

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 21st SEPTEMBER 2016 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

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

APOLOGIES: Cllr A Griffiths
Cllr P Iles
Cllr Mrs S Murray
Cllr Miss L Pepperell
Cllr R Stephens
Cllr C Thomas

The Town Clerk and Deputy Town Clerk were in attendance

The Mayor's Chaplain, Rev Fr Nick Cale, led the Council in prayer

The Mayor expressed his thanks to his Chaplain for the Beating of the Bounds Service.

The Mayor welcomed the Officers from Pembrokeshire County Council (PCC), Mr Darren Thomas and Mr Mike Cavanagh, as part of the 'Support for Town Councils' initiative and the two new reporters from the Western Telegraph and the Herald, and advised that they could speak with the Chair's (Mayor) consent.

The Mayor advised that if all members were happy, he wished to bring forward an item on the agenda 'To discuss PCC's Leisure, Culture and Tourism Services Consultation' so that he could ask Mr Mike Cavanagh to give an overview as he had to leave for another meeting. All agreed in favour.

1170 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 20th JULY 2016 AS A TRUE RECORD

The Minutes of the meeting held on 20th July 2016 were agreed as a true record save for the following:

111/16 Cllr R Thomas JP requested that point (C) be amended to read the resolved point read that the Council send letters to PCC and the Ombudsman in support of the residents letters regarding the consultation process to site a phone mast in Portfield.

1171 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 20th JULY 2016

107/16 Cllr Collier queried the matter of 'Councillors on Outside Bodies' as it was due to be reviewed in August/September 2016. It was confirmed that the Chair and Vice Chair of the Personnel, Policy and Finance were currently reviewing this under the committee agenda in October 2016.

1172 MAYOR'S UPDATE AND CORRESPONDENCE

- The Mayor expressed his thanks to all those involved in Festival Week. He thanked the Council's Festival Week committee members for all their hard work. He felt that it had been a success for the Council and the Town, producing good foundations for the following year.
- The Mayor gave an overview of his visit to Enniscorthy where he was a guest of honour. He hoped that there would be more links between the towns in the future and advised that mutual ideas were being shared.
- The Mayor gave an overview of his visit to the Wine Festival in Oberkirch. Again he received great hospitality from our Twin Town. Oberkirch had recently visited Haverfordwest, the Mayor thanked Cllr R Thomas JP and Cllr Mrs B Morgan for all the work they had done with the organisation for the visit and welcoming as part of the Twinning Association.
- The Mayor had been forwarded concerns by County Councillor David Bryan from residents living near the Lower Race Course Sports Pavilion which the Council own. The residents have raised concerns about the increased activity and noise level during unsocial hours from joyriders in the pavilion car park. The Mayor stated that the logistics were not possible for the gates to be locked overnight. The matter had been reported to the Police and they had confirmed to the Town Clerk that they would increase patrols in that area.
- The Mayor advised that he would be away for the Sheriff's weekend in York from 22nd to 25th September 2016. So there will be a shortfall on the emergency committee as the Sheriff Cllr Mrs S Murray is also away. The Mayor suggested that Cllr Mrs B Morgan, the Vice Chair of the Personnel, Policy and Finance committee, stand in if required, which was agreed. It was agreed that Cllr Mrs E Repton also stand on the emergency committee for that weekend to cover the shortfall.
- Correspondence had been received from PCC regarding the Governing Body of Haverfordwest Church in Wales VC School advising that they have a vacancy for an Additional Community Governor. If any Councillor wishes to be put forward as a nominee, they were advised to speak to the Town Clerk for further information.

1173 LICENSING APPLICATIONS FOR 21st SEPTEMBER 2016

There were no Licensing Applications for consideration.

1174 PLANNING APPLICATIONS FOR 21st SEPTEMBER 2016

Cllr C Blakemore resigned as planning co ordinator. It was agreed that Cllr J Collier would take on the role for future meetings. For this meeting, the Deputy Town Clerk advised Council of the planning applications received.

