

At the Annual Meeting of Pembroke Dock Town Council held on Monday 11th May 2026

**PRESENT:** Councillors M Bowen, G Goff, J George, T George, M Howells, J Lyons, C Lee, B McKee, S O'Connor, D Sharp, T Wilcox, M Wiggins, M Williams

**IN ATTENDANCE:**

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason – Community & Committees Officer

Cllr Wiggins opened the AGM and asked members to observe a minute silence to remember Cllr Brian Hall who passed away on Friday 24<sup>th</sup> April 2026

Cllr Wiggins thanked members for electing her as mayor, she said she has really enjoyed her year, and it's been wonderful meeting all the groups, communities and charities in our amazing town. She thanked everyone for supporting her this year and wished our new mayor Cllr Tony Wilcox a wonderful year too.

Cllr Wiggins welcomed Cllr Barry Mckee to his first meeting of the Town Council.

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> Cllr Sarah Lucas
<b>2</b>	<b>DECLARATIONS OF INTEREST</b> <i>(To receive any declarations of interest in any matter to be discussed at the meeting. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial)</i>  There were no declarations of interest.
<b>3</b>	<b>ELECTION OF MAYOR 2025/2026</b> To appoint a Member of the Town Council to the office of Mayor of Pembroke Dock to hold office pursuant to section 15(7) and 34(7) of the Local Government Act 1972, until the next Annual Meeting of the Council.  Cllr Wilcox was proposed and seconded as Mayor for 2026/2027 at the Full Council Meeting on Thursday 5 <sup>th</sup> March 2026 therefore, Councillor T Wilcox will be elected as Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual General Meeting of the Council.  A vote was taken, 11 members for the proposal, 1 abstentions  Cllr Wilcox accepted the role of Mayor and read out the declaration which he then signed witnessed by Full Council.  Cllr Wiggins the outgoing mayor presented Cllr Wilcox with his Chains of Office

	<p>Cllr Wilcox thanked all the Councillors for voting for him and commented that the outgoing Mayor has had a wonderful year and has worked very hard for our town, she will be a hard act to follow.</p>															
<b>4</b>	<p><b>ELECTION OF DEPUTY MAYOR 2025/2026</b></p> <p>To appoint a Member of the Town Council to the office of Deputy Mayor of Pembroke Dock to hold office pursuant to section 15(7) and 34(7) of the Local Government Act 1972, until the next Annual Meeting of the Council.</p> <p>Cllr T George was proposed and seconded as Deputy Mayor for 2026/2027 at the Full Council Meeting on Thursday 5<sup>th</sup> March 2026 therefore, Councillor T George will be elected as Deputy Mayor of Pembroke Dock to hold office, pursuant to Section 34 and 245(6) of the Local Government Act 1972, until the next Annual General Meeting of the Council.</p> <p>A vote was taken, 11 members for the proposal, 1 abstentions</p> <p>Cllr George accepted the role of Deputy Mayor and read out the declaration which she then signed witnessed by Full Council.</p> <p>The Town Clerk presented Cllr George with her chains.</p> <p>Cllr George thanked members for voting her in as Deputy Mayor</p> <p>Cllr Williams commented that she would like to say thank you to Cllr Wiggins on behalf of the Town Council for the fabulous job she had done as Mayor.</p>															
<b>5</b>	<p><b>QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC (10 MINUTES)</b></p> <p>There were no questions from the members of the public</p>															
<b>6</b>	<p><b>REPORT OF THE TOWN CLERK</b></p> <p>The Town Clerk congratulated the new Mayor and Deputy Mayor</p> <p><b>1. Annual Report 2025 – 2026</b></p> <p>The Town Clerk stated that as a Council they are required to produce an Annual Report every year showing the achievements which includes budgets, committees and attendance reports. Members were given copies of the reports which included information on any training councillors have attended and the allowances received.</p> <p><b>1. Councillor Attendance</b></p> <p>The Town Clerk stated that the full Town Council met with a mix of virtual and face to face on 11 occasions during the year 2025/26 and that the average attendance for the year is 67%.</p> <p>The full details: -</p> <table> <tr> <td>Councillor Paul Aston Jones</td> <td>1 attendance</td> <td>9% - Resigned in Jan 2026</td> </tr> <tr> <td>Councillor Maureen Bowen</td> <td>11 attendances</td> <td>100%</td> </tr> <tr> <td>Councillor Claire Francis-Boswell</td> <td>7 attendances</td> <td>64% - Resigned in Jan 2026</td> </tr> <tr> <td>Councillor Jonathan George</td> <td>10 attendances</td> <td>91%</td> </tr> <tr> <td>Councillor Pam George</td> <td>5 attendances</td> <td>45% - Passed away Feb 2026</td> </tr> </table>	Councillor Paul Aston Jones	1 attendance	9% - Resigned in Jan 2026	Councillor Maureen Bowen	11 attendances	100%	Councillor Claire Francis-Boswell	7 attendances	64% - Resigned in Jan 2026	Councillor Jonathan George	10 attendances	91%	Councillor Pam George	5 attendances	45% - Passed away Feb 2026
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Councillor Gordon Goff	7 attendances	64%
Councillor Brian Hall	5 attendances	45%
Councillor Claire Lee	4 attendances	36%
Councillor Sarah Lucas	9 attendances	82%
Councillor James Lyons	11 attendances	100%
Councillor Dean Sharp	9 attendances	82%
Councillor Stephen O'Connor	11 attendances	100%
Councillor Tony Wilcox	11 attendances	100%
Councillor Maria Williams	7 attendances	64%
Councillor Michelle Wiggins	10 attendances	91%
Councillor Tracy George	11 attendances	100%
Councillor Mark Howells	Started in April 2026	
Councillor Barry McKee	Started in April 2026	

