



# **UNISON PEMBROKESHIRE AGM BOOKLET 2025**

**TOGETHER WE RISE  
IN UNISON**



**Pembrokeshire Branch**  
**Cangen Sir Benfro**  
**Pembrokeshire Branch**  
**Aggregate Annual General Meetings 2025**

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

<b><i>Day and Date / Time</i></b>	<b><i>Physical / Virtual</i></b>	<b><i>Location (if applicable)</i></b>
Tuesday 11 <sup>th</sup> February 2025 Lunch Time	Physical	Milford Haven School
Wednesday 12 <sup>th</sup> February 2025 Lunch Time	Physical	Ysgol Bro Gwaun
Thursday 13 <sup>th</sup> February 2025 Lunch Time	Physical	Haverfordwest High School
Friday 14 <sup>th</sup> February 2025 08:00, 10:00, 12:00, 14:00, 16:00, 18:00	Virtual	Microsoft Teams
Saturday 15 <sup>th</sup> February 2025 10:00 – 10:30	Virtual	Microsoft Teams
Sunday 16 <sup>th</sup> February 2025 10:00 – 10:30	Virtual	Microsoft Teams
Monday 17 <sup>th</sup> February 2025 11:30 -14:30	Virtual	Pembrokeshire College
Tuesday 18 <sup>th</sup> February 2025 11:30 – 12:30	Physical	Thornton, Milford Haven
Tuesday 18 <sup>th</sup> February 2025 13:30 – 14:30	Physical	Eco Park, Milford Haven
Thursday 20 <sup>th</sup> February 2025 08:00 – 18:00	Physical	UNISON Office, County Hall
Thursday 20 <sup>th</sup> February 2025 18:00	Physical	UNISON Office, County Hall

**Pembrokeshire Branch**  
**Cangen Sir Benfro**  
Links To AGM 2025 Virtual Meetings

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

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<p style="text-align: center;"><b>Friday</b> <b>14<sup>th</sup> February 2025</b> <b>at</b> <b>08:00,10:00,12:00,</b> <b>14:00,16:00, 18:00</b></p> <p style="text-align: center;"><b>Microsoft Teams</b> <b><u><a href="#">Need help?</a></u></b></p> <p style="text-align: center;"><b><u><a href="#">Join a meeting now</a></u></b> <b>Meeting ID: 341 666 261 630</b> <b>Passcode: StUJ9r</b></p>	<p style="text-align: center;"><b>Saturday</b> <b>15<sup>th</sup> February 2025</b> <b>From</b> <b>10:00 – 10:30</b></p> <p style="text-align: center;"><b>Microsoft Teams</b> <b><u><a href="#">Need help?</a></u></b></p> <p style="text-align: center;"><b><u><a href="#">Join the meeting now</a></u></b> <b>Meeting ID: 374 443 952 168</b> <b>Passcode: 4Kwhux</b></p>
<p style="text-align: center;"><b>Sunday</b> <b>16<sup>th</sup> February 2025</b> <b>From</b> <b>10:00 – 10:30</b></p> <p style="text-align: center;"><b>Microsoft Teams</b> <b><u><a href="#">Need help?</a></u></b></p> <p style="text-align: center;"><b><u><a href="#">Join the meeting now</a></u></b> <b>Meeting ID: 394 322 119 543</b> <b>Passcode: NyXtkb</b></p>	

# **Pembrokeshire Branch Cangen Sir Benfro**

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# **Pembrokeshire Branch Cangen Sir Benfro**

## **1. Annual Report 2025**

*2024 was a year like no other for UNISON Pembrokeshire County Branch, as reflected in our officer reports.*

*Unfortunately, 2025 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 2024 despite themselves suffering the impact of the UK Government's imposed austerity measures.*

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

## **UNISON Pembrokeshire**

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County Hall  
Haverfordwest  
Pembrokeshire  
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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** : Vacant

