

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 16<sup>TH</sup> MARCH 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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PRESENT: Cllr Mrs S Murray (Mayor)  
Cllr C Blakemore  
Cllr A Buckfield  
Cllr J Collier  
Cllr A Griffiths  
Cllr A V Griffiths  
Cllr B Griffiths  
Cllr G Howell  
Cllr P Iles  
Cllr D Jones  
Cllr S Llewellyn  
Cllr Mrs B Morgan  
Cllr Mrs E Repton  
Cllr R Stephens  
Cllr C Thomas  
Cllr R Thomas JP

APOLOGIES: Cllr A Buckfield (anticipated late arrival)

The Town Clerk and Deputy Town Clerk were in attendance.

In reference to the Agenda and associated Minutes, Cllr R Thomas JP highlighted concerns over the length and nature of same.

7.06pm – Cllr A Buckfield arrived.

**1087 MINUTES OF THE COUNCIL MEETING HELD ON 17<sup>TH</sup> FEBRUARY 2016**

Minutes of the meeting held on 17<sup>th</sup> February 2016 were proposed by Cllr A Buckfield and seconded by Cllr C Thomas and agreed as a true record save for the following:

21/16 It should be recorded that Cllr S Llewellyn forwarded apologies.

**1088 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 17<sup>TH</sup> FEBRUARY 2015**

26/16 Notice Boards - Cllr Adrian Griffiths confirmed that the Notice Board due for refurbishment as a 'pilot' is the one opposite the café on the Old Bridge and not the one at Wilkinsons.

## 43/16

Picton Centre – Cllr A V Griffiths and The Town Clerk reiterated the up-date provided.

- 27/16 The Town Clerk confirmed the order had been placed with Pembrokeshire County Council and that no extra watering costs would be incurred without prior notification.
- 35/16 Cllr Buckfield highlighted Haverfordwest Museum's gratitude for Haverfordwest Town Council's support.
- 38/16 The Town Clerk confirmed that identification badges and business cards are due to be produced by the Town Clerk's office.
- 39/16 Report on use of Christmas Lights at Ice Rink Event Oct/Nov 2015. Cllr Buckfield declared a prejudicial interest and sought to leave the Chamber. Cllr Buckfield confirmed he had received a letter and is considering same. Cllr Buckfield returned to his seat. Cllr B Griffiths highlighted payment is required before the end of the financial year.
- Following further discussion, Cllr Buckfield left the Chamber.
- Following a further exchange of views, the meeting went into camera.
- A report is held on file.
- 40/16 SWAT. Cllr C Thomas confirmed that the initial offer for support was not required.

1089

### **MINUTES OF RECENT EMERGENCY COMMITTEE MEETINGS**

- (A) Picton Centre – Glass canopy.  
Proposed by Cllr C Thomas. Seconded by Cllr A Buckfield.
- (B) St Martin's Cemetery Wall.  
Cllr A V Griffiths reported that the work is envisaged to be completed within two weeks.  
Proposed by Cllr R Stephens. Seconded by Cllr Mrs B Morgan.

- (C) Hawthorne Rise Bus Shelter.  
Cllr A V Griffiths referred to Cllr R Thomas JP. The Town Clerk reported no up-date from Pembrokeshire County Council has been received. Further discussion ensued on ownership, responsibility, protocol and the need to address Health and Safety concerns.  
Proposed by Cllr P Iles to remove panel and progress matter accordingly. Unanimous support declared.

- RESOLVED
- (A) Picton Centre – Glass Canopy. Accept Emergency Committee Meeting minutes.
  - (B) St Martin’s Cemetery Wall. Accept Emergency Committee Meeting Minutes.
  - (C) Remove dangerous panel and progress matter accordingly.

