



Town Hall  
Pembroke

4<sup>th</sup> July 2024

## REPORT TO THE TOWN COUNCIL MEETING

THURSDAY 11th JULY 2024 AT 6.30PM

Members of the public are welcome to attend the meeting of Pembroke Town Council at the Council Chamber, Town Hall, Pembroke or can also join the meeting by Hybrid by contacting the Town Clerk at [enquiries@pembroketowncouncil.co.uk](mailto:enquiries@pembroketowncouncil.co.uk)

1. APOLOGIES FOR ABSENCE / DECLARATIONS OF INTEREST
2. TO SIGN AND CONFIRM THE ORDINARY MINUTES OF THE MEETING ON 11<sup>th</sup> JUNE 2024
3. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC
4. MATTERS ARISING FROM THE MINUTES (for information only)
  - a) Library meeting update
  - b) Update on Plots, Station Road, Pembroke

### 5. PLANNING APPLICATIONS RECEIVED

None Received

### 6. PLANNING APPLICATIONS DETERMINED

#### 24/0038/PA

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

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

**Decision:** Conditionally Approved.

#### 24/0078/PA

**Proposal:** Change of use of Existing Print Works (Former Church) into Holiday Accommodation

**Site Address:** Printing Works, The Green, Pembroke

**Decision:** Refused

**23/1088/PA****Proposal:** Replacement shopfront to include new windows and doors**Site Address:** Hairdressing Salon, 1 Castle Terrace, Pembroke, SA71 4LA**Decision: Conditionally Approved****23/0075/PA****Proposal:** Conversion of existing single storey rear garden outbuilding to habitable accommodation, and change of use to holiday let**Site Address:** 16, East Back, Pembroke, SA71 4HL**Decision: Conditionally Approved****7. LICENSING****None received.****8. ACCOUNTS FOR PAYMENT**

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

88	B Shilkt	Window cleaning	£20.00
89	Total Tech	Phone line rental	£55.00
90	Hill Farm Nursery	Floral baskets for 2024	£1,429.50
91	Infinity Document Solutions	Photocopies Readings 6.6.24 and 23.5.24	£16.15
92	British Gas	Electricity 10.4.24 – 9.5.24	£139.52
93	Pembrokeshire County Council	Black Horse toilets	£10,055.00
94	Carmarthenshire County Council	Pension	£2,087.28
95	Pitney Bowes	Service Contract incl. parts	£71.12
96	Paul Bowen (Plumber)	Installation new waste pipes for urinals & to attend to hot water fault in kitchen	£462.00
97	SLCC	Membership fees	£229.00
98	Wages	Week ending 10.6.24	£650.02
99	Wages	Week ending 17.6.24	£650.02
100	HMRC	TAX/NI	£1,508.49
101	Wages/Salaries	Week ending 24/6/24	£4,132.24

102	Total Tech	1 year business standard	£118.80
103	Bernie Scourfield	Internal Audit 2023-24	£250.00
104	Welsh Water	8.12.23 – 10.6.24	£225.97
105	Post Office	Postage to send to Audit Wales	£5.20
106	Zoom Video communication	Video Communication 22.6.24 - 21.7.24	£12.99
107	Wages	Week Ending 1.7.24	£650.62
108	ICO	General Data Protection Act 2018	£35.00
109	Blachere Illumination UK Ltd	Christmas lights 5876.70	£1,175.34
110	Viking Office UK Ltd	Stationery	£60.50
111	Carmarthenshire County Council	Pension	£1,685.93
112	Trade Chemicals Ltd	Anti-bacteria floor cleaner	£20.82
113	Amazon (Suzie)	Heavy Duty Padlocks	£20.82
114	Viking Office UK Ltd	Air freshener & toilet roll	£67.93
115	Bigdug	Hand truck	£47.00
116	The Battery Masters	Panasonic Battery	£12.62
117	Screwfix	Spring clamps	£19.97
118	British Gas	Electricity 10.5.24-9.6.24	£122.76
119	Boverton Nurseries	Bedding plants/ containers	£3,192.40

Those marked \* to be recovered

## 9. COUNTY COUNCILLORS REPORT

## 10. CORRESPONDENCE RECEIVED

None received

## 11. MAYORAL APPOINTMENTS: -

16.6.24	RNLI Reception	Pembroke Castle	11.30am	Cllr Mortenson/Cllr Jones
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18.6.24	Lamphey Scouts AGM	Foundry house	6.00pm	Cllr Mortenson
20.6.24	Summer Reception	Ty Milford Waterfront	6.00pm	Cllr Mortenson
29.6.24	Armed Forces	Pembroke Dock	11.00am	Cllr Mortenson
30.6.24	Mayoral Civic Service	Haverfordwest	11.00am	Cllr Mortenson
6.7.24	Mayoral Civic Service	Fishguard & Goodwick	1.00pm	Cllr Mortenson
13.7.24	Mayoral Civic Service	Milford Haven	5.00pm	Cllr Mortenson
14.7.24	Service of Thanksgiving	St Davids Cathedral	10.45am	Cllr Mortenson
15.7.24	Licensing of Rev Hannah Karpati	Church of St Mary, Carew	7.00pm	Cllr Mortenson
21.7.24	Mayoral Civic Service	Narberth	10.00am	Cllr Mortenson
21.7.24	Beating of the Bounds	Haverfordwest	5.00pm	Invitations will be sent out
28.7.24	Mayoral Civic Service	St Mary's Church, Tenby		Invitations will be sent out

## 12. AGENDA ITEMS

- A) To review an update of Section 2 to Standing Orders (Cllr Evans)
- B) To review an update on Financial Regulations Document (Cllr Evans/Town Clerk)
- C) To review changes to Standing Orders connected to the Financial Regulations Document (Cllr Evans/Town Clerk)
- D) To review the compliance for applying for financial assistance (Town Clerk)
- E) To discuss 20mph in the surrounding areas (Councillor Nicholas)
- F) To discuss VE Day arrangements for 2025 (Councillor Brinn)
- G) To discuss 50<sup>th</sup> Anniversary of Twinning with Bergen (Councillor Brinn)
- H) To review & approve the Financial Risk Assessment (Town Clerk)
- I) To discuss this years River Rally (Town Clerk)