



# **UNISON PEMBROKESHIRE AGM BOOKLET 2024**

**TOGETHER WE RISE  
IN UNISON**



# Pembrokeshire Branch Cangen Sir Benfro

## Pembrokeshire Branch

### Aggregate Annual General Meetings 2024

**\* *Links to Virtual Meetings on next page* \***

<i>Day and Date/Time</i>	<i>Physical/Virtual</i>	<i>Location (if applicable)</i>
Wednesday 31 January 2024 Lunch Time	Physical	Ysgol Harri Tudur
Thursday 01 February 2024 Lunch Time	Physical	Milford Haven Secondary School
Friday 02 February 2024 Lunch Time	Physical	Ysgol Bro Gwaun
Saturday 03 February 2024 11:00	Virtual	N/A
Sunday 04 February 2024 11:00	Virtual	N/A
Monday 05 February 2024 Lunch Time	Physical	Pembrokeshire College
Tuesday 06 February 2024 13:00 – 14:30	Physical	Thornton
Wednesday 07 February 2024 09:00 / 11:00 / 13:00 / 16:30	Virtual	N/A
Thursday 08 February 2024 All day drop-in	Physical	County Hall
Thursday 08 February 2024 18:30	Physical	County Hall

*\* Virtual Meetings via Microsoft Teams*

**Pembrokeshire Branch**  
**Cangen Sir Benfro**  
Links To AGM 2024 Virtual Meetings

*To join a virtual meeting, select a date and time below and click on the hyperlink provided.*

**Saturday 3<sup>rd</sup> February 2024**

Microsoft Teams Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 379 567 270 587

Passcode: qZKVbo

[Download Teams](#) | [Join on the web](#)

**Sunday 4<sup>th</sup> February 2024**

Microsoft Teams Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 341 273 570 154

Passcode: z26A9R

[Download Teams](#) | [Join on the web](#)

**Wednesday 7<sup>th</sup> February 2024**

Microsoft Teams Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 354 513 742 989

Passcode: rygry4

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# Pembrokeshire Branch

## Cangen Sir Benfro

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# **Pembrokeshire Branch**

## **Cangen Sir Benfro**

### **1. Annual Report 2024**

*2023 was a year like no other for UNISON Pembrokeshire County Branch, as reflected in our officer reports.*

*Unfortunately, 2024 looks to be no different!*

*Thank you to all our members for your loyal support. As a member-led trade union without you there would be no branch.*

*A huge thank you to all our activists who have continued representing, supporting, negotiating and campaigning on behalf of all our members in 2023 despite themselves suffering the impact of the UK Government's imposed austerity measures.*

*Thank you also to our hard working office staff.*

## **Pembrokeshire County Branch**

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# Pembrokeshire Branch

## Cangen Sir Benfro

### 2. Who's Who in Pembrokeshire County Branch?

*It is proposed that the following officers be endorsed at this AGM;*

**Branch Secretary** : Jonathan Lewis

**Branch Chair** : Manuela Hughes

**Treasurer** : Ross Harries

**Vice Chair** : Tracey Sayers

**Equality Co-ordinator** : Nicola Williams

**Welfare Officer** : Claire Dunbar

**Education Co-ordinator** : Ross Harries

**Health & Safety Officer** : Vacant

**Membership Officer** : Manuela Hughes

**LGBT+ Officer** : Donna Humphrey

**Retired Members Secretary** : Janet Wyer

**Education Convenor** : Claire Dunbar

**Sports and Social Secretary** : Liz Watkins

**Communications Officer** : Jessica Hatchett

**Union Learning Co-ordinator** : Ross Harries

**International Officer** : Vacant

**Women's Officer** : Claire Dunbar

**Young Members Officer** : Vacant

**Labour Link Officer** : Claire Dunbar

# Pembrokeshire Branch

## Cangen Sir Benfro

### Post and Brief Job Descriptions – Vacant Posts

**Health and Safety Officer** - Promoting health and safety at work is one of the functions of the branch. The branch health and safety officer's role includes:

- Making sure members, safety reps and branch officers are aware of health and safety issues.
- Co-ordinating the activity of safety reps, including making sure that there are enough reps in the workplaces organised by the branch, and convening regular meetings of safety reps.
- Organising the information held by the branch on health and safety.
- Acting as a link between safety reps and other branch reps to make sure that health and safety issues are treated as an integral part of the work of the branch.
- Reporting on health and safety issues at branch meetings, committee meetings and annual meetings.
- Liaising with relevant branch officers about priorities for health and safety training, campaigns and publicity materials.
- Keeping contact with the region and regional service groups, for example via the regional health and safety committee and the national health and safety structures.
- Liaising with the equalities officer(s) to make sure that equal opportunities aspects of health and safety issues are taken into account and vice versa.

**Young Members Officer** - The Young Member's Officer is the voice of Young Members within the Branch. Branch young members' officer must be under 27 years of age for the whole of their term of office.

**International Officer** - The International Officer develops and leads on international solidarity activities including campaigns, twinning with sister unions and support for projects abroad. stewards and branch officers.

# Pembrokeshire Branch

## Cangen Sir Benfro

### 3. Annual General Meetings

29<sup>th</sup> January to 9<sup>th</sup> February 2024

#### Agenda

Item	
1.	Welcome.
2.	Apologies for absence.
3.	AGM 2023 Minutes.
4.	Branch Reports.
5.	UNISON's Objectives 2024.
6.	Branch Development Plan 2024.
7.	Branch Rules.
8.	Auditor's Report.
9.	Appointment of Auditor.
10.	Accounts 2023.
11.	Budget 2024.
12.	Honoraria
13.	Affiliations & Donations.
14.	Election of Stewards and Officers.
15.	Delegations.
16.	Motions.



