

MINUTES OF A MEETING OF FULL COUNCIL HELD ON WEDNESDAY 22nd JUNE 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

At 6.30pm, prior to the Full Council meeting, Mr Darren Thomas and Mr Mike Cavanagh from Pembrokeshire County Council, gave an overview of the Support for Town Council's initiative.

PRESENT:

- Cllr A Buckfield (Mayor)
- Cllr C Blakemore
- Cllr A Buckfield
- Cllr J Collier
- Cllr A Griffiths
- Cllr A V Griffiths
- Cllr B Griffiths
- Cllr G Howell
- Cllr P Iles
- Cllr D Jones
- Cllr S Llewellyn
- Cllr Mrs B Morgan
- Cllr Miss L Pepperell
- Cllr Mrs E Repton
- Cllr R Stephens
- Cllr C Thomas
- Cllr R Thomas JP

APOLOGIES: Rev Fr Nicholas Cale, the Mayor's Chaplain

The Town Clerk and Deputy Town Clerk were in attendance.

The Mayor led Council in prayers in Memory of Mr Gwynne Griffiths of Haverfordwest Male Voice Choir and Mrs Jo Cox MP.

1138 TO CONFIRM AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 22nd APRIL 2016 AS A TRUE RECORD

The minutes of the meeting held on 22nd April 2016 were proposed, seconded and agreed as a true record.

1139 TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 22nd APRIL 2016

Cllr J Collier queried the progress on the archiving of Council documents and was advised that this would be discussed at committee level in July.

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1140 **TO CONFIRM AND SIGN THE MINUTES OF THE ANNUAL GENERAL MEETING OF COUNCIL HELD ON 19th MAY 2016**

The minutes of the AGM held on Thursday 19th May were proposed, seconded and agreed as a true record.

1141 **TO CONSIDER ANY MATTERS ARISING FROM RESOLUTIONS IN THE MINUTES OF 19th MAY 2016**

At the Emergency Meeting held on 8th April 2016, Mr David Williams was confirmed as the new Deputy Town Clerk.

1142 **MAYOR'S UPDATE AND CORRESPONDENCE**

- The Town Clerk read out an email of thanks from County Councillor Wynne Evans, the previous Chairman of PCC. He congratulated the previous Mayor, Cllr Mrs S Murray and Sheriff, Cllr C Thomas on their successful year in office and thanked them and the council staff for their support. A second letter was read out from previous Mayor, Mr Mike Davies, congratulating the previous Mayor, Cllr Mrs Sue Murray, on her successful year in office.

RECOMMENDATION: That a letter of thanks be sent to County Councillor Wynne Evans for all his support during his office as Chairman of PCC especially that given to the previous Mayor and Sheriff

- An email had been received from PCC asking if the town council would be able to stock and sell seagull proof refuse bags. It was agreed that this item should be passed to the MES committee to discuss.
- The new date for the 'Beating of the Bounds' ceremony has now been confirmed for Tuesday 2nd August 2016, the procession will commence at 5.15pm from Picton House.

1143 **LICENSING APPLICATIONS FOR 20th JUNE 2016**

There were no Licensing Applications for consideration.

1144 **PLANNING APPLICATIONS FOR 20th JUNE 2016**

Ref. No. 16/0065/PA 128 Haven Park Crescent
Haverfordwest
Pembrokeshire
Extension & Reconfiguration

RECOMMENDATION: DECISION ALREADY MADE

Ref. No. 16/0175/PA 21-23 Bridge Street
Haverfordwest
Creation of one additional flat at
second floor level.

The Mayor (Cllr A Buckfield) and Cllr C Blakemore declared an interest.

