

At a Meeting of Pembroke Dock Town Council on
Thursday 6th November 2025

PRESENT: Cllrs: C Francis-Boswell, J George, P George, T George, G Goff, B Hall, J Lyons, S Lucas, S O'Connor, D Sharp, M Wiggins, T Wilcox & M Bowen (joined meeting at 18.46)

IN ATTENDANCE:

Sarah Scourfield – Town Clerk
Amanda Hart – Deputy Town Clerk
Caroline Mason – Committee Officer

89. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Bowen, Cllr Williams, Cllr Aston Jones, Cllr Lee

90. DECLARATIONS OF INTEREST

Item 34 of the Town Clerks Report – Scouts Finance application – Cllr Wilcox declared a personal interest.

Item 35 of the Town Clerks Report – Heritage Centre Royal Visit – Cllrs Wiggins and P George declared a personal interest.

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

Cllr Wiggins welcomed PC Sarah Smith – Dyfed Powys Police Neighbourhood Policing Team to the meeting.

PC Smith introduced herself and her role within the Neighbourhood policing team. She said that with the increase of ASB in the town there is a lot of multi-agency work being undertaken to identify youths causing the problems. There are also ongoing issues with e-bikes and e-scooters, she informed members that they ran an operation 6 weeks ago which resulted in an e-bike being seized and they have seen a significant drop but it's going to continue to be a long-term challenge. It's about communicating and educating in Schools where e-scooters can be used.

Cllr Bowen joined the meeting at 06.46pm

PC Smith updated members on Fort Road, she said this is a long-standing issue and they are finding it challenging as when officers visit the area on patrol, there is nothing

happening. She said they have multi-agency meetings with Police, Fire and PCC to discuss ways forward and how to tackle the issues. Cameras are in place at Fort Road and traffic calming measures. If residents are having issues with noise etc they need to report it in order for the cameras to stay.

If members have issues it was agreed to forward to the Town Clerk to collate and feedback to PC Smith.

Cllr Wiggins thanked PC Smith for attending the meeting and welcomed Henry Tuffnell

Henry thanked members for letting him come to the meeting, he said he just wanted to give an update on what he has been doing with regards to the Banking Hub. He recognises the importance of having a hub in Pembroke Dock for the residents of the south of the county and has had a meeting with LINK. Henry said that he had written to the relevant Banking Authority and is due to have a meeting with the Secretary to the Treasury on 10th December as he feels there needs to be a change in the Law and statutory obligation and his role as an MP, he can push for this change as Banking services are being lost across the country.

Henry said that he will keep members updated and will continue to work on getting services back in the area.

Cllr Wiggins thanked Henry for attending the meeting.

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

There were no questions and answers from members of the public.

93. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 9th OCTOBER 2025.

**It was PROPOSED by Cllr S Lucas
SECONDED by Cllr G Goff
RESOLVED - That the Minutes of Thursday 9th October 2025 are adopted as a true record.**

94. MATTERS ARISING FROM THE MINUTES OF THURSDAY 9th OCTOBER 2025

Page 61 – Item 29 of the Supplementary Report of the Town Clerk
The Town Clerk informed members that she had received an update from Sam Kurtz regarding the Banking Hub Campaign. He said they have acknowledged the strong community support but due to internal policy they are unable to reassess the location

within 12 months. She said that LINK confirmed he can submit a reassessment from Jan 26 onwards.

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

34. Finance Committee Report

A – Purchase of mobile phone

The Town Clerk informed members that the Committee reviewed the options for the purchase of a mobile phone for the office there were 2 options which were Galaxy S24 at £549.00 or iPhone 15 plus £799.00. Members of the committee discussed the phones and agreed that as the office already has an iPad it would be best to purchase the iPhone, it was suggested the phone was purchased as soon as possible to allow to be used at events.

It was

PROPOSED by Cllr O'Connor

SECONDED by Cllr Bowen

RESOLVED - That members of PDTA agreed to purchase an office mobile phone

A vote was taken - 13 for

B – Scouts Finance Application

The Town Clerk stated that the Committee reviewed a finance application for the Scouts who were asking for £500 for the purchase of badges for the scouts, members recommend for the full amount of £500 to be granted to the scouts.

