

## **ANNUAL REPORT- 2024-2025**

### **1. Councillor Attendance**

The full Town Council met with a mix of virtual and face to face on 11 occasions during the year 2024/25. The average attendance for the year was 86%.

The full details: -

Councillor Simon Briskham	4 attendances	75% - Stood down October 2024.
Councillor Paul Aston Jones	6 attendances	55%
Councillor Maureen Bowen	11 attendances	100%
Councillor Claire Francis Hartery	8 attendance	73%
Councillor Pam George	10 attendances	91%
Councillor Jonathan George	10 attendances	91%
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

### **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 31<sup>st</sup> March 2025 are as follows

£ 102,169.42  
£ 60,369.43  
£ 162,538.85

With the earmarked amount of £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 even more successful to the Town working in partnership with Pembrokeshire County Council and Plant Dewi on projects.

### 3. Town Council Committees for 2024- 2025

#### Planning Committee

Councillor Maureen Bowen (Chair)  
Councillor Maria Williams  
Councillor Gordon Goff

Councillor James Lyons  
Councillor Claire Lee

#### 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 Claire Lee  
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 James Lyons  
Councillor Maureen Bowen

#### Memorial Park Anniversary Committee

Councillor Gordon Goff  
Councillor Jonathan George  
Councillor Claire Francis Hartery

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 Maria Williams, PE George,  
Jon George  
Councillor Pamela George  
Councillor Pamela George  
Chairs of Committees plus the Mayor  
Councillor Maria Williams  
Councillor Claire Lee  
Councillor Pam George & Jon George  
Councillor James Lyons  
Councillor G Goff  
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 their term as councillors. 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
<b>New Councillor Induction</b>			12/07/2022	13/07/2022	13/07/2022
1 <b>The Council</b>		08/06/2021	29/06/2022	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
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>			08/12/2022		
15 <b>Information Management</b>			08/12/2022		
16 <b>Use of IT social media and websites</b>			22/02/2024		
17 <b>Making effective grant application</b>			28/03/2024		
18 <b>Effective staff management</b>			27/03/2025		
23 <b>Community Asset Transfer</b>			18/03/2025		
24 <b>Finance and Governance Toolkit</b>					
27 <b>Nature Project Management</b>					

#### 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):

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 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 for sailing opportunities to encourage participation
- Summer & 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 (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
<b>Total</b>	<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>