

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE PEMBROKE TOWN COUNCIL HELD AT THE TOWN HALL, PEMBROKE ON THURSDAY 9<sup>th</sup> MAY 2024**

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**Present  
Councillors:**

A Brinn (Mayor), A Mortenson (Deputy Mayor, attended by zoom),  
L Asman, R Blackburn, K Nicholas  
L Herring, G Jones, D Bush, D Evans, J Grimes,  
D Willcocks, A Cooke, L Jenkins

**In attendance:**

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

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

It was proposed by Councillor Asman, seconded by Councillor Blackburn that Councillor Ann Mortenson be elected Mayor of Pembroke for the ensuing year 2024/25

**Resolved: There being no other nominations, and a vote taking place, Councillor Ann Mortenson was elected Mayor of Pembroke for 2024/25.**

Councillor Mortenson (who had joined by Zoom) then read out the Oath of Allegiance to HM The King and the Declaration of Acceptance of Office.

Councillor Evans proposed that Council accepts a resolution which would allow the Mayor to sign the Oath of Allegiance and Declaration of office at the earliest opportunity but no later than Sunday May 12th 2024. The process has been checked and has been deemed lawful. Seconded by Councillor Nicholas, and a vote taking place, the above was resolved.

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

Apologies from Councillor Collins, and Councillor Willington. No Declarations of Interest.

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

It was proposed by Councillor Blackburn, seconded by Councillor Herring that Councillor Gareth Jones be elected Deputy Mayor of Pembroke for the ensuing year 2024/25.

**Resolved: There being no other nominations, and a vote taking place, Councillor Gareth Jones be elected Deputy Mayor of Pembroke for the ensuing year 2024/25.**

**4. TO RECEIVE AND RECORD THE APPOINTMENT OF THE MAYOR'S CHAPLAIN (LAY PREACHER)**

Lay Preacher Lyn Edwards was duly appointed as the Mayors lay Preacher for the year 2024/25. Following the appointment, The Mayor excused herself from the meeting due to being unwell, Councillor Jones, took the Chair.

**5. TO SIGN AND CONFIRM THE MINUTES OF THE MEETING ON 11<sup>TH</sup> APRIL 2024**

The Minutes of the 11<sup>th</sup> April 2024 were accepted as an accurate record.

**6. QUESTIONS AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC**

A member of the public put to Council the following statement:

Will the Council demand that PCC:

(1) Withdraws the intention to develop phase 2 of the South Quay Development as the so-called 'community hwb';

(2) Disclose and consult with Pembroke Town Council on the options for the completion and occupation of 5&6 Castle Terrace (phase 1);

(3) Disclose and consult with Pembroke Town Council on plans and expenditure of the round 3 LUF for environmental improvements to Pembroke; and

(4) Disclose and consult with Pembroke Town Council on the proposals for the regeneration and occupation of the former Eastgate School and the empty Riverside buildings?

**Following a discussion, and the Clerk giving an update of the information she had, Councillor Blackburn proposed that the above be sent to Pembrokeshire County Council. Following a further discussion and a vote taking place, with 7 for and 3 against, the vote was carried to send the above points raised to Head of Regeneration of Pembrokeshire County Council.**

**7. MATTERS ARISING FROM THE MINUTES (for information only)**

**a) Civic Awards (Councillor Brinn)**

Councillor Brinn thanked the Staff for organising the Civic Awards which was held recently and was a great success. He mentioned that the Caterer's supplied a wonderful buffet, and he hoped that the Civic Awards returned every year.

**b) Freshwater West Memorial Service (Councillor Brinn)**

Councillor Brinn again thanked the staff for organising the Service at Freshwater West which was well attended.

**c) Railings at Castle Pond (Town Clerk)**

The Clerk read out a reply from the supervisor in charge of installing the new railings at Castle Pond of Pembrokeshire County Council, over previous concerns raised by Councillor Asman of the delay in completing the project which was due to unforeseen circumstances of a collapsed wall.

**8. PLANNING APPLICATIONS RECEIVED**

**23/1117/PA**

**Proposal:** Change of use of dwellings to supported domestic living accommodation with alterations.

**Site Address:** Fernside, First Lane, Pembroke, SA71 4BB

**Council would support the application.**

**23/1088/PA**

**Proposal:** Replacement shopfront to include new windows and doors

**Site Address:** Hairdressing Salon, 1 Castle Terrace, Pembroke, SA71 4LA

**Council would support the application.**

**24/0038/PA**

**Proposal:** Install of new roof structure to existing building, as well as building new garage.

**Site Address:** 5 Troed-y-Rhiw, The Grove, Grove Hill, Pembroke, Pembro, SA71 5BP

**Council would support the application.**

**9. PLANNING APPLICATIONS DETERMINED**

**23/0948/PA**

**Proposal:** Single storey extension to the side garden

**Site Address:** 21 Gatehouse View, Pembroke, SA71 4TP

**The above was noted by Council.**

**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:

419	Jewson	Sand and WD40	£18.37
420	Rebecca Leary (Pilates)	Refund – she paid her invoice twice	£10.00
421	Carmarthenshire County Council	Pension – March	£1492.11
422	Councillors	Councillors’ Allowances	£1695.20
423	HMRC	Tax/NI	£1530.10
1	B Shilkt	Window cleaning	£20.00
2	British Gas	Electricity 10.2.24 – 9.3.24	£135.33
3	Cllr A Brinn, JP	Chairman’s Allowance	£500.00
4	The Workplace Depot	Authorised Access Belt Barrier	£23.99

