

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 21<sup>st</sup> MARCH 2018  
AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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**PRESENT:** Cllr A Buckfield (Mayor)  
Cllr J Collier  
Cllr S Cook  
Cllr C Evans  
Cllr A V Griffiths  
Cllr G Howell  
Cllr S Hooper  
Cllr D Jones  
Cllr J Morgans  
Cllr Mrs S Murray  
Cllr C Thomas

**APOLOGIES:** Cllr A Brooker  
Cllr A Griffiths  
Cllr P Jones  
County Cllr T Tudor  
County Cllr D Bryan

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

Mike Cavanagh, PCC Link Officer was in attendance.

County Cllrs T Evans and A Tudor were in attendance.

Mr P Howe, PCC Community Implementation Officer, Christopher Lawrence, National Resources Wales and Karen Scott, PLANED were in attendance.

**1482 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1483 HAVERFORDWEST RIVERSIDE GREEN AND BLUE INFRASTRUCTURE IMPROVEMENT SCHEME MATCH-FUNDING**

Peter Howe from the Regeneration Team at Pembrokeshire County Council and Chris Lawrence from National Resources Wales gave a full explanation on the proposed enhancements to the river along the Riverside Quay area. There would be specific structures and planting in place to make an immediate impact, which would become robust after three to four years and with limited ongoing maintenance should last for many years to come. There will be a consultation event at the Farmers Market held on 6<sup>th</sup> April 2018, asking the public for feedback on the proposals. Representatives from Town Council and Bridge Meadow Trust were asked to attend for additional support. The National Resources Wales grant for these proposed works is reliant on match funding from a number of parties, with Haverfordwest Town Council being asked to match fund the sum of £12,000.00.

Councillors were reminded this sum was agreed in principle at a previous council meeting. A brief question and answer session took place covering such areas as flood risks, long term maintenance and impact on river users. It was proposed and seconded to provide match-funding of £12,000 to this project and carried unanimously.

**RESOLVED:** That Haverfordwest Town Council match fund the Riverside Green and Blue Infrastructure Improvement Scheme to the sum of £12,000.00

Chris Lawrence and Peter Howe left the meeting at 7.31pm.

**1484 OUR VISION**

A presentation was given by Karen Scott from PLANED on visioning. There were two options which could be considered:

- A Vision for the Town Council as a body: where the town council would be in 10 years' time; the role of councillors as leaders; the role of councillors engaging with the town. A two hour working shop with PLANED would be available to support drawing out ideas and developing a vision
- A Community Vision: looking at a wider vision; developing partnerships with other organisations and community groups. This would be a longer term project and PLANED will be receiving additional funding over a two year period to support these projects later this year.

Following a lengthy discussion, it was proposed, seconded and all voted in favour to create a Town Council vision first which all councillors would agree to, and then move onto creating the community vision when PLANED have received the additional funding. All councillors will be invited to a two hour workshop on creating the Town Council vision.

**RESOLVED:** To create a Town Council Vision with the support of PLANED in the first instance, then move on to create a Community Vision when PLANED receive additional funding

Karen Scott left the meeting at 7.54pm.

**1485 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

**1486 MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING HELD ON 16<sup>th</sup> FEBRUARY 2018**

**RESOLVED:** The minutes of the Full Council meeting held on 16<sup>th</sup> February 2018 were confirmed and signed as a true record

**1487 MINUTES OF THE FULL COUNCIL MEETING HELD ON 21<sup>st</sup> FEBRUARY 2018**

**RESOLVED:** The minutes of the Full Council meeting held on 21<sup>st</sup> February 2018 were confirmed and signed as a true record

**1488 UPDATES ON THE MINUTES OF 21<sup>st</sup> FEBRUARY 2018**

**12/18** St Martin's Cemetery - it was requested it be noted that headstones will remain in place unless they have already fallen over or are in disrepair

- 14/18 **New Councillor Induction Policy** – no date had been arranged as yet for the sub-committee to meet to review this policy
- 17/18 **Haverfordwest Skatepark Association** – Cllr Cook's contact details will be forwarded to HSA so she can be advised directly of meetings
- 18/18 **Spring Clean Cymru 2018** – this event had been deferred due to the snow. Councillors had been requested to provide the Town Council office with their own availability to hold a town centre litter pick. No dates had been offered as yet.

