

At a Meeting of Pembroke Dock Town Council on  
Thursday 3<sup>rd</sup> September 2026

**PRESENT: Cllrs: M Bowen, C Francis Bowell, M Evans, J George, G Goff, T George, M Howells, B Mckee, S Lucas, J Lyons, S O'Connor, D Sharp, M Wiggins, M Williams, T Wilcox**

**IN ATTENDANCE:**

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

Cllr Wilcox welcomed members to the meeting

**40. APOLOGIES FOR ABSENCE**

There were no apologies for absence

**41. DECLARATIONS OF INTEREST**

Item 15 of 46 – Report of the Town Clerk

Pater Hall Trust -Building improvements and Future Plans – Cllr O'Connor, Cllr Bowen, Cllr George, Cllr Williams, Cllr Mckee and Cllr Francis Boswell declared a personal interest.

Item 22 of 47 – Supplementary report of the Town Clerk - Paddle West Grant  
Cllr Wilcox declared a personal interest

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

There were no guest speakers at the meeting

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

Cllr Wilcox welcomed the representative from the VC Gallery to the meeting.

Gabriel introduced himself as the public relations representative from the VC Gallery and he spoke to the members about working together and collaborating with regards Remembrance. He said he would like to see the town and places like St Johns, Bethal, Pater Hall have more poppy art up and around the town as Pembroke Dock has a big military connection.

Cllr Williams arranged a meeting with Gabriel on Thursday 10<sup>th</sup> September at 12 noon to discuss how the VC Gallery can be more involved.

Cllr Wilcox thanked Gaberial for his suggestions and welcomed Cllr Jamie Street to the meeting.

Cllr Street commented about the litter picks that take place around the town and he said he would like to see more credit given to those partaking and possibly using social media groups such as Pembroke and Pembroke Dock Citizens Forum as a tool to promote the litter picks and he suggested working with local groups and local businesses. Cllr Street commented on the great job John Edgar does around the town.

**44. TO RECEIVE AND CONFIRM THE MINUTES OF MEETING HELD ON 2<sup>nd</sup> JULY 2026.**

**It was PROPOSED by Cllr G Goff  
SECONDED by Cllr T George  
RESOLVED - That the Minutes of Thursday 2<sup>nd</sup> July 2026  
are adopted as a true record.**

**45. MATTERS ARISING FROM THE AGM MINUTES OF MONDAY 2<sup>nd</sup> July 2026**

**Page 25 - Item 27 – Housing allocations**

The Town Clerk informed members that the system has worked and only Pembroke Dock residents are allowed to bid for the new properties at Golwg Y Cleddau on the Cleddau Bridge site, bidding will open on 2<sup>nd</sup> September 2026.

**Page 28 – Item 31 – Report of the Town Clerk**

**10 – Memorial Park Equipment**

The Town Clerk informed members that the insurance had been paid out for the bulk head on the swing. She said this part has been ordered, and we are waiting for it to be delivered. Once it is here, she will contact PCC to fit the part.

**Page 30 – Item 32 – Report of Supplementary Town Clerk report**

**12 – Paddle West sessions**

The Town Clerk stated that the Paddle West sessions were well attended and they went really well, she thanked the Town Councillors who attended every week.

Cllr Francis Boswell commented that she would like to say thank you to The Town Clerk, as she was there every morning and afternoon session out of hours going above and beyond. Also, to Templeton Brewery for the donation of bottled water and Pennar Share Space for the picnics, she said it was a huge success.

#### **46. TO RECEIVE AND CONSIDER THE REPORT OF THE TOWN CLERK**

##### **14. Salt bin Request**

The Town Clerk informed members that the Council had received two requests for a salt bin.

- first location requested was at the bottom end of Ferry Road opposite Ridgeview Close in Pennar
- second location is for the junction of Charlton place and Croft Terrace.

The Town clerk informed members that she had discussed the salt route with PCC to see what area is covered in Pembroke Dock and had attached a copy of the map to members papers and Ferry Road is covered on the route.

