

**MINUTES OF THE ANNUAL MEETING OF FULL COUNCIL HELD ON THURSDAY
18th MAY 2017 AT 7.00PM 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 A V Griffiths
Cllr G Howell
Cllr P Iles
Cllr D Jones
Cllr P Jones
Cllr Mrs B Morgan
Cllr J Morgans
Cllr Mrs S Murray
Cllr Miss L Pepperell
Cllr C Thomas

APOLOGIES: Cllr A Griffiths
Mr D Thomas & Mr M Cavanagh – PCC Link Officers

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

The Mayor's Chaplain, Rev Fr N Cale, was in attendance and led the Council in prayer.

1291 ELECTION OF THE MAYOR (CHAIR)

Cllr A Buckfield was proposed as Mayor for 2017/2018 by Cllr C Thomas, seconded by Cllr P Iles. All voted in favour.

RESOLVED: **That:**

- **Cllr A Buckfield is appointed Mayor of Haverfordwest and Admiral of the Port of Haverfordwest for the ensuing year**
- **Cllr A Buckfield made his Declaration of Acceptance of Office as Town Mayor**

Rev Fr N Cale left at 7.05pm.

1292 DECLARATIONS OF INTEREST FROM MEMBERS

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

1293 INTRODUCTIONS AND MENTORING

The Mayor, Cllr A Buckfield, requested that each Councillor and member of staff introduce themselves. He also requested that the County Councillors attending present themselves.

An overview of the Pembrokeshire County Council (PCC) Link Officers initiative was given by the Mayor.

A discussion took place on the mentoring of Councillors who are new to the Council. It was proposed by Cllr Mrs S Murray, seconded by Cllr G Howell, that the new Councillors are mentored by a Councillor in their ward. Cllr Mrs B Morgan requested an amendment to the proposal, seconded by Cllr J Fulker, that the new Councillor could be mentored by any Councillor. All voted in favour of the amended proposal. The Mayor requested that any Councillors who wish to be mentored to get in contact with the Town Clerk to organise.

RESOLVED: Any Councillors wishing to be mentored are to advise the Town Clerk

1294 STANDING ORDERS AND FINANCIAL REGULATIONS

It was proposed by Cllr Mrs B Morgan, seconded by Cllr C Thomas, that the current Standing Orders and Financial Regulations are adopted by Council. All voted in favour.

Council was advised that the Standing Orders were reviewed and adopted by Council on 19th April 2017. The Financial Regulations are currently under review and will be presented at the next meeting of the Personnel, Policy and Finance committee.

RESOLVED: The Council adopted the:

- Standing Orders version dated 19th April 2017
- Financial Regulations version Nov 2012 issue 2

1295 MAYOR-MAKING CEREMONY

An overview of the event was given.

1296 APPOINTMENT TO COMMITTEES

The Councillors were advised that they would sit on one of two committees – Management, Estates and Strategy or Personnel, Policy and Finance. An overview of each had been provided within the agenda. Each committee is made up of eight Councillors with the Mayor acting as ex-officio on each. Councillors are able to attend the meeting of the committee which they are not on as an observer.

The Mayor, Cllr A Buckfield, requested that each Councillor give their preferred committee and that this would be reviewed after one year.

The Councillors appointed to committees were agreed as:

Management, Estates and Strategy: Cllr D Jones; Cllr A V Griffiths; Cllr A Brooker; Cllr P Jones; Cllr J Fulker; Cllr C Evans; and Cllr A Griffiths in his absence.

Personnel, Policy and Finance: Cllr Mrs S Murray; Cllr Mrs B Morgan; Cllr L Pepperell; Cllr J Collier; Cllr J Morgans; Cllr P Iles; Cllr G Howell; Cllr C Thomas.

Any newly appointed Councillor would be appointed to the Management, Estates and Strategy committee.

RESOLVED: The Councillors are appointed to the Management, Estates and Strategy Committee and Personnel, Policy and Finance Committee as outlined above

1297 DATES OF COUNCIL MEETINGS AND CIVIC EVENTS

It was agreed that the dates of the Council Meetings for 2017/2018 would be confirmed at the Mayor-Making Ceremony/Special Meeting of Council.

1298 OUTSIDE BODIES

Councillors were provided with a list of the outside bodies which Council have representation on. It was requested that the completed list of preferred choices be returned to the Town Clerk. It was also requested that an overview of each of the outside organisation is provided to the Councillors.

1299 FENTON PRIMARY SCHOOL GOVERNOR

As a vacancy had arisen for a school governor at Fenton Primary School, nominations from Council had been requested. Cllr P Jones put himself forward for nomination, all voted in favour.

RESOLVED: Pembrokeshire County Council are advised that Cllr P Jones is the nominated representative for Governor of Fenton Primary School

1300 PEMBROKESHIRE COUNTY COUNCIL STANDARDS COMMITTEE

There being two vacancies on the Pembrokeshire County Council Standards Committee, Council had been asked to provide nominations.

Cllr J Collier and Cllr Mrs B Morgan wish to be considered for the vacancy, all voted in favour of these nominations.

RESOLVED: Cllr J Collier and Mrs B Morgan will be put forward for nomination to the Pembrokeshire County Council Standards Committee

1301 CO-OPTION TO PRIORY WARD

There is a vacancy on the Priory ward following the recent elections. The Council were asked to vote if they wish for a co-option to fill the vacancy takes place, all voted in favour. Council were asked to vote if they wish to advertise, all voted in favour, Cllr A Brooker voted against advertising.

It was agreed that an advertisement would be placed in the Western Telegraph and noticeboards within the town from Monday 22nd May 2017 with a closing date of two weeks later (14 working days).

RESOLVED: **The vacancy for Co-option to the Priory Ward of Council would be advertised from Monday 22 May 2017 with a fourteen working day closing date to receive applications**

1302 COUNCILLORS ROLES AND RESPONSIBILITIES

An overview of the Councillors roles and responsibilities was given.

County Councillor T Tudor advised that he would like to see County Councillors be given the opportunity to put items on the Town Council agendas. County Councillor A Tudor advised that she would like to see the Town Councillors and County Councillors in each ward meeting and to give feedback from both. She hoped that closer links could be formed between Pembrokeshire County Council and Haverfordwest Town Council. The Mayor confirmed that this was already happening with the PCC Link Officers in place with the view to develop the links further with upcoming planned meetings.

1303 ANY OTHER BUSINESS

PLANNING APPLICATION No.17/0057/AD Signage for Lidl Store – Cllr J Collier requested that any comments on this planning application are sent to him via the Town Clerk by Monday 22nd May 2017 to be forwarded to the Pembrokeshire County Council Planning Support Team.

1304 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 31st May 2017. There being no other business to discuss, the meeting closed at 8.25pm.

Signed Mayor

Signed Town Clerk

Date