

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 7<sup>th</sup> SEPTEMBER 2023**

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**Present  
Councillors:**

A Mortenson (Deputy Mayor) J Grimes, G Jones, L Asman, R Blackburn  
L Jenkins, M Phillips, D Bush, D Willington, A Cooke, D Evans

**In attendance:**

Suzie Thomas (Town Clerk)  
Pastor Rob James

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**60. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST**

Apologies from Councillor A Brinn (Mayor), Councillor Clive Collins, Mrs Jayne Howes (Assistant Town Clerk)

Declarations of interest from Councillor A Mortenson

**61. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 7<sup>TH</sup> SEPTEMBER 2023**

The Minutes of the 7<sup>th</sup> September 2023 were accepted as an accurate record.

**62. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

Members of the public were present, but no questions were raised.

**63. MATTERS ARISING FROM THE MINUTES (for information only)**

**a) HMS Pembroke.**

The Clerk informed Council of the day of 23<sup>rd</sup> July, when HMS Pembroke, exercised their right of Freedom through the Main Street and up into Pembroke Castle on their last visit before the Ship being decommissioned. It was a fantastic day, and a special thanks was given to Pembroke Castle, for letting us hold the event there, and to our Standard bearers, the Cadets and also our Staff, David and Kaylee who put on an exceptional buffet to feed everyone who came back to the Town Hall.

**64. PLANNING APPLICATIONS RECEIVED**

**23/0401/PA**

**Proposal:** Demolition of rear porch and replacement extension to provide garden room, along with installation of solar panels

**Site Address:** Greenwood House, 28 The Green Pembroke, SA71 4NU

**Council would support the application**

**23/0391/PA**

**Proposal:** Change of use and conversion of former bank (A2) to retail (A1) Ground floor and x 2 bed residential apartments (C3) rear of ground floor, first and second floors.

**Site Address:** 35 Main Street, Pembroke, SA71 4JX

**Council would support the application**

**23/0443/PA**

**Proposal:** Single storey extension to replace conservatory

**Site Address:** 34 Whitehall Avenue, Pembroke, SA71 4QP

**Council would support the application**

**23/0447/PA**

**Proposal:** Provision of one Traveller pitch with Static and Touring Caravan, Day/Utility Room, improved access and ecological enhancements

**Site Address:** Carpenters Workshop / Allotments, Penny Bridge, Pembroke, SA71 4SP

**Council would object to the application due to concerns raised over access in and out, onto a very fast and busy stretch of road.**

**65. PLANNING APPLICATIONS DETERMINED**

**22/0246/PA**

**Proposal:** Proposed renovation, alterations and extensions

**Site Address:** Rosemary Lane Farmhouse, Taylors Lake, Pembroke

**Decision: Conditionally Approved**

**23/0288/NM**

**Proposal:** Nonmaterial amendment to permission 22/0675/PA (Change of use from A2 Financial to Nail and Beauty Salon, plus creation of 3 new residential apartments) to allow replacement of all existing windows with new UPVC windows and replacement of tile cladding on front elevation with smooth render

**Site Address:** 65 Main Street, Pembroke SA71 4DA

**Decision: Conditional Consent – Refusal**

**23/0176/PA**

**Proposal:** Proposed alterations, infill extension and conversion of rear outbuildings to create linked ancillary accommodation for family member (partly in retrospect)

**Site Address:** 7 Springfield Terrace, The Green, Pembroke SA71 4NU

**Decision: Conditionally Approved**

**23/1024/PA**

**Proposal:** Proposed extension, comprising a sloped two storey and single storey rear extension, to Nos 50 and 52 Station Road respectfully (Partly in retrospect)

**Site Address:** 52 Station Road, Pembroke, SA71 4AH

## Decision: Refused

### 22/1032/PA

**Proposal:** Creation of living area to the first floor and the installation of a balcony and change of use to garage/storage at ground floor level.

**Site Address:** 93b Main Street, Pembroke SA71 4DB

**Decision Conditionally Approved**

The above was noted by Council.

## 66. LICENSING

None received.