Ref. No. 16/0562/PA Proposed alterations and extensions to dormer bungalow.
176, Haven Road, Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/0564/PA Construction of maintenance contractors store shed, erection of security fence and change of use of land for ancillary storage.
Land north of 6 Osprey Drive, Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/0457/PA Change of use from residential to a mosque
4 Albert Street, Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No.16/0488/AD Replacement like-for-like and new signage, to comprise of 3 x internally illuminated fascias and 4 x non-illuminated poster frames.
Unit D, Springfield Retail Park
Fishguard Road
Haverfordwest.

RECOMMENDATION: SUPPORT

Ref. No. 16/0403/PA Change of use to hair and beauty salon.
45 High Street, Haverfordwest.

RECOMMENDATION: ALREADY GRANTED

Ref. No.16/0382/PA Change of use from retail (A1 use class) to a coffee shop (A 3 use class)
Old Coach House, Goat Street, Haverfordwest.

RECOMMENDATION: ALREADY GRANTED

Ref. No. 16/0481/PA Change of use of existing building to a dwelling and a new garage and parking spaces.
Paul Sartori Foundation, 31 Haven Road,
Haverfordwest

RECOMMENDATION: ALREADY GRANTED

Ref. No. 16/0517/PA Change of use and extension of Riverside Market Hall to create Library, Gallery, Tourist Information Facilities and associated café
Riverside Market, Haverfordwest

RECOMMENDATION: The Mayor read out the Council's recent response made to PCC regarding the above application-

“Following receipt of planning application consultation number 16/0517/PA, the Council wish to make the following comments:

“Haverfordwest Town Council welcome the proposal to agree a library, gallery, tourist information facilities and associated café at the Riverside Market.

We like the fact that it contains an exhibition area and social area. However, it is debatable if it will regenerate Haverfordwest Town Centre in its entirety. Also, if your footfall estimates are correct, we have doubts of the adequacy of the onsite parking.

Can we be assured that the library will be open for six full days a week as we have concerns with regards to the staffing due to the fact that the present library is unable to open for six days.

Will you also confirm if Pembrokeshire County Council will run this project or will it be included in your proposals for the Leisure, Culture and Tourism re-organisation.”

The Mayor requested that Mr Mike Cavanagh, Head of Cultural Services for PCC, give an overview of the above planning proposal.

Mr Cavanagh advised that this new facility is part of a wider masterplan to improve and regenerate Haverfordwest. It was hoped that it would improve the draw in to the town and away from the internet by offering high quality facilities and attractions. Parking would need to be considered around the facility.

The opening times were queried. It was advised that the facility would be open 5 days a week. There will be pressure to achieve the funding for the future running costs of this facility. The Cultural Services department have faced financial cuts and savings have been made in house over the last 4 years to ensure that no facilities have closed. Alternative options of how libraries are run in other towns would need to be considered.

Mr Cavanagh advised that Haverfordwest Town Council would be asked in the future whether they would be in a situation to help keep that site open 6 days a week.

Cllr Mrs B Morgan queried what would happen to the painting by Alfred Eagers from the 1980's which was in the Riverside Hall. The Town Council had funded the painting and advised that it is used on documents relating to the town. It was confirmed by Mr Cavanagh that the painting is being stored safely and consideration is being given to its future location.

Cllr S Llewellyn queried the car parking around the facility. Mr Darren Thomas, Head of Highways and Construction for PCC, advised that the parking around the facility was being looked at and that PCC does not own all of the parking areas. The needs of the facility would need to be considered along with the wider regeneration of the town including refurbishing the multi storey car park to improve circulation and foot access. All new proposals would be brought to Council for their comments in the future.

The use of the car park under the current Riverside Hall was queried and Mr Cavanagh advised that this would not be utilised for parking as the site needs to be terrorism proof due to the high standard of exhibits in the gallery.

Consultation from Cornerstone Telecommunications regarding proposed minor upgrade to existing electronic communications base station at Haverfordwest Telephone Exchange, Church Street, Haverfordwest

RECOMMENDATION: The Mayor suggests that the Councillors looking at the Portfield Mast review this consultation.

1175 TO DISCUSS PEMBROKESHIRE COUNTY COUNCIL'S LEISURE, CULTURE AND TOURISM SERVICES CONSULTATION

The Mayor asked Mr Mike Cavanagh, PCC's Head of Cultural Services, to give an overview of the consultation on future options in the delivery of leisure, culture and tourism services in the county.