**Welfare Officer** : Claire Dunbar

**Education Co-ordinator** : Vacant

**Health & Safety Officer** : Jamie Line

**Communications Officer** : Jessica Hatchett

**Membership Officer** : Manuela Hughes

**LGBT+ Officers** : Donna Humphrey and Robyn Collip

**Retired Members Secretary** : Janet Wyer

**Education Convenor** : Claire Dunbar

**Sports and Social Secretary** : Liz Watkins

**Union Learning Co-ordinator** : Vacant

**International Officer** : Vacant

**Women's Officers** : Claire Dunbar and Tracey Sayers

**Young Members Officer** : Jamie Line

**Labour Link Officer** : Claire Dunbar

**Branch Convenor College** : Catherine Bellamy

# Pembrokeshire Branch

## Cangen Sir Benfro

### Post and Brief Job Descriptions – Vacant Posts

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

**Equality Co-ordinator** – The Equality Co-ordinator collects and shares information on equalities issues, including information from the regional and national self-organised groups. They are the point of contact for equality issues and make sure branch considers the equality dimension of everything it does.

**Education Co-ordinator** – The Education Co-ordinator helps arrange training courses and education programmes for members, stewards, health and safety reps and branch officers.

**Union Learning Co-ordinator** – The Learning Co-ordinator Works with employers and co-ordinates the work of union learning reps in supporting members with lifelong learning and skills for life.

# **Pembrokeshire Branch**

## **Cangen Sir Benfro**

### **3. Annual General Meetings**

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

#### **Agenda**

<b>Item</b>	
<b>1.</b>	<b>Welcome.</b>
<b>2.</b>	<b>Apologies for absence.</b>
<b>3.</b>	<b>AGM 2024 Minutes.</b>
<b>4.</b>	<b>Branch Reports.</b>
<b>5.</b>	<b>UNISON's Objectives 2025.</b>
<b>6.</b>	<b>Branch Development Plan 2025.</b>
<b>7.</b>	<b>Branch Rules.</b>
<b>8.</b>	<b>Auditor's Report.</b>
<b>9.</b>	<b>Appointment of Auditor.</b>
<b>10.</b>	<b>Accounts 2024.</b>
<b>11.</b>	<b>Budget 2025.</b>
<b>12.</b>	<b>Honoraria.</b>
<b>13.</b>	<b>Affiliations &amp; Donations.</b>
<b>14.</b>	<b>Election of Stewards and Officers.</b>
<b>15.</b>	<b>Delegations.</b>
<b>16.</b>	<b>Motions.</b>



# Pembrokeshire Branch

## Cangen Sir Benfro

### 4. Minutes of Aggregate Annual General Meetings 2024

Date	Day	Venue	Time	Members Present
31/01/24	Wednesday	Ysgol Harri Tudur	Lunch Time	43
01/02/24	Thursday	Milford Haven School	Lunch Time	28
02/02/24	Friday	Ysgol Bro Gwaun	Lunch Time	14
03/02/24	Saturday	TEAMS	11:00	0
04/02/24	Sunday	TEAMS	11:00	0
05/02/24	Monday	Pembrokeshire College	Lunch Time	23
06/02/24	Tuesday	Thornton	13:00 - 14:30	19
07/02/24	Wednesday	TEAMS	09:00	1
07/02/24	Wednesday	TEAMS	11:00	1
07/02/24	Wednesday	TEAMS	13:00	3
07/02/24	Wednesday	TEAMS	16:30	0
08/02/24	Thursday	County Hall	Drop In	8
08/02/24	Thursday	County Hall (night)	18:30	0
			Total Attendees	140

Pembrokeshire's line count stands at **2562**.