5	Pembroke Dock Men's Shed	New Mayor Board	£315.00
6	B Jones Electrical Contractor	Deposit for wire rope upgrade to support festive lighting displays	£4500.00
7	Citron Hygiene	Duty of care – sanitary disposal unit	£135.93
8	Pembroke Hire Centre	Oil for lawn mower	£7.50
9	Asda	Petrol for lawn mower	£7.03
10	Asda	Refreshments for Civic Awards	£81.63
11	Zurich Insurance	Insurance	£7239.70
12	Wages	Week ending 8.4.24	£1515.82
13	Total Tech	Phone line rental	£59.38
14	Wilko	Certificate frames for Civic Awards	£11.55
15	Ebay	Company seal label stickers	£3.98
16	Total Tech	TV & Wifi in Meeting Room	£1112.50
17	B&M	Sensor light	£31.00
18	Home Bargains	Clock	£5.83
19	Farmfoods	Milk	£16.00
20	Farmfoods	Refreshments for Civic Awards	£8.45
21	Pembroke Packaging & Print Ltd	Photocopying paper & matt laminating pouches	£88.74
22	Pembrokeshire County Council	Business Rates	£14331.00
23	Rank Retail	Milk	£1.35
24	Scribe	Accounts Renewal (2024)	£950.00
25	Rabart Decorators Merchants Ltd	Decorating brush & filter	£35.20
26	Swansea Timber & Plywood Co	Door closure	£114.05
27	Aldi Stores	Refreshments for Mayor's Concert	£16.45
28	Aldi Stores	Refreshments for Mayor's Concert	£3.27
29	Cartridge Save	Blue ink cartridge (franking machine)	£22.86
30	Wages	Week ending 15.4.24	£650.42
31	Wages	Week ending 22.4.24	£650.42
32	Rank Retail Ltd	Sugar	£1.59
33	Richard Powell	Fitting a new door closure	£30.00
34	Wisebuys	Milk	£2.88
35	Salaries	Includes back pay	£5036.39
36	Asda	Refreshments for Civic Awards	£39.37
37	British Gas	Electricity 10.3.24 – 9.4.24	£138.96
38	British Gas	Gas 2.3.24 – 1.4.24	£265.58
39	D Powell	Plastic food containers	£26.00
40	Victoria's Tea & Buffets	Buffet for Civic Awards Evening	£486.50
41	Wages	Week ending 29.4.24	£753.22
42	Tesco (David)	Refreshments for choir at the Mayor's Concert	£40.00
43	Dyfed Alarms	Renewal of Intruder Alarm Annual Service Agreement	£180.00
44	Infinity Document Solutions	Photocopies	£58.32
45	Zoom Video Communication	22.4.24 – 21.5.24	£12.99
46	Ms Eylem Sahindal	Photographs for the Civic Awards Evening	£15.00

Those marked \* to be recovered

**The above accounts were agreed unanimously.**

## 12. UPDATE FROM COUNTY COUNCILLORS

No update received this month.

## 13. CORRESPONDENCE RECEIVED

None received.

## 14. MAYORAL APPOINTMENTS

13.4.24	Welsh Guards Luncheon	The Tower & Spa, Swansea	12.00 mid-day	Cllr Brinn
17.4.24	Freemen Inauguration	Town Hall, Pembroke	11.00am	Cllr Brinn
18.4.24	Civic Awards	Town Hall, Pembroke	7.00pm	Cllr Brinn
19.04.24	Mayors Concert	Town Hall, Pembroke	7.30pm	Cllr Brinn
27.4.24	Remembrance Service	Freshwater West	11.00am	Cllr Brinn
27.4.24	Heritage Centre	Open Day 10 <sup>th</sup> Anniversary	1.30pm	Cllr Brinn
7.5.24	May Fair	Hereford Opening Event	3.30pm	Cllr Brinn

## 15. AGENDA ITEMS

### 16. TO REVIEW & APPROVE THE INTERNAL AUDIT (IF COMPLETED) (TOWN CLERK)

The Clerk deferred this to the next meeting as the Internal Audit had not been received.

### 17. TO ASK COUNCILS PERMISSION FOR GUEST SPEAKER AT JULY MEETING (TOWN CLERK SEE ATTACHED)

The correspondence below has been received from Mr Lewis O'Donnell from Pembrokeshire Pride

"I would like to inquire about speaking with yourself and Pembroke Council about the plans we have for Pride this year, which will be held in Pembrokeshire and the possibility of decorations around the town to support this event. Looking forward to hearing from you."

**Following a discussion, it was resolved to invite Mr O'Donnell to the June meeting of Council.**

### 18. TO REVIEW QUOTATION RECEIVED RE PHOTOCOPIER (TOWN CLERK)

The Clerk deferred this to the next meeting.

### 19. STANDING ORDERS (COUNCILLOR EVANS – SEE ATTACHED)

Further to the previous meeting, Council resolved that the 3 points raised be added to the Standing Orders. The Clerk to email Revised Standing Orders to all Members.

### 20. TO REVIEW AND APPROVE A REMEMBRANCE CONCERT FOR NOVEMBER (COUNCILLOR BRINN)

For Council to consider holding a Festival of Remembrance Concert & Service at Monkton Priory Church in November. If approved I would be happy to act as the Co-ordinator in planning the event.

**Following a discussion, it was resolved that Councillor Brinn, co-ordinate and organize this year's Remembrance Concert.**

**21. TO REVIEW AND APPROVE COMMITTEES AND MEMBERS FOR 2024/2025**

The attached Committees were resolved.

**22. TO REVIEW AND APPROVE CHRISTMAS LIGHT TENDERS**

Following a meeting of the Events/Activities Committee, the Clerk informed Council that she had received four Tenders, for the Supply of Christmas Lights for the next three years. Following recommendations from the Committee, Council resolved that the Tender be awarded to Blachere Illuminations.

Mayor .....