# Pembrokeshire Branch

## Cangen Sir Benfro

### 4. Minutes of Aggregate Annual General Meetings 2023

Date	Day	Venue	Time	Members Present
08/02/23	Wednesday	Ysgol Harri Tudur	13:45	44
09/02/23	Thursday	Milford Haven School	11:30	27
10/02/23	Friday	Ysgol Bro Gwaun	12:30	20
11/02/23	Saturday	TEAMS	10:00	0
12/02/23	Sunday	TEAMS	10:00	0
13/02/23	Monday	Thornton	12:30	17
14/02/23	Tuesday	Pembrokeshire College	11:30	26
15/02/23	Wednesday	TEAMS	09:30	0
15/02/23	Wednesday	TEAMS	13:00	1
15/02/23	Wednesday	TEAMS	16:30	2
16/02/23	Thursday	County Hall	08:00	10
16/02/23	Thursday	County Hal	18:30	4
			Total Attendees	151

Pembrokeshire's line count stands at **2181**.

According to branch rules quorum is 2.5% = **55 people**

**This makes the 2023 AGM Quorate**

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at Ysgol Harri Tudur (Meeting 1) 8th February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.	
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>44</b> members present.	
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.	<b>Proposed by: Jackie Perkins Seconded by: Kelly McFadden</b>
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers report.	
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.	
6	<b>Branch Development Plan</b> - The Development Plan was accepted.	<b>Proposed by: Louise Kitts Seconded by: Lynda Gould</b>
7	<b>Branch Rules</b>	
8	<b>Auditor's Report</b>	
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.	<b>Proposed by: Liz Brown Seconded by: Colin Roblin</b>
10	<b>Accounts 2022</b> - The accounts were presented and accepted.	<b>Proposed by: Jackie Perkins Seconded by: Dyana Bica</b>
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.	<b>Proposed by: Kelly McFadden Seconded by: Dyana Bica</b>
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.	<b>Proposed by: Louise Kitts Seconded by: Lynda Gould</b>
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated. Members raised a question as to whether the branch would give a donation to a memorial for SB (member of staff who sadly passed away over the Christmas period). Members were advised their request will be taken to the next branch meeting.	
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.	<b>Proposed by: Kelly McFadden Seconded by: Jacky Perkins</b>

# Pembrokeshire Branch

## Cangen Sir Benfro

15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference -</b> The proposed lists of branch delegates were accepted.	<b>Proposed by: Lynda Gould</b> <b>Seconded by: Louise Kitts</b>
16	<b>Motions</b> - There were no motions received.	
	No questions were asked apart from question listed under Agenda point 13.	

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting at Milford Haven School (Meeting 2)</b>	
<b>9<sup>th</sup> February 2023</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>27</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - there were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting held at Ysgol Bro Gwaun (Meeting 3)</b>	
<b>10<sup>th</sup> February 2023</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>20</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at TEAMS (Meeting 4) 11<sup>th</sup> February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at TEAMS (Meeting 5) 12<sup>th</sup> February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at Thornton (Meeting 6) 13<sup>th</sup> February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>17</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.



# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting at Pembrokeshire College (Meeting 7)</b> <b>14<sup>th</sup> February 2023</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>26</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at TEAMS 9:00 (Meeting 8) 15<sup>th</sup> February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at TEAMS 13:00 (Meeting 9) 15<sup>th</sup> February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there was <b>1</b> member present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at TEAMS 16:30 (Meeting 10) 15<sup>th</sup> February 2023

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>2</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting at County Hall Day drop in (Meeting 11)</b> <b>16<sup>th</sup> February 2023</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>10</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting at County Hall Night (Meeting 12)</b> <b>16<sup>th</sup> February 2023</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and <b>0</b> were recorded. It was noted and recorded that there were <b>4</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2022 were read and approved as a true record. There were no matters arising.
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officers reports.
5	<b>UNISONS's Objectives 2023</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b>
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Steven Aldred-Jones continues as Auditor.
10	<b>Accounts 2022</b> - The accounts were presented and accepted.
11	<b>Budget 2023</b> - The budget was presented in the report and accepted.
12	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
14	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
15	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
16	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### 5. AGM Branch Reports

Dear Members,

On behalf of the UNISON Pembrokeshire Branch we would like to welcome you, the members, to your 2024 AGM. This report is intended to give you an insight into the last year of branch activity.

Over the past year we have increased membership across all our employers and achieved significant successes for our members. As a result your branch is in a stronger place at the end of 2023 than at the start.

The branch organised a well-attended Menopause conference organised by UNISON Pembrokeshire Branch and held in January at the BIC in Pembroke Dock. Cllr Tessa Hodgson, Cabinet Member for Social Care and Safeguarding in Pembrokeshire, was the keynote speaker with other speakers such as a NHS Consultant Gynaecologist, a partner with Thompsons Solicitors, TUC representatives as well as PCC's Occupational Health, Safety & Wellbeing Manager covering the different aspects of the Menopause and its impact on staff and workplaces. We had fantastic feedback from participants who found the conference very enlightening and helpful. This important work was followed up later in the year with UNISON's involvement in launching PCC's World Menopause Day, which is being held every year on the 18th of October to raise awareness of the menopause and the support options available for improving health and wellbeing.

