

## **ANNUAL REPORT- 2023-2024**

### **1. Councillor Attendance**

The full Town Council met with a mix of virtual and face to face on 11 occasions during the year 2023/24. The average attendance for the year was 80%.

The full details: -

Councillor Simon Briskham	11 attendances	100%
Councillor Paul Aston Jones	4 attendances	36%
Councillor Maureen Bowen	8 attendances	73%
Councillor Claire Francis Hartery	10 attendance	91%
Councillor Pam George	6 attendances	55%
Councillor Jonathan George	9 attendances	82%
Councillor Gordon Goff	9 attendances	82%
Councillor Brian Hall	10 attendances	91%
Councillor Claire Lee	6 attendances	55%
Councillor Sarah Lucas	5 attendances	45%
Councillor James Lyons	11 attendances	100%
Councillor George Manning	11 attendances	100%
Councillor Stephen O'Connor	11 attendances	100%
Councillor Tony Wilcox	10 attendances	91%
Councillor Maria Williams	10 attendances	91%
Councillor Michelle Wiggins	11 attendances	100%

### **2. End of Financial Year information**

In 2023/24 the Town Council budgeted to spend     £259,102

The precept for the year was                                 £212,705

The year-end figures show	Receipts of	£213,715
	Payments of	£207,569

This is an underspend of                                         £6,146

The bank account amounts as of 31<sup>st</sup> March 2024 are as follows

£ 71,768.76
<u>£ 59,229.61</u>
<b>£ 130,998.37</b>

With the earmarked amount of £90,549.77, this leaves an amount of £40,448.60.

In this financial year the Town Council have provided the figure of £2,267 in section 137 funding to supporting 8 organisations within the Pembroke Dock community and £24,000 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 projects.

### **3. Town Council Committees for 2023- 2024**

#### **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

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  
Town Team/Regeneration

Friends of Memorial Park  
Heritage Centre

Chairs of Committees plus the Mayor  
Councillors Maria Williams, PE George,  
Jon George & S Briskham  
Councillor Pamela George  
Councillor Pamela George  
Chairs of Committees plus the Mayor  
Councillor Maria Williams  
Councillor George Manning  
Councillor Pam George & Jon George  
Councillor George Manning  
Councillor G Goff  
Councillors George Manning, Sarah Lucas,  
Claire Francis Hartery & Simon Briskham  
Councillors Pamela George & Sarah Lucas  
Councillors Michele Wiggins & Pamela George

## Governing bodies

Pembroke Dock Community School  
Pennar Community School

Councillor Paul Aston Jones  
Councillor Maria Williams

### 4. Training received.

Below is a copy of the training received by Councillors during 23/24. Training was provided by One Voice Wales, with a number of different modules available.

Module	S O'Connor	M Bowen	C Hartery	S Lucas	C Lee	S Briskham
<b>New Councillor Induction</b>			12/07/2022	13/07/2022	13/07/2022	12/07/2022
1 <b>The Council</b>		08/06/2021	29/06/2022	11/07/2022	11/07/2022	11/07/2022
2 <b>The Councillor</b>			07/07/2022			
3 <b>Council as an Employer</b>	22/02/2022	22/02/2022				
4 <b>Understanding the Law</b>		14/06/2021				
5 <b>The Council Meeting</b>			28/07/2022			
	10/08/2021	10/08/2021				
6 <b>Local Government Finance</b>	21/02/2022	21/02/2022				
9 <b>Code of Conduct</b>		16/06/2021	06/07/2022	26/07/2022	06/07/2022	06/07/2022
10 <b>Chairing Skills</b>			01/02/2024			
12 <b>Creating a community plan</b>	23/02/2022	23/02/2022				
14 <b>Equality &amp; Diversity</b>						
15 <b>Information Management</b>			08/12/2022			
16 <b>Use of IT social media and websites</b>			08/12/2022			
17 <b>Making effective grant application</b>			22/02/2024			
18 <b>Effective staff management</b>			28/03/2024			

### 5. 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):

<b>Who we are</b>	<b>Where we live</b>
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.

## 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 (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 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 O'Connor	£208	£500	£0	£0	£0	£0	£0	£708.00
Cllr M Bowen	£156	£0	£0	£0	£0	£0	£0	£156.00
Cllr James 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 C 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	<b><u>£2,548.00</u></b>	<b><u>£1,500</u></b>	<b><u>£2000.00</u></b>	<b><u>£0.00</u></b>	<b><u>£0.00</u></b>	<b><u>£0.00</u></b>	<b><u>£0.00</u></b>	<b><u>£6,048.00</u></b>