

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 19 DECEMBER 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr A Buckfield
Cllr J Collier
Cllr J Dunckley
Cllr C Evans
Cllr G Howell
Cllr S Hooper
Cllr D Jones
Cllr J Morgans
Cllr C Thomas
Cllr R Thomas JP

APOLOGIES: Cllr A Brooker
Cllr A V Griffiths
Cllr P Lewis JP
Cllr M Mathias

The Town Clerk and Administration Officer were in attendance.

County Cllrs David Bryan, Tim Evans, Alison Tudor and Thomas Tudor were in attendance.

Pembrokeshire County Council Link Officers Mr Mike Cavanagh and Mr Darren Thomas were in attendance.

David Lynch, Western Telegraph reporter, was in attendance.

1632 WELCOME NEW COUNCILLORS

The Mayor welcomed Cllr Roy Thomas JP to Council. Cllr Peter Lewis JP had given his apologies to his first meeting due to being out of the country. The Mayor reminded Councillors that they will speak through the Chair and will speak once on an issue.

1633 DECLARATIONS OF INTEREST

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

1634 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1635 MINUTES OF COUNCIL MEETING

The minutes of the meeting held on 21 November 2018 were agreed as a true record, subject to an amendment to minute number 1622, replacing Slade Lane with Scarrowscant Lane.

RESOLVED: The minutes of the Council meeting held on 21 November 2018 were confirmed and signed as a true record, subject to the amendment to minute number 1622 as above

1636 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 21 NOVEMBER 2018

103/18

1626 COMMUNITY ASSET TRANSFER: The Community Asset Transfer List has not yet been received from Pembrokeshire County Council.

1637 FUNDING OF GLAN-YR-AFON

Cllr Dunkley declared a personal interest as an employee of Pembrokeshire County Council.

Mr Cavanagh provided an overview of the rationale behind his request for additional funding to deliver Saturday afternoon opening at the Riverside facility. The costs for keeping the facility open during this period are now considerably different to the previous calculations, largely due to an increased pay deal for library staff, the provision for relief staff and increased cleaning of visitor facilities. A number of alternative options had been reviewed, all of which would have a negative effect upon library provision. The Clerk reminded councillors that PCC has an open option to come back to Council should costs increase, and asked councillors to consider the impact of the service to all aspects of the community, and the value for money of all Town Council spending.

The Mayor read out a letter from Cllr Peter Lewis JP detailing his thoughts on the request for additional funding.

It was agreed to defer the decision on additional funding awaiting further information on specific costings from Mr Cavanagh.

Mr Cavanagh left the meeting at 7.25pm

Cllr T Tudor left the meeting at 7.25pm and returned at 7.28pm

1638 MAYOR'S UPDATES AND CORRESPONDENCE

A note of thanks has been received from the Director of Pembrokeshire Samaritans for the invitation to the Remembrance Sunday Service parade.

The Mayor gave thanks in particular to Cllr Howell and Major Peter Williams for the amount of time and work put into organising an exceptional number of events to remember the Centenary of the end of World War 1. She also thanked the Sheriff and Deputy Mayor for standing in for her during her absence, and to all councillors for their excellent attendance at events.

The Mayor gave an update of the Christmas opening hours of the Town Council office, and reminded councillors of the need to make an appointment should they wish to speak in detail about a matter to office staff, especially out of office hours.

1639 PLANNING APPLICATIONS

Cllr Dunkley declared a personal interest as an employee of Pembrokeshire County Council.

Ref. No 18/0902/AD
CASTLE WARD

Erection of 1 x fascia sign
2 Old Bridge Street
Haverfordwest
SA61 2ET

RESOLVED:

SUPPORT

Cllr Buckfield spoke on the anticipated planning application for the Land at Scarrowscant Lane, advising that the plan does not have green space due to its proximity to the Racecourse. It was suggested councillors send a Section 106 agreement letter to the developers.

1640 BUDGET AND PRECEPT FOR THE 2019/2020 FINANCIAL YEAR

All voted in favour to temporarily suspend Standing Order 6 limiting councillors on speaking more than once during the agenda item.

Cllr Bryan left the meeting at 7.44pm.

The following report was provided to Council by the Town Clerk/Financial Officer:

HAVERFORDWEST TOWN COUNCIL – BUDGET REPORT 2019/2020

This report is to assist Council in setting the budget and precept for the 2019/2020 financial year.

