

At a Meeting of Pembroke Dock Town Council on
Thursday 4th December 2025

PRESENT: Cllrs: C Francis-Boswell, M Bowen, J George, P George, T George, G Goff, B Hall, C Lee, J Lyons, S Lucas, S O'Connor, D Sharp, M Wiggins, T Wilcox, M Williams

IN ATTENDANCE:

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

106. APOLOGIES FOR ABSENCE

There were no apologies for absence received

107. DECLARATIONS OF INTEREST

There were no declarations of interest

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

There were no guest speakers

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

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

110. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 6TH NOVEMBER 2025.

**It was PROPOSED by Cllr J George
SECONDED by Cllr S Lucas
RESOLVED - That the Minutes of Thursday 6th November
2025 are adopted as a true record.**

111. MATTERS ARISING FROM THE MINUTES OF THURSDAY 6TH NOVEMBER 2025

There were no matters arising from the minutes

112. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**36. Winter Preparations – Salt Bins**

The Town Clerk informed members that Pembrokeshire County Council had been in contact once again with regards to Salt bins for Towns and communities. As per previous years it will be the responsibility of the Town Council to request and pay for the bins which will be £190 + VAT and arrange for local volunteers to spread the salt. She said the bins will be replenished twice a year at the request of the Town Council.

Members discussed the salt bins and commented that Llanreath Hill and Milton Terrace are two areas that would merit needing salt bins.

It was agreed by members that, if requests are received from residents to give them consideration on an individual basis.

37. Pembroke Dock Library Funding

The Town Clerk stated that she had received an email from Head of culture, leisure and school modernisation of PCC with regards to requesting funding for the library due to them facing a 5% saving requirement in their budget and a copy of the email was included in their papers. She said that the fund amount being requested was £6,500

Members discussed the request and how the budget has been set for the forthcoming year with funding already allocated to budget items. There does not appear to any positive impact of letting out the space in the library and PCC should be looking at ways to bring more funds in.

Cllr O'Connor commented that the running of the library is definitely PCC's responsibility

All members agreed not to allocated £6,500 towards the Library services.

38. Argyle Surgery Issues

The Town Clerk stated that at the last meeting it was agreed for the Town Council to push for some action to be taken with regards to the lack of provision being provided by Argyle Surgery, it's been noted that residents are still struggling to get appointments with the surgery and there are also complaints of the service being received once an appointment has been accessed, with more residents having to attend A & E with more serious complications and health issues because they are unable to access appointments.

The Town Clerk stated that the MP Henry Tuffnell and Samuel Kurtz MS have both raised the concerns in different forums but have had no luck. She asked members if they wanted to put together a letter of support

Members discussed the ongoing issues with Argyle Surgery and that it's been going on for too long and something needs to be done, as there have been no solutions to a big problem. Members discussed that money to fund more doctors shouldn't be a problem as they will be getting paid for any clinics they run.

It was agreed for the Town Clerk to

- write a letter of support to S Kurtz and H Tuffnell
- write to the Health Board
- request a FOI for the businesses turnover

All members agreed

39. Support Needed – Establishing a Banking Hub in South Pembrokeshire

The Town Clerk informed members that Samuel Kurtz has written to ask for support in a local initiative to secure a Banking Hub for South Pembrokeshire.

“As you will be aware, the loss of the last bank branch in Pembroke Dock has had a real impact on residents, small businesses, charities and community organisations across our area. Many still rely on access to cash services, in-person advice and bank facilities that cannot fully be replaced online. A petition has been running which has been widely supported by local residents demonstrating the need for this important service. I have been working with LINK who inform me that they will consider a reassessment of their Banking Hub decision in January – and I hope that together we can make a strong evidenced case to present to them.

To demonstrate the level of support and the need within our communities, I am gathering signatures from organisations, businesses, charities and elected representatives for a letter calling on decision-makers and banking partners to work with us to establish a Banking Hub in South Pembrokeshire.

Why this matters? A Banking Hub would:

- Protect access to cash and financial services
- Support small businesses and community organisations
- Reduce travel costs and time
- Help older and vulnerable residents
- Strengthen our local economy

How can you help

If your organisation is willing to lend its name in support, please reply by Friday 12th

Members discussed the banking hub and all agreed to support the local initiative to secure a Banking Hub for South Pembrokeshire. The Town Clerk will reply on behalf of PDTA.

113. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK

The Town Clerk informed members that we will be losing a Councillor in the new year. She said that Cllr Francis Boswell had notified her that she would be standing down as Councillor of Market Ward as of 1st January 2026.

Cllr Wiggins thanked Cllr Francis Boswell for all her support and the work she has done for the community in Pembroke Dock.

114. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items which the Mayor decided as urgent.

115. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES

Town Events Committee

Cllr Boswell updated members that it has been arranged for Santa to use the changing rooms at the Bowls Club. She said that St Govans will be doing an afternoon event serving mulled wine, craft stalls will be in the shopping centre and Pembroke Brough Silver Band will be playing and then after the Christmas Light switch on walk through to St Govans to combine the two events.

The Town Clerk reminded members about Breakfast with Santa on Saturday 6th December and asked for volunteers to meet at 8.00am

The Town Clerk thanked Pembrokeshire Christmas Trees for their help with changing the tree for a shorter and fuller one after negative comments. She said that the original tree has been made shorter to be put outside the St Govans Shopping Centre.

PLANNING COMMITTEE

Cllr Bowen informed members that the Planning Committee met on Monday 1st December, members review the following planning applications.

