

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 17<sup>TH</sup> FEBRUARY 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

---

PRESENT: Cllr Mrs S Murray (Mayor)  
Cllr C Blakemore  
Cllr J Collier  
Cllr A V Griffiths  
Cllr B Griffiths  
Cllr D Jones  
Cllr Mrs B Morgan  
Cllr Mrs E Repton  
Cllr R Stephens  
Cllr C Thomas  
Cllr R Thomas JP

APOLOGIES: Cllr A Griffiths  
Cllr A Buckfield  
Cllr P Iles  
Cllr Miss L Pepperell  
Cllr S Llewellyn

The Town Clerk and Deputy Town Clerk were in attendance.

**1066 MINUTES OF THE COUNCIL MEETING HELD ON 20<sup>TH</sup> JANUARY 2016**

Minutes of the meeting held on 20<sup>th</sup> January 2016 were agreed as a true record save for the following:

- 2/16 – 1053 The Mayor advised that a date has yet to be arranged with Paul Davies AM. On request Cllr D Bryan (observer) informed Council that due to purdah the AM would be unable to make any such arrangements.
- 7/16 – 1056 Christmas Lights – 6<sup>th</sup> line should read ‘The need to begin...’
- 16/16 – 1057 It should be noted that after ‘Staffing Matters-Update’ Cllr C Thomas returned to the Chamber.

1067

**TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 20<sup>TH</sup> JANUARY 2016**

13/16 In response to Cllr B Griffiths' advice that he believed (through a different example) that the re-investment could occur 48 hours before the maturity date, the Town Clerk advised that as far as she was aware at the time, it could not be effected until after the date.

18/16 The Town Clerk informed Council that the Charity Angling Festival have requested alternative cheque arrangements as they do not hold a bank account.

Following a proposal by The Mayor and seconded by Cllr R Thomas JP, it was agreed that the Town Clerk would arrange for the cheque to be made payable to Mount Airey School.

No further matters were raised.

1068

**MAYOR'S UPDATE AND CORRESPONDENCE**

- The Mayor highlighted a 'Say NO to Dyfed' petition being circulated by Cllr Peter Stock. During discussion it became apparent that the petition has already been submitted.
- Hywel Dda UHB. The Mayor informed Council of a letter detailing a discussion group being held on 25<sup>th</sup> February in Carmarthen to which volunteers were sought to attend. Cllr R Thomas JP proposed two delegates attend on behalf of the Council. The Mayor invited two volunteers. The Town Clerk was asked to circulate relevant information.
- Convergence. The Mayor informed Council of correspondence entitled "What has Convergence Funding done for you?" It was agreed that the paperwork be deposited in the main office for further reference.
- Gazebos/Pop up market stalls. The Mayor informed Council that a request had been made for the use of one gazebo on 22<sup>nd</sup> February 2016 at a local duck race. A discussion ensued around the following key points:

(a) Lack of formal policy/procedure around loan of gazebos/market stalls.

(b) Keys for the relevant container must be returned to the Town Council office as soon as possible.

(c) Town Council staff should be involved in arrangements. Following a proposal from Cllr R Thomas JP it was generally concluded that it was in order for the use of one gazebo as requested but for Council outside staff to be involved in the collection and return of same.

**1069      LICENSING APPLICATIONS FOR 17<sup>TH</sup> FEBRUARY 2016**

There were no Licensing Applications for consideration.

**1070      PLANNING APPLICATIONS FOR 17<sup>TH</sup> FEBRUARY 2016**

Ref. No. 15/1042/PA      36 St Martins Park  
Haverfordwest  
Pembrokeshire.  
Ground floor extension

RECOMMENDATION:      Support

Ref. No. 15/1039/PA      2 Victoria Place  
Haverfordwest.  
Retention of existing flat roof and parapet with  
secret gutter detail to pitched roof previously  
consented.

