

**Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee
held on Thursday 9 June 2022 at 6pm in the Old Wool Market**

Present	Cllr M Lewis	PPF Committee Chairman
	Cllr A Buckfield	Chairman of Council / Mayor - Ex-officio
	Cllr J Brady	
	Cllr J Hackett	
	Cllr H Lewis	
	Cllr J Owens	
	Cllr J Twigg	
	J Raymond	Town Clerk

Observer Members of the public

Election of the Committee Chair

Resolved **Councillor M Lewis was elected as the Committee Chair**

Declarations of interest from Members

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

Election of the Committee Vice Chair

Resolved **Councillor J Twigg was elected as the Committee Vice Chair**

Report of the last meeting

Policies – ii. Allowances and Expenses Policy: The updated version of the policy is to be considered at the next meeting.

Beating of the Bounds: It was previously agreed that the budget for 2022/2023 is set at £4,500. The increase will be taken from the General Reserve.

Application for Financial Assistance – Haverfordwest Park Run: There was a request to follow up on outstanding information so that application can be considered at the July meeting.

Accounts to 28 February 2022

Recommendation **Accounts accepted to 30 April 2022**

2022/2023 Budget

An overview of the budget for current financial year was given.

The budget for the Community Garden is being funded by a grant from The National Lottery Heritage Fund. It was felt that steering group need to consider setting up a separate entity to manage the garden as soon as possible, as the grant covers the set-up costs only.

Haverfordwest is twinned with Oberkirch. Haverfordwest Twinning Association is a separate organisation which it was felt should be linked closer with us. It was felt that consideration should be given to setting up a Twinning Sub-Committee or Working Group at the next Full Council meeting – under Terms of Reference for Committees, Sub-Committees and Working Groups. There would need to be consultation with the current organisation to confirm that is their wish and to consider their requirements.

It was confirmed that the earmarked reserve for Elections will be moved in to the General Reserve.

R10/02

The current legal agreements to lease and purchase the Old Wool Market were discussed. It was felt that a sub-committee should be set up to consider the future occupancy of the property. The legal position on terminating these legal agreements was felt to be of interest. The wider implications to considering new premises to occupy as offices was highlighted as a major factor when considering any changes.

A draft 2022/2023 budget showing the predicted inflation costs for essentials is to be provided for the next meeting.

Policies

i. Service Level Agreements

It was agreed for the draft policy is updated to include that all agreements are – on a fixed three-year term; amount fixed for term; two appointed representatives to sit on the committee/board of the organisation; audited accounts provided for term of the agreement. Brought to next the next full council for adoption. Funds to be included in 2022/2023 budget.

Recommendation

Service Level Agreement Policy is adopted

Financial Support

No applications received.

For agenda item Staffing Matters all voted in favour of exercising the PUBLIC BODIES ADMISSION TO MEETINGS) ACT 1960

Resolved

That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the Press and Public be excluded from the meeting

Members of the public left the meeting at 8.10pm

Staffing Matters

No recommendations.

Items for next agenda

- Consider 2023-2024 budget

With no further business to consider, the meeting ended at 8.38pm