

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY
18th OCTOBER 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE,
HAVERFORDWEST**

PRESENT: Cllr A Buckfield (Mayor)
Cllr A Brooker
Cllr J Collier
Cllr C Evans
Cllr J Fulker
Cllr G Howell
Cllr D Jones
Cllr Mrs B Morgans
Cllr J Morgans
Cllr Mrs S Murray
Cllr C Thomas

APOLOGIES: Cllr A Griffiths
Cllr A V Griffiths
Cllr S Hooper
Cllr P Iles
Cllr P Jones
Cllr L Pepperell
Rev Fr N Cale, Mayor's Chaplain
Mr M Cavanagh, PCC Link Officer
County Cllr T Tudor

The Town Clerk, Deputy Town Clerk and Administration Assistant were in attendance.

Mr D Thomas, PCC Link Officer, was in attendance.

County Cllrs D Bryan and A Tudor were in attendance.

County Cllr T Evans gave his apologies, Council wished him a speedy recovery.

1373 DECLARATIONS OF INTEREST FROM MEMBERS

Declarations of interest from members will be taken as and when they arise.

1374 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1375 MINUTES OF THE LAST FULL COUNCIL MEETING

RESOLVED: The minutes of the Full Council meeting held on 20th September 2017 were confirmed and signed as a true record

Primary School Education – The consultation of Primary School Education starts tomorrow. The councillors who are School Governors are reminded to get involved.

Two options would be discussed: either to combine Barn Street VC School with Mount Airey Community School; or to combine both of these with Fenton Community School and have one head teacher.

A query was raised over the affordability of new Secondary School uniform when the merger of the two Secondary schools takes place, this is yet to be considered. Mr D Thomas, PCC Link Officer, clarified that the schools will be amalgamated by September 2018 over two campuses. A single site had yet to be decided. Feedback is still to be collected which will be taken to Cabinet in November, then County Council for ratification in December

1379 PLANNING APPLICATIONS

Ref. No. 17/0510/PA **Portfield Ward**
Changes to use of ground floor to Dance Studio
(in retrospect)
DIY Centre,
1 Snowdrop Lane
Haverfordwest
RESOLVED: **Support – already granted**

Ref. No. 17/0616/PA **Garth Ward**
Conversion of redundant agricultural building into dwelling
Loo Choo
St Davids Road
Haverfordwest
RESOLVED: **Support**

The Mayor asked Councillors for their feedback on having a 'Ward Councillor Designate' in reviewing planning applications.

1380 REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY MEETING

The following report was submitted:

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

PRESENT: Cllr A Buckfield (Mayor – ex-officio)
Cllr A V Griffiths (Chair)
Cllr A Brooker
Cllr C Evans
Cllr S Hooper

PRESENT as observers: Cllr J Collier
Cllr G Howell
Cllr Mrs S Murray
Cllr C Thomas

APOLOGIES: Cllr A Griffiths
Cllr J Fulker
Cllr D Jones
Cllr P Jones

The Town Clerk was in attendance.

Declarations of Interest from Members

Declarations of interest will be taken as and when they arise.

Matters arising from the report of the last meeting

Christmas Lights – Haverfordwest Business Circle (HBC) have recently approached the Christmas lights sub-committee with their proposal to locate a Christmas tree on Castle Square. New purpose-built lights have been purchased for Castle Square and additional lighting for Quay Street following discussions with traders there. The purchase of new lighting had been made in August to ensure a timely delivery. A town centre tree placed in the current under-slab fixtures on the Square would be a health and safety issue with this newly acquired lighting in place. The Council currently provide the Christmas tree in front of St. Mary's Church at the top of High Street. The Christmas lights sub-committee is now working with HBC and Pembrokeshire County Council to find a suitable location for a tree in future years.

Budget Planning 2018/2019

A discussion took place on the suggested budgets as outlined on the planning sheets for the financial year 2018/2019.

To date, the suggested budgets are:

- Upper Prendergast Cemetery £2,000.00
- Lower Prendergast Cemetery £25,000.00
- St. Martin's Cemetery £10,000.00
- Christmas Lights £35,000.00
- Sports Pavilion £1,500.00
- Picton Centre £15,000.00
- Town Events (Festival Week) £20,000.00
- Priory Saltings £5,000.00
- Town Improvements further review required
- Grant Funding £46,000.00

Town Events – it was hoped to expand these next year by part funding some events organised by outside organisations/individual. There were over forty organisations involved in this year's Festival Week.

It was agreed that Cllr J Collier and Cllr C Thomas will feedback three suggestions to Pembrokeshire County Council (PCC) as the representatives for the PCC town car park review. These are:

1. Pay parking charges on exiting the car park
2. No charges for disabled parking
3. PCC give back 10% of the charges to the town and community councils to support town improvement projects

Town Improvements is hoped to include tree planting, more greenery and to take the entire town into account.

River Clear Up

It is hoped that a river clear up can take place in the future following talks with the Natural Resources Wales (NRW) and Pembrokeshire County Council (PCC). Serious consideration would need to be given to annual maintenance following a clear up. It was suggested that a budget of £12,000.00 would be required for the first year to clear up the river and that this amount was likely to reduce in future years.