According to branch rules quorum is 2.5% = 64 people  
(Turn out = 5.4%)

**This makes the 2024 AGM Quorate**

# Pembrokeshire Branch

## Cangen Sir Benfro

Minutes of meeting held at Ysgol Harri Tudur (Meeting 1) 31st of January 2024		
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>43</b> members present.	
3	The minutes of the aggregate Annual General Meetings held in February 2023 were read and approved as a true record. There were no matters arising.	<b>Proposed by: Colin Roblin</b> <b>Seconded by: Gill Jamieson</b>
4	<b>Annual Branch Officer Reports</b> - The Chair drew attention to the Officer reports.	
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.	
6	<b>Branch Development Plan</b> - The Development Plan was accepted.	<b>Proposed by: Lisa Doyle</b> <b>Seconded by: Gill Jamieson</b>
7	<b>Branch Rules</b> - Amended Rules	<b>Proposed by: Gill Jamieson</b> <b>Seconded by Colin Roblin</b>
8	<b>Auditor's Report</b>	
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as auditor.	<b>Proposed by: Sheena Myatt</b> <b>Seconded by: Gill Jamieson</b>
10	<b>Creation of strike fund</b>	<b>Proposed by: Lisa Doyle</b> <b>Seconded by: Gill Jamieson</b>
11	<b>Accounts 2023</b> - The accounts were presented and accepted.	<b>Proposed by: Sheena Myatt</b> <b>Seconded by: Dyana Bica</b>
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.	<b>Proposed by: Sheena Myatt</b> <b>Seconded by: Dyana Bica</b>
13	<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: Dyana Bica</b> <b>Seconded by: Lisa Doyle</b>
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.	

# Pembrokeshire Branch

## Cangen Sir Benfro

15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.	<b>Proposed by: Colin Roblin</b> <b>Seconded by: Laura Fuller</b>
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.	<b>Proposed by: Laura Fuller</b> <b>Seconded by: Colin Roblin</b>
17	<b>Motions</b> - There were no motions received.	
	No questions were asked.	

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting at Milford haven School (Meeting 2)</b> <b>1<sup>st</sup> of February 2024</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>28</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<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>2<sup>nd</sup> of February 2024</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>14</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules were adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as Auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<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 TEAMS (Meeting 4)</b> <b>3<sup>rd</sup> of February 2024</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>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting at TEAMS (Meeting 5)</b> <b>4<sup>th</sup> of February 2024</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>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as Auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<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 6)</b> <b>5<sup>th</sup> of February 2024</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>23</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as auditor.
10	<b>Creation of a strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<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 7) 6<sup>th</sup> of February 2024

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>19</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<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) 7<sup>th</sup> of February 2024

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 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as Auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at TEAMS @ 11:00 (Meeting 9) 7<sup>th</sup> of February 2024

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 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as Auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<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 10) 7<sup>th</sup> of February 2024

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>3</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
8	<b>Auditor's Report</b>
9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as Auditor.
10	<b>Creation of strike fund</b> - The creation of a strike fund was approved.
11	<b>Accounts 2023</b> - The accounts were presented and accepted.
12	<b>Budget 2024</b> - The budget was presented in the report and accepted.
13	<b>Honoraria</b> - Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
14	<b>Affiliations and Donations</b> - It was agreed that we support all those listed in the report as indicated.
15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<b>Motions</b> - There were no motions received.
	No questions were asked.

# Pembrokeshire Branch

## Cangen Sir Benfro

<b>Minutes of meeting on TEAMS (Meeting 11)</b> <b>7<sup>th</sup> of February 2024</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>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
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15	<b>Election of Branch Officers</b> - The nominations for branch officers and stewards were received and approved.
16	<b>Cymru Wales Regional Council, Local Government Conference and National Delegates Conference</b> - The proposed lists of branch delegates were accepted.
17	<b>Motions</b> - There were no motions received.
	No questions were asked

# Pembrokeshire Branch

## Cangen Sir Benfro

### Minutes of meeting at County Hall (Meeting 12) 8<sup>th</sup> of February 2024

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>8</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
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9	<b>Appointment of Auditor</b> - It was agreed that Kevin Jouvenat is appointed as Auditor.
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15	<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 13)</b> <b>8<sup>th</sup> of February 2024</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>0</b> members present.
3	The minutes of the aggregate Annual General Meetings held in February 2023 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 Officer reports.
5	<b>UNISONS's Objectives 2024</b> - The Chair drew attention to the objectives.
6	<b>Branch Development Plan</b> - The Development Plan was accepted.
7	<b>Branch Rules</b> - Amended branch rules adopted.
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15	<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 2025 AGM. This report is intended to give you an insight into the last year of branch activity.