RECOMMENDATION: SUPPORT

Ref. No. 16/0099/PA PMS
Salutation Square
Haverfordwest.
Extension to create a new "Jeep"
showroom

RECOMMENDATION: SUPPORT

Ref. No. 16/0108/PA Walden House
4 Goat Street
Haverfordwest
Change of use from office to
domestic residential dwelling

RECOMMENDATION: SUPPORT

Ref. No. 16/0234/LB Greyhound Hotel
Mariners Square
Haverfordwest
External rendering and suitable shop
front

RECOMMENDATION: SUPPORT

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16/0219/PA

Arranmore Gardens
Haverfordwest
New garages to plots 1-5

RECOMMENDATION:

SUPPORT

Ref.No.16/0110/PA

Plots 1, 2, 3, 4, 5 Arranmore Gardens
Haverfordwest
Variation of Condition 2 & 3 of
07/1444/PA to allow changes to
approved design

RECOMMENDATION:

SUPPORT

Ref. No. 16/0181/PA

12 Oakwood Grove
Haverfordwest
Extension and alteration of dwelling
and construction of garage and
driveway

RECOMMENDATION:

SUPPORT

Ref. No. 16/0184/PA

22 St Martins Park
Haverfordwest
Removal of existing garage to
provide single storey extension to
house.

RECOMMENDATION:

SUPPORT

Ref.No. 16/0171/LB

Ebenezer Church
Ebenezer Row
Haverfordwest
Demolition of existing sub-standard
toilet blocks and replacement with
new facility, incorporating an office,
WC and replacement kitchen

RECOMMENDATION:

SUPPORT

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Ref. No. 16/0156/PA 6 Windsor Way
Haverfordwest
Single storey domestic outbuilding to
provide garden store and hobbies
room

RECOMMENDATION: SUPPORT

Ref.No. 16/0129/PA Wynchway House
Wynch Lane
Haverfordwest
Change of use of government offices
B1 to a charity headquarters
comprising a mixed use including
office, training, counselling/therapy
and equipment cleaning, storage and
distribution

RECOMMENDATION: SUPPORT

Ref. No. 16/0256/PA Fern Hill
Heritage Gate
Haverfordwest
Installation of window in roof at rear
of property

RECOMMENDATION: SUPPORT

Ref. No. 16/0226/PA 108 Cardigan Road
Haverfordwest
Single storey double garage

RECOMMENDATION: SUPPORT

New Traffic Order Proposed Waiting Restrictions in
Fountain Row and Mill Road,
Haverfordwest.

RECOMMENDATION: SUPPORT

1145

TO CONSIDER THE REPORT OF THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE MEETING OF 7th JUNE 2016

REPORT OF MEETING OF MANAGEMENT, ESTATES AND STRATEGY COMMITTEE HELD ON TUESDAY 7th JUNE 2016 AT 7PM IN THE COUNCIL CHAMBERS, 2 PICTON PLACE, HAVERFORDWEST

PRESENT: Cllr A V Griffiths (Chair)
Cllr J Collier
Cllr G Howell
Cllr D Jones
Cllr S Llewellyn
Cllr L Pepperell
Cllr R Stephens
Cllr A Buckfield (Mayor – ex-officio)

**PRESENT
as observers:** Cllr B Griffiths
Cllr Mrs S Murray
Cllr C Thomas

APOLOGIES: Cllr C Blakemore

The Town Clerk was in attendance.

ELECTION OF CHAIR 2016/17

Cllr J Collier proposed that Cllr A V Griffiths be elected Chair for the coming year and was seconded by Cllr D Jones.

RESOLVED: That Cllr A V Griffiths be elected Chair for the coming year

ELECTION OF DEPUTY CHAIR 2016/17

Cllr J Collier proposed that Cllr C Blakemore (not present) be elected Deputy Chair for the coming year and was seconded by Cllr S Llewellyn.

RESOLVED: That Cllr C Blakemore be elected Vice Chair for the coming year, subject to his acceptance of office

DECLARATIONS OF INTEREST

To be taken as and when they arise.

MATTERS ARISING FROM REPORT OF LAST MEETING

The Chair confirmed that all matters would be covered in this agenda.
R51/02

NOTICEBOARDS – UPDATE

Cllr A V Griffiths (Chair) gave a brief overview regarding the decision to refurbish one noticeboard as a pilot before replacing all four which required attention. The pilot had been carried out on the noticeboard on the Old Bridge. Cllr C Thomas queried whether the noticeboards should have doors, it was agreed no so members of the public could freely place posters on it to promote their events. The splits in the frame have been confirmed as natural and the frame is robust, with the aim of getting another 5-10 years usage.