Priory Saltings

The initial clearance works required to Priory Saltings had gone out to tender and four quotations were received.

The four tenders were considered (inclusive of VAT):

- Contractor 1 - £2,340.00
- Contractor 2 – £2,756.00
- Contractor 3 – £3,500.00
- Contractor 4 - £5,585.00

It was proposed, seconded and all voted in favour of the contract being awarded to Contractor 1 with an immediate start date.

RESOLVED: The contract to clear Priory Saltings is awarded to Contractor 1 at cost of £2,340.00 inclusive of VAT with an immediate start date

Free Use of the Council Facilities

The Events sub-committee will take this to their next meeting to discuss as it would the funding would come out of their budget.

Our Vision

Cllr S Hooper will liaise with PLANED to facilitate a creative session to see what we would like in the town in ten year's time. It was agreed that the January MES meeting would be held in the Picton Centre to meet with PLANED for this topic.

Items for Next Agenda

Bus Shelter in Hawthorn Rise – Cllr C Thomas requested this be listed.

There being no other business to discuss, the meeting closed at 9.00pm.

END OF REPORT

ACCEPTANCE of the above report, all voted in favour with the following addition:

Christmas Lights – A query was raised over the suggested increase in budget to £35,000.00. All were in agreement that this would be discussed further at the Personnel, Policy and Finance budget meeting on Monday 23rd October 2017.

RESOLVED: The report of the Management, Estates and Strategy Committee meeting held on 3rd October 2017 is accepted as a true record

1381 REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE

The following report was submitted:

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON MONDAY 2 OCTOBER 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs B Morgan (Chair)
Cllr A Buckfield (Mayor – ex-officio)
Cllr J Collier
Cllr J Morgans
Cllr Mrs S Murray
Cllr C Thomas

Present as observers: Cllr C Evans
Cllr S Hooper

APOLOGIES: Cllr G Howell
Cllr P Iles
Cllr L Pepperell

The Town Clerk was in attendance.

Mr M Cavanagh, PCC Link Officer, was in attendance.

Declarations of Interest from Members

Declarations of interest will be taken as and when they arise.

New Riverside Library

Mr M Cavanagh, Pembrokeshire County Council (PCC) Link Officer and Head of Cultural Services, gave an overview of the new library scheme currently under construction on Haverfordwest Riverside as part of the town regeneration. On the site of the old Riverside market, the refurbished building will incorporate the library, children's library, exhibition gallery, tourist information and coffee shop. The national A grade exhibition gallery in partnership with the National Library of Wales will deliver two temporary exhibitions per year alongside a more permanent exhibition on the story of Pembrokeshire with a 20% change per year. The temporary pop-up tourist information centre, located in Riverside Shopping during the summer of 2017, has agreed to the principle of volunteering in the new facility to provide a community-based information service. The coffee shop will go out to tender in spring 2018. It is currently predicted that the new facility will open in early summer 2018.

The County library is currently open for four and a half days a week – closed all day Thursday and Sunday and Saturday afternoon. To enable the new facility to extend the opening hours on Saturday to a full day would be an annual cost of approximately £8,750. By extending the opening times, it would allow members of the public further access to the newly acquired asset. There are currently other considerations being given to open all day on a Thursday too. It is hoped that council will look to make a commitment to fund the additional annual cost of £8,750.00 required for the facility's longer Saturday opening hours. This will help ensure that permanent staff can be put in place with training received from the National Library of Wales.

Mr M Cavanagh left the meeting.

It was proposed and seconded to support the facility in principle and to defer financial support until the setting of the budget. All voted in favour.

RESOLVED: To support the new Riverside Library facility in principle and to consider any financial support when setting the budget

Matters arising from report of the last meeting

There were no matters arising from the report of the last meeting.

Accounts to 31st August 2017

All voted in favour of accepting the accounts to 31st August 2017.

RESOLVED: Accounts are accepted to 31st August 2017

Budget Planning 2018/2019

It was agreed that an additional meeting of the Personnel, Policy and Finance committee was required to discuss the 2018/2019 budget. The additional meeting will be held on Monday 23rd October 2017 at 6.30pm.

RESOLVED: That the Personnel, Policy and Finance (PPF) Committee hold an additional meeting on Monday 23rd October 2017 at 6.30pm

Match Funding Request from Space to Create

**Cllr C Evans declared a personal and prejudicial interest.
Cllr S Hooper declared a personal and prejudicial interest.**

Space to Create invited council to partner in the stage two application bid to Heritage Lottery for the 'Great Place' fund. The required match funding is £10,000 from council.

It was hoped that a representative from the council could support in the writing of the bid. If the application is successful, part of the funding would be used to set up a trust to look at developing old building within the town.

It was proposed and seconded that a representative from council is involved in the writing of the stage 2 application bid for the 'Great Place' fund and that further consideration will be made on match funding once clarity is received on how the funding would be spent. All voted in favour. It was agreed that a decision would be made at the next full council meeting as to who would be the representative.