Our branch membership has increased year on year and just like in previous years Branch Officers have been exceptionally busy supporting our members support in all aspects of work life, ranging from general advice to more specific support within individual workplace settings.

The Pembrokeshire's Covid Memorial Stone was unveiled in March 2024. It commemorates all those taken from us during the Covid 19-pandemic and thanked those who worked tirelessly to save lives and support our communities. The ceremony was a poignant reminder of the extraordinary hardship and pressures of the pandemic and we felt privileged to attend on behalf of our members.

Pembrokeshire branch delegates to the Local Government Conference held in June included two first time delegates who found the experience immensely rewarding and the debates around various motions brought to conference very insightful. Branch also sent delegates to national delegates conference, LGBT+ conference and retired members conference. We believe strongly in participation across all our union democratic structures, and if you would like to represent branch at a conference please ask for information.

In July 2024 our branch was the main sponsor of Pembrokeshire Pride held in Pembroke. Our trade union stands for equality in all aspects of life and we were proud to be involved in this important event. Supporting our communities is a key part of our ethos in Pembrokeshire, so please get involved.

2024 saw the ground-breaking Social Partnership and Procurement Act (Wales) 2023 come into force which places a duty on public sector employers to work in partnership with Trade Unions. Our branch has been advocating a partnership approach including meaningful consultation for a long time and it is great to see this now anchored in the new legislation. In September, Manuela Hughes, branch chair, and Cathy Evans, Chief Employee Relations Officer, successfully delivered a joint workshop on Collaborative Working within Local Government at the Welsh Government's seminar in Swansea. The event was well attended, including local employers such as Pembrokeshire Coast National Park Authority and Pembrokeshire College. The branch looks forward to the further implementation of Social Partnership principles within PCC and PCNP.

In November, branch officers attended the Pembrokeshire Coast National Park Authority's all staff meeting as well as the National Parks Employee Forum. It was good



# **Pembrokeshire Branch**

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to speak to our members on the ground, hear all about the important work they do and get their perspectives on the challenges ahead. We continue to support the park and our members through their pay and grading review; we recognise this is a very stressful time for our park members and we will continue to support them in any way we can. We also recruited and welcomed a new workplace steward at PCNPA, Kate Gravell. Kate is taking over from Liz Rooney, our previous longstanding PCNPA workplace steward, and we would like to take this opportunity to thank Liz for her hard work and dedication over the past years.

Following our Retired Members' secretary Jim Stobbart stepping down at last year's AGM, we have welcomed the return of Janet Wyer as our new Retired Member's secretary. Janet has held previously a number of branch roles, including branch chair as well as branch secretary. Janet has wasted no time since her election and has since been elected to Chair of Retired Members Cymru. Her vast experience and knowledge will be a massive asset not only to Retired Members in Pembrokeshire and Wales as a whole but also a valuable branch resource.

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**

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### **Branch Retired Members Report**

UNISON Retired Members are fortunate to be well represented at all levels of our union – locally, regionally and nationally. We are an integral part of the union.

Communication with Retired Members is not an easy or straightforward task for any Branch, due to a variety of reasons including the restrictions of GDPR and members details changing. So in my first year as Retired Members Secretary, I decided to focus on this issue.

I am pleased to report, that as a result of a questionnaire distributed via snail mail to all our retired members, we now have a communication list and held a very positive and successful coffee morning in November. We plan to hold further events in 2025.

Many thanks to the branch for their continued support.

I urge any working members who are close to, or considering retirement for whatever reason, to contact branch office to arrange transferring to Retired Membership. It costs nothing, and you still have access to all benefits, obviously excluding employment support.