1489 **MINUTES OF THE EXTRA ORDINARY COUNCIL MEETING HELD ON 13<sup>th</sup> MARCH 2018**

**RESOLVED:** The minutes of the Full Council meeting held on 13<sup>th</sup> March 2018 were confirmed and signed as a true record

1490 **UPDATES ON THE MINUTES OF 13<sup>th</sup> MARCH 2018**

21/18 **Haverfordwest THI Complementary Initiative** – Haverfordwest Town Council representatives are hoping to have a meeting with PCC to obtain legal clarification of the project

1491 **MAYOR'S UPDATES AND CORRESPONDENCE**

**Councillor Updates** – The Mayor thanked all councillors who attended Mrs Barbara Morgan's farewell parlour visit. A letter of thanks from Mrs Morgan was read out. Congratulations were offered to Cllr J Morgans on becoming a grandmother again and being voted in as Deputy Chair of the Sir John Perrott's Trust.

**My Community My Council Engagement Event** – The Mayor and the Town Clerk attended an event in Carmarthen as part of the Welsh Government Community and Town Council Review. It was noted that our concerns were the same as the majority of other town and community councils, such as recruitment and training of new councillors, people not standing for election but coming forward at co-option and worries about paying for non-mandatory services.

**Mayoral Engagements** – The Mayor would be launching a new business initiative on Easter Saturday, with Paddle West having boats for hire on the Riverside. All councillors were welcome to attend.

**Outside Bodies** – The Mayor invited reports from councillors who had attended meetings.

1. Cllr C Thomas attended a Garth Steering Group meeting. An Easter egg hunt would be held around the Garth on Good Friday.
2. Cllr G Howell gave a brief update on the Dementia Friendly programme, which would be launched in May over a two week period, with the view of making Haverfordwest a dementia friendly town. Free Dementia Friendly workshops would be available to business and organisations, and training would be offered to all town councillors.



**27/18**

**PRESENT as observers:** Cllr S Cook  
Cllr C Thomas

**APOLOGIES:** Cllr A Griffiths

**ABSENT:** Cllr A Brooker

The Town Clerk was in attendance.

### **Declarations of Interest from Members**

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

### **Updates on the report of the last meeting**

There were no updates from the report of the last meeting.

### **Picton Centre**

The partition wall had been in position for a number of years so due to age and damage, a number of options were considered. The first option is to service, this would involve removing each panel to source replacement parts as original manufacturer parts are no longer available. The centre would need to be closed to users for a day. The service cost is £1,250.00 plus VAT, with unknown further costs known until a service has been undertaken. The second option is to replace with new partition wall at a cost of £16,575.00 plus VAT. The third option is to remove the partition wall with no option to divide the Picton Centre in to two spaces in the future. It was felt that the best option was to service and see if any issues could be repaired. It was proposed to service and repair the partition wall. This was seconded and all voted in agreement.

The Clerk was asked to obtain quotations to replace the main entrance door with for one brown UPVC door with a side opening panel. Also quotations to be obtained to replace the paving slabs from road to main entrance door with tarmac, to align with new front door making them more user friendly.

It was felt that the stage curtains are in a reasonable condition so no replacement to be made at present time. It was agreed that the hiring information for the Picton Centre be updated on the website to include that there is a stage available for use along with the dimensions of the stage. The possibility of a removable ramp for stage access was discussed.

Consideration was given to make revisions to the lettings agreement as put forward by Cllr Brooker at the January 2018 committee meeting which included extended opening hours of the centre. All were in agreement that the suggested revisions were not made to the Picton Centre lettings agreement. It was felt that the changes would have an impact on other users and staff management of the centre.

