

At a Meeting of Pembroke Dock Town Council on
Thursday 9th April 2026

**PRESENT: Cllrs: M Bowen, J George, M Howells, T
George, S O'Connor, M Wiggins, T Wilcox, J Lyons**

IN ATTENDANCE:

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

Cllr Wiggins welcomed members to the meeting

151. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr D Sharp, G Goff, B Hall, S Lucas, M Williams

152. DECLARATIONS OF INTEREST

There were no declarations of interest

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

There were no guest speakers at the meeting

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

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

155. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 5th MARCH 2026.

**It was PROPOSED by Cllr T George
SECONDED by Cllr S O'Connor
RESOLVED - That the Minutes of Thursday 5th March 2026
are adopted as a true record.**

156. MATTERS ARISING FROM THE MINUTES OF THURSDAY 5th MARCH 2026

Page 103 – Item 56 of 142 Dog Fouling

Cllr Wilcox asked if there was an update regarding dog fouling.

The Town Clerk informed members that she has not yet spoken to Steve Morby to find out the position on putting videos or photos of dog fouling on Facebook. She said that

more signage could be put up to help.

Cllr Wiggins commented that she had been approached by a holidaymaker complaining about the amount of dog mess along Hawkstone Road and Front Street.

Cllr O'Connor commented that it is getting worse and it's a knock on effect from Covid and PCC need to spend some time clamping down on it.

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

58. One Voice Wales Membership

The Town Clerk informed members that included in their papers is the information with regards to the renewal of membership for One Voice Wales, the renewal price is £2,109 and asked members for their permission to renew the membership for 26/27. She informed that One Voice Wales provides training to members and supports Councillors within their roles.

It was **PROPOSED by Cllr S O'Connor**
 SECONDED by Cllr M Bowen
 RESOLVED That – members of PDTC agreed to renew the
 One Voice Wales membership for 26/27

All members agreed

59. Financial Regulations and Risk Assessment

The Town Clerk informed members that the financial regulations and risk assessment require agreement for the next financial year and that the documents were attached to their papers.

Cllr O'Connor commented about 5.1 – Banking arrangements being regularly reviewed. He proposed that this item is added to our AGM, so the arrangements are reviewed annually.

It was **PROPOSED by Cllr S O'Connor**
 SECONDED by Cllr T George
 RESOLVED That – members of PDTC reviewed and agreed
 the Financial Regulations and Risk assessment documents
 for the next financial year.

All members agreed

60. End of year budget 2025/2026

The Town Clerk informed members that attached to their papers is a copy of the final budget for 25/26 which includes the earmarked reserves.

The Town Clerk informed members that the bank total at the end of the year was

- Sweets and doughnuts
- Face painter

All the of the above stalls will provide a donation to attend the event.

The Town Clerk informed members that security will be required for this years event and also the night before for the stage, she said we have received a number of quotes from security companies servicing the area. The hours required will be 7pm- 7am on Saturday to Sunday morning and 12pm to 7pm on the day of the event. The following quotes have been received.

Night shift

Company	Cost
Kirsty Draper	£228.00
CSCM – Craig	£547.20
Pegasus Ambulance Service	£600.00
Secure One Solutions Ltd	£467.00

Day shift – 7 hours 12pm- 7pm

Company	Cost
CSCM – Craig	£266.00
Pegasus Ambulance Service	£350.00
Secure One Solutions Ltd	£273.00

The Town Clerk commented that she would recommend CSCM is used for the event due to them providing two members of staff for the night shift and 2 for the day plus volunteers. She said although CSCM is based in Swansea they use local people which would keep the money spent locally.

A vote was taken, 8 members for

It was agreed for CSCM to provide the security at the Fun in the Park event

The Town Clerk informed members that the inflatable rides are free for the children and asked if members could be available to help on the day with litter picking and any other duties.

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

There was no supplementary report of the Town Clerk

159. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items which the mayor decided were urgent

160. 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 16th March 2026, members review the following planning application.

25/0893/LB Installation of an External Fibre Telecommunications Cable

Former Captain Superintendent's Office, The Dockyard, Pembroke Dock,
SA72 6TD

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

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

Cllr Wiggins informed members that The Heritage Centre had reopened on Monday 15th March

Cllr O'Connor updated members on The Pater Hall Trust. He said that they had recently had their AGM and that there will be another meeting arranged when they will present to trustees any work that still needs to be completed. He informed members that they had been awarded a grant of £12,000 towards the solar panels. Cllr O'Connor informed members that it had been agreed that the Meyrick Own Suite will be renamed Pamela George Suite in her memory.

162. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
26.02.2026	Wicksteed – Memorial Park	£246.86
27.02.2026	British Gas – Electricity bill	£86.04
27.02.2026	British Gas – Gas bill	£333.74
02.03.2026	Clarity Copier	£25.12
02.03.2026	Post Office – postage	£4.00

03.03.2026	Amazon – office supplies	£1.32
05.03.2026	Sage UK - payroll	£40.80
05.03.2026	P A Lynch	£1,900.00
05.03.2026	PCC – licensing fee – Memorial Park	£21.00
06.03.2026	Google Cloud	£5.80
10.03.2026	Anthony Bamford window cleaning	£12.50
11.03.2026	Pembrokeshire County Council – Trade waste agreement	£293.55
12.03.2026	Asda – office sundries	£6.11
16.03.2026	IONOS Cloud Ltd	£7.20
23.03.2026	SSE Energy – Albion square	£113.62
24.03.2026	Amberol Limited – replacement hanging basket brackets	£420.00
25.03.2026	Zoom meeting	£15.59
26.03.2026	Welsh Water – quarterly bill	£94.26
27.03.2026	British Gas – electric bill	£73.11
27.03.2026	British Gas – gas bill	£240.83