Mr Cavanagh gave an overview of the five delivery options available, one being to continue running the service in house. He advised that more cuts were coming up to 2020 so huge savings are needed and the options are running out. The aim is protect frontline services.

The decision has not been made and the consultation deadline date has been extended to 14th October 2016.

Mr Mike Cavanagh left the meeting at 19.57pm.

1176 PROPOSED ROAD SAFETY SCHEME – 20MPH ZONE / PEDESTRIAN CROSSING FACILITIES, PORTFIELD, HAVERFORDWEST

The Mayor, Cllr S Llewellyn and Cllr Mrs E Repton declared an interest.

A discussion took place regarding the proposed road safety scheme in the region of Fenton School. This included the introduction of a 20mph speed limit including traffic calming measures (replacement of existing cushions) and the installation/modification of pedestrian controlled crossings.

All voted in favour of supporting this proposal.

1178 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 6th SEPTEMBER 2016

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 6th SEPTEMBER 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:

Cllr A V Griffiths (Chair)
Cllr C Blakemore
Cllr J Collier
Cllr S Llewellyn
Cllr Miss L Pepperell
Cllr A Buckfield (Mayor – ex-officio)

PRESENT

as observers:

Cllr B Griffiths
Cllr Mrs S Murray

121/16

APOLOGIES:

Cllr Gillian Howells
Cllr Deri Jones
Cllr R Stephens

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

To be taken as and when they arise.

120/16

MATTERS ARISING FROM REPORT OF LAST MEETING

R53/03 To Consider the costings received for archiving of Council documents

It was queried whether the archiving of Council documents had commenced. The Town Clerk advised that this was not possible until a suitable storage space had been found for the documents once they had been scanned on to disc and uploaded on to the office computer systems. A discussion took place regarding suitable storage solutions.

RESOLVED: **That the archived documents are stored under the Picton Centre stage once they had been copied to disc and uploaded on to the office computer system. Alternatively, costings for a dry lined storage container are obtained and a suitable site for the container agreed**

TO RECEIVE AN UPDATE ON BENCHES AT POYSTON PLAYING FIELD

Cllr Mrs S Murray advised that PCC had verbally confirmed that they would source, fit and maintain the benches which the Council would pay costs for but no written confirmation had been provided by PCC as requested.

A discussion took place on whether the Council should source the benches, then request written confirmation from PCC that they would fit and maintain them.

Cllr A V Griffiths (Chair) feels that a plaque with the Council's crest and name should go on any equipment which we provide and he will investigate availability and costings.

RESOLVED: **That the Town Clerk writes to Pembrokeshire County Council to request written confirmation that they will fit and maintain two benches at Poyston Playing Field. Cllr Mrs S Murray and Cllr C Thomas would obtain costings for the benches**

TO RECEIVE AN UPDATE ON THE TOWN WIFI

An update was given by Cllr Mrs S Murray. The WiFi is unable to go up Market Street as an access point host business has not been found by Antur Teifi and Council. This will mean that there is a black spot in this area.

Cllr Mrs S Murray has been in communication with a representative from Nation Broadcasting (which incorporates Radio Pembrokeshire) who wishes to discuss the possibility of supporting the Council with the regular updating and advertising once the WiFi is up and running. A meeting will be held in October

with the Mayor, Nation Broadcasting, the Chair of the Management, Estates and Strategy committee and the WiFi committee.

TO RECEIVE AN UPDATE ON THE CHRISTMAS LIGHTS

It was confirmed that the Christmas Lights contract had been awarded to Electro-Technical & Testing Solutions Ltd for the next three years. The contract does include six callouts for repairs but further clarification is required as to what this covers ie what are the maximum costs.

