

DRAFT MINUTES OF THE ANNUAL MEETING OF FULL COUNCIL
held on 19 May 2022 at 6pm in the Old Wool Market and via video conference

Present:	Cllr A Buckfield Cllr R Blacklaw-Jones Cllr J Brady Cllr A Griffiths Cllr J Hackett Cllr P Johnson Cllr H Lewis Cllr M Lewis Cllr T Moses Cllr J Owens Cllr G Roberts Cllr J Twigg	Chairman / Mayor
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Town Clerk, Senior Administration Officer, Reverend Father N Hook – Mayor’s Chaplain, members of the public and the press were in attendance

2203 Election of the Town Mayor and Chairman of Council

Resolved

Councillor A Buckfield was elected Mayor & Admiral of the Port of Haverfordwest and Chairman of Council for the 2022-2023 council year

Councillor Buckfield signed the declaration of acceptance of office and took the oaths of office

Mrs G Buckfield was appointed as Mayoress

2204 Apologies

No apologies for absence.

2205 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
No declarations			

2206 Presentation of Awards

a) Award of Merit

The Mayor presented the Award of Merit to Jimmy Summons and Alison Turner and Geraint Williams (joint award).

b) Young Laurel Award

The Mayor presented the Young Laurel Award to representatives from Haverfordwest Ranger Unit and Haverfordwest Youth Forum.

2207 Election of the Deputy Mayor and Vice Chairman of Council

Resolved

Councillor J Owens was elected as Deputy Mayor and Deputy Vice Chairman of Council for the 2022-2023 council year

Mr R Owens was appointed as Consort to the Deputy Mayor

2208 Election of the Sheriff**Resolved****Councillor H Lewis was elected Sheriff for the 2022-2023 council year****Councillor M Lewis was appointed as Consort to the Sheriff****2209 Governance; to adopt the following policies**

- a) Code of Conduct**
- b) Standing Orders**
- c) Financial Regulations**
- d) Terms of Reference for Committees, Sub-Committees and Working Groups**
- e) Allowances and Expenses Policy**

All voted in favour to accept the following proposals of the Independent Remuneration Panel for Wales Annual Report 2022-2023:

- Senior Role Allowance is given to the Sheriff; Chairman of the Personnel, Policy and Finance Committee; Chairman of the Management, Estates and Strategy Committee;
- Civic Allowance is given to the Mayor and Deputy Mayor;
- Financial loss compensation is available;
- Attendance allowance is available;
- Expenses – Reimbursement for travel and subsistence is available within the UK and for overseas trips; entertaining – business and consumables is available.

All voted for any additional budget to be met from the General Reserve.

Resolved**The following governance was adopted:**

- **Code of Conduct**
- **Standing Orders**
- **Financial Regulations**
- **Terms of Reference for Committees, Sub-Committees and Working Groups**
- **Allowances and Expenses Policy 2022-2023**

2210 Dates of Council Meetings for the 2022-2023 Council Year**Resolved****Meetings will be held every month, except in May (Annual Meeting) and August**

- **Full Council meetings will be held on the third Thursday**
- **Management, Estates and Strategy Committee meetings will be held on the first Monday**
- **Personnel, Policy and Finance Committee meetings will be held on the first Thursday**

2211 Appointment of Councillors to Standing Committees, Sub-Committees, Working Groups and Outside Bodies**a) Standing Committees****i. Management, Estates and Strategy Committee**

The vote was in favour to appoint the following members to the committee - Mayor as ex-officio and Councillor's R Blacklaw-Jones, A Griffiths, P Johnson, G Roberts.

ii. Personnel, Policy and Finance Committee

The vote was in favour to appoint the following members to the committee - Mayor as ex-officio and Councillor's J Brady, J Hackett, H Lewis, M Lewis, J Owens, J Twigg.

b) Sub-Committees and Working Groups

- Emergency Committee and Staffing Sub-Committee are appointed by position
- Christmas Lights Sub-Committee – Councillor's Johnson, Roberts, Blacklaw-Jones
- Events Sub-Committee – Councillor's Twigg, Moses, Blacklaw-Jones
- Sports Pavilion Task and Finish Group – not active
- Communication and Engagement Task and Finish Group – Councillor's Moses, Twigg, vacancy.
- Vision and Strategy Task and Finish Group – Councillor's Moses, Blacklaw-Jones, vacancy.
- Community Garden Steering (working) Group – Councillor's Johnson, Roberts, Moses, Twigg.

c) Outside Bodies

The appointments would be considered at the next full council meeting. There were no nominations put forward for the vacancy on the Pembrokeshire County Council Standards Committee.

Resolved

The above appointments to Standing Committees, Sub-Committees and Working Groups were approved

Appointments to Outside Bodies will be considered at the next full council meeting

2212 Appointments

- a) Mayor's Chaplain
- b) Sergeants at Mace
- c) Sergeants at Arms

Resolved

Reverend Father N Hook was appointed as Mayor's Chaplain

Miss M Squelch was appointed as Sergeant at Mace

Ms P Hall was appointed as Sergeant at Arms

2213 Town Mayor's and Chairman of Council's Closing Address

The Lighting of the Queen's Jubilee Beacon will be held on 2 June 2022 at Holly House with a performance by Haverfordwest Male Voice Choir. The Jubilee Street Party will be held in Quay Street on 3 June 2022. Officers were asked to make efforts to attend other events celebrating the Jubilee in the town. The usual civic events will be held this year, as this has not been possible for the last two years. The Remembrance Day Service for children will be held again. Mayor gave his thanks to all.

With no further business to consider, the meeting ended at 7.30pm

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date