

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE, ON THURSDAY, 7<sup>TH</sup> MAY 2026**

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**Present:**

**Councillors:**

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

**In attendance:**

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

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**1. ELECTION OF MAYOR OF PEMBROKE FOR THE ENSUING YEAR**

It was proposed by Councillor Jones, seconded by Councillor Evans that Councillor Jonathan Grimes be elected Mayor of Pembroke for the ensuing year 2026/27

**Resolved: There being no other nominations, and a vote taking place, Councillor Jonathan Grimes was elected Mayor of Pembroke for 2026/27.**

Councillor J Grimes then read out and signed the Oath of Allegiance to HM The King and the Declaration of Acceptance of Office.

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

Apologies were received from Councillor Collins, Councillor Liz Jenkins and Councillor Archibald. The Clerk informed the Council that Ms Claire Archibald had submitted her written resignation, effective as of today's date.

**3. ELECTION OF DEPUTY MAYOR FOR THE ENSUING YEAR**

It was proposed by Councillor Blackburn, seconded by Councillor Asman that Councillor Aden Brinn be elected Deputy Mayor of Pembroke for the ensuing year 2026/27

**Resolved: There being no other nominations, and a vote taking place, Councillor Aden Brinn was elected as Deputy Mayor of Pembroke for 2026/27.**

**4. TO RECEIVE AND RECORD THE APPOINTMENT OF THE MAYOR'S CHAPLAIN**

Pastor Rob James was duly appointed as the Mayor's Pastor for the year 2026/27.

**5. TO SIGN AND CONFIRM THE MINUTES OF THE ORDINARY MEETING OF THURSDAY, 9<sup>TH</sup> APRIL 2026**

The minutes were accepted as an accurate record.

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

No members of the public were present.

**7. MATTERS ARISING FROM THE MINUTES (FOR INFORMATION ONLY)**  
**a) Horse Fayre**

The Clerk reported that she had attended a Teams meeting with Councillor Gareth Jones, Councillor Grimes, representatives from Pembrokeshire County Council, Pembroke Dock Town Council, and the police to receive an update on the forthcoming Horse Fayre. Pembrokeshire County Council confirmed that, following concerns regarding the suitability of the Commons car park, the event will again be held on the Monkton Community Field.

Clarification is still required regarding the event organiser—whether it is Mr C. Price or Dezzas Cabin—as the public liability insurance is currently held in the name of Dezzas Cabin. It was confirmed that all horses will be securely fenced off from the public. Parking will be available at the Commons public car park, and enquiries with Monkton School regarding additional parking are ongoing.

Councillor Grimes expressed disappointment that Monkton residents who wrote to Pembrokeshire County Council and the Police in October had still not received a response from either body.

For the Sunday “Ride-out,” it was noted that a vehicle will travel ahead of and behind the horses, and the route had been confirmed, with Pembrokeshire County Council, keeping the ride off the main roads.