A vote was taken - 12 members for and 1 abstained

C – Budget 2026/2027

The Town Clerk stated she had attached for members a copy of the proposed budget for 2026-2027. Members of the committee reviewed the information and recommended the following:

101- Administration

1102 – Internal Audit Fees – Increase to allow for works required for full audit

1108- External Audit – Increase due to full accounting audit which costs £676-£809

1110 – Office Equipment – Increase to allow for purchase of new office phones – Amazon Panasonic Cordless phones x 4 with answer machine £149.99.

1114 - Staff Training – reduced due to £1000 being earmarked

102 Salaries

1201- Salaries - increased to allow for pay increases

1205- Employers NI – increased to allow for standard increases

103 Members Expenses – NO CHANGES

104 Office Expenses

1401 - General Rates – reduced due to previous years payment

105 Town Decoration & Improvement

1501- Christmas Lighting – Increased to allow for upgrades

1502 - Utilities Mem Lamp – Increased due to charges on lamp electric

1507 – Floral Baskets – increase to allow for watering charges

1511 – Street Cleaning - Increase in payment for outdoor contract

1515 – Action Plan – To be reduced as no plans

106 Donations

1601 – Donations – reduction to allow for warm rooms to be shown separately

1609 – Memorial Park – They are no longer in action

1625 – Citizens Advice – The SLA Agreement ends on 31/03/2026

1626 – Warm Rooms – New heading

There is an SLA request from the Maritime Museum for £750 per year to go towards information packs and interactive displays for schools, plus they would like to give a keepsake from the museum to children to help generate interest. Members recommended a one-off payment in April 2026 and for the application with it to be reviewed next year.

107 Miscellaneous – NO CHANGES

108 Promotion of Tourism

1802 – Summer Festival – Increased to allow for stage etc.

1813 – Memorial Park 100 – Reduced due to the event passed

1814 – Summer activities – Plans for inflatables etc. throughout the summer holidays

The suggested budget is as follows

101	Administration	£13,515
102	Salaries	£99,500
103	Members Expenses	£ 8,332
104	Office Expenses	£ 8,600
105	Town Decoration & improvement	£71,300

106	Donations	£24,500
107	Miscellaneous	£ 350
108	Promotion of Tourism	£15,100
	TOTAL	£241,197
	Expected Underspend for 25/26	£6403.00
		£234,794
	Precept 25/26	£227,712
	1.1% increase	£230,216
	Remaining budget to be allocated from general reserve	£ 4,578

It was therefore recommended that a 1.1% increase on the precept from 25/26 which would be £2,504 increase and would give a precept request of £230,216.

It was **PROPOSED by Cllr O'Connor**
SECONDED by Cllr Lucas
RESOLVED - That members of PDTC agreed the precept of £230,216 for 26/27

A vote was taken - 13 for

35. Heritage Centre – Royal Visit reply

Cllrs Wiggins, P George and Lyons left the meeting during this item

The Town Clerk stated that she had included with members papers a copy of the response from the Heritage Centre; She also asked if members wished to review the Service Level Agreement for the organisation.

Members discussed the letter which was in response to the concerns highlighted by PDTC and whether we are getting a fair deal from the Heritage Centre considering they are given funding annually through a Service Level agreement. It was suggested to have a meeting with them to discuss a way forward as the Heritage Centre is a big thing for the town. It was felt that by not informing the Town Council of the Royal visit it has made a mockery as when asked my members of the public, staff and councillors knew nothing about it.

It was agreed to call a meeting with the Heritage Centre

96. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK
There was no Supplementary Report of the Town Clerk

97. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items which the Mayor decided as urgent.

98. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

Town Events Committee

Cllr Boswell updated members about a meeting she had attended with local businesses in the St Govans Shopping Centre, regarding Santa coming to Town on 5th December. She said they want to be involved and will be open during the evening where there will be stalls, refreshments and a choir singing which will provide a dry, safe space for people following the turning on the Christmas lights. 6pm Santa leaves the Memorial Park to arrive at the tree for the light switch on.