Members discussed the areas requesting salt bins and as Ferry Road is covered on the salting route it was decided not to allocate and purchase a bin for this area. Charlton Place/Croft Terrace was discussed and Cllr Street and Cllr Lucas commented that previously NHS workers couldn't get out of their property to get to work.

The Town Clerk stated that there is no budget for salt bins in the current budget but it can be taken out of the Action Plan budget. She said that there has already been a bin installed on Llanreath Hill and one has been agreed for Milton Terrace/Sloggets Hill, its just waiting to be installed. The Finance committee are looking at budgeting for salt bins next year.

**A Vote was taken, 8 members voted for and 7 members voted against.  
It was therefore agreed to purchase and install a salt bin on Charlton Place and Croft Terrace.**

##### **15. Pater Hall Community Trust – Building Improvements and Future Plans**

The Town Clerk informed members that a letter had been received from the Pater Hall Community Trust with regards to building improvements and future plans. She said that she had included a copy of the letter in the papers.

Cllr Goff commented about the content of the letter, he felt it was informing us not asking us as owners of the building. He then said that any development of the Pater Hall is good as it is an asset to the town.

Cllr Williams commented that Councillors had pushed for a letter to be sent but they hadn't included the signs on the gates.

Cllr O'Connor commented that we shouldn't knock this letter, as they had pushed for this to be sent. He informed members that the name change is due to go ahead with the

the Meyrick Owen Suite changing to the Pam George Suite. He said that the new Chair is doing really well, she is getting the backing from the Trust Committee and is making progress although there is still some stumbling blocks they will push forward for better communications.

#### **16. Armed Forces Day 2026**

The Town Clerk informed members that a letter had been received from Pembroke Dock Heritage Trust with regards to Armed Forces Day 2026. She said they stated they were pleased to welcome the Mayors of Pembroke and Pembroke Dock but were disappointed so few councillors and other representatives chose to attend. A copy of the letter was attached to members papers.

The Town Clerk informed members that the Heritage Centre were due to arrange the event themselves but it did fall back on her last minute, as she had to produce and print out the service sheets. She said they were given a list of who to invite but no invites were sent out. The Town Clerk had spoken to Pembroke Town Clerk and they suggested that each Town Council donate £50 each.

#### **Members agreed the donation.**

Cllr Wilcox commented that there were only 3 Councillors at Armed Forces Day and that there are 16 members on the Council and for years the numbers attending have been dropping. He commented that it is an honor and duty as a Councillor to attend these events and asked members to make every effort to attend in future, as we are aware of the time of year and dates these events are on.

Cllr Williams commented that Armed Forces Day has become a second remembrance and that is not what it is for, it is important to recognise and thank people who serve or who have served.

Cllr O'Connor suggested a smaller group to discuss what both Councils would like to see happen on Armed Forces Day

The Town Clerk commented that the Heritage Centre need to decide if they are organising the whole event or not as they cannot expect to come back last minute.

#### **17. Monthly Litter picks**

The Town Clerk informed members that this item has already been discussed during the meeting with County Councillor Jamie Street

### **18. New Laptop for online meetings**

The Town Clerk stated that it has been noted that a new laptop was required for online meetings and would be discussed for next year's budget. However, there is currently £1500 in this year's budget for this so if members agree it can be purchased now. She said that the problem with the current laptop has been the processor is old and cannot cope with the new system of work which we currently use for online meetings.

Members reviewed the three options included in their papers and it was recommended that option 3 - Asus Vivobook S16 OLED 16" Laptop is purchased at £699.00 although it was £100 more expensive it will be better for longevity due to having Intel Core Ultra 7 instead of both other options having Intel Core Ultra 5

|               |                                                                                                                                       |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>It was</b> | <b>PROPOSED by Cllr McKee</b>                                                                                                         |
|               | <b>SECONDED by Cllr Goff</b>                                                                                                          |
|               | <b>RESOLVED That: Members of PDTC agreed to purchase option 3 - Asus Vivobook S16 OLED 16" Laptop from the current year's budget.</b> |