RECOMMENDATION      Support

**LATE PLANNING APPLICATIONS FOR 17.02.2016**

Ref No.15/1123/AD      Aldi Foodstore  
Salutation Square  
Haverfordwest  
Erection of 4 new signs

RECOMMENDATION:      Support

**24/16**

Ref No.15/1135/PA            17-18 Mariners Square  
Haverfordwest  
Change of use from offices to two dwellings

RECOMMENDATION:        Support

Ref No.15/1124/PA            Tannery Cottage  
51 Quay Street  
Haverfordwest  
Replace windows and doors

RECOMMENDATION:        Support

Ref No. 15/1133/PA            128 Haven Road  
Haverfordwest  
Replacement sun room

RECOMMENDATION:        Support

Ref No.15/1144/PA            152 Haven Road  
Haverfordwest  
Reserved matters for access to  
appearance, landscaping, layout and scale  
of proposed dwelling (12/0954/PA)

RECOMMENDATION:        Support

Ref No. 15/1144/PA            152 Haven Road  
Erection of dwelling

RECOMMENDATION:        Support

1071 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF TUESDAY 2<sup>ND</sup> FEBRUARY 2016

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 2<sup>ND</sup> FEBRUARY 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT: Cllr A V Griffiths (Chair)  
Cllr C Blakemore  
Cllr J Collier  
Cllr D Jones  
Cllr S Llewellyn  
Cllr L Pepperell

PRESENT  
as observers: Cllr A Buckfield  
Cllr B Griffiths  
Cllr C Thomas

APOLOGIES: Cllr Mrs S Murray (Mayor)  
Cllr R Stephens  
Cllr R Thomas JP

The Town Clerk was in attendance.

**DECLARATIONS OF INTEREST**

To be taken as and when they arise.

**MATTERS ARISING FROM THE REPORT OF 5<sup>TH</sup> JANUARY 2016**

43/02 Cllr Buckfield received confirmation from Cllr A V Griffiths that everyone had received the report. Those present confirmed satisfaction with the Report.

**PAVILION – UPDATE**

- Cllr A V Griffiths reported that he has viewed the Pavilion with the Contractor and that some jobs remain outstanding.

- Cllr A V Griffiths reported that both external lights are out of order. Discussion followed over the usefulness of spotlights or sensor lights and the potential costs and location of same.
- The advantages and disadvantages of installing a 7-day timer on the boiler were discussed.
  
- Further matters noted related to the handrails, loose sockets in the kitchen, housekeeping and payment to Contractor upon full and final completion of works.

### **PICTON CENTRE – UPDATE**

- Repairs to stage. Views were exchanged on the three quotations received. The lack of standardisation was noted as was the need to adhere to the Financial Regulations. The Town Clerk was asked to request tenders from those received in adherence to the Tender documentation in readiness for the next Full Council Meeting.
- Glass Washer. The Town Clerk reported that an electrical contractor and plumber would be required to complete the suggested relocation of the glass washer. The potential need to re-configure the kitchen to accommodate same was highlighted as was the need to ensure compliance with Health and Safety regulations.
- Roof. Cllr A V Griffiths provided an overview of a recent survey and report. The need for specialist information was highlighted. The matter is to be discussed at Full Council for further consideration.

### **REPLACEMENT/REFURBISHMENT OF NOTICE BOARDS – UPDATE**

- Photographs of the Notice Boards in question were circulated.
- Cllr A V Griffiths reported that he had received an estimate from Mr Sutton of approximately £235.00 per refurbishment of each Notice Board.
- Further discussion followed over whether to replace or refurbish the Notice Boards, the gaining of alternative quotations and the timescales involved.
- Cllr Blakemore highlighted the need for a Notice Board on St. Thomas' Green. It was agreed by those present that this would be carried forward to the next MES Committee Meeting.
- Cllr S Llewellyn reserved the right to speak at Full Council on the matter.

### **RECOMMENDATION**

To refurbish the Notice Board at Wilkinsons as a 'pilot'. Should this be deemed the most appropriate approach, MES Committee to instruct Contractor to complete same for all Notice Boards.

## **WIFI**

Cllr C Thomas reported that the matter is progressing and that same is to be referred to Full Council for a decision.

The following points were raised and/or discussed.