RECOMMENDATION: That the three remaining noticeboards undergo the same refurbishment by Norman Industries

PAVILION – UPDATE

Since its refurbishment, the working party have been reviewing the running of the pavilion. Cllr Miss L Pepperell and Cllr S Llewellyn relayed the following:

- There is no keyholder list in place. This is essential as our insurers have stated that we should be able to name all keyholders and be confident who they are. It was suggested that a keyholder contract be made with two named keyholders from each organisation providing their contact details to be held in the TC's office.
- The booking system is not being used for some users as they have their own keys. Charges will also need to be made clearer.
- Discussed a bond but this would be a considerable outlay for small organisations so maybe a 'three strike and out' policy to be put in place.

A discussion took place on further works required at the pavilion. It was suggested that the kissing gate and the chippings be removed and replace with a concrete path. The ramp in to the building could do with replacing, possibly with slabs. The picket fence requires

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maintenance and to replace the patio area with patio slabs in a concrete base.

RECOMMENDATION: That the details of all users of the pavilion and quotations for further works to be available at the next meeting

PICTON CENTRE – UPDATE

The PC working team relayed the following:

- Cooker requires a deep clean – cleaner to be advised by office.
- Glass washer – Cllr J Collier to follow up purchase by outside body.
- To consider purchasing a defibrillator which the caretakers would require training to operate.
- Stage curtains – require attention. Cllr Mrs S Murray will obtain quotations to clean them.
- Shortage of cutlery.
- Front and back doors in need of replacement. Cllr C Thomas will obtain quotes for both.
- Following replacement of the stage, an electrician needs to provide a quote for lengthening the cable to the socket at the front of the stage.
- Wooden frame lean to on the side. Following removal of the glass roof, it was suggested that quotations be sought for a replacement poly roof.
- The tiles on the ends of the roof need to be repaired. The slate on the roof is currently undergoing asbestos testing, once the results are received, this can be looked and consideration given to the removal of moss.

RECOMMENDATION: That the quotes to be available and discussed at the next Committee meeting

CEMETERIES – UPDATE

Prendergast: The Cemeteries working party have sent a report on Prendergast to the TC to discuss with the outside staff regarding maintenance. It was requested that the soil along the fence and tree off cuts be removed. Also that a bin be purchased for non organic materials.

St Martin's: Currently looking in to a five year plan to turn the cemetery in to a memorial garden. A discussion took place regarding

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the moving of the headstones which Cllr R Stephens is currently looking in to the legality of. It was felt that leaning the stones against a wall would be better than laying them on the ground.

- RECOMMENDATION:**
- (a) That the TC liaise with outside staff regarding the maintenance of the Prendergast cemetery and the Cemeteries working party would review once works completed
 - (b) The Cemeteries working party to continue to review the future possibility of moving the headstones in St Martin's

POYSTON BENCHES – UPDATE

Pembrokeshire County Council have been approached to fit and maintain two benches which would be purchased by HTC. Cllr C Thomas has not received a response from Pembrokeshire County Council and will chase the matter up. It was confirmed that residents in Garth Ward are happy with the suggestion of two new benches.

TOWN WIFI – UPDATE

There is no firm date in place as to when the town will receive WiFi. We are awaiting completion of Tenby Town's WiFi before ours can commence. Cllr Mrs S Murray and Cllr C Thomas have spoken to Tenby Town Council and they will be arranging a meeting to discuss their WiFi once it is up and running so both parties can offer mutual support/advice in the future.

The Business Circle and The Riverside are involved in the Town's WiFi. Hopefully there will be more news by July's meeting.

DOG FOULING/LITTER WATCH – UPDATE

It was advised that Councillors and residents need to join the Pembrokeshire County Council initiative and report dog fouling to the Dog Warden. The Dog Warden is Ruth who can be contacted on 07833 046119. If she is unavailable, then Steve Morby from Environmental Health at PCC can be contacted by phoning the main switchboard 01437 764551.

Cllr C Thomas advised that he had checked the litter situation behind Morrison's and the other stores. He reported that it improved vastly. Cllr G Howell suggested sending a letter to congratulate them.

CHAIRMAN'S MESSAGE

The Precept Committee sit in November to plan the budget. Cllr A V Griffiths (Chair) felt that each committee should put through proposals of future plans and spending. Some of the areas that MES would be looking at would be the pavilion, Picton Centre, cemeteries and noticeboards. Cllr Mrs S Murray suggested a Special Full Council meeting be arranged for all members to discuss the precept fully.

