

At a Meeting of Pembroke Dock Town Council on
Thursday 5th March 2026

PRESENT: Cllrs: M Bowen, J George, T George, S Lucas, S O'Connor, D Sharp, M Wiggins, T Wilcox, M Williams – online J Lyons

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason – Committee Officer

Cllr Wiggins welcomed members to the meeting

136. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Goff, Cllr Hall

137. DECLARATIONS OF INTEREST

There were no declarations of interest

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

There were no guest speakers at the meeting

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

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

Cllr Jonathan George thanked all the Councillors and staff for all their support and help during this sad time.

140. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 5th FEBRUARY 2026.

Page 92 – Item 49 of 127 Pennar Share Space

Cllr Wiggins commented that she would like it recorded that Cllr Wiggins and Cllr Wilcox left the meeting during this item.

It was

PROPOSED by Cllr Lucas

SECONDED by Cllr T George

RESOLVED - That the Minutes of Thursday 5th February 2026 are adopted as a true record.

141. MATTERS ARISING FROM THE MINUTES OF THURSDAY 5th FEBRUARY 2026

Page 92 – Item 49 of 127 Pennar Share Space

The Town Clerk informed members that Pennar Share Space had started that week and has already supported 9 people in the area.

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

50. Mayor & Deputy Mayor Nominations 26/27

The Town Clerk stated that the nominations for Mayor and Deputy Mayor were required and asked members for nominations for the upcoming year. She said that the handover will take place at the AGM.

Cllr Tony Wilcox was nominated for the role of Mayor for 26/27

**It was PROPOSED by Cllr Wiggins
 SECONDED by Cllr Williams
 RESOLVED That – Cllr Wilcox will be Pembroke
 Dock Mayor for 26/27**

A Vote was taken 9 for 1 abstention

Cllr Tracy George was nominated for the role of Deputy Mayor for 26/27

**It was PROPOSED by Cllr Wiggins
 SECONDED by Cllr Lucas
 RESOLVED That – Cllr Tracy George will be Pembroke
 Dock Deputy Mayor for 26/27**

A Vote was taken 9 for 1 abstention

Cllr Wilcox and Cllr George both accepted the respective roles for 26/27

51. Councillor Allowances

The Town Clerk informed members that the Councillor Allowance will be paid during March, these allowances will be paid unless Councillors notify her by email or provide a signed letter outlining that you do not wish to receive the allowance.

52. Internal Audit

The Town Clerk stated that we are required to confirm the internal auditor each year. She said we have previously used Mr. Bernie Scourfield who is an independent auditor for Town and Communities who will charge no more than £300 for his services if council agrees to use his services for the 25/26 audit period.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Williams**

RESOLVED – That members of PDTC agreed for Mr. Bernie Scourfield to undertake the Internal Audit for 25/26 audit period.

All members agreed

53. 2025/2026 Meeting Dates

The Town Clerk informed members that the following dates are the new meeting dates for 26/27 period.

- 6th May 2026 (Annual General Meeting)
- 4th June 2026
- 2nd July 2026
- 30th July 2026
- 3rd September 2026
- 1st October 2026
- 5th November 2026
- 10th December 2026
- 4th February 2027
- 4th March 2027
- 8th April 2027

The Town Clerk informed members that at the last meeting it was discussed about the AGM being on the same day as the Senedd Elections therefore she brought members attention to the AGM date moving forward to Wednesday 6th May 2026

Cllr O'Connor commented that the 6th May would be difficult as they would be preparing for the Senedd Elections. It was therefore agreed for the AGM to be on Monday 11th May 2026

Cllr O'Connor proposed that the full Council meetings take place every first Thursday in every month with the exception of August and January.

All members agreed

The Town Clerk informed members that she would send members a new list of dates which will be the first Thursday of the month.

54. Flower Display Tender

The Town Clerk informed members that she had included in their papers a copy of the tender received for the flower displays around the town.

It was

PROPOSED by Cllr O'Connor

SECONDED by Cllr Bowen

RESOLVED That – members of PDTC accepted the tender from Hill Farm Nurseries for the Floral displays around the town for a 5-year period.

All members agreed

55. Christmas lighting Display Tender

The Town Clerk informed members that she had included in their papers a copy of the tender received for the Christmas lighting displays around the town. She informed members that the tender is for the electrician only and not the rental of the lights

It was

PROPOSED by Cllr O'Connor

SECONDED by Cllr M Williams

RESOLVED That – members of PDTC accepted the tender from Western Services Ltd for the Christmas Lighting Display around the town for a 5 year period.

All members agreed

56. Dog Fouling

The Town Clerk informed members that we have received many complaints with regards to dog fouling around the town, and there are no methods of dealing with through PCC at present. She said she had received pictures of people who have not been picking the dog fouling up and will be putting these on social media to highlight the issue.

Members discussed dog fouling and putting the videos that had been shared with the town council on social media. It was suggested to only put the dog and not the owner but agreed to speak to Steve Morby at Pembrokeshire County Council regarding the legality of doing this as a Town Council.

