



# UNISON PEMBROKESHIRE COUNTY BRANCH AGM 2022



# Pembrokeshire County Branch Cangen Sir Benfro

## Pembrokeshire County Branch Aggregate Annual General Meetings 2022 *\* Links to Virtual Meetings on next page \**

<i>Day and Date/Time</i>	<i>Physical/Virtual/Staff Only</i>	<i>Location (if applicable)</i>
Wednesday 09/02/2022 – all day	Staff Only	Ysgol Harri Tudur
Thursday 10/02/2022 – all day	Staff Only	Milford Haven Comprehensive
Friday 11/02/2022 – all day	Staff Only	Ysgol Bro Gwaun
Saturday 12/02/2022 – 10:00	Virtual*	N/A
Monday 14/02/2022 – all day	Staff Only	Pembrokeshire College
Tuesday 15/02/2022 – 12:00 to 14:00	Staff Only	Thornton, Milford Haven
Wednesday 16/02/2022 08:00, 10:00, 12:00, 13:00, 14:00, 16:00, 17:00	Virtual*	N/A
Thursday 17/02/2022 – all day	Physical	County Hall
Thursday 17/02/2022 – 18:00	Physical	County Hall

*\* Virtual Meetings via Microsoft Teams*

# **Pembrokeshire County Branch Cangen Sir Benfro**

## **Links To AGM 2022 Virtual Meetings**

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

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**Saturday 12/02/22 @10:00**

Microsoft Teams meeting

Join on your computer or mobile app

**[Click here to join the meeting](#)**

[Learn More](#) | [Meeting options](#)

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**Wednesday 16/02/22 @ 8,10,12,13,14,16,17**

Microsoft Teams meeting

Join on your computer or mobile app

**[Click here to join the meeting](#)**

[Learn More](#) | [Meeting options](#)

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**Thursday 17/02/22 @ 8:00 – 17:00**

Microsoft Teams meeting

Join on your computer or mobile app

**[Click here to join the meeting](#)**

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# **Pembrokeshire County Branch Cangen Sir Benfro**

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# **Pembrokeshire County Branch Cangen Sir Benfro**

## **1. Annual Report 2022**

*2021 was a year like no other for UNISON Pembrokeshire County Branch, as reflected in our officer reports.*

*Unfortunately, 2022 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 2021 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 County 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** : Jason Forrest

**Equality Co-ordinator** : Nicola Williams

**Welfare Officer** : Jason Forrest

**Education Co-ordinator** : Ross Harries

**Health & Safety Officer** : Vacant

**Membership Officer** : Manuela Hughes

**LGBT+ Officer** : Nicola Williams

**Retired Members Secretary** : Jim Stobbart

**Education Convenor** : Tracey Sayers

**Sports and Social Secretary** : Shirley Johns

**Communications Officer** : Vacant

**Lifelong Learning Co-ordinator** : Vacant

**International Officer** : Alan Grice

**Women's Officer** : Vacant

**Young Members Officer** : Vacant

**Labour Link Officer** : Vacant

# **Pembrokeshire County Branch**

## **Cangen Sir Benfro**

### Post and Brief Job Descriptions – Vacant Posts

**Health and Safety Officer** - Organises information held by the branch on health and safety. Reports on health and safety issues at branch meetings and acts 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 branch work. Liaises with relevant branch officers about priorities for health and safety training, and attends meetings relating to health and safety on behalf of the branch.

**Life Long Learning Coordinator** – Works with employers and coordinates the work of the union learning reps in supporting members with lifelong learning and skills for life.

**Communications Officer** - Creates a positive image for the branch and wider union among members, potential members and the public. Produces news-sheets, bulletins or digital communication for distribution to branch members. Makes sure branch communications are in the accessible formats members need. Makes sure that centrally and regionally produced publicity, communications and campaign materials are distributed, as appropriate, to stewards, members and non-members. Monitors and liaises with local media.

**Women's Officer** – To establish a forum for women to meet and discuss issues of concern, and to provide advice to branches on promoting women's equality at work and in the union. To advise members on women's issues.

**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.

**Labour Link Officer** – Is elected by, and accountable to, the Labour Link section within the branch and must be an individual member of the Labour Party.

# **Pembrokeshire County Branch Cangen Sir Benfro**

## **3. Annual General Meetings**

**9th – 17th February 2022**

### **Agenda**

<b>Item</b>	
<b>1.</b>	<b>Welcome.</b>
<b>2.</b>	<b>Apologies for absence.</b>
<b>3.</b>	<b>AGM 2021 Minutes.</b>
<b>4.</b>	<b>Branch Reports.</b>
<b>5.</b>	<b>UNISON's Objectives 2022.</b>
<b>6.</b>	<b>Branch Development Plan January 2022 – October 2022.</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 2021.</b>
<b>11.</b>	<b>Budget 2022.</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 County Branch Cangen Sir Benfro