2018/2019 BUDGET AND PRECEPT

*The current 2018/2019 financial year budget and precept were agreed by Council as follows:
Precept £258,692.64; equates to £57.03 per household (tax base band 'D' equivalent 4536.08)
Taken from earmarked reserves £42,100
Estimated income £31,175
Elections (to be held in reserves) £10,447.64
Total Budget: £321,520*

Funds held in Reserves:

31.03.2018	Total amount held in reserves		£298,612.18
01.04.2018	Amount used from reserves for 2018/2019 budget		
	Cemeteries – contracted works	£8,000	
	Town Improvements	<u>£34,100</u>	
		<u>£42,100</u>	
	Total amount held in reserves on 01.04.2018		£256,512.18
	General Reserve Fund	£86,287.20	
	Earmarked Reserves:		
	Civic Regalia	£ 1,900.00	
	Elections	£10,447.64	
	HTC New Offices	£45,000.00	
	Picton Centre Improvements	£15,000.00	
	Redundancy Fund	£10,000.00	
	Rent	£45,500.00	
	Town Band	£ 2,477.34	
	Town Improvements	£33,900.00	
	Welsh Language Policy	£ 6,000.00	

2019/2020 BUDGET AND PRECEPT

Pembrokeshire County Council has set the tax base for the area at Band 'D' equivalent of 4534.92 for the 2019/2020 financial year.

The MES and PPF Committees have recommended the following budget amounts for 2019/2020:

- Town Centre Improvements and Development Opportunities £13,600
- The River £10,000
- Events £18,000, with addition for publicity to be considered at Full Council

109/18

- Upper and Lower Prendergast Cemeteries £28,000
- St Martin's Cemetery £5,000
- Priory Saltings £2,000
- Destination Market £5,000
- Picton Centre Improvements £2,500
- Grants/Donations £41,250

I have produced draft budget reports, see attached appendix 1 and appendix 2, and provided some possible options for Council. In these reports, the core costs have been increased in line with inflation or figures previously agreed by Council (e.g. town centre flowers).

Appendix 1 (attached)

The following figures have been used in draft budget report appendix 1:

- Core costs updated
- 2018/2019 Precept amount of £258,692
- MES and PPF Committee reports December 2018 – recommended budget amounts for 2019/2020
- Estimated income less VAT reclaimed (expenditure figures are NET)

The outcomes from the draft report appendix 1 are:

Total income: £293,792 (£300,792 less £7,000 reclaimed VAT)

Expenditure £341,570

Election costs to be added to reserves £10,000 (every year)

Total Expenditure: £351,570

Shortfall: £57,778

Options on considering appendix 1:

- Reduce recommended Committee budget amounts by shortfall of £57,778, with no increase to precept;
- To approve recommended Committee budgets (to cover total shortfall of £57,778):
 - Increase precept to £316,470; equates to £69.79 per household, £12.75 increase on 2018/2019; or
 - Increase precept to £290,000; equates to £63.95 per household, £6.92 increase on last year. And use funds from reserves of £26,470;
 - Increase precept to £282,000; equates to £62.18 per household, £5.15 increase on last year. And use funds from reserves of £34,470;
 - Increase precept at a lower amount and/or use more funds from reserves.

Appendix 2 (attached)

The following figures have been used in budget report appendix 2:

- Core costs updated
- 2018/2019 Precept amount of £258,692
- MES and PPF Committee reports – recommended budget amounts for 2019/2020
- (Potential) additions:
 - Additional funding for Glan-yr-Afon (library) £4,900.72 – agenda item 7;
 - Publicity and Promotion £8,900

The outcomes from the draft report appendix 2 are:

Total income: £293,792 (£300,792 less £7,000 reclaimed VAT)

Expenditure £355,370.72

Election costs to be held in reserves £10,000

Total expenditure £365,370.72

Shortfall: £71,578.72

Options on considering appendix 2:

- Reduce recommended Committee budget amounts by shortfall of £57,778 and not approve additions of £13,800.72, with no increase to precept;
- To approve recommended Committee budgets and additions (to cover total shortfall of £71,578.72):
 - Increase precept to £330,270.72; equates to £72.83 per household, £15.80 increase on 2018/2019; or
 - Increase precept to £300,270.72; equates to £66.21 per household, £9.18 increase on last year. And use funds from reserves of £30,000;
 - Increase precept to £280,270.72; equates to £61.80 per household, £4.77 increase on last year. And use funds from reserves of £50,000;
 - Increase precept at a lower amount and/or use more funds from reserves.

Budget Headings (see Appendix 1 & 2)

Town Improvements include: River £10,000; Town Centre Improvements and Development Opportunities £13,600; Destination Market £5,000; Publicity and Promotion £8,900 (appendix 2).