2023 also saw the introduction of the long awaited Social Partnership and Public Procurement Wales Bill which applies to organisations delivering public services in Wales. The legislation stresses the importance of early, meaningful consultation and collaborative working between employers, trade unions and employees to ensure that work done for and paid for by the public is done in a fair and responsible way. The embedding of this new bill will require time and resources – and we look forward to putting the goals stated in the bill into action.

In November, the branch attended the Pembrokeshire Coast National Park Authority's all staff meeting as well as the National Parks Employee Forum. It was good to speak to our members on the ground, hear all about the important work they do and get their perspectives on the challenges ahead. The branch's attendance at and engagement with the Employee Forum is a good example of positive, collaborative working, in the spirit of the Social Partnership Bill.

This year's financial pressures have placed a massive strain on the workforce with budget reductions and redundancies becoming more and more difficult to accomplish. Our schools have taken the brunt of the redundancies, and it must be said Education within Pembrokeshire is now on a knife edge. The cuts in budgets making it virtually impossible for our schools to deliver a full curriculum whilst maintaining a safe learning

# Pembrokeshire Branch

## Cangen Sir Benfro

environment. The branch will continue to work in partnership with our employers to face the continuing budget reductions, to protect staff and services across Pembrokeshire.

During the course of the year we had to say goodbye to a number of longstanding officers and activists. We would like to thank Jason Forrest, our Vice Chair and Welfare Officer, for his dedication and hard work over the years. Jason has been the backbone of the branch and was instrumental in supporting our members through the pay and grading transition. His vital support during the branch leadership transition from Janet and Liz to Jonathan and Manuela, as well as the support he has given the branch over the years will be sorely missed.

We also said goodbye to Steven Aldred-Jones, our longstanding Branch Auditor, who has moved on to pastures new. The work he undertook for the branch was a vital part of its operation; and his advice and support will be a massive loss to the branch.

Finally, our Retired Members' secretary Jim Stobbart is also stepping down at this AGM. Jim has held many important roles within the branch and UNISON over the years and we will miss his vast knowledge and expertise. We are immensely grateful to Jason, Steve and Jim for all their hard work over the years and wish them all the best for the future!

But was not only a year of goodbyes. We have welcomed back Liz to our team after her period of ill health. She was missed dearly during her time off, and we are all so happy she has made a full recovery and is back with us. The place wouldn't be the same without her.

As we said good-bye to Jason we welcomed Tracey to the officers' team. She has joined us on a full time basis from her school, and has already become a vital member of the team. Welcome aboard the roller coaster, Tracey!

It would be remiss of us not to thank UNISON's regional team that has supported us throughout the year. Darron and his colleagues have been key in helping us grow the branch over the last year and we look forward to working with them in the year ahead.

Last but in no way least, we would like to thank you, our members! You are the life blood of the branch and without you we would not be able to do what we do. Thank you! Our office is always open for a visit so please call in for a coffee and a chat. If you are facing workplace issues or have concerns please get in touch with the branch.

We are always here to help, no problem is too small and the earlier you can get us involved the quicker we help resolve it.



# Pembrokeshire Branch

## Cangen Sir Benfro

### Branch Retired Members Report

Happy 2024 to you all.

It is worth repeating in these uncertain economic times that retired membership of UNISON provides eligibility for all the help UNISON can offer, through discounted services, their legal services when things go wrong, through to some very generous benefits from health plans. In addition, there is always UNISON welfare to fall back on in extremely difficult times. Retired membership costs very little and in Pembrokeshire the cost of membership is waived for existing branch members reaching retirement.

2023 proved to be a frustrating year for the region when many of its senior lay officers stepped down from office. The regional committee are now, I am pleased to say, up and running again and I had the privilege of representing them at National Retired Members conference on the Standing Orders Committee. Another local branch member (Janet Wyer) has also been appointed to the regional committee.

It is clear that from a branch point of view, there is very little activity taking place by retired members and it would be useful if members were to give this some thought. There are bound to be some of us who would perhaps like to organise a theatre break or weekend break or even a retired members' luncheon. If there is, then I would be grateful for suggestions. I am sure we could persuade the County Branch to provide some subsidy if we can show that such events can help encourage activity and develop the Retired Members section further. If you have any ideas then please email me at jimstobb@aol.com.

#### **2023/24**

The interests of retired members have been represented as necessary at branch level meetings and continue to be so.

The retired members Conference in 2023 was held in Edinburgh, and as your Retired Members Secretary was required to represent the Wales region on the National Standing Orders Committee, the Branch appointed two of our retired members to represent the branch.

The Conference itself was as good humoured and lively as ever, with members expressing their deep concerns about the state of the NHS, the urgent need for social care reform, poverty amongst older people, the triple lock mechanism on pensions, and of course the cost of living rise and the impact on older people. In addition, conference was firm in its belief that Retired Members should be more involved in the affairs of the union given the wealth of experience available and represented on the National Executive Council, and it was argued rules must be changed to facilitate this.

# Pembrokeshire Branch

## Cangen Sir Benfro

The conference agenda was completed with the national committee supportive of most submissions.

**UNISON's General Secretary Christina McAnea** addressed the conference in Edinburgh, calling on delegates to help the union in the run-up to a general election, "in demanding a commitment from your local MPs and candidates to deliver transformational public services that our country can be proud of".