57. Fort Road Carpark

The Town Clerk informed members that a meeting took place at Fort Road Carpark with regards to the ASB with the police and Pembrokeshire County Council. She said there were a number of items identified and discussed which included redesigning the carpark entrance and layout to minimise the free space available. There will be further meetings in the coming weeks to review developments.

Members discussed Fort Road Carpark and were interested to find out what ideas had been considered for the car park.

The Town Clerk informed members that they are looking at having a speed bump at the entrance to the car park and kerb stones with parking spaces created, so it should help to prevent cars being able to do donuts. She said it is important to phone in to report any noise from horns, any antisocial behaviour to the police, the more logs the better as the Police can issue Section 59 which shows on the driver's insurance.

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

There was no supplementary report of the Town Clerk

144. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

Cllr Wiggins commented about the vacancies on committees. It was agreed to leave the committees to the AGM when all committees and members are reviewed for the forthcoming year.

145. 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 23rd February 2026, members review the following planning application.

25/0627/PA Residential Development in Outline with Access for Consideration

Land off Nelson Street, Pennar, Pembroke Dock, Pembrokeshire SA72 6RU

Pembroke Dock Town Council Planning Committee have reviewed the above application and supported. Cllr Bowen commented that they have no objection and its potentially 5 homes.

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

Cllr O'Connor updated members on The Pater Hall Trust. He said that the AGM was due to take place on Tuesday 10th March and they are very close to launching the cinema. Cllr O'Connor informed members that all rooms are open and available except the Meyrick Owen suite as there is no lift access. He said they are talking about employing a Hall Manager on a part-time basis as there is a grant available to cover the wages. This will be on a professional level to look at advertising and the day-to-day running of the hall and they anticipate the hall becoming self-sufficient on the running costs of the hall within the next 5 years.

Cllr Wilcox commented that with the closing of Albion Square to community groups some groups are looking for space – he said two groups have moved to Pennar Hall and there maybe others when the Youth Centre closes.

147. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
02.02.2026	Dyfed Alarms Ltd – Annual service	£156.00
02.02.2026	Post Office Ltd - postage	£9.75
03.02.2026	Clarity Copier	£37.66
03.02.2026	S Scourfield – flowers	£25.00
04.02.2026	Amazon – Town Council flags	£57.38
05.02.2026	Sage UK Ltd – payroll	£40.80
06.02.2026	Google Cloud	£5.92
06.02.2026	Lee Davies – Boiler Service	£142.80
09.02.2026	ICO annual fee	£47.00
11.02.2026	IONOS Cloud	£86.40
12.02.2026	A Bamford – window cleaning 12.02.2026	£12.50
13.02.2026	P A Lynch	£1,900.00
23.02.2026	SSE Energy – Albion Square	£129.62
23.02.2026	Tom Dyer deposit – (band party in the park)	£50.00
23.02.2026	Dimond Stores – office sundries	£4.85
25.02.2026	Anthony Bamford – window cleaning 25.02.2026	£12.50
25.02.2026	Zoom meeting	£15.59

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

Date	Description	Amount
28.01.2026	Western Services – Christmas lights	£2,500.00
03.02.2026	St Patricks warm rooms	£24.56
10.02.2026	SLCC membership	£253.00
12.02.2026	St Patricks warm rooms	£21.39
18.02.2026	St Patricks warm rooms	£25.50
25.02.2026	St Patricks warm rooms	£22.98

ACCOUNT RECEIPTS

Date	Description	Amount
02.02.2026	Interest	£72.73

SALARIES AND WAGES

06.02.2026 – 05.03.2026	Salaries	£ 4,678.31
06.02.2026 – 05.03.2026	Tax & NI	£ 1,322.06
06.02.2026 – 05.03.2026	Pensions	£ 1,573.15

ACCOUNT BALANCES

26.02.2026	HSBC Business Account	£ 143,947.12
26.02.2026	HSBC Premium Account	£ 61,242.78

It was **PROPOSED** by Cllr O'Connor
SECONDED by Cllr J George
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 30th January to 26th February 2026

All members agreed

148. AGENDA ITEMS FOR THE NEXT MEETING

- Central Ward interviews
- Memorial Park Event – May bank holiday

149. COMMUNITY ISSUES

Cllr T George commented about the number of potholes on Tregennis Hill at the top of Charlton Place.

The Town Clerk stated that PCC will not do anything about them unless they meet criteria, she reminded members that they can report them to PCC as Councillors.

It was agreed to send a general letter from the Town Council to PCC regarding the number of potholes around the town.

150. MAYOR'S REPORT

Cllr Wiggins thanked everybody who helped to organise Tuesday and the wonderful service at St Johns for our wonderful former Mayor Pam George

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

8th February – Bingo in aid of the mayors two charities

10th February – Litter pick

14th February – Pembroke Dock Community Hall lunch

24th February – Visited the Senedd with Tony for a showing of the film Fighters organised by Chris McQuen and Samuel Kurtz

26th February – Plant Dewi open day

1st March – St Davids Day parade in Pembroke

4th March – visit to Cosheston School to talk to the pupil on the role of a Mayor

There being no other business, the meeting was closed.