Janet Wyer

UNISON Pembrokeshire Branch

Retired Members Secretary

# Pembrokeshire Branch

## Cangen Sir Benfro

### 6. UNISON's OBJECTIVES 2024 – 2025

#### Recruitment, Organising and Retention

Deliver the union's national organizing strategy to strengthen and grow the union.

Ensure our union remains relevant to all workers who deliver public services across the UK.

Increase member participation, develop activism and leadership across the union; through activist and member learning – with an equitable voice for all members.

#### Bargaining, Negotiating and Equalities

Negotiate and secure real terms pay increases, improved terms and conditions and pensions for members.

Defend services and jobs against cuts in funding

Challenge all forms of discrimination and racism. Negotiate for meaningful employment and equality agreements that protect our members from discrimination at work.

#### Political Campaigning and Influence

Campaign for adequately funded public services.

Build on the union's international work – strengthen our links with and supporting our partner trade unions who represent public service workers across the world.

Influence government policy on national matters affecting our members including protecting public services, employment rights, working conditions, climate change, just transition and housing policy.

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Campaign for the election of UK government, mayors, police, crime and fire commissioners and councils that value public services and public service workers.

### Building an Efficient, Effective and Innovative union

Create a skilled, confident and valued workforce in which we foster diversity, inclusivity and employee engagement, while promoting a culture of growth and innovation to meet the evolving needs of our members.

Streamline operational processes and use data analytics evidence to enhance decision-making, ensuring value for money whilst simultaneously ensuring the union meets its commitment to sustainable, green, and ethical procurement.

Provide effective legal provision to protect the union and its resources, secure better members' terms and conditions, ensure access to justice, combat negative reforms and discrimination by challenging and influencing legal policy.

Promote member innovation, inclusivity and experience by driving heightened member engagement within a face to face and modern technological landscape, enabling better support for our members in the digital age.

# Pembrokeshire Branch

## Cangen Sir Benfro

### 7. Development Plan 2025

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**

## **Cangen Sir Benfro**

### **8. Branch Rules**

#### **1 Branch Name**

The branch shall be called UNISON Pembrokeshire 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.

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- d) The honoraria panel may:
  - a. Allocate no honoraria.
  - 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 09/02/2024

Ratified at Cymru/Wales Committee Meeting on the 04/06/2024

Ratified at Pembrokeshire County Branch meeting on the 28/06/2024

# Pembrokeshire Branch

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### 9. Auditor's Report

#### National Audit

A routine UNISON national audit of 2023 accounts was undertaken by Mr Richard Evans, dated 2<sup>nd</sup> December 2024 (last routinely undertaken by UNISON national in 2020).

In conclusion Mr Evans wrote that "In all material respects, the branch's annual return at 31.12.23 fairly states the financial position of the branch at that date and its income and expenditure for the year then ended. The branch has kept proper accounting records".

#### Branch Auditor's Report

A report was submitted by branch Auditor Mr K Jouvenat CPFA on 6<sup>th</sup> January 2025.

After examination of branch accounts, the Auditor stated that he was satisfied with the current status of accounts.

He noted that there was a surplus of £2,564.47 in 2024, and that branch held reserves of £59,973.79 at year end. Whilst the balance worked out at around £27 per member, it meant a slight restriction to future branch funding.

Current funding (£64k) is based on a funding % of 20.8%. compared with 25% calculated funding.

Reducing reserves by using them to finance one-off projects allows for funding of more activities for the benefit of members, and the reduction in reserves means an increase in funding for the following year. Branch Committee may want to consider this for 2025.

The Auditor noted there were no accruals this year – the most obvious payment headings covered the full year. There were no outstanding invoices for goods received or services provided in 2024, that would impact on 2025.

Funding is currently shown as £64,041.48 but there will be a small adjustment to this when UNISON National finalise branch funding, and make the final accrual.

# **Pembrokeshire Branch**

## **Cangen Sir Benfro**

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

The branch recommends that Kevin Jouvenat CPFA continues as Auditor.