**8. PLANNING APPLICATIONS RECEIVED**

None received

**9. PLANNING APPLICATIONS DETERMINED**

**25/1005/PA**

**Proposal:** Garage Extension

**Site Address:** 35 Freemans Walk, Pembroke, Pembrokeshire, SA71 4AS

**Decision:** Refused

**The above was noted.**

**10. LICENSING**

None received

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

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

1	Zurich Municipal	Insurance	£7,643.75
2	Home Bargains	Cleaning materials	£7.42
3	Pembroke Packaging & Print Ltd	Photocopying paper	£16.73
4	phsGroup	Duty of Care	£229.20
5	Scribe	Scribe Accounts Renewal 2026	£1,008.00
6	B Shilke	Window cleaning	£20.00
7	Wages	Week ending 6.4.26	£700.88
8	British Gas	Electricity 10.2.26 - 9.3.26	£328.03
9	Total Tech Ltd	Remote support 24.3.26	£22.00
10	Wages	Week ending 13.4.26	£700.88
11	Post Office	Postage	£7.28
12	Castle Stores Londis	Refreshments	£10.36
13	Scribe	Year End Health Check	£79.00
14	Pembrokeshire County Council	Public Conveniences 2026/27	£11,320.25
15	Bevan Buckland LLP	Preparation of Payroll for year ended 5th April 2026	£1,360.00
16	Jewson	Oak sleeper	£347.76
17	Total Tech Ltd	Broadband Fibre and phone	£55.00
18	Vison Linens	Cleaning materials	£39.69
19	Amazon	Steel butter curler	£5.17
20	Wages	Week ending 20.4.26	£700.88
21	Lidl	Refreshments for Mayor's Quiz/Bingo Evening	£23.53
22	Farmfoods	Refreshments for Mayor's Quiz/Bingo Evening	£14.96
23	Farmfoods	Milk and coffee	£24.00
24	Ironmongery Direct	Shelving kit	£63.99
25	Amazon	Paper serviettes for Mayor Making	£15.82
26	Amazon	Table place cards for Mayor Making	£12.40
27	Royal British Legion	Wreath for Landing Craft Service	£25.00
28	Royal British Legion	Money raised in Remembrance Concert 2025	£340.73
29	Wages/Salaries	Week ending 27.4.26	£4,250.49
30	Ironmongery Direct	Shelf bracket (16)	£23.63
31	Aldi Stores	Cleaning materials	£9.15
32	Blachere Illumination UK Ltd	Year 3 lighting columns & crossings (4 year contract)	£6,299.20
33	Amazon	Flower Box	£42.37
34	Amazon	Railing Planter Box	£21.24

35	Amazon	Handi hoop plus	£13.32
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**It was proposed that the above schedule of payments was approved for payment. All voted in favour.**

## **12. COUNTY COUNCILLORS REPORT**

None received

## **13. CORRESPONDENCE RECEIVED**

The following correspondence has been received from Dr Neil Wooding CBE (Chair) Hywel Dda University Health Board

### **Re: The future of services at Withybush General Hospital**

Thank you for contacting us to share the view of Pembroke Town Council regarding the options presented as part of our Clinical Services plan (CSP) at our Extraordinary Board Meeting held on 18 and 19 February 2026. We recognise how important our services and hospitals are to the communities we serve across Mid and West Wales.

By way of background, it may be helpful to summarise the process followed to date on our CSP. There is a significant amount of information available through our website and a summary page can be found at: Clinical services plan – Hywel Dda University Health Board.

Work began on the CSP in 2023, following Board agreement to look in more detail at the nine services most in need of support: critical care, dermatology, emergency general surgery, endoscopy, ophthalmology, orthopaedics, stroke, radiology and urology. We recognised that these services are fragile and cannot continue as they are. Our clinical teams are spread across multiple sites and recruitment is an issue across the NHS. Our hospitals require ongoing maintenance, with some parts approaching or having reached the end of their intended lifespan. We need to make decisions on the changes needed to address these facilities, to raise the standards of our services and meet the needs of our population into the future.

Through our CSP, we considered how services can be delivered in ways that provide the best possible outcomes for patients, while also being safe and sustainable for the future. As a rural health board covering a large geographical area, we face particular challenges around workforce availability, transport and access, and the condition of our hospital estate. These challenges mean that change is necessary to ensure services continue to meet modern clinical standards. We have been clear throughout that the options being considered would have no impact on our Emergency Departments and we maintain that position, which I hope is reassuring.

We know that people value accessing care locally and being close to loved ones when receiving treatment, and these views have been shared as part of the CSP consultation process. As the same time, we must ensure that services are clinically sustainable and supported by the right staffing and facilities to deliver consistently high-quality care.

We are grateful to everyone who took the time to take part in the consultation and to share their ideas and feedback. As the Extraordinary meeting, the Board carefully considered the independent consultation report alongside a range of other data. This included the latest information on workforce and service resilience, estate condition, operational pressures, regional working, new clinical standards and services link to each other. The Board agreed next steps for each of the nine services.

I would like to assure you that the decision taken will not result in immediate changes to our services. Each of the services will have an implementation plan developed which will guide the transition to the chosen option.

The Health Board is aware that there are social, geographical and population factors facing our communities that must be considered alongside any proposed service changes. Taking account of

these needs, an Equality Health Impact Assessment (EqHIA) was undertaken for each of the nine service areas, along with proposed mitigating actions, which are accessible online.

