

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 13TH MARCH 2025**

Present:

Councillors:

G Jones (Deputy Mayor) C Collins, D Bush
D Evans, L Herring, L Asman, K Nicholas, A Brinn,
R Blackburn, L Jenkins, D Willcocks, J Grimes and D Willington

In attendance:

Suzie Thomas (Town Clerk)
Lyn Edwards (Lay Preacher)

The Clerk read out a letter of resignation from Councillor Adrian Cooke, of Monkton Ward. Council asked the Clerk to send a letter of thanks and appreciation of his work as Councillor over the previous years. The Clerk informed Council that she had advertised the post, asking if 10 electors wanted to call an election, and that date would finish on the 31st March. If no election is called for, then would start the process of advertising for Co-option.

175. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies received from. A Mortenson (Mayor), Jayne Howes (Assistant Town Clerk)
Declarations of interest from Councillor Evans and Councillor Collins.

176. QUESTION & ANSWER SESSION WITH MEMBERS OF THE PUBLIC (MAX 10 MINS)

None present

177. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY 13th FEBRUARY 2025

The Minutes of the 13th February 2025 were accepted as an accurate record.

178. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)

a) Update from Library meeting

Councillor Jones, Evans and Nicholas gave Council an update of the meeting they had to discuss Pembroke Library and Tourist Information Centre with Mr Mike Cavanagh of Pembrokeshire County Council. Further to that meeting, more information had been asked from Mr Cavanagh, regarding the expenditure. Following a discussion, it was agreed by Council, whilst in principle Pembroke Town Council are looking to extend their agreement of financial help after the current one finishes in 2026. The new figure to be agreed, subject to further new data of operating costs and opening hours.

b) Update from Welsh Guards concert

Councillor Brinn gave an update of the Concert that took place with the Band of the Welsh Guards and the Pembroke & District Male Voice Choir. Councillor Brinn thanked those Councillors and staff who helped with the evening, making it a success and

enjoyed by everyone. Funds raised from the Concert, were £1100.00, with Councillor Brinn, rounding it up to £1200.00.

c) Update on Station Road Plots (Town Clerk/Insurance)

The Clerk informed Council that she met with the residents who had signed up for a plot last Saturday week, and everything was up and running. She asked Council as to whether she should take out insurance through the Allotment Society of £70 per annum, which was agreed.

179. PLANNING APPLICATIONS RECEIVED

24/1088/PA

Proposal: Change of use of existing Print Works (Former Church) into Holiday Accommodation

Site Address: Printing Works, The Green, Pembroke Pembrokeshire

Council would support the application

180. PLANNING APPLICATIONS DETERMINED

24/0846/PA

Proposal: Rear single storey extension

Site Address: 23 St Anns Crescent, Pembroke, SA71 4QD

Decision: Conditionally Approved

The above was noted by Council

181. LICENSING

None received

182. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

351	Green Garage	Petrol for lawnmower	£8.34
352	British Gas	Gas 2.12.24 - 1.1.25	£381.38
353	Total Tech	Landline/Broadband	£57.71
354	British Gas	Gas 2.1.25 - 1.2.25	£736.48
355	Ocon Fire & Security Ltd	Contract period 1.5.24 - 30.4.25	£65.00
356	Gartec Ltd	Service Contract Renewal	£494.00
357	HMRC	TAX/NI	£1,263.66
358	Wages	Week ending 10.2.25	£660.62
359	Batteries 1st	Batteries	£14.55
360	Screwfix	Trunking & Wrench Set	£10.81
361		Annual contribution to the running costs of the Library & Tourist Information Centre 1.4.24 – 31.3.25	£25,000.00
362	Pembrokeshire County Council	45 single heavy duty column brackets	£805.00
	LITE		
363	Citron Hygiene	Male incontinence disposal unit	£8.43
364	Asda	Milk	£3.56
365	British Gas	Electricity for 10.1.25 – 9.2.25	£285.13
366	Rank Retail	Greeting cards	£3.57
367	Infinite Document Solutions	Readings 13.2.25 & 14.1.25	£28.75
368		Materials for painting the Council Chamber	£65.03
	Jewson		