The General Secretary's particular focus was on social care – one of a number of "glaring policy issues" that "matter not just to our retired members but to all members".

She said: "We know that many of us will depend on social care at some point in our lives or will have family members or loved ones who need it".

"And of course, we have 160,000 UNISON members working in social care."

Ms McAnea pointed out that the fragility of the social care system was laid bare by the pandemic, and today, "it's in a worse state than ever".

"The NHS will never be resilient unless the care system is thoroughly transformed."

"That's why we launched a campaign for a national care service. A care service with consistent standards of care and fair pay and conditions for the workforce."

It would be a service that would put "pride into care, improve the experiences of those who need it, allow their family members to stay in their careers, and put more money into the pockets of a predominantly female workforce".

"We've made having a national care service in every part of the UK one of our key demands at the next general election."

"You'll hear politicians say: 'It's too expensive', 'Who will pay for it?'"

But as Ms McAnea told conference: "We've already paid for it. You and our members still working pay their taxes".

"If politicians are serious about fixing the economy, that's what they should focus on."

"Because we know that investing in our public services is a way to grow the economy."

She went on to say:-

"As we enter a general election year, remember how the Tories have been treating us. Remember how they've been treating our families and our friends."

# **Pembrokeshire Branch**

## **Cangen Sir Benfro**

*“In UNISON, we will champion your rights, the rights of all working people, and for the right for everyone to have a decent, secure, and fulfilling retirement.”*

\*\*\*

Jim Stobbart

Retired Members Secretary

# Pembrokeshire Branch

## Cangen Sir Benfro

### 6. UNISON's Objectives 2024

#### Our Objectives

#### 1. At work and in the community

1.1 To organise all those employed, directly or indirectly, within those areas of employment which provide services to the public whether in the public, private or voluntary sectors of the economy.

1.2 To seek to ensure equality of treatment and fair representation for all members and to work for the elimination of discrimination on grounds of race, gender, sexuality, gender identity, disability, age or creed.

1.3 To seek to protect the rights of all members to be treated with dignity and respect irrespective of race, gender, sexuality, gender identity, disability, age or creed.

1.4 To improve the pay and conditions of members and promote their interests.

1.5 To establish good relations between members and their employers, to secure the settlement of disputes arising from members' employment, and to participate in joint negotiating machinery.

1.6 To promote and improve the health, safety and welfare of members in the workplace.

1.7 To promote trade unionism.

1.8 To work to achieve equal access to public services for all and to ensure that all users of public services are treated with dignity and respect, irrespective of race, gender, sexuality, gender identity, disability, age or creed.

1.9 To promote greater employee, consumer and user involvement and representation in the delivery of public services, irrespective of race, gender, sexuality, gender identity, disability, age or creed.

1.10 To work with all other interested parties, individuals and organisations to maintain and improve the quality of services to the public.

1.11 To liaise with the United Kingdom Government, devolved administrations and all other levels of government on public Rule B Aims and objectives 11 Rule B Aims and objectives 12 services and related matters and to promote and monitor legislation for the benefit of members and the public.

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## **Cangen Sir Benfro**

1.12 To promote and pursue environmental sustainability in all our work.

## **2. Union democracy**

2.1 To promote, safeguard and improve the interests and status of members and the Union as a whole.

2.2 To promote and establish a member-led union and to carry out and fulfil decisions made by members in a spirit of unity and accountability.

2.3 To promote fair representation in all the Union's structures for women, members of all grades, black members, disabled members and lesbian, gay, bisexual and transgender plus (LGBT+) members.

2.4 To encourage solidarity and an effective working partnership between members, activists, representatives, officers and all staff in the service of the Union and its agreed policies.

2.5 To promote and safeguard the rights of members to have an adequate opportunity to participate in the initiation and development of policy making, through meetings, conferences, delegations or ballots, and to encourage the maximum democratic debate, together with the right to campaign to change policy, while at all times acting within the rules and agreed policy.

2.6 To foster good industrial relations with the Union's employees through their trade unions, to encourage and maintain good employment practices and to promote equal opportunities for all employees irrespective of race, gender, sexuality, gender identity, disability, age or creed.

2.7 To devolve to regions policy making responsibility in relation to devolved administrations while maintaining the integrity and unity of the union in accordance with the Protocol issued under Rule D.2.11.5. Rule B Aims and objectives 13.

## **3. Service to members**

3.1 To provide minimum guaranteed standards of advice, representation and service.

3.2 To provide information and publications about the Union and its work on a regular basis and in language and design that can easily be understood, including languages other than English where appropriate.

3.3 To make provision for certain benefits to members as provided in these Rules.

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3.4 To provide and maintain educational facilities and to encourage members to participate in them.

3.5 To promote, maintain and contribute to schemes and/ or funds for the financial, physical and social welfare of members and their dependants.

### 4. General

4.1 To maintain a political fund and the relationships which reflect the traditions of COHSE, NALGO and NUPE.

4.2 To assist and support other unions, organisations, charities or individuals as deemed appropriate locally, nationally and internationally.

4.3 To participate in international trade union activities and to foster appropriate international links.

4.4 To arrange amalgamations or transfers of engagements with other trade unions.

4.5 To perform such other duties and engage in such other business as a trade union may lawfully undertake.

4.6 To seek to ensure that members, activists, representatives and staff are treated with dignity and respect at all times when participating in the Union's democratic structures. Also that members, activists, representatives and staff seeking the Union's services provided by external suppliers are treated similarly by the providers of those service.

