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MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 18th JANUARY 2017 AT 7.00PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

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

APOLOGIES: Cllr P Iles
Rev Fr Nick Cale, Mayor's Chaplain

The Town Clerk and Deputy Town Clerk were in attendance.

The Mayor led the Council in prayer.

Prior to the meeting, a presentation was made by Mr Richard Wicks from Natural Resources Wales about their roles and responsibilities including flood risks within Haverfordwest.

1231 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 21st DECEMBER 2016 AS A TRUE RECORD

The minutes of the meeting held on 21st December 2016 were agreed as a true record and signed.

1232 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 21st DECEMBER 2016

170/16 Applications under Section 137 – the Mayor advised that he will be presenting the donations to representatives from each organisation in the Mayor's parlour on Thursday 19th January 2017 at 3.30pm, all Councillors are welcome to attend.

1233 MAYOR'S UPDATE AND CORRESPONDENCE

- The Mayor gave an overview of the 4C's Initiative/Town Team meeting which he attended on Monday 16th January 2017. He advised that the new library sited at the old Riverside Market is on track for completion in April 2018. The Council may be asked by PCC to make a financial contribution towards the staffing cost of the new library. A query was raised regarding the scaffolding outside the building which is not yet in use, it was advised that this was part of the tendering process and the issue would be raised with the contractor.
- Pembrokeshire County Council (PCC) have requested completion of an evaluation form regarding the PCC Link Officers – Support for Town Councils Initiative. A copy of the evaluation form will be forwarded to all Councillors for review and this will be discussed at the next PPF committee meeting.
- Council were informed that a request had been received from Ms Gitti Coates who wished to give a presentation regarding her Community Hub idea. It was agreed that Ms Coates would be offered the opportunity to address Council before the March meeting.
- Pembrokeshire Public Services Board Practitioner Event – 'Working Together: Protecting the Vulnerable'. A request had been received for a representative from the Council to attend this event. The Mayor had confirmed his attendance, he will report back to Council following the event.
- Battle's Over - A Nation's Tribute 11th November 2018, 100 Years of Remembrance. Council have been asked to confirm their part in the above event by the end of March 2017. It was agreed that this would be discussed at both committee meetings in February.
- Haverfordwest Youth Council are interested in finding out about the work of the Council in the hope of working together in the future. It was agreed that this would be discussed at the February PPF committee meeting.

1234 PLANNING APPLICATIONS FOR 18th JANUARY 2017

Ref. No. 16/0935/PA Extensions and alterations
177, Haven Road
HAVERFORDWEST

RECOMMENDATION: SUPPORT

Ref. No. 16/0937/PA Extensions and alterations
Dunstone
Dale Road
Haverfordwest

RECOMMENDATION: SUPPORT

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Ref. No. 16/0940/PA Extension
1, Kingsmere Close
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No.16/0965/PA Proposed new workshop and decking
Borgaris
12, Douglas James Close
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/0251/PA Outline application with all matters reserved except
for access for the erection of 24 dwellings with
associated access, infrastructure and landscape
works
Land off Slade Lane, Haverfordwest

**RECOMMENDATION: Object on the same grounds as before – issues
with the drainage and access**

Ref. No.16/1028/PA Rear two storey extension
5, Bush Row
Upper Market Street
Haverfordwest

RECOMMENDATION: SUPPORT

Ref. No. 16/1035/PA 2 non illuminated pan signs and 2 internally
illuminated box signs
Unit F
Fishguard Road Retail Park
Haverfordwest

RECOMMENDATION: SUPPORT

**1235 TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND
STRATEGY COMMITTEE MEETING OF 3rd JANUARY 2017**

The following report was submitted:

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REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 3rd JANUARY 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr A V Griffiths (Chair)
Cllr A Buckfield (Mayor – ex-officio)
Cllr J Collier
Cllr G Howell
Cllr S Llewellyn
Cllr Miss L Pepperell

**PRESENT
as observers:** Cllr B Griffiths
Cllr C Thomas

APOLOGIES: Cllr D Jones

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

To be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

Facebook page – It was re-confirmed that this will be reviewed as an add on once the website and town WiFi is up and running.

To consider the development of Priory Saltings – The boundary is confirmed as being within Haverfordwest and it will be discussed at the next full council meeting.

To consider the remits of the two committees – MES and PPF – It was suggested that once the Councillors on Outside Bodies list had been fully updated, that Council receives a quarterly update from the appointed representative, along with circulating copies of the agendas and minutes of the meetings. It was felt that this would encourage closer links between the Council and outside bodies.

RESOLVED: That Councillors representing the Council on Outside Bodies circulate a copy of the agenda and minutes of each meeting

TO CONSIDER QUOTATIONS FOR THE MAINTENANCE OF THE PICTON CENTRE ROOF

The quotations received by the Town Clerk for the maintenance works to the Picton Centre were reviewed. It was agreed that the contract would be offered to Contractor C upon confirmation of whether they are VAT registered and the

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warranty. As a period of dry weather would be required for the work, the dates would be agreed between the Town Clerk and Contractor C.

Following a further discussion regarding further maintenance work required in the Picton Centre, it was agreed that the Town Clerk would obtain quotations for the replacement of the door on the storage door on the back of the building and adjustment to the front door. The outside staff will be asked to dispose of the glass washer at the local refuse centre.

RESOLVED: **That the contracted works to the Picton Centre roof be awarded to Contractor C at a cost of £6,163.40 excluding VAT**

TO RECEIVE AN UPDATE ON THE CEMETERIES

Cllr A V Griffiths (Chair) advised that the contracted works in Lower Prendergast were going well. It was confirmed that part of the fence needs to be replaced as priority and that the Clerk could go ahead for these works to be done as soon as possible.

A discussion took place regarding the future maintenance of the cemeteries.

RESOLVED: **That a proforma check sheet is created to be used for quarterly reviews of all outside locations/property**

TO RECEIVE AN UPDATE OF THE PAVILION

The Pavilion committee will carry out a site visit to ascertain if any further works are required. The planned future works relate to the exterior of the building.

The Clerk is to approach Pembrokeshire County Council to ascertain if funding is available for the painting of the exterior.

ANY OTHER BUSINESS

Liaising with PCC – Cllr G Howell requested that any matters to be raised with PCC are forwarded to her by Thursday when she will be meeting with Mr Darren Thomas, Head of Highways and Construction at PCC.

Town Centre CCTV – It has been confirmed by Sgt Catrin Thomas, Haverfordwest Police Station, that the CCTV is an effective and vital service to the town centre. As Councillors have raised issues regarding its viability, they have been offered the opportunity to view the CCTV system at Haverfordwest Police Station. The Deputy Town Clerk will be asked to make arrangements for the visit of the following Councillors to take place - Cllr A Buckfield, Cllr A V Griffiths, Cllr B Griffiths, Cllr Miss L Pepperell and Cllr C Thomas.

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Budget – It is felt that the budget should be reviewed in September every year by Full Council so discussions and recommendations can be made before it is set. Ideally the procedures for setting the budget need to be reviewed. It was felt that amendments to the Council's Standing Orders and Financial Regulations should be made to confirm the agreed procedure.

SUGGESTION: That PPF set a pre budget meeting for each committee in September prior to setting a draft budget to present in Full Council in November each year

There being no other business to discuss, the meeting closed at 8.01pm

END OF REPORT

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

R01/02 To consider the quotations for the Picton Centre roof – the cost of the contract must be included in the minutes.

To receive an update on the Pavilion – it was confirmed that the support available from PCC applied to town centre buildings only.

Liaising with PCC – Cllr Mrs B Morgan felt that all liaising with should be done through the Town Clerk. It was confirmed that the six month rule applied and the liaison role had been agreed by Council.

Town Centre CCTV – it was confirmed a visit to Haverfordwest Police Station to view the CCTV system was trying to be arranged by the office.

1236 TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 4th JANUARY 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

The following report was submitted:

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 4th JANUARY 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs B Morgan (Vice Chair)
Cllr A Buckfield (Mayor – ex-officio)
Cllr A Griffiths
Cllr B Griffiths
Cllr P Iles
Cllr Mrs S Murray
Cllr Mrs E Repton
Cllr C Thomas

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PRESENT

as observers: Cllr J Collier
Cllr A V Griffiths
Cllr Miss L Pepperell

APOLOGIES: Cllr R Thomas JP

The Town Clerk was in attendance.

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

Standing Orders – These are currently undergoing amendments. The revised version will be presented to Full Council in February following review by the PPF committee earlier in the month.

Christmas Lights – Cllr Mrs B Morgan (Vice Chair) wished to record her thanks to the Christmas lights contractor, ETTs Ltd, and the Christmas Lights committee for the excellent job on ensuring the town looked wonderful.