# Pembrokeshire Branch

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### 11. Accounts

#### Income and Expenditure Account.

<b>General Fund Income and Expenditure Account for UNISON Pembrokeshire</b>				
For the year ended 31 December 2024				
<b>All Items</b>	<b>2024 (£)</b>	<b>2024 (£)</b>	<b>2023 (£)</b>	<b>2023 (£)</b>
<b><u>Income</u></b>				
Branch Funding	£64,046.49		£58,443.83	
Investment Income Received	£1,263.35		£1,084.22	
Tax deducted or paid on Investment Income	£0.00		£0.00	
Retired Members Subscriptions	£0.00		£0.00	
Other Income	£65.04		£2,125.00	
Regional Pool Income	£0.00		£0.00	
<b>Total Income</b>		<b>£65,374.88</b>		<b>£61,653.05</b>
<b><u>Expenditure</u></b>				
Staff Salaries	£25,152.91		£24,398.37	
Rent	£0.00		£0.00	
Utilities	£0.00		£0.00	
Other administration	£5,230.44		£6,575.44	
Honoraria	£4,357.17		£5,026.76	
Conferences and group meetings	£11,808.76		£9,122.96	
Branch Committee	£846.13		£414.80	
Other Meetings	£9,910.30		£6,165.95	
Publicity	£3,369.53		£14,651.59	
Education	£1,511.37		£4,003.45	
Donations	£209.98		£3,350.00	
Affiliations	£0.00		£0.00	
Local Activities	£408.81		£723.83	
Other Expenditure	£0.00		£0.00	
Other Branch Funding Deductions	£0.00		£0.00	
Rates	£0.00		£0.00	
Fighting Fund	£0.00		£0.00	
Tax	£0.00		£0.00	
<b>Total Expenditure</b>		<b>£62,805.40</b>		<b>£74,433.15</b>
<b>Surplus/Deficit</b>		<b>£2,569.48</b>		<b>-£12,780.10</b>

# Pembrokeshire Branch

## Cangen Sir Benfro

Consolidated Balance Sheet for UNISON Pembrokeshire				
For the year ended 31 December 2024				
All Items	2024 (£)	2024 (£)	2023 (£)	2023 (£)
<b>Fixed Assets</b>				
Freehold Properties	£0.00		£0.00	
Leasehold Properties	£0.00		£0.00	
Equipment, Fixtures & Fittings	£7,248.62		£5,489.95	
Investments (Quoted & Unquoted)	£0.00		£0.00	
<b>Total Fixed Assets</b>		£7,248.62		£5,489.95
<b>Current Assets</b>				
Branch Funding	£5.01		£6.00	
Debtors (Third Party)	£4,686.32		£0.00	
Loans	£0.00		£0.00	
Building Society	£0.00		£0.00	
Bank Deposit	£46,844.41		£45,581.06	
Current Account	£22,051.82		£29,481.90	
Prepaid Card	£0.00		£0.00	
Cash	£23.08		£14.69	
<b>Total Current Assets</b>		£73,610.64		£75,083.65
<b>Current Liabilities</b>				
Branch Funding	£0.00		£0.00	
Third Party	£0.00		£2,471.10	
Member Expenses	£0.00		£0.00	
HO Loans	£0.00		£0.00	
Locally Collected Subscriptions	-£8.00		£14.00	
Credit Card	£888.46		£679.18	
<b>Total Current Liabilities</b>		£880.46		£3,164.28
<b>Net Current Assets</b>		£72,730.18		£71,919.37
<b>Total Assets</b>		£79,978.80		£77,409.32
<b>Accumulated Funds</b>				
Accumulated General Fund at year beginning	£57,409.32		£70,189.42	
Brought Forward Balance Adjustment	£0.00		£0.00	
Funds transferred/received on merger	£0.00		£0.00	
Surplus/Deficit	£2,569.48		-£12,780.10	
<b>Accumulated General Fund at year end</b>		£59,978.80		£57,409.32
Accumulated Industrial Action Fund at year beginning	£0.00		£0.00	
Surplus/Deficit	£0.00		£0.00	
<b>Accumulated Industrial Action Fund at year end</b>		£0.00		£0.00
Accumulated Dedicated Fund at year beginning	£20,000.00		£20,000.00	
Surplus/Deficit	£0.00		£0.00	
<b>Accumulated Dedicated Fund at year end</b>		£20,000.00		£20,000.00
<b>Total Funds at End of the Year</b>		£79,978.80		£77,409.32