## 67. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

Set out below is the list of bills for payment and confirmation:

105	Wages	Week ending 3.7.23	£710.37
106	Jewson	Secateurs	£22.63
107	Jewson	Masking tape x4	£13.04
108	Jewson	Masking tape x2	£6.52
109	Jewson	Paint, brushes, white spirit, silver tape	£144.24
110	Halsted DIY	Bolts, hose fitting & connector	£5.80
111	Total Tech	Phone line rental	£55.00
112	Castle Gifts	Pembroke and Welsh flags	£22.47
113	Wages	Week ending 10.7.23	£587.34
114	Neil Thomas	Compere/entertainment River Rally	£200.00
115	Keesha Haines	Face painting River Rally	£240.00
116	T J Morris Ltd	Compost & handy bags 40pk bags x 2	£3.39
117	JAX First Aid Supplies (Suzie)	10 Hi Viz vests with free text print	£33.73
118	GGT Thomas & Son Ltd	Gas interlocks	£138.00
119	Infinity Document Solutions	Photocopier copies	£43.85
120	Amazon (Suzie)	Paper plates, cups, coil, cling film & napkins for refreshments HMS Pembroke	£77.12
121	Wages	Week ending 17.7.23	£587.54
122	Post Office	Elastic bands	£5.75
123	Rank Retails Ltd	Coffee	£3.65
124	B&M (Kaylee)	Cable ties	£3.00
125	B&M (Kaylee)	3 pack A4 certificate frames	£4.50
126	HMRC	Tax/NI	£1089.58
127	Pembroke Castle	Framed painting of Pembroke Castle to present to HMS Pembroke	£37.92
128	Amazon (Suzie)	Banquet roll paper tablecloth	£19.16
129	Amazon (Suzie)	Plastic chopping board set of 4	£32.48
130	Amazon (Cllr Brinn)	Royal Navy White Ensign Flags	£13.47
131	David Powell	Petrol to Haverfordwest (supplies for buffet)	£15.30
132	Bookers (Suzie)	Supplies for buffet (HMS Pembroke)	£344.67
133	Wisebuys	Supplies for buffet (HMS Pembroke)	£12.90
134	Tesco	Supplies for buffet (HMS Pembroke)	£76.16

135	Asda/Aldi	Supplies for buffet (HMS Pembroke)	£47.35
135(a)	Wages	Week ending 24.7.23	£696.70
136	Forest Traffic	Traffic Management (HMS Pembroke)	£615.00
137	Lloyds Jewellers	Plaque and engraving (HMS Pembroke)	£29.17
138	B Shilke	Window cleaning	£20.00
139	Zoom Video Communication	Video Communication	£12.99
140(a)	Wages	Week ending 31.7.23	£587.34
140(b)	Salaries	July	£3,141.97
141	Total Tech	VOIP Services	£101.30
142	Wages	Week ending 7.8.23	£724.04
143	HMRC	Tax/NI	£1,124.69
144	Total Tech	Phone line rental	£55.00
145	LBS Builders Merchants Ltd	Mask respirator	£29.95
146	Rabart Decorators Merchants Ltd	Varnish for Main Hall floor	£202.64
147	Modern Print & Design	12 months website hosting for Town Trail	£293.00
148	Rank Retail Ltd	Toilet Rolls	£2.25
149	British Gas	Gas 2.6.23 – 1.7.23	!3.97
150	British Gas	Electricity 10.6.23 – 9.7.23	£225.93
151	British Gas	Gas 2.7.23 – 1.8.23	£15.16
152	Wages	Wk Ending 14/8/23	£587.34
153	British Gas	Electricity 10.7.23 – 9.8.23	£378.19
154	Dwr Cymru/Welsh Water	Period 15.12.22 – 30.6.23	£722.48
155	Wilco	Sealant gun	£5.42
156	Paul Sartori	Kitchenware	£3.00
157	Hillarys Blinds (Deposit)	Blackout, vertical blinds for Main Hall	£507.50
158	Wages	Week ending 21.8.23	£587.54
159	Jewson	Broom/handle/paint bucket/bamboo wipes	£80.76
160	Jewson	Moulded cup respirator/dust bag	£14.45
161	Jewson	Floor sander (hire)/dust bag/sand sheets	£58.95
162	Cllr Aden Brinn	Travelling costs	£127.36
163	Zoom video communication	Video communication	£12.99
164	Jewson	Discs for sander	£10.04
165	Farmfoods	Milk	£15.00
166	Wages	August	£3116.55

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

## **68. UPDATE FROM COUNTY COUNCILLORS**

County Councillors Melanie Phillips, Jonathan Grimes and Aaron Carey emailed a written report to Council prior to the meeting. Council thanked them for their report.

