

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 31st March 2025 are as follows

£ 102,169.42
<u>£ 60,369.43</u>
£ 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

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

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

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
New Councillor Induction			12/07/2022	13/07/2022	13/07/2022
1 The Council		08/06/2021	29/06/2022	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
10 Chairing Skills			01/02/2024		
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		
17 Making effective grant application			22/02/2024		
18 Effective staff management			28/03/2024		
23 Community Asset Transfer					
24 Finance and Governance Toolkit			27/03/2025		
27 Nature Project Management			18/03/2025		

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
Total	<u>£2,548.00</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>£6,048.00</u>