### **19. Christmas Activities for 2026**

The Town Clerk stated that Cllr Goff had requested this item was added to the agenda for discussion. The following events are normally held each Christmas:

- Friday evening – Christmas lights switch on with event at the Christmas tree last year this included St Govans centre, and we would like to include them again this year.
- Saturday – Breakfast with Santa in the Pater Hall – this is always a very well attended event and very popular with residents. The cost of the breakfasts is always kept low £5 per adult and £2.50 per child, this amounts to £15 for a family of 4

The Town Clerk stated that for these events to work we will require as many volunteers as possible, especially for Saturday as there always something to be done. It has been discussed at changing the way the Friday evening is done and having the sleigh back, but I will need 4 extra confirmed stewards for the night if the sleigh back, due to the Health & Safety as well as stewards managing any closures down at Meyrick Street. Without the confirmed number of stewards, we will not be booking the sleigh as the work will fall back onto members of staff who cannot be in 2 places at once.

Members discussed the Christmas activities and agreed to ask Vison Arts pantomime cast to attend again, and they agreed they would like to have the sleigh back this year.

The following members agreed to volunteer at the Christmas light switch on Santa coming to town: Cllrs SO,MW,BM,CGB,JG,MW,TG

The route for the Sleigh was discussed – leaving the Youth Centre – Bush Street – Laws Street – Dimond Street stopping on Meyrick Street with Santa walking down to the tree (Sleigh will not be going down to the tree)

Cllr Francis Boswell commented about the Silverband and asked members if they would like to ask them again this year as it worked well in the St Govans Centre.

The Town Clerk asked for volunteers for Breakfast with Santa and the following members agreed:

Cllrs ME,JG,TG,BM,GG,MW, CFB,SL

Cllr Goff commented about the Santa suit, he informed members that it is fraying and not in the best condition and asked if it would be possible for Council to purchase a new one.

**All members agreed**

## **20. Active Travel Consultation**

The Town Clerk informed members that the active travel team have invited all members to attend a stakeholder meeting with members of our Transport Strategy Team, a Senior Engineer, County Councillor Wiggins and the Pennar Post Office.

The meeting will take place on Wednesday 16<sup>th</sup> September, from 10.00am to 12.00pm, at the VC Gallery, Britannia Road.

The Town Clerk stated that the purpose of the meeting is to present the proposed Active Travel routes and options ahead of the public consultation, which they are planning to undertake in the autumn. This will provide members with an opportunity to review the proposals and offer initial feedback prior to wider community engagement. She said that these proposals are still subject to a wider public consultation, the team have requested this invitation, details of the scheme and discussions from this stakeholder session are not shared on social media at this stage. The formal public consultation will be managed through PCC Communications Team and will provide all members of the public with an opportunity to view the proposals and share their feedback through the appropriate channels.

Cllr Wiggins asked members if they could let her know if they wish to attend the meeting as she wasn't aware the meeting was open to all members so she can ensure the room is big enough. Cllr Evans, Cllr Sharp and Cllr Francis Boswell said they would like to attend.

Cllr Wilcox informed members he has a meeting planned with Michelle Ridge to clarify and ask questions.

## **21. Memorial plaque**

The Town Clerk informed members that she had been sent an email requesting the Town Council to erect a plaque in Memory of Reg Thomas who was posthumously added to the Welsh Athletics Wall of Fame. He was a Squadron Leader and after the war was tragically killed piloting a Lancaster bomber on test flight. Reg Thomas was born to Mr & Mrs Charles Thomas of 22 Meyrick Street.

She said she had requested where would be a suitable location for a plaque to be placed and the family members provided a number of places which included the old Pier Hotel site (Tremeyrick Street) or 22 Meyrick Street. There has been no confirmation of wording if this was to go ahead and no confirmation of who would bare the cost of permissions and plaque purchase.

