

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 20 FEBRUARY 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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**PRESENT:** Cllr Mrs S Murray (Mayor)  
Cllr A Buckfield  
Cllr J Collier  
Cllr J Dunckley  
Cllr C Evans  
Cllr AV Griffiths  
Cllr G Howell  
Cllr S Hooper  
Cllr D Jones  
Cllr P Lewis JP  
Cllr M Mathias  
Cllr J Morgans  
Cllr C Thomas  
Cllr R Thomas JP

**APOLOGIES:** Mr Mike Cavanagh, PCC Link Officer

The Town Clerk and Administration Officer were in attendance.

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

Mr D Thomas, PCC Link Officer was in attendance.

Mr David Lynch, Western Telegraph, was in attendance.

It was voted in agreement by all Councillors to defer the next agenda item 'County Councillor Paul Miller to provide an update on the regeneration of Haverfordwest Town Centre' until Cllr Miller's arrival. County Cllr Paul Miller arrived at 7.08pm.

**1666 DECLARATIONS OF INTEREST**

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

**1667 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public

**1668 MINUTES OF COUNCIL MEETING**

The minutes of the meeting held on 23 January 2019 were agreed as a true and accurate record, subject to the correction in minute number 1654 from 23 February to 23 January.

**RESOLVED:** **The minutes of the Council meeting held on 23 January 2019 were confirmed and signed as a true record, subject to the change of month in minute number 1654 to January**

**1669 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 23 JANUARY 2019**

05/19 1656 Bus Shelter in Hawthorn Rise: Pembrokeshire County Council (PCC) have completed a site inspection and are reviewing the provision of a replacement shelter.

- 05/19                    1656 'You Are Here' Boards: A meeting had been held recently, with the team looking to complete the draft of the maps towards the end of February.
- 08/19                    1657 Policy and Guidance for Awarding Grant Aid: The grants updates have been completed and forwarded to the Town Clerk for review.

## **1670 UPDATE ON THE REGENERATION OF THE TOWN**

***It was proposed to move to suspend Standing Orders for the period of the discussion with County Councillor Paul Miller. This was voted in favour by all.***

The Mayor welcomed Cllr Miller and thanked him for his attendance.

Cllr Miller gave an overview of a number of live projects, as follows:

- Revitalising the Castle as a proposed flagship heritage centre, including linkage to the town centre. A study was completed in October 2018, and a detailed proposal is now awaited. No funding has been secured for the Castle development to date; this is likely to be Heritage Lottery applications in a phased approach. Improvements under phase 1 will include the Castle fabric, the floodlights and the Old Burgess. Phase 2 will include Governors House and the Heritage Centre.
- Ocky White property and additional building: This is at design stage with Atkins Consultants producing the outline concept designs. Funding has been approved for this project. The current proposal is for a generic retail ground floor, with the first floor for general commercial use.  
Designs should be available for viewing towards the end of summer 2019, with the project commencing at the beginning of 2020, taking approximately 18 months for completion.
- Riverside: negotiations for the new cinema complex are still ongoing. The original company are still involved but are asking for too much money to complete. PCC may consider a new proposal.
- PCC are committed to the wholesale redevelopment of the area around the multi-storey car park.
- Beyond the town centre, planning guidance is being offered to owners of empty commercial buildings to promote turning these back to residential use.

Council felt there should be more information provided on the current situation with Shire Hall and Foley House. There must be more accountability from the owners on fulfilling their obligations, in particular in relation to the Shire Hall. Council were advised that the owner of the Shire Hall was not in breach of his lease terms.

Council questioned when the car park at Foley House would be open for residential use, following the improvements made to it. Cllr Miller will undertake to find out why the car park is still not open.

The Georgian Trust are still proceeding with their planning application for Foley House, but delays due to evidence of bats has resulted in missing the deadline for the Townscape Heritage Initiative (THI) funding.

Cllr Miller advised Council that PCC are interested in all options to improve the town, but will focus on key areas over a 5 year term to make a real difference to the town.