1090

**MAYOR’S UPDATE AND CORRESPONDENCE**

- (A) ‘Support for Town Councils’. The Mayor presented recent correspondence from Pembrokeshire County Council. Following an exchange of views it was felt the matter requires further information and consideration by Personnel, Policy and Finance Committee.
- (B) The Mayor presented a response from Pembrokeshire County Council concerning accessibility of planning information. Following a suggestion from Cllr R Thomas JP it was felt the matter be placed on a future Agenda.
- (C) The Mayor presented correspondence regarding children’s play areas. The correspondence will be duly passed to The Chair of The Bridge Meadow Trust.
- (D) The Mayor presented a response from Paul Davies AM to recent correspondence requesting a meeting with Council.
- (E) The Mayor advised that the Town Clerk has been approached regarding accessibility of storage containers. The need for Council staff to be involved in any arrangements was reiterated.

**1091**      **LICENSING APPLICATIONS FOR 16<sup>TH</sup> MARCH 2016**

There were no Licensing Applications for consideration.

**1092**      **PLANNING APPLICATIONS FOR 16<sup>TH</sup> MARCH 2016**

Ref No: 15/1181/PA                      Windermere  
98 Cardigan Road  
Haverfordwest  
Pembs SA61 2QS  
Double bay carport.

**RECOMMENDATION:**                      SUPPORT

Ref No. 15/1211/PA                      13 Cromie Avenue  
Haverfordwest  
Pembs SA61 1BP  
Single storey extension and garage.

Cllr Anthony Griffiths declared an interest.

**RECOMMENDATION:**                      SUPPORT

Ref No. 15/1232/DC                      2 Victoria Place,  
Haverfordwest  
Pembs SA61 2LP  
Discharge of condition 2 of planning ref:  
15/1039/PA

**RECOMMENDATION:**                      SUPPORT

**LATE PLANNING APPLICATIONS FOR 16.3.2016**

Ref No: 15/1174/PA                      49 Prendergast  
Haverfordwest  
Pembrokeshire  
SA61 2PF  
Residential dwelling.

**RECOMMENDATION:**                      SUPPORT

46/16

Ref No: 15/1173/PA

Plot 1 Cuffern Close  
Haverfordwest  
Pembrokeshire  
SA61 2RX  
Proposed new dwelling.

**RECOMMENDATION:**

SUPPORT

1093

**TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 1<sup>ST</sup> MARCH 2016**

**REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 1<sup>ST</sup> MARCH 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT:

Cllr A V Griffiths (Chair)  
Cllr C Blakemore  
Cllr L Pepperell  
Cllr R Stephens  
Cllr D Jones  
Cllr Mrs S Murray (Mayor – ex-officio)

PRESENT  
as observers

Cllr A Buckfield  
Cllr B Griffiths  
Cllr C Thomas

APOLOGIES

Cllr J Collier  
Cllr S Llewellyn

The Town Clerk was in attendance.

**DECLARATIONS OF INTEREST**

To be taken as and when they arise.

**MATTERS ARISING FROM REPORT OF LAST MEETING**

R45/05      The Town Clerk advised no response received regarding Hawthorne Rise Bus Shelter.

Cllr D Jones was referred to Pembrokeshire County Council and the Police regarding concerns over speeding in his Ward.

### **PAVILION**

The Chair (Cllr A V Griffiths) reported:

- (1) He has had two walks through the Pavilion following the recent refurbishment.
- (2) The sensor light is being repaired and whether to put a timer on the boiler requires consideration.

The Chair requested that the Working Party (Cllr S Llewellyn and Cllr Miss L Pepperell) to progress matters connected with the Pavilion such as a Bookings Policy and further enhancement. Cllr Miss L Pepperell reported that such steps have begun and referred to correspondence from Cllr S Llewellyn regarding same.

The Working Party will consider:

- Liaising with The Town Clerk regarding a Booking Procedure.
- Various ways of enhancing the Pavilion following the recent refurbishment.
- Current and future cleaning/housekeeping arrangements.
- Provide a monthly Report to the MES Committee.
- Compliance with all relevant and associated legislation and good practice.

The Chair referred to the recent request to site a container on the Pavilion Car Park. An email containing further information and a photograph was circulated. The possible specific location and visual impact were discussed. It was agreed that the Working Party would liaise further with the applicant and report back accordingly.