RESOLVED: That a representative will be involved in the writing of the Stage 2 Application bid for the 'Great Place' Fund to be chosen at the next Full Council meeting

Closed Bank Accounts

A number of bank accounts have been closed due to the introduction of monthly bank charges on each account in the last financial year 2016/2017. The funds are currently being held in the current bank account and require allocation.

It was proposed, seconded and all voted in favour that the funds from the closed accounts be allocated as follows:

1. Twinning Association account – funds of £475.82 to be paid by cheque to the Twinning Association
2. Sheriff's Association account – funds of £2,005.90 are allocated to earmarked funds under the heading of Sheriff's Association to be used for the proposed hosting of the association in Haverfordwest in 2020
3. 4C's account – funds of £2,680.00 to be allocated to earmarked funds under the current heading of town improvements
4. Town Band account – funds of £2,477.34 to be allocated to earmarked funds under the heading of Festival Week

RESOLVED: The closed bank account funds are allocated as follows:

1. Twinning Association account – funds of £475.82 paid directly to the Twinning Association
2. Sheriff's Association account – funds of £2,005.90 are allocated to Sheriff's Association in earmarked funds
3. 4C's account – funds of £2,680.00 are allocated to Town Improvements in earmarked funds
4. Town Band account – referred back to the Personnel, Policy and Finance (PPF) Committee for further consideration

Grant Funding Policy and Procedures

An overview was provided of the proposed revision to the grant funding system. The total donation budget would be set at £46,000.00 with applications invited under two categories. The smaller category would have a budget of £6,000.00 with a shorter application form to apply up to a maximum of £500.00. The larger category would have a budget of £30,000 with a more in depth application form to apply up to a maximum of £5,000.00 possibly £7,000.00. Only one application could be made in each financial year. A sub-committee would review the applications and present to Council with recommendations, this would also include any rejected applications. All grants requested by the museum and racecourse trusts would be required to apply under the new grant application system. It was proposed and seconded that the new grants application system is trialled for the 2018/2019 financial year. All voted in favour

RESOLVED: That the two new grants applications are trialled for the 2018/2019 Financial Year

Defibrillator Awareness Campaign

Mid and West Wales Fire and Rescue Service requested support for their Defibrillator Awareness Campaign. All were in agreement to support the campaign by promoting on the Council website, Facebook page and circulation/display of posters.

It was proposed and seconded that the Picton Centre is considered for the future siting of a defibrillator. All voted in favour. Confirmation will be obtained that the Picton Centre is a suitable location along with the total cost of the equipment, installation and any future maintenance.

RESOLVED: **The information for the potential siting of a defibrillator in the Picton Centre is obtained for future consideration**

Staffing Matters

It was proposed, seconded and all voted in favour to go in to private session for this agenda item.

Items for Next Agenda

Match Funding Request of £5,000.00 from Mr M Edwards – Funding to be presented to new Secondary School Governor's Committee in September 2018.

There being no other business to discuss, the meeting was closed at 21.15pm.

END OF REPORT

ACCEPTANCE of the above report, all voted in favour with the following amendment:

Closed Bank Accounts - The Mayor proposed that an amendment be made to the recommendation, that point number 4 "Town Bank Account – funds of £2,477.34 are allocated to Festival Week in earmarked funds" is referred back to the Personnel, Policy and Finance Committee for further consideration. It was suggested that these funds may be used to support music in schools or for a music bursary. The amendment was seconded and all voted in favour.

RESOLVED: **It was proposed to amend point No. 4 for the item to be referred back to the Personnel, Policy and Finance Committee for further discussion**

RESOLVED: **The report of the Personnel, Policy and Finance Committee meeting of 2nd October 2017 is accepted as a true record with amendment**

1382 2018/2019 BUDGET PLANNING

An additional Personnel, Policy and Finance Committee meeting will be held on Monday 23rd October, to discuss the 2018/2019 budget. This will allow the suggested budgets from both committees to be brought together. The meeting is open to all Councillors to attend.

Cllr J Collier requested that the planning sheets from the Management, Estates and Strategy Committee be circulated before the additional PPF meeting.

RESOLVED: **An additional Personnel, Policy and Finance Committee meeting is held on 23rd October 2017 to discuss 2018/2019 budgets**

1383 APPLICATIONS FOR FINANCIAL ASSISTANCE

There have been no applications for financial assistance received.

1384 ACCOUNTS FOR PAYMENT

All voted in favour of approving the accounts for payment and acceptance of receipts as seen, with a revision to expenditure to be discussed at the next Full Council.

RESOLVED: **The accounts totalling £32,676.98 including VAT were approved for payment and receipts totalling £428.00 excluding VAT were accepted as seen, with a revision of the expenditure to be made at next Full Council**

1385 ITEMS FOR NEXT AGENDA

There were no items for the next agenda brought forward.

1386 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 22nd November 2017. There being no other business to discuss, the meeting closed at 7.48pm.

Signed Mayor

Signed Town Clerk

Date