The Town Clerk reminded members that Breakfast with Santa will take place on 6th December and that we are accepting small groups so there is more opportunity for more families to attend and that Volunteers are needed for the morning.

The Christmas dinner will take place on Thursday 4th December following the next meeting.

Remembrance Services

The Town Clerk reminded members of the services on the weekend

Military Cemetery - Saturday 8th November 2.30pm for 3pm

Parade will leave Albion Square at 2.30pm for the outdoor service and laying of the wreaths at 3pm on Sunday 9th November followed by an indoor service in St Johns Church.

PLANNING COMMITTEE

Cllr Bowen informed members that the Planning Committee met on Monday 21st October, members review the following planning applications.

25/0153/PA Erection of 3 Bedroom Dwelling (Amended Plans)

Land to Rear of 20 Nelson Street, South of 20 Nelson Street, Pembroke Dock

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

25/0600/PA Change of Use of Existing Ground Floor Office Area to Class D1 for Proposed Foot Clinic. Works Rear of the Property includin Demolition and Rebuild of Existing Sub-standard Single Storey Extension

75 Queen Street, Pembroke Dock. Pembrokeshire. SA72 6JE

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

25/0594/PA Erection of 5No., B1 Industrial Units

Land North of Richmond Road, West Llanion Industrial Estate, Pembroke Dock. SA72 6DY

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

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

Cllr P George informed members that at a recent DR Jones Charity meeting the group reviewed 36 applications for funding from University students and College students living in Pembroke or Pembroke Dock, compared to 18 applicants last year. It was decided that the University students were given £400 each and the College students £200.

Cllr J Lyons informed members that he attended the 6 monthly meeting of the Port Authority and Pembroke Dock was the only Town Council represented. He informed members about the Port Authority and LNG funding available which will be administered by PAVS.

100. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
01.10.2025	S Scourfield – Balloon displays Town Awards	£129.70
01.10.2025	Welsh Water	£108.67
01.10.2025	One Voice Wales – Cllr Training	£42.00
03.10.2025	Post Office	£24.00
06.10.2025	Sage – payroll	£40.80
06.10.2025	P A Lynch	£1,750.00
07.10.2025	Google Cloud	£5.95
07.10.2025	Clarity Copier	£54.89
08.10.2025	Wicksteed – Memorial Park	£22.65
10.10.2025	B T Group	£161.86
10.10.2025	Gear 4 Music Ltd – speaker and microphone	£131.98
13.10.2025	Clarity Copiers	£4.08

14.10.2025	IONOS Cloud	£7.20
15.10.2025	Anthony Bamford window cleaning	£10.00
15.10.2025	Café No 9 vouchers – Town Awards	£71.70
20.10.2025	Shed Store – Allotments	£2,750.96
22.10.2025	Shed Store – Allotments	£49.99
24.10.2025	The Dolphin Hotel vouchers – Town awards	£200.00
24.10.2025	Home Bargains – Town awards	£4.95
27.10.2025	British Gas – gas bill	£86.96
27.10.2025	British Gas – electricity bill	£65.17
27.10.2025	S Scourfield – Town Awards	£82.10
27.10.2025	Pembroke Dock Quins – room hire for Town Awards	£85.00
27.10.2025	Colwyns – Town Awards	£30.00
27.10.2025	Zoom meeting	£15.59
28.10.2025	Anthony Bamford – window cleaning 28.10.2025	£10.00

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

Date	Description	Amount
08.10.2025	St Patricks warm rooms	£30.54
14.10.2025	St Patricks warm rooms	£32.76
28.10.2025	St Patricks warm rooms	£27.09

ACCOUNT RECEIPTS

Date	Description	Amount
02.10.2025	Interest	£76.05
08.10.2025	Angle Community Council wreath order	£25.00
08.10.2025	Pembroke Dock Heritage Centre wreath order	£25.00
09.10.2025	Cosheston Community Council wreath order	£25.00
09.10.2025	R Marshall wreath order x 2	£50.00
16.10.2025	Probus wreath order x 2	£50.00
16.10.2025	Henry Tufnell wreath order	£25.00
21.10.2025	West Wales Maritime wreath order	£25.00
23.10.2025	Castlemartin Lodge wreath order	£25.00
23.10.2025	Pembroke & P Dock Branch Labour Party wreath order	£25.00