### **PICTON CENTRE**

Glass Washer (relocation). The Chair reported that following a site visit with Cllr J Collier and Cllr C Thomas costings are required for the proposed work. An exchange of views took place on the viability of the proposal.

RECOMMENDED To sell the glass washer.

Stage. The Town Clerk reported that work will commence on Saturday 12<sup>th</sup> March (afternoon) with completion planned for Monday 14<sup>th</sup> March (afternoon). All Patrons have been informed and where required, alternative arrangements made. Cllr C Thomas, Cllr A V

Griffiths and The Mayor volunteered to be points of contact for the Contractor and Caretaker over the weekend.

Roof. The Chair provided an overview of the recent survey and recommendations concerning testing of the slates.

RECOMMENDATION: The Chair to instruct Mr P Whatling and together they progress the matter in adherence to associated guidelines.

Canopy. The Chair confirmed that recently the glass had been removed thereby leaving the wooden support structure only in place. A range of options were highlighted and it was reported that the structure is safe.

It was agreed that the Working Party (The Mayor, Cllr Chris Thomas and Cllr Mrs E Repton) will look into the matter and report back to Committee.

Drop Kerb. The Mayor reported the road sign remained. It was agreed that the Town Clerk will liaise with the Caretakers to address the matter.

#### **NOTICE BOARDS – UPDATE**

The Chair (Cllr A V Griffiths) informed Committee that following last month's deferment, it was now necessary to consider quotations previously submitted for the refurbishment of the notice boards.

RECOMMENDATION: Norman Industries be asked to refurbish the Notice board opposite the Coffee Shop (ie at end of The Old Bridge) as a 'pilot'.

#### **HAWHORNE RISE BUS SHELTER – UPDATE**

The Chair and Town Clerk each reported that despite numerous attempts, no response or clarification has been provided by Pembrokeshire County Council.

The urgency of the matter was highlighted. It was agreed that the four members of the Emergency Committee present would meet after cessation of the Committee Meeting to discuss the matter.

### **PRENDERGAST CEMETERY – UPDATE**

With reference to a letter received and previously discussed, The Chair reported that many issues, some contentious exist. Consideration must be given to obtaining costings and formulating a step-by-step approach.

The following points were discussed:

- Previous arrangements for the management of the lower part of the Cemetery.
- Other areas of support. Cllr Stephens to provide information to The Town Clerk.
- Trees. Tree testing required. The urgency of the matter and removal of them.
- Haverfordwest Town Council's Duty of Care.
- Clarity is required over the nature of any proposed scheme/s.

RECOMMENDATION: The Chair (Cllr A V Griffiths) to establish costs of all points raised by the recent correspondence and Committee.

### **QUEEN'S 90<sup>TH</sup> BIRTHDAY BEACON PROJECT – UP-DATE**

Cllr Blakemore reported:

- St Thomas' Church is owned by the Church in Wales. The Estates Officer for Redundant Churches in Wales has confirmed that the tower can be used for the event.
- Haverfordwest Town Council must supply (a) A copy of their Public Liability Insurance (b) A full Risk Assessment and copy. (c) A short summary on the event, plans and what is going to happen.
- Cllr Blakemore is being assisted in the matter.

RECOMMENDATION: To approve the event. In the meantime The Town Clerk inform the organisers of current situation and final decision pending.

### **PROJECT WORKING PARTIES**

The Chair (Cllr A V Griffiths) sought clarification on the membership of various Working Parties. The following was established:

Pavillion	Cllr S Llewellyn, Cllr Miss L Pepperell
Picton Community Centre	Cllr C Thomas, Cllr Mrs S Murray, Cllr Mrs E Repton



## 50/16

Wifi	Cllr R Stephens, Cllr C Thomas, Cllr Mrs S Murray (+ other agencies)
Christmas Lights	Cllr A V Griffiths, Cllr Mrs S Murray, Cllr C Thomas, Cllr J Collier, Cllr Mrs E Repton
Website	Cllr C Thomas, Cllr Mrs S Murray, Cllr S Llewellyn
Bridge Meadow Litter Watch	Cllr A Buckfield, Cllr C Thomas. NOTE – This ‘Working Party’ has essentially completed it’s remit.
Notice Boards	Cllr A V Griffiths
Queens 90 <sup>th</sup> Birthday Beacons Project.	Cllr C Blakemore