County Councillor Paul Miller left the meeting at 7.32pm

***All Councillors voted in favour to re-introduce Standing Orders.***

**1671 MAYOR'S UPDATES AND CORRESPONDENCE**

- A Freedom of Information request has been made to PCC regarding the Shire Hall. Councillors have each been provided with a copy.
- A letter of thanks has been received from the Haverfordwest branch of the Royal British Legion for the Town Council's support over the year of commemoration.
- Keep Wales Tidy have advised of their Spring Clean event between 20 March 2019 and 22 April 2019. A town spring clean is being considered at a number of sites, with councillors being asked to arrange spring cleans within their communities. Cllr Dunckley offered his support to Cllr Hooper in arranging the town spring cleans.
- Councillors were reminded of the Mayor and Sheriff's Fundraising Race Night, raising money for their charities. The Mayor would be grateful for any donations of raffle prizes.
- The Mayor is 'swimming the channel' for her charity Diabetes Cymru, which involves swimming 1,418 lengths of a pool. She would appreciate any sponsorship.
- A meeting has been held discussing the future siting of Portfield Fair. The information will be circulated by email to all councillors.
- Pembrokeshire Remakery has requested the support of Haverfordwest Town Council for their Enhancing Pembrokeshire Grant application. Councillors are asked to respond individually.
- In depth discussions have been held regarding the Castle Lighting as there is confusion over the owners of the land. Discussions will be ongoing.
- The Mayor reminded Councillors to attend the PLANED workshop on Wednesday 27 February 2019 at 6.30pm.

County Councillor Tim Evans left the meeting at 8pm.

**1672 PLANNING APPLICATIONS**

*Cllr Dunckley declared a personal and prejudicial interest as an employee of Pembrokeshire County Council.*

**Ref. No 181072/PA**  
**PORTFIELD WARD**

**Change of use of land to garden (in retrospect) and a log cabin to be used as ancillary accommodation**

Little Slade Acres  
Cuckoo Lane  
Haverfordwest  
SA61 2UY

*Cllr Morgans declared a personal interest as she knows the applicant and family.*

**RECOMMENDATION:**

**MAJORITY SUPPORT**

**Ref. No 18/1128/PA**  
**Ref. No. 18/1128/LB**  
**CASTLE WARD**

**Replacement bar entrance**

LABYRINTH  
13 Quay Street  
Haverfordwest  
SA611BG

*Cllr Howell declared a personal interest as she resides near the property.*

**RECOMMENDATION:**

**OBJECT on the grounds of health and safety and environmental noise pollution**

**Ref. No 18/1169/PA**  
*PRIORY WARD*

**Proposed single storey side extension and internal alterations**  
2 Cawdor Close  
Haverfordwest  
SA611HH

*Cllr Buckfield registered a prejudicial interest as he is Chair of Haverfordwest Bryn Management Company.*

**RECOMMENDATION: SUPPORT**

**Ref. No 18/1152/PA**  
*CASTLE WARD*

**Change of use of first floor from B2 use class to residential unit**  
2 Victoria Place  
Haverfordwest  
SA61 2LP

**RECOMMENDATION: SUPPORT**

**Ref. No 18/1120/PA**  
*PRENDERGAST WARD*

**Extend garage & convert into a granny flat**  
39 Queensway  
Haverfordwest  
SA61 2PB

**RECOMMENDATION: SUPPORT**

**Ref. No 18/1148/PA**  
*CASTLE WARD*

**Conversion of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> floors from B1 use class to 3 x residential apartments**  
4 Victoria Place  
Haverfordwest  
SA61 2LP

**RECOMMENDATION: SUPPORT**

**Ref. No 18/1184/PA**  
*PRIORY WARD*

**Change of use to Cookery & Teaching School (use Class D1)**  
Plot 1 (Former RAOB Lodge & Snowdrop Bar)  
Snowdrop Lane  
Haverfordwest  
SA61 1JF

**RECOMMENDATION: SUPPORT**

**PROPOSED DEVELOPMENT**

**Development of a temporary, two storey modular building to provide classroom and educational facilities, for a period of 40 months, as well as temporary access, parking areas and associated works**  
Haverfordwest High VC School  
Portfield Campus  
Scarrowscant Lane  
Haverfordwest  
SA61 1EQ

*Cllr Buckfield registered a personal and prejudicial interest as his wife is employed at Haverfordwest High VC School.*

Following a full discussion, it was agreed for Councillors to feed their comments into the Town Clerk by Monday 11<sup>th</sup> March 2019, to enable the Clerk to compile one response to the named Chartered Town Planner by the stated date within the notice.