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### 7. Development Plan 2024

Priority		Targets for year	Time Scale	Resources (Branch & Region)
1	Social Partnership	<ul style="list-style-type: none"> <li>Develop social partnership links with core employers and 3<sup>rd</sup> sector</li> </ul>	All Year	Branch Time Regional Support
2	Branch Development	<ul style="list-style-type: none"> <li>Develop rep involvement</li> <li>Establish LGBT+ SOG</li> <li>Establish women's SOG</li> <li>Establish Labour Link committee</li> <li>Develop Retired Members' section</li> </ul>	All Year	Branch Time Regional SOG Support
3	Digital re-branding	<ul style="list-style-type: none"> <li>Web tools for reps</li> <li>New web page</li> <li>Social media strategy</li> </ul>	All Year	Branch Time
4	Bargaining, lobbying and building political influence	<ul style="list-style-type: none"> <li>Develop relationship with County Councillors</li> <li>Begin relationship with Pembrokeshire County Council Labour Group</li> <li>Build relationship with CLP</li> </ul>	All Year	Branch Time Regional Labour Link

# Pembrokeshire Branch

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### 8. Branch Rules

#### 1 Branch Name

The branch shall be called **UNISON Pembrokeshire** ~~Pembrokeshire County Branch of UNISON~~ and is referred throughout the rules as “the branch”.

#### 2 Aims of the branch

- a) To support and pursue the Aims and Objectives contained in the UNISON Rule Book, and the Objectives agreed by UNISON's National Executive Committee annually.
- b) To achieve the aims and targets set annually through the branch assessment.

#### 3 Membership

Eligibility for membership shall be in accordance with the Rules of the union.

#### 4 Branch Structure

- a) There will be an Annual General Meeting of the branch to confirm the election by ballot of branch officers and members of the branch committee, to receive the branch accounts and report on branch development from the branch committee.
  - The AGM may comprise one meeting or a series of aggregate meetings based on sections or geographical areas in order to maximise the active participation of members.
  - The AGM may meet physically, virtually or in a hybrid session. (physical, virtual and hybrid are defined in branch rules 6g)
- b) The AGM will determine the basis of representation in the branch and the number of stewards and other representatives to be elected in each work group or workplace.
- c) Other general meetings may be called by the branch committee or by 20 members of the branch or 2.5% of the membership, whichever is the greater.
- d) The quorum for any general meeting, including the annual meeting is 2.5% at a single meeting or through aggregate meetings.



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- e) Sections may be established for each bargaining group covered by the branch to provide for the participation and representation of members in that section in accordance with Rule 8.
- f) The branch committee will comprise all branch officers (see rule 5), and activists (see rule 6a), and will be responsible for the general organisation and development of the branch and for policy and decision making on matters affecting all members within the branch between general meetings.
- g) The Branch Secretary will be responsible for the day to day management of the branch in accordance with the decisions and authority delegated by the branch committee.
- h) The Core officers Group will support the Branch Secretary enacting decisions made by branch committee. Its membership and role is as described in Rule 7.
- i) The branch secretary or branch chairperson will establish arrangements for the individual representation of members.

### 5 Branch officers

- a) The branch shall elect the following officers annually in accordance with rule 6c:
  - ❖ Chairperson
  - ❖ Vice Chairperson
  - ❖ Secretary
  - ❖ Assistant Secretary
  - ❖ Treasurer
  - ❖ Education co-ordinator
  - ❖ Lifelong Learning co-ordinator
  - ❖ Equality co-ordinator
  - ❖ Health and safety officer
  - ❖ Communications officer
  - ❖ International Relations officer
  - ❖ Membership officer
  - ❖ Sports & Social officer
  - ❖ Young members officer
  - ❖ Welfare officer
  - ❖ Women's Officer
  - ❖ LGBT+ Officer (Lesbian, Gay, Bisexual and Transgender Officer)
  - ❖ Environmental officer
  - ❖ Labour link officer (elected by the members who pay the political levy only)
  - ❖ Retired members' secretary (elected by the retired members)
  - ❖ Others to be determined as necessary for the effective operation of the branch

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- b) Each section within the branch can elect a convenor (senior steward) from amongst the stewards in that section if required in accordance with Rule 5d
- c) Election of branch officers
- a. Branch officers may be nominated by the branch committee or any two members, with the exception of the Labour Link officer who will be elected by the APF members only.
  - b. Nominations will be invited 12 weeks before the AGM and nomination forms will be made available through the branch. All nominations must be received in writing at least 7 weeks before the AGM.
  - c. Each nominee will be notified and given the right to withdraw not later than 6 weeks before the AGM.
  - d. An election will be held if there is more than one candidate for a post.
  - e. The election will be conducted by postal ballot.
  - f. Where no valid nomination has been received before the deadline, nominations may be called for and a candidate elected at the AGM, or elected by the branch committee.
- d) Election of Convenors

The process of nomination and election shall be as in 5c save that the nomination may be by the section committee or any two members employed in that section, and only members employed in the relevant section may participate in the election.

## 6 Branch Committee

- a) Representation on the branch committee will be agreed by the AGM and will include:
- Branch officers
  - Representatives of self-organised groups
  - Convenors
  - Stewards
- b) The branch committee shall administer branch business in accordance with UNISON rules and guidance.
- c) The quorum for the branch committee shall be one third of the members of the committee.
- d) The branch committee shall ensure that sections within the branch are appropriately and equitably resourced to ensure the effective participation of members, recruitment and organisation, representation, and collective bargaining and campaigning on behalf of members in each section.
- e) The branch committee shall meet monthly, except in August.

