

At a Meeting of Pembroke Dock Town Council on  
Thursday 5<sup>th</sup> February 2026

**PRESENT: Cllrs: M Bowen, G Goff, B Hall, C Lee, S Lucas, S O'Connor, D Sharp, M Wiggins, T Wilcox, M Williams – online T George, J Lyons**

**IN ATTENDANCE:**

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

Cllr Wiggins acknowledged the passing and said it was with deep sadness to have to announce that Cllr Pamala George is no longer with us and asked members to be upstanding for a minute silence for our wonderful Councillor and previous Mayor – Councillor Pamula George.

**121. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J George, Cllr Aston Jones

**122. DECLARATIONS OF INTEREST**

Item 46 of the Town Clerks Report – Public Consultation – Proposed development of Land at Waterloo Waste Recycling Centre – Reuse Shop - Cllr Goff declared a personal interest.

Item 49 of the Town Clerks Report – Pennar Share Space – Cllrs Wiggins and Wilcox declared a personal and prejudicial interest.

Cllr Wiggins informed members that Council had received letters from Pembroke and Milford Town Council, messages from Haverfordwest Town Council along with emails from County Councillors, all sending that their thoughts are with the family. She said there is a condolence book in the office for anyone who would like to sign it.

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

There were no quest speakers

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

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

**125. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 4<sup>th</sup> DECEMBER 2025.**

**It was PROPOSED by Cllr Lucas  
SECONDED by Cllr Goff  
RESOLVED - That the Minutes of Thursday 4<sup>th</sup> December  
2025 are adopted as a true record.**

**126. MATTERS ARISING FROM THE MINUTES OF THURSDAY 4<sup>th</sup> DECEMBER 2025**

**Page 81 – Item 39 of 112 Banking Hub**

The Town Clerk informed members that the update regarding the banking hub from Sam Kurtz was attached to members' papers, and that it outlined the letter sent to LINK.

Cllr Wiggins commented that she would like to thank Sam for all the work he has done in trying to get the banking hub running in Pembroke Dock.

**Page 85 – Item 119 Community issues**

Cllr Goff commented that he had mentioned a new shop opening on Commerical Road, it wasn't a new shop, but it was just for filming.

Cllr Wiggins commented about Fort Road and asked about the barrier being in use. The Town Clerk commented that it is still ongoing and they are looking into ways to eliminate the antisocial behaviour.

**127. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

**40. Salt Bins**

The Town Clerk stated that at the last meeting of the Town Council she provided information with regards to the installation of Salt Bins in preparation for the Winter period and it was agreed to wait to see if any requests came in, before making a decision on locations.

The Town Clerk informed members that since the meeting she had received 2 requests for Salt Bins, 1 x Beach Road Llanreath and 1 x Prospect Place onto Church Street junction. She said as informed at the last meeting the bins will cost £190 + VAT for provision and installation with salt being replenished twice a year at the request of the Town Council.

Cllr Wiggins commented that she had been asked about the possibility of a bin on Milton Terrace near Sloggets Hill as no sun gets to Milton Terrace.

### **Cllr Jim Lyons joined the meeting online at 06.39**

Cllr Wilcox commented that if the bins are only filled twice a year the residents need to be informed of this and they will need to take some responsibility for the use and they could be locked over the summer months.

Members discussed the locations and it was suggested to go back to the residents that had made the requests to ask if they will take responsibility and be prepared to spread the salt when needed.

The Town Clerk confirmed there are funds in the Action plan budget to cover the costs.

The Town Clerk asked for agreement to purchase 3 salt bins at £190 + VAT per bin.

### **A vote was taken – 10 members for and 1 member against**

#### **41. First Pembroke Scout Group**

The Town Clerk informed members that the First Pembroke Scout Group had sent a letter to the Council thanking them for the donation of £500

#### **42. Completion of External Audit 2023/2024 &2024/2025**

The Town Clerk stated that the External Auditors have finally finished the External auditing process for 23/24 and 24/25

They have highlighted the following after giving a qualified opinion on the report.