## **69. CORRESPONDENCE RECEIVED**

**The following correspondence has been received from a resident of Pembroke:**

Pembroke Town Council – We as Pembroke residents feel that last weekend was badly planned. River Rally same day as the Long Course.

River Rally should be planned when high tide is earlier in the afternoon not later when people have mostly left.

We have the interest of Pembroke at Heart.

**The Clerk explained that the River Rally was booked months and months in advance. She receives suggested dates from West Wales Maritime, who organizes the sail up the River, and this year was given two dates. Safety of the Sailors is paramount, and unfortunately you will always find that another event is on the same date. We are controlled by the tide times and cannot sail up early afternoon if the tide is not correct.**

The following correspondence has been received from Mrs Sally Elliot Chair of Governors Ysgol Harri Tudor

***Ysgol Harri Tudur / Henry Tudor School Seeks Community Governors***

Ysgol Harri Tudur / Henry Tudor School Governing Body has a vacancy for a Governor with community representation and community interest. The Governing Body is particularly keen to recruit new members whose skills would broaden the skills base of the governors. Governors do not have to be parents of pupils at the school but should have a genuine interest in education. Anyone interested should contact the Headteacher's PA via email [contact@yht.wales](mailto:contact@yht.wales) to ask for further information and request an application form. Closing date for applications is Sunday Friday 6<sup>th</sup> October 2023.

Please note that all Governors are required to undergo mandatory training (induction and data) and will need a DBS through Pembrokeshire County Council.

**The above was noted by Council.**

**The following correspondence has been received from Rose Howard, Assistant Asset Manager, Pembrokeshire County Council**

The Property Department at Pembrokeshire County Council currently manage the county's allotment sites. Allotments are very popular, and residents are always keen to join our waiting list.

Green initiatives are more popular than ever, and we received a significant increase in the interest for allotments since the pandemic. Funding is easily available for community gardens and allotments and many allotment associations even run the site themselves.

I'm hoping to propose that the allotment site in your community be taken on by the Town Council. It would be at no extra expense, as I could connect you with funding initiatives and pass on Welsh Government grants. By directly receiving the rents from the site, you would be better placed to decide how to invest it back into the area. I can offer to maintain the county wide waiting list, and cascade potential new tenants as you need them. I can provide management strategies, guidance and carry out risk assessments whilst your town council would simply have to oversee the plots in your area.

You would offer a more streamlined approach, with better knowledge of your locality, the residents and the needs of the gardening communities within the area.

If you think this is something you would like further information about, or to chat about its potential, please feel free to contact me on the details below.

The Clerk informed Council that she had messaged Mrs Howard, asking for some more detail, with regards to costs for lease, insurance etc etc.

**Following a discussion, it was resolved to place this as an Agenda Item for October's meeting, when all information had been gathered.**

**The following correspondence has been received from a Visitor to Pembroke**

Hello, I am writing to express my thanks to the gentleman (David) that greeted us on Monday as we arrived for a day out in your town. I parked outside the Town Hall initially just to get our bearings and find a WC. On entering Town Hall I spoke to the man that was buffing the wooden floor, after chatting for a moment and explaining that my wife was a wheelchair user he not only offered good advice on what to do in Pembroke etc but actually suggested we use the car park at the rear of the Town Hall and took the time to give directions to facilities my wife may have needed. We found the whole day and particularly this welcome most pleasing. We visited the Castle, Castle Café and a quick up and down the High Street, we then drove to Pembroke Dock to view the sea. Thank you for helping making our day out memorable.

**The above was noted by Council, with Council asking to express their thanks onto David also.**

**The following correspondence has been received from Tony Ensom (on behalf of Pembroke Probus Club)**

Dear Suzie, I would be grateful if you will include the following for consideration by the Town Council at their September meeting.

I am writing on behalf of the members of Pembroke Probus Club, an established organisation based in Pembroke. The club was formed in April 1984 to provide a regular meeting place for its members and the opportunity for good fellowship. Membership is open to business and professional men who are fully or partly retired and who are resident in the area. The club meets on the first Tuesday of every month in Pembroke (currently at the Coach House Hotel) for lunch to which a speaker is invited and, in recent years, has also met informally on the third Tuesday every month. The club members appoint officers each year including a President.