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- f) An extraordinary branch committee may be called as necessary.
- g) The branch committee shall meet physically, virtually or in a hybrid meeting.
  - Physical meeting is defined as the committee meeting in a single physical meeting space.
  - Virtual meeting is defined as the committee meeting in an online secure digital meeting space.
  - Hybrid meeting is defined as the committee meeting in a physical meeting space with some delegates joining via online technologies.
  - Whichever meeting is convened the branch will ensure accessibility to all and will strive to support members in any way possible to participate.

### 7 Core Officers Group

- a) The Core Officers Group shall comprise the branch secretary, branch chair, branch vice chair, branch treasurer and others as appropriate.
- b) The Core Officers Group will meet regularly to ensure effective governance-of the branch within the parameters of the decisions issued by the branch committee. The Core Officers Group may commit to no expenditure, policy decision or affiliation that has not been previously agreed by the branch committee.

### 8 Sections

- a) Sections comprise all members within the relevant service group and/or bargaining group and will have autonomy within the branch in respect of collective bargaining with their employer(s) only, subject to the local, regional and national policies, guidelines and procedures of UNISON.
- b) Sections will be led by a convenor elected in accordance with Rule 5d and who will be the senior accredited representative within the section, and a committee of all accredited representatives within the section.

### 9 Conduct of meetings

- a) All meetings will be conducted in a fair and democratic manner.
- b) All meetings will be advertised widely as far in advance as possible (in the case of the AGM, all members will be notified in writing at least 12 weeks before the meeting (or first aggregate meeting)).
- c) The procedures to be used at the meeting will be explained clearly.
- d) The branches will maintain records of all meetings and other appropriate records to enable the branch to function.

# Pembrokeshire Branch

## Cangen Sir Benfro

### 10 Media communications

Communications to the media on behalf of the branch shall be made only by Chairperson, Secretary, communication officer or other officer authorised by the committee.

### 11 Affiliations

- a) Affiliations to relevant constituency Labour Parties will be decided by the APF membership.
- b) Affiliations to trade councils / charities shall be determined by the AGM or branch committee.

### 12 Finance

The branch shall keep a Unity Trust account in the name of the branch and will maintain a financial record of all assets and transactions in accordance with UNISON guidelines.

### 13 Donations

Donations shall be agreed by the AGM or branch committee in accordance with the union's policies and objectives and subject to provisions of national rule.

### 14 Expenses

Rates of expenses for members attending meetings or carrying out other activities on behalf of the branch shall be agreed by the AGM in accordance with the UNISON Scheme for Branch Expenses contained in the UNISON Branch Finances Handbook.

### 15 Honoraria

- a) Any honorarium paid to a branch officer will only be made in accordance with the 'Scheme for Honoraria Payments in Branches' contained in the UNISON Branch Finances Handbook.
- b) The honoraria panel will be convened by branch committee to review the allocation of honoraria.
- c) The honoraria panel will be made up of members not currently in receipt of an honoraria.
- d) The honoraria panel may:
  - a. Allocate no honoraria.

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- b. Allocate up to 10% branch income (as set out in national rules).to honoraria.
- c. Determine which branch members are entitled to honoraria, and what percentage they are paid.

### 16 Branch Staff

- a) The branch secretary will be responsible for the direction and supervision of any staff employed by the branch consistent with employment law and current good practice.
- b) In the event of any first stage hearings of staff disciplinary or grievance, the branch secretary will be joined by another branch officer other than the branch chair.
- c) Any appeal arising from a first stage grievance or disciplinary hearing will be heard by the branch chair and one other branch officer not involved at the first stage hearing.
- d) Recruitment of Branch staff will be carried out by a branch subcommittee comprising branch Secretary, chair, plus appropriate third branch officer/steward

The outcome of any disciplinary or grievance hearing will remain confidential and the outcome only will be reported to the branch committee on its conclusion.

### 17 Approval/Alteration To Branch Rules

- a) Branch rules must be agreed by two thirds of members present and voting at a quorate branch meeting.
- b) The branches proposed rules or any change to its existing rules must be approved by a general meeting of the branch and then by the regional committee.
- c) Branch rules must be approved in accordance with UNISON's procedures.

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### Approval Log

Proposed at Pembrokeshire County Branch meeting on the 30/05/2023

Agreed at Pembrokeshire County Branch AGM on the

Ratified at Cymru/Wales Committee Meeting on the

Ratified at Pembrokeshire County Branch meeting on the

# Pembrokeshire Branch

## Cangen Sir Benfro

### 9. Auditor's Report

#### Pembrokeshire Branch – Audit Report 2023 Accounts Audit Certificate

I have audited the branch accounts and can confirm that the branch has kept excellent accounting records and maintained excellent financial control during the year.

I can also confirm that the accounts reflect a true and fair view of the income and expenditure of the branch during 2023 and the balances held on 31<sup>st</sup> December 2023.

#### Audit observations

I note that income in the year totalled £61,647.05 and expenditure was £74,433.15 – resulting in an excess of spend over income of £12,786.10. However, this was a conscious decision of the branch to use some of its high reserves to fund one-off spend in relation to publicity and recruitment (total spend £14,651.59).

Income and expenditure in relation to routine branch activity showed a healthy surplus.