TO RECEIVE AN UPDATE ON ACCOUNTS TO 30th NOVEMBER 2016

The accounts to 30th November 2016 were accepted.

Cllr B Griffiths raised queries regarding the Cashbook and Financial Budget comparisons. As the standard practice is to give prior notice, Cllr B Griffiths was asked to put his queries to the Clerk for further review.

TO CONSIDER THE 2017/2018 PRECEPT

An overview was given of the proposed 2017/2018 precept and budget. It was confirmed that the reserves held in an investment account are emergency funds only and the earmarked funds were the accumulated monies which are spendable. It was confirmed that the budgeted amounts did not reflect the full estimated spend for each item next year as the shortfall would come from earmarked funds, cemeteries being one example.

It was proposed that the precept for the financial year 2017/2018 remained at a standstill which was voted in favour of agreeing. Therefore the predicted expenditure would exceed the precept in 2017/2018. This shortfall would be taken from earmarked funds. The following Councillors reserved the right to speak at full council regarding this proposal – Cllr A Buckfield, Cllr J Collier, Cllr A V Griffiths, Cllr B Griffiths, Cllr Mrs S Murray, Cllr Mrs E Repton, Cllr C Thomas.

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- RESOLVED:** **The following were made:**
- **That a Special meeting of Full Council is held in October every year to plan the budget**
 - **The 2017/2018 Precept remains at a standstill of £217,034.00 which is equivalent to £48 per band D household**

TO CONSIDER UPDATING OFFICE PHONE SYSTEM

The Clerk advised that this item would be deferred to the next meeting as not all costings have been received.

TO CONSIDER THE ADOPTION OF PHONE BOXES

The Clerk advised that the time limit to adopt the redundant BT phone boxes in Haverfordwest had passed so no further action could be taken.

TO CONSIDER THE COSTINGS FOR BENCHES AT POYSTON PLAYING FIELD

The quotations for the installation and maintenance of two benches at Poyston playing field and Trafalgar Road were considered. The quotations include two recycled plastic and metal benches, installed on a concrete basis with a plaque donated by Haverfordwest Town Council and maintenance.

- RESOLVED:** **That two benches be installed and maintained by Pembrokeshire County Council at a cost of £1998.00 plus VAT – one located on Poyston playing field and the second on Trafalgar Road playing field**

TO CONSIDER THE ADOPTION OF THE LIONS SANTA SLEIGH AND DRAGON

Cllr Mrs S Murray advised that Haverfordwest Lions have offered to donate their Santa sleigh and dragon to the Council free of charge. It was confirmed that some maintenance work is required to the sleigh but this will not be known until it is adopted. A discussion took place regarding the storage. It was agreed that the two HTC storage containers sited at Bridge Meadow will be looked at for holding the items. If this site is unsuitable, it was suggested that Brawdy are approached for possible assistance with storage.

- RESOLVED:** **That the Council adopts the Lions Santa Sleigh and Dragon following confirmation of storage**

TO CONSIDER MEMBERSHIP TO ONE VOICE WALES

A discussion took place regarding the benefits of joining One Voice Wales (OVW). The membership costs for the first year would be half price at £816.00.

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It was proposed by Cllr A Buckfield that the Council joins OVW and seconded by Cllr A Griffiths, there were three votes in favour. It was proposed by Cllr C Thomas that the Council does not join OVW and seconded by Cllr B Griffiths, there were four votes in favour.

The following Councillors reserved the right to speak at Full Council – Cllr A Buckfield, Cllr B Griffiths and Cllr C Thomas.

RECOMMENDATION: That the Council does not become a member of One Voice Wales

ANY OTHER BUSINESS

2017/2018 Precept and Budget – the Mayor wished to record his thanks to the Chair and Vice Chair of the PPF committee along with the Town Clerk and Deputy Clerk for all the work done in preparing the precept and budget.

There being no other business to discuss, the meeting closed at 8.46pm.

END OF REPORT

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

R02/01 Cllr Mrs E Repton was in attendance.

R02/02 To consider the costings for benches at Poyston Playing Field – that the resolution be changed to show the location as at Poyston and Trafalgar Road playing fields at a cost of £1998.00 plus VAT.