## 4. Minutes of Aggregate Annual General Meetings 2021

Date	Day	Venue	Time	Members Present
01/02/2021	Monday	Virtual	08:00	7
02/02/2021	Tuesday	Virtual	09:00	3
03/02/2021	Wednesday	Virtual	10:00	3
03/02/2021	Wednesday	Ysgol Harri Tudur	All Day	32
04/02/2021	Thursday	Virtual	11:00	1
04/02/2021	Thursday	Milford Haven Comprehensive	All Day	39
05/02/2021	Friday	Virtual	12:00	1
06/02/2021	Saturday	Virtual	11:00	1
07/02/2021	Sunday	Virtual	11:00	1
08/02/2021	Monday	Virtual	13:00	6
08/02/2021	Monday	Virtual	18:00	1
09/02/2021	Tuesday	Virtual	14:00	2
10/02/2021	Wednesday	Virtual	15:00	0
10/02/2021	Wednesday	Ysgol Y Preseli	All Day	15
11/02/2021	Thursday	Virtual	16:00	3
11/02/2021	Thursday	Ysgol Bro Gwaun	All Day	25
12/02/2021	Friday	Virtual	17:00	1
		<b>Total Attendees</b>	<b>141</b>	

# Pembrokeshire County Branch

## Cangen Sir Benfro

Minutes of 1 <sup>st</sup> Virtual Meeting held on Monday 01/02/2021 @ 08:00		
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.	
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 7 members present.	
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.	<b>Proposed by:</b> James Williams <b>Seconded by:</b> Jason Forrest
4	Annual Branch Officer Reports - The Chair drew attention to the Officers' Reports.	
5	UNISON's Objectives 2021 – The Chair drew attention to the objectives.	
6	Branch Development Plan The Development Plan was accepted.	<b>Proposed by:</b> James Williams <b>Seconded by:</b> Jason Forrest
7	Branch Rules The Branch Rule amendment was accepted.	<b>Proposed by:</b> Jason Forrest <b>Seconded by:</b> Mel Morgan
8	Auditor's Report	
9	Appointment of Auditor Auditor:- It was agreed that Steven Aldred-Jones continue as Auditor.	<b>Proposed by:</b> Mel Morgan <b>Seconded by:</b> Jason Forrest
10	Accounts 2020 The accounts were presented and accepted.	<b>Proposed by:</b> Mel Morgan <b>Seconded by:</b> Jason Forrest
11	Budget 2021 The budget was presented in the report and accepted.	<b>Proposed by:</b> James Williams <b>Seconded by:</b> Jason Forrest
12	Honoraria Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.	<b>Proposed by:</b> James Williams <b>Seconded by:</b> Mel Morgan
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.	
14	Election of Branch Officers – The nominations for Branch Officers and Stewards were received and approved.	<b>Proposed by:</b> James Williams <b>Seconded by:</b> Mel Morgan

# Pembrokeshire County Branch

## Cangen Sir Benfro

15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference – The proposed lists of branch delegates were accepted.	<b>Proposed by:</b> Jason Forrest <b>Seconded by:</b> James Williams
16	Motions – there were no motions received.	
	No questions were asked.	

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 2<sup>nd</sup> Virtual Meeting held on Tuesday 02/02/2021 @ 09:00</b>	
1	The Chair welcomed attendees, introduced the Officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 3 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports – The Chair drew attention to the Officers' reports.
5	UNISON's Objectives 2021 – The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report.
9	Appointment of Auditor  Auditor: - It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers – The nominations for Branch Officers and Stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference – The proposed lists of branch delegates were accepted.
16	Motions – There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 3<sup>rd</sup> Virtual Meeting held on Wednesday 03/02/2021 @ 10:00</b>	
1	The Chair welcomed attendees, introduced the Officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 3 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports – The Chair drew attention to the Officers' reports.
5	UNISON's Objectives 2021 – The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report.
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers – The nominations for Branch Officers and Stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference – The proposed lists of branch delegates were accepted.
16	Motions – There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of Drop-In Meeting at Ysgol Harri Tudur</b> <b>Wednesday 03/02/2021 – All Day</b>	
1	The UNISON School representative welcomed attendees and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 32 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The rep drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The rep drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - there were no motions received.
	No questions were asked

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 4<sup>th</sup> Virtual Meeting held on Thursday 04/02/2021 @ 11:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there was 1 member present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of Drop-In Meeting at Milford Haven Comprehensive Thursday 04/02/2021 – All Day</b>	
1	The UNISON School representative welcomed attendees and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 39 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The rep drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The rep drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report.
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.



# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 5<sup>th</sup> Virtual Meeting held on Friday 05/02/2021 @ 12:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there was 1 member present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - there were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

### Minutes of 6<sup>th</sup> Virtual Meeting held on Saturday 06/02/2021 @ 11:00

1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there was 1 member present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 7<sup>th</sup> Virtual Meeting held on Sunday 07/02/2021 @ 11:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there was 1 member present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 8<sup>th</sup> Virtual Meeting held on Monday 08/02/2021 @ 13:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 6 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 9<sup>th</sup> Virtual Meeting held on Monday 08/02/2021 @ 18:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there was 1 member present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 10<sup>th</sup> Virtual Meeting held on Tuesday 09/02/2021 @ 14:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 2 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

Minutes of 11 <sup>th</sup> Virtual Meeting held on Wednesday 10/02/2021 @ 15:00	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 0 members present.
3	The minutes were closed.
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# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of Drop-In Meeting at Ysgol Y Preseli</b> <b>Wednesday 10/02/2021 – All Day</b>	
1	The UNISON School representative welcomed attendees and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 15 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports -The rep drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The rep drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked



# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 12th Virtual Meeting held on Thursday 11/02/2021 @ 16:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 3 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports -The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of Drop-In Meeting at Ysgol Bro Gwaun</b> <b>Thursday 11/02/2021 – All Day</b>	
1	The UNISON School representative welcomed attendees and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there were 25 members present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports -The rep drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The rep drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# Pembrokeshire County Branch

## Cangen Sir Benfro

<b>Minutes of 13<sup>th</sup> Virtual Meeting held on Friday 12/02/2021 @ 17:00</b>	
1	The Chair welcomed attendees, introduced the officers and explained process for aggregate Annual General Meetings.
2	Apologies for absence were taken and 0 were recorded. It was noted and recorded that there was 1 member present.
3	The minutes of the aggregate Annual General Meetings held in February 2020 were read and approved as a true record. There were no matters arising.
4	Annual Branch Officer Reports - The Chair drew attention to the Officers reports.
5	UNISON's Objectives 2021 - The Chair drew attention to the objectives.
6	Branch Development Plan  The Development Plan was accepted.
7	Branch Rules  The Branch Rule amendment was accepted.
8	Auditor's Report
9	Appointment of Auditor  Auditor:- It was agreed that Steven Aldred-Jones continues as Auditor.
10	Accounts 2020  The accounts were presented and accepted.
11	Budget 2021  The budget was presented in the report and accepted.
12	Honoraria – Honoraria was explained and how it was awarded within branch rules. It was accepted by AGM that it was paid.
13	Affiliations and Donations:- It was agreed that we support all those listed in the report as indicated.
14	Election of Branch Officers - The nominations for branch officers and stewards were received and approved.
15	Cymru Wales Regional Council, Local Government Conference and National Delegates Conference - The proposed lists of branch delegates were accepted.
16	Motions - There were no motions received.
	No questions were asked.

# **Pembrokeshire County Branch**

## **Cangen Sir Benfro**

### **5. AGM Branch Report**

Dear Members,

The Covid-19 pandemic continued to cast its long shadow over 2021, including more temporary lockdowns and restrictions plus most recently the emergence of a new variant, Omicron. You, our members, yet again rose admirably to the challenge of delivering vital public services whilst helping to keep our communities safe! Thank you!

The aforementioned Covid restrictions continued to shape the way our branch could carry out its activities but didn't stop us to continually support our members. Unison Pembrokeshire County Branch was instrumental in setting up the first ever transgender-awareness training in a Welsh secondary school which included all school staff, governors and pupils. The training was extremely well received by all participants and the school was rightly nominated for the prestigious Inspire Award.

We continued supporting our members in various workplace meetings, both remotely and in person, such as sickness absence reviews, grievances, disciplinaries etc. as well as challenging and scrutinising employers when members' rights were under threat.

Pembrokeshire County Council's newly appointed CEO, Will Bramble took up his post in 2021 and the branch is looking forward to building a robust relationship facilitating constructive challenge and scrutiny.

After last year's cancellation, UNISON's Local Government conference as well as the National Delegate conference went ahead in June 2021 – albeit on-line. The conferences were well organised with only very few and minor technical glitches. However, facilitating robust, vital debates and discussions regarding the future course of the union remains difficult in an electronic format and it is hoped that we can return to a physical conference this year.

Branch officers were very proud to accept a special award in recognition of the important and vital contribution UNISON members in Pembrokeshire have made during the pandemic, keeping our communities safe and enabling the NHS to look after us all.

Sadly, we had to say our final farewell to some of our members over the past year. Our thoughts are with their families during their times of grief.

In November 2021 the branch held an outside member engagement event in the south of the county giving members the opportunity to speak to officers and reps about any workplace issues they may have. Our supply of freebies was also well received.

The branch vacated their old offices at Picton House during the latter half of 2021. Our new offices are now located within County Hall, right next to main reception. Currently, the office is only open on Fridays in line with Welsh government guidance. However, it is hoped that we can soon re-open the office Monday – Friday at which

# **Pembrokeshire County Branch**

## **Cangen Sir Benfro**

point our members will be more than welcome to pop in and see us. Whether for a specific workplace issue, general advice or just a “cuppa and catch up”.

In addition to the change of office we also had a change of Regional Officer. We would like to thank Joe Donnelly, our previous Regional Officer who has moved on to pastures new, for his support to the branch over the past year. Darron Dupre, our new Regional Officer, has been in post for a few months now and the branch is looking forward to working closely with him and meeting the challenges of 2022.

We would also like to thank our fantastic office support staff this year! From providing the first place of contact to our members, supporting the branch officers by providing essential admin support, to helping to organise our office move, our admin staff have been exceptional. We couldn't have done it without it you. Thank you!

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## Cangen Sir Benfro

### Branch Retired Members Report

Happy new year to you all.

I do think it's important to firstly remind Retired Members that Retired membership provides eligibility for all the help UNISON can offer through discounted services, their legal services when things go wrong through to 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 costs of membership is waived for existing branch members reaching retirement.

Ongoing difficulties during this past year due to the pandemic and the emergence of new strains of Covid have meant continued digital communications at all levels of the Union. We have all had the ability to communicate through various digital platforms which has resulted in some of our Retired Members business being achieved. It has not been easy as some of our elderly representatives have had to take time getting used to the platforms employed and there have been many network difficulties such that some representatives have felt disenfranchised.