The work undertaken so far has been to identify the most suitable option for the next phase of service delivery for each our nine fragile service areas. As part of our implementation planning, we will consider the wider implications of the options and seek to mitigate any challenges that could arise.

Transport and service access forms a vital part of these considerations. The transportation requirements for staff, patients and visitors are something that we have been exploring since the initial development of the 2022 Programme Business Case for our “A Healthier Mid and West Wales” strategy. While some elements, such as supporting patients to access care through the Non-Emergency Patient Transport Service is within our gift to influence through the NHS Wales Joint Commissioning Committee, we are working with transport providers and other public bodies when it comes to developing public transport routes.

We acknowledge and understand the passion and advocacy of individuals and communities to keep the services within their local hospital, largely due to concerns about accessing services in a rural part of Wales. However, changes must be made due to the fragility of our services and the need to improve, so as to provide the best patient outcomes and experience.

Our aim is to deliver better care across our healthcare system, and we remain committed to working with partners to reduce the impact on patients who may need to travel further.

If you would like to watch the meeting of the Board and access the Board papers these are available, on our website: <https://hdunb.nhs.wales/about-us/your-health-board/board-meetings-2026/extrodinary-board-agenda-and-papers-18-and-19-february-2026/>

I would like to reassure you that all our hospitals play a crucial role in providing healthcare for the population of Mid and West Wales and will continue to deliver a wide range of service to our patients.

Our focus remains on raising standards, improving patient outcomes and ensuring services are sustainable for the communities we serve, both now and in the future.

**The above was noted**

#### **14. MAYORAL APPOINTMENTS**

25.4.26	Landing Craft Freshwater West	Freshwater West	10.00am	Cllr Jones
29.4.26	Monkton Gypsy Community Celebration	Monkton Community Hall	1.00pm	Cllr Jones
5.5.26	Hereford Fair	Hereford	3.30pm	Cllr Jones

**The above was noted.**

#### **15. AGENDA ITEMS**

#### **16. TO REVIEW AND APPROVE THE DIGNITY AT WORK POLICY**

The Clerk presented Council with a new Dignity at Work Policy for consideration. Following a review and discussion, it was **resolved** that the policy be approved and adopted by Pembroke Town Council.

**17. LAUNCH OF THE ONE VOICE WALES CIVILITY AND RESPECT PLEDGE**

(To review and approve to the Civility & Respect Pledge)

The Clerk informed Council that One Voice Wales had introduced a Wales-wide Civility & Respect Pledge, with the intention that all Community and Town Councils sign up to the initiative. Following a review and discussion, it was **resolved** that Pembroke Town Council formally adopt and sign the Pledge.

**18. TO REVIEW AND APPROVE THE CODE OF CONDUCT**

The Clerk issued Members with a copy of Pembroke Town Council's Code of Conduct. Following a review and discussion, it was **resolved** that the Code of Conduct be approved. (Each Member to sign to say they have received a copy).

**19. TO REVIEW AND APPROVE PEMBROKE TOWN COUNCIL COMMITTEES FOR 2026/27**

The Clerk presented Council with a full list of internal and external committees on which Members currently serve. Following a review and subsequent discussion, Members confirmed their preferred committee appointments for the forthcoming municipal year.

**20. UPDATE ON REGENERATION MEETING HELD ON WEDNESDAY 15<sup>TH</sup> APRIL 2026 (Draft Minutes of April attached)**

The Clerk presented Council with the draft minutes from the most recent meeting of the Regeneration Committee. Councillor Grimes enquired whether any correspondence had been received regarding the submission for the UK Town of Culture. The Clerk advised that no response had yet been received and that she remained awaiting further notification.

**22. UPDATE ON TWINNING COMMITTEE (Draft Minutes of March attached)**

The Clerk presented Council with a copy of the draft minutes from the last meeting of the Twinning Committee, with Councillor Aden Brinn giving an update.

**23. TO REVIEW AND APPROVE THE INTERNAL AUDIT (IF COMPLETED/RETURNED)**

The Clerk reported to Council that the Internal Audit has not yet been returned by Mr Bernard Scourfield. Upon receipt, the matter will be scheduled for consideration at the next Council meeting.

..... Mayor