Total: £28,600 (appendix 1); £37,500 (appendix 2)

Donations include: Tier 1 and Tier 2 grant funding £30,000; Legacy grant £1,500; Ward Grants £1,250; Student Bursary £2,000; library funding £9,000 (appendix 1); library funding with additional amount £13,900.72 (appendix 2).

Total: £43,750 (appendix 1); £48650.72 (appendix 2)

Elections: From 1 April 2018, the cost of town and community council elections is no longer funded by Pembrokeshire County Council. When setting the 2018/2019 budget, Council agreed to budget £10,000 per annum for Elections to be held in earmarked reserves.

Reserves

The General Reserve Fund is the amount held for ongoing expenditure and contingencies. This is currently set too low, as the recommendation is to hold an amount which is between 50-60% of the total budget figure.

END OF REPORT

J Raymond
Town Clerk/RFO
Haverfordwest Town Council

12 December 2018

A full discussion took place on the budget report. Clarification was given on the rationale for the Welsh Language Policy budget in reserves, as councillors had thought there would be a legal requirement for a bilingual website, however it was confirmed this is not a requirement at this time.

It was proposed and seconded to put forward a reduction of the grants/donations budget to £40,000.00, with the PPF Committee to revise their action plan accordingly to accommodate the reduction. Majority voted in favour. Cllr Roy Thomas JP wished to record his vote against this proposal.

It was proposed and seconded to accept appendix 2 and to include a publicity and promotions budget of £8,900. Four voted in favour, five against with one abstention.

An amended proposal was put forward to accept appendix 1, to increase the precept to £282,000 equating to £62.18 per household, and to utilise £33,220 (following the reduction to grants/donations budget of £1,250) from the town improvements budget in earmarked reserves to cover the shortfall. Nine voted in favour, Cllr Roy Thomas JP requested to record his vote against as he wished no increase in the precept in the 2019/2020 financial year.

RESOLVED:

The following was agreed:

- **2019/2020 Budget is set at £350,320.00**
- **2019/2020 Precept is set at £282,000.00, which equates to £62.18 per household**
- **Reserves of £33,220.00 from Town Improvements are utilised in the 2019/2020 budget**
- **2019/2020 Grants/Donation budget set at £40,000.00**

1641 REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE

The following report was submitted:

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 4 DECEMBER 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:

Cllr S Hooper (Chair)
Cllr J Collier
Cllr C Evans
Cllr A V Griffiths
Cllr D Jones
Cllr Mrs S Murray (Mayor/ex-officio)

PRESENT as observers: Cllr A Buckfield
Cllr C Thomas

The Town Clerk was in attendance.

Declarations of Interest

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

Report of the last meeting

No updates on the report of the last meeting.

2019/2020 Budget and Action Plans

The draft 2019/2020 action plans were discussed.

Town Centre Improvements and Development Opportunities: It was felt that the funding for the library of £9k per annum and the student bursary of £2k per annum should be listed under the Grants/Donations action plan. All voted in favour to allocate a budget of £13,600.

The River: In the current financial year, match funding provided by Council enabled further funding to be obtained from National Resources Wales for the Riverside Project, working in conjunction with Pembrokeshire County Council. This project will expand, so all voted in favour to allocate a budget of £10k.

Events: There are a number of new events already planned for next year; with the Festival Week including newly revived carnival to continue. All voted in favour to allocate a budget of £18k.

Upper and Lower Prendergast Cemeteries: The Upper Cemetery will require ongoing maintenance only. The plan is to commence work next year on the boundary wall in the Lower Cemetery, to be completed in stages over a number of years. It is hoped to complete as much as possible each time to keep costs down. All voted in favour to allocate a budget of £28k.

St Martin's Cemetery: The contracted work to turn the upper part of the cemetery in to a memorial garden has commenced; to be completed over a number of years. Next stage is to move a further number of headstones and lay them near the back wall. All voted in favour to allocate a budget of £5k.

Priory Saltings: Ongoing maintenance planned in the next financial year. All voted in favour to allocate a budget of £2k.

Publicity and Promotion: The majority agreed that the proposals put forward in this action plan were not viable. It was felt that better use of our website and Facebook page should be made to promote the work of the Council, and to possibly place an annual report in the local press. It was felt that the publicity and promotion for events or other activities should be accounted for within that action plan, and not in a separate one. The events action plan will need reviewing to now include publicity, the revised budget will be provided at next Full Council. All voted in favour to not have a separate Publicity and Promotion action plan. ***Cllrs Collier, Griffiths and Buckfield reserved the right to speak at Full Council.***

Destination Market: Council have agreed to support the submission of an application for grant funding under the Town Heritage Initiative (THI) Complementary Initiative, to support a feasibility study. All voted in favour to allocate a budget of £5k.