RESOLVED: **That the Town Clerk obtains clarification from Electro-Technical & Testing Solutions Ltd as to what the six callouts cover**

TO RECEIVE AN UPDATE ON THE PICTON CENTRE

An overview of the Picton Centre took place. The following items were discussed:

- The wooden frame lean to on the side of the centre needs timbers replacing and a roof fitted. It was agreed that a poly carbonate glass roof would be the most suitable for durability.
- The centre roof requires cleaning to remove moss and to prevent further damage. Following the clean, a protective coating would need to be applied to maintain it. It was agreed that a renotex coating would be most appropriate and that any contractor would need to confirm they are able to apply this and guarantee it.
- An electrician has been asked to extend the electrical cable under the stage so the work just needs to be done/confirmed.
- That the back door needs to be replaced as it is beyond repair.
- That the front door be looked at to be repaired before fully replacing.
- That the glass washer is disposed.
- If it is a good idea to make a defibrillator available in the centre. It was suggested that the British Heart Foundation be contacted for advice and to query if there is any financial support available towards the purchase of it.
- That the cooker has a deep clean by a commercial contractor.
- That the utensils in the Picton Centre are reviewed so that any replacements can be made.

RESOLVED: **That the Town Clerk obtains quotations/further details for the works as detailed above:**

- **Quote to replace timbers and fit a poly carbonate glass roof on the wooden framed lean too**
- **Quote to clean and apply a renotex coating to the centre roof**
- **Quote to replace the back door and repair of the front door**

- **Quote for a commercial deep clean of the cooker**
- **To enquire if a defibrillator would be a good idea to have available at the Picton Centre plus costings**
- **That the glass washer is disposed of**

TO RECEIVE AN UPDATE ON THE PAVILION

Cllr A V Griffiths (Chair) advised that the Pavilion working team had drawn up 'terms and conditions' and 'key holder conditions' for hirers of the pavilion. The working team had met with the hirers to give an overview of both these documents.

The working team state that they feel the hire charges should be fixed and not increased without reason. These reasons would include an increase in the running costs of the pavilion to the council ie utility bills.

Each hirer would be given two keys on signed acceptance of the key holder conditions. The hirer would be confirming that the keys would not be copied. The working team will look in to fitting a lock which would require specialist key cutting in the future, to prevent key copying.

It was confirmed that Merlin's Bridge AFC had not paid charges for use of the pavilion for the last few years. The club state that the invoices were requested but not forthcoming. They have now completed booking forms for the pavilion and will be invoiced on a monthly basis.

The external works to the pavilion were discussed. A scope had been drawn up and tenders now need to be sought.

- RESOLVED:**
- (a) That the outstanding arrears for the hire of the pavilion for Merlin's Bridge AFC are now written off**
 - (b) That the Town Clerk obtains quotations for the external works on the pavilion**

TO RECEIVE AN UPDATE ON THE CEMETERIES

The three council owned cemeteries were discussed.

1. Upper Prendergast cemetery (located by Sir Thomas Picton School)

The overhanging trees on three boundary sides were discussed. In particular, the ones on the left hand side which back on to a lane behind residential properties. It was suggested that the two bins be signed to show one for mixed waste and one for organic waste.

2. Lower Prendergast cemetery

The contracted works to clear this cemetery of grass, brambles and cut back the trees has been awarded. The contractor has commenced the grass clearing. He has advised that the work will take a couple of months to complete as the trees will be done in the autumn.

3. St Martin's cemetery

Cllr A V Griffiths (Chair) confirmed that the cemeteries working team are still investigating the possibility of making the unconsecrated part of this cemetery a memorial garden.

- RESOLVED:**
- (a) Upper Prendergast: That the Town Clerk obtains quotations for the cutting of the hedges on the three boundaries**
 - (b) Lower Prendergast: That tenders are obtained for the ongoing maintenance of the cemetery once it has been cleared and that a budget of £10,000.00 a year is allocated for the maintenance and further works**
 - (c) St Martin's: That tenders are obtained to clear the unconsecrated part of the cemetery so it can be seen what we are dealing with. Also that once cleared, an ongoing maintenance contract is tendered and a budget of £10,000.00 set for this to include further works**

TO RECEIVE AN UPDATE ON THE NOTICEBOARDS

Cllr A V Griffiths (Chair) confirmed that all the noticeboards have now been refurbished by Norman Industries and that he was very pleased with the work.