**RESOLVED:** **To service and repair the partition wall at a cost of £1,250.00 plus VAT**

### **Cemeteries**

**St Martin's** – Photographic mapping of the cemetery will take place before and after the headstones have been moved. Once the mapping has been received, we can move forward with planning the works for the memorial garden.

**Cemetery Walls** – The boundary walls in St Martin’s and Lower Prendergast cemeteries have been reviewed by a structural engineer and we are awaiting the survey reports. Lower Prendergast has a bank wall which holds water. When repairs are made to wall, there is a need to keep drainage holes. There are no structural issues just the facing stones are coming away and trees are growing in it. The quotations for repair to the wall will need to be provided in cost per square metre as this will need to be completed in stages due to funding. Cllr Evans will look at creating a scope for future tendering of the repair work.

St Martin’s boundary wall is in good condition with no structural cracking. There are a few loose stones which will require mortaring back in. It was agreed that once the structural engineers report is reviewed, then any work can be considered. It was suggested that Pembrokeshire College is approached in the future to enquire if they wish to take on a project to repoint the wall.

**Lower Prendergast** – Some stones will need to be replaced in the wall as the railings have pushed them out. Litter which has been dumped will need to be cleared in the future. Railings will need to be painted in future. The contract for minor ground work and maintenance was approved at last full council but the costing per flower bed was included so only one was approved, however it was hoped to have five beds. It was proposed, seconded and all voted in favour to include one more flower bed at a cost of £200.00 excl VAT, bringing the total to two flower beds.

**RESOLVED:** **To add one more flower bed to the current contract for Lower Prendergast at an additional cost of £200.00 excl VAT**

### **You Are Here Boards**

Cllr P Jones advised that he is looking at aluminium composite boards. Cllr Jones will forward copies of all completed design work to the Clerk.

### **Items for Next Agenda**

- You Are Here Boards
- Breaking Out of the Gallery – to reconsider the location of the paintings
- Accessibility to all Town Council buildings
- Horse Fair Sign

There being no other business to discuss, the meeting closed at 8.34pm.

## **END OF REPORT**

**ACCEPTANCE** of the above report, all voted in favour with an amendment that quotations for special paint to be obtained for the Picton Centre.

**RESOLVED:** **The report of the Management, Estates and Strategy Committee meeting held on 6<sup>th</sup> March 2018 is accepted as a true record subject to an amendment that paint options would be researched for the interior of the Picton Centre by Cllr P Jones**

Cllr Murray returned at 8.35pm.

**1494 REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE**

The following report was submitted:

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE  
HELD ON WEDNESDAY 7 MARCH 2018 AT 7PM IN THE COUNCIL CHAMBER,  
PICTON HOUSE, HAVERFORDWEST**

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

**Present as observers:** Cllr S Cook (arrived at 7.05pm)  
Cllr C Evans  
Cllr S Hooper

The Town Clerk was in attendance.

**Declarations of Interest from Members**

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

**Update on report of the last meeting**

No updates received.

**Accounts to 31 January 2018**

All voted in favour of accepting the accounts to 31 January 2018.

**RESOLVED: Accounts are accepted to 31 January 2018**

**Haverfordwest Town Museum – future funding and loan**

**Declaration of Interest – Cllr Mrs S Murray, Cllr A Buckfield and Cllr J Morgans as all trustees.**

Trustees of Haverfordwest Town Museum have requested that Council provide annual funding of £7,000.00 per annum plus running costs (lease and service charges) which bring the total funding to around £12k per annum. The museum has an interest free loan of £4,000.00 which is being repaid at a rate of £111.11 per month to end in March 2020. The trustees have also requested a reduction in the monthly payments to help support them through a financially difficult time.

Council have been advised by the National Association of Local Councils (NALC) through One Voice Wales (OVW) that we have no power to provide financial assistance to the museum under the Local Government 1964 Libraries and Museum Act.