RECOMMENDATION: An opportunity for Full Council to meet and discuss the precept

ANY OTHER BUSINESS

1. **May Committee Meeting** - Cllr Mrs S Murray states that although there are currently no committee meetings in May each year, it may be worth having one to catch up.

RECOMMENDATION: It was recommended that the Committee have a meeting in May each year

2. **Ice Rink** – It was agreed that an Ice Rink working team would be required. Cllr Mrs S Murray was asked to head this by the Chair. It was agreed that Cllr G Howell would join the team and that one or more members be sought from the PPF committee.

RECOMMENDATION: That an Ice Rink working party headed by Cllr Mrs S Murray be put in place along with Cllr G Howell. Additional members required to join the working party

3. **Drinks in Chamber** - At present there is a policy in place to not allow food or drinks to be consumed in the Council Chamber. It was agreed after some discussion that for all Council Meetings only that bottled water be allowed in to the Chamber and placed on the floor or on a coaster.

RECOMMENDATION: It was recommended that bottled water be allowed in to the Council Chamber during Council meetings only

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Cllr A V Griffiths (Chair) requested that the next meeting be held at the Picton Centre but it is unavailable so the next meeting will be held at the Pavilion.

There being no other business to discuss, the meeting closed at 8.40pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr Mrs B Morgan and seconded by Cllr C Thomas save for the following:

R51/04 Picton Centre – Update

The Town Clerk advised Council that the asbestos testing report had confirmed that there is no asbestos in the Picton Centre roof.

R51/03 Cemeteries - Update

St Martin's: Cllr C Thomas stated that the original quote requested that all ivy would be removed from St Martin's Cemetery wall whilst rebuilding works were carried out and this does not seem to have been fully completed. Cllr A V Griffiths stated that he would speak to the contractor with a view to make good.

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TO CONSIDER THE REPORT OF THE PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 8th JUNE 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

REPORT OF MEETING OF PERSONNEL, POLICY AND FINANCE COMMITTEE HELD ON WEDNESDAY 8th JUNE 2016 AT 7PM IN THE COUNCIL CHAMBER, PICTON HOUSE, HAVERFORDWEST

PRESENT: Cllr Mrs B Morgan (Chair)
Cllr A Buckfield (Mayor – ex-officio)
Cllr Anthony Griffiths
Cllr B Griffiths
Cllr P Iles
Cllr Mrs S Murray
Cllr Mrs E Repton
Cllr C Thomas
Cllr R Thomas JP

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APOLOGIES: None received

The Town Clerk was in attendance.

ELECTION OF CHAIR 2016/17

Cllr B Morgan proposed that Cllr R Thomas JP be elected Chair for the coming year and was seconded by Cllr E Repton.

RESOLVED: That Cllr R Thomas JP be elected Chair for the coming year

ELECTION OF DEPUTY CHAIR 2016/17

Cllr P Iles proposed that Cllr Mrs B Morgan be elected Deputy Chair for the coming year and was seconded by Cllr R Thomas JP.

RESOLVED: That Cllr Mrs B Morgan be elected Deputy Chair for the coming year

DECLARATIONS OF INTEREST

Will be taken as and when they arise.

ENNISCORTHY (MAYOR)

Members of Enniscorthy Municipal District had attended our Mayor Making last month. During their visit, they also met with the Chamber of Commerce and Business Circle as it is hoped that links will be strengthened between the two towns again. The Mayor has been invited to attend the "Enniscorthy Rockin Food Festival" at the end of July 2016 and talks are ongoing to encourage local businesses to attend. The Mayor will keep council updated.

APPLICATION FOR FUNDING FOR "YOU ARE HERE" BOARDS FROM HAVERFORDWEST BUSINESS CIRCLE

A discussion took place regarding what would be on the boards and their location.

RECOMMENDATION: To request clarification from the Business Circle as to exactly what will be on the boards and it was suggested we review their accounts

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Cllr C Thomas, Cllr Mrs S Murray and Cllr E Repton requested to reserve the right to speak at the next full council meeting.

COUNCILLORS ON OUTSIDE BODIES

Council currently reviews this every four years after elections. It was suggested that it is reviewed every quarter in future. Cllr Morgan proposed that this is moved to the July meeting, committee agreed.