369	Wages	Week ending 17.2.25	£660.42
370	Salaries	February	£3,406.28
371	Rank Retail	Milk	£3.05
372	Jewson	Paint for Council Chamber	£51.08
373	Scribe	Year end Health Check (2025)	£99.00
374	Carsons Cards & Gifts	Greeting cards	£7.59
375	B&M	String	£3.50
376	Zoom Video Communication	Video Communication	£12.99
377	Farmfoods	Milk	£12.99
378		Remove radiators for decoration then rehung	£395.00
	GGT Thomas & Son Ltd		
379	Wages	Week ending 24.2.25	£768.32
380	Jewson	Materials for painting	£2.69
381	Mogo Direct Ltd	73 banqueting chairs	£1,694.78
382	Rank Retail	Coffee	£4.19
383		Work carried out on Pembroke Allotments	£6,880.00
	Arcswood		
384	Wages	Week ending 3.3.25	£660.42
385		Emergency First Aid at Work Course	£512.80
	Paddlewest		
386		Deposit for Pantomime 3.6.26 Sleeping Beauty	£150.00
	Touring Pantos		
387	Timpson Ltd	Dry cleaning of flag	£6.00
388	Farmfoods	Coffee	£12.00
389	Argos	4 x venetian blinds	£32.00
390	Dunelm	Curtain rail	6.00

Those marked * to be recovered.

It was proposed by Councillor Jones and seconded by Councillor Blackburn that the above schedule of payments were approved for payment. All voted in favour.

183. COUNTY COUNCILLORS REPORT

Report received from County Councillor Grimes.

Council thanked him for his update.

Council also thanked Councillor Grimes, for his work regarding the issue of horses which were left to roam around Pembroke & Pembroke Dock, roaming freely on roads, and private property, and putting lives in danger. Working closely with Pembrokeshire County Council and Dyfed Powys Police, by putting his head above the parapet, he had received various threats and damage to his property. Council felt that he should not be shouldering all of this on his own, after all, he is merely the spokesperson for the people of Pembroke. The Clerk to write a letter to Pembrokeshire County Council and County Councillors expressing their concerns.

184. CORRESPONDENCE RECEIVED

The following correspondence has been received from Mrs Barbara Rae, of Christians for Pembroke Prayer Group

On behalf of the group may I thank the Town Council for allowing us to use a room to pray for Pembroke and the surrounding area. It is a great privilege to be able to sit in the Town Hall and to pray for our community.

Jesus taught us to love and pray for our neighbours, and especially for those who take on the responsibilities and commitment to lead in our community, thank you for all that you do.

The following correspondence has been received from residents of Pembroke

Dear Suzie, We thank and appreciate your coming out with Barry and Simon to see us. We appreciate and thank you for all that you do and desire to be of whatever support we can be to you as our respected Town Council and County Council. We do thank you for your pro-active help in facilitating the clearance of surface water drains. This is already making a significant difference to the flow. We send to you our warmth and appreciative goodwill.

The above was noted, by Council

185. MAYORAL APPOINTMENTS

1.3.25	St Davids Parade	Pembroke	11.15am	Cllr Mortenson/ Cllr Jones
2.3.25	Civic Celebration of St David	Bethel Baptist Chapel	11.00am	Cllr Mortenson

186. AGENDA ITEMS

187. TO REVIEW & APPROVE THE FLOWER TENDERS FOR 2025 (TOWN CLERK)

The Clerk informed Council of the one Tender she had received back for the Flowers for Main Street for this year. Following a discussion, it was resolved to accept the quotation from Hill Farm Nurseries, and to include the erection and dismantling of the flowers.