Members discussed the memorial plaque request and agreed that as he was born in Pembroke Dock and he is on the Welsh Athletic Hall of fame, we should celebrate this and it was suggested either Meyrick Street but agreement would need to be sort from the owners of the property or ask the Heritage Centre.

Cllr J George commented about the band stand located at Western Way and how we are looking into the possibility of moving it from that location to the central point of the Memorial Park as it would have more use. He suggested that memorial plaques to celebrate achievement could be located on the base.

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

### **22. Finance Committee Recommendations**

The Town Clerk informed members that the Finance Committee met to discuss grant applications, and future budget for 27/28.

She said there will be more work to be undertaken for the final budget which will be put to the meeting of Full Council in November.

The following recommendations were made:

- **Stormborn – Grant application requested £1,000**

The above organisation has requested funding to help replace the furniture with stable and accessible chairs for customers including neurodiverse individuals and people with physical needs. The remaining funding to support activities including kids' club, home education sessions and social gaming events to reduce isolation.

The committee discussed the application and recommended £500 was granted on this occasion, it was also agreed for discussions to take place for a Service Level Agreement going forward.

|               |                                                                                                                                                          |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>It was</b> | <b>PROPOSED by Cllr Wilcox</b><br><b>SECONDED by Cllr J George</b><br><b>RESOLVED That: Members of PDTC agreed to allocate a £500 grant to Stormborn</b> |
|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|

**A Vote was taken – 15 members for**

- **Paddle West**

We have received a request from Paddle West who are currently looking for funding to secure the boathouse which is located on south quay in Pembroke. They are not asking for large amounts of funding but trying to show the larger funders that the services they provide are wanted and needed by members of the wider community. The Town Clerk stated that she is aware the grant funding policy of the Council stated they should be within the SA72 area for funding to be provided. However, the service they have provided to Pembroke dock this year has been outstanding with the following taking place for Pembroke Dock residents.

- Kayaking and paddleboarding School holiday activities on Mondays
- Water safety activities on Tuesdays (at the Milpond in Pembroke)
- Taught children of the Pembroke Dock area water safety through Forever 11 at the Milpond
- Providing 100 free vouchers to Pennar Share Space for Pembroke Dock residents to utilised through the summer months with free rowing boat sessions
- Pembroke Dock Community School utilise their services during term time
- Cadets, scouts and youth clubs use the services at the Milpond.

The Town Clerk stated that looking at what Paddle West have put into the Pembroke Dock area, she felt that the application was worth being discussed further for an organisation such as Paddle West to gain some recognition of the support it quietly provides to residents of our town.

The Finance Committee agreed for further discussions to be had with the organisation with the view of offering them a Service Level Agreement and further information to be brought back to a future meeting.

Cllr O'Connor commented that all under 18 residents in Pembroke Dock will have been trained by them on water safety as they go into Primary Schools.

Cllr Goff commented that it was nice to see people back in Front Street and they have been generous to community organisations.

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

There were no items which the mayor decided were urgent

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

**PLANNING COMMITTEE**

Cllr Williams informed members that the Planning Committee met online at a hybrid Meeting on Monday 14<sup>th</sup> August 2026, members review the following planning application

**26/0313/PA Change of Use from B1 to Veterinary Practice**

Inspectorate House, West Llanion Park Ind Est, Richmond Road, Pembroke Dock, Pembrokeshire. SA72 6TZ