Picton Centre Improvements: It was hoped to make a number of upgrades to the Picton Centre next year; prioritising painting of hall ceiling and new LED lighting. All voted in favour to allocate a budget of £2.5k.

Cllr D Jones left at 8.30pm.

Grants/Donations: The funding for the new library of £9k for 5 years will be included in this plan, along with the student bursary of £2k per annum. All voted in favour to allocate a budget of £41,250.

Cllr A V Griffiths left at 8.36pm.

As the meeting was no longer quorate, all other items will be listed for the next agenda.

RESOLVED:

For the 2019/2020 financial year, the following budgets are allocated:

- Town Centre Improvements and Development Opportunities £13,600
- The River £10,000
- Events £18,000, with addition for publicity to be considered at Full Council
- Upper and Lower Prendergast Cemeteries £28,000
- St Martin's Cemetery £5,000
- Priory Saltings £2,000
- Destination Market £5,000
- Picton Centre Improvements £2,500
- Grants/Donations £40,000

Items for next agenda

- Cemeteries – update and review
- Picton Centre - update and review
- Blue Plaques
- Rifleman's Field: consider pathways and play equipment
- Bus Shelter in Hawthorn Rise
- You Are Here Boards
- Review 2018/2019 Action Plans

There being no other business to discuss, the meeting closed at 8.38pm.

END OF REPORT

The River: This should correctly read as it is planned that the project will expand, not hoped to expand.

ACCEPTANCE of the above report, all voted in favour following the reduction of the grant/donations budget for 2019/2010 to £40,000.

RESOLVED:

The report of the Management, Estates and Strategy Committee meeting held on 4 December 2018 is accepted as a true record, subject to the reduction of the Grants/Donations budget to £40,000

1642 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 5 DECEMBER 2018 AT 8PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr G Howell (Chair)
Cllr A Buckfield
Cllr M Mathias
Cllr J Morgans
Cllr C Thomas

PRESENT as observers: Cllr C Evans
Cllr S Hooper

APOLOGIES: Cllr Mrs S Murray (Mayor/ex-officio)
Cllr J Dunckley

ABSENT: Cllr A Brooker

The Town Clerk was in attendance.

Declarations of Interest

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

Report of last meeting

No updates.

Accounts to 31 October 2018

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

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

Councillor Induction Programme

It was agreed that the induction programme would be developed further and updates considered at the next committee meeting.

It was felt that more information about the role of the councillor and what council does should be promoted, especially when a vacancy occurs.

Standing Orders

Councillors were reminded about conduct at meetings, as outlined in Standing Orders. A reminder on the term of office of a committee chair was provided, again as outlined in Standing Orders.

Council Handbook: Chapter 3 Civic Events and Chapter 4 Finance

It was requested that the draft copies of chapters 3 and 4 are reviewed, with any suggested amendments forwarded to the Chair. Both chapters will be considered at the next committee meeting.

2019/2020 Budget and Action Plans

All were in agreement to recommend the action plans as put forward by the Management, Estates and Strategy Committee (MES), except for the Grants/Donation plan and the Publicity and Promotion plan.

Grants/Donations: Draft action plan includes - £30k for tier 1 and 2 grant applications; ward grants £1,250; legacy grant £1,500. It had been suggested to also include: £9k for library funding (5 years); £2k for student bursary. All voted in favour to recommend the revised budget of £43,750 for 2019/2020.

It was recognised that the Grant Aid Guidance Policy and applications would require revision to include:

- Personnel, Policy and Finance Committee to oversee all grant application procedures to ensure a uniform check of the criteria and recommendation to Full Council.
- Full Council will approve all funding applications.
- An organisation/individual can make more than one application in a financial year.
- Members of the public may answer questions only on their funding applications at meetings.

All voted in favour of the above revisions.