### **TREE TESTING POLICY**

The Chair (Cllr A V Griffiths) reported that Cllr Collier has asked for this matter to be considered. Two main areas for consideration:

The Picton Community Centre.  
Bridge Meadow Trust

The necessity of exploring the costs involved in the formulation of a Policy and associated works were raised. Reference was made to specific trees plus any other responsibilities of Haverfordwest Town Council.

Cllr Blakemore remarked decisions cannot be made regarding Bridge Meadow Trust. An exchange of views took place regarding the relationship between arrangements involving Bridge Meadow Trust and Haverfordwest Town Council

RECOMMENDATION: A Tree Testing Policy for trees on all Haverfordwest Town Council property be considered by Personnel, Policy and Finance Committee.

### **BENCH NEAR OLD BRIDGE – POTENTIAL REPAIRS**

The Chair raised the matter and an exchange of information and views followed.

RECOMMENDATION: Repair one slat of the bench at the same time (and by same Contractor) of proposed notice board refurbishment.

**CEMETERIES. TO CLARIFY AND DETERMINE EXTEND OF RESPONSIBILITY**

The Chair (Cllr A V Griffiths) reported that it has been determined that Haverfordwest Town Council are responsible for the inside and exterior of St Martin's Cemetery. Currently there is an issue with the wall opposite Rackhill Terrace (c. 130m long). The Chair also clarified that HTC are responsible for Prendergast Lower Cemetery.

The Chair advised that in the absence of action by Haverfordwest Town Council, Pembrokeshire County Council will undertake necessary works and invoice accordingly.

The Chair informed Committee of a recent Emergency Committee Meeting to address the matter and that a Contractor (Paul Whatling) had been approved to complete the works at a quoted price of £4360.00.

**INSURANCE**

The Town Clerk highlighted renewal of The Council's policy is due 1<sup>st</sup> April 2016 and that in light of changes/amendments a review of same may be beneficial.

RECOMMENDATION:                      The matter be dealt with by Personnel, Policy and Finance Committee.

**ANY OTHER BUSINESS**

(1)                      Projector. The Town Clerk circulated a recent quotation received. An exchange of views took place regarding previous decisions.

RECOMMENDATION:                      Cllr Collier to explore alternatives and further quotations.

(2)                      Requests for use of Pop-Up Market Stalls/Gazebos. The Town Clerk advised of two recent requests. Guidance sought in the absence of a formal policy.

RECOMMENDATION:                      1 gazebo to be loaned for the Duck Race  
On Saturday 5<sup>th</sup> March 2016

Haverfoodfest – May 2016. All Pop-Ups Market Stalls/Gazebos to be loaned for the event.

(3)                      Request to site Marquee (18m x 9m) in Picton Centre Car Park by Haverfoodfest in May 2016. The Town Clerk advised of a recent request and that the applicant has confirmed that insurance and risk assessments will be in place.

## 52/16

RECOMMENDATION: To agree to the request subject to assurance that any damage to the surface/ground for securing purposes be repaired and 'made good'.

- (4) Waste Management. The Town Clerk reported recent correspondence/invoice paperwork received regarding Trade Waste Collection.

RECOMMENDATION: The matter plus associated Policy be considered by the Personnel, Policy and Finance Committee. The Mayor to consider the Picton Community Centre

- (5) TV License. The Town Clerk suggested a possible amendment to the Picton Community Centre's Lettings Agreement to ensure compliance with necessary legislation.

- (6) Cllr B Griffiths sought clarification on the specific documents given to new Councillors. The usefulness of an induction pack was discussed.

- (7) Wifi - The Mayor advised that she has a meeting on Monday and will provide feedback via email.