## 2. End of Financial Year information

In 2025/26 the Town Council budgeted to spend £232,312

The precept for the year was £227,712

The year-end figures show	Receipts of	£228,711
	Payments of	£204,430

This is an underspend of £27,882

The bank account amounts as of 31<sup>st</sup> March 2026 are as follows

£ 123,638.48
<u>£ 61,376.81</u>
<b>£ 185,015.29</b>

With the earmarked amount £88,213.95, this leaves an amount of £96,801.34

In this financial year the Town Council have provided the figure of £4,912.00 in section 137 funding to supporting 7 organisations within the Pembroke Dock community and £19,000 in Service Level Agreements supporting 4 organisations.

The street cleaning contract has continued to be successful to the Town working in partnership with Pembrokeshire County Council and Plant Dewi on some projects.

## 3. Town Council Committees 2025-2026

### Planning Committee

Councillor Maureen Bowen (Chair)	Councillor James Lyons
Councillor Maria Williams	Councillor Claire Lee
Councillor Gordon Goff	

### Finance Committee

Councillor Stephen O'Connor (Chair)	Councillor Tracy George
Councillor Maria Williams	Councillor Claire Francis Boswell
Councillor Michelle Wiggins	

**Personnel Committee**

Councillor Gordon Goff  
Councillor Tony Wilcox  
Councillor Claire Lee

Councillor Claire Francis - Boswell  
Councillor Jonathan George

**Pater Hall Community Trust**

Councillor Pamela George  
Councillor S O Connor  
Councillor Claire Francis – Boswell

Councillor James Lyons  
Councillor Maureen Bowen

**Memorial Park Anniversary Committee**

Councillor Gordon Goff  
Councillor Jonathan George  
Councillor Claire Francis-Boswell

Councillor Pamela George  
Councillor Sarah Lucas

**Other Committees**

Action Plan Committee

Chairs of Committees plus the Mayor

Poppies/Remembrance Committee  
Dr Jones Charity

Councillors M Williams, P George, J George  
Councillor Pamela George

Louisa Saunders Trust

Councillor Pamela George

Appeals Committee

Chairs of Committees plus the Mayor

Patient Participation group

Councillor Maria Williams

Power Station Community Group

Councillor Claire Lee

Valero Refinery Community panel

Councillor Pam George and Jonathan George

Port of Milford Haven advisory panel

Councillor James Lyons

One Voice Wales Representative

Councillor Gordon Goff

Friends of Memorial Park

Councillors Pamela George and Sarah Lucas

Heritage Centre

Councillors Michele Wiggins and Pamela George

**Governing bodies**

Pembroke Dock Community School  
Pennar Community School

Councillor Paul Aston Jones  
Councillor Tracy George

**4. Wellbeing Plan**

The Town Clerk stated that as the Council has 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):

<b>Who we are</b>	<b>Where we live</b>
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 throughout and need to consider how they are to meet these going forward into 2026-2027.

- 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
  - Summer and 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

### 5. Payment of Councillor Allowances

Below is a copy of the Councillor Allowances which had been paid for the financial year 25/26.

