

**MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 18<sup>th</sup> APRIL 2018  
AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

**APOLOGIES:** Cllr A Brooker  
Cllr J Collier  
Cllr A Edwards  
Cllr A Griffiths  
Cllr P Jones  
Mr M Cavanagh

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

Darren Thomas, PCC Link Officer was in attendance.

County Cllrs D Bryan, T Evans and A Tudor were in attendance.

Major Peter Williams MBE REM (Ret'd) was in attendance.

David Lynch, Western Telegraph reporter was in attendance

**1508 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1509 APPOINTMENT OF NEW COUNCILLORS TO COMMITTEE**

The Mayor officially welcomed Cllr Michael Mathias to his first Council meeting. Cllr Mathias was appointed to the Management, Estates and Strategy Committee and Events Sub-Committee. Cllr Edwards, in his absence, was also appointed to the Management, Estates and Strategy Committee. Both councillors would become members of the Bridge Meadow Trust.

**RESOLVED:** Cllr Mathias and Cllr Edwards are appointed to the Management, Estates and Strategy Committee, and become members of the Bridge Meadow Trust  
Cllr Mathias is appointed to the Events sub-committee

**1510 END OF WORLD WARD 1 COMMEMORATION YEAR OF EVENTS**

Major Peter Williams MBE BEM (Ret'd) provided Council with a short explanation on the three key projects to mark the commemoration of the end of World War 1. The overall aim of the projects is to encourage Remembrance events all year around not



**RECOMMENDATION:** Object on environmental grounds, and concerns of health and safety to wildlife and the contamination remediation

Ref. No 17/1304/PA  
*PRIORY WARD*

New Bay Window to Front Elevation  
63 Furzy Park  
Haverfordwest  
SA61 1HQ  
**Cllr Brooker declared an interest.**

**RECOMMENDATION:** Support

## 1515 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 3 APRIL 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

**PRESENT:** Cllr A V Griffiths (Chair)  
Cllr A Buckfield (Mayor – ex-officio)  
Cllr A Brooker  
Cllr C Evans  
Cllr S Hooper

**PRESENT as observers:** Cllr C Thomas

**APOLOGIES:** Cllr S Cook  
Cllr A Griffiths  
Cllr D Jones  
Cllr P Jones

The Town Clerk was in attendance.

#### Declarations of Interest from Members

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

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

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

#### Picton Centre

Quotations for the front doors and to replace the slabs leading to it with tarmac are still being sourced. There are ongoing issues with unauthorised vehicles using the car park. It was suggested that Pembrokeshire County Council (PCC) Highways Department is approached for advice to restrict access to the car park. Cllr Evans suggested that gates are considered as an option which he will look in to further.

Cllr P Jones is still sourcing options for the possible painting of the interior red brick walls.

## **Cemeteries**

**St Martin's** – Photographic mapping of the cemetery is currently taking place. The structural engineer's report of the boundary wall was reviewed. The report confirmed that the wall is in generally good condition. Fence railings on each side will be painted by the groundsman/caretakers.

**Lower Prendergast** – The contractor will be commencing the maintenance work and planting soon. The wall which meets the railings on the path side needs to be dealt with as soon as possible. The steps are to be reviewed in the summer along with the possibility of adding waste bins in the cemetery. The railings will need painting, it is hoped that volunteers may be able to assist with this work. Cllr Evans will produce some wording for signage for the cemetery, to let people know about the ongoing work there. A volunteer garden may be considered in the future.

**Upper Prendergast** – This cemetery is well maintained. The water tap was located half way down the cemetery on the left hand side but this proved difficult to access. The tap has now been re-located near the main gate as you enter the cemetery.

## **You Are Here Boards**

Cllr P Jones was not present to provide an update. It was felt that having an interactive board on the Castle Square should be considered if funding could be obtained under the Haverfordwest Town Heritage Initiative complementary funding. It was agreed that Cllr Brooker would also work on this project. Cllr Hooper will try to obtain specialist advice for options for digital technology on the boards.

## **Breaking Out of the Gallery Paintings**

Concerns had been raised about the future preservation of the mosaic painting titled 'Thank You Mrs P'. The artist had been approached for advice and it was agreed that Cllr Brooker would look in to fibre glassing the painting. It was felt that the locations of the two paintings should remain the same as previously agreed. The owners of the Castle Hotel will be approached to seek their permission to display the mosaic on the High Street facing exterior wall of the building. Pembrokeshire County Council will be approached to seek their permission to display the other two paintings inside the county library on completion.

## **Accessibility to all Town Council buildings**

This item is deferred to the next committee meeting as Cllr Cook was not present to provide comments on wheelchair accessibility.

## **Horse Fair Sign**

Cllr P Jones has been working on this project. It was previously agreed that a competition would be run with all schools to create a new sign. Cllr Jones will be asked to bring his proposals for the competition to the next committee meeting for consideration.