- Cllr Jones questioned whether the Railway Station is to be included in the scheme.
- The geographical extent of the scheme.
- Who will be lead the scheme. Concern was raised over the associated workload of the Town Clerk's office should Haverfordwest Town Council take the lead.
- Cllr A V Griffiths advised that The Mayor is dealing with a range of related matters.

## **PROVISION OF FLOWERS IN THE TOWN**

An email detailing the provision was referred to.

It was generally felt that the provision of flowers is important for the town and that the financial aspect remains the domain of the Council's Personnel, Policy and Finance Committee.

Cllr C Thomas explained that The Mayor has liaised with Pembrokeshire County Council over the lateness of the matter and that a response following the next Full Council meeting would be accepted by them.

It was agreed that prior to the next Full Council Meeting, the Town Clerk will obtain further details from Pembrokeshire County Council regarding the specific locations of flower displays.

## **PROVISION OF TWO TABLES AND BENCHES FOR POYESTON PLAYING FIELD**

Cllr C Thomas asked whether the Council could purchase the above for Poyeston Playing Field. An exchange of views around the following ensued:

- Specific site of the equipment.
- Cost implications.
- The need to consult with residents to gauge views.
- Potential suppliers and the possibility of the equipment being commemorative items for the Queen's 90<sup>th</sup> Birthday celebrations later in the year.

**PRENDERGAST LOWER CEMETERY – CORRESPONDENCE FROM ST. DAVID’S CHURCH, PRENDERGAST**

Cllr A V Griffiths (Chair) read out a letter recently received from St. David’s Church regarding a range of concerns over the appearance and condition of the area.

Cllr S Llewellyn declared an interest.

The following key points were discussed:

- The ambiguity over ownership. Cllr Buckfield highlighted that a few years ago he compiled a Report on this very fact and that the Report noted options for the Town Council to consider. Prior to the next meeting of MES the Town Clerk will obtain a copy of Cllr Buckfield’s Report for circulation.
- The extent and specific nature of the noted areas of concern.
- Cllr Llewellyn highlighted that whilst this matter has been discussed before at Full Council, a way forward has not been determined.
- Ambiguity over whether legal advice and guidance has been previously sought. The Town Clerk is to make enquires regarding same.
- The financial implications of addressing concerns.
- Cllr Collier commented that it would be beneficial to see any relevant legal documentation especially for those Councillors new to the Council.

**PORTFIELD RECREATON COMMITTEE – LOWER RACECOURSE. REQUEST FROM MERLINS BRIDGE JUNIOR FOOTBALL CLUB**

Cllr A V Griffiths (Chair) read out a letter received from Mr Lucas, Clerk of Lower Racecourse Committee seeking permission to site a container on the Pavillion Car Park for use by Merlins Bridge Junior Football Club.

Following an exchange of views and discussion of pertinent points, the Town Clerk was asked to approach the applicants for further information in order that a recommendation can be made by the Management, Estates and Strategy Committee.



**TO CONSIDER THE POSSIBILITY OF FUNDING THE INSTALLATION OF A HARD SURFACE PATH FROM THE ROAD PAVEMENT TO THE RIFLEMAN PLAY AREA**

Cllr A V Griffiths (Chair) explained that the current path was not particularly user friendly and that Pembrokeshire County Council are unable to fund a suitable alternative. A photograph highlighting the current path was circulated.

Discussion ensued as to viable options and suitable location of any future path. The need for further information was noted.

Cllr S Llewellyn highlighted that this is potentially paying for and installing a path on land not owned by Haverfordwest Town Council for a Play Park which is not the Town Council's responsibility.

The concept of an agreement similar to that connected to the recent decision to fund two 'Rocker Rides' was noted.

**HAWTHORNE RISE BUS SHELTER**

The deteriorating condition of the Bus Shelter and the need for urgent action was highlighted as was the ambiguity over ownership and responsibility of maintenance. It was generally believed that Haverfordwest Town Council paid for the Shelter some years ago and that this was not the first time its condition had been discussed.

Following an exchange of views, the Town Clerk was asked to make enquiries with some Councillors and Pembrokeshire County Council to establish the basic facts and report back to the Chair. Once this has been obtained, the matter can be raised in Full Council.