**There being no further business the meeting closed at 8.40pm**

## END OF REPORT

ACCEPTANCE of the above report was moved by Cllr R Thomas JP and seconded by Cllr C Thomas save for the following:

- 47/02 Cllr R Thomas JP queried the recommendation to sell the glass washer. Following an exchange of views consensus existed that the matter should be reconsidered by MES Committee.
- 47/04 Cllr R Thomas JP stated working parties should consist of three, not one Councillor with a short-term remit . There followed a discussion on the aims and objectives, purpose and advantages of working groups.

Cllr J Collier reported that a Tree Surgeon is happy to present information to Council if required.

Cllr D Jones sought clarification on Queen's 90<sup>th</sup> Birthday Beacon project. Cllr Blakemore reported the latest developments.

47/05 Cemeteries – To Clarify and Determine extent of responsibility. Cllr A V Griffiths highlighted the fourth line should read 'Prendergast Upper Cemetery' and not '...lower...' cemetery.

1094 **TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 2<sup>ND</sup> MARCH 2016**

**REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 2<sup>ND</sup> MARCH 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

PRESENT:	Cllr P Iles (Chair) Cllr Alan Buckfield Cllr Anthony Griffiths Cllr Brian Griffiths Cllr Mrs S Murray (Mayor – ex-officio) Cllr Mrs E Repton Cllr C Thomas
APOLOGIES:	Cllr Mrs B Morgan Cllr R Thomas JP

The Town Clerk was in attendance.

**DECLARATIONS OF INTEREST**

Will be taken as and when they arise.

**TO RECEIVE AN UPDATE ON ACCOUNTS TO 31<sup>ST</sup> JANUARY 2016**

The Town Clerk provided an overview of the Christmas Lights budget advising total costs for current financial year will be over-budget.

An exchange of views as to the input from Councillors into the setting of the Precept took place.

Acceptance of the information presented was moved by Cllr B Griffiths. All present agreed.

**SIXTH FORM BURSARY**

The Mayor distributed a draft set of paperwork regarding the matter. During an exchange of views the following key points emerged:

- In principle the Bursary is a good idea.
- The amount to be awarded requires further consideration.
- The number of bursaries to be awarded requires further consideration.
  
- The nature of application.

**RECOMMENDATION**

The Mayor to develop the concept and paperwork for presentation to Full Council in March 2016

**NEW PENSION AUTO-ENROLMENT**

The Town Clerk provided an overview of developments to date. It was agreed that the Town Clerk is to further liaise with Cllr Mrs B Morgan on the matter.

**ST MARTINS CEMETARY WALL**

The Town Clerk provided an up-date. Cllr C Thomas gave an overview of a recent Emergency Meeting regarding essential works including information from Pembrokeshire County Council. The Committee were informed that the work is to be undertaken soon.

**RECOMMENDATION**

To accept the Emergency Committee's proposal and Paul Whatling quotation of £4360.00

## **REVIEW OF POLICIES AFFECTING HAVERFORDWEST TOWN COUNCIL**

An exchange of views gave rise to the following:

- Reviews are required annually.
- Correct policies must be in place.
- Ambiguity and concern exists over the current situation.
- The Society of Local Council Clerks would be a useful source of information as would reference to other material.
- The usefulness of having working groups for each specific policy.
- Policies on tree-testing and Waste Management are required.
- The Mayor volunteered for a working party. Cllr Buckfield suggested three people should be involved.

## **AGENDAS**

It was agreed that the Town Clerk will liaise further on this matter with Cllr Mrs B Morgan.

## **S137 POLICY AND PROCESSES**

The Town Clerk clarified the reason for same being an Agenda item.

A discussion ensued over the importance of standardisation.

All agreed for the matter to be deferred until the next meeting of PPF Committee.

## **INSURANCE**

The Town Clerk reported that the Council's insurance policy is due for renewal within the next working month and enquired whether a review of same was required.

All agreed for the Town Clerk to make further enquiries with Insurers particularly on the insurance for civic events and to report back accordingly.

## **STAFFING MATTERS**

A discussion took place over current staffing matters. The general consensus was for the matter to be placed on the Agenda for the next meeting of Full Council.