Publicity and Promotion: Although the MES Committee had recommended that no budget be allocated as set out in the publicity and promotion action plan, it was agreed that further consideration would be required at Full Council. *Cllrs C Thomas, S Hooper and C Evans reserved the right to speak at Full Council.*

RESOLVED:

For the 2019/2020 financial year, the following budgets are allocated:

- **Town Centre Improvements and Development Opportunities £13,600**
- **The River £10,000**
- **Events £18,000, with addition for publicity to be considered at Full Council**
- **Upper and Lower Prendergast Cemeteries £28,000**
- **St Martin's Cemetery £5,000**
- **Priory Saltings £2,000**
- **Destination Market £5,000**
- **Picton Centre Improvements £2,500**
- **Grants/Donations £43,750**
- **Publicity and Promotion is re-considered**

The Grant Aid Guidance Policy is updated to include:

- **Personnel, Policy and Finance Committee to oversee all grant application procedures to ensure a uniform check of the criteria and recommendation to Full Council;**
- **Full Council will approve all funding applications;**
- **An organisation/individual can make one Tier One application and one Tier Two application in a financial year;**
- **Members of the public may answer questions only on their funding applications at meetings.**

Applications for Financial Assistance**1. Pembrokeshire Special Needs Gymnastics Club**

The application requests a donation of £500.00 to be used towards new equipment.

All voted in favour to not provide funding at this time.

2. Haverfordwest County AFC

The application requests a donation of £4,500.00 to purchase equipment to utilise the lower football pitches, grassed areas and car park.

All voted in favour to not provide funding at this time.

3. Haverfordwest Yarn Bombers

The application requests a donation of £150.00 to support a fundraiser to purchase more materials for future projects.

All voted in favour to donate £150.00 under the LGA 1972, Section 145.

4. The VC Gallery

The application requests a donation of £5,000.00 to run a workshop aimed at supporting the isolated, anxious or lonely.

All voted in favour to donate the sum of £3,900.00 under the LGA 1972, Section 145.

RESOLVED:**That:**

- **No donation is provided to Pembrokeshire Special Needs Gymnastics Club**
- **No donation is provided to Haverfordwest AFC**
- **A donation of £150.00 is given to Haverfordwest Yarn Bombers**
- **A donation of £3,900.00 is given to The VC Gallery**

Items for next agenda

- Councillor Induction Programme
- Council Handbook: Chapter 3 Civic Events and Chapter 4 Finance

There being no other business to discuss, the meeting was closed at 8.37pm.

END OF REPORT

Grant Aid Guidance Policy: this to be amended that an organisation/individual can make one Tier One application and one Tier Two application in a financial year.

ACCEPTANCE of the above report subject to the amendment to the grant aid guidance policy updates, all voted in favour

RESOLVED:

The report of the Personnel, Policy and Finance Committee meeting held on 5 December 2018 is accepted as a true record subject to the amendment above

1643 LOCAL DEVELOPMENT PLAN 2 (LDP2) CONSULTATION

Council were asked to review the consultation documents online and forward their comments individually by email to the Clerk so that she may send one response from Haverfordwest Town Council.

1644 APPOINT NEW COUNCILLORS TO COMMITTEE

Cllr R Thomas JP expressed a preference to join the Personnel, Policy and Finance Committee. It was proposed, in his absence, that Cllr Lewis JP be appointed to the Management, Estates and Strategy Committee. All voted in favour.

RESOLVED:**That**

- **Cllr R Thomas JP be appointed to the Personnel, Policy and Finance Committee**
- **Cllr Lewis JP be appointed to the Management, Estates and Strategy Committee**

1645 OUTSIDE BODIES

Cllr R Thomas JP put his name forward to act as representative on the Sir John Perrot's Trust and William Vawer Trust, and Cllr Collier put his name forward for the Haverfordwest Skatepark Association. All voted in favour.

Cllr Collier informed Council that the Bridge Meadow footpath improvements have started.

Thanks were given by Cllr Howell to those who attended the Prendergast Santa's Grotto, and also to the Mayor, Sheriff and Deputy Mayor for attending the Dementia Memory Café Christmas party. It was felt that these were two excellent examples of the Town Council interacting and liaising with the local community.

Garth Ward had hosted a Follow the Star event, jointly organised with Lifepoint, which had turned out to be hugely successful.

The Mayor reminded councillors of the funds available to support the organisation of ward events.

RESOLVED:**That**

- **Cllr R Thomas JP be appointed to represent Haverfordwest Town Council on the Sir John Perrot's Trust and the William Vawer Trust**
- **Cllr J Collier be appointed to represent Haverfordwest Town Council on the Haverfordwest Skatepark Association**

1646 Townscape Heritage Initiative (THI) Complementary Initiative

Cllrs C Thomas, Murray and Buckfield each declared a personal interest as HTC appointed representatives of the THI Steering Committee.

Cllr Buckfield provided an update on the current status of applications received by the THI Steering Committee. An email has been received confirming the application for the Destination Market has been successful. Mr D Thomas, PCC Link Officer, offered to investigate whether the litter fines could be used the fund annual deep clean and buddleia clean of the town.

