

**Minutes of the hybrid meeting of the Management, Estates and Strategy Committee  
held on Tuesday 17 January 2023 at 6pm in the Old Wool Market**

<b>Present</b>	Cllr P Johnson Cllr A Buckfield Cllr R Evans Cllr A Griffiths Cllr G Roberts J Raymond	MES Committee Chairman Chairman of Council / Mayor - Ex-officio  MES Committee Vice Chairman Town Clerk
<b>Observer</b>	Cllr J Twigg	
<b>Apologies</b>	Cllr R Blacklaw-Jones Cllr T Moses Cllr S Pearce Cllr B Simister	

**Declarations of interest from Members**

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

**Updates on the minutes of the last meeting**

No updates.

**2022-2023 Action Plans**

**Cemeteries:**

**St Martins:** The structural survey of the boundary wall was accepted. A tender document is to be issued for the works which will need to be completed in the 2023-2024 financial year. As it is an anniversary year for Glanleddau Dancers, they are looking to make repairs to a grave which has no surviving owner. It was agreed that permission is granted for the repairs to be carried out by H R Havard and Son in line with our policy and safety requirements, with all relevant costs met by Glanleddau Dancers.

**Lower Prendergast:** The third and final phase of repairs to the boundary wall will need to be completed in the 2023-2024 financial year, when the weather is more acceptable to complete the works.

**Upper Prendergast:** The front railings will need to be considered within the 2023-2024 action plan, along with the access gates.

**Christmas Lights sub-committee:** The festive display went well and it was well received. The switch on event was very well supported, with the additional Christmas tree on Riverside Shopping being well received. Our thanks to the Pembrokeshire County Council Maintenance Team, Riverside Shopping and Haverfordwest Chamber of Commerce for their support this year.

**Community Garden:** The construction of the planters is progressing. A Volunteers Policy needs to be adopted by Council as soon as possible. Consider obtaining a water supply from the site neighbouring business, along with solar lighting. All voted in favour to accept the quotation for hand tools of £76.62 including VAT. All voted in favour to approve the spend of £621.90 on further small tools. All voted in favour to provide a budget of £10,000 for the purchase of top soil, crushed stone and granite chippings, to include transport costs. Pembrokeshire County Council is to be asked for advice on access to site for top soil and other goods.

**Priory Saltings:** No updates.

**Sports Pavilion:** There was a water leak in the property during the icy spell in December. The leak was fixed but had caused damage to the ceiling and kitchen units. The insurer is dealing with the claim.

*Cllr Twigg left at 7.02pm*

**Picton Centre:** There was a water leak during the icy spell, with damage being caused to our property. The insurers are making the necessary repairs to the building. A full electrical check has been completed.

All voted in favour for a letter of thanks to be sent to all Staff Members during the unprecedented times of new appointments, Christmas period and absence of the Town Clerk, who was thanked for making herself available to provide remote direction.

**Recommendation**

**Structural Survey on the boundary wall at St Martins Cemetery was accepted**

**Resolved**

**Haverfordwest Community Garden:  
Small Tools purchased at a cost of £76.62 including VAT were approved**

**Small Tools to be purchased at a cost of £621.90 were approved**

**Budget of £400.00 for membrane and fixtures was approved**

**Budget of £10,000.00 for the purchase of top soil, crushed stone and granite chippings to include transport costs was approved, within the remit of the National Lottery Heritage Fund grant award**

**Letter of thanks to all Staff Members in recognition of their endeavours during unprecedented times**

**2023-2024 Action Plans**

The Youth Involvement action plan is to be revised and circulated. It was suggested that a lantern parade for the all the school children is added to the Christmas lights switch on event and should be incorporated in to the Christmas Lights action plan. All other action plans are to be drafted and uploaded to the Council shared file.

**Maintenance of the website and social media**

No meeting has taken place yet.

**Haverfoodfest request for storage space**

The Haverfoodfest Committee have requested storage space in our container sited at Bridge Meadow. All were in favour that we do not have capacity to facilitate storage in our container, however the Bridge Meadow Trust would consider a request to site a container owned by Haverfoodfest on their land.

**Recommendation**

**Haverfoodfest Committee are advised that we have no capacity to facility the storage of their items and that the Bridge Meadow Trust would consider a request to site a container owned by them on their land**

**Celebrations for The Coronation of His Majesty The King**

The planning for any celebratory event for the town needs to start now with the date of the coronation being 6 May 2023. All were in agreement to give the Mayor Councillor Buckfield permission to commence preliminary planning for the event.

**Recommendation**

**Mayor Councillor Buckfield is to commence preliminary planning for a town celebratory event for The Coronation of His Majesty The King**

**R02/03**

**Items for next agenda**

No items for next agenda.

Members of the Committee wished to record their gratitude and well wishes to A Manning, Administration Officer.

**With no further business to consider, the meeting was at 7.51pm.**