

At a Meeting of Pembroke Dock Town Council on
Thursday 4th June 2026

PRESENT: Cllrs: M Bowen, J George, M Howells, T George, B Mckee, S Lucas, J Lyons, S O'Connor, D Sharp, M Wiggins, T Wilcox

IN ATTENDANCE:

Sarah Scourfield – Town Clerk

Amanda Hart – Deputy Town Clerk

Caroline Mason – Committee Officer

Cllr Wilcox welcomed members to the meeting and welcomed Cllr Margaret Evans to her first meeting

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr G Goff, C Lee, M Williams

11. DECLARATIONS OF INTEREST

Item 5 of 16 – Report of the Town Clerk

Paul Sartori – Cllr M Wiggins declared a personal and prejudicial interest

Pater Hall Trust SLA – Cllr O'Connor, Cllr Bowen, Cllr George and Cllr Mckee declared a personal interest.

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

There were no guest speakers at the meeting

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

Cllr Wilcox welcomed Claire Francis-Boswell to the meeting.

Claire commented about all the dog mess around the town and how it is affecting the green spaces. She informed members about her campaign Pink Poo Club which the main objective is to raise awareness and educate people on the health dangers of dog mess and to prick dog owners conscience. Claire informed members that during the last week of June, she along with volunteers will be spraying the dog mess pink to highlight and undertake litter picking at the same time, she asked if any of the Councillors would like to get involved and join in. Claire said she had put posters together with information about why this campaign is being conducted and will be asking people to put them up in shop windows throughout the town.

Claire said that she hopes it will teach parents and children to take pride in our streets and to collect information to take back to PCC. The spray chalk paint is nontoxic and biodegradable.

Cllr Mckee commented about naming and shaming people who are caught, identifying hot spots. He said that it is only the dog wardens that are able to enforce the fines.

Cllr Bowen asked if it has been advertised how much the penalty is, as it may help to remind them. She also commented about ensuring people do not go out on their own spraying and litter picking.

Claire thanked members and hopes they support the initiative and agree with it.

14. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 9th APRIL 2026.

It was	PROPOSED by Cllr O'Connor
	SECONDED by Cllr Bowen
	RESOLVED - That the Minutes of Thursday 9th April 2026 are adopted as a true record.

TO RECEIVE AND CONFIRM THE MINUTES OF AGM MEETING HELD ON 11th MAY 2026.

It was	PROPOSED by Cllr J George
	SECONDED by Cllr O'Connor
	RESOLVED - That the Minutes of Monday 11th May 2026 are adopted as a true record.

15. MATTERS ARISING FROM THE MINUTES OF THURSDAY 9th April 2026

There were no matters arising from the minutes

MATTERS ARISING FROM THE AGM MINUTES OF MONDAY 11th May 2026

Page 12 - Item 8 – Consider Committee Representation 2026/2027

Cllr Wilcox commented about the committees that needed any extra members.

The Town Clerk stated that 1 more was needed on Finance Committee.

Cllr Magaret Evans agreed to join

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

5. Finance Committee recommendations

The Town Clerk informed members that the finance committee recently met and made the following recommendations:

A – Grant Applications

Members reviewed the following applications. She said it was considered the budget for the 26/27 period was £4,000 so they needed to be mindful of this when reviewing applications.

- **Pembrokeshire Vikings**

The Vikings are a mixed ability rugby team, offering individuals of all abilities – including those with physical and mental disabilities the chance to engage in mainstream sport. They currently have over 6- active players with the numbers increasing all the time.

Funding amount requested - £500

Representation at Special Olympics Flag tournament in Paris, they are looking to raise funds to cover the transport to the event with 12 from Pembroke Dock area.

The application was discussed and it was recommended that the amount of £100 was donated to the organisation.

It was	PROPOSED by Cllr S O'Connor
	SECONDED by Cllr J George
	RESOLVED That – members of PDTC agreed to award a grant of £100 to the Pembrokeshire Vikings.

All members agreed

- **Viking Explorer Scouts**

Viking Explorer Scouts aim to engage and support young people in their personal development, empowering them to make a positive contribution to society, by providing fun, adventurous and educational with 6 being from Pembroke Dock area.

Funding amount requested - £2000

The grant is being requested to upgrade camping kit, tents and cookers.

3 person tent = £165.00 x 10 = £1650.00

Double camping stove = £63.00 x 2 = £126.00

Solo stove set = £44.00 x 5 = £220.00

The application was discussed and it was recommended that the amount of £165.00 was donated to the organisation.