Councillor Name	Payment as a contribution to costs and expenses	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 M Wiggins	£208	£0	£1500	£0	£0	£0	£0	£1708.00
Cllr T Wilcox	£208	£0	£500	£0	£0	£0	£0	£708.00
Cllr S Oconnor	£208	£500	£0	£0	£0	£0	£0	£708.00
Cllr M Bowen	£208	£500	£0	£0	£0	£0	£0	£708.00
Cllr J Lyons	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr J George	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr M Williams	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr P A Jones	£156	£0	£0	£0	£0	£0	£0	£156.00
Cllr G Goff	£208	£500	£0	£0	£0	£0	£0	£208.00
Cllr S 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	£156	£0	£0	£0	£0	£0	£0	£156.00
Cllr B Hall	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr T George	£208	£0	£0	£0	£0	£0	£0	£208.00
Cllr D Sharp	£208	£0	£0	£0	£0	£0	£0	£208.00
<b>Total</b>	<b>£3,016.00</b>	<b>£1,500</b>	<b>£2000.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£6,516.00</b>

The Town Clerk commented that there is an anomaly with Cllr Goff total, it should read £708.00

### 6. Training received

The Town Clerk informed members of the training received by Councillors during their term as councillors. She said training was provided by One Voice Wales, with a number of different modules available.

Module	S O'Connor	M Bowen	C Boswell	S Lucas	C Lee	M Howells	T George	B Mckee
New Councillor Induction			12.07.22	13.07.22	13.07.22			
The Council		08.06.21	29.06.22	11.07.22	11.07.22			
The Councillor			07.07.22					
Council as an Employer	22.02.22	22.02.22	09.08.22					
Understanding the Law		14.06.21						



Display Screen Equipment Policy	Personnel	03/04/2025	04/04/2026
Equal & Diversity Policy	Personnel	03/04/2025	04/04/2026
Financial Regulations	Finance	09/04/2026	01/04/2027
Financial Risk Assessment	Finance	03/04/2025	04/04/2026
Fire Emergency Procedure	Town Clerk	03/04/2025	04/04/2026
Freedom of Information	FC	04/09/2025	08/09/2028
Grant Awarding Policy	Finance	03/04/2025	03/04/2026
Grievance Procedure	Personnel	03/04/2025	03/04/2027
Health & Safety Policy	FC	04/09/2025	05/09/2026
Information Data Protection Policy	Town Clerk	04/09/2025	08/09/2028
Internet and Email Usage Policy	Town Clerk	11/10/2024	11/10/2027
Lone Working	Personnel	04/09/2025	08/09/2028
Mayoral Allowances	FC	03/04/2025	03/04/2027
Maternity Policy	Personnel	11/10/2024	11/10/2027
Performance Review	Personnel	07/03/2025	17/03/2028
Persistent Complainants	FC	04/09/2025	08/09/2028
Protocol between members and Officers	Personnel	03/04/2025	03/04/2027
Sickness and Pay Policy	Personnel	09/09/2021	09/09/2024
Special Leave Policy	Personnel	05/04/2023	05/04/2026
Safeguarding Policy	Personnel	11/10/2024	11/10/2027
Standing Orders	FC	08/05/2025	08/05/2026
Stress Management Policy	Personnel	05/04/2023	05/04/2026

The Town Clerk stated that she had attached a copy of the standing orders to members papers for them to be aware of, review and agree.

#### 4. Festive lighting supply

The Town Clerk informed members that the lighting contract has come to an end. She said that she has discussed this with the current supplier and electrician who has provided the following quotes:

Western Services – Supply of Festive lighting - £6,500

Lite – Supply of Festive lighting - £10,967.76

Western Service also proposed in addition to the current scheme the following for members to consider if they wished.

X 3 lengths of festoon across the road at the same locations as the over-road motifs were situated.

3 locations – Alex (Vape) shop – Pater Hall – Speacsavers

6 new stainless anchors will be installed with stainless steel 5 mm catenary & stainless-steel accessories used to support the festoon.

There will be no problem with this ever coming down: the weight is nowhere near that of the motifs and using stainless steel will stop corrosion. She said the same set up is



10.04.2026	One Voice Wales membership	£2,109.00
10.04.2026	Open Spaces membership	£45.00
14.04.2026	St Patricks warm rooms	£25.00
15.04.2026	Citizens Advice – PDTC Grant	£5,000.00
15.04.2026	Heritage Trust – PDTC Grant	£3,000.00
15.04.2026	West Wales Maritime Centre – PDTC Grant	£750.00
15.04.2026	Pennar Village Green – PDTC Grant	£1,000.00
16.04.2026	Pater Hall Trust – PDTC Grant	£10,000.00
21.04.2026	St Patricks warm rooms	£25.00
28.04.2026	St Patricks warm rooms	£14.86

### **ACCOUNT RECEIPTS**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
02.04.2026	Interest	£68.26
08.04.2026	HRMC VTR	£3,187.06
20.04.2026	Precept	£76,740.00