The whole matter of Digital inclusion involves more and more elderly persons of the community. Whilst the benefits are generally appreciated difficulties do occur and Unison are doing all it can to be as inclusive as is possible during these difficult times.

### Vaccination Programme

By now you should all have had your booster jab and it is a credit to all our members who work in the health and social care sector who have delivered this for us.

### Strategy for an Ageing Society

In my last report I mentioned the work that was proceeding on this topic and I am now pleased to advise that in October of 2021 the Welsh Government published its report entitled "Age friendly Wales: our strategy for an ageing society" following extensive consultation.

In the introduction to the report, the Minister says:-

*"Age friendly Wales: our strategy for an ageing society", sets out the action we will take to reap the benefits of growing number of older people in Wales as we rebuild our communities. This, in turn, will enable us to better support people living in challenging circumstances. To reflect the multi-dimensional nature of ageing and the intersectional nature of people's experiences, we have worked across government departments to address the range of factors that influence how we age – from our health and transport systems to the way we socialise, work and care for others. The strategy aims to unlock the potential of today's older people and tomorrow's ageing society. The pandemic has*

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## Cangen Sir Benfro

*also uncovered some positives about life in Wales. For example, the capacity of communities to come together and support each other, the third sector's ability to flex and adapt its services to meet individual need and the commitment and resilience of professionals who care for the most vulnerable members of our society. It has also sharpened our focus on the issues that matter most to older people, such as access to health services, loneliness and isolation, abuse and digital inclusion."*

The aims set out in the document are as follows:-

- Enhancing well-being
- Improving local services and environments
- Building and retaining people's own capability
- Tackling age related poverty

A copy of the report can be viewed or downloaded at the address below,

[Age friendly Wales: our strategy for an ageing society \[HTML\] | GOV.WALES](#)

### **Regional Retired Members Committee**

The regional Committee continue with regular Digital meetings although many network issues have caused concern which they are attempting to resolve with the help of the regional office. Nevertheless we have successfully brought a motion to the 2001 National Retired Members Conference on the subject of "Ageism in a Covid Age" which was approved by conference and seeks to:-

- i) Challenge ageism in everyday conversations, and ensure that no UNISON literature or press coverage contains anything that could be interpreted as ageist language, and that all such literature is supportive of older people.
- ii) In the routine monitoring of press coverage, challenge ageist inferences by the press and media.
- iii) Cover this issue in literature produced by UNISON nationally such as the U magazine.
- iv) Work with other appropriate interested organisations such as the Third Age Trust to promote the interests of older people.

I can provide a full copy of the text of this motion if required just contact me at [jimstobb@aol.com](mailto:jimstobb@aol.com).

# **Pembrokeshire County Branch Cangen Sir Benfro**

## **6. UNISON's Objectives 2022**

### **Our Objectives**

UNISON, the largest union in the UK and one that is also growing, will seek to represent all our members wherever they work and whatever they do and campaign for the services they provide. We will call for additional funding across all public services to address social need.

## **Our key objectives are:**

### **1. Recruitment and organising**

- Enhance our capability to recruit and retain members and meet the organising and representation challenges facing the union in the changing world of work.
- Ensure our union is relevant to all members who provide public services – including those who work in the community and private sectors.
- Identify and develop leadership and encourage union activism from across the union, particularly among young members and provide support and resources for them to lead campaigns.
- Enhance our democracy by increasing and widening participation of our activists and members.
- Identify strategic growth areas such as social care and under-5s education and implement a national organising strategy in those sectors.
- Encourage the recruitment of local stewards and Health & Safety representatives
- In all trade union activity to promote the benefits of the organising approach.

### **2. Bargaining and equalities**

- Deliver increased funding for public services and secure real terms pay increases, improved terms and conditions, and high-quality employment and pensions for UNISON members.
- Build confidence for industrial action when required, identify and support strategic industrial disputes at national and branch level and seek to co-ordinate action wherever possible.
- Promote equal pay and equality in public, community and private sectors.
- Actively challenge all forms of discrimination including racism and sexism; against LGBT+ people; against disabled people; and discrimination based on age, religion or social class.
- Provide support to migrant workers.
- Bargaining and lobbying to end two-tier workforce in outsourced public services and rolling out a strategy to ensure national agreements are awarded to outsourced workers.



# **Pembrokeshire County Branch**

## **Cangen Sir Benfro**

- Provide assistance to those branches supporting outsourced members.
- Campaign for better facility time arrangements for our members in public services.

### **3. Campaigning and influencing**

- Campaign against climate change and work with other relevant organisations to achieve a net-zero carbon economy in the UK at the earliest opportunity and recognise that the Climate emergency is a trade union issue and commit to sharing our values in order to protect our planet.
- Develop our campaigns in support of quality publicly owned public services and in defence of the NHS, education, local government, social care, police, probation, Energy, WET and all public services including private and community sector.
- Build our political influence, forging alliances with other unions and appropriate campaigning and community groups to challenge the austerity programme, including attacks on the welfare state.
- Campaign for the election of UK governments and councils that value public services and working people, rejecting the arguments of the Tory government and far right parties.
- Promote the new political fund arrangements to increase participation and opt-in.
- Promote the union's international work.