**1673 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 5 FEBRUARY 2019 AT 7PM IN THE COUNCIL CHAMBER,  
PICTON HOUSE, HAVERFORDWEST**

<b>PRESENT:</b>	Cllr S Hooper (Chair) Cllr C Evans Cllr A V Griffiths Cllr P Lewis JP
<b>PRESENT as observer:</b>	Cllr A Buckfield
<b>APOLOGIES:</b>	Cllr J Collier Cllr D Jones Cllr Mrs S Murray (Mayor/ex-officio)

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.

**Cemeteries**

**St Martin's:** The quotation for the removal of tree stumps requires further clarification with the contractor. The wet weather continues to delay any further work on preparation of memorial garden. All voted in favour for the quotations for the removal of tree stumps to be considered at the February full council meeting.

**Lower Prendergast:** The pathway from the entrance to the lower level boundary wall could benefit from replacing. It was felt that the replacement pathway should start at the entrance and end as a viewing platform at the benches which currently need replacing. At a later stage, steps could be added in to the grassed area from the viewing platform to the lower level boundary wall. The options for types of materials to use for the pathway were discussed. All voted in favour for quotations to be obtained for replacement pathway with viewing platform to be considered at the February full council meeting.

- RESOLVED:**
- That**
- **St Martin's Cemetery: quotations for the removal of tree stumps are considered at the February full council meeting**
  - **Lower Prendergast Cemetery: quotations for a new pathway with viewing platform are considered at the February full council meeting**

### **Picton Centre**

The contracted works have commenced. No further updates.

### **Rifleman's Field**

The installation of additional pathways in the play area of Riflemen's Field was approved by Council last month. However, it has been mentioned by Pembrokeshire County Council (PCC) that the park is under review. Before the works can go ahead, clarification on the future of the park will be sought from PCC by the Town Clerk.

### **Bus Shelter in Hawthorn Rise**

PCC will undertake a site visit to enable them to provide recommendations on refurbishment of the shelter, along with quotations.

### **Destination Market**

The consultants have provided a presentation and report with their recommendations for the proposed Shire Market. A fact finding visit to Swansea Uplands market has taken place; details of the visit are posted on our website. The second fact finding visit to Abergavenny market will take place on 22 February 2019, all interested parties will be invited. The future site in Haverfordwest is still to be confirmed, with the Castle Square being the most favoured location at present.

### **Blue Plaques**

Listed as requested but no details provided before meeting. This will only be listed on a future agenda upon request with provision of the full item details.

### **You Are Here Boards**

More details are to be added to the map following a recent review. A draft of the map will be considered in the near future, to be shared with the Sir John Perrot's Trust and Town Team. The proposed locations and details of the map frame with quotations will be shared with councillors.

It has already been approved by Council to provide a tear off version of the maps at the information centre in the library at the request of Pembrokeshire County Council (PCC). Haverfordwest Business Circle are also interested in using the artwork in maps to provide to customers.

### **Occupancy of Picton House**

The running costs of Picton House have been provided by PCC for the two financial years 2017/2018 and 2018-2019 to date 25/01/2019. The costs will be circulated to all councillors by email. A structural survey will shortly be carried out on Picton House.

### **Licence of Castle Grounds and Former Records Office**

PCC advised that if the building is in regular use, then rates would be payable. The majority voted in favour to not apply for a longer-term licence (approx. 9-12 months) for the Castle Grounds and Former Records office. A licence for each one-off event will be applied for as required.

**RESOLVED:**

**Council does not apply for a long-term events licence for the Castle Grounds and Former Records Office**

**2018/2019 Action Plans**

**Town Centre Improvements:** A number of lighting schemes in the Castle Link area were considered. Further consultation with PCC and the lighting contractor is required. All voted in favour for the quotations for lighting schemes in the Castle Link area are to be considered at the February full council meeting.

**RESOLVED:** **Quotations for the lighting schemes within the Castle Link area are considered at the February full council meeting**

**Strategy for Play Parks**

PCC will be asked to provide the locations and condition of all play parks within Haverfordwest.

