

**MINUTES OF THE ORDINARY MEETING OF THE PEMBROKE TOWN COUNCIL  
HELD AT THE TOWN HALL, PEMBROKE, ON THURSDAY, 12<sup>TH</sup> FEBRUARY  
2026**

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**Present:**

**Councillors:**

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

**In attendance:**

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

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***Guest Speaker Dr. Mark Picton (RWE / Freeport Training Partnership Director)  
and Ms Hayley Williams (Pembrokeshire College)***

Dr Mark Picton and Ms Hayley Williams, gave an informative presentation about SPARC (Sustainable Power, Renewables and Construction) which is a collaborative education-industry alliance aiming to increase female representation in STEM, specifically in renewable energy and engineering. Launched in 2024, it provides girls aged 12–14 with hands-on learning, industry mentoring, and clear career pathways, supported by partners like RWE and Blue Gem Wind.

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

Apologies received from Councillor Collins, Councillor Archibald & Councillor Willcocks

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

Members of the public were present but did not wish to speak until the agenda item regarding second homes had been discussed.

**144. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY, 15<sup>TH</sup> JANUARY 2026**

The minutes were accepted as an accurate record.

**145. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)**

**a) Pantomime 2027**

The Clerk informed Council that unfortunately there were no suitable dates available to be able to book the pantomime for January 2027

**b) Signage, Main Street, Pembroke**

The Clerk read out a reply from the Enforcement Officer at Pembrokeshire County Council.

#### 146. PLANNING APPLICATIONS RECEIVED

##### 25/0869/PA

**Proposal:** Internal alterations and alterations to dormer windows

**Site Address:** Greenlands, Merlins Cross, Lower Lamphey Road, Pembroke, SA71 4AG

**Council would support this application.**

#### 147. PLANNING APPLICATIONS DETERMINED

##### 25/0732/PA

**Proposal:** Variation of condition 3 (hours of use) of permission 24/0868/PA (Change of use of existing shop to A3 Class)

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

**Decision:** Conditionally Approved

##### 25/0387/PA

**Proposal:** Single Storey Side Extension

**Site Address:** 7 Holyland Drive, Pembroke, SA71 4BG

**Decision:** Conditionally Approved

#### 148. LICENSING

None received

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

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

310	Carmarthenshire County Council	Pension December	£2,282.62
311	Pembroke & District Male Voice Choir	Donation	£150.00
312	Temu	Christmas decorations	£77.34
313	Amazon	Floor cleaner & pads	£34.05
314	Amazon	Spray mop	£44.29
315	Keesha Haines	Face Painter at River Rally	£240.00
316	All White Now	Service, wash and dry cloths	£30.00
317	Infinity Document Solutions	Usage & support charge	£165.00
318	GGT Thomas & Sons Ltd	Removed & replaced thermostat in Council Chamber	£92.98
319	British Gas Business	Gas for 2.12.25 - 1.1.26	£297.40
320	British Gas Business	Electricity 10.11.25 - 9.12.25	£340.91
321	PTC Twinning Committee	Donation	£1,000.00
322	B Shilke	Window cleaning	£20.00
323	Old Kings Arms Hotel*	Council's Christmas Dinner & Refreshments	£591.50
324	Wages	Week ending 12.1.26	£683.58

325	Post Office	Postage	£5.90
326	HMRC	TAX/NI	£2,102.56
327	Farmfoods	Tea bags, coffee and sugar	£22.63
328	British Gas Business	Gas for 2.11.25 - 1.12.25	£331.14
329	Post Office	Postage stamps	£30.84
330	Welsh Water	Period 18.6.25 - 30.12.25	£354.59
331	Green Garage	Petrol for strimmer	£6.67
333	Viking Office UK Ltd	Cleaning Materials + Stationery	£113.66
334	Farmfoods	Milk	£7.99
335	Wages	Week ending 19.1.26	£683.58
336	Wages/Salaries	Week ending 26.1.26	£4,067.23
337	British Gas Business	Period 10.12.25 - 9.1.26	£344.36
338	B Jones Electrical Contractor	Dismantling Christmas lighting display	£5,185.00
339	Aferiy UK	Portable Power Station	£336.57
340	Viking Office UK Ltd	Cleaning materials	£27.06
341	Gartec Ltd	Annual service of the lift	£521.00
342	Pembrokeshire Coast National Park	Coast to Coast advertisement	£120.00
343	Total Tech Ltd	Broadband, Fibre and Phone	£55.00
344	Wages	Week ending 2.2.26	£683.58
345	Mrs V Sewell	Refund for Allotment Plot	£26.00
346	Carmarthenshire County Council	Pension for January	£1,970.12
347	Pembrokeshire Fire & Safety Ltd	Annual inspection of fire extinguishers	£221.60
348	Viking Office UK Ltd	Recycled toilet rolls	£61.88
349	Temu	Decoration	£21.01
350	Tesco	Bouquets of flowers	£16.80
350(a)	Tesco	Milk	£1.20
351	Worknest	Employee Handbook	£975.00
352	HMRC	TAX/NI	£1,506.21

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

## **150. COUNTY COUNCILLORS REPORT**

None received

## **151. CORRESPONDENCE RECEIVED**

**None received**

## **152. AGENDA ITEMS**

### **153. THE ELECTION OF MAYOR ELECT FOR THE YEAR 2026/27**

The Mayor enquired with the Clerk had any nominations been received in writing. One nomination had been received from Councillor Jonathan Grimes. Proposed by Councillor Jones and seconded by Councillor Evans, a secret vote took place. Following the vote, Councillor Jonathan Grimes was elected Mayor Elect for the forthcoming year of 2026/27.