### **4. Building an efficient and effective union**

- Ensure that the union's structures including organisational, lay member, ICT infrastructure, digital and internal management systems and the distribution of our resources are accessible, efficient and effective to meet the changing needs of all sections of the union and its members especially in relation to global sustainability and to include the ability to take effective industrial action when required.
- A root and branch review of the union's structure and operations taking account of climate change including travel, waste and efficiency.
- Ensure that branches are provided with the support they need, promptly, when they need it.

# Pembrokeshire County Branch Cangen Sir Benfro

## 7. Development Plan October 2021 – October 2022

Priority		Targets for year	Time Scale	Resources (Branch & Region)
1	Pembrokeshire Show	<ul style="list-style-type: none"> <li>Develop the UNISON stand at show</li> </ul>	2022	Branch and Regional Support
2	Branch re-launch County Hall	<ul style="list-style-type: none"> <li>Branch re-launch County Hall</li> </ul>	2022	Branch Time
3	Remote office systems	<ul style="list-style-type: none"> <li>Web tools for reps</li> </ul>	2022	Branch Time
4	Bargaining, lobbying and building political influence	<ul style="list-style-type: none"> <li>Recruit labour link officer</li> <li>Develop relationship with new council</li> </ul>	2022	Branch Time

# Pembrokeshire County Branch

## Cangen Sir Benfro

### 8. Branch Rules

#### 1 Branch Name

The branch shall be called 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.
- 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.
- 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.

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## Cangen Sir Benfro

### 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
- 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 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.

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## Cangen Sir Benfro

### 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.
- 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 the 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.

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## **Cangen Sir Benfro**

### **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.

### **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 convene every three years to review the allocation of honoraria.
- c) The honoraria panel will be made up of members not currently in receipt of an honoraria.

### **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.

# **Pembrokeshire County Branch**

## **Cangen Sir Benfro**

- 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.

Proposed at Pembrokeshire County Branch meeting on the 17/11/2020

Agreed at Pembrokeshire County Branch AGM on the 01/02/2021

Ratified at Cymru/Wales Committee Meeting on the 11/05/2021

Ratified at Pembrokeshire County Branch meeting on the 24/6/2021

# Pembrokeshire County Branch Cangen Sir Benfro

## 9. Auditor's Report

Steven Aldred-Jones

Unison Pembrokeshire County Branch  
County Hall  
Haverfordwest  
Pembrokeshire SA61 1TP

17<sup>th</sup> January 2022

Dear Members,

I undertook the assessment of UNISON Pembrokeshire County Branch's 2021 accounts on the 17<sup>th</sup> January 2022. My assessment included examination, on a test basis, of evidence relevant to the amounts and disclosures in the accounts as specified in UNISON Online Branch Accounting document.

I planned and performed the assessment so as to obtain all the information and explanations which I consider necessary in order to provide me with sufficient evidence to give reasonable assurance that the statement of accounts is free from material misstatement, whether caused by fraud or other irregularity or error.

In my opinion the statement of accounts presents fairly the financial position of UNISON Pembrokeshire County Branch at 31<sup>st</sup> December 2021 and its income and expenditure for the year then ended.

Sincerely,

Steven Aldred-Jones  
UNISON Member

9 Baring Gould Way  
Haverfordwest  
Pembrokeshire SA61 2SN

Email: [stevenaldred-jones@hotmail.co.uk](mailto:stevenaldred-jones@hotmail.co.uk)



# **Pembrokeshire County Branch Cangen Sir Benfro**

## **10. Appointment of Auditor**

The branch recommends that Steven Aldred-Jones FCCA, BA (Hons), BSc (Hons) continues as Auditor.

# Pembrokeshire County Branch

## Cangen Sir Benfro

### 11. Accounts

#### Income and Expenditure Account

General Fund Income and Expenditure Account for Pembrokeshire County Branch for the year ended 31 December 2021		
	2021	2020
<b>Income</b>		
Branch Funding	£ 56,417.46	£ 65,431.43
Branch Levy	£ -	£ -
Investment Income Received	£ 7.65	£ 150.38
Tax deducted or paid on Investment Income	£ -	£ -
Retired Members Subscriptions	£ -	£ -
Other Income	-£ 1,063.91	£ 3,558.42
Regional Pool Income	£ -	£ -
Transfer from Industrial Action Fund	£ -	£ -
Transfer from Dedicated Action Fund	£ -	£ -
Locally collected subscriptions	£ -	£ -
<b>Income Total</b>	<b>£ 55,361.20</b>	<b>£ 69,140.23</b>
<b>Expenditure</b>		
Fighting Fund	£ -	£ -
Staff Salaries	£ 20,089.48	£ 18,131.95
Rent	£ -	£ -
Rates	£ -	£ -
Utilities	£ -	£ -
Other administration	£ 11,608.22	£ 6,131.80
Honoraria	£ 5,979.69	£ 5,439.45
Conferences and group meetings	£ 1,557.24	-£ 2,608.48
Branch Committee	£ 694.29	£ 345.15
Other Meetings	£ 3,753.88	£ 2,573.39
Publicity	£ 3,035.20	£ 2,654.92
Education	£ 313.50	£ 462.35
Donations	£ 830.00	£ 352.00
Affiliations	£ -	£ -
Local Activities	£ 498.03	£ 2,079.86
Transfer to Industrial Action Fund	£ -	£ -
Transfer to Dedicated Fund(s)	£ -	£ -
Other Expenditure	£ 1,724.51	£ 108.60
Hardship Payments	£ -	£ -
Other Branch Funding Deductions	£ -	£ -
Tax	£ -	£ -
<b>Expenditure total</b>	<b>£ 50,084.04</b>	<b>£ 35,670.99</b>
<b>Surplus for the year</b>	<b>£ 5,277.16</b>	<b>£ 33,469.24</b>