### **SALARIES AND WAGES**

06.04.2026 – 05.05.2026	Salaries	£ 4,689.91
06.04.2026 – 05.05.2026	Tax & NI	£ 1,310.46
06.04.2026 – 05.05.2026	Pensions	£ 1,573.15

### **ACCOUNT BALANCES**

30.04.2026	HSBC Business Account	£ 170,723.37
30.04.2026	HSBC Premium Account	£ 61,376.81

It was

**PROPOSED by Councillor G Goff**  
**SECONDED by Councillor C Lee**  
**RESOLVED - That Pembroke Dock Town Council approve payment of the above Payments, Receipts, Salaries and Wages.**

**A vote was taken – all members agreed**

## **8 TO CONSIDER COMMITTEE REPRESENTATION 2026/2027**

The Town Clerk stated that committee representation needed to be considered for the forthcoming year.

### **Planning Committee**

Councillor Maureen Bowen  
Councillor Maria Williams

Councillor James Lyons  
Councillor Gordon Goff

	<p>Councillor Mark Howells</p> <p><b><u>Finance &amp; Development Committee</u></b>  Councillor Stephen O'Connor  Councillor Maria Williams  Councillor Tony Wilcox</p> <p><b><u>Personnel Committee</u></b>  Councillor Gordon Goff  Councillor Maria Williams</p> <p><b><u>Pater Hall Community Trust</u></b>  Councillor Tracy George  Councillor S O'Connor  Councillor Barry McKee</p> <p><b><u>Other Committees</u></b>  Action Plan Committee</p> <p>Poppies/Remembrance Committee  Dr Jones Charity  Louisa Saunders Trust  Appeals Committee</p> <p>Patient Participation group  Power Station Community Group  Valero Refinery Community panel  Port of Milford Haven advisory panel  One Voice Wales Representative  Heritage Centre</p> <p><b><u>Governing bodies</u></b>  Pembroke Dock Community School  Pennar Community School</p>	<p>Councillor Barry McKee</p> <p>Councillor Tracy George  Councillor Jonathan George</p> <p>Councillor Claire Lee  Councillor Jonathan George</p> <p>Councillor Maria Williams  Councillor Maureen Bowen</p> <p>Chairs of Committees plus the Mayor  Councillors M Williams, M Howells, J George  Councillor Tracy George  Councillor Tracy George  Chairs of Committees plus the Mayor  This group has been disbanded  Councillor Claire Lee  Councillor Tracy George and Jonathan George  Councillor James Lyons  Councillor S O'Connor and M Bowen  Councillors J George and M Wiggins</p> <p>Councillor Maureen Bowen  Councillor Tracy George</p>
<b>9</b>	<p><b>ADJOURNMENT OF THE TOWN COUNCIL BUSINESS UNTIL 4th JUNE 2026 WILL BE PROPOSED, SECONDED AND VOTED UPON.</b></p> <p>Cllr J George commented about the bins in the cemetery and asked if there had been any movement with this.</p> <p>The Town Clerk commented that she had contacted PCC and there has been no change with the bins provided by PCC but it is something she is working on as she has not had a clear answer. The palliative bins have been taken away, and they will not be returned as people were abusing the service and putting general waste in them.</p> <p>Cllr Wilcox commented that he and Cllr Bowen will speak to PCC</p> <p>Cllr Barry McKee commented that he will speak to Environmental Services regarding the bins.</p> <p>Cllr Wilcox presented Mrs Maggie Wilcox with the Consort chain</p>	

Cllr Wilcox informed members that there will be an unveiling of a plaque to commemorate 85 years since the bombs of the Peer Hotel at 11.00am tomorrow Tuesday 12<sup>th</sup> May, he said that it would be nice to see as many Councillors there as possible if they are available.

Cllr Wilcox reminded members about the Fun in the Park event on Sunday 24<sup>th</sup> May and asked if as many members as possible can attend to volunteer on the day. He said the inflatables are being manned by the organisation, therefore it will be to help litter picking and any other duties required.

Cllr T George commented about the toilets and asked if there were going to be more this year.

The Town Clerk confirmed there are 3 toilets this year with one being a disabled toilet. She said they will still be located in the top carpark as they need to be on hard standing ground.

**It was**

**PROPOSED By:** Councillor Williams

**SECONDED By:** Councillor Goff

**RESOLVED:** That all statutory business be adjourned until the next meeting of Council to be held on Thursday 4<sup>th</sup> June at 1830hrs (6.30pm)

There being no further business, the meeting closed.