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

**26/0285/PA Change of Use of 2 Flats (C3) to Provide Additional Accommodation to Existing Care Home (C2)**

Apley Lodge, 1-3 Apley Terrace, Pembroke Dock, Pembrokeshire. SA72 6HJ

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

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

There were no reports from council representatives serving on outside bodies

## 51. TO RECEIVE AND CONSIDER THE FINANCIAL REPORTS

### **ACCOUNTS FOR PAYMENT-26<sup>th</sup> June 2026 – 30<sup>th</sup> July 2026**

| <b>Date</b> | <b>Description</b>                       | <b>Amount</b> |
|-------------|------------------------------------------|---------------|
| 25.06.2026  | Zoom meeting                             | £15.59        |
| 26.06.2026  | British Gas - Gas                        | £81.49        |
| 26.06.2026  | British Gas – Electricity                | £73.64        |
| 26.06.2026  | Asda – office sundries                   | £5.47         |
| 26.06.2026  | Post office -postage                     | £12.75        |
| 01.07.2026  | Ionos Cloud                              | £10.80        |
| 01.07.2026  | Tesco mobile                             | £9.00         |
| 01.07.2026  | Clarity Copier                           | £54.07        |
| 03.07.2026  | SP Engraving – memorial plaque for bench | £30.45        |
| 06.07.2026  | PA Lynch                                 | £1,900.00     |
| 09.07.2026  | Anthony Bamford – window cleaning        | £12.50        |
| 10.07.2026  | BT Group – office telephone              | £158.22       |
| 14.07.2026  | Ionos Cloud                              | £7.20         |
| 14.07.2026  | Anthony Bamford – window cleaning        | £12.50        |
| 15.07.2026  | Boverton Nurseries – PCC flower displays | £3,704.40     |
| 21.07.2026  | SSE Energy – Albion Square               | £106.61       |
| 27.07.2026  | British Gas - Gas                        | £39.39        |
| 27.07.2026  | Zoom meeting                             | £15.59        |
| 28.07.2026  | SP Engraving - Plaque                    | £21.48        |
| 29.07.2026  | British Gas – Electricity                | £88.16        |
|             |                                          |               |

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

| <b>Date</b> | <b>Description</b>                              | <b>Amount</b> |
|-------------|-------------------------------------------------|---------------|
| 30.06.2026  | St Patricks warm rooms                          | £25.00        |
| 09.07.2026  | Paddle West Community Summer Activity provision | £2,500.00     |
| 10.07.2026  | Audit Wales                                     | £206.10       |
| 22.07.2026  | St Patricks warm rooms                          | £20.19        |
| 24.07.2026  | Pater Hall warm rooms                           | £30.44        |

**ACCOUNT RECEIPTS**

| Date       | Description | Amount |
|------------|-------------|--------|
| 02.07.2026 | Interest    | £64.71 |
|            |             |        |

**SALARIES AND WAGES**

|                         |          |            |
|-------------------------|----------|------------|
| 06.07.2026 – 05.08.2026 | Salaries | £ 4,888.37 |
| 06.07.2026 – 05.08.2026 | Tax & NI | £ 1,434.62 |
| 06.07.2026 – 05.08.2026 | Pensions | £ 1,654.54 |

**ACCOUNT BALANCES**

|            |                       |              |
|------------|-----------------------|--------------|
| 30.07.2026 | HSBC Business Account | £ 105,273.29 |
| 30.07.2026 | HSBC Premium Account  | £ 61,572.88  |

**ACCOUNTS FOR PAYMENT - 31st July 2026 – 27<sup>th</sup> August 2026**

| Date       | Description                                    | Amount    |
|------------|------------------------------------------------|-----------|
| 31.07.2026 | Ionos Cloud                                    | £10.80    |
| 03.08.2026 | Tesco mobile                                   | £9.00     |
| 03.08.2026 | Clarity Copiers                                | £18.68    |
| 05.08.2026 | P A Lynch                                      | £1,900.00 |
| 05.08.2026 | Anthony Bamford – window cleaning              | £12.50    |
| 05.08.2026 | S Scourfield milage                            | £111.10   |
| 06.08.2026 | Sage – payroll                                 | £56.40    |
| 07.08.2026 | Google Cloud                                   | £6.05     |
| 12.08.2026 | Ionos Cloud Ltd - website                      | £86.40    |
| 12.08.2026 | Amazon – Craft items for Messy Church Funday   | £113.02   |
| 17.08.2026 | West Wales Maritime – River Rally Mayor’s Boat | £72.00    |
| 18.08.2026 | Dyfed Alarms Ltd – Annual Service fee          | £240.00   |
| 20.08.2026 | Anthony Bamford – window cleaning              | £12.50    |
| 21.08.2026 | SSE Energy Solutions– Albion Square            | £110.89   |
| 25.08.2026 | Zoom online meetings                           | £15.59    |
| 26.08.2026 | British Gas – Gas bill                         | £18.18    |

|            |                                |        |
|------------|--------------------------------|--------|
| 26.08.2026 | British Gas – Electricity bill | £55.96 |
| 26.08.2026 | S Scourfield - postage         | £10.21 |