I also note that the branch still holds a high level of reserves (£57,403.32), which, whilst leaving the branch in a very healthy position, has an adverse effect on annual branch funding.

The branch also holds £20,000 in a dedicated deposit account for future property related expenditure.

#### Audit Recommendations

Branch committee may wish to continue to use of some of these accumulated reserves in 2024 and subsequent years by considering one-off initiatives that will benefit the branch and membership.

Kevin Jouvenat CPFA (Auditor)  
9th January 2024

# **Pembrokeshire Branch**

## **Cangen Sir Benfro**

### **10. Appointment of Auditor**

The branch recommends that Kevin Jouvenat CPFA continues as Auditor.

# Pembrokeshire Branch

## Cangen Sir Benfro

### 11. Accounts

#### Income and Expenditure Account.

Unison Pembrokeshire County Branch	
Income and expenditure account 2023	
<b>Income</b>	
Branch funding	£ 58,437.83
Planned use of reserves	£ 13,647.19
Investment income received	£ 1,084.22
Other income	£ 2,125.00
<b>Total income</b>	<b>£ 75,294.24</b>
<b>Expenditure</b>	
Staff salaries	£ 24,398.37
Administration	£ 6,575.44
Honoraria	£ 5,026.76
Conferences	£ 9,122.96
Branch committee & meetings	£ 6,580.75
Publicity & Recruitment	£ 14,651.59
Education	£ 4,003.45
Donations	£ 3,350.00
Local activities	£ 723.83
<b>Total expenditure</b>	<b>£ 74,433.15</b>
<b>Surplus for year</b>	<b>£ 861.09</b>
<b>Reserves B/F 1.1.23</b>	<b>£ 70,189.42</b>
<b>Less planned use of reserves</b>	<b>-£ 13,647.19</b>
	<b>£ 56,542.23</b>
<b>Add surplus for year</b>	<b>£ 861.09</b>
<b>Reserves C/F 31.12.23</b>	<b>£ 57,403.32</b>
<b>Also held - Dedicated property fund</b>	<b>£ 20,000.00</b>
<b>Total funds held 31.12.23</b>	<b>£ 77,403.32</b>



# Pembrokeshire Branch Cangen Sir Benfro

## 12. Budget 2024

Unison Pembrokeshire Budget 2024													
Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Total
Branch Funding	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 4,836.97	£ 58,043.60
Other Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>StaffingBES</b>	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 2,583.33	£ 31,000.00
Administration	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 295.83	£ 3,550.00
Honoraria	£ -	£ -	£ -	£ 4,647.38	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,647.38
Participation_National	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 666.67	£ 8,000.00
Participation_Region	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 2,500.00
Participation_Branch	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 2,500.00
RepresentMembers	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 750.00
Campaigns	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 750.00
Publicity	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 58.33	£ 700.00
Recruitment	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 74.17	£ 890.00
Communications	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 20.83	£ 250.00
Local Activities	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Donations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Education	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 2,500.00
<b>Monthly Totals</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 9,096.55</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	<b>£ 4,449.17</b>	

# Pembrokeshire Branch Cangen Sir Benfro

## 13. Honoraria

2023 Honoraria																															
Name	Post	Honorarium Amount	%	Time in office - Days	% Honoraria Entitlement	Projector Honoraria	Notes																								
Jonathan Lewis	Secretary	£ 1,857.36	32.00%	365	100%	£ 1,857.36																									
Manuela Hughes	Chair	£ 1,567.15	27.00%	365	100%	£ 1,567.15																									
Jason Forrest	Vice Chair	£ 1,102.81	19.00%	155	42%	£ 468.32																									
Ross Harries	Treasurer	£ 464.34	8.00%	365	100%	£ 464.34																									
	H & S Officer	£ 522.38	9.00%	0	0%	£ -																									
Kevin Jouvenat	Auditor	£ 290.21	5.00%	365	100%	£ 290.21																									
<b>Totals</b>		<b>£ 5,804.26</b>	<b>100.00%</b>			<b>£ 4,647.38</b>																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"><b>Branch Funding 2023</b></td> <td style="width: 10%;">£ 58,042.60</td> <td style="width: 20%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td><b>10% for Honoraria Budget</b></td> <td>£ 5,804.26</td> <td></td> <td style="text-align: center;">80%</td> <td colspan="4" style="text-align: center;"><b>Percentage Honoraria Paid</b></td> </tr> <tr> <td><b>Branch Funding 2023 Exc Honoraria</b></td> <td>£ 52,238.34</td> <td colspan="6"></td> </tr> </table>								<b>Branch Funding 2023</b>	£ 58,042.60							<b>10% for Honoraria Budget</b>	£ 5,804.26		80%	<b>Percentage Honoraria Paid</b>				<b>Branch Funding 2023 Exc Honoraria</b>	£ 52,238.34						
<b>Branch Funding 2023</b>	£ 58,042.60																														
<b>10% for Honoraria Budget</b>	£ 5,804.26		80%	<b>Percentage Honoraria Paid</b>																											
<b>Branch Funding 2023 Exc Honoraria</b>	£ 52,238.34																														
<b>NOTE - Honoraria is paid from AGM to AGM</b>																															

2024 Honoraria	
Post	% Honoraria
Secretary	32%
Chair	27%
Vice Chair	19%
Treasurer	8%
H & S Officer	9%
Auditor	5%
Honoraria of the 10% branch funding	