- **Annual Governance Statement** – not consistent with the Councils internal controls and governance arrangements for the year.  
*Section 50 of the Democracy and Boundary Commission Cymru etc. Act 2013 requires the council to publish its audited accounts online. Regulation 5 of the Accounts and Audit Wales Regulations 2014 requires the Council to publish the Annual Governance Statement alongside the accounts. Regulation 15 of the 2014 Regulations requires council to publish along with the accounts any certificate, opinion or report issued, given or made by the Auditor general.*  
The council has failed to publish its qualified audit reports from previous years.
- **Internal Audit was completed after the chair had signed the 24/25 Annual Return**
- **23/24 Accounting Statement** – The accounting statement contains a non-material arithmetic error due to rounding.

The Town Clerk stated that due to the length of time it takes Audit Wales to complete the external audits and time restraints they place on us as a council it becomes very difficult to meet the deadlines with the timings of our meetings. She said we have never been late submitting our returns, so I feel these comments are very picky and this is also the first time this has been picked up considering it has been in force since 2014.

Cllr O'Connor commented about the Annual Governance and that we do not qualify for general power of confidence and that no. 10 was not ticked.

#### **43. The Senedd Cymru (Disqualification) Order 2025**

The Town Clerk informed members that the Senedd Cymru (Disqualification) Order 2025 has been approved and come into force. She said that this order designates that offices the holder of which they are disqualified from being a member of the Senedd. The Town Clerk stated that if any of the members want to view the order, to let her know and she would email them a copy.

#### **44. Sandy Bear charity**

The Town Clerk informed members that she had received correspondence from the Sandy Bear Charity with the following information.

We are currently supporting around 120 bereaved children and young people every month from YOUR areas, and while demand continues to rise, funding across the sector is becoming increasingly fragile. This is not a funding request. (Although I certainly won't turn it down)

Instead, I am asking for your insight and expertise. We need your help in becoming sustainable, and your insight is crucial in helping us get there. Sandy Bear does not have retail outlets and relies on grants, community fundraising and public generosity. As you will know, grants are becoming more competitive and less reliable, while the need for early bereavement support continues to grow.

Some Councils and representatives already support Sandy Bear financially, and we are genuinely grateful for that commitment. It makes a real difference locally, and in those areas it's no surprise that we get the most referrals, the simple fact is that when we get help from communities, we help those communities!

However, we are now asking a broader question – and this is where your experience matters.

As elected representatives and local leaders, you are closely connected to your communities. You hear directly from residents, understand local priorities, and have established communication channels and networks.

From your perspective:

- What approaches would help Sandy Bear secure more sustainable funding?
- What works best at a local, community level?
- Are there models or partnerships you believe we should explore?

We believe the best solutions will come from those who understand their communities best and that's you. There is a reason you are elected officials and have your communities as heart.

If you're willing to share thoughts, ideas, or even challenge our thinking, we would genuinely welcome it. A short reply, conversation, or meeting would be hugely valued.

Cllr O'Connor suggested they contact PAVS for support.

The Town Clerk commented that they are looking for Councillors to boost support to help them keep going and if they have any ideas to contact them.

#### **45. SLCC Membership Renewal**

The Town Clerk informed members that the membership renewal for SLCC is due, the cost of the renewal is £256.00. She informed members that SLCC provides a full library of advice and services and professional development webinars. The service provided is invaluable to officers with the advice and support.

**It was                      PROPOSED by Cllr O'Connor  
                                      SECONDED by Cllr Goff  
                                      RESOLVED That – members of PDTC agreed to  
                                      renew the SLCC annual membership.**

**All members agreed**

#### **46. Public Consultation – Proposed development of Land at Waterloo Waste Recycling Centre – Reuse Shop**

The Town Clerk informed members that Pembrokeshire County Council had advertised a pre planning consultation for proposed development of land at Waterloo Waste Recycling Centre for a Reuse shop. She said the proposed Reuse shop will enable items at Waterloo site to be processed, sorted and sold to improve Pembrokeshire's reuse rate and support the implementation of the circular economy by keeping items in circulation for longer.

The Town Clerk asked members if they have any comments regarding the document to let her know and she will feed them back.

#### **47. Neighbourhood policing – Planned speediiing Operation**

The Town Clerk informed members that there was recently a speeding operation completed by the neighbourhood policing team with the following outcome.