To consider the adoption of the Lions Santa sleigh and dragon – Cllr Mrs S Murray was waiting to view the items along with other councillors. It was felt that the sleigh would fit in the Christmas Lights storage container as it is hoped the lights will be stored by the contractor on his premises.

To consider membership to One Voice Wales – a discussion took place regarding re-consideration of joining OVW. It was felt that a review of the full membership benefits should be given again at the next PPF committee meeting. Following a vote, 11 in favour, one abstain, it was agreed that the membership to OVW would be considered again at the February PPF committee meeting.

1237 TO CONSIDER THE DEVELOPMENT OF PRIORY SALTINGS

It was confirmed that the Priory Saltings is within the boundary of the town. Cllr J Collier gave an overview of the proposal to development the old landfill site which is owned by PCC. It was confirmed that with regards to the previous land use, any liability would lie with PCC.

The £10k funding request is to develop two access points, materials for a boardwalk and some clearance. Pembrokeshire College have confirmed in writing that they will provide support by means of labour. The proposal does not take in to account ongoing costs but these were estimated at £1k per annum.

It was felt that the development would benefit the residents of Haverfordwest by offering an area of activity in a natural environment.

It was confirmed that HTC would be the leaseholder.

Cllr A V Griffiths proposed that to move forward on this proposal the following is obtained –

- Full details of the lease of land from PCC; details of grant availability;
- Working with partners – details of input from them
- Details of input required by HTC
- Costings for three year maintenance contract

Cllr A V Griffiths' proposal was seconded by Cllr C Thomas, all voted in favour of accepting the proposal except Cllr B Griffiths.

RESOLVED: On collation of the above information outlined in Cllr A V Griffiths' proposal, this item would be brought back to Full Council for further review

1238 TO CONSIDER THE NOMINATIONS FOR DEPUTY MAYOR

It was confirmed that no nominations for Deputy Mayor have been received.

RESOLVED: The Mayor will send out another email to request nominations for Deputy Mayor

1239 TO CONSIDER THE RE-INVESTMENT OF FUNDS HELD IN RESERVES

Council were advised that the fixed term investment of £101,100.00 matures on 8th February 2017. It was proposed by Cllr Mrs B Morgan that the sum of £100,000 only is re-invested with Lloyds Bank Plc in a one year fixed term investment account on 8th February 2017 and that the balance of £1,100.00 plus accrued interest from 2016/2017 is placed in the current bank account. This was seconded by Cllr B Griffiths and all voted in favour of accepting the proposal.

RESOLVED: That the amount of £100,000.00 is re-invested in a one year fixed term investment account with Lloyds Bank Plc

1240 TO CONSIDER THE PROPOSED BUDGET AND PRECEPT FOR THE 2017/2018 FINANCIAL YEAR

REPORT BY TOWN CLERK AND FINANCIAL OFFICER REGARDING THE PRECEPT FOR THE YEAR 2017-2018 FOR THE MEETING OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE OF WEDNESDAY 4th JANUARY 2017

Pembrokeshire County Council has set the tax base for this area at band D equivalent of **4521.55** for the financial year 2017-2018. In previous years it has been:

2010-2011	4209.68
2011-2012	4377.67
2012-2013	4370.33
2013-2014	4375.65
2014-2015	4378.65
2015-2016	4414.51
2016-2017	4463.50

It is recommended that the tax demand this Council makes upon the people it represents should be increased slightly from its present level because of the current economic climate. The following table shows the product working on the tax base for a band D household:

£48.00	£217,034	Standstill budget
£48.25	£218,164	increase of £0.25
£48.50	£219,295	increase of £0.50
£48.75	£220,425	increase of £0.75
£49.00	£221,555	increase of £1.00 Recommended

The breakdown of figures is shown on the sheet headed Budget Headings. The current year's budget is **£254,323** for income and **£256,000** for expenditure. The proposed budget for 2017-2018 is shown at **£265,530** for income and **£268,043** for expenditure. As in the previous year, four months figures have been estimated so that the budget can be prepared early in January. There are sufficient funds in reserves to cover the shortfall.

Any increases or decreases in individual budget headings are due to the following:

- a) Interest rates remain very low or non-existent on the current and deposit accounts. However, we have re-invested the £101,000 for a further year with Lloyds Bank Plc.
- b) Income is showing a reduction on last year's actual mainly because it is difficult to give precise figures for the VAT recovered and sundry income.
- c) The budget Administration is increased to £21,700 due to increased budgets for a new telephone system and further training on the Edge accounts system.
- d) The estimated income for the Picton Centre is increased to £20,000 as last year's actual was £22,362 against a budget of £16,000.