Council currently lease the Caretaker's House in the Castle grounds from Pembrokeshire County Council at a cost of £3,500.00 per annum, which is occupied by the museum. All were in agreement that further advice is sought from OVW on our options with regard to the lease on Caretaker's House.

**RESOLVED: Council is unable to provide financial assistance to Haverfordwest Town Museum**

### **Great Place Partnership Agreement**

#### **Declaration of Interest – Cllr C Evans & Cllr S Hooper (personal and prejudicial).**

It was agreed that the Great Place Partnership Agreement does not commit us to any financial contribution. It was proposed that we agree to sign the partnership agreement with the understanding that we are not committing to any financial contribution or providing of the Clerk's time. This was seconded and all voted in favour. The partnership agreement must have the Clerk as main contact and signed by her. All matters arising under the partnership agreement must be brought back to Council for consideration.

**RESOLVED: Council sign up as a partner to the Great Place project with no financial commitment or time commitment from Clerk**

### **Grant Funding Policy and Applications**

The revisions to the Grant Funding Policy and two applications were considered. It was put forward that two applications be made available. The first application is to apply for funding up to the sum of £500.00. The second application is to apply for funding up to the sum of £5,000.00 and is a more detailed application form.

The process for considering the applications was discussed. It was felt that the suggestion to consider applications three times a year would penalise some of the applicants applying. So it was agreed that all applications are considered by the PPF committee every month with recommendations made to full council.

A number of revisions were made to the policy with the addition that all projects must include a breakdown of the budget. For application for funding of up to £5,000.00, proof of spending must be provided with the final report.

It was agreed that the revisions to the Grant Funding Policy and two application forms are adopted and in use from 1 April 2018.

**RESOLVED: It was agreed that from 1 April 2018 to:**

- **Adopt the revised Grant Funding Policy**
- **Adopt the two application forms for funding up to £500.00 and £5,000.00**
- **All applications are considered by the Personnel, Policy and Finance Committee every month**

### **Standing Orders**

A motion will be put forward at the next full council meeting to review Standing Orders.

### **Interim Audit 2017/2018**

The 2017/2018 interim audit had taken place. The internal auditor has requested some additional information to enable him to complete his report.

### **Independent Remuneration Panel for Wales (Final) Annual Report 2018**

Determinations 44 to 53 inclusive of the IRPW Final Annual Report 2018 were considered. The report outlines the allowances and expenses which must or can be offered to Councillors when carrying out duties on behalf of the Council. It was agreed that the following determinations were adopted by Council – Determination 44, 46, 48, 51, 52 and 53. The Expenses and Allowances Policy will be updated with the changes.

All Councillors will be issued with a letter by the Clerk to accept/decline the allowances after the Annual Meeting in May 2018.

**RESOLVED:** Council adopts Determinations 44, 46, 48, 51, 52 and 53 of the Independent Remuneration Panel for Wales (Final) Annual Report 2018

**General Data Protection Regulation (GDPR)**

Once training has been provided on GDPR this will allow for a Data Protection Officer to be appointed and a policy to be put in place.

**Picton House Sub-Committee**

It was proposed, seconded and all voted in favour of Cllr Collier joining the Picton House sub-committee.

**RESOLVED:** Cllr J Collier is appointed to the Picton House sub-committee

**Staffing Matters**

It was proposed, seconded and all voted in favour to go in to private session to discuss staffing matters.

**Items for Next Agenda**

- Councillor Oath at Mayor Making

There being no other business to discuss, the meeting was closed at 8.49pm.

**END OF REPORT**

**ACCEPTANCE** of the above report, all voted in favour save the following:

Town Museum – funding and loan :

**Declaration of Interest from Cllr Morgans, Cllr Buckfield and Cllr Murray as Trustees.**

Further advice has been sought from National Association of Local Councils (NALC) via One Voice Wales. Pembrokeshire County Council Legal Department have given their advice on providing future funding.

