

**MINUTES OF AN EXTRA-ORDINARY MEETING OF FULL COUNCIL HELD ON MONDAY 6 JANUARY 2020 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST**

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<b>PRESENT:</b>	Cllr Mrs S Murray (Mayor) Cllr R Blacklaw-Jones Cllr A Buckfield Cllr J Collier (arrived at 7.01pm) Cllr J Dunckley Cllr C Evans Cllr S Hooper Cllr P Johnson Cllr P Lewis JP Cllr J Morgans Cllr C Thomas Cllr R Thomas JP
<b>APOLOGIES:</b>	Cllr AV Griffiths Cllr D Jones

The Town Clerk and Administration Officer were in attendance.

**1833 DECLARATIONS OF INTEREST FROM MEMBERS**

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

**1834 BUDGET AND PRECEPT FROM THE 2020/2021 FINANCIAL YEAR**

The following report was provided by the Town Clerk/Responsible Financial Officer:

*Following on from the full council meeting on 18 December 2019, it was agreed to hold an extraordinary meeting on 6 January 2020 to consider setting the 2020/2021 budget and precept.*

*The draft action plans have been considered by the MES and PPF committees, with proposed amounts shown in table 1. Also refer to the Budget Report 2020/2021 within the full council agenda dated 18 December 2019.*

*To move forward, the action plans set out in table 1 have been divided in to two further tables (2 and 3) with the sub heading of 'commitments' and 'extras'. The commitments include funds already committed within contracts/agreements and works deemed as higher priority. The extras are the aspirational items, deemed less essential/lower priority.*

*No final decision has been made on the future location of the town council offices but it was felt that an amount for the future occupancy of Picton House should be included in the calculations.*

*APPENDIX 1 is a draft budget which includes the core costs updated accordingly and the draft action plans as listed as commitments in Table 2.*

<b>TOTAL INCOME</b>	<b>£326,122</b>	<b>(£332,122 less £6,000 VAT recovered)</b>
<b>TOTAL EXPENDITURE</b>	<b>£324,972.22</b>	<b>(expenditure £314,972.22 plus £10,000 to be added to earmarked reserves, elections)</b>
<b>BALANCE AVAILABLE</b>	<b>£1,149.78</b>	<b>Funds towards any 'extras'</b>

*Therefore, to fund any 'extras' the decision must be made on which of the following action(s) to take:*

- Reduce the proposed amounts in draft action plans as set out in table 1 (see suggestions in table 3)*
- Increase 2020/2021 Precept*
- Use funds from reserves*

Table 3 provides further suggestions on reductions to the amounts in the 'extra' action plans:

TOTAL EXTRAS	£45,000
Less balance available	£1,149.78
Additional funds required	£43,850.22

Table 4 outlines how much the 2020/2021 precept would need to be set at to provide additional funding for 'extras' as per table 3.

Table 5 show the funds held in reserves.

Table 6: Increase of precept per band. The table shows how each Council Tax band will increase if we adopt either of the suggested increases. The first column shows the annual increase. Some choose to pay per month. This is reflected in the 'per month' column. Some chose the 10-payment option, hence the 10-payment column. Obviously, these figures must be added to the present rates to show the actual total to be paid.

**Table 1:**

Action Plan 2020/2021	Amount proposed by MES £	Amount proposed by PPF £
Cemetery: St Martin's	22,000	17,000
Cemeteries: Upper and Lower Prendergast	33,200	33,200
Christmas Lights	43,000	43,000
Christmas Lights Switch-on event	1,100	1,100
Events sub-committee	18,000	16,200
Grants and donations	43,950	43,950
Picton Centre	3,000	3,000
Priory Salting's	2,000	2,000
Social Engagement Contract	4,500	0
Town Improvements	18,500	5,000
Youth Work Involvement	5,000	2,000
<b>Total</b>	<b>194,250</b>	<b>166,450</b>

**Table 2:**

Commitment	Amount £	Reason
Cemeteries: Upper and Lower Prendergast	33,200	Stage 2 (of 3) repairs to LP cemetery boundary wall
Christmas Lights	43,000	Installation contract/hire contract/part replacement of infrastructure
Christmas Lights Switch-on event	1,100	Contributions to event
Grants and donations (part included)	13,950	Student bursary/funding for library
Priory Salting's	2,000	General maintenance
Town Improvements (part included)	3,500	Town centre flower arrangements
Occupancy of Picton House	20,000	Lease/rates/utility costs
<b>Total</b>	<b>116,750</b>	

**Table 3:**

<b>Extra</b>	<b>Amount £</b>	<b>Reason £</b>
Cemetery: St Martin's	1,500	Phase 2 of contract work for memorial garden to be deferred until following year
Events sub-committee	12,000	Evaluation of events needs to be carried out to enable funding to be allocated appropriately
Grants and donations	20,000	Reduce amount of grant funding available
Picton Centre	2,000	Complete minor updates
Social Engagement Contract	3,500	Promote council and support recruitment of new councillors
Town Improvements (part included)	5,000	To enable match funding of partnership projects or any other improvements
Youth Work Involvement	1,000	First year of project
<b>Total</b>	<b>45,000</b>	
<b>Balance of funds available</b>	<b>1,149.78</b>	
<b>Precept increase required</b>	<b>43,850.22</b>	