- RESOLVED:**
- That Council confirms they are happy with the completed works and that a plaque is fitted on the noticeboards to show 'Haverfordwest Town Council' and crest**

TO DISCUSS INSTALLING CCTV IN THE OFFICE FOR STAFF SAFETY

A discussion took place regarding fitting CCTV in the office.

- RESOLVED:**
- That this item be passed to the Personnel, Policy and Finance committee as it needs to be reviewed under the Lone Worker Policy**

TO DISCUSS BUDGETING

It was agreed that this was an important area and that this would be discussed as the first item on next month's MES agenda.

ANY OTHER BUSINESS

There being no other business to discuss, the meeting closed at 8.25pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr Mrs B Morgan and seconded by Cllr B Griffiths save for the following:

R55/01 To consider the costings received for the archiving of Council documents

Cllr Mrs B Morgan queried the storage of paper documents under the Picton Centre stage. It was agreed that this could be a potential fire risk and could compromise our insurance. A further risk assessment was required before a final decision could be made.

R55/03 To Receive an update on the Picton Centre

Cllr Mrs B Morgan queried the disposal of the glasswasher. Cllr J Collier confirmed that it was faulty and surplus to requirements.

Cllr Mrs B Morgan queried if a defibrillator was required in the centre. Cllr A V Griffiths (Chair of MES) deemed it a good idea and that the costings/suitability was being explored at present.

R55/03 To Receive an update on the Pavilion

Cllr R Thomas JP advised that the new policy documents should have been created by the Personnel, Policy and Finance committee. It was also confirmed that when meeting with users of the facilities to overview any new documentation, the Town Clerk should be present. Cllr A V Griffiths advised that the new terms and conditions had been agreed in a previous meeting. Cllr B Griffiths felt that the three councillors on the pavilion sub committee did a good job of revising the documents.

Cllr A V Griffiths (Chair of MES) wished to add that he would like to see plaques bearing the HTC crest added to any works carried out by the Council. He also requested that a letter be sent to Norman Industries to thank them for a sterling job on the refurbishment of the Council's noticeboards, all were in agreement.

1179 TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 6th JULY 2016 AT 5.30PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

The following report was submitted:

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 7th SEPTEMBER 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr R Thomas JP (Chair)
Cllr A Griffiths
Cllr B Griffiths
Cllr P Iles
Cllr Mrs E Repton

**PRESENT
as observers:** Cllr J Collier

APOLOGIES: Cllr A Buckfield (Mayor – ex-officio)
Cllr Mrs B Morgan
Cllr Mrs S Murray
Cllr C Thomas

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

All matters from the last meeting would be covered in this meeting.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 30th JUNE 2016 and 31st JULY 2016

The accounts to 30th June 2016 and 31st July 2016 were accepted.

It was reported that a window in the pavilion had been damaged due to possible vandalism. Cllr B Griffiths highlighted that the pavilion will overspend its budgeted amount in 2016/7. It was discussed if this overspend could be taken from Town Improvements but there was not enough capital left there. It was agreed that the over spend would be covered in reserves.

RESOLVED: **TC to report damaged window in Pavilion to the Police and check if the replacement cost is covered within the insurance cover**

TO RECEIVE AN UPDATE FOLLOWING FESTIVAL WEEK

Cllr J Collier gave an overview following Festival Week, as the Chair of the Events Committee Cllr Mrs S Murray was attending Neath and Port Talbot Fair.

Cllr J Collier reported that over 30 groups/organisations were involved in the week full of events throughout the Town. It was felt that the Events Committee had been successful at bringing organisations together to put on a vast variety of events for all ages.

There had been positive feedback from those involved and from those attending the events. It is felt that this feedback would help the Festival Week continue and grow in the future. Many lessons had been learnt but this would be expected more in the first year of restarting the Festival Week. The Soapbox Derby had proved to be a popular event. The possibility of siting this on a street in the town and the implications of road closures was discussed.

The Events Committee will next be bringing the ice rink to the town for a weekend in October 2016 half term.