**RESOLVED:** The report of the Personnel, Policy and Finance Committee meeting held on 7<sup>th</sup> March 2018 is accepted as a true record

Cllr Cook left at 8.48pm and returned at 8.51pm  
County Cllr A Tudor left at 8.53pm

**1495 NOMINATIONS FOR THE OFFICE OF MAYOR, DEPUTY MAYOR AND SHERIFF**

The following nominations were received by the Town Clerk for the 2018/2019 Mayoral Year:

Mayor

Cllr Mrs S Murray Proposed by Cllr C Thomas, seconded by Cllr G Howell  
All voted in favour

Deputy Mayor

Cllr A Buckfield

Proposed by Cllr A Brooker, seconded by Cllr P Jones  
Majority voted in favour

Sheriff

Cllr C Thomas

Proposed by Cllr Mrs S Murray, seconded by Cllr J Collier  
All voted in favour

**RESOLVED: The following was agreed for the 2018/2019 Mayoral Year:**

- **Mayor is Cllr Mrs S Murray**
- **Deputy Mayor is Cllr A Buckfield**
- **Sheriff is Cllr C Thomas**

The Mayor welcomed Cllr Mrs Murray as Mayor Elect.

**1496 COUNCILLOR VACANCIES**

Two applications have been received for co-option in Castle ward. An extra ordinary meeting of full council will be arranged in due course.

A petition for an election in Portfield ward had been received by Pembrokeshire County Council (PCC) Electoral Services. The Notice of Election for the vacancy on Portfield Ward would be displayed from 27<sup>th</sup> March 2018, with an election if required to take place on 3<sup>rd</sup> May 2018

No petition for an election had been received by PCC for Garth ward so Notices for Co-option will be displayed from 27<sup>th</sup> March 2018.

**1497 TO APPOINT CLLR S COOK TO A COMMITTEE**

Cllr Cook expressed a preference to join the Management, Estates and Strategy committee. She is still able to attend Personnel, Policy and Finance meetings as an observer. This was proposed, seconded and all voted in favour.

**RESOLVED: Cllr Susan Cook is appointed to the Management, Estates and Strategy Committee**

**1498 TO APPOINT A REPRESENTATIVE TO SIR JOHN PERROT TRUST AND WILLIAM VAWERS TRUST**

Clarity was sought on the number of representatives required; currently it is 4 councillors and the Mayor of the Day. Cllr Cook and Cllr Evans put their names forward. It was proposed, seconded and all voted in favour to accept Cllr Cook as the new representative.

**RESOLVED: Cllr Susan Cook is appointed as a representative to the Sir John Perrot Trust and William Vawers Trust**

**1499 NOTICE OF MOTION**

The Mayor proposed the following motion: "that this council undertakes a thorough review of our Standing Orders and makes such alteration, additions and deletions as Council think necessary". It was seconded and all voted in favour

**RESOLVED: That the notice of motion be taken forward to the Full Council meeting on Wednesday 18<sup>th</sup> April 2018**

**1500 APPLICATIONS FOR FINANCIAL ASSISTANCE**

**1. Haverfordwest Operatic Society:** financial support requested towards their Spring production. This organisation has already received a financial donation in the financial year 2017/2018. It was proposed, seconded and all voted in favour that no donation is given, however it was suggested that HOS complete a new grant application for submission in the new financial year.

**RESOLVED:**                    **That no donation is given to Haverfordwest Operatic Society**

**1501 ACCOUNTS FOR PAYMENT**

All voted in favour of approving the accounts for payment and acceptance of receipts.

**RESOLVED:**                    **The accounts totalling £10,619.06 including VAT were approved for payment and receipts totalling £4,337.43 excluding VAT were accepted**

**1502 ITEMS FOR NEXT AGENDA**

- Dementia Awareness Training
- Councillor updates from Haverfordwest Townscape Heritage Complementary Initiative, Festival Week and Events sub-committee

**1503 DATE OF NEXT MEETING**

The next meeting of Full Council will be held on Wednesday 18<sup>th</sup> April 2018.

There being no other business to discuss, the meeting was closed at 9.20pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....