# Pembrokeshire County Branch Cangen Sir Benfro

## Balance Sheet

Consolidated Balance Sheet for Pembrokeshire County Branch For the year ended 31 December 2021		
<b>Fixed Assets</b>		
Freehold Properties	£ -	£ -
Leasehold Properties	£ -	£ -
Equipment, Fixtures & Fittings	£ 3,804.24	£ 4,962.72
Investments (Quoted & Unquoted)	£ -	£ -
<b>Total Fixed Assets</b>	<b>£ 3,804.24</b>	<b>£ 4,962.72</b>
<b>Current Assets</b>		
Branch Funding	£ 9.25	£ -
Third Party Debtors	£ 360.00	£ 1,333.91
Loans	£ -	£ -
Building Society	£ -	£ -
Bank Deposit	£ 49,222.59	£ 49,214.94
Current Account	£ 44,877.85	£ 31,757.99
Prepaid Card	£ -	£ -
Cash	£ 0.74	£ 11.68
<b>Total Current Assets</b>	<b>£ 94,470.43</b>	<b>£ 82,318.52</b>
<b>Current Liabilities</b>		
Branch Funding	£ -	£ 0.02
Third Party Creditors	£ 6,962.28	£ 3,348.72
HO Loans	£ -	£ -
Locally Collected Subscriptions	£ 46.50	£ -
Credit Card	£ 232.07	-£ 1,824.16
<b>Total Current Liabilities</b>	<b>£ 7,240.85</b>	<b>£ 1,524.58</b>
<b>Net Current Assets</b>	<b>£ 87,229.58</b>	<b>£ 80,793.94</b>
<b>Total Assets</b>	<b>£ 91,033.82</b>	<b>£ 85,756.66</b>
<b>Accumulated Funds</b>		
Accumulated General Fund at year beginning	£ 65,756.66	£ 32,287.42
Brought Forward Balance Adjustment	£ -	£ -
Surplus/Deficit	£ 5,277.16	£ 33,469.24
<b>Accumulated General Fund at year end</b>	<b>£ 71,033.82</b>	<b>£ 65,756.66</b>
Accumulated Dedicated Fund	£ 20,000.00	£ 20,000.00
Surplus/Deficit	£ -	£ -
<b>Accumulated Dedicated Fund at year end</b>	<b>£ 20,000.00</b>	<b>£ 20,000.00</b>
<b>Total Funds at End of the Year</b>	<b>£ 91,033.82</b>	<b>£ 85,756.66</b>