FINANCIAL REGULATIONS

Cllr Morgan (last year's Chair) informed council that following the 2015/6 Internal Audit, it was reported that we have to produce the minute number when Financial Regulations are agreed by Council. A review of Standing Orders is also necessary.

Cllr Morgan proposed that the both be reviewed in the September PPF committee meeting, committee agreed.

RECOMMENDATION: That a review of Financial Regulations and Standing Orders is carried out at the September PPF committee meeting

TO RECEIVE AN UPDATE ON THE ACCOUNTS TO 31st MARCH 2016 (EOY) AND TO 30th APRIL 2016, TO CONSIDER THE REPORT OF THE INTERNAL AUDITOR AND OFFICIAL DATES FOR SUBMISSION OF EXTERNAL AUDIT

Internal Audit 2015/6: Cllr Mrs B Morgan (Deputy Chair) advised committee that the Internal Auditors Report 2015/16 had been received and the following points were highlighted in it –

- Minute numbers need to be recorded for each update to Financial Regulations and policies.
- The Asset Register needs to be updated for the Picton Centre, Pavilion and Council Chambers, giving the additional costs.
- Loans should be recorded better on the EDGE software, with a running balance so the outstanding amount is clear.
- Budget figures which are agreed should be itemised so Councillors can see them at the time of the precept.
- Better system to clearly show creditors and debtors at any given time.
- Petty cash procedures to be revised.
- Earmarked funds to be reviewed.

91/16

We currently operate the Museum payroll which is causing our finance systems a few problems. It has also come to light that the museum would be financially better off by operating their own PAYE as they would come under the charity status and be able to reclaim their tax and NI from HMRC. It was proposed by the Deputy Chair that we stop operating the museum payroll for the above reasons, the committee agreed.

The Mayor expressed his thanks to Cllr Mrs B Morgan (Deputy Chair) and the staff on how the accounts had been done so diligently.

Update on accounts to 31st March 2016 :

- It was noted that a few items have been incorrectly coded on the EDGE system but all accounts balanced.
- There was an increase in the amount spent on parlour gifts during the year as no monies had been spent on them for two years.
- An over spend of £4,000.00 in Grants is due to incorrect coding. It relates to the loan to the Museum and should be coded under loans.
- An over spend in Town Improvements is due to works carried out in the pavilion.
- An over spend in staffing is due to long term illness and extra hours given for training during staff changes.
- We had budgeted for nil income from Bridge Meadow Trust but they paid us £3,317.00.

Update on accounts to 30th April 2016: No queries raised.

RECOMMENDATION:

- (a) To accept the Internal Auditor's Report 2015/6 and that Mr B Scourfield been reappointed as the Internal Auditor for 2016/7.**
- (b) The annual accounts be accepted up to 31st March 2016.**
- (c) The accounts up to 30th April 2016 be accepted.**
- (d) That the Council request the Museum start operating their own PAYE.**

8.10pm Cllr Mrs S Murray left the meeting.

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ITEMS DISCUSSED IN CAMERA

1. STAFFING
2. REVIEW OF MAYOR MAKING 2016

Verbal reports will be given at Council.

ANY OTHER BUSINESS

- There will be a pre meeting at next council to introduce the link officers from Pembrokeshire County Council's 'Support for Town Councils' initiative, Mr Darren Thomas and Mr Mike Cavanagh.
- The mast in Portfield was discussed and agreed it would be an agenda item at council.

There being no other business to discuss, the meeting closed at 8.35pm.

END OF REPORT

ACCEPTANCE of the above report was moved by Cllr C Blakemore and seconded by Cllr Mrs S Murray save for the following:

R52/02 APPLICATION FOR FUNDING FOR "YOU ARE HERE" BOARDS FROM HAVERFORDWEST BUSINESS CIRCLE

A number of concerns were raised that not enough information had been provided in the funding request to make a sound decision.