**WEBSITE – ADDITION OF A MAP DETAILING THE WARDS WITHIN THE TOWN**

Cllr Buckfield raised the concept of having a detailed map on the Council's website which highlights the Council's Wards and Councillors.

Cllr Buckfield also raised the suggestion of an 'Annual Plan' on the website detailing all Civic, and other events in the town.

Cllr Llewellyn supported both suggestions; Cllr Blakemore agreed.

Cllr Collier felt the website requires attention. The Town Clerk provided an historic synopsis of the relatively new website and that the Town Clerk's office endeavours to address matters.

The Town Clerk confirmed that a quotation has been received for a Projector. The Chair asked that this be placed on next month's MES Agenda.

**RECOMMENDATION**

The Town Clerk's office to provide a monthly up-date on issues related to the website.

**TOWN EVENTS. TO CONSIDER REVIEWING THE CALENDAR OF EVENTS**

Cllr Buckfield raised this matter within the previous Agenda matter.

**QUEEN'S 90<sup>TH</sup> BIRTHDAY BEACONS**

A discussion took place regarding the possible involvement in a project being organised by One Voice Wales. The following emerged:

- Potential location must be established.
- The Town Clerk reported that the deadline is 10<sup>th</sup> April.

**RECOMMENDEDATION:**

Cllr Blakemore to explore the situation and provide an up-date at the next MES Committee Meeting.

**ANY OTHER BUSINESS**

- Cllr Jones reported the on-going problem of rubbish on St Thomas' Green. Cllr Jones will liaise with Pembrokeshire County Council if required.
- The Town Clerk reported that she has been informed by the new 'Welcome to Haverfordwest' signs were due to be installed by the end of January 2016.

**There being no further business the meeting closed at 8.55pm.**

**END OF REPORT**

ACCEPTANCE of the above report was moved by Cllr Mrs B Morgan and Seconded by Cllr C Thomas save for the following:

R45/01 Pavilion up-date.

Cllr A V Griffiths explained the delay in full and final completion was due to matters connected to the flooring and lights.

R45/02 Picton Centre update.

Stage. Cllr A V Griffiths presented three standardised quotations for consideration by Council. There followed a discussion over (a) use of stage (b) quotations/content/costs (c) work to be undertaken at convenience of Haverfordwest Town Council.

RESOLVED: To award the Contract to Wrightway Construction with works undertaken at the Council's convenience. The Town Clerk and Deputy Town Clerk to co-ordinate matters.

Glass Roof. The Town Clerk reported the meeting of the Emergency Committee on 5<sup>th</sup> February 2016 to manage the matter of the glass canopy to the lounge side of the Picton Centre. The Town Clerk advised that the glass had been removed at a total cost of £360.00.

Tree. The Town Clerk reported the recent fall of tree in the grounds of Picton Centre and the remedial work undertaken by Pembrokeshire County Council in partnership with the Trunk Roads Agency. Thanks were noted for those involved.

R45/02 Notice Boards – update.

Cllr Adrian Griffiths sought a deferral on this matter in light of alternative options which may be available. General agreement was voiced.

R45/03 Wifi.

An exchange of information and views took place on:

- Service provision and technical requirements.
- The advantages and disadvantages of the proposed scheme.
- After the first three years, Antur Teifi will maintain the system.
- The need for a 'lead' organisation.
- Whether a working party for the project should be established.

## 32/16

- That there are currently two HTC Members and 2 Business Circle Members within the proposed project.
- The implications on Haverfordwest Town Council, it's staff and office capacity.
- That Pembrokeshire County Council have advised they will pay for the scheme for three years but will not be the 'lead'.
- The need for further clarification on financial and staffing implications. A cost factor of £25.00 was mentioned.
- Haverfordwest Town Council members involved are The Mayor (Cllr Mrs S Murray), The Sheriff (Cllr C Thomas) and Cllr R Stephens.

RESOLVED To support the scheme in principle but with no commitment to an administrative/staffing role.