Cllr R Thomas JP (Chair) raised concerns on using the Records Office in the future, attention was drawn to lack of lighting on the stairways. Comprehensive risk assessments had been carried out before each event in order to comply with the required insurance, any adjustments/improvements were made following these assessments and the building had benefited from these. This location had also proved very popular during the events and would continue to work well with some further maintenance works in the future.

The Town Clerk gave an overview of the income and expenditure for Festival Week 2016. The total cost so far to council was £1576. A breakdown of the income and expenditure amounts would be provided to Councillors at the next full council meeting.

TO CONSIDER UPDATING COUNCIL POLICIES AND PROCEDURES

Cllr R Thomas JP (Chair) gave apologies on behalf of himself and Cllr Mrs B Morgan (Vice Chair) as they have been unable to finish the updating of council policies and procedures. Oberkirch, our Twin Town, are currently visiting and both Councillors are part of the Twinning Committee, hence their time has been taken up there.

It was relayed that following the Management, Estates and Strategy Committee meeting the previous evening, that a further policy would need reviewing for lone working of staff in the office and also the outside staff.

It was confirmed by Cllr R Thomas JP (Chair) that work would continue on the policies and procedures to be presented to council next month.

TO DISCUSS STAFFING MATTERS

It was confirmed that a replacement had been found for the groundsman/caretaker position and the new member of staff had commenced on 5th September 2016.

Due to long term illness, a second groundsman/caretaker has been taken on to cover on a temporary rolling contract on 5th September 2016.

Both new staff members are receiving training and guidance from the soon to retire staff member.

It was agreed that the retiring groundsman/caretaker would be invited to the Mayor's Parlour to thank him for his 8 years of loyal, hardworking service to the council with a collection to be made amongst Councillors.

ANY OTHER BUSINESS

It was confirmed that the Code of Conduct training would be taking place on Tuesday 20th September 2016 at 6pm in the Picton Centre, lasting between 1-2 hours.

There being no other business to discuss, the meeting closed at 7.55pm.

END OF REPORT

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

R56/03 To Consider Updating the Website

Cllr A V Griffiths queried the situation with the current website. It was felt that the website was not fully fit for purpose. It was agreed that a presentation from the potential website designer to all Councillors would be beneficial. The Town Clerk would arrange this.

To Discuss updating the Town Guide

It was agreed not to delay the publication of the Town Guide due to there being no stock of the current one available. It was confirmed that the guide takes approximately six months to produce so we should look at a publication date at the end of May 2017. The cost of extra copies of the town guide is to be discussed at the next Personnel, Policy and Finance committee meeting.

Cllr B Griffiths left the meeting at 20.23pm.

1182 TO CONSIDER AND ACCEPT THE REPORT OF THE EXTERNAL AUDITOR FOR THE YEAR ENDING 31st MARCH 2016

Cllr Mrs B Morgan gave an overview of the external auditor's report. She wished to congratulate the Town Clerk, Deputy Town Clerk and office staff on the successful completion of the audit. Cllr B Griffiths seconded the congratulations.

Cllr D Jones proposed acceptance of the external auditors report, seconded by Cllr C Blakemore and all voted in favour of accepting.

1183 ACCOUNTS FOR PAYMENT

Accounts totalling £29,235.20 were approved for payment and receipts totalling £75,873.58 were accepted.

All voted in favour of accepting of the accounts for payment.

The amount paid for the town CCTV of £4,000.00 was highlighted. Cllr A V Griffiths suggests that this goes on the Personnel, Policy and Finance committee agenda. It was suggested the Police are approached to give an overview of the operation and use of the CCTV in the town.

1184 ANY OTHER BUSINESS

- Portfield Fair - The Mayor will be officially opening Portfield Fair on Wednesday 5th October 2016. Councillors are to meet at Picton House at 5.30pm for the procession to Scotchwell car park.
- Personnel, Policy and Finance committee meeting in October - This meeting has now been moved from Wednesday 5th October to Monday 3rd October due to the clash with the opening of Portfield Fair. The time and venue remain the same.
- Cllr G Howell advised Council that she is currently in discussions to try and re-establish Haverfordwest Youth Town Council.

1185 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 19th October 2016. There being no other business to discuss, the meeting closed at 8.57pm.

Signed Mayor

Signed Town Clerk

Date