RECOMMENDATION: The Town Clerk is to write to the Business Circle and request the following information to support the above funding claim:

- (a) The location of the boards along with what information is on the front/back of the board
- (b) A copy of the latest accounts for Haverfordwest Business Circle

1147

TO APPROVE THE 2015/16 ACCOUNTS FOR SUBMISSION TO THE EXTERNAL AUDITOR AND TO COMPLETE THE ANNUAL GOVERNANCE STATEMENT

The Internal Audit 2015/6 carried out by Mr B Scourfield was confirmed as accepted by Council and agreed that he be appointed for the forthcoming year 2016/7.

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The Deputy Town Clerk read out each statement of the External Audit to Council for approval; Part 1 – points 1-9 and Part 2 – points 1-3, Council all voted in favour of accepting.

RESOLVED: The External Audit Report 2015/6 was signed by the Chair of Personnel, Policy and Finance and the Town Clerk to be submitted to the external auditor.

Council wish to record their thanks to Mr B Scourfield (Internal Auditor), Cllr Mrs B Morgan (Chair of Personnel, Policy and Finance 2015/6), the Deputy Town Clerk and Town Clerk for the successful completion of the audit.

1148 **TO DISCUSS THE SUPPORT FOR TOWN COUNCIL'S INITIATIVE**

The officers from PCC had given an overview of this initiative to the Councillors before this Full Council meeting. Cllr Blakemore requested that the web link to the 'Wellbeing of Future Generations Act' be sent to all Councillors which the Town Clerk confirmed she would do.

It was agreed that this initiative is a learning curve for both parties. Cllr P Iles clarified that this initiative is to develop links between PCC and Town Councils, the Wellbeing of Future Generations Act is a secondary part of the initiative. A discussion took place on whether it would be beneficial to have the PCC officers present for all or part of the meeting.

RECOMMENDATION: That the Council take part in the initiative as agreed and discuss further at committee level if the PCC Officers should attend all or part of the Council meeting

1149 **CHRISTMAS LIGHTS – DECISION ON TENDERING**

Cllr J Collier gave an overview of the options available for the tender of the Christmas Lights. The following options are available for tender:

- (a) Tender for the erection, maintenance and taking down of our own lights
- (b) Tender for a contractor to supply their own lights which would include the erection, maintenance, taking down and storage
- (c) Tender for a combination of the (a) and (b) using our lights in certain areas of the town

Cllr J Collier advised that the last review of the anchor points was carried out in 2014 by ETTs Ltd. Also that the power supply, anchor points, catenaries and supporting wires need to be checked before this year's lights go up.

The catenaries on the side of Subway in Victoria Place are being removed as the building is being re-rendered. The owner has agreed for the catenaries to be refitted to the building and the Deputy Clerk has liaised with the Contractor regarding this. It was agreed that the cost of refitting the catenaries would be met by Council.

It was proposed and agreed that two invitations to tender would be advertised; the first for the checking of the electrical supply and supports with a report provided of any further works provided and the second for the erection, maintenance and taking down of our own Christmas lights. All voted in favour. It was also agreed that any overspend on the Christmas Lights budget this year would come out of the Town Improvements budget.

Cllr A V Griffiths left the meeting at 9.08pm

RESOLVED: That invitations to tender are advertised for the following:
(a) The checking of the power supply and fixtures for the Christmas Lights
(b) The erection, maintenance and taking down of the Council's own Christmas Lights only

1150

FORTHCOMING EVENTS – FESTIVAL WEEK AND ICE RINK UPDATES FROM THE SHERIFF, CLLR MRS S MURRAY

Festival Week: Cllr Mrs S Murray (Sheriff and Chair of Festival Week Committee) gave an overview on the schedule of activities for Festival Week. She advised that a lot of support had been received by the Festival Week Committee for which they were very grateful, to name a few – PCC, Haverfordwest Town Council, Tesco Haverfordwest, VC Gallery. Cllr Mrs S Murray also wished to thank the Festival Week Committee for all their hard work.

Ice Rink: Cllr Mrs S Murray advised that a decision needed to be made on whether this year's event goes ahead. Last year had been the first year so changes would be made to improve this year's event.

Cllr B Griffiths proposed that the Ice Rink go ahead this year, seconded by Cllr A Buckfield (Mayor), all voted in favour.

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RECOMMENDATION: That the Ice Rink event go ahead in the October 2016 half term and that the Festival Week Committee would bring back costings to the July meeting.