High Street – Pembroke Dock – (11.15 – 11.40)  
82 vehicles passed  
Vehicles stopped 4  
Speeds varied between 26-29mph

Additionally, 11/12/2025

Corporation Terrace – Pembroke Dock – (11.20 – 12.20)

Vehicles passed 198

Vehicles stopped 13

Speeds varied 26-24mph

11 drivers received warning and roadside presentation (26-31mph)

2 drivers issued with a VW as they were above the threshold of 32-39mph

If there are any areas members would like the teams to attend, please let me know.

Cllr Wilcox commented that he had been at a Governors meeting at Pennar School earlier in the day and they had discussed the young child being knocked over the day before, he said although that incident was not due to speeding if they are looking for another area to do, Military Road would be a good area between 8.30-9.30

Cllr Wiggins commented that she has a handheld speed gun if any of the Councillors would be interested in volunteering to carry out a speeding operation.

#### **48. Committee Membership**

The Town Clerk informed members that due to a councillor resignation, there are spaces on the following committees: Personnel, Finance and Pater Hall Trust with the most important membership to fill.

She then stated that since the papers had been sent out, she had received another councillor resignation from Cllr Paul Aston Jones, which will be a vacancy in Central Ward which will need to be filled and suggested leaving agenda item 48 for a future meeting when the new Councillors have been appointed.

**All members agreed**

#### **49. Pennar Share Space**

The Town Clerk informed members that the following information has been received from Pennar Community Halls Committee letting us know they have introduced a newly formed community food bank.

Pennar Share Space is a friendly, welcoming project run by local volunteers and built on a simple principle: *take what you need, share what you can*. Our aim is to provide support in a respectful and inclusive way, helping neighbours, help neighbours.

We are kindly asking Pembroke Dock Town Council if they would consider donating funds or non-perishable food items to help us establish and maintain the food bank.

Items such as tinned foods, pasta, rice, cereals, UHT milk, tea, coffee, and toiletries would be greatly appreciated. Any contribution, no matter the size, would make a meaningful difference to members of our community.

Your support would help us build a strong and compassionate network within Pennar, Pembroke Dock and surrounding areas. We would be very happy to acknowledge your generosity and keep you informed about the positive impact Pennar Share Space is having locally.

If you are able to help, or if you would like further information, please do not hesitate to contact us on 07900 591238 or [pennarhall1923@yahoo.com](mailto:pennarhall1923@yahoo.com) We would also be happy to arrange collection of donations at a time convenient to you.

The Town Clerk informed members that it had been mentioned about the possibility of having a minimum donation to help them start up.

Cllr O'Connor commented that they need to be contacted to complete a request on a formal form. He said that if they do not have accounts as a Council will not be able to donate as we would be in breach of our own financial rules.

Cllr Bowen commented about the food banks and that there are a few in Pembroke Dock already and this would be a third. She commented about PATCH and she needs to re-contact them.

**128. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK**

There was no supplementary report of the Town Clerk

**129. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT**

There were no items which the Mayor decided as urgent.

**130. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES**

**PLANNING COMMITTEE**

Cllr Bowen informed members that the Planning Committee met online at a hybrid meeting on Monday 16<sup>th</sup> January 2026, members review the following planning application.

**25/0860/AD**

**Replacement Signs (In Retrospect)**

St Govans Shopping Centre, Dimond Street, Pembroke Dock.  
Pembrokeshire. SA72 6AG

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.

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

Cllr O'Connor commented that he had attended the One Voice Wales AGM recently. He said that One Voice Wales had sent an invitation to attend a Larger Council's meeting on Wednesday 11<sup>th</sup> February at 10.30am, he asked if we can contact them to inform them that daytime meeting are not suitable for working councillors if they would like us to participate.

Cllr Wiggins informed members that the Heritage Centre has recently had a meeting with Sarah our Town Clerk and Suzie Pembroke's Town Clerk regarding Armed Forces Day and it has been agreed that the Heritage Centre will be taking on the organising of Armed Forces Day every year.