# Pembrokeshire Branch

## Cangen Sir Benfro

### 12. Budget 2025

Unison Pembrokeshire Budget 2025													
Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual Total
Branch Funding	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 5,084.11	£ 61,009.27
Other Income	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
StaffingBES	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 2,416.67	£ 29,000.00
Administration	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 280.83	£ 3,370.00
Honoraria	£ -	£ -	£ -	£ 5,783.96	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,028.17
Participation_National	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 750.00	£ 9,000.00
Participation_Region	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 191.67	£ 2,300.00
Participation_Branch	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 325.00	£ 3,900.00
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	£ 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
Recruitment	£ 58.33	£ 208.34	£ 208.34	£ 208.34	£ 208.34	£ 208.34	£ 208.34	£ 208.34	£ 208.33	£ 208.33	£ 208.33	£ 208.33	£ 700.00
Communications	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 45.83	£ 550.00
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
Monthly Totals	£ 4,464.17	£ 4,614.17	£ 4,614.17	£10,398.13	£ 4,614.17	£ 4,614.17	£ 4,614.17	£ 4,614.17	£ 4,614.16	£ 4,614.16	£ 4,614.16	£ 4,614.16	£ 61,003.99



# Pembrokeshire Branch

## Cangen Sir Benfro

### 13. Honoraria

2024 Projected Honoraria							
Name	Post	Honorarium Amount	%	Time in office - Days	% Honoraria Entitlement	Projector Honoraria	Notes
Jonathan Lewis	Secretary	£ 2,033.92	32.00%	365	100.00%	£ 2,033.92	
Manuela Hughes	Chair	£ 1,716.12	27.00%	365	100.00%	£ 1,716.12	
Tracey Sayers	Vice Chair	£ 1,207.64	19.00%	365	100.00%	£ 1,207.64	
Ross Harries	Treasurer	£ 508.48	8.00%	365	100.00%	£ 508.48	
	H & S Officer	£ 572.04	9.00%	0	0.00%	£ -	
Kevin Jouvenat	Auditor	£ 317.80	5.00%	365	100.00%	£ 317.80	
<b>Totals</b>		<b>£ 6,356.00</b>	<b>100.00%</b>			<b>£ 5,783.96</b>	

2025 Honoraria							
Name	Post	Honorarium Amount	%	Time in office - Days	% Honoraria Entitlement	Projector Honoraria	Notes
	Secretary	£ 1,952.30	32.00%	365	100%	£ 1,952.30	
	Chair	£ 1,647.25	27.00%	365	100%	£ 1,647.25	
	Vice Chair	£ 1,220.19	20.00%	365	100%	£ 1,220.19	
	Treasurer	£ 610.09	10.00%	365	100%	£ 610.09	
	H & S Officer	£ 366.06	6.00%	365	100%	£ 366.06	
	Auditor	£ 305.05	5.00%	365	100%	£ 305.05	
<b>Totals</b>		<b>£ 6,100.93</b>	<b>100.00%</b>			<b>£ 6,100.93</b>	
Branch Funding 2019	£ 61,009.27						
10% for Honoraria Budget	£ 6,100.93						
Branch Funding 2019 Exc Honoraria	£ 54,908.34						
				100%	Percentage Honoraria Paid		

Note: Honoraria is paid AGM to AGM

# 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 2024

- 1 Ysgol Harri Tudur
- 2 3<sup>rd</sup> Pembroke Sea Scout Group
- 3 Pembrokeshire Pride

