire Lee

Councillor Jon George

Other Committees

Action Plan Committee
Poppies/Remembrance Committee

Chairs of Committees plus the Mayor
Councillors Maria Williams, PE George,
Jon George & S Briskham

Dr Jones Charity

Councillor Pamela George

Louisa Saunders Trust

Councillor Pamela George

Appeals Committee

Chairs of Committees plus the Mayor

Patient Participation group

Councillor Stephen O'Connor

Power Station Community Group

Councillor George Manning

Valero Refinery Community panel

Councillor Pam George & Jon George

Port of Milford Haven advisory panel

Councillor George Manning

One Voice Wales Representative

Councillor G Goff

Town Team/Regeneration

Councillors George Manning, Sarah Lucas,
Claire Francis Hartery & Simon Briskham

Friends of Memorial Park

Councillors Pamela George & Sarah Lucas

Governing bodies

Pembroke Dock Community School

Councillor Pamela George

Pennar Community School

Councillor George Manning

4. Reports from chairs of Committees**Chair of Personnel – Cllr Goff**

Having spoke to Town Clerk on a number of occasions during the year ,there is no outstanding issues all appraisals up-to-date ,there was a slight issue with the content if some emails sent from councillors this was addressed seems to be working will be monitored however, in near future we may have to speak with finance committee regarding upgrading office equipment ,at times very slow which is frustrating for staff ,also thanks were given to Town Clerk & Staff regarding excellent work carried out for the Christmas Market, also wellbeing of staff will be maintained throughout the year.

Chair of Finance – Cllr O’Connor

The finance committee has managed the finances of Pembroke Dock Town Council (PDTC) for the year 2022/23 prudently and responsibly. The committee have met three times, September, October and February, reviewing the current and prospective spending of the Council and ensuring it was in line with the budget set in 2021/22 for the year 2022/23. There were only two apologies to meeting from two different members at two different meetings, thereby showing a very good commitment from the members of the committee.

The committee received three requests from local charities to enter into Service Level Agreements (SLA) with PDTC, two renewing existing SLA’s and one new SLA, all organisations agreed terms between themselves and PDTC thereby ensuring finance for three years for two organisations and five years for the third organisation, all three organisations will need to produce an annual report to PDTC. These recommendations were accepted at Full Council.

The Pater Hall is a community asset building owned by PDTC and managed by the charity Pater Hall Trust (PHT). PDTC grants financial support to the charity reliant on a report on PHT giving a report to PDTC regarding progress on PHT’s ongoing five-year plan, the budgeted amount of £10 000 was released after the PHT explained the difficulty securing builders and quotes due to the lack of builders with the expertise to complete the work needed, therefore the PHT needed to delay some of the proposed work to 2023/24, it was agreed that the committee would monitor this situation. The committee received a number of grant applications over the year from different organisations, each was considered against PDTC’s criteria for grant applications, the committee approved four of these applications totaling £2490 and rejected one application on the grounds that the organisation was applying on behalf of other organisations.

At the October meeting of the committee a proposal was made the PDTC support the Warm Rooms program, the committee felt this was a very worthwhile activity and agreed to support this program to the amount of £40 per week to a maximum of £1000 per organisation, this would be to cover the food costs and would need to be receipted. We had five organisations taking part covering the five weekdays.

The Finance Committee reviewed a number of documents and made recommendations to Full Council, these were all excepted, the documents were, Finance Regulations, Financial Risk

The committee also review the budget for 2022/23 on a regular basis and set the budget for 2023/24 ensuring that the increase in percept was kept to a minimum to reflect the cost of living crises a lot of our constituents are experiencing, without impacting the services offered by PDTC.

It was also agreed at a joint Finance and Development committee to amalgamate the two committees for the year 2023/24.

Chair of Planning Committee - Cllr G Manning

Firstly, as chair of Planning Committee I would like to thank all members of the planning committee for their contributions over the past twelve months and in particular a special thank you to Mandy Hart for the sterling work input, keeping members up to date with planning applications and organising our zoom meetings.

Our meetings at times have been difficult due to members work commitments and other personal matters, and on occasions meetings have needed to be rearranged or cancelled.

There have been two prominent applications which were of concern to the committee and residents, firstly the Western Way Tanker Park which the committee strongly objected too, I spoke at two PCC planning meetings on behalf of Pembroke Dock Town Council against the application, the committees' objections were supported by county councillors Brian Hall and Tony Wilcox. The application was refused.

It is important that the Town Council resist strongly to any proposals to develop this area of water front other than providing facilities to enhance the area for the residents of Pembroke Dock and future generations. The LDP2 Candidate site revised development plan designates this area of land owned by MHPA for mixed use – Housing, retail, employment and leisure.

Secondly the Cleddau bridge Hotel site, Hawk Fire the registered company which own this site have submitted a various application for this site since the hotel was destroyed by fire. Approvals for both housing development and a 72-bed care facility by PCC, the committee supported both applications with comments and observations, but sadly no signs that either of the approvals have been acted upon and the site remains an eyesore with continued vandalising.