**Items for next agenda**

- **Priory Saltings** – to consider tenders for the 2019/2020 maintenance contract
- **Christmas Lights** – to receive an update and consider the tender
- **Cemeteries** – consider draft tender documents for boundary wall repair
- **Welsh Government Town and Community Council update**

There being no other business to discuss, the meeting closed at 8.55pm.

**END OF REPORT**

**Cemeteries**

**St Martins:** Headstones are being removed over a period of time. Quotations are now required for tree stump removal to enable easier management of the area. Council were advised of the remaining budget.

**Lower Prendergast:** Council were provided with quotation figures for an area of decking to complement existing seating, and replacement of the pathway. There is concern that as the wall is in disrepair that this should be repaired first, for which a budget is allocated in 2019/2020. It was noted that there was not proper regard to Financial Regulations in the quotation process as quotations were received by email and not by sealed bids. It was agreed that the tender process in Financial Regulations needs to be updated. It was all voted in favour that the decision is referred back to the relevant committee to consider sealed bids in line with Financial Regulations and to authorise plenary powers to the Management, Estates and Strategy Committee to come to a decision as long as it is legal and within budget.

**Rifleman's Field:** Mr D Thomas is to seek clarification on whether Rifleman's Field is included within the sale of Haverfordia House.

**Castle Link Lighting:** Cllr Hooper gave an overview of the lighting proposal. Mr D Thomas is to follow up in the electricity supply availability through PCC.

**RESOLVED:** **That**

- **The decision for improvements to Lower Prendergast is referred back to the Management, Estates and Strategy Committee**
- **Plenary powers are given to the Management, Estates and Strategy Committee in respect of Lower Prendergast Cemetery as long as the decision is legal and within budget**

**RESOLVED:** The report of the Management, Estates and Strategy Committee meeting held on 5 February 2019 is accepted as a true record

**1674 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 6 FEBRUARY 2019 AT 7PM IN THE COUNCIL CHAMBER,  
PICTON HOUSE, HAVERFORDWEST**

**PRESENT:** Cllr G Howell (Chair)  
Cllr A Buckfield  
Cllr M Mathias  
Cllr J Morgans  
Cllr Mrs S Murray (Mayor/ex-officio)  
Cllr C Thomas  
Cllr R Thomas JP

**PRESENT as observer:** Cllr P Lewis JP

**ABSENT:** Cllr A Brooker  
Cllr J Dunckley

The Town Clerk was in attendance.

**Election of Chair**

Cllr Howell (Chair) has advised of her intention to resign at the end of the 2018/2019 financial year. All voted in favour to defer the election of a new Chair to a later meeting. If anyone is interested in the role, they may wish to speak with the Chair for more information.

**RECOMMENDATION:** Election of Chair is deferred

**Election of Vice-Chair**

All voted in favour to defer item.

**RECOMMENDATION:** Election of Vice-Chair is deferred

**Declarations of Interest**

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

**Report of last meeting**

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

**Accounts to 31 December 2018**

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

**RECOMMENDATION:** Accounts are accepted to 31 December 2018

**Councillor Induction Programme**

All voted in favour to adopt the Induction overview to be included in the Council Handbook.

It was felt that an article in the local press to encourage more to become a councillor would be of benefit and for the information to also be posted on the council's website. All voted in favour for the Chair to write an article for the press about becoming a councillor which would also be posted on the council website, to be reviewed by the town clerk before publishing.

On all future notices of vacancy, it was agreed that a footnote is added: "If you are interested in this post, please contact the Town Clerk for more information".

**RECOMMENDATION:****To:**

- **Adopt the Induction overview, to be included in the Council Handbook**
- **A press article is released to encourage more to become a councillor, and also be published on the council website**

**Council Handbook: Chapter 4 Finance**

All voted in favour to defer the adoption of chapter 4 Finance to allow more time for updates to current procedures to become more embedded.

**RECOMMENDATION:**

**Adoption of the Council Handbook Chapter 4 Finance is deferred**

**Standing Orders**

All voted in favour for Standing Orders to be reviewed in their entirety, with all changes submitted with one calendar month's notice.

NALC Model Standing Orders 2018 (Wales) to be circulated to all councillors by email.

**RECOMMENDATION:**

**Standing Orders are reviewed in their entirety. All suggested changes are to be submitted as a motion with one month's calendar notice; as per current Standing Order point 26b**

**Catalogue of Council artefacts**

There are many items and photographs held within the Mayor's Parlour and offices which it was felt would benefit from being catalogued. This would require the knowledge of an experienced councillor(s). All voted in favour to discuss the appointment of a team of councillors at the February full council meeting.

**RECOMMENDATION:**

**That the appointment of a team of councillors is discussed and made at the February full council meeting**

**Funds held in reserve**

*Reserves as at 1 April 2018:*

31.03.2018	Total amount held in earmarked reserves	£298,612.18
01.04.2018	Amount used from reserves for 2018/2019 budget	
	Cemeteries – contracted works	£8,000.00
	Town Improvements	<u>£34,100.00</u>
		<u>£42,100.00</u>
	Total amount held in earmarked reserves on 01.04.2018	£256,512.18
	General Reserve Fund	£86,287.20
	Civic Regalia	£1,900.00
	Elections	£10,447.64
	HTC New Offices	£45,000.00

<i>Picton Centre Improvements</i>	<i>£15,000.00</i>
<i>Redundancy Fund</i>	<i>£10,000.00</i>
<i>Rent</i>	<i>£45,500.00</i>
<i>Town Band</i>	<i>£2,477.34</i>
<i>Town Improvements</i>	<i>£33,900.00</i>
<i>Welsh Language Policy</i>	<i>£6,000.00</i>

It was agreed that the funds held under town band in earmarked reserves would be considered at a future meeting.

Cllr R Thomas JP believed that the £100k investment had not been included within the reserves as at 1 April 2018, so it was agreed to include this amount under contingencies in earmarked funds.

All voted in agreement to update reserves as follows:

- Merge funds held in rent and HTC new offices
- Add £10,000.00 to Elections earmarked reserves
- Change heading of Picton Centre Improvements to HTC Property Maintenance
- It has been agreed to use funds from Town Improvements of £33,220.00 in the 2019/2020 budget. From 1 April 2019, the Town Improvements earmarked funds would stand at £680.00. For this reason, it was agreed to remove the Town Improvements heading from 1 April 2019 and include the funds of £680.00 in the General Reserve Fund.

Total amount held in earmarked reserves on 01.04.2018	£256,512.18
General Reserve Fund	£76,967.20
Civic Regalia	£1,900.00
Elections	£20,447.64
HTC New Offices	£90,500.00
HTC Property Maintenance	£15,000.00
Redundancy Fund	£10,000.00
Town Band	£2,477.34
Welsh Language Policy	£6,000.00
Town Improvements	£33,220.00 to be used in 2019/2020 budget which will reduce to nil and remove from list
Contingency	£100,000.00

**RECOMMENDATION:** Reserves are updated as outlined above

### **Occupancy of Picton House**

The running costs of Picton House have been provided by PCC for the two financial years 2017/2018 and 2018-2019 to date 25/01/2019. The costs will be circulated to all councillors by email. A structural survey will shortly be carried out on Picton House.

### **Licence of Castle Grounds and Former Records Office**

PCC advised that if the building is in regular use, then rates would be payable. The majority voted in favour to not apply for a longer-term licence (approx. 9-12 months) for the Castle Grounds and Former Records office. A licence for each one-off event would be applied for as required.

**RECOMMENDATION:** Council does not apply for a long-term events licence for the Castle Grounds and Former Records Office

**Future location of Portfield Fair**

The Showmen's Guild were provided with a questionnaire to circulate to visitors at the last Portfield Fair. We have been unable to obtain copies of the completed questionnaires following numerous requests to the Showmen's Guild. It had been agreed with PCC that a meeting to discuss the future site of the fair be held on 20 February 2019, however no details of the meeting have been circulated yet. The Mayor requested that if the meeting on the 20 February 2019 does not go ahead, she has the agreement of Council to call a meeting of all interested parties to consider the future site of Portfield Fair.

**RECOMMENDATION:** Mayor to hold a meeting to consider the future site of Portfield Fair with all interested parties, if the proposed meeting on 20 February 2019 does not go ahead

**Donation from South Hook LNG**

A donation of £500.00 had been received from South Hook LNG in support of the Soapbox Derby held in 2018. All voted in favour to divide the donation of £500.00 equally between Haverfordwest Racecourse Public Park Trust and Haverfordwest Round Table.

Mayor wished to record her thanks to Cllr J Collier for all his work for the Soapbox Derby.

**RECOMMENDATION:** The donation from South Hook LNG of £500.00 is divided equally between Haverfordwest Public Park Trust and Haverfordwest Round Table

**Applications for Financial Assistance****1. Haverfoodfest**

The application requests a donation of £1,000.00 towards the publicity costs of the 2019 Haverfoodfest.

All voted in favour to request further information from the Haverfoodfest Committee and to defer the decision to provide funding.

- **Mr Daniel Davies**

The application requests a donation of £2,000.00 towards studying abroad costs.

All voted in favour to not provide funding but to advise Mr Davies of the student bursary which will be circulated late summer time.

**RECOMMENDATION:** That:

- The decision to provide funding to Haverfoodfest is deferred until further information is received from the Haverfoodfest Committee
- No donation provided to Mr Daniel Davies

**Items for next agenda**

- **Traffic matters** – to be listed on MES Committee agenda, information to be provided by Cllr R Thomas JP
- **Picton Centre booking procedures** – to be listed on MES Committee agenda, information to be provided by Cllr R Thomas JP
- **Dementia Friendly Haverfordwest** – information to be provided by Cllr G Howell

There being no other business to discuss, the meeting was closed at 9pm.

**END OF REPORT**

Election of Chair and Vice Chair: This is to be deferred until later in the year.

Councillor Induction Programme: Clarification was given that the exit strategy is a list of options an existing councillor may wish to consider upon resignation.

Standing Orders: All Councillors to review the existing Standing Orders and provide their suggestions to the Town Clerk for consideration at the next Full Council meeting.

Catalogue of Council artefacts: As no councillors had come forward, this item is to be referred back to the Personnel, Policy and Finance Committee.

Funds held in reserve: The Town Clerk gave an update on the earmarked reserves, to include Sheriff's Association monies and remove Contingency as investment account funds held within total reserve figure, as follows:

01.04.18	<i>Total amount in reserves £256,512.18</i>	
	<i>To be held as follows:</i>	
	<i>General Reserve Fund</i>	<i>£74,281.30</i>
	<i>Civic Regalia</i>	<i>£ 1,900.00</i>
	<i>Elections</i>	<i>£20,447.64</i>
	<i>HTC New Offices</i>	<i>£90,500.00 (includes Rent amount)</i>
	<i>HTC Property Improvements</i>	<i>£15,000.00 (previously called Picton Centre Improvements)</i>
	<i>Redundancy Fund</i>	<i>£10,000.00</i>
	<i>Rent – heading removed and funds of £45,500 to be held under HTC New Offices</i>	
	<i>Sheriff's Association</i>	<i>£ 2,005.90</i>
	<i>Town Band</i>	<i>£ 2,477.34</i>
	<i>Town Improvements</i>	<i>£33,900.00</i>
	<i>(use £33,220 in 2019/2020 budget. From 01/04/2019 remove town improvements heading, move remaining balance of £680.00 in to general reserve fund)</i>	
	<i>Welsh Language Policy</i>	<i>£6,000.00</i>

*The balance of any funds at the end of the financial year 31 March 2019 will automatically be allocated in the general reserve fund.*

Licence of Castle Grounds: the Town Clerk is to write to PCC to advise that Council does not wish to apply for a licence.

Haverfoodfest: Clarification was given on the reason for declining their recent grant application, due to insufficient information within the application.

**ACCEPTANCE** of the above report, all voted in favour.

**RESOLVED:** **The report of the Personnel, Policy and Finance Committee meeting held on 6 February 2019 is accepted as a true record**

#### **1675 NOMINATIONS FOR OFFICE OF MAYOR, DEPUTY MAYOR AND SHERIFF**

Copies of nomination forms are available from the Town Clerk and must be received by Tuesday 5 March 2019.

#### **1676 PEMBROKESHIRE COUNTY COUNCIL DRAFT STREET TRADING POLICY**

It was noted there is no provision for regular street-market style licence for town groups or community councils; at present there is only provision for an 'area licence' for individuals. Darren Thomas and Marc Owen, both of PCC, would be authorised to