## **Rifleman's Field Play Area**

There is no concrete path to the children's play area on Rifleman's Field which makes access difficult for users as they have to cross an often muddy field. Cllr Griffiths (Chair) has already approached Pembrokeshire County Council (PCC) but

unfortunately, no funding is available for a path. PCC will be approached to request a site visit so consideration can be given to the future funding for a path. Costings would need to be sourced and confirmation that PCC would accept future responsibility for the path.

**Items for Next Agenda**

- Sports Pavilion
- Accessibility to all Town Council buildings

The Mayor gave his thanks to the MES committee. He felt that a lot of good work had been done, the cemeteries and Priory Saltings particularly stood out.

There being no other business to discuss, the meeting closed at 8.02pm.

**END OF REPORT**

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

**RESOLVED:**       **The report of the Management, Estates and Strategy Committee meeting held on 3<sup>rd</sup> April 2018 is accepted as a true record**

**1516 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 4 APRIL 2018 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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

**APOLOGIES:**       Cllr J Morgans

The Town Clerk was in attendance.

**Declarations of Interest from Members**

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

**Update on report of the last meeting**

No updates received.

**Accounts to 28 February 2018**

All voted in favour of accepting the accounts to 28 February 2018.

**RESOLVED:**       **Accounts are accepted to 28 February 2018**

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

### **Declaration of Interest – Cllr Mrs S Murray and Cllr A Buckfield as trustees of the town museum**

The National Association of Local Councils (NALC) have been asked to provide further advice on whether Council is able to provide funding to the museum and on the lease of Castle House, via One Voice Wales. A response has not yet been received. The Mayor advised that a letter had been sent to the museum trustees due to the verbal abuse directed at the Council appointed museum trustees at the last trustees meeting.

A number of Councillors have taken up the offer made by the curator to visit the museum following its opening at the start of the 2018 season.

### **Councillor Oath made at Mayor Making**

Cllr S Murray provided details of the oath to be taken by Councillors during the Mayor Making ceremony. All voted in favour of the oath being added to the ceremony.

**RESOLVED: Councillors will take an oath during the Mayor Making Ceremony**

### **Social Media Policy**

All voted in favour to adopt the Social Media Policy with the following adjustment:

- Point 3 – to be added to the last line – ‘ and Code of Conduct applies’.

It was also requested that the policy clearly states that the policy covers all social media applications and not just Facebook.

**RESOLVED: The Social Media Policy is adopted by Council**

## **Applications for Financial Assistance**

### **1. Haverfordwest VC School**

The request is for a donation of £500.00 to cover accommodation costs of 14 pupils who will be representing Haverfordwest and Pembrokeshire at the National Eisteddfod Finals in Builth Wells on 29 May 2018.

Cllr C Thomas (Chair) declared an interest as a School Governor

Tier 1 Grant Assessment Form scored 25 out of 25. All voted in favour to donate the full amount of £500.00 under LGA 1972, Section 145.

**RESOLVED: That a donation of £500.00 is given to Haverfordwest VC School**

**Cllr Mrs S Murray had to leave the meeting at 8.03pm. As the committee was no longer quorate, the meeting was closed by the Chair**

The Mayor thanked the PPF committee for all their work during the last year. He felt that the 2018/2019 budget was well managed and the work being done was of benefit to the town.

There being no other business to discuss, the meeting was closed at 8.05pm.

**END OF REPORT**

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

Social Media Policy :

Cllr A V Griffiths asked to be provided with an additional copy of this.

Application for Financial Assistance :

Clarification was given that Cllr Thomas did not vote on the application from Haverfordwest VC School.

**RESOLVED:**                    **The report of the Personnel, Policy and Finance Committee meeting held on 4<sup>th</sup> April 2018 is accepted as a true record**

**1517 REVIEW AND ADOPTION OF STANDING ORDERS**

A full review of the Standing Orders had been undertaken by Cllr Howell and Cllr Hooper, before being passed to the Clerk for a further review. Cllr Howell thanked the Clerk for her input in the revision.

The following amendments were brought to Council for consideration:

1. That there be no reference to gender throughout the document;
2. The title Proper Officer is replaced with Town Clerk or Financial Officer as appropriate;
3. To consider the length of speaking time and minimum attendance at meetings;
4. To allow the freedom of choice as whether to stand when speaking;
5. To be able nominate a replacement for attendance at a sub-committee meeting and meetings with outside bodies in the event of a councillor absence;
6. To state 3 clear days as the minimum time period throughout the document, this to include Saturdays.

Following a full discussion, it was proposed, seconded and all voted in favour to make the following amendments to the draft revised Standing Orders prior to adoption:

1. 3 clear days wherever a timeframe is required throughout the Standing Orders;
2. Nominate a substitute to sub-committee meetings and meetings with outside bodies in the absence of a councillor – to be chosen from a pool of available councillors;
3. To remove any reference to standing when speaking;
4. To remove any reference to gender;
5. To replace Proper Officer with Town Clerk or Financial Officer as appropriate.