**132. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
01.12.2025	Post Office – postage	£11.30
02.12.2025	Amazon Business – Breakfast with Santa	£3.99
04.12.2025	Sage UK – payroll	£40.80
04.12.2025	Tigger Lilly – sympathy flowers	£45.00
05.12.2025	Google Cloud	£6.05
05.12.2025	P A Lynch	£1,750.00
05.12.2025	S Scourfield – Breakfast with Santa (Butcher)	£145.00
05.12.2025	S Scourfield – Breakfast with Santa	£14.11
05.12.2025	James Lyons Battery	£13.80
05.12.2025	Argos – office phone charger	£18.98
08.12.2025	James Lyons battery	£12.13
08.12.2025	S Scourfield – Breakfast with Santa	£13.52
08.12.2025	Clarity Copier	£20.45
08.12.2025	Lidl – Breakfast with Santa	£13.52
10.12.2025	Amazon Business – Breakfast with Santa	£23.68
10.12.2025	Anthony Bamford – window cleaning – 09.12.2025	£10.00
11.12.2025	P A Lynch	£450.00
12.12.2025	Ionos Cloud Ltd	£7.20

12.12.2025	Post Office – Breakfast with Santa postage	£41.76
15.12.2025	S Scourfield - Stationary	£14.99
15.12.2025	CSE – Breakfast with Santa	£441.55
16.12.2025	Ferry Inn - voucher	£100.00
17.12.2025	R Mason – Christmas Trees	£395.00
20.12.2025	N Griffiths – Disabled Access to PDTC office	£6,250.00
23.12.2025	Total Bank Charges	£118.26
29.12.2025	British Gas – electricity bill	£79.86
29.12.2025	British Gas – gas bill	£327.76
29.12.2025	Zoom meeting	£15.59

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
03.12.2025	St Patricks warm rooms	£14.06
08.12.2025	St Patricks warm rooms breakfast	£84.58
09.12.2025	Western Services – festive lighting	£5,000.00
09.12.2025	A Hart	£150.00
09.12.2025	C Mason	£150.00
09.12.2025	S Scourfield	£150.00
10.12.2025	Arcswood- allotment	£4,644.00
10.12.2025	Arcswood - allotment	£420.00
11.12.2025	P A Lynch	£150.00

**ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.12.2025	Interest	£70.22
12.12.2025	M Walker – memorial bench payment	£300.00
18.12.2025	PCC	£7,864.95
22.12.2025	HMRC VTR	£5,427.58
29.12.2025	PCC Precept	£75,904.00

**SALARIES AND WAGES**

06.12.2025 – 05.01.2026	Salaries	£ 5,233.39
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06.12.2025 – 05.01.2026	Tax & NI	£ 1,659.80
06.12.2025 – 05.01.2026	Pensions	£ 1,802.30

### **ACCOUNT BALANCES**

01.01.2026	HSBC Business Account	£ 143,875.56
01.01.2026	HSBC Premium Account	£ 61,097.40

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.01.2026	Tesco mobile	£9.00
05.01.2026	SSE Energy Supply	£230.24
05.01.2026	Anthony Bamford window cleaning	£10.00
06.01.2026	SSE Energy Supply	£124.31
06.01.2026	BT Group	£155.16
07.01.2026	Sage UK Ltd – payroll	£40.80
08.01.2026	Google Cloud	£6.06
08.01.2026	Argos – white blind for office	£8.00
13.01.2026	Ionos Cloud	£7.20
13.01.2026	Clarity Copier	£25.67
13.01.2026	Anthony Bamford – window cleaning 12.01.2026	£12.50
19.01.2026	Mcafee - subscription	£49.99
20.01.2026	Eurooffice - stationary	£68.29
21.01.2026	SSE Energy	£130.84
21.01.2026	Dyfed Alarms Ltd	£30.00
26.01.2026	Microsoft subscription	£104.99
26.01.2026	Zoom meeting	£15.59
27.01.2026	British Gas – electricity bill	£74.21
27.01.2026	British Gas – Gas bill	£314.53
27.01.2026	Anthony Bamford – window cleaning – 26.01.2026	£12.50

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
06.01.2025	St Patricks warm rooms	£16.96
12.01.2026	S Scourfield – Breakfast with Santa	£13.52

19.01.2026	Amateur Boxing donation – Town Awards	£100.00
21.01.2026	The Pater Hall Warm rooms	£327.86
27.01.2026	St Patricks warm rooms	£29.88

### **ACCOUNT RECEIPTS**

Date	Description	Amount
02.01.2026	Interest	£72.65

### **SALARIES AND WAGES**

06.01.2026 – 05.02.2026	Salaries	£ 4,678.31
06.01.2026 – 05.02.2026	Tax & NI	£ 1,322.06
06.01.2026 – 05.02.2026	Pensions	£ 1,573.15

### **ACCOUNT BALANCES**

29.01.2026	HSBC Business Account	£ 157,101.84
29.01.2026	HSBC Premium Account	£ 61,170.05

Cllr O'Connor commented that the Christmas bonus payments should be under Salaries and wages not payments previously agreed.