### **154. THE ELECTION OF DEPUTY MAYOR ELECT FOR THE YEAR 2026/27**

The Mayor enquired with the Clerk had any nominations been received in writing. One nomination had been received from Councillor Aden Brinn. Proposed by Councillor Blackburn and seconded by Councillor Asman, a secret vote took place. Following the vote, Councillor Aden Brinn was elected Deputy Mayor Elect for the forthcoming year of 2026/27.

### **155. TO APPOINT INTERNAL AUDITOR FOR 2025/2026**

The Clerk enquired with Council to approve the appointment of Mr Bernie Scourfield to act as Internal Auditor for the accounts of 2025/26. Following a discussion, it was resolved to appoint Mr B Scourfield as the internal auditor.

### **156. TO REVIEW AND APPROVE QUOTATIONS FOR FLOWER BASKETS FOR MAIN STREET, PEMBROKE (TOWN CLERK)**

The Clerk produced one quotation for the Erect Supply and Dispose of the flower baskets in Main Street, Pembroke. Following a discussion it was resolved to accept the quotation from Hill Farm Nurseries.

### **157. TO DISCUSS THE PURCHASE OF LAPEL /PAST MAYORAL BADGES FOR PEMBROKE TOWN COUNCIL (COUNCILLOR NICHOLAS)**

Councillor Nicholas proposed to Council that the Council should purchase Lapel badges for Past Mayor and those Councillors wishing to purchase one could do so. The Clerk had received a price from Fattorini. Following a discussion, it was resolved for the Clerk to investigate further quotations.

### **158. TO DISCUSS SECOND HOMES IN PEMBROKESHIRE (COUNCILLOR WILLINGTON)**

**Councillor Willington had received the following correspondence:**

It's nice to e-meet you and really appreciate you agreeing to help out like this.

To give you the lowdown, I've been commissioned to write a story for *UnHerd* on the issue of second homes in Pembrokeshire, following the council's new proposals to [force the sale of long-term empty properties](#) back to local authorities.

I am aware that second homes have long been an emotive and thorny political issue in Pembrokeshire, and am really looking to speak to people across the divide - from those who believe they have had harmful effect on local culture/Welsh language/young people's prospects of owning a home in the area where they grew up versus those who see them as vital part of the county's tourism industry/economy.

If you can think of anyone - whether that's councillors, business owners, estate agents, pub landlords - who might be willing to chat with me, that would be great! I'm travelling to Pembs on Feb. 19 to give the story a bit of local colour, so would be keen to conduct some interviews face-to-face, if possible!

I hope that all makes sense and look forward to hearing your thoughts!

**Following a discussion, Councillor Willington informed Council, that this was for information only.**

**159. TO REVIEW AND ADOPT THE EMPLOYEE'S HANDBOOK (TOWN CLERK)**

The Clerk presented to Council the updated Employees Handbook, which had just been completed by Work Nest. Following a discussion it was resolved to accept the new Employees Handbook. The Clerk also informed the Council that for a further £2000 per year, Work nest would keep the Council updated with any new law or policy change. The Clerk thought this was quite expensive and could keep up to date with law changes and policies through the SLCC website. It was resolved not to enter a new contract with Work nest and could keep up to date from various other routes.

**160. TO REVIEW AND ADOPT THE COMPLAINTS PROCEDURE POLICY (TOWN CLERK)**

The Clerk presented Council with an updated Complaints Procedure. Following a discussion it was resolved to accept the Complaints Procedure.

**161. TO DISCUSS THE UK TOWN OF CULTURE 2028**

Further to the meeting held on 29th January, members considered the matter in detail. Following discussion, it was resolved that Pembroke Town proceed with submitting an Expression of Interest Application.

As a significant number of applications were expected to be submitted from across the UK, it was further resolved to appoint Ceri Critchon (Roundhouse) to prepare the Expression of Interest at a cost of £2,000.00.

Members noted that, should the first round be successful, the Council would receive £60,000 to enable progression to the next stage.

**162. TO DISCUSS UPDATING THE PEMBROKE TOWN COUNCIL WEBSITE (COUNCILLOR ASMAN)**

Councillor Amsan suggested to Council that the Pembroke Town Council website could do with re-vamping and updating. Following a lengthy discussion, it was resolved to get a working group to discuss this further.

**163. TO DISCUSS THE CORRESPONDENCE RECEIVED REGARDING THE HEALTH BOARD TO DECIDE ON FUTURE MODEL FOR NINE CLINICAL SERVICES (COUNCILLOR JONES)**

The Clerk produced a link regarding the independent consultation report prepared by Opinion Research Services (ORS) which had been received and available to read on the Health Board's website: <https://hduhb.nhs.wales/clinical-services-plan/>.

This was discussed and the Clerk was asked to write a letter to Hywel Dda opposing the downgrade services at Worthybush Hospital. This was in conjunction with a letter

already sent by County Councillor Grimes and also Members of the Senedd. The consultation report would be discussed at an Extraordinary Board meeting which will take place over two days, on Wednesday 18 and Thursday 19 February 2026. This will give Board members the time needed to review the evidence, understand the connections between services, identify if further information is required and reach decisions that best serve our communities.

..... Mayor