The club has recorded the names of the past Presidents on display boards. Three of these are now full. Although the club would like to display them at their meetings, there are no facilities for either their display or storage at the meeting venue and they are difficult to transport regularly to meetings from where they are kept in a member's garage. The members are therefore looking for somewhere to display them permanently, perhaps where they can be seen by the public.

We understand that although the Pembroke Museum would be willing to have them it does not have the room to display them. The members therefore would like to suggest that, with the approval of Pembroke Town Council they could be displayed in one of the areas within the Town Hall which are regularly open to the public. There are already a number of similar boards on display in the Town Hall and these would simply add to this collection of records relating to the activities of some of Pembroke's social organisations.

I would be grateful if the Council will consider this request.

**Following a discussion it was resolved that in principal these items could be accepted and displayed, but the Clerk to arrange a meeting with the Arts & Heritage Committee, so all paintings and displays could be looked at, following the decoration of the Main Hall.**

**The following correspondence has been received from Mr Bob Smith, Development Plans Manager, Pembrokeshire County Council.**

Dear Stakeholder

**Publication of Further Revised Delivery Agreement including the Community Involvement Scheme**

A further revised Delivery Agreement for Pembrokeshire County Council's Replacement Local Development Plan (LDP 2) has been published and is available to view on the Council's website:

<https://www.pembrokeshire.gov.uk/local-development-plan-review/delivery-agreement-including-the-community-involvement-scheme>

The June 2023 Delivery Agreement supersedes the October 2020 version. The new Delivery Agreement includes a revised timetable for the remaining stages of the LDP 2 plan process. The next key stage will be a repeat of the Deposit stage of the Plan process, but based on a revised Plan, including public consultation.

The Further Revised Delivery Agreement was prepared in 2023, primarily in response to further delays to LDP 2 preparation arising as a consequence of the publication of the Natural Resources Wales guidance on phosphate levels in Riverine Special Areas of Conservation (SACs) in Wales, which affects the Cleddau and Teifi river catchments.

This new iteration of the Delivery Agreement was considered by Pembrokeshire County Council's Cabinet on 24<sup>th</sup> April 2023 and subsequently at Full Council on the 11<sup>th</sup> May 2023. Welsh Government subsequently approved the further revised Delivery Agreement on the 20<sup>th</sup> June 2023.

**The above was noted by Council.**

## 70. MAYORAL APPOINTMENTS

17.7.23	Beating of the Bounds	Haverfordwest	7.00pm	Cllrs Brinn & Blackburn
22.7.23	Civic Service	Milford Haven	11.45pm	Cllrs Brinn & Blackburn
23.7.23	Civic Service	Narberth	10.00am	Cllr Mortenson
23.7.23	HMS Pembroke Parade	Pembroke	11.00am	Cllr Brinn
28.7.23	Hope MS Therapy Centre	Neyland	2.00pm	Cllrs Brinn & Blackburn
5.8.23	Wings Over Carew	Carew	11.00am	Cllrs Brinn & Blackburn
25.8.23	Award Ceremony Roots to Recovery	Orielton Park, St Davids	4.30pm	Cllr Brinn
26.8.23	Pembroke Dock Fun Day	The Memorial Park, Pembroke Dock	12.00 noon	Cllrs Brinn & Blackburn
3.9.23	Ironman	Town Hall	10.00am	Cllr Brinn

**The above was noted by Council**

## 71. AGENDA ITEMS

### 72. TO REVIEW AND APPROVE EXTERNAL AUDIT (IF ARRIVED) (TOWN CLERK)

This item was postponed until the next meeting, as the Audit had not been received back from the external auditors.

### 73. QUARTERLY BUDGET REVIEW (TOWN CLERK)

The Clerk presented Council with a Balance Sheet and spendings to date. Following a discussion, the Quarterly Budget review was accepted and approved.

### 74. APPLICATIONS FOR FINANCIAL ASSISTANCE (TOWN CLERK)

Two applications were considered and following a discussion it was resolved for Council to award £200.00 to Pembrokeshire Cancer Support.