**It was**                    **PROPOSED** by Cllr S O'Connor  
**SECONDED** by Cllr S Lucas  
**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 28<sup>th</sup> November to 29<sup>th</sup> January 2026

**All members agreed**

### **133. AGENDA ITEMS FOR THE NEXT MEETING**

- Fort Road Car park

### **134. COMMUNITY ISSUES**

Cllr Goff commented about the passing of Cllr Pam George and proposed to members about offering the robes to the family for Cllr George as she has been Mayor for Pembroke Dock 9 times.

The Town Clerk informed members that the robes were purchased in 1999 and are

ready to be replaced as Council would need to replace the liner as it coming apart due to age. She said that quotes to replace have been obtained and there is an option for the same robes but using a lighter weight material at a cost of £2,175 plus VAT.

Cllr O'Connor commented about the budget and asked where the funds would be allocated

The Town Clerk stated that there are funds left in the summer festival budget to cover the costs of replacing the Mayoral Robes.

**It was                    PROPOSED by Cllr Goff  
                                  SECONDED by Cllr O'Connor  
                                  RESOLVED: That members of PDTC agreed to purchase  
                                  new Mayoral Robes to replace the current robes that will  
                                  be offered to the family of the late Cllr Pam George**

#### **All members agreed**

Cllr Goff thanked the office staff for how they coped and dealt with the news about Cllr Pam George professionally this week.

Cllr Sharp commented about the dog fouling around the town, he said although there are signs up but is there anything that can be done.

The Town Clerk stated that WISE no longer have a contract with PCC, they used to deal with this and issue fines.

Cllr Wiggins updated members on the Active Travel Consultation. She said that there are 20 proposals and approximately 25 people attended the drop-in session at the library on 5<sup>th</sup> February. She informed members the consultation finishes on 20<sup>th</sup> April 26.

Members discussed the potholes around the town, and The Town Clerk informed them that Lewis Street is on the list but will not be done imminently.

#### **135. MAYOR'S REPORT**

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

5<sup>th</sup> Dec – Christmas light switch on with Kemsley Mathias, Michelle Evans Fecci and the Cast of Aladdin.

6<sup>th</sup> Dec – Breakfast with Santa – 140 breakfast served

8<sup>th</sup> Dec – Ysgol Bro Penfro – Westgate Chapel  
10<sup>th</sup> Dec – Mincees with the Mayor – fundraising for the Mayors Charities and in the evening Pennar Hall sleigh run  
12<sup>th</sup> Dec – Pembroke Port Christmas gathering with the office staff  
13<sup>th</sup> Dec – Three Amigos toy run then in the evening went to watch Aladdin at the Boulevard theatre.  
14<sup>th</sup> Dec – Bethel Chapel – carols by candlelight  
15<sup>th</sup> Dec – Christmas lunch at Pennar Hall warm rooms followed by Haverfordwest Town Council Civic carol service  
19<sup>th</sup> Dec – Apley Lodge Christmas party  
21<sup>st</sup> Dec – St John’s Carol Service  
22<sup>nd</sup> Dec – Fundraising at Tesco with Lionel for the Mayors two charities followed by a visit with the Pembroke Mayor to South Pembs Hospital Sunderland ward.  
26<sup>th</sup> Dec – Pembroke Dock Quins match with Pennar Robins in aid of Forever 11  
30<sup>th</sup> Dec – Pennar Robins memorial match to award the cup  
13<sup>th</sup> Jan – Organised a litter pick collected 10 bags of rubbish with only 4 people  
20<sup>th</sup> Jan – Visited Plant Dewi  
21<sup>st</sup> Jan – Service at St Mary’s Pembroke – dedication of the bells  
27<sup>th</sup> Jan – Haverfordwest anchor rededication service  
31<sup>st</sup> Jan – Light a life at St Mary’s Church, Tenby

**There being no other business, the meeting was closed.**