### R45/03 Provision of flowers in the town

The Town Clerk distributed further information received from Pembrokeshire County Council. The following was proposed by Cllr C Thomas and agreed unanimously:

RESOLVED To confirm acceptance of project costs of £1733.65 to Pembrokeshire County Council.

### R45/03 Provision of two tables and benches for Poyeston Playing Field

Following an update by Cllr C Thomas those present agreed to defer the matter until the next meeting of Full Council.

### R45/05 Possibility of funding the installation of a hard surface path at Rifleman Play Area. The following key points were raised:

- HTC whilst not necessarily owners have a duty to make good.
- Clarification required over ownership of land.
- Cllr T Tudor is liaising with Pembrokeshire County Council
- Currently drainage work is being undertaken on the area.

Those present agreed to defer the matter.

R45/05 Hawthorne Rise Bus Shelter.

Following an exchange of views including the urgency of the matter and the duty of Haverfordwest Town Council it was agreed that Cllr R Thomas JP would progress the matter through further enquiries.

**1072** **TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON 3<sup>RD</sup> FEBRUARY 2016**

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 3<sup>RD</sup> FEBRUARY 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

**PRESENT:** Cllr Mrs B Morgan (Chair)  
Cllr A Buckfield  
Cllr B Griffiths  
Cllr E Repton  
Cllr C Thomas  
Cllr R Thomas JP  
Cllr Mrs Sue Murray (Mayor – ex-officio)

**PRESENT  
as observer** Cllr J Collier

**APOLOGIES** Cllr Anthony Griffiths  
Cllr P Iles

The Town Clerk was also present.

**DECLARATIONS OF INTEREST**

Declarations of Interest to be taken as and when they arise.

**TO RECEIVE AN UPDATE ON ACCOUNTS TO 31<sup>ST</sup> DECEMBER 2015**

The chair invited any comments. The following were highlighted:

- Financial Budget Comparison p 2 of 4 – Expenditure Code 125/4. Cllr Mrs B Morgan (Chair) highlighted that the sum of £4,000.00 should be under 'Loans'. A correction is required.

- Financial Budget Comparison p 4 of 4 – Bridge Meadow Trust -£3,330.17. Cllr R Thomas JP queried situation. The Town Clerk to address matter and report back to Committee.
- Financial Budget Comparison p 4 of 4 – Civic Function Videos. The Town Clerk to address matter and report back to Committee.

Save for the above the matter was accepted.  
Cllr A Buckfield moved acceptance.

### **APPOINTMENT OF INTERNAL AUDITOR**

Cllr Mrs B Morgan (Chair) proposed Mr Scourfield.  
Cllr B Griffiths and Cllr Mrs E Repton seconded same.

**RECOMMENDATION:** Mr Scourfield be appointed Internal Auditor.  
The Town Clerk to write to Mr Scourfield confirming same.

### **TO CONSIDER AN INCREASE IN BURIAL FEES FOR PRENDERGAST CEMETERY – UPDATE**

Discussion took place around matters of:

- Establishing the overall maintenance and operational costs.
- The situation elsewhere in Pembrokeshire.
- The current burial fees and Pembrokeshire County Council guidance.

**RECOMMENDATION:** To increase the £498.00 fee by £2.00.  
The Town Clerk to compile an analysis of overall maintenance and operational costs.

### **HAVERFORDWEST TOWN COUNCIL VAN – UPDATE ON CONDITION**

Cllr Mrs B Morgan (Chair) read a brief report compiled by The Town Clerk and a member of the outside staff team. There followed an exchange of views on the pertinent points.

**RECOMMENDATION:** That the seat and condition of the van's rear floor be checked with Pembrokeshire County Council's Thornton depot.

### **NEW PENSION AUTO-ENROLMENT - INFORMATION**

The Town Clerk provided a brief overview of developments to date. Paperwork was distributed amongst those present for information and consideration.

Cllr R Thomas JP proposed that the matter be placed on the next PPF Agenda.  
Cllr Mrs B Morgan (Chair) agreed.

### **FINANCIAL SUPPORT FOR THE MUSEUM**

Cllr R Thomas JP declared an interest as a Non-Council Trustee.  
Cllr A Buckfield and Cllr Mrs E Repton both declared an interest as Appointed Council Trustee.