# Pembrokeshire County Branch

## Cangen Sir Benfro

### 12. Budget 2022

Unison Pembrokeshire County Branch 2022													
Income													
Group	Total	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Branch Funding	£ 56,304.41	£ 4,692.02	£ 4,692.04	£ 4,692.04	£ 4,692.04	£ 4,692.04	£ 4,692.04	£ 4,692.04	£ 4,692.03	£ 4,692.03	£ 4,692.03	£ 4,692.03	£ 4,692.03
Other Income	£ 10,000.00	£ 833.34	£ 833.34	£ 833.34	£ 833.34	£ 833.33	£ 833.33	£ 833.33	£ 833.33	£ 833.33	£ 833.33	£ 833.33	£ 833.33
Participation_National	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Local Activities	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>Total</b>	<b>£ 66,304.41</b>	<b>£ 5,525.36</b>	<b>£ 5,525.38</b>	<b>£ 5,525.38</b>	<b>£ 5,525.38</b>	<b>£ 5,525.37</b>	<b>£ 5,525.37</b>	<b>£ 5,525.37</b>	<b>£ 5,525.36</b>	<b>£ 5,525.36</b>	<b>£ 5,525.36</b>	<b>£ 5,525.36</b>	<b>£ 5,525.36</b>
Expenditure													
StaffingBES	£ 20,190.00	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50	£ 1,682.50
Administration	£ 6,380.00	£ 531.63	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67	£ 531.67
StaffingSecondment	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Honoraria	£ 5,632.65	£ 469.39	£ 469.39	£ 469.39	£ 469.39	£ 469.39	£ 469.39	£ 469.39	£ 469.39	£ 469.39	£ 469.38	£ 469.38	£ 469.38
Participation_National	£ 6,000.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00
Participation_Region	£ 4,500.00	£ 374.86	£ 375.02	£ 375.02	£ 375.02	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01
Participation_Branch	£ 4,500.00	£ 374.89	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01	£ 375.01
RepresentMembers	£ 5,000.00	£ 416.67	£ 416.67	£ 416.67	£ 416.67	£ 416.67	£ 416.67	£ 416.67	£ 416.67	£ 416.66	£ 416.66	£ 416.66	£ 416.66
Campaigns	£ 3,500.00	£ 291.70	£ 291.70	£ 291.70	£ 291.70	£ 291.65	£ 291.65	£ 291.65	£ 291.65	£ 291.65	£ 291.65	£ 291.65	£ 291.65
Publicity	£ 2,000.00	£ 166.71	£ 166.67	£ 166.67	£ 166.67	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66
Recruitment	£ 2,000.00	£ 166.71	£ 166.67	£ 166.67	£ 166.67	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66	£ 166.66
Communications	£ 1,000.00	£ 83.35	£ 83.35	£ 83.35	£ 83.35	£ 83.35	£ 83.35	£ 83.35	£ 83.35	£ 83.30	£ 83.30	£ 83.30	£ 83.30
Education	£ 3,000.00	£ 250.02	£ 250.02	£ 250.02	£ 250.02	£ 249.99	£ 249.99	£ 249.99	£ 249.99	£ 249.99	£ 249.99	£ 249.99	£ 249.99
Donations	£ 600.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00	£ 50.00
Affiliations	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Local Activities	£ 1,000.00	£ 83.34	£ 83.34	£ 83.34	£ 83.34	£ 83.33	£ 83.33	£ 83.33	£ 83.33	£ 83.33	£ 83.33	£ 83.33	£ 83.33
Other	£ 1,000.00	£ 83.34	£ 83.34	£ 83.34	£ 83.34	£ 83.34	£ 83.34	£ 83.34	£ 83.34	£ 83.32	£ 83.32	£ 83.32	£ 83.32
Fighting Fund	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>Total</b>	<b>£ 66,302.65</b>	<b>£ 5,525.11</b>	<b>£ 5,525.35</b>	<b>£ 5,525.35</b>	<b>£ 5,525.35</b>	<b>£ 5,525.23</b>	<b>£ 5,525.23</b>	<b>£ 5,525.23</b>	<b>£ 5,525.23</b>	<b>£ 5,525.15</b>	<b>£ 5,525.14</b>	<b>£ 5,525.14</b>	<b>£ 5,525.14</b>
Surplus/Deficit													
Surplus/Deficit	£ 1.76	£ 0.25	£ 0.03	£ 0.03	£ 0.03	£ 0.14	£ 0.14	£ 0.14	£ 0.13	£ 0.21	£ 0.22	£ 0.22	£ 0.22

# Pembrokeshire County Branch

## Cangen Sir Benfro

### 13. Honoraria

2021 Honoraria							
Name	Post	Honorarium Amount	%	Time in office - Days	% Honoraria Entitlement	Projector Honoraria	Notes
Jonathan Lewis	Secretary	£ 1,687.41	30.00%	365	100%	£ 1,687.41	
Manuela Hughes	Chair	£ 1,406.18	25.00%	365	100%	£ 1,406.18	
Jason Forrest	Vice Chair	£ 562.47	10.00%	365	100%	£ 562.47	
	H & S officer	£ 449.98	8.00%	0	0%	£ -	
Ross Harries	Treasurer	£ 337.48	6.00%	365	100%	£ 337.48	
Steve Aldred-Jones	Auditor	£ 224.99	4.00%	365	100%	£ 224.99	
Jason Forrest	Welfare	£ -	0.00%	0	0%	£ -	2nd position
Nicola Williams	Equalities Officer	£ 140.62	2.50%	365	100%	£ 140.62	
Tom Griffiths	Schools Convener	£ 140.62	2.50%	365	100%	£ 140.62	
Tracy Sayers	Schools Convener	£ 140.62	2.50%	365	100%	£ 140.62	
Nicola Williams	LGBT+ Officer	£ -	0.00%	0	0%	£ -	2nd position
Robert Thomas	Communications	£ 140.62	2.50%	365	100%	£ 140.62	
	Young Members Officer	£ -	0.00%	0	0%	£ -	
	Women's Officer	£ -	0.00%	0	0%	£ -	
Totals		£ 5,230.99	93.00%			£ 4,781.01	

Branch Funding 2021	£ 56,247.01		
10% for Honoraria Budget	£ 5,624.70	93%	Percentage Honoraria Paid
Branch Funding 2021 Exc Honoraria	£ 50,622.31		

2022 Projected Honoraria							
Name	Post	Honorarium Amount	%	Time in office - Days	% Honoraria Entitlement	Projector Honoraria	Notes
	Secretary	£ 1,799.90	32.00%		0%	£ -	
	Chairperson	£ 1,518.67	27.00%		0%	£ -	
	Vice Chair / Senior Case	£ 1,068.69	19.00%		0%	£ -	
	H & S Officer	£ 506.22	9.00%		0%	£ -	
	Treasurer	£ 449.98	8.00%		0%	£ -	
	Auditor	£ 281.24	5.00%		0%	£ -	
Totals		£ 5,624.70	100.00%			£ -	

Branch Funding 2021	£ 56,304.41		
10% for Honoraria Budget	£ 5,630.44	0%	Percentage Honoraria Paid
Branch Funding 2021 Exc Honoraria	£ 50,673.97		

# Pembrokeshire County 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 2021:**

- 1 Heartlands Hospital Birmingham (Strike/Hardship)
- 2 Cuba Medical Supplies
- 3 3<sup>rd</sup> Pembroke Scouts
- 4 WASPI
- 5 Pembrokeshire Friends of the Earth (COP 26)
- 6 Patch
- 7 Pembrokeshire Mind