188. TO DISCUSS THE ANTI RACIAL ACT, AND TO INCLUDE INTO STANDING ORDERS (COUNCILLOR EVANS)

A discussion is required to accept The Anti-Racism Action Plan and if accepted how would the relevant Policy information be shown in Council’s Standing Orders. The Action Plan was adopted by Pembrokeshire County Council (PCC) in March 2024. The Action Plan put forward to Council is set out below:
Council is asked to recognize that some elements of the Action Plan will not be unique to our Council and will have a greater probability of being achieved through the collaboration with the Working Group i.e. anti-racism training, and collaboration with local organizations, community leaders and residents to develop and implement anti-racism initiatives and programs. This will avoid a duplication of effort as the Action Plan is gradually adopted by other towns and community councils.

The following text in RED will be added to Council's Standing Orders

78 ANTI RACISM ACTION PLAN :

Pembroke Town Council reaffirms its commitment to promoting anti-racism and fostering of an inclusive environment within Pembroke, Pembrokeshire and Wales.

The Council will:

1. Actively work to eliminate racial discrimination and prejudice, both within its own operations and the wider community.
2. Collaborate with local organisations community leaders and residents to develop and implement anti-racist initiatives and programmes.
3. Review and strengthen existing policies to ensure that they are inclusive and address any systemic issues that may contribute to racial disparities.
4. Provide anti-racism training for staff, elected officials and community leaders to raise awareness and promote cultural competence.
5. Participate, through Council member (s) representation, in a working group dedicated to monitoring and addressing issues related to racism, with regular updates provided to Council through such Council member(s) representation.
6. Celebrate diversity in all respects and promote cultural awareness through events, education and community engagement initiatives.
7. The Council commits to engagement with the community to listen to the experiences and concerns of residents affected by racism and to take appropriate actions to address these concerns.

Conclusion: this motion reflects the Council's commitment to building a more inclusive and anti-racism community. By taking these steps, Council aims to foster understanding, unity and equality to all the residents of Pembroke.

RECOMMENDATION :

Recommend adoption of the above motion and the Action Plan and include the Action Plan in Pembroke Town Council's Standing Orders.

Pembrokeshire County Council's intention is to set up a committee with one member from each Council to discuss any area of concerns in towns and how they would be addressed.

Following a discussion, it was resolved to accept the above and to place into Standing Orders, which would be brought to the next meeting of Full Council.

189. TO REVIEW APPLICATIONS FOR FINANCIAL ASSISTANCE

Council considered two applications, from Paul Satori and Pembroke & District Male Voice Choir. **Following a discussion, it was resolved to give £500 and £168.00 respectively.**

190. TO REVIEW AND APPROVE QUARTERLY BUDGET REVIEW

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

191. TO REVIEW COSTINGS FOR SECOND HAND PHOTO-COPIER (TOWN CLERK/COUNCILLOR NICHOLAS)

Councillor Nicholas gave Council, some figures, with comparisons of purchasing a secondhand photocopier, stating that the copier that is being offered comes with a maintenance contract guaranteed for 5 years at the below rate which is very competitive and is possibly lower than we are paying now.

I think this would be an excellent replacement for our existing machine and very competitive in price.

I think we should buy the reconditioned machine as its outstanding value for money and gives us peace of mind for 5 years and possibly a lot longer.

Following a discussion, it was resolved to purchase the photocopier at a price of £1395.00 plus VAT.

192. TO REVIEW AND APPROVE FOR ADOPTION THE SOCIAL MEDIA POLICY

The Clerk produced a Social Media Policy, to which a copy was given to each Councillor.

Following a discussion, it was resolved that Pembroke Town Council adopt this policy.

193. TO REVIEW & DISCUSS PEMBROKE TOWN COUNCIL'S ARTIFACTS (COUNCILLOR ASMAN)

Councillor Asman informed Council that now the Chamber had been finished decorating, there were artifacts that should be logged and put on display. Councillor Asman proposed that a small working group be set up, to go through all of the Councils artifacts. She also proposed that a built-in cupboard be made to be able to display these items, and was in the process of getting quotations.

Following a discussion, it was resolved that a small working group meet, to go through the above. Council also gave their thanks for the hard work that was put in to complete the Council Chamber by staff David and Kaylee.

..... Mayor

