

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

Present:

Councillors:

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

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)
Lyn Edwards (Lay Preacher)

157. APOLOGIES FOR ABSENCE/ DECLARATIONS OF INTEREST

Apologies received from Councillor A Brinn. Councillor Bush gave apologies that she would be arriving late and be attending virtually.

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

None present

159. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY 16th JANUARY 2025

The Minutes of the 16th January 2025 were accepted as an accurate record.

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

a) Dates for the Diary (River Rally date change) (Min 132)

The Clerk informed Council that she had been talking to Mr Phil Collins of the West Wales Maritime Society, who organise the flotilla of boats for the River Rally. He had looked again at Tide Times, and suggested that the original date of 5th July would not allow the boats in the pond for long enough, so suggested that the date be changed to the 19th July, which would allow the boats to be in the pond for a longer period. The new date was agreed and noted by Council.

b) Blackhorse Toilets, update from Meeting with Mr M Owen (Min 131)

Councillor Jones gave Council an update of the meeting which took place with the Clerk, Mr Marc Owens of Pembrokeshire County Council, and Councillor Grimes to discuss the Blackhorse Toilets, which Pembroke Town Council were paying to keep open. Concerns were raised of the maintenance of cleaning and opening hours. Opening times were discussed and agreed, and Mr Owen, along with Danfo agreed to look into this. Councillor Jones said he had visited both public toilets and there was a vast improvement.

c) Windows front of Town Hall (Update)

The Clerk informed Council that she had now received two quotations back for the restoration of the windows to the upper floor of the Town Hall (These had also been

forwarded by email to all councillors). Following a discussion, it was resolved that they accept the lower quotation from Bespoke.

d) To review the meeting that took place on Thursday 30th January of the Pembrokeshire Development Portfolios study

Council discussed their concerns of the meeting which took place regarding the above. Following a discussion, it was resolved to write a letter stating their observations once the final document/study had been completed.

161. PLANNING APPLICATIONS RECEIVED

24/0868/PA

Proposal: Change of use of existing shop to A3 Class

Site Address: Eastgate Gallery, 132 Main Street, Pembroke, Pembrokeshire, SA71 4HN

Council would support the application

162. PLANNING APPLICATIONS DETERMINED

24/0866/PA

Proposal: Demolition and replacement of rear extension. Erection of porch.

Site Address: 23 Merlins Cross, Lower Lamphey Road, Pembroke

Decision: Conditionally Approved

21/0990/PA

Proposal: Proposed two storey dwelling

Site Address: Site to the rear of St Ronans, 117 Main Street, Pembroke, SA71 4DB

Decision: Conditionally Approved

24/0752/PA

Proposal: Change of use of land from Local Authority Play area to 20 allotments, (partly in retrospect)

Site Address: Field to rear of Station Road, Pembroke

Decision: Approved subject to Conditions

The above was noted by Council

163. LICENSING

None received

164. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

313	HMRC	TAX/NI	£1352.41
314	Farmfoods	Coffee, Milk & Tea	£27.98
315	Viking Office UK Ltd	Office Chair	£109.00
316	Viking Office UK Ltd	Diaries	£6.94
317	Viking Office UK Ltd	Cleaning materials	£60.37
318	Welsh Water	Period 11.6.24 – 2.1.25	£251.90
319	Home Bargains	Cleaning materials	£5.13
320	Carmarthenshire County Council	Pension December	£1823.69
321	B Jones Electrical Contractor	Dismantling festive lighting scheme	£5035.00

322	Zoom Video Communication	Video Communication	£12.99
323	PDK Charnwood Ltd	3 charity money collection buckets with lids	£18.23
324	Audit Wales	2023/2024 Audit Fees	£200.00
325	Jewson	Drum cable reel & discs (part payment, rest paid 16.8.24)	£13.66
326	Jewson	Gripper lamp	£29.54
327	Just Great Design & Print Solutions	1000 Millpond Explorers leaflets & 1000 Castle & Millpond Walk leaflets	£250.00
328	Cartridge Save	2 blue ink cartridges	£26.06
329	Pembrokeshire Fire & Safety Ltd	Annual inspection of fire extinguishers	£70.00
330	Pembroke Packaging & Print Ltd	A3 blue photocopying paper & A4 photocopying paper	£69.23
331	Total Tech	Phone line rental	£55.00
332	Pembroke Packaging	Stationery & file folders	£19.99
333	Viking Office UK Ltd	Jumbo toilet rolls & stationery	£80.00
334	Wages	Week ending 20.1.25	£660.42
335	Infinity Document Solutions	Photocopies	£17.36
336	Salaries	January	£3297.41
337	Home Bargains	Cleaning materials	£12.98
338	Wages	Week ending 27.1.25	£660.42
339	Zoom Video Communication	Video Communication	£12.99
340	Mainstreet Music	Microphone Stand	£29.99
341	Rod Hay Painting & Decorating	Exterior painting work carried out at the Town Hall (minus deposit)	£1580.00
342	Home Bargains	Bin liners	£1.65
343	Rank Retail	Milk	£1.50
344	Hillarys Blinds	5 Roller Blinds for the Council Chamber	£697.00
345	British Gas	Electricity 10.12.24 – 9.1.25	£328.37
346	Nextday Paint	2 x Dulux Primer & Undercoat for Walls 5 litres	£60.61
347	Carmarthenshire County Council	January - Pension	£1596.99
348	Wages	Week ending 3.2.25	£660.62
349	Duplicate		
350	Richard Mason	Remove & dispose of 2 Christmas trees	£120.00

