

**Report of the meeting of the Management, Estates and Strategy Committee
held on Tuesday 5 October 2021 at 6pm via video conference**

Present	Cllr G Roberts	MES Committee Chairman
	Cllr R Blacklaw-Jones	MES Committee Vice Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr C Evans	Deputy Mayor
	Cllr P Johnson	
Apologies	Cllr J Dunckley	
	Cllr T Moses	
	Cllr J Twigg	
Observer	Cllr S Hooper (arrived at 6.10pm)	

Town Clerk was in attendance

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Report of last meeting

Pembrokeshire County Council – Traffic and Highways Community Works Fund: Pembrokeshire County Council confirmed that they are responsible for the areas to the front and rear of St Mary’s Church. The funding information was re-circulated to all Councillors so that any proposals can be put forward for consideration in the future.

2021/2022 Action Plans

Cemeteries:

Lower Prendergast: The final section of repairs to the boundary wall will need to be considered in the 2022/2023 action plan. The contractor will be asked to complete the final grass cut of the season now. The 2022/2023 will include the maintenance of the railings, with costings for materials and work completed by our Groundsmen / Caretakers.

Upper Prendergast: A costing is to be sourced for replacement of the front railings and a separate costing for the replacement/repair of the side railings that run alongside the rear of the housing estate.

St Martins: Four suitably qualified contractors were approached to provide quotations for work to the headstones. One contractor only was able to quote for the works. The quotation of £1,410 net plus VAT was accepted.

Christmas Lights sub-committee: Will be holding a meeting next week to consider the festive display.

Community Garden: We are awaiting to hear back from our Solicitor following the revisions made to the draft lease agreement.

Events: No updates.

Picton Centre: Hywel Dda Health Board (NHS) still have sole occupancy of the property.

Priory Saltings: We will need to consider the future plan. There is potential for funding from Plantlife to support art work projects for willow sculptures.

Sheriff’s Project: No update.

Sports Pavilion: Tenders have been sought for the contract to upgrade the two shower blocks for the last year. More than three contractors have been approached and provided with site visits to review the contracted works. Only one contractor has been willing to tender for the contracted works. On considering the time lapsed and the need for the facility to be available for the community, it was agreed to accept the one tender provided of £11,120 plus VAT.

R15/02

All voted in favour to reallocate the sum of £11,120 from within the agreed budget for the Library of £13,317.00. The Library funding that was paid in the 2020/2021 financial year was reimbursed due to the facility being closed during the COVID-19 pandemic and rather than a refund being made in the current financial year, the funding provided in 2020/2021 was reallocated to cover the funding amount for 2021/2022. So, this will leave the agreed 2021/2022 budget for the Library funding will be unspent this year. The Sports Pavilion Task and Finish Group were only given plenary powers to accept a tender up to a maximum budget of £10k, so were unable to progress with the tender. Improvements to the ventilation in the building will need to be considered in the future.

Youth Involvement Work: Future plans include the planting of trees and horticulture.

Resolved

St Martin's Cemetery – Quotation for repair of headstones at a cost of £1,410 net plus VAT was accepted

Recommendation

Sports Pavilion – tender for the upgrade work to the shower blocks of £11,120 plus VAT was accepted, to be fully funded by part reallocation of the budget for Glan-Yr-Afon / The Riverside Library, Gallery and Information Centre

Cllr Hooper left at 7.01pm

Draft 2022/2023 Action Plans and Budget

The completed draft action plans must immediately be sent to the Town Clerk for distribution and inclusion with the agendas for the committee meetings in November.

Waste Collections at Haverfordwest Racecourse

Costings are to be obtained for the collection and disposal of waste from Haverfordwest Racecourse. It was felt that each Racecourse committee should be advised of the annual cost of the service we provide and the amounts will not be recharged as a measure of goodwill.

Christmas Lights Sub-Committee

A meeting is due to be held next Monday.

Signage

The item will be relisted, if necessary, on receipt of any supporting information received by the Town Clerk.

Items for next agenda

No items for next agenda.

With no further business to consider, the meeting ended at 7.37pm