A Staff training opportunity was discussed and approved. Further information is held on file.

**ANY OTHER BUSINESS**

- (1) In the absence of an associated Policy, The Town Clerk reported a request for the loan of one gazebo/market stall for the forthcoming weekend. The request was approved subject to adherence to guidelines.
- (2) The Town Clerk informed Committee that there could be potential savings on the current Broadband service. A further report will follow.
- (3) The Town Clerk informed Committee on a required change to the Picton Community Centre Lettings Agreement in respect of there being no TV License for the Centre.

**There being no further business the meeting closed at 8.26pm**

**END OF REPORT**

ACCEPTANCE of the Report was moved by Cllr A Buckfield and seconded by Cllr C Thomas.

**1095 CHRISTMAS LIGHTS. CONSIDERATION OF TENDER DOCUMENTATION.**

Following a discussion on whether to proceed with consideration of the documentation and arrangements as presented or to consider a 'complete package', the consensus was to defer the matter until after a meeting of the Christmas Lights Sub-Committee on 29<sup>th</sup> March 2016.

**1096 APPOINTMENT OF TOWN MAYOR**

Confirmation of the nomination of Cllr A Buckfield proposed by Cllr Anthony Griffiths and seconded by Cllr D Jones was followed by a discussion on Standing Orders. Cllr J Collier made reference to Page 1, Section 2. Cllr J Collier, Cllr P Iles and Cllr C Blakemore voiced agreement. Cllr Buckfield acknowledge same.

**RESOLVED** That Cllr A Buckfield be appointed as  
Town Mayor for the ensuing year.

**APPOINTMENT OF TOWN SHERIFF**

The nomination of Cllr Mrs Sue Murray proposed by Cllr Mrs B Morgan and Seconded by Cllr R Stephens was confirmed.

**RESOLVED** That Cllr Mrs Sue Murray be appointed as  
Town Sheriff for the ensuing year.

**APPOINTMENT OF DEPUTY MAYOR**

Confirmation of the nomination of Cllr R Stephens proposed by Cllr P Iles and seconded by Cllr C Blakemore was followed by a discussion on Standing Orders.

Cllr Mrs B Morgan proposed and Cllr C Blakemore seconded that Standing Orders be suspended.

A vote took place to suspend Standing Orders. Two votes against were recorded. Cllr R Thomas JP asked for his vote against to be recorded.

**RESOLVED** To suspend Standing Orders in order to proceed with appointment of Deputy Mayor.

There followed a show of hands in unanimous acceptance of the nomination of Cllr R Stephens as Deputy Mayor for the ensuing year.

**RESOLVED** That Cllr R Stephens be appointed as Deputy Mayor for the ensuing year.

1097

**TO SET DATES FOR COUNCIL AND COMMITTEE MEETINGS 2016-2017**

The following dates were proposed for Council and Committee meetings for the ensuing year.

Annual Meeting/Mayor-making	Thursday 19 <sup>th</sup> May 2016
MES Committee	Tuesday 7th June 2016
PPF Committee	Wednesday 8 <sup>th</sup> June 2016
FULL COUNCIL MEETING	Wednesday 22nd June 2016
MES Committee	Tuesday 5 <sup>th</sup> July 2016
PPF committee	Wednesday 6th July 2016
FULL COUNCIL MEETING	Wednesday 20 <sup>th</sup> July 2016
August	No meetings
MES Committee	Tuesday 6th September 2016
PPF Committee	Wednesday 7th September 2016
FULL COUNCIL MEETING	Wednesday 21 <sup>st</sup> September 2016