**Table 4:**

<i>Increase precept per household £</i>	<i>Annual Precept per household £</i>	<i>Increase per band D household %</i>	<i>Total Precept £</i>	<i>Amount available for 'extras' £</i>
2.88	65.06	7.21	302,350.22	20,350.22
4.95	67.13	10.63	312,000.00	30,000.00
<b>7.93</b>	<b>70.11</b>	<b>15.55</b>	<b>325,850.22</b>	<b>43,850.22 (see table 3/Appendix 1)</b>
10.33	72.51	19.50	337,000.00	55,000.00

**Table 5:**

	<b>As at 1 April 2019</b>	<b>As at 10 December 2019</b>
	£	£
General Reserve	152,563.81	95,426.93*
Civic Regalia	1,900.00	1,900.00
Elections	30,447.64	30,447.64
HTC New Offices	90,500.00	90,500.00
HTC Property Improvements	15,000.00	15,000.00
Redundancy Fund	10,000.00	10,000.00
Sheriff	2,005.90	2,305.90
Town Band	2,477.34	2,477.34
Welsh Language Policy	6,000.00	6,000.00
<b>TOTAL RESERVES</b>	<b>310,894.69</b>	<b>254,057.81*</b>

\*General and total amounts are estimated as amounts committed within the current 2019/2020 budget

**Table 6:**

<i>Council Tax Band</i>	<i>Precept increase £7.22</i>	<i>Per month</i>	<i>10 payments</i>	<i>Precept increase £5.03</i>	<i>Per month</i>	<i>10 payments</i>
<i>A</i>	<i>4.82</i>	<i>0.40</i>	<i>0.48</i>	<i>3.55</i>	<i>0.28</i>	<i>0.36</i>
<i>B</i>	<i>5.60</i>	<i>0.47</i>	<i>0.56</i>	<i>3.91</i>	<i>0.33</i>	<i>0.39</i>
<i>C</i>	<i>6.42</i>	<i>0.54</i>	<i>0.64</i>	<i>4.47</i>	<i>0.37</i>	<i>0.45</i>
<i>D</i>	<i>7.22</i>	<i>0.60</i>	<i>0.72</i>	<i>5.03</i>	<i>0.42</i>	<i>0.50</i>
<i>E</i>	<i>8.80</i>	<i>0.73</i>	<i>0.88</i>	<i>6.15</i>	<i>0.51</i>	<i>0.62</i>
<i>F</i>	<i>10.43</i>	<i>0.87</i>	<i>1.04</i>	<i>7.27</i>	<i>0.61</i>	<i>0.73</i>
<i>G</i>	<i>12.04</i>	<i>1.00</i>	<i>1.20</i>	<i>8.39</i>	<i>0.70</i>	<i>0.84</i>
<i>H</i>	<i>14.44</i>	<i>1.20</i>	<i>1.44</i>	<i>10.06</i>	<i>0.84</i>	<i>1.01</i>
<i>I</i>	<i>16.84</i>	<i>1.40</i>	<i>1.68</i>	<i>11.74</i>	<i>0.98</i>	<i>1.17</i>

**END OF REPORT**

*J Raymond  
Town Clerk/RFO  
Haverfordwest Town Council  
20 December 2019*

A full discussion took place on the budget reports. It was proposed and seconded to set the precept first and then agree the budget with a recorded vote taken. Cllr Collier raised a point of order that this would be changing the order of the agenda. No vote was taken.

It was proposed and seconded to adopt table 2 as commitments and table 3 as the extras and set the budget for 2020/2021 at £369,972.22.

Cllr Collier raised a point of order reminding councillors of the correct procedure that when they wished to speak through the Chair.

Cllr Lewis requested a recorded vote on the proposal.

Those in favour of the proposal were Cllr Collier, Cllr Johnson, Cllr Blacklaw-Jones, Cllr Dunckley, Cllr Hooper, Cllr Evans, Cllr Morgans, Cllr C Thomas, Cllr Buckfield, Cllr Murray. Those against the proposal were Cllr Lewis and Cllr R Thomas.

A discussion was held on the precept for the 2020/2021 financial year, the requirement for a budget for the Welsh Language policy and the minimum amount to be held in General Reserves. The Clerk advised that the Wales Audit Office had not confirmed the percentage of funds to be held in reserves but that it was recommended to hold in the region of 50% of the budget.

It was proposed and seconded to adopt a total precept of £312,000.00 equating to £67.13 per band D household and to utilise £13,850.22 from the General Reserves to cover the shortfall. The budget balance will be met with projected income.

Cllr Lewis requested a recorded vote on this proposal.

Cllr Murray, Cllr C Thomas, Cllr Buckfield, Cllr Morgans, Cllr Evans, Cllr Hooper, Cllr Dunckley, Cllr Blacklaw-Jones, Cllr Johnson, Cllr Collier voted in favour of the proposition. Cllr R Thomas and Cllr Lewis voted against the proposition.

**RESOLVED:****The following was agreed:**

- **2020/2021 Budget is set at £369,972.22**
- **2020/2021 Precept is set at £312,000.00, which equates to £67.13 per band D household**
- **£13,850.22 is utilised from the General Reserves in the 2020/2021 budget**

**1835 ITEMS FOR NEXT AGENDA**

There were no items for the next agenda.

**1836 DATE OF NEXT MEETING**

The next full council meeting will be held on Wednesday 22 January 2020.

There being no further business, the meeting ended at 7.42pm.

Signed ..... Mayor

Signed ..... Town Clerk

Date .....