**It was PROPOSED by Cllr S Lucas
 SECONDED by Cllr M Bowen
 RESOLVED That – members of PDTC agreed to award a
 grant of £165.00 to the Viking Explorer Scouts.**

All members agreed

- **Paul Sartori**

Registered charity providing end of life care and a range of free services in Pembrokeshire.

Funded amount requested - £500 (or an amount at your discretion)
Donation towards clinical services to support residents of Pembroke Dock

The application was discussed and it was recommended that due to the funds being held by a national organisation no funds would be granted.

Members discussed that they provide a good service, but it can't be guaranteed going to Pembroke Dock.

All members agreed

B – Annual Return 25/26

The Town Clerk informed members that the Annual Return for 25/26 has been reviewed by the Finance Committee and that the paperwork was with the internal auditor.

The year -end figures are as follows:

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 31st March 2026 are as follows:

£123,638.48

£ 61,376.81

£185,015.29

With a earmarked amount of £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 in Pembroke Dock community and £19,000 in Service Level Agreements supporting 4 organisations.

She informed them that she had heard back that day it was a clear internal audit and had provided them with copies to agree and sign off at the meeting.

**It was PROPOSED by Cllr O'Connor
 SECONDED by Cllr Wilcox
 RESOLVED That – members of PDTC agreed the Annual
 Return and Internal Audit Report for 25/26**

All members agreed

The Town Clerk informed members that she will now be taking all the required paperwork up to Cardiff as this year they have a full external audit which takes place every 3 years.

C – Income and Expenditure budget update

The Town Clerk stated that members had reviewed the Income and Expenditure budget for 26/27 period; and that a copy of the budget had been attached to their papers to be reviewed. She highlighted to members that it is £4,000 for the year for donations.

D – Service Level Agreement – Pater Hall Community Trust

The Town Clerk informed members that the SLA for the Pater Hall Community Trust requires renewal as it has come to an end on 31/03/27. To ensure the agreement continues with no delay the SLA needs reviewing. I have attached the current agreement, members of the finance committee reviewed the document and recommended for it to continue for a period of 5 years at £10,000

**It was PROPOSED by Cllr Wilcox
 SECONDED by Cllr J George
 RESOLVED That – members of PDTC agreed to renewing
 the SLA for the Pater Hall Community Trust for a period
 of 5 years**

All members agreed

6. Landfill Disposals Tax Communities Scheme – Pembrokeshire Coast Charitable Trust

The Town Clerk informed members that this fund supports projects that improve the quality of place by:

- Creating new community green spaces

- Bringing neglected or run-down areas back into community use
- Enhancing or maintaining community facilities and outdoor spaces

It's an ideal opportunity for work that revitalises small areas of land so they can be enjoyed by local families.

She said as part of the Routes to Discovery Forst 1000 Days early-years outdoor play project, they are hoping to identify a piece of land that could be revived and transformed into a safe, welcoming, nature-rich space for babies, toddlers and their families. This would allow to offer accessible outdoor sessions, sensory play and family nature activities for communities in the southern catchment (Milford Haven, Johnston, Steynton, Neyland, parts of Pembroke Dock and the surrounding rural areas). Routes to Discovery would be on hand to support with the practical element of this project, creating safe & accessible places for people across different communities.

The Town Clerk stated that Routes to Discovery wondered if Councillors know of any unused plots, church grounds, tired corners of land, or community outdoor areas that could be brought back into positive community use. She said that if anyone had any ideas or are aware of potential sites to let the Town Clerk know.

Cllr Wilcox commented that the benches on village green in Pennar could benefit from some attention

Cllr Mckee suggested the overgrown area behind the Pembroke Dock station.

7. Active Travel – Bush Street

The Town Clerk informed members that information has been received from the engineers working on the Active Travel projects for Pembroke Dock. They are working on the Bush Street area on the section of footpath between Argyle Street and the chicanes towards the Memorial Park entrance. The plans show the proposed footpath on the North side (path which runs along Youth Club side) to be 3 m wide between Argyle Street and Chicanes with the tree stumps which are currently in situ being removed. There will then be 2 new trees planted on the grass verge area further down opposite the car park area.

It is proposed that the work will hopefully commence during the Summer Holidays to minimise disruption to the area, with Evan Pritchard carrying out the works.

