



Annual Report 2020/2021

Introduction

Outline of Council

Haverfordwest Town Council (HTC) serves the area of Haverfordwest and is made up of 17 elected members who represent the five wards, advised by the Clerk to the Council.

Haverfordwest has a population of 14,596 based on the 2011 Census.

Chairman to Council / Mayor and Admiral of the Port of Haverfordwest: Councillor A Buckfield from 15 October 2020 and Councillor Mrs S Murray until 15 October 2020

Clerk to the Council: J Raymond

The Town Councillors by ward are:

Castle: Cllr E Perkins and two co-option vacancies

Garth: Cllr J Dunckley, Cllr C Thomas and one co-option vacancy

Portfield: Cllr R Blacklaw-Jones, Cllr B Ferguson, Cllr G Roberts, Cllr J Twigg

Prendergast: Cllr C Evans, Cllr P Johnson, Cllr T Moses

Priory: Cllr A Buckfield, