

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 17 APRIL 2019 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs S Murray (Mayor)
Cllr R Blacklaw-Jones
Cllr A Buckfield
Cllr J Collier
Cllr C Evans
Cllr S Hooper
Cllr D Jones
Cllr P Lewis JP
Cllr M Mathias
Cllr J Morgans
Cllr C Thomas

APOLOGIES: Cllr AV Griffiths
Cllr R Thomas JP
Cllr J Dunckley
Mr Darren Thomas, PCC Link Officer

The Town Clerk and Administration Officer were in attendance.
Mr Mike Cavanagh, PCC Link Officer, was in attendance.
County Cllrs David Bryan and Tim Evans were in attendance. County Cllr Thomas Tudor arrived at 7.29pm.

The Mayor welcomed Cllr Blacklaw-Jones to his first council meeting and made a short presentation to him.

The Mayor referred councillors to the Good Councillors Guide and Code of Conduct and reminded them to show due regard, equality and respect without any bullying or harassment to staff or others, as well as the importance of retaining confidentiality when required.

1705 DECLARATIONS OF INTEREST

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

1706 QUESTIONS FROM MEMBERS OF THE PUBLIC

No questions had been received from members of the public.

1707 PRESENTATION BY MR IWAN THOMAS, CEO PLANED

Mr Thomas gave a short reminder of the vision that has been created with PLANED's support 'Many Voices, One Town, Heart of the County' and discussed the positives of a community and wellbeing resilience programme in Haverfordwest. He felt there needed to be better communication between the residents and the councillors in a more consistent and positive way. He offered options for clearer branding and identity of the Town Council, connecting with social media and online polls to promote the work of the council to all communities. This could be provided as an initial tranche of up to one year for around £4,000.

Mr Thomas was thanked for his presentation and left the meeting at 7.23pm.

1708 MINUTES OF COUNCIL MEETING ON 20 MARCH 2019

The following amendments were noted:

27/19 1690 Planning Applications: Ref.No 18/1134/PA replace 9 with 19.

33/19 1692 Dementia Friendly Haverfordwest: 'voting' to be re-added to the end of the first line.

35/19 1693 Nominations of Officers: remove the words 'earlier point of order' from the last paragraph and replace with 'earlier request for a secret ballot'.

37/19 1699 Accounts for Payment: a debate was held on the accuracy of the minutes. It was agreed that minutes should be taken as correct unless majority of councillors agree to certain amendments.

Majority voted in favour of the minutes of the meeting held on 20 March 2019 being a true and accurate record, subject to the above amendments.

RESOLVED: **The minutes of the Council meeting held on 20 March 2019 were confirmed and signed as a true record subject to the amendments as detailed above**

1709 UPDATES ON THE MINUTES OF THE COUNCIL MEETING ON 20 MARCH 2019

26/19 1670 Regeneration of the town: The Town Clerk apologised that she had yet to chase an answer regarding the opening of Foley House car park. The response will be circulated to all councillors once received.

35/19 1694 2019/2020 Civic Events: Beating of the Bounds will take place of Wednesday 3rd July 2019. The majority agreed to move the Personnel, Policy and Finance Committee meeting to Monday 1st July 2019.

1710 MINUTES OF EXTRA ORDINARY COUNCIL MEETING ON 3 APRIL 2019

Majority voted in favour of the minutes of the meeting held on 3 April 2019 being a true and accurate record, subject to the removal of minute number 1704, and the amendment of minute number 1705 to become 1704.

RESOLVED: **The minutes of the Extra Ordinary Council meeting held on 3 April 2019 were confirmed and signed as a true record subject to the removal of minute number 1704, and the amendment of 1705 to become 1704**

1711 MAYOR'S UPDATES AND CORRESPONDENCE

- Panic Circus will take place on 24th and 25th April, and the Proms in the Castle will be held on 29th June.
- Only two wards had taken advantage of the £250 ward grant offered by the events committee. A refresher of the criteria for the grants is to be circulated to councillors.
- Nominations are open for the Citizens and Young Laurel awards, and councillors are asked to consider anyone in their ward who might be suitable for nomination.

1712 PLANNING APPLICATIONS

Ref. No 18/1342/PA
PRIORY WARD
PORTFIELD WARD

Development of temporary, two storey modular building to provide class room 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 declared a prejudicial interest as his wife is employed at the school. Cllr Buckfield left the meeting at 7.53pm and returned at 8.02pm

RESOLVED: Majority support with comments as per pre-consultation letter

Ref. No 18/1350/PA
PRIORY WARD

Extensions and alterations

6 Cleddau Avenue
 Haverfordwest
 SA61 1TX

RESOLVED: Majority support

Ref. No 18/1339/PA
Ref. No 18/1340/LB
CASTLE WARD

Alterations

5 Goat Street
 Haverfordwest
 SA61 1EQ

RESOLVED: Majority support

Ref. No 19/011/PA
CASTLE WARD

Replacement Footbridge

Pedestrian Bridge
Riverside Shopping Centre
 Haverfordwest

RESOLVED: Majority support

1713 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 2 APRIL 2019 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 P Lewis JP
 Cllr Mrs S Murray (Mayor/ex-officio)

PRESENT as observer: Cllr A Buckfield
 Cllr C Thomas

The Town Clerk and Administration Officer were in attendance.

Declarations of Interest

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

Report of the last meeting

Occupancy of Picton House: Pembrokeshire County Council (PCC) have been asked to provide permission for a survey of the roof to be completed; PCC require more details.

2018/2019 Action Plans: PCC have clarified that it is not possible to provide access to street lighting for additional decorative lighting in the Castle Lake carpark/link area. The Town Team are currently considering decorative lighting within the town centre.

Cemeteries

St Martin's: No further progress due to wet weather conditions.

Lower Prendergast: Chair thanked Cllr C Evans for completing all site plans to support the tender process for repairs to boundary wall. It was confirmed that a survey of the wall was completed last year by a structural engineer. The tender will request quotations for repairs to be completed on a section of the wall as outlined in the measured drawings.

Cllr P Lewis JP made the proposal for a chartered surveyor to provide a quotation for the wall section; with no seconder.

It was proposed that the tender for repairs to a section of the boundary wall (as outlined in drawings) is issued, as per financial regulations. The majority voted in favour.

RESOLVED: **Tender is issued for repair to section of boundary wall in Lower Prendergast Cemetery**

Christmas Lights

The tenders for the installation and maintenance of the Christmas lights for 2019-2023 were considered. All voted in favour of accepting the tender from Contractor 2 for five-year total cost of £71,250 net.

It has been requested that the Christmas lights switch-on be arranged for Saturday 23 November 2019. This will be need to be discussed further with stakeholders and the installation contractor.

RESOLVED: **Contractor 2 is awarded the Christmas Lights contract for 2019-2023 at a total cost of £71,250 net**

You Are Here Boards

All voted in favour to site one board in each of the following locations: Castle Square, St Thomas' Green, Castle Link area, Riverside Shopping (if not possible, in bus station area near to multi storey car park), Swan Square. The final siting in each location will be the decision of PCC Street Care; a visit will be arranged between PCC, Cllr Collier and the Town Clerk.

All voted in favour to tender for the five boards once PCC have agreed the sites. John Perrot Trust to be approached to confirm if previously agreed funding of £5k is still available.

RESOLVED: **You Are Here Boards to be sited in the following locations: Castle Square, St Thomas' Green, Castle Link area, Riverside Shopping, Swan Square. Tender to be issued for the provision and installation at agreed (by PCC) sites**

Cllr P Lewis JP left the meeting at 7.55pm and reserved the right to speak on any matters that follow.

Litter Pick

It was felt that a litter pick would be unjustified as the parade area is looking a lot tidier. It was suggested that the 'FixMyStreet' mobile phone app is used to report litter and dog mess issues. All voted in favour to purchase equipment for a future litter pick up to the 2019/2020 agreed budget amount of £100.00.

RESOLVED: **Purchase litter picking equipment up to the value of 2019/2020 agreed budget amount of £100.00**

2019/2020 Action Plans

Destination Market: A copy of the feasibility study and reports of fact-finding visits will be posted on our website. It was confirmed that the funding provided under the Townscape Heritage Initiative Complementary Initiative has been received. A discussion took place about the management of the pilot market to be held in late summer/autumn 2019. It was suggested that expressions of interest be sought for the management of a pilot destination market, with appointed contractor to incur any profit or loss.

As per the agreed 2019/2020 action plan, it was agreed that the management of a pilot destination market should be a paid position. All voted in favour for a tender to be issued for the management of a pilot destination market.

Picton Centre: Will be reviewed in June.

Grants/Donations: All voted in favour to use the current application for the student bursary as no review has yet taken place.

Priory Saltings: Maintenance plan is in hand.

The River: Updates to be provided when known.

Town Centre Improvements: Already agreed to spend the allocated budget on litter pick equipment. The plants have been agreed. Will consider the £10k budget in the future.

Cemeteries: Lower Prendergast – It was agreed to obtain quotations for an 11-metre lime dust pathway from the entrance.

Applications for Financial Assistance: It was confirmed that Nina McCanch-Jones (in association with Dementia Friendly Haverfordwest) had been provided with an update on the decision and a request made for further information.

Accounts to 28 February 2019

All voted in favour of accepting the accounts to 28 February 2019.

RESOLVED: Accounts are accepted to 28 February 2019

Standing Orders

As previously agreed, the Standing Orders are to be reviewed by a working group comprising of two members from each committee and the Mayor or Chair of the Personnel, Policy and Finance Committee (total of five members). All voted in favour for the review to be carried out by the working group once councillors have been newly appointed at the annual meeting.

RESOLVED: Standing Orders to be reviewed by the working group once appointed to committee at the annual meeting

Financial Regulations

As previously agreed, Financial Regulations are to be reviewed by a working group comprising of two members from each committee and the Mayor or Chair of the Personnel, Policy and Finance Committee (total of five members). All voted in favour for the review to be carried out by the working group once councillors have been newly appointed at the annual meeting.

RESOLVED: Financial Regulations to be reviewed by the working group once appointed to committee at the annual meeting

Independent Review Panel for Wales (final) Report February 2019

All voted in favour of accepting the following determinations as per the IRPW (final) Report February 2019 and that the Allowances and Expenses policy be updated accordingly:

- Determination 40 – All members will be offered an allowance of £150.00.
- Determination 41 – Senior Roles payment of £500.00 to be offered for the following responsibilities – Sheriff; Chair of Management, Estates and Strategy Committee; Chair of Personnel, Policy and Finance Committee.
- Determination 42 – Not accepted as relates to groups B and C.
- Determination 43 – Mileage to be paid to members in respect of travel costs for attending approved duties (as per HMRC mileage rates: 45p per mile up to 10,000 miles per year; 25p per mile over 10,000 miles; 5p per mile per passenger carried on official business; 24p per mile for private motor cycles; 20p per mile for bicycles.
- Determination 44 – For approved overnight stays, reimbursement of subsistence expenses can be made with receipted claims and up to maximum rates of: £28.00 per 24-hour period allowance for meals, including breakfast where not provided; £200.00 London overnight; £95 elsewhere overnight; £30 staying with friends and/or family overnight.

- Determination 45 – Financial loss compensation to each member, where such loss has occurred for attending approved duties: Up to £54.00 for each period not exceeding 4 hours; Up to £108.00 for each period exceeding 4 hours but not exceeding 24 hours.
- Determination 46 – Reimbursement of necessary costs for the care of dependent children and adults and for personal assistance needs up to a maximum of £403 per month.
- Determination 47 – Civic Head payment to the Mayor/Chair of £1,500.00.
- Determination 48 – Deputy Civic Head payment to the Deputy Mayor/Deputy Chair of £500.00.

It was confirmed that all allowances are currently taxable. One Voice Wales and the Society of Local Clerks are currently in discussions with HMRC to request that they are non-taxable. The determinations will come in to effect following the annual meeting and will be paid in the next convenient payroll. Every councillor is asked to provide written confirmation that they wish to accept or decline the members allowance.

Majority voted in favour for the Allowances and Expenses policy to be updated with the provisional amount of £1,500.00 for expenses on overseas trips (point 2a ii), until a full review can take place in June. Majority voted in favour for the Mayor expenses amount to remain at £2,500.00.

RESOLVED:

To:

- **Accept Determinations 40, 41, 43, 44, 45, 46, 47 and 48, and not accept Determination 42 of the Independent Remuneration Panel for Wales (final) Report February 2019;**
- **Expenses on overseas trips amount increased to £1,500.00;**
- **The Allowances and Expenses Policy is to be updated with the above determinations and revision to expenses on overseas trips;**
- **Mayor Expenses to remain at £2,500.00**

Mayor Making/Annual Meeting

All voted in favour that the annual meeting be held in the council chamber for the second year of appointment as Mayor/Chair only. All voted in favour for a buffet reception to follow in the Mayor's Parlour. The appointment of officer consorts will be included in the annual meeting.

RESOLVED:

Annual meeting will be held in the Council Chamber for the second year of appointment as Mayor/Chair, to be followed by buffet reception in Mayor's Parlour

Applications for Financial Assistance

1. Tabernacle Community Centre

Cllr C Thomas declared a personal interest.

The application requests a donation of £4,112.00 for the total cost to repair and resurface the floor in the main hall.

All voted in favour to not donate the sum of £4,112.00 as no power to provide funding for the repair of property belonging to the church.

2. All Pembrokeshire Branch Cruse Bereavement Care

The application requests a donation of £150.00 towards offering support, advice and information to children, young people and adults following a bereavement.

All voted in favour to donate the sum of £150.00 under the Local Government Act 2000, s2.

3. Pembrokeshire Special Needs Gymnastics Club

The application requests a donation of £2,000.00 towards providing new sports equipment.

Majority voted in favour to donate the sum of £2,000.00 under the Local Government Act 2000, s2.

4. Haverfordwest Yarn Bombers

The application requests a donation of £2,336.00 towards the hire of hall for weekly meetings and one yarn bomb.

All voted in favour to donate the sum of £1,500.00 under the Local Government Act 1972, s145.

RESOLVED:

That:

- **No donation is provided to Tabernacle Community Centre;**
- **Donation of £150.00 is given to All Pembrokeshire Branch Cruse Bereavement Care;**
- **Donation of £2,000.00 is given to Pembrokeshire Special Needs Gymnastics Club;**
- **Donation of £1,500.00 is given to Haverfordwest Yarn Bombers**

Items for next agenda

- Allowances and Expenses Policy: consider expenses for overseas trips (point 2aii).
- Review of Policy and Guidance for Awarding Grant Aid.

There being no other business to discuss, the meeting was closed at 8.25pm.

END OF REPORT

Independent Review Panel for Wales (final) Report February 2019: Cllr Lewis JP requested that the statement *'every councillor must provide written confirmation that they wish to accept or decline the members allowance'* be removed. Majority voted in favour of replacing *'must'* with *'is asked'*. Cllr Lewis JP wished to have his vote against the resolution recorded.

Applications for Financial Assistance: Further clarity was sought on the refusal to make a donation to the Tabernacle Community Centre. One Voice Wales had confirmed that Council have no powers to make donations to the repair of the structure or property of the Church.

ACCEPTANCE of the above report subject to the amendment as above, majority 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, subject to an amendment to 'every councillor is asked to provide written confirmation that they wish to accept or decline the members allowance'.

1715 ADDITIONAL FUNDING TO GLAN-YR-AFON LIBRARY, GALLERY AND INFORMATION CENTRE

Councillors were reminded that regeneration of the town is a priority for Pembrokeshire County Council (PCC) and Haverfordwest Town Council. The approximate running costs for the multi-community facility are £250,000 per annum, a big investment in this time of austerity. Mr Cavanagh advised that the Riverside Shopping Centre footfall has increased by 10% and that Saturday is the busiest day, with funding from the Town Council being paramount to this continuance. The Mayor reminded Councillors that the library also provides a service to those townspeople who may not have access to IT facilities. Mr Cavanagh informed Council that figures he provided included annual staff salary increases, so PCC would not be asking for further funds each year. Majority voted in favour of supporting the additional funding, resulting in a total funding of £66,587 over a 5 year period to the Glan-yr-Afon library, gallery and information centre, as detailed in the table below.

	Core staffing costs (exc senior library assistant and security officer costs)	50% of relief cover costs	Grand total
2019/20	£11,332	£1,010	£12,342
2020/21	£11,906	£1,044	£12,950
2021/22	£12,314	£1,078	£13,392
2022/23	£12,705	£1,111	£13,816
2023/24	£12,954	£1,133	£14,087
	£61,211	£5,376	£66,587 over 5 years

RESOLVED: To provide additional funding in 2019/2020 to the Glan-yr-Afon library, gallery and information centre, to bring the total funding to £66,587 over a five-year period

County Cllr T Tudor left the meeting at 8.55pm, returning at 8.58pm.

1716 TOWN CENTRE Wi-Fi

An overview of the initial funding and pilot scheme was given. Majority voted in favour that as most cafes, pub and local businesses have their own Wi-Fi the continuance of the town centre scheme was not required.

RESOLVED: To discontinue with the Town Centre Wi-Fi scheme once the pilot scheme comes to an end

1717 MOTION FROM CLLR P LEWIS JP ‘That Pembrokeshire County Council be asked to freely return Picton House into the ownership of Haverfordwest Town Council’

This motion has been withdrawn, as Cllr Lewis JP is still awaiting further information to support his case. Cllr Lewis JP advised that he will supply councillors with said information once received, prior to the meeting.

1718 FUTURE OF PORTFIELD FAIR

*Cllr Lewis JP declared a prejudicial interest and left the meeting at 9.04pm.
County Cllr Bryan left the meeting at 9.05pm.*

The consultation of the future site of Portfield Fair was ongoing with a survey completed at last year's October fair. Despite numerous requests, the Showmen's Guild had not provided the results of the survey or updates on their progress. The majority voted in favour of withdrawing from the consultation to re-site the fair, and allow the Showmen's Guild to deal directly with Pembrokeshire County Council.

RESOLVED: Haverfordwest Town Council to withdraw from the consultation regarding a permanent site for Portfield Fair

County Cllr Evans left the meeting at 9.09pm. Cllr Lewis JP returned to the meeting at 9.11pm.

1719 OUTSIDE BODIES

Cllr Collier is due to attend the annual general meeting of Haverfordwest Swimming Pool Trust. He will send a letter to the Trust on behalf of Bridge Meadow Trust to discuss the possibilities of funding for the play park.

Cllr Mathias confirmed Festival Week leaflet drop plans are progressing.

Cllr Lewis JP advised that Pembrokeshire College and Haverfordwest High VC School had expressed an interest to join the Oberkirch twinning visit.

Following her attendance at the One Voice Wales area committee Cllr Hooper suggested Dave Astins from PCC is invited to speak at a future meeting regarding public spaces and toilets, for Council to consider options on taking on some responsibility of public spaces. She has been made aware that the link officer scheme is likely to come to an end by decision of Cabinet. One Voice Wales hold innovation awards, with 10 awards given. She felt Council should aspire to be entered for an award.

The Mayor gave an update on Panic Circus on 24th and 25th May, Haverbloom and Proms in the Castle on 29th June.

Cllr Griffiths has resigned from Portfield Recreational Committee. Appointments to outside bodies will be made at the June meeting.

1720 ACCOUNTS FOR PAYMENT

The Clerk confirmed the THI funding had been re-credited before the end of the current financial year.

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

RESOLVED: The accounts totalling £57,352.43 including VAT were approved for payment and receipts totalling £216,895.89 excluding VAT were accepted

1721 ITEMS FOR NEXT AGENDA

- Presentation from Dave Astins, Community Champion Co-ordinator, PCC

1722 DATE OF NEXT MEETING

The annual meeting will be held on Thursday 16 May 2019.

There being no other business to discuss, the meeting closed at 9.25pm.

Signed Mayor

Signed Town Clerk

Date