# Pembrokeshire Branch

## Cangen Sir Benfro

### 14. Branch Affiliations and Donations

*As agreed by Branch Committee*

We continue to support the following affiliations and donations to a maximum of £50, in line with UNISON's aims and objectives. We act internationally to honour our core principles;

- Solidarity amongst workers
- An injury to one is an injury to all
- Foundation of trade union values

#### **Donations given in 2023**

- 1 West Wales Stand Up To Racism
- 2 WASPI
- 3 Pembroke Dock Scout Group
- 4 UNISON There For You charity
- 5 Pembrokeshire Pride
- 6 Alzheimers
- 7 STOMA Association

***If Members want to nominate a charity please contact the Branch.***

# Pembrokeshire Branch

## Cangen Sir Benfro

### 15. Election of Stewards and Officers

Nominations received by Branch Secretary – 23 December 2023

Steward	Jonathan Lewis	Health & Safety Rep	Jonathan Lewis
Steward	Manuela Hughes	Health & Safety Rep	Manuela Hughes
Steward	Ross Harries	Health & Safety Rep	Ross Harries
Steward	Tomos Griffiths	Health & Safety Rep	Tomos Griffiths
Steward	Steve Morbey	Health & Safety Rep	Steve Morbey
Steward	Rachel Owen	Health & Safety Rep	Rachel Owen
Steward	Nicola Williams	Health & Safety Rep	-----
Steward	Liz Rooney	Health & Safety Rep	Liz Rooney
Steward	James Williams	Health & Safety Rep	James Williams
Steward	Shirley Johns	Health & Safety Rep	Shirley Johns
Steward	Claire Dunbar	Health & Safety Rep	Claire Dunbar
Steward	Joanne Latham	Health & Safety Rep	Joanne Latham
Steward	Catherine Bellamy	Health & Safety Rep	Catherine Bellamy
Steward	Tracey Sayers	Health & Safety Rep	Tracey Sayers
Steward	Donna Cubbin	Health & Safety Rep	-----
Steward	Stephen Richardson	Health & Safety Rep	Stephen Richardson
Steward	Gemma Griffiths	Health & Safety Rep	-----
Steward	David Reynish	Health & Safety Rep	-----
Steward	Nadia Phillips	Health & Safety Rep	-----
Steward	Andrew Phillips	Health & Safety Rep	Andrew Phillips
<b>Total</b>	20	<b>Total</b>	15

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Branch Secretary</b>	<b>Jonathan Lewis</b>
<b>Branch Chairperson</b>	<b>Manuela Hughes</b>
<b>Branch Vice Chairperson</b>	<b>Tracey Sayers</b>
<b>Branch Treasurer</b>	<b>Ross Harries</b>
<b>Branch Education Co-ordinator</b>	<b>Ross Harries</b>
<b>Union Learning Co-ordinator</b>	<b>Ross Harries</b>
<b>Branch Equalities Co-ordinator</b>	<b>Nicola Williams</b>
<b>Branch Membership Officer</b>	<b>Manuela Hughes</b>
<b>Branch Sports and Social Officer</b>	<b>Liz Watkins</b>
<b>Branch Women's Officer</b>	<b>Claire Dunbar</b>
<b>Branch Welfare Officer</b>	<b>Claire Dunbar</b>
<b>Branch Labour Link Officer</b>	<b>Claire Dunbar</b>
<b>Branch LGBT+ Officer</b>	<b>Donna Humphrey</b>
<b>Branch Retired Members Secretary</b>	<b>Janet Wyer</b>
<b>Branch Education Convenor</b>	<b>Claire Dunbar</b>

# Pembrokeshire Branch

## Cangen Sir Benfro

### 16. National and Local Government Conference Delegation.

#### Cymru/Wales Council Delegates 2024

*As agreed by Branch Committee*

<b>Delegate</b>
Jonathan Lewis
Manuela Hughes
Tracey Sayers
Shirley Johns

#### National Local Government Conference Delegates 2024

*As agreed by Branch Committee*

<b>Delegate</b>
Jonathan Lewis
Manuela Hughes
Tracey Sayers
Clair Dunbar

#### National Delegate Conference 2024

*As agreed by Branch Committee*

<b>Delegate</b>
Ross Harries
Manuela Hughes
Tracey Sayers

# Pembrokeshire Branch

## Cangen Sir Benfro

### 17. Motions

None Received.

# Pembrokeshire Branch Cangen Sir Benfro



**Blast From The Past - International Workers Memorial Day  
2019**

## **Get Involved!!**

YOU are the union. Without members, activists and representatives, we would not be.

Contact the branch office to find out more about becoming;

- a contact,
- a steward,
- a health & safety rep,
- an equalities rep,
- a union learning rep.

Or even filling one of the vacant officers' posts.

Full training and support provided.  
Would you like to be involved in some other way?  
Would you like further information?  
Get in touch!

Remember we are always here to support and advise you.



# Pembrokeshire Branch Cangen Sir Benfro

## Prize Draw 2024

The winners will be drawn after the final aggregate meeting.

Winners will be notified in due course.

**1<sup>st</sup> Prize – Up to £400 worth of electrical goods  
from Vaughans, Haverfordwest - chosen by winner.**



**2<sup>nd</sup> Prize (20 winners)**

**Tesco Shopping Voucher to the value of £10.**

# Pembrokeshire Branch Cangen Sir Benfro



**UNISON Pembs County Branch thanks its Members for the  
extraordinary work done by them in the fight against  
Coronavirus.**