### 75. PEMBROKE TOWN TEAM (COUNCILLOR GRIMES & COUNCILLOR EVANS)

After being contacted by a Pembroke resident who has some concerns regarding Pembroke Town Team and the recent Pembroke Festival, we would like some clarification on the following:

- How much money was raised as a result of the Pembroke Festival, how much was spent and have they enough funds to pay any outstanding debts
- Are you able to supply a financial breakdown of putting on the Pembroke Festival?
- What was the actual role of the web company that seemed to provide everything free of charge and did they actual provide everything free of charge?
- Is there still a reference to Pembroke Town Council on that web site?
- What are the future plans of the Town Team, who is involved, and what are the future events.



**A member of the Town Team attended the meeting, and following a lengthy discussion, it was resolved that this item be placed on the Agenda for the following meeting, in order for the Town Teams to collate the information required.**

## **76. MILL POND IMPROVEMENTS (COUNCILLOR PHILLIPS)**

Friday 4<sup>th</sup> August the Mill Pond Committee met up and walked around the Mill pond.

Unfortunately, the wild flower beds that were put down last year, are looking a bit worse for wear. They are in need of weeding and extra seed may be required. There is also a lot of cutting back of bramble and weeds needing to be done in both walkways down to the Pond.

Suzie met with Mr Peter Howe of PCC and Phil from Arcswood on the 10<sup>th</sup> August, and went through a list of jobs that needed doing down the Pond... See list below

- 'Fern Garden' take down any Sycamore regrowth, treat stump, and lose as much vegetation, bramble and nettle, also the Ash limb and taking vegetation off that is overhanging wall (there was also another point further along the route) Buddleia behind new bench, remove and treat just up from Fern Garden - **September 0.5 days**
- 'Wild Flower Patches' pull all nettle and dock and other weeds, and cut low perhaps with hedge cutter, cut at about 12" in height **September 1 day**
- Once cut and collected by our maintenance teams in Winter, treat grasses after cut and reseed (**await confirmation from Wild Flower Turf Company**) **January 1.5 days**
- 'Edges to town walls', strim back to wall as was done 18 months ago **September 0.5 days**
- 'Black Horse Way link' remove overgrowth, and where wild flower has failed remove all netting, trim hedge on Western side perhaps some spot treatment. If you recall we suggested cutting both sides (avoiding the shrubs and any planted wildflowers and ferns) with a mower/trimmer from the start (Southend) to the mature Sycamore **September 1 day**
- 'Morgan's way link', lose the bramble, nettle, dock and any other weeds leave the Birdsfoot Trefoil, again, I think we said to mow or strim the South side about half way down? Cleaning of the entrance point, Jonny can we also remove the pile of stone and store it somewhere for the Town Walls Trust, if you like I will contact them for an area to put it. **September 0.5 days**

The Mill Pond group then met by zoom on Friday 11<sup>th</sup> August, along with Mr Peter Howe, who gave the group an update of the work/tenders he has been trying to secure for the Pond Area. He is currently in discussions with funders and is hopeful for the outcome. Suzie has already booked in Aqua Clear for this September, to remove the weeds and reeds from the Mill Pond which was agreed by Council three years ago.

I am asking Council if they are prepared to pay for the above work which, once done will make the Pond more attractive, and hopefully will encourage the Wild Flowers for next year. The cost of the men is £225.00 per day per man and am asking for 2 men

for 7 days which would cost around £3150.00. Should Peter be successful in his funding efforts, the cost of the removal of the algae may be included in this grant.

**Following a discussion it was resolved for the work to proceed.**

**77. SAFEGUARDING MEASURES NECESSARY FOR THE PROTECTION OF THE PUBLIC IN PEMBROKE; IN TANDEM WITH, THE PRESERVATION OF OUR HERITAGE IN THIS UNIQUE AND HISTORIC WALLED TOWN (COUNCILLOR BUSH)**

Mr Mayor and fellow councillors, my wish is that you will consider and hopefully support the installation of two CCTV cameras at appropriate locations along the Mill Pond Walk, whether funded by the Town, County Council or otherwise.

Safeguarding this area and the public using it should be a priority.

This is 'a whole town issue and concern'.

I have given this a great deal of thought and can elaborate further to Council at the forthcoming September meeting.

**Following a discussion, issues were raised about poor lighting down at the Pond. To install CCTV, may not work if the lighting is not suitable. It was suggested that new street lighting should be the first priority, and Councillor Bush to make enquiries with Pembrokeshire County Council, to see if any grant funding would be available. It was also noted at the meeting from a Street Pastor, who walks the Pond at night on a regular basis, that torches are required, even when the lampposts are on. PCSO Flannigan gave information about the CCTV camera opposite the Mill Pond, located in the Car Park and also the number of calls received down at the Ponds, in the last 12 months.**

**78. TO DISCUSS PROPERTIES IN MAIN STREET, PEMBROKE (COUNCILLOR WILLINGTON)**

To discuss who has the powers, if there are any, to make absent or present landlords of properties in our Main Street much more presentable.