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.

165. COUNTY COUNCILLORS REPORT

None received this month

166. CORRESPONDENCE RECEIVED

The Mayor of Pembroke

Thank you so much for your very kind donation of £100, which has gone towards my travel expenses. I am really enjoying doing Jack and The Beanstalk in Swansea Grand. It has been a very long three/four weeks, but I wouldn't have it any other way. Thanks Again, Scarlette

The above was noted, by Council

167. MAYORAL APPOINTMENTS

No appointments so far this month

168. AGENDA ITEMS

169. THE ELECTION OF MAYOR ELECT FOR THE YEAR 2025/26

The Mayor asked the Clerk if she had received in writing any nominations for Mayor Elect 2025/26. The Clerk replied she had received one nomination from Councillor Gareth Jones. Proposed by Councillor Blackburn and seconded by Councillor Asman a secret ballot took place. Following the vote being counted, it was resolved that Councillor Jones be appointed Mayor Elect for 2025/26

170. THE ELECTION OF DEPUTY MAYOR ELECT FOR THE YEAR 2025/26

The Mayor asked the Clerk if she had received in writing any nominations for Deputy Mayor Elect 2025/26. The Clerk replied she had received one nomination from Councillor Grimes. Proposed by Councillor Jones and seconded by Councillor Evans. A secret ballot took place. Following the vote being counted, it was resolved that Councillor Grimes be appointed Deputy Mayor Elect for 2025/26.

171. TO REVIEW THE PURCHASE OF NEW CHAIRS FOR MAIN HALL, IN CONJUNCTION WITH PEMBROKE YOUNG AT HEART (COUNCILLOR JONES)

Councillor Jones informed Council, that a lot of the red plastic chairs were breaking that are used in Main Hall, due to their age. He proposed to Council, (also on behalf of the Pembroke Young at Heart, where he is Chairman) that the Young at Heart had offered to split the cost of the chairs with the Council. Chairs could be purchased at £22.36 each, so a cost of 100 being £2236.00, so Council paying £1118.00. Following a discussion, it was resolved to purchase 100 chairs and passed on their thanks to the Young at Heart Committee for their kind donation. The Clerk also passed on her thanks on behalf of the Young at Heart committee, to Councillor Grimes, who had very kindly designed a letter head for them.

172. TO REVIEW MEETINGS FOR THE FINANCE COMMITTEE (COUNCILLOR EVANS)

Councillor Evans went through the latest expenditure with Council and expressed his concern of the lack of reserves the Council now held, due to the expenditure that had recently been spent on the town hall building. Councillor Evans proposed that the Finance Committee meet quarterly, before each meeting where the quarterly budget review is being discussed. Following a discussion, it was resolved for the Clerk to send out invitations to attend said meetings.

173. TO DISCUSS THE LIBRARY OPENING TIMES AND DISCUSS POSSIBLE REDUCTION IN HOURS AS PROPOSED BY PEMBROKESHIRE COUNTY COUNCIL (COUNCILLOR JONES)

Councillor Jones expressed his concerns regarding the proposed cutting of hours at Pembroke Library whilst still paying £25,000 per annum towards running costs. Whilst he understood that PCC have to make savings, as mentioned in the previous agenda item, Pembroke Town Council, also have to be prudent. Councillor Jones proposed that another face to face meeting be set up, with Mr Mike Cavanagh of Pembrokeshire County Council, to discuss these concerns. Following a discussion, it was resolved that Councillor Jones, Nicholas, Grimes, Evans, Herring and Asman attend.

174. TO APPOINT INTERNAL AUDITOR FOR 2024/25 (TOWN CLERK)

The Clerk asked Council to appoint Mr Bernard Scourfield as the Internal Auditor for Pembroke Town Councils year end accounts for 2024/25

Following a discussion, it was resolved that Mr Bernard Scourfield be appointed as the role of Internal Auditor for 2024/25.

..... **Mayor**