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

| Date       | Description                                                         | Amount  |
|------------|---------------------------------------------------------------------|---------|
| 31.07.2026 | Bethel Baptist warm rooms                                           | £15.05  |
| 31.07.2026 | Pater Hall warm rooms                                               | £11.16  |
| 05.08.2026 | Pater Hall warm rooms                                               | £227.59 |
| 12.08.2026 | PCC – Supply and installation of salt bin at Chapel Road, Llanreath | £228.00 |

**ACCOUNT RECEIPTS**

| Date       | Description                    | Amount    |
|------------|--------------------------------|-----------|
| 02.08.2026 | Interest                       | £66.94    |
| 10.08.2026 | PCC Grant                      | £2,000.00 |
| 12.08.2026 | Zurich Insurance claim payment | £2,943.08 |

**SALARIES AND WAGES**

|                         |          |            |
|-------------------------|----------|------------|
| 06.08.2026 – 05.09.2026 | Salaries | £ 4,762.02 |
| 06.08.2026 – 05.09.2026 | Tax & NI | £ 1,355.70 |
| 06.08.2026 – 05.09.2026 | Pensions | £ 1,602.29 |

**ACCOUNT BALANCES**

|            |                       |             |
|------------|-----------------------|-------------|
| 27.08.2026 | HSBC Business Account | £ 99,132.59 |
| 27.08.2026 | HSBC Premium Account  | £ 61,639.82 |

It was

**PROPOSED** by Cllr O'Connor

**SECONDED** by Cllr G Goff

**RESOLVED:** That Pembroke Dock Town Council approve payments of the above Payments, Receipts, Salaries and Wages for 26<sup>th</sup> June to 27<sup>th</sup> August 2026

**All members agreed**

**52. AGENDA ITEMS FOR THE NEXT MEETING**

- Cllr Howells suggested Beer festival – it was agreed this item would be discussed thorough the Finance Committee.

**53. COMMUNITY ISSUES**

Cllr Tracy George commented about the speed bumps on the top road, in some areas the rubber has dropped and there are bolts sticking out in some places. She asked if this could be reported to PCC

Cllr Howells commented about the Zebra crossing on Laws Street, people are parking on the crossing and asked if this could be raised with the police.

Cllr Francis Boswell commented about the parking in the bus stop at Waterloo and how it has been an on-going issue, she said it is dangerous for people getting on and off the bus as the bus is having to stop in the road.

The Town Clerk informed members that the issue is being addressed with PCC and fixed penalty notices have been issued. Bus companies should be putting a complaint into PCC with regards to the health and safety of their passengers.

Members briefly spoke about Fun in the Park next year and looking at dates for this Event.

**54. MAYOR'S REPORT**

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

4<sup>th</sup> July - Fishguard & Goodwick Civic Service

7<sup>th</sup> July - Opening of the bookshop in St Govan's Shopping Centre

10<sup>th</sup> July - Hope Annual Funday

18<sup>th</sup> July - Pembroke Dock Civic Celebrations at South Pembs Golf Club

19<sup>th</sup> July - Narberth Civic Service

29<sup>th</sup> July - Pembroke Dock Fire Station open day

8<sup>th</sup> August - Pembroke River Rally

15<sup>th</sup> August - Pennar Hall Summer Fete

21<sup>st</sup> August - Annual Army Camp Visitors Day

**55. VOTE TO MOVE INTO PRIVATE & CONFIDENTIAL**

**It was**

**PROPOSED by Councillor T Wilcox**

**SECONDED by Councillor G Goff**

**RESOLVED: That the press and public be excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.**