25/0685/PA To Relocate and Upgrade the Existing Changing Rooms (In Retrospect)
Pembroke Dock Cricket Club, Imble Lane, Pembroke Dock, Pembrokeshire.
SA72 6PL

Pembroke Dock Town Council Planning Committee have reviewed the above application and supported. The committee commented that they were disappointed to receive yet another representative planning application.

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

Cllr Francis Boswell updated members about the Pater Hall Trust recent nomination for the Trustees Awards with PAVS Volunteering Pembroke and they got through to the final.

117. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
31.10.2025	Tigerlily – floral	£48.00
03.11.2025	Clarity Copier	£29.40
03.11.2025	TheWorkstore – Breakfast with Santa	£189.00
03.11.2025	SP Lovedlostmemorials – plaque for bench	£16.99
04.11.2025	Lovesgrove – Town Awards food	£906.00
05.11.2025	PA Lynch	£1,750.00
06.11.2025	Safe Ltd	£40.80
06.11.2025	Western Services	£3,880.00
06.11.2025	Wicksteed – Memorial Park	£867.54
06.11.2025	Amazon – Town Awards	£50.00
07.11.2025	Google Ltd	£5.98
10.11.2025	S Scourfield office sundries	£15.31
10.11.2025	Wicksteed – Memorial Park	£867.54
10.11.2025	Café no. 9 – Town Awards	£36.40
11.11.2025	Wicksteed – Memorial Park	£188.26
11.11.2025	RBL Poppy Appeal – cheque payments received for wreath orders	£1,800.00
11.11.2025	Anthony Bamford window cleaning	£10.00
12.11.2025	IONOS cloud	£86.40
18.11.2025	Pembrokeshire County Council - permit	£57.75
20.11.2025	Tesco mobile	£9.00
25.11.2025	Zoom meeting	£15.59
26.11.2025	Unpaid cheque	£25.00
26.11.2025	RBL Poppy Appeal collection payment	£6,990.74
27.11.2025	British Gas – Electricity bill	£79.40
27.11.2025	British Gas – Gas bill	£102.39
27.11.2025	Anthony Bamford window cleaning	£10.00

27.11.2025	One Voice Wales – Cllr Francis- Boswell training	£42.00
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PAYMENTS PREVIOUSLY AGREED e.g., Grants, Sec 137 payments, allowances

Date	Description	Amount
31.10.2025	Pembrokeshire Coast R2D Donation	£100.00
31.10.2025	Gear4music – Army Cadet Drums	£589.96
31.10.2025	Gear4music – Army Cadet Drums	£499.99
04.11.2025	Lighting and illumination – xmas lights	£6.58
10.11.2025	St Patricks Warm rooms	£30.00
10.11.2025	Apple – work mobile	£799.99
11.11.2025	First Pembroke Scouts – PDTC Grant	£500.00
11.11.2025	St Patricks Warm rooms	£27.23
20.11.2025	St Patricks Warm rooms	£25.63
26.11.2025	St Patricks Warm rooms	£21.68

ACCOUNT RECEIPTS

Date	Description	Amount
02.11.2025	Interest	£76.28
06.11.2025	PCC Grant	£3,000.00
07.11.2025	Rotary wreath order	£50.00
08.11.2025	1 st Pembroke Scouts and Viking Explorer wreath order	£50.00
12.11.2025	Sam Kurtz wreath order	£40.00
17.11.2025	Cash paid in for poppy appeal collections	£6,950.74
26.11.2025	Cheque wreath order – Ladies Probus	£25.00

SALARIES AND WAGES

06.11.2025 – 05.12.2025	Salaries	£ 5,266.01
06.11.2025 – 05.12.2025	Tax & NI	£ 1,659.80
06.11.2025 – 05.12.2025	Pensions	£ 1,807.46

ACCOUNT BALANCES

27.11.2025	HSBC Business Account	£ 84,261.08
27.11.2025	HSBC Premium Account	£ 61,027.18

It was

PROPOSED by Cllr J George

SECONDED by Cllr G Goff

RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 31st October to 27th November 2025

All members agreed

118. AGENDA ITEMS FOR THE NEXT MEETING

- Banking Hub

119. COMMUNITY ISSUES

Cllr Goff commented about the new shop opened on Commercial Road – Party Pembroke. He said it is nice to see a new business opening.

Cllr T George commented about the speed bumps on the top road. She said that some of the bolts are coming out and the lines need repainting. Cllr George also stated that there are several streetlights out along the top road.

Cllr Wiggins commented on Fort Road and using the barrier. She said she will discuss with Helen from PCC about the possibility.

Cllr Wiggins commented that the Active Travel Consultation will take place on Thursday 5th February 2026 at Pembroke Dock Library between 10.00am and 1pm

120. MAYOR'S REPORT

Cllr Wiggins informed members that she has attended the following events since the last meeting:

7th November – Remembrance Concert at Monkton Church

8th November – VC Gallery – Remembrance afternoon

8th November – Military Cemetery Remembrance Service

9th November – Pembroke Remembrance Service and Parade

9th November – Pembroke Dock Remembrance Service

11th November – Freshwater West Remembrance Day Service

13th November – Wallich open day

Attended Pembroke Dock Cricket Club AGM and South Pembs Golf Club AGM

22nd November – Scouts presentation

25th November – Buddy the Elf at the Boulevard theatre

27th November – White ribbon walk organised by the Police raising awareness for violence against women and girls

3rd December – Torch Theatre to watch the fighters documentary which was a powerful film championing inclusion and accessibility in sport.

Cllr Wiggins wished members and staff a Happy Christmas

There being no other business, the meeting was closed.