MES Committee	Tuesday 4 <sup>th</sup> October 2016
PPF Committee	Wednesday 5 <sup>th</sup> October 2016
FULL COUNCIL MEETING	Wednesday 19 <sup>th</sup> October 2016
MES Committee	Tuesday 1 <sup>st</sup> November 2016
PPF Committee	Wednesday 2 <sup>nd</sup> November 2016
FULL COUNCIL MEETING	Wednesday 19 <sup>th</sup> November 2016
MES Committee	Tuesday 6 <sup>th</sup> December 2016
PPF Committee	Wednesday 7 <sup>th</sup> December 2016
FULL COUNCIL MEETING	Wednesday 21 <sup>st</sup> December 2016
MES Committee	Tuesday 3 <sup>rd</sup> January 2017
PPF Committee	Wednesday 4 <sup>th</sup> January 2017
FULL COUNCIL MEETING	Wednesday 18 <sup>th</sup> January 2017
MES Committee	Tuesday 7 <sup>th</sup> February 2017
PPF Committee	Wednesday 8 <sup>th</sup> February 2017
FULL COUNCIL MEETING	Wednesday 22 <sup>nd</sup> February 2017
MES Committee	Tuesday 7 <sup>th</sup> March 2017
PPF Committee	Wednesday 8 <sup>th</sup> March 2017
FULL COUNCIL MEETING	Wednesday 22 <sup>nd</sup> March 2017
MES Committee	Tuesday 4 <sup>th</sup> April 2017
PPF Committee	Wednesday 5 <sup>th</sup> April 2017
FULL COUNCIL MEETING	Wednesday 19 <sup>th</sup> April 2017
MES Committee	No meeting
PPF Committee	No meeting
ANNUAL MEETING/MAYOR-MAKING	Thursday 18 <sup>th</sup> May 2017

The above dates were proposed, seconded and agreed.

**RESOLVED:** That the above dates for Council and Committee meetings be approved.

**1098            NOTICE OF NOMINATIONS FOR AWARD OF MERIT AND YOUNG LAURELS AWARD**

The Town Clerk gave notice that nominations for the Award of Merit and The Young Laurels Award should be received by Wednesday 13<sup>th</sup> April 2016.

**RESOLVED**    That the above notice be received. That Nominations for both Awards are to be in letter format and must be countersigned by a Haverfordwest Town Councillor.

**1099            RECYCLING AT THE PICTON COMMUNITY CENTRE**

**RESOLVED**    That the matter be discussed by the MES Committee.

**1100            PROVISION OF TABLES AND BENCHES AT POYESTON PLAYING FIELD**

**RESOLVED**    That the matter be discussed by the MES Committee.

**1101            FUNDING REQUEST – PAUL SARTORI FOUNDATION ON BEHALF OF SIMON LEWIS**

Discussion highlighted the application is for sponsorship made by an organisation on behalf of an individual.

**RESOLVED**    That Haverfordwest Town Council are unable to support the request.

**1102            SUPPORT FOR SWAT campaign visit to Cardiff – April 2016**

**RESOLVED**    Previous month's resolution to be carried forward.

**1103            SIXTH FORM BURSARY**

The Mayor circulated paperwork on the matter.

**1104            WIFI FOR HAVERFORDWEST**

The Mayor provided an up-date and reported that a further meeting is planned.

**1105**      **TO CONSIDER THE ENVIROCRIME SCHEME OPERATED BY PEMBROKESHIRE COUNTY COUNCIL**

The Mayor reported that information has been circulated to Councillors.

**1106**      **STATUTORY CONSULTATION – SECONDARY RE-ORGANISATION IN HAVERFORDWEST**

**RESOLVED:**                      Cllr R Thomas JP and The Mayor to Respond.

**1107**      **RENEWABLE ENERGY SUPPLEMENTARY PLANNING GUIDANCE CONSULTATION – PEMBROKESHIRE COUNTY COUNCIL**

The Mayor reported that associated paperwork will be available in the main office for Councillor’s reference if required.

**1108**      **ACCOUNTS FOR PAYMENT**

Cllr B Griffiths requested a private meeting with The Mayor regarding Mayor’s expenses.

Accounts totalling £6297.33 and receipts of £1,000.00 were accepted.

**1109**      **STAFFING**

This item was held in camera. The Town Clerk and Deputy Town Clerk together with members of the public left the Chamber. A full report is held on file.

**1110**      **DATE OF NEXT MEETING**

The next meeting will be held on Wednesday 20<sup>th</sup> April 2016.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....