Cllr Sharp commented that we shouldn't be encouraging people to be walking alongside a main road, they should be walking away from the road and looking at other areas to make paths and stop messing about.

Members discussed that there should be as many traffic calming measures in built up areas as possible, encouraging more people to walk and cycle as the healthier option.

A vote was taken 10 for 1 against

17. TO RECEIVE AND CONSIDER THE SUPPLEMENTARY REPORT OF THE TOWN CLERK
8. SPF Communities Programme

The Town Clerk stated that the SPF Communities programme delivery timetable will be finishing in September 2026 and we are able to extend the previous offer of additional support for events or programmes within your community under one of the following headings:

- A local event or activity
- A community-led arts, cultural, heritage and creative programme

The funding allocation has reduced this year and there is a maximum of £2000 available to support events or programmes.

Similar to last year it is not intended that this is for something new but that this could be used to add value and ease financial burden to events already planned within your annual plan to enhance wellbeing, increase footfall and community engagement. As with the allocation you received last year this could be to support a wide range of opportunities including a summer activity programme, celebration of history or culture or a community consultation/engagement event. It can be used to fund a range of things including resources, venue hire, marketing or facilitators.

There are a few conditions for the support that are required:

- Confirmation by email with a brief outline of the event/programme
- Completion of a short evaluation form to include photos and evidence of promotion and marketing
- Use a UKGov logo on all promotional material
- All expenditure and activity must be completed by 14th August 2026 and an invoice sent to PCC for payment by 21st August 2026

The Town Clerk informed members that Cllr Williams had approached her about funding for the family funday for Messy Church which will cost £128.50 for the whole event. She said that the grant funding is £2,000 and there is also £1,000 available for Summer activities in the budget. The Town Clerk informed members that she has been looking at putting a water safety event on for children in the summer off front street and has

approached Paddle West about putting together an activity plan. She said that there has been a lot of children tombstoning off Hobbs Point, therefore water safety is needed.

It was PROPOSED by Cllr T George
SECONDED by Cllr Lyons
RESOLVED That – members of PDTC agreed to the
funding being used for the Messy Church funday, The
Water safety event and the Pink Poo Club campaign

All members agreed

9. Pater Hall Community Trust Planning application

The Town Clerk informed members that we have been notified by Pembrokeshire County Council of a new planning application submitted by the Pater Hall Community Trust for an extension on the rear of the property. The normal process for this would be for the Planning Committee to review but as this is a Town council building it should be viewed by Full Council. She said to please note there has been no request put to the Town Council for permission for this works to be completed, which would be the normal standard practice.

The Town Clerk stated that the plans were on the table for members to view.

Cllr J George proposed inviting the Chair to a meeting to discuss the planning application.

Cllr O'Connor commented that when the work was completed it was mentioned that it would be nice to have an extension but he wasn't aware the application had been sent, it has come as a bit of a shock.

Cllr Bowen commented that it was discussed as a good idea but not discussed having plans drawn up and had gone to PCC.

The Town Clerk stated that as the landlord the Town Council should have been told and it seems like agreement and understanding was not obtained from the trustees.

It was PROPOSED by Cllr J George
SECONDED by Cllr Bowen
RESOLVED That – members of PDTC agreed to inviting the
Chair to need months meeting.

All members agreed

The Town Clerk asked members if they agreed with the planning application plans

**It was PROPOSED by Cllr Wilcox
 SECONDED by Cllr J George
 RESOLVED That – members of PDTC agreed to the plans
 of the planning application.**

All members agreed

18. ANY OTHER ITEMS WHICH THE MAJOR DECIDES ARE URGENT

There were no items which the mayor decided were urgent

**19. TO RECEIVE A REPORT FROM COUNCIL COMMITTEES
 PLANNING COMMITTEE**

Cllr Howells informed members that the Planning Committee met online at a hybrid Meeting on Monday 16th May 2026, members review the following planning application.

**25/1083/LB Change of use from A2 (Office) to C3 (Dwelling) with minimal
 alterations, no extensions or demolition work
 Wesley House, 16 Meyrick Street, Pembroke Dock. SA72 6UT**

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

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

Pater Hall Trust – Cllr O'Connor thanked members for the grant and for the agreement for the extension.

21. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

Date	Description	Amount
01.04.2026	Ionos Cloud Ltd	£30.12
01.04.2026	Tesco mobile	£9.00
05.05.2026	Clarity Copiers	£27.60
06.05.2026	P A Lynch	£1,900.00
06.05.2026	Post office – postage	£3.30
08.05.2026	Sage UK Ltd	£40.80
08.05.2026	Google cloud	£6.01
08.05.2026	Anthony Bamford – window cleaning	£12.50

12.05.2026	Tesco – office sundries	£32.71
13.05.2026	Ionos Cloud	£86.40
15.05.2026	Top Notch Loo – Fun in the park	£258.00
19.05.2026	Timpson Ltd – Shed keys	£20.00
22.05.2026	EPS Events Ltd – Stage for Fun in the Park	£5,094.00
26.05.2026	British Gas - Electricity	£69.07
26.05.2026	British Gas - Gas	£130.86
26.05.2026	T Dyer – Band Fun in the Park	£100.00
26.05.2026	S Rogers – Tin Man Revolution Band Fun in the Park	£200.00
26.05.2026	Zoom	£15.59
27.05.2026	Jeff Clout Inflatables – Memorial Park	£2,500.00
28.05.2026	SSE Energy Supply – Albion Square	£111.35

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

Date	Description	Amount
05.05.2026	St Patricks warm room	£20.57
11.05.2026	St Patricks warm room	£18.86
20.05.2026	St Patricks warm room	£25.00
21.05.2026	Pater Hall warm rooms	£51.16
26.05.2026	CSCM Group – Security for Fun in the Park	£957.60
27.05.2026	Cllr Tracy George Deputy Mayor Allowance	£500.00
27.05.2026	Cllr Tony Wilcox Mayor Allowance	£1,500.00

ACCOUNT RECEIPTS

Date	Description	Amount
02.05.2026	Interest	£64.57
08.05.2026	HRMC VTR	£3,187.06
20.05.2026	Precept	£76,740.00
27.05.2026	Gear4Music Ltd Credit	£499.99

SALARIES AND WAGES

06.05.2026 – 05.06.2026	Salaries	£ 4,689.51
06.05.2026 – 05.06.2026	Tax & NI	£ 1,310.86
06.05.2026 – 05.06.2026	Pensions	£ 1,573.15

ACCOUNT BALANCES

28.05.2026	HSBC Business Account	£ 149,929.34
28.05.2026	HSBC Premium Account	£ 61,441.38

It was **PROPOSED by Cllr O'Connor**
 SECONDED by Cllr T George
 RESOLVED: That Pembroke Dock Town Council approve
 payments of the above Payments, Receipts, Salaries and
 Wages for 1st May to 28th May 2026

All members agreed

22. AGENDA ITEMS FOR THE NEXT MEETING

- Pater Hall Community Trust
- Guest Speaker – PCC Housing Allocation Team
- Memorial Park – Review of event - safety

23. COMMUNITY ISSUES

Cllr T George commented about the parking on the corners of St John's Road and asked if there is a possibility of having double yellow lines put there, as it is so dangerous and is an accident waiting to happen.

The Town Clerk said she will contact Mark Owen from Pembrokeshire County Council
Cllr Bowen commented she will bring this to the next Pembroke Dock Community School Governors meeting.

Cllr Bowen commented that a resident from Tremeyrick Street had contacted her regarding the Emergency Services are using Essex Road and using their sirens straight away.

Cllr Lucas commented about South Pembs Hospital. She said at a recent meeting staff were informed they are not allowed to park in the hospital car park and will have to park off site. She said it was suggested to park on the side of Fort Road.

The Town Clerk said she would highlight it with the police and highways.

Cllr Wiggins commented that she has had more people complaining about dog mess and asked if there was a possibility of more bins in Bufferland.

The Town Clerk informed members that there are 14 dog mess bins around the town which are maintained by the Town Council and that all the bins have been allocated at present.

24. MAYOR'S REPORT

Cllr Wilcox informed members that he has attended the following events since the last meeting:

- Unveiling of the plaque to commemorate the anniversary of Peer Hotel Bombings arranged by the Bicentenary Committee
- Pembroke Civic Service
- Opening of the Elements Gym extension
- Founders Day, Milford Haven
- HMS Erebus at the Heritage Centre, Pembroke Dock

Cllr T George attended the Haverfordwest Town Council Mayor Making

Cllr Wilcox commented on the success of the event in the park, he said it went very well, the security guards were very good and the addition of the classic cars was good.

Cllr Wilcox informed members that his Civic event will be taking place on Saturday 18th July at South Pembrokeshire Golf Club at 2pm

There being no other business, the meeting was closed.