***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 – 20 December 2024

<b>Steward</b>	<b>Jonathan Lewis</b>	<b>Health &amp; Safety Rep</b>	<b>Jonathan Lewis</b>
<b>Steward</b>	<b>Manuela Hughes</b>	<b>Health &amp; Safety Rep</b>	<b>Manuela Hughes</b>
<b>Steward</b>	<b>Tomos Griffiths</b>	<b>Health &amp; Safety Rep</b>	<b>Tomos Griffiths</b>
<b>Steward</b>	<b>Steve Morbey</b>	<b>Health &amp; Safety Rep</b>	<b>Steve Morbey</b>
<b>Steward</b>	<b>Nicola Williams</b>	<b>Health &amp; Safety Rep</b>	-----
<b>Steward</b>	<b>Claire Dunbar</b>	<b>Health &amp; Safety Rep</b>	<b>Claire Dunbar</b>
<b>Steward</b>	<b>James Williams</b>	<b>Health &amp; Safety Rep</b>	<b>James Williams</b>
<b>Steward</b>	<b>Joanne Latham</b>	<b>Health &amp; Safety Rep</b>	<b>Joanne Latham</b>
<b>Steward</b>	<b>Catherine Bellamy</b>	<b>Health &amp; Safety Rep</b>	<b>Catherine Bellamy</b>
<b>Steward</b>	<b>Tracey Sayers</b>	<b>Health &amp; Safety Rep</b>	<b>Tracey Sayers</b>
<b>Steward</b>	<b>Donna Cubbin</b>	<b>Health &amp; Safety Rep</b>	-----
<b>Steward</b>	<b>Stephen Richardson</b>	<b>Health &amp; Safety Rep</b>	<b>Stephen Richardson</b>
<b>Steward</b>	<b>Samantha Hutchings</b>	<b>Health &amp; Safety Rep</b>	-----
<b>Steward</b>	-----	<b>Health &amp; Safety Rep</b>	<b>Jamie Line</b>
<b>Total</b>	<b>13</b>	<b>Total</b>	<b>11</b>

# 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 Health and Safety Officer</b>	<b>Jamie Line</b>
<b>Branch Communications Officer</b>	<b>Jessica Hatchett</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 Officers</b>	<b>Claire Dunbar Tracey Sayers</b>
<b>Branch Welfare Officer</b>	<b>Claire Dunbar</b>
<b>Branch Labour Link Officer</b>	<b>Claire Dunbar</b>
<b>Branch LGBT+ Officers</b>	<b>Donna Humphrey Robyn Collip</b>
<b>Branch Retired Members Secretary</b>	<b>Janet Wyer</b>
<b>Branch Education Convenor</b>	<b>Claire Dunbar</b>
<b>Branch Young Members Officer</b>	<b>Jamie Line</b>
<b>Branch Convenor College</b>	<b>Catherine Bellamy</b>

# Pembrokeshire Branch

## Cangen Sir Benfro

### 16. National and Local Government Conference Delegation

#### Cymru/Wales Council Delegates 2025

*As agreed by Branch Committee*

<b>Delegate</b>
Jonathan Lewis
Manuela Hughes
Tracey Sayers
Catherine Bellamy

#### National Local Government Conference Delegates 2025

<b>Delegate</b>
JKL
<i>To Be Confirmed</i>
CD
<i>To Be Confirmed</i>

#### National Delegate Conference 2025

<b>Delegate</b>
<i>To Be Confirmed</i>
MH
TS

# **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 2025

The winners will be drawn after the final aggregate meeting.

Winners will be notified in due course.

**1<sup>st</sup> Prize - £200 Love2Shop Voucher**

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**2<sup>nd</sup> Prize - £50 Love2Shop Voucher**

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**3<sup>rd</sup> Prize - £10 Love2Shop Voucher**





# Pembrokeshire Branch Cangen Sir Benfro



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