Cllr Miss L Pepperell left the meeting at 9.17pm

1151

PROPOSED VISIT TO ENNISCORTHY BY THE MAYOR

Cllr A Buckfield (Mayor) advised Council that an invitation had been received for all Councillors to visit the Enniscorthy Food Festival. An overview was given of the event. It was proposed that the Mayor is to look at costings and to present this to the PPF committee for approval.

RECOMMENDATION: That the Mayor present the details of the visit to Enniscorthy to the Personnel, Policy and Finance Committee in July for approval

1152

UPDATE ON THE MAST IN PORTFIELD BY CLLR R THOMAS JP

Cllr R Thomas JP gave an overview of the mast in Portfield Ward. A discussion took place regarding the fact that no planning application appears to have been presented to the Council for the mast to be located in its current location. Cllr R Thomas JP wished to have it recorded that this matter was not discussed or brought before Council in 2014 when the mast was erected.

Cllr D Jones left the meeting at 9.26pm

Cllr J Collier suggested that the Council should consider forming a Planning Committee to review all planning applications.

County Councillor David Bryan was given permission to speak as an observer by the Mayor, Cllr A Buckfield. Cllr Bryan advised that he was happy to feed back the concerns of Council regarding planning applications not being received; that adequate time is required for the plans to be viewed and decisions recorded as Council only meet once a month.

Cllr P Iles left the meeting at 9.30pm.

1153

APPLICATIONS UNDER SECTION 137

Requests for funding were received from the following:

(a) Shelter Cymru : No set amount requested.

RECOMMENDATION: That the Council is unable to support a request for funding from Shelter Cymru

(b) Haverfordwest & District Allotments & Cottage Green Association: A request for £903.00

Cllr Mrs E Repton declared an interest.

A donation of £500.00 was proposed by Cllr R Thomas and seconded by Cllr S Llewellyn. All voted in favour.

RECOMMENDATION: That the Council donate the sum of £500.00 to the Haverfordwest & District Allotments & Cottage Green Association with the understanding that they are responsible for the upkeep of the new toilet facility.

(c) Miss Rowan Staden-Coats: No set amount requested.

RECOMMENDATION: That the Council is unable to support a request for funding from Miss Rowan Staden-Coats

(d) St John's Ambulance: No set amount requested.

A donation of £500.00 was proposed by Cllr A Griffiths, seconded by Cllr Mrs B Morgan, all voted in favour.

RECOMMENDATION: That the Council donate the sum of £500.00 to St John's Ambulance

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(e) De Clare Court: No set amount requested

RECOMMENDATION: That the Council is unable to support a request for funding from De Clare Court

(f) Age Cymru Pembrokeshire: No set amount requested.

Cllr A Buckfield (Mayor) and Cllr C Blakemore declared an interest

A donation of £250.00 was proposed by Cllr Mrs B Morgan, seconded by Cllr S Llewellyn and all voted in favour.

RECOMMENDATION: That the Council donate the sum of £250.00 to Age Cymru Pembrokeshire

(g) St Mary's Church Flower Festival: No set amount requested.

Cllr C Blakemore declared an interest

A donation of £150.00 was proposed by Cllr R Thomas, seconded by Cllr Mrs B Morgan and all voted in favour.

RECOMMENDATION: That the Council donate the sum of £150.00 to St Mary's Church Flower Festival

1154

ACCOUNTS FOR PAYMENT

Accounts totalling £11,811.62 were approved for payment and receipts totalling £0.00 were accepted.

The amount of £825.00 is reimbursed to Cllr A Buckfield (Mayor) following the replacement of the Christmas Lights.

Cllr C Thomas & Cllr G Howell left the meeting at 9.48pm.

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Cllr B Griffiths left the meeting at 9.50pm

1155 ANY OTHER INFORMATION

The Town Clerk informed the Council of the new date for the Beating of the Bounds Ceremony which is now on Tuesday 2nd August 2016 at 5pm. Also that Pembrokeshire Fish Week starts on Saturday 25th June – 2nd July 2016 and Milford Haven Festivities Week takes place from 2nd – 8th July 2016.

There being no other business to discuss, the meeting closed at 10pm.

1126 DATE OF NEXT MEETING

The next meeting will be held on Wednesday 20th July 2016.

Signed..... Mayor

Signed..... Town Clerk

Date