

**MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL HELD ON  
MONDAY 23 MARCH 2020 AT 6PM IN THE PICTON CENTRE, FREEMENS WAY,  
HAVERFORDWEST**

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**PRESENT:** Cllr Mrs S Murray (Mayor)  
Cllr R Blacklaw-Jones  
Cllr A Buckfield  
Cllr J Dunckley  
Cllr C Evans (arrived at 6.02pm)  
Cllr S Hooper (arrived at 6.02pm)  
Cllr P Johnson  
Cllr E Perkins  
Cllr G Roberts  
Cllr C Thomas

**APOLOGIES:** Cllr J Morgans  
Cllr D Jones

The Town Clerk and Administration Officer were in attendance.

**1883 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1884 ARRANGEMENTS AND DELEGATION OF DUTIES DURING THE  
CORONAVIRUS PANDEMIC**

The Town Clerk updated Council on the arrangements that had already been made:

- Bin collections would continue to take place three times a week, to include the Racecourse.
- The groundsmen would endeavour to maintain the Cemeteries to a reasonable standard. Access would need to be considered for burials.
- Bookings in the Picton Centre and Pavilion have been cancelled until 31 May, with refunds being actioned where necessary. Clients with June bookings had been advised that their bookings were provisional and may be cancelled at short notice.
- Two groundsmen will continue to complete bin runs, plus cemetery and general building maintenance.
- The end of year accounts are to be completed by Edge IT Systems, however it was unsure when this would be done. The appointed Internal Auditor will be contacted by email. Wales Audit Office have relaxed their requirements and timescales at this time.
- The Annual Meeting and Civic Service will take place when there is further clear guidance. The Beating of the Bounds Ceremony had been moved to Friday 18 September 2020.

It was agreed that plenary power be given to the Town Clerk in consultation with; in order of precedence the Mayor, Mayor Elect or Deputy Mayor Elect; to make decisions on behalf of Council for ongoing matters, relocation to The Old Wool Market and in response to the Covid-19 pandemic. Communication would be by email, telephone or meeting under social distance requirements.

The Town Clerk reported that the Memorandum of Lease and Sale for The Old Wool Market has been received from RK Lucas & Son. The person originally contacted to complete the surveyor work was now in self-isolation and would not be taking on any new cases. The Town Clerk has requested costs from Hains & Lewis Solicitors who would also recommend a surveyor.

Planning applications would still be actioned at Pembrokeshire County Council (PCC). Applications would continue to be circulated by email to councillors. All councillors are asked to respond to the Administration Officer with their decision on the application, so the relevant response can be returned to PCC.

There would be no requirement for the Administration Assistant to complete her work while the Picton Centre and Pavilion are closed. The Town Clerk and Administration Officer would continue to complete the essential office duties intermittently until advised otherwise. No council meetings would be held until advised otherwise by Welsh Government.

The Mayor advised that there were many elderly and vulnerable people in Haverfordwest. Councillors were urged to volunteer and offer their support to the Pembrokeshire Next Door scheme. Further information was available through their Facebook page.

One Voice Wales have requested urgent completion of the Covid-19 Pandemic Survey. Councillors are to provide details of groups they are involved in for the Town Clerk to respond.

**RESOLVED:** **Plenary power is given to the Town Clerk in consultation with; in order of precedence of Mayor, Mayor Elect or Deputy Mayor Elect, to make decisions on behalf of Council for ongoing matters, relocation to The Old Wool Market and in response to Covid-19 pandemic**  
**Councillors will provide their response and comments on planning applications to the Administration Officer by email**

There being no further business, the meeting ended at 6.24pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....