As some are in a very poor state and is commented upon by locals and holiday makers.

Following a discussion, it was suggested unfortunately Pembrokeshire County Council are unable to contact absent landlords, unless there is a risk to safety.

**79. GRADE II BUILDINGS IN PEMBROKE (COUNCILLOR BLACKBURN)**

In view of the treatment of grade two buildings by Pembrokeshire County Council I contacted Cadw who are supposedly responsible for their preservation who informed me that they delegated this to an officer in Pembrokeshire County Council who makes decisions and then informs them.

This makes a nonsense of the whole system and would explain some of the things that have occurred in our town with such an unique and illustrious history.

**Following a discussion, it was resolved that Councillor Blackburn give the Clerk details of who she spoke to, so she could confirm if this was correct with Pembrokeshire County Council.**

## **80. MAYORS YOUTH GROUP**

**The Mayor, Councillor Brinn, has asked could the following be discussed and a decision be made.**

**The following correspondence has been received from Mrs Jackie Thomas, Scout Leader, Pembroke**

Dear Suzie,

I have been fortunate to meet with the Mayor of Pembroke, Councillor Aden Brinn, on a number of occasions regarding Scouting becoming more involved in Democracy and, with the Mayors full endorsement, would like to arrange for Scouts to be part of a Mayors Own youth group.

They will be available to assist at various events, escorting dignitaries, carrying wreaths, seating guests etc. to assist the Mayor and the Mayoral party. There would always be an adult leader present at any event for the safeguarding of the scouts. This will be a fantastic opportunity for the Council to show their support of youth organisations and getting them involved in the Council.

The Council would be able to present their own Mayors group necker with the town crest on which the Scouts would wear to all Civic events and could show case this at Scout events. This could be a long term arrangement with new Scouts joining the group each year on completion of the Gold Chief Scouts Award (the highest achievement for that section).

I have previously had involvement with a Mayors Own Scout Group in Barry, Vale of Glamorgan which has proved to be very successful with the only outlay to the Council being the necker. All of the Scouts from groups across the County were extremely proud and honoured to be invited to join the group and wore their necker with great pride.

Pembroke Town Council could be at the forefront of this project in Pembrokeshire increasing youth involvement in democracy and local councils as this this could then be rolled out to other Town Mayors to become a Pembrokeshire Mayors Youth group to assist all of the Mayors/Mayoresses in the County.

I would also suggest calling it a Mayors Own Youth Group, rather than a scout group as this will allow more involvement from ACF, Sea Cadets, Guiding, Police Cadets and others to ensure inclusivity for all. Also, I am aware of the very proud history with the armed forces and Pembroke Town Council.

If you have any questions or would like more information, please do not hesitate to get in touch.

**Following a discussion, Councillor Evans informed the meeting that he had previously brought this up as an Agenda Item, but concerns had been raised**

then of the safeguarding of the young person at an event. It was resolved that the Clerk draw up a set of procedures to follow, and to include other organisations such as the Sea/Air/Army Cadets and to confirm at the next meeting, but in principle the Town Council would be happy to endorse this role.

**81. TO PURCHASE NEW ENTRANCE MATS – TOWN HALL**

The Clerk informed Council, that the George Lewis Hall had recently been re-varnished and a new entrance mat would be required. Due to the poor condition of the front Matwell, she asked Council to purchase two new mats at a cost of £648.50. This was agreed by Council. The Clerk also informed Council that she had sent an enquiry to book for a structural survey to be completed on the building, which would help in costing and making a maintenance plan for the building.

**82. PEMBROKE TOWN COUNCIL STALL AT PEMBROKE CASTLE CHRISTMAS MARKET**

Councillor Asman informed Council that Pembroke & Monkton History group usually have a stall at the Pembroke Castle Christmas Market. This year however, due to a sell out of their books, she enquired with Council as to whether they should wish to have a stall to promote the Town Council and Town Hall. Following a discussion, it was agreed and a rota to be set up to cover the three days.

Mayor .....







