### 86/17

## MINUTES OF AN EXTRA ORDINARY MEETING OF FULL COUNCIL HELD ON WEDNESDAY 2<sup>nd</sup> AUGUST 2017 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT:	Cllr A Buckfield (Mayor) Cllr J Collier Cllr C Evans Cllr J Fulker Cllr A V Griffiths Cllr S Hooper Cllr G Howell Cllr P Iles Cllr D Jones Cllr J Morgans Cllr Mrs S Murray Cllr Miss L Pepperell Cllr C Thomas
APOLOGIES:	Cllr A Brooker Cllr A Griffiths Cllr P Jones Cllr L Pepperell Rev Fr N Cale, Mayor's Chaplain & Fr A Evans PCC Link Officers – D Thomas & M Cavanagh

The Town Clerk and Deputy Town Clerk were in attendance.

### 1351 DECLARATIONS OF INTEREST FROM MEMBERS

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

### 1352 MAYOR'S CORRESPONDENCE AND UPDATES

**Mayoral Engagements** – update given by Mayor on recent engagements. The Mayor also expressed his gratitude to the Festival Week sub-committee and all those involved in the events.

**Beating of the Bounds** – Many compliments and positive feedback received. Not usually held on a weekend, but the Sunday proved successful. Thanks were given to HTC staff.

**Pembrokeshire County Council (PCC) Link Officers** – Mayor gave an update following the recent meeting between PCC and Town Councils regarding the link officer's scheme. The next steps will include creating a town plan, this is in addition to the PCC town plan. It was suggested that PLANED may be able to offer support and that public engagement is important.

**Enniscorthy and Oberkirk visits** – Mayor requested permission to take the Mayoral chains abroad, all agreed.

## 1353 REPORT OF THE INTERNAL AUDITOR 2016/2017

The 2016/2017 Report of the Internal Auditor, Mr B Scourfield, was reviewed by Council. Cllr Mrs B Morgan queried the historical discrepancy on the petty cash.

Following training from EDGE (accounts software provider) in June 2017, these discrepancies have been cleared and the accounts system now balances. Cllr Mrs B Morgan proposed that Mr B Scourfield, Internal Auditor, carries out an interim audit, seconded by Cllr J Collier. All voted in favour.

Cllr A Buckfield proposed that the report of the internal auditor 2016/2017 is accepted, seconded by Cllr D Jones, all voted in favour.

# **RESOLVED:**

#### That

- The Report of the Internal Auditor 2016/2017 was accepted by Council
- Mr B Scourfield, Internal Auditor, is approached to carry out an interim audit for 2017/2018

## 1354 ACCOUNTS FOR THE 2016/2017 FINANCIAL YEAR AND ANNUAL GOVERNANCE STATEMENT

Council reviewed the 2016/2017 accounts for submission to the external auditor. No queries were raised. Council also completed the Annual Governance Statement for submission to the external auditor.

All voted in favour of accepting the 2016/2017 accounts and to submit the completed Annual Governance Statement to the external auditor.

The Mayor wished to record his thanks to Mr Scourfield, the past and present Chairs of the Personnel, Policy and Finance committee and staff for all their work.

# RESOLVED: The External Audit Report 2016/2017 was signed by the Mayor and Town Clerk for submission to the External Auditor

# 1355 STAFFING MATTERS

It was proposed by the Mayor, Cllr A Buckfield, and seconded by Cllr J Collier that Council go in to private session to discuss this item.

The recorded vote should those in favour of the proposal: Cllr A Buckfield, Cllr Mrs S Murray, Cllr G Howell, Cllr Mrs B Morgan, Cllr J Morgans, Cllr D Jones, Cllr A V Griffiths, Cllr P Iles, Cllr S Hooper, Cllr J Fulker, Cllr C Evans, Cllr C Thomas, Cllr J Collier.

# 1356 ITEMS FOR NEXT AGENDA

There were no items to be listed for the next agenda.

## 1357 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 20<sup>th</sup> September 2017.

Signed	 Mayor
Signed	 Town Clerk
Date	