It was proposed, seconded and the majority voted in favour to include an additional point to give advice to Councillors regarding attendance at meetings. This would include an overview of the 'persistent absence' rule. It was hoped that Councillors would make every effort to attend a minimum of 6 full council meetings and 6 committee meetings in a year. Frequent non-attendance would require a meeting with the Officers to provide an explanation, where support will be offered if appropriate.

**RESOLVED:**                    **The draft revised Standing Orders be adopted with the amendments as detailed above**

## 1518 DATES OF COUNCIL MEETINGS AND CIVIC EVENTS FOR THE 2018/2019 MAYORAL YEAR

The two committee meetings are held on the first Tuesday and Wednesday of each month. The meetings in October 2018 have been moved to the second week so as not to clash with the anticipated opening of Portfield Fair. The meetings in January 2019 have also been moved to the second week of the month to allow time for agendas to be sent following the Christmas break.

There would be no meetings in August due to the holiday season.

The dates for some of the Civic Events are awaiting confirmation. It was confirmed that the date of the Annual Meeting will be held on 16<sup>th</sup> May 2019.

It was proposed, seconded and all voted in favour to accept the dates of Council meetings and Civic events, as set out in the agenda.

**RESOLVED: To accept the dates of Council and Committee meetings for 2018-2019, and to accept the known dates of Civic Events for 2018-2019**

The Deputy Town Clerk left at 8.14pm

## 1519 UPDATES FROM COUNCILLORS ON OUTSIDE BODIES

Town Heritage Initiative (THI) Complimentary Initiatives Cllr Cook gave an overview of 5 proposals following her recent meeting with Mr S Jardine, PCC THI project co-ordinator. The proposals listed are as follows:

- Virtual Reality Headsets at the Town Museum
- VC Gallery Schools Project
- Shop Front Vinyls for unoccupied buildings on High Street
- Accessibility Guide Book
- Guy Norman project

A discussion followed where it became apparent there is some confusion on the process for presenting proposals to the THI Steering Group. It was proposed, seconded and all voted in favour to invite Mr S Jardine to an extra ordinary council meeting to clarify the rules of the Town Council engagement in the THI project.

**RESOLVED: To hold an extra ordinary council meeting on Wednesday 25<sup>th</sup> April and invite Mr S Jardine to further discuss the THI Complimentary Initiatives funding**

The Deputy Town Clerk returned at 8.22pm

Dementia Friendly Cllr Howell provided council with a progress report on the town achieving 'Dementia Friendly' status. There will be an article in Pembrokeshire Life, and coverage in the Western Telegraph and on Pure West Radio. The Be Kind Haverfordwest programme was distributed. A Dementia Friendly Memory Café would be held monthly in the Picton Centre. A request had gone into Tesco Haverfordwest to hold a 'relaxed shopping' evening.

Garth Steering Group Cllr Thomas reported that a recent Easter egg hunt had been held with HTC represented and the 'Supported by....' banners on display.

Town Museum Cllr Buckfield reported that he attended various meetings with the museum trustees, who are still working towards a happy ending.

**1520 UPDATE ON FESTIVAL WEEK 2018**

It was reported that a very successful meeting had been held with the beginnings of a very strong programme, and over 30 organisations working in partnership. The finale of the week would be Haverfordwest Carnival, responding to people's request to have this revived. It is now up to the town to turn up in force and make it a successful event.

**1521 ACCOUNTS FOR PAYMENT**

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

**RESOLVED:                      The accounts totalling £21,835.59 including VAT were approved for payment and receipts totalling £4,329.93 excluding VAT were accepted**

**1522 ITEMS FOR NEXT AGENDA**

- THI Complimentary Initiatives proposals

**1523 MAYOR'S UPDATES AND CORRESPONDENCE**

This would be Cllr Buckfield's last meeting as Mayor, so he wished to give thanks to all councillors for their hard work, new ideas and commitment to the town, including improvements to the Bridge Meadow, cemeteries, Priory Saltings, Festival Week and the town Carnival. The town council had built good relationships with the county councillors, and the PCC link officers had been particularly helpful in providing support and advice.

The Mayor was looking forward to working with Cllr Mrs Murray as she takes over the mayoral chains.

The Mayor offered thanks to the office staff and to the Town Clerk, and also to the outside staff in supporting the management of our assets.

It was the last meeting that Mr David Williams would attend as Deputy Town Clerk, after a term of 6 years with the Town Council. The Mayor gave his thanks to Mr Williams, wished him a happy retirement, and made a short presentation.

**1524 DATE OF NEXT MEETING**

An extra ordinary meeting will be held on Wednesday 25<sup>th</sup> April 2018 and the Annual Meeting will be held on Thursday 17<sup>th</sup> May 2018.

There being no other business to discuss, the meeting was closed at 8.51pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....