

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL
HELD AT THE TOWN HALL, PEMBROKE, ON THURSDAY, 15TH JANUARY 2026**

Present:

Councillors:

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

In attendance:

Suzie Thomas (Town Clerk)
Jayne Howes (Assistant Town Clerk)
Rob James (Mayor's Chaplain)

121. APOLOGIES FOR ABSENCE/DECLARATIONS OF INTEREST

Apologies received from Councillor Collins
Declaration of Interest received from Councillor K Nicholas

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

No members of the public present

123. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY, 4TH DECEMBER, 2025

The minutes were accepted as an accurate record.

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

a) To discuss Santa coming to Pembroke

The Clerk thanked those Councillors who came to help on the evening of when Santa came to Town, and informed Council it was a great success, and would continue with the same format next year.

b) Jeanne Lewis Bench Presentation

The Clerk informed Council that the Presentation to Mrs Jeanne Lewis would take place on Tuesday 3rd February 2025 at 11.00am.

125. PLANNING APPLICATIONS RECEIVED

None received

126. PLANNING APPLICATIONS DETERMINED

None received

127. LICENSING

None received

128. TO CONSIDER THE LIST OF ACCOUNTS FOR PAYMENT

281	Infinity Document Solutions	Photocopies	£162.81
282	D L W Landscaping	Supply and deliver 2 Christmas trees	£600.00
283	Wages	Week ending 1/12/25	£687.78
284	British Gas Business	Electricity 10.10.25 - 9.11.25	£318.70
285	Engraving Studios	Engraving for 2 benches in Foyer	£43.42
286	Asda	Cleaning Materials	£10.44
287	The Range	Christmas decorations	£3.32
288	Amazon	Snow fluid	£12.49
289	Westcoast Web Works	Redevelopment of pembroketowntrail.wales & pembrokemuseum.wales sites	£825.00
290	B&M	Christmas decorations	£38.75
291	B&M	Refreshments for Santa's visit	£11.98
292	C Beech	Repair of Christmas outfit	£15.00
293	B Shilke	Window cleaning	£20.00
294	Total Tech Ltd	Broadband, Fibre and Phone	£55.00
295	Tesco	Refreshments for Mayor's Parlour	£12.08
296	G G T Thomas & Son Ltd	Repair boiler	£164.56
297	Tesco	Gift	£26.46
298	Carsons Cards	Christmas decorations	£5.62
299	Jeff Clout Inflatables	Supply Christmas inflatable & staff	£250.00
300	Pembroke Packaging & Print Ltd	Photocopying paper	£18.91
301	The Garden Centre Coshes	Daffodil bulbs	£11.67
302	Post Office	Padded envelope	£1.50
303	Neil Thomas	Prepare, compere & organise music for Santa's visit to Pembroke	£125.00
304	Amazon	Liquid soap dispenser	£16.66
305	Post Office	Postage	£4.50
306	Wages	Week ending 22.12.25	£894.82
307	Wages	Salaries/wages	£4,431.45
308	Wages	Week ending 5.1.26	£683.58
309	B Jones Electrical Contractor	Dismantling Christmas lighting display	£5185.00

It was proposed that the above schedule of payments was approved for payment. All voted in favour.

129. COUNTY COUNCILLORS REPORT

None received

130. CORRESPONDENCE RECEIVED

The following correspondence has been received from Mr Jon Williams, Manager, Pembroke Castle:

Dear Suzie

Our Board of Trustees recently met to review the Pembroke Castle Trust Deed and to consider how it might be updated to reflect current Charity Commission guidance. The Trust was established in 1959, and the Deed has remained unchanged since that time. However, evolving expectations around good governance – as well as the significant growth and development of the Castle as a major visitor attraction – make it timely for us to propose several updates.

To this end, we intend to prepare a formal amendment to the original Deed for submission to the Charity Commission. One key area we wish to revise concerns the appointment of Trustees. At present, our six-member Board comprises three 'Town Council Trustees' and three 'Family Trustees', with the Town Council Trustees nominated by Pembroke Town Council when vacancies arise.

The Board feels it is essential that future Trustees are appointed based on a defined set of skills, experience, and knowledge. We therefore propose amending the Deed so that 'Town Council Trustees' become 'Appointed Trustees', with responsibility for their recruitment and appointment resting with the Pembroke Castle Board. We greatly value the Castle's close relationship with the town, and we would continue to consult Pembroke Town Council on the skills and experience sought for any Appointed Trustee. We would also welcome and give full consideration to any suitable candidates the Town Council may wish to put forward.

To proceed with this change, we will require the agreement of Pembroke Town Council, in writing, for submission to the Charity Commission as part of the amendment process. I would be grateful if you could ensure that this matter is considered as soon as possible.

The above was noted and would be discussed as an agenda item.