24.10.2025	Pembs Chamber of Trade wreath order	£25.00
25.10.2025	Pembroke & Pembroke Dock Lions wreath orders	£100.00

SALARIES AND WAGES

06.10.2025– 05.11.2025	Salaries	£ 4,768.60
06.10.2025 – 05.11.2025	Tax & NI	£ 1,350.30
06.10.2025 – 05.11.2025	Pensions	£ 1,603.42

ACCOUNT BALANCES

30.10.2025	HSBC Business Account	£ 108,538.20
30.10.2025	HSBC Premium Account	£ 60,950.90

It was

PROPOSED by Cllr S O'Connor

SECONDED by Cllr G Goff

RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 2nd October to 30th October 2025

All members agreed

101. AGENDA ITEMS FOR THE NEXT MEETING

- Christmas
- Health Board - Argyle Medical Centre

102. COMMUNITY ISSUES

Members discussed the Top Road and that the bank has been cleared to reveal a stone wall - Cllr Wiggins commented that she would email PCC as we have not been notified of this work being carried out. It was also discussed about the speed limit being 40 outside the new housing estate and if we could ask for a review of this to be included in the 20 mile an hour limit.

The Town Clerk stated that members had previously submitted a list of areas to Highways that needed reviewing, she said that they are going through a consultation process.

Cllr O'Connor asked if a reminder email could be sent out to members regarding obtaining contact details for Youth organisations.

Cllr Wiggins informed members about the Active Travel and that there will be another 12-week consultation, but if the public are not in agreement, this will be taken into consideration. PCC will be applying to the Welsh Government for funding Christmas 2026.

103. MAYOR'S REPORT

Cllr Wiggins informed members that she has attended the following events during September, October and so far in November:

11th September – Her Royal Highness Princess Anne visited the heritage centre to see the return of the RAF memorial window.

14th September – Tenby Civic Mayor Making

20th September – held her annual Macmillan coffee morning and raised almost £400

21st September – St David Civic Ceremony at St David's Cathedral

23rd September – Scouts AGM in Haverfordwest and Paul Sartori AGM

Cllr Wiggins commented that he was invited to Pennar Community School to talk to them about being the Mayor and what I do for our community.

26th September – PDTC Macmillan coffee morning

She said during September she completed 16 swims in September which raised £375.00 for her two mayoral charities.

1st October – Portfield Fair

5th October – Haverfordwest TC service at St Martins Church

9th October – Pembroke Fair

15th October – Ysgol Bro Penfro celebrating their first year

20th October – Citizens Advice Pembrokeshire AGM

21st October – Pennar School Harvest Festival at Bethany Chapel

24th October – Town Awards at the Quins which was a wonderful evening celebrating our community.

25th October – Curry and quiz for the mayor charities

26th October – Heritage Centre had a service at St John's Church for the memorial window a Rededication

30th October – Bowling Club AGM

2nd November – St Johns Memorial Service

3rd November – Haverfordwest Memorial Garden

4th November – Pembroke Dock Heritage Centre AGM and gave Mary Willington her award, she also went with the Town Clerk to give Sam Erussell his town award.

5th November – Carpool Karaoke with the office staff and Rhys from Vision Arts and in the evening Withybush Chapel for a memorial service.

104. VOTE TO MOVE INTO PRIVATE AND CONFIDENTIAL

It was **PROPOSED by Councillor Francis Boswell**
 SECONDED by Councillor Bowen
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.

105. PRIVATE & CONFIDENTIAL

To Confirm Private & Confidential Minutes of Thursday 9th October 2025

It was **PROPOSED by Councillor O'Connor**
 SECONDED by Councillor Goff
RESOLVED – That the Private & Confidential Minutes of
the Meeting held on Thursday 9th October 2025 are
adopted as a true record.

There being no other business, the meeting was closed.