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

Date	Description	Amount
03.03.2026	St Patrick warm rooms	£19.23
05.03.2026	Michaels Mayoral Robes	£2,628.00
12.03.2026	St Patricks warm rooms	£25.00
18.03.2026	St Patricks warm rooms	£25.00
20.03.2026	CLlr M Bowen Chair Allowance	£500.00
20.03.2026	CLlr G Goff Chair Allowance	£500.00
20.03.2026	CLlr S O'Connor Chair Allowance	£500.00
23.03.2026	CLlr T Wilcox allowance	£208.00
23.03.2026	CLlr M Bowen allowance	£208.00
23.03.2026	CLlr D Sharp allowance	£208.00
23.03.2026	CLlr G Goff allowance	£208.00
23.03.2026	CLlr S O'Connor allowance	£208.00
23.03.2026	CLlr T George allowance	£208.00
23.03.2026	CLlr B Hall allowance	£208.00
23.03.2026	CLlr C Francis Boswell allowance	£156.00
23.03.2026	CLlr S Lucas allowance	£208.00

23.03.2026	Cllr J George allowance	£208.00
23.03.2026	Cllr J Lyons allowance	£208.00
23.03.2026	Cllr M Wiggins allowance	£208.00
23.03.2026	Cllr M Williams allowance	£208.00
23.03.2026	Cllr C Lee allowance	£208.00
23.03.2026	Cllr P Jones allowance	£156.00
25.03.2026	St Patricks warm rooms	£25.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.03.2026	Interest	£65.77
27.03.2026	PCC overpayment – trade waste	£54.34

SALARIES AND WAGES

06.03.2026 – 05.04.2026	Salaries	£ 5,465.24
06.03.2026 – 05.04.2026	Tax & NI	£ 1,813.51
06.03.2026 – 05.04.2026	Pensions	£ 1,904.55

ACCOUNT BALANCES

31.03.2026	HSBC Business Account	£ 123,638.48
31.03.2026	HSBC Premium Account	£ 61,308.55

It was **PROPOSED** by Cllr S O'Connor
SECONDED by Cllr T George
RESOLVED: That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 27th February to 31st March 2026

All members agreed

163. AGENDA ITEMS FOR THE NEXT MEETING

Cllr O'Connor commented that he had been approached by some year 8 pupils with regards to the skate park in the Memorial Park and they were complaining about it. He said that he had suggested to them to attend one of the Town Council meetings and present to members their ideas of how it could be improved.

The Town Clerk stated that they just need to be made aware of how much

improvements would cost, as it cost £90,000 to have the skate park installed initially.

Cllr O'Connor put forward a suggestion to members about contacting PCC to see about the possibility of having a road named after Pam George as she had been on Council for 47 years which is something that should be recognised.

The Town Clerk informed members that it is part of their policy that streets are no longer named after people.

Cllr Wilcox commented about the Youth Centre closing and that they will be taking the half pipe down as most of the equipment is condemned.

Cllr Bowen commented that if they remove the building it would be nice to retain the mural wall and have it refreshed.

164. COMMUNITY ISSUES

Cllr J George commented about Llanion Cemetery, he said there are only two little bins to put all the dead flowers in which are often full of other rubbish and people are leaving bags on the floor by the bin.

The Town Clerk informed members that people are abusing the bins and PCC just take them away, she said we are seeing a reducing of things being supplied by PCC as a cost saving exercise.

Members discussed the bins at Llanion Cemetery, and it was suggested about looking into the Town Council paying a subscription for a garden waste bin to be collected or look at composting options.

Cllr J George also commented about the graves sinking and subsiding and asked who do they contact about this.

The Town Clerk informed members that this is something that has been brought to us by a resident and she has contacted PCC and is waiting for a response from them.

Cllr M Bowen commented about the kerbside collections and how certain people are not recycling properly, especially residents that have moved into the area and are not familiar with the system. They are putting black bags in their front gardens which can spoil the look of the street and can attract vermin. She commented that Pembrokeshire is currently the best in Wales for recycling and to keep this going some local education maybe needed for new residents to the area.

Cllr Bowen commented that she attended the ATEB event at the Cricket Club and that John King was very helpful. She said it was a good event and hopefully they will do more this side of the County as they are often only in Haverfordwest.

165. MAYOR'S REPORT

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

7th March 2026 – West Wales Maritime museum – Pentland lifeboat was given to the museum and Pembroke Dock by Mike Brotherton

10th March 2026 – Pater Hall AGM

12th March 2026 - Town Council office – regarding the Banking hub

12th March 2026 – visit Chris Mcewen boxing club in Water Street

13th March 2026 – Coffee morning for two Mayor Charities

14th March 2026 – St Govans Centre with Blood bikes and RNLI

15th March 2026 – Royal Navy at Catalina House

24th March 2026 – Litter pick with Pembroke Dock Community School

27th March 2026 – Judged the Easter bonnets for Friends of Pennar Community School

27th March 2026 – Pembroke Male Voice Choir – at Pembroke Town Hall

28th March 2026 – Three Amigos bike ride leaving from Pembroke

30th March 2026 – Pembroke Dock Heritage Centre opening day

2nd April 2026 – Vibe School of Dance – Easter Tabletop sale

3rd April 2026 – Judged the Easter bonnets at Pennar Hall Easter event

There being no other business, the meeting was closed.