131. AGENDA ITEMS

132. TO REVIEW AND APPROVE DATES FOR COUNCIL MEETINGS AND EVENTS FOR THE FORTHCOMING YEAR (TOWN CLERK)

The Clerk produced a list of forthcoming meetings and events for the commencing year. Following a review and discussion it was resolved that the dates were accepted.

133. TO REVIEW AND APPROVE THE FINANCIAL RISK ASSESSMENT (TOWN CLERK)

The Clerk presented Council with the Financial Risk assessment. Following a review and discussion it was resolved to accept the assessment, with the addition of "Unless this is part of a contract, which Council has already ratified" to 6.1 of the document.

134. TO REVIEW AND APPROVE THE COMPLAINTS PROCEDURES (TOWN CLERK)

The Clerk issued a Complaints Procedure to Council, which had not been updated for some time. Following a discussion, it was resolved that the Local Resolution Protocol be removed from the end of Standing Orders and to implement a new document, which would have to reflect an updated Employees Handbook, so the Clerk to get a quotation for this and bring back to full council to discuss.

135. TO REVIEW TOWN HALL BOOKING FEES (COUNCILLOR JONES)

Following a review of the Town Hall Booking Fees, it was proposed by Councillor Jones, that a small increase be made to the fees. This would be 50p per hour to the existing rates. Seconded by Councillor Grimes, and a vote taking place, it was resolved to increase the prices, starting from 1st April 2026.

136. TO REVIEW MARTYN'S LAW REQUIREMENTS, FROM WEBINAR TRAINING (COUNCILLOR EVANS)

AIM: To enhance public safety by requiring certain venues and events to implement measures to reduce the risk of Terrorist Attacks.

BACKGROUND:

Named in honour of Martyn Hett one of the twenty two victims of the Manchester Arena attack in 2017.

IMPACT:

Create a safer environment for the public by ensuring that venues are better prepared for emergencies.

REQUIREMENTS :

A tiered approach based on the size and capacity of the venue or event.

1. STANDARD - Venues 200 – 799 individuals – low cost activities to improve safety / basic security measures.
2. ENHANCED – Venues 800 or more individuals – more comprehensive security measures / public protection procedures / reduce vulnerability of Terrorist Attacks.

Recent events i.e. Bondi Beach, Ski resort fire and the loss of life at an annual swim highlight even more the need to assess every aspect of any particular event and ask the question have all the risks been covered.

Cllrs. Jones, Nicholas and myself logged onto an on-line Webinar presentation given by Protect Alliance (UK) where a number of presenters gave their views on how the law will work. But listening to them it would be fair to say that Martyn's law is an extension of our existing Risk Assessments and Health and Safety requirements.

The River Rally may need extra consideration with respect to the law and with regard to the Fair, the Showman's Guild, PCC and ourselves will need to ensure that all aspects of the law are taken into account when discussions start. Although the law will not be fully implemented until 2027 the intervening time will give us and other organisations time to fulfil its requirements.

137. TO CONSIDER BOOKING PANTOMIME FOR 2027 – JACK AND THE BEANSTALK

The Clerk informed Council that this years Pantomime, had been a great success, with over 100 attending. Next year’s performance would be “Jack & the beanstalk” which Council resolved to book for January 2027.

138. TO DISCUSS PEMBROKESHIRE COUNTY COUNCIL’S POLICY ON SUPPLYING SALT BINS

The Clerk informed Council that she had received a couple of enquiries from residents of Pembroke enquiring about the issue of Salt Bins. Pembrokeshire County Council do not supply them and put the onus onto Town and Community Councils to purchase these bins at a cost of £190 per bin. This was discussed two years ago, where it is resolved that Pembroke Town Council would not proceed with the supply of these bins, and she wanted to clarify with Council that this was still the case. **Following a discussion, it was again resolved that Pembroke Town Council would not proceed with the issue of these bins.**

139. TO REVIEW AND APPROVE A RESPONSE TO THE CORRESPONDENCE CONCERNING THE PEMBROKE CASTLE TRUST

Following a discussion, it was resolved that Pembroke Town Council agree to the proposed amendments to the Pembroke Castle Trust Deed relating to the future appointment of Trustees, and the Clerk to send a letter confirming that.

140. TO DISCUSS TREE CUTTING AROUND CASTLE POND (COUNCILLOR ASMAN)

Councillor Asman informed Council that the growth of bushes/trees opposite Wogan’s Cavern on the Castle Pond Walk, need cutting back, and by doing so, would open up the view to be able to see Wogan’s Cavern from the other side of the Pond. Following a discussion, she proposed to Council, to get a quotation to cut this back. Unfortunately, no seconder came forward, and the proposal was left on the table.

141. TO DISCUSS SPEEDING WITHIN THE ST MICHAELS WARD (COUNCILLOR EVANS)

Councillor Evans informed Council that he had received numerous complaints about people speeding along Lamphey Road. Following a lengthy discussion, it was suggested that the Clerk contact the Police, to see if Go Safe could also visit that location.

..... Mayor