The Committee have seen a number of applications for change of use from Residential C3 to C1 Guest houses, two in particular along frontage to London Road. The committee have not supported these applications since the accommodation provided within these proposals will be similar to that for HMO and lacking in storage facilities for waste, sadly these applications were granted approval and we will now see on the main route into Pembroke Dock another row of overflowing wheelie bins on the street scene frontage like that which exists at 39 London Road. This does nothing but damage first impressions visitors experience when visiting our town and harms any attempts to visual improvement for all.

For the future the councils planning committee need to engage more with PCC Planning Department appointed officers prior to officers' recommendations being placed before either delegated powers or full planning committees for future applications which we feel is detrimental to Pembroke Dock.

5. County Councillor Reports

County Councillor 2022-2023 Michele Wiggins County Councillor for Bufferland

I have met lots of different people and my week is never the same. I started with lots of I.T training and all sorts of courses to help tackle resident's problems.

I always listen to everyone and try and help as best I can. I don't always get the outcome I would like but at least I have tried.

My issues have included housing, fly tipping, dog fouling, planning issues, speeding, dangerous roads, trees blocking out light, overgrown bushes, new markings on roads and signage. I've sorted out potholes, street lighting, enquired about Parking permits, rang welsh water quite a few times I always carry my notebook with me unless I'm running and would like to think I'm very approachable. I have set up the Bufferland Community Speed watch and have been on many patrols with Nadia our local PcsO.

The best thank you was when an Edwardian House thanked me for the street sign Corporation Terrace. I have been involved in helping to publicise charities. i.e VC gallery, mind, patch, and fundraising. I help at Pennar School and Pennar Hall and the cricket club. I also helped at the fire station with their car wash and met a lovely charity 'to wish'.

I have loved helping at the warm rooms and have met some wonderful people who may not have needed food or warmth but they've needed that company and its been lovely to watch those friendships grow. I have also met a lot of lovely residents some that are now my friends. I have also appreciated the support from the Town council and Phil Lynch.

I have also made some lovely friends with the other Councillors and County Councillors I have got to know.

I have managed to make most Council meetings and spend every Wednesday at the Pembrokeshire Coast National Park. I'm also a member of the Pembrokeshire Coast national Park trust.

I hope that I have made a difference and look forward to carrying on helping people with their issues.

6. Training received.

Below is a copy of the training received by Councillors during 22/23. Training was provided by One Voice Wales, with a number of different modules available.

Module	S Oconnor	M Bowen	C Hartery	S Lucas	C Lee	S Briskham
New Councillor Induction			12/07/2022	13/07/2022	13/07/2022	12/07/2022
1 The Council		08/06/2021	29/06/2022	11/07/2022	11/07/2022	11/07/2022
2 The Councillor			07/07/2022			
3 Council as an Employer	22/02/2022	22/02/2022				
4 Understanding the Law		14/06/2021				
5 The Council Meeting			28/07/2022			
	10/08/2021	10/08/2021				
6 Local Government Finance	21/02/2022	21/02/2022				
9 Code of Conduct		16/06/2021	06/07/2022	26/07/2022	06/07/2022	06/07/2022
10 Chairing Skills						
12 Creating a community plan	23/02/2022	23/02/2022				
14 Equality & Diversity						
15 Information Management			08/12/2022			
16 Use of IT social media and websites			08/12/2022			

7. Wellbeing Plan

As the Council have 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 2021-2023 and need to consider how they are to meet these going forward into 2023-2024.

1. Recruitment and Employment Transformation Framework
 - Provided an opportunity for apprentice work through future works.
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.
3. Becoming a Carbon Neutral County
4. Doing Things Differently
5. Celebrating the Great Outdoors
 - Provision of Funding to Tall Ships Wales Trust to provide opportunities to the community for sailing opportunities
 - Provision of Memorial benches in the community
6. Community Participation
 - Provision of Funding to Tall Ships Wales Trust to provide opportunities to the community for sailing opportunities to encourage participation
 - Summer & Christmas community events
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

8. Meaningful Community Engagement

- Working with PCC with fly tipping reporting and education, with a view to reduce fly tipping and encourage recycling.

8. Payment of Councillor Allowances

Below is a copy of the Councillor Allowances which had been paid for the financial year 22/23.

Councillor Name	Payment as a contribution to costs and expenses (max £150 per member)	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 P George	£0	£0	£1500	£0	£0	£0	£0	£1500.00
Cllr Jon George	£0	£0	£500	£0	£0	£0	£0	£500.00
Cllr S Oconnor	£150	£500	£0	£0	£0	£0	£0	£650.00
Cllr M Bowen	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr James Lyons	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr T Wilcox	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr G Manning	£150	£500	£0	£0	£0	£0	£0	£650.00
Cllr M Wiggins	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr M Williams	£150	£0	£0	£0	£0	£0	£0	£150.00
Cllr G Goff	£0	£500	£0	£0	£0	£0	£0	£500.00
Total	<u>£1050.00</u>	<u>£1,500</u>	<u>£2000.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£4,550.00</u>