In response to Cllr Buckfield's query, Cllr Mrs B Morgan (Chair) advised there was no concern over being quorate.

Matters of discussion:

- Utility Bills. Ambiguity exists over the arrangements for payment of water charges at the Museum. Determination of costs was deemed necessary.
- Reschedule of loan repayment. Cllr Buckfield explained that due to winter closure, a 3 month deferment period would be beneficial. Cllr Mrs B Morgan (Chair) highlighted the lack of a detailed written agreement. The Town Clerk provided an up-to-date overview including a request of a similar nature from the Museum's Treasurer.
- The Town Clerk has been asked to assist Cllr R Thomas JP and Cllr Mrs E Repton in a specific financial matter.
- Cllr Mrs B Morgan (Chair) raised the possibility of bringing forward the grant payable to the Museum should the need arise.

#### **RECOMMENDATION:**

(1) Reschedule repayment of the recent £4000 loan. To commence 1<sup>st</sup> June 2016 over 36 months. Such reschedule only to be confirmed upon completion of a written agreement and necessary paperwork.

(2) Haverfordwest Town Council be prepared to adopt water bills once amounts and charges are investigated.

(3) Unexpected expenditure. To consider advance payment of grant in the case of severe need.

Insurance. The Town Clerk reported that Zurich Insurance have advised that until the end of the current insurance year, the William Owen Card Table can be added to the Haverfordwest Town Council's policy free of charge. The cost for the following year (based on current charges) would be £36.32.

**RECOMMENDATION:** The item be placed on the insurance policy free of charge and on the forthcoming year at a cost (based on current charges) of £36.32

### **TO CONSIDER THE PROVISION OF FLOWERS IN THE TOWN**

Cllr B Griffiths provided an overview from the previous night's MES Committee meeting. The following key points were raised:

- Cost of watering on Bank Holidays.
- The need to establish the location of displays.

Cllr Mrs B Morgan (Chair) shared that she proposes the scheme in principle in that Pembrokeshire County Council undertake the project and Haverfordwest Town Council pay for same.

It was generally felt that The Town Clerk should obtain further information from Pembrokeshire County Council and report same to Cllr Mrs B Morgan (Chair).

### **TO CONSIDER THE QUEEN'S 90<sup>TH</sup> BIRTHDAY BEACONS PROJECT**

Cllr B Griffiths provided an overview from the previous night's MES Committee. The following key points were raised:

- Need to establish the most suitable location.
- The Town Clerk reported that Cllr Blakemore was making enquiries as a result of the previous night's MES Committee.
- The Mayor suggested a sub-committee to oversee the proposal/project.
- Cllr Mrs B Morgan (Chair) suggested any costs could be met through 'Town Events'.

### **TO CONSIDER FINANCIAL SUPPORT FOR BUNTING IN PREPARATION FOR THE QUEEN'S 90<sup>TH</sup> BIRTHDAY CELEBRATIONS.**

The Mayor requested financial support to provide bunting to decorate the Picton Community Centre in preparation for the forthcoming celebrations.

Cllr R Thomas JP believed the matter an MES one and that any agreed funding would be via 'Town Events' budget.



**TO CONSIDER A REQUEST FROM ST DAVID'S CHURCH, PRENDERGAST FOR A CONTRIBUTION TOWARDS CHRISTMAS FLOODLIGHTING 2015**

The Chair read a letter received from St. David's Church, Prendergast on the matter.

Cllr Buckfield proposed a financial contribution as per last year. Cllr C Thomas seconded same.

Cllr Mrs B Morgan (Chair) informed the Town Clerk that this item is already accounted for.

**TO CONSIDER A SIXTH-FORM BURSARY**

The Mayor requested that Committee and Council consider developing a Sixth –Form Bursary.

An exchange of views took place and it was agreed that The Mayor will formulate a plan for discussion at the next PPF Committee Meeting.