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

# Pembrokeshire County Branch

## Cangen Sir Benfro

### 15. Election of Stewards and Officers

Nominations received by Branch Secretary – 18 December 2021

<b>Steward</b>	Jonathan Lewis	<b>Health &amp; Safety Rep</b>	Jonathan Lewis
<b>Steward</b>	Manuela Hughes	<b>Health &amp; Safety Rep</b>	Manuela Hughes
<b>Steward</b>	Ross Harries	<b>Health &amp; Safety Rep</b>	Ross Harries
<b>Steward</b>	Tomos Griffiths	<b>Health &amp; Safety Rep</b>	Tomos Griffiths
<b>Steward</b>	Jason Forrest	<b>Health &amp; Safety Rep</b>	Jason Forrest
<b>Steward</b>	Steve Morbey	<b>Health &amp; Safety Rep</b>	Steve Morbey
<b>Steward</b>	Rachel Owen	<b>Health &amp; Safety Rep</b>	Rachel Owen
<b>Steward</b>	Shirley Johns	<b>Health &amp; Safety Rep</b>	Shirley Johns
<b>Steward</b>	Nicola Williams	<b>Health &amp; Safety Rep</b>	-----
<b>Steward</b>	Pat Jones	<b>Health &amp; Safety Rep</b>	Pat Jones
<b>Steward</b>	Steven Aldred-Jones	<b>Health &amp; Safety Rep</b>	Steven Aldred-Jones
<b>Steward</b>	Ceri Barnes	<b>Health &amp; Safety Rep</b>	Ceri Barnes
<b>Steward</b>	Liz Rooney	<b>Health &amp; Safety Rep</b>	Liz Rooney
<b>Steward</b>	James Kelly	<b>Health &amp; Safety Rep</b>	James Kelly
<b>Steward</b>	James Williams	<b>Health &amp; Safety Rep</b>	James Williams
<b>Steward</b>	Sarah Jones	<b>Health &amp; Safety Rep</b>	-----
<b>Steward</b>	Amanda Lewis	<b>Health &amp; Safety Rep</b>	Amanda Lewis
<b>Steward</b>	Hayley Morgan	<b>Health &amp; Safety Rep</b>	Hayley Morgan
<b>Steward</b>	Joanne Latham	<b>Health &amp; Safety Rep</b>	Joanne Latham
<b>Steward</b>	Samuel Guy	<b>Health &amp; Safety Rep</b>	Samuel Guy
<b>Steward</b>	Rachael Murphy	<b>Health &amp; Safety Rep</b>	Rachael Murphy
<b>Steward</b>	Tracey Sayers	<b>Health &amp; Safety Rep</b>	Tracey Sayers
<b>Steward</b>	Donna Cubbin	<b>Health &amp; Safety Rep</b>	Donna Cubbin
<b>Steward</b>	Stephen Richardson	<b>Health &amp; Safety Rep</b>	Stephen Richardson
<b>Total</b>	24	<b>Total</b>	22

# Pembrokeshire County Branch

## Cangen Sir Benfro

Branch Secretary	Jonathan Lewis
Branch Chairperson	Manuela Hughes
Branch Vice Chairperson	Jason Forrest
Branch Treasurer	Ross Harries
Branch Welfare Officer	Jason Forrest
Branch Education Convenors	Tracey Sayers
Branch Equality Coordinator	Nicola Williams
Branch International Officer	Alan Grice
Branch Sports and Social Officer	Shirley Johns
Branch LGBT+ Officer	Nicola Williams
Branch Education Co-ordinator	Ross Harries
Branch Retired Members Secretary	Jim Stobbart
Branch Membership Officer	Manuela Hughes



# Pembrokeshire County Branch

## Cangen Sir Benfro

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

All conferences in 2021 were cancelled due to Covid-19.

#### Cymru/Wales Council Delegates 2022

*As agreed by Branch Committee 23 November 2021*

Seat	Delegate
Female	Manuela Hughes
Female	Tracey Sayers
General	Jonathan Lewis
Low Paid Female	Shirley Johns
Reserved	Ceri Barnes
Reserved	Jason Forrest

#### National Local Government Conference Delegates 2022

*As agreed by Branch Committee*

Seat	Delegate
General	Ross Harries
Female	Manuela Hughes
Female	Shirley Johns
Reserved	Ceri Barnes

#### National Delegate Conference 2022

*As agreed by Branch Committee*

Seat	Delegate
General	Jonathan Lewis
Female	Manuela Hughes
Reserved	Shirley Johns

# **Pembrokeshire County Branch Cangen Sir Benfro**

## **17. Motions**

None Received.

# Pembrokeshire County 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 County Branch Cangen Sir Benfro

## Prize Draw 2022

The winners will be drawn after the final aggregate meeting.

Winners will be notified in due course.

**1<sup>st</sup> Prize – Up to £500 worth of electrical goods  
from Vaughans, Haverfordwest - chosen by winner.**



**2<sup>nd</sup> Prize (20 winners) – Tesco Shopping Voucher to the value of £5.**

# Pembrokeshire County Branch Cangen Sir Benfro

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