- e) It is proposed that the Museum grant be increased from £6,000 per annum to £7,000 to ensure it remains viable.
- f) It is anticipated that the rates on our premises will increase in the coming year and this is reflected in the budget.
- g) The budget for the Pavilion has been increased by £500 to allow for further improvements and upgrading.
- h) The Town Improvements budget has been increased to £44,500 due to an extra £10,000 being set aside for next year's Christmas lights (it is anticipated that further lighting will be required on the High Street, Bridge Street and the lights on Castle Square will need replacing). There is also an additional budget of £4000 for Town events eg Festival Week.
- i) Staff salaries have been increased by £5000 and a further £2000 has been set aside for the new Pension Legislation.
- j) Contingencies (Legal fees and others) have been reduced by £10,000 as there is sufficient in the reserves to cover these items.
- k) No budget allocation has been made this year specifically for the 4C's Initiative.
- l) All other budgets will remain largely as the current year due to continued economies being made and the fact that a reasonable rate for gas and electricity has been negotiated by the County Council which we are able to take advantage of. **Income of £9,500 from the BMT has been included but may require re-visiting.**

The bank balances as at 30th November 2016 were as follows:

Current Acct	£2,500.00
30-day Acct	£170,141.97 (Precept payment £71,416 due)
Sheriff's Acct	£2005.14
Town Band/Festival Acct	£2517.34
Twinning Acct	£515.82
4C Initiative	£2720.00
TOTAL:	£180,400.27

**NB There is an additional £101,000 in the Investment Account
Ear Marked Funds total £167,492**

Juliet Raymond
Town Clerk and Financial Officer

22 December 2016

Cllr Mrs S Murray queried why the proposed budget only showed a total of £7k to town events when it had been previously confirmed that it would receive allocated funding of £10k. It was confirmed that the additional funding of £3k had been accounted for from the earmarked funds.

The events committee had hoped to build each year thus requiring an increase to their budget. Cllr Mrs S Murray believed that with this under provision within the budget, it would appear that the events committee had overspent if they went over £7k. She requested that a revision be made to show the events have a budget of £10k for 2017/2018.

An overview of the 2017/2018 budget was given. It was felt that a separate document should be provided showing the breakdown of the amount allocated from the 2017/2018 precept and that taken from earmarked funds to form each budget heading.

Cllr Mrs B Morgan proposed that the 2017/2018 budget be revised to show allocated funds of £10k for town events. All voted in favour, Cllr R Thomas and Cllr Mrs E Repton abstained.

Cllr A Buckfield (Mayor) proposed a vote for acceptance of the 2017/2018 budget with the revision to the town events of £10k. All voted in favour of accepting the 2017/18 budget with revision.

It was proposed by Cllr B Griffiths and seconded by Cllr A Griffiths that the 2017/2018 precept remains at a standstill.

An amended proposal was put forward by Cllr R Thomas and seconded by Cllr Mrs B Morgan that the 2017/2018 Precept is increased by £1.00 per household. Three voted in favour of this proposal.

It was agreed that the standstill 2017/2018 precept motion carries and that any shortfall will come from the reserves/earmarked funds.

RESOLVED: **The following was agreed:**

- **2017/2018 Budget is accepted with an adjustment to show Town Events total funding of £10k**
- **The 2017/2018 Precept remains at a standstill of £217,034.00 which is equivalent to £48 per band D household**

1241 APPLICATIONS UNDER SECTION 137

(a) Haverfoodfest: Additional £80.00 requested for 2017 event

RESOLVED: **That the Council donate an additional sum of £80.00 to Haverfoodfest**

1242 ACCOUNTS FOR PAYMENT

Accounts totalling £3,347.59 were approved for payment and receipts totalling £683.00 were accepted.

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

1243 ANY OTHER BUSINESS

- Rifleman's Field – Cllr D Jones raised the issue of anti-social behaviour on Rifleman's Field. It was agreed that all reports must be directed to the Dyfed-Powys Police.
- The Mayor advised that he is away for a week. During which time the Sheriff will cover in his absence, the Officers and Committee Chairs will provide emergency committee cover if required.

1244 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 22nd February 2017. There being no other business to discuss, the meeting closed at 9.15pm.

Signed Mayor

Signed Town Clerk

Date