**CIVIC EVENTS AND OTHER NOTABLE EVENTS – PLAN FOR 2016**

The Town Clerk provided an up-date on potential dates. The Committee deemed the following suitable for consideration:

|                         |   |
|-------------------------|---|
| Mayor Making            | Thursday 19 <sup>th</sup> May 2016  |
| Civic Service           | Sunday 12 <sup>th</sup> June 2016<br>Sunday 26 <sup>th</sup> June 2016  |
|                         | The traditional date of Sunday 19 <sup>th</sup> June (Father's day) cannot be confirmed as available at this stage. |
| Beating of the Bounds   | Friday 3 <sup>rd</sup> June 2016. 5.15pm<br>Monday 18 <sup>th</sup> July 2016. 5.50pm                               |
| Civic Christmas Service | Thursday 15 <sup>th</sup> December 2016   |

**AGENDAS AND MINUTES – POLICY AND PROCESSES**

The Chair deferred this item advising it is to be discussed between The Chair and Town Clerk.

## **IDENTIFICATION BADGES FOR COUNCILLORS**

The matter was discussed with the following recommendation:

**RECOMMENDATION:** All Councillors to have identification badges as per the example provided. The Town Clerk's office to produce same.

All Councillors to have business cards. The Town Clerk's office to produce same.

## **ANY OTHER BUSINESS**

- Cllr Mrs B Morgan (Chair) raised concerns with the Town Clerk regarding the re-investment of funds previously recommended by the Council not having taken place correctly. The Town Clerk provided an explanation. Cllr R Thomas contributed to same.
- Cllr R Thomas JP suggested clarification is necessary to ensure Agenda items are placed on the relevant Committee Agendas. It was concluded that this suggestion be placed on next month's PPF Agenda.

## **STAFF TRAINING**

The Town Clerk provided an overview of opportunities and costs relating to training for completion of the end of year processes.

Following an exchange of views on the nature, extent, costs and benefits of a range of training options, the following was recommended:

**RECOMMENDATION:** To arrange 'in house' training with EDGE for Town Clerk and Deputy Town Clerk at a total cost in the region of £1500.00.

**There being no further business the meeting closed at 9.01pm**

### **End of Report**

ACCEPTANCE of the above Report was moved by Cllr B Griffiths and seconded by Cllr R Thomas JP with the following points raised:

|       |          |  |
|-------|----------|--|
| 46/05 | RESOLVED | 2016 Civic Service will be held on 26/6/2016<br>2016 Beating of the Bounds will be held on 18 <sup>th</sup><br>July 2016 |
|-------|----------|--|

**1073 NOMINATIONS FOR THE OFFICES OF MAYOR, DEPUTY MAYOR AND SHERIFF**

The Mayor read through the wording of the matter as appearing on the Agenda.

**1074 PICTON CENTRE – RECENT ISSUES.**

Discussed within the Report of the MES Committee.

**1075 FLOWERS FOR HAVERFORDWEST.**

Discussed within the Report of the MES Committee.

**1076 WIFI FOR HAVERFORDWEST – UPDATE.**

Discussed with the Report of the MES Committee.

**1077 REPORT ON USE OF CHRISTMAS LIGHTS AT ICE RINK EVENT OCT/NOV 2015**

The Mayor confirmed that a Report had been distributed. The following points emerged:

- The Town Clerk provided information on the potential costs involved.
- The Mayor clarified the exact nature of the Report circulated.
- Concerns over the vagueness of information provided.
- Concerns over the management of the situation.
- To reflect on the event under review when planning any similar event in the future.

It was agreed that as four boxes had been used then recompense for same totalling £1050 should be sought with the understanding that some reimbursement may apply on full determination of the damage done.

**1078 PEMBROKESHIRE COUNTY COUNCIL'S PROPOSAL TO INTRODUCE A COUNCIL TAX PREMIUM ON SECOND HOMES. CONSULTATION.**

The Mayor provided an overview of the matter for Councillors present.



**1085 ANY OTHER INFORMATION**

The Town Clerk, The Deputy Town Clerk and member of the public left the Chamber at 9.32pm.

Staffing Matters. This Session was held in camera. A full report is on file.

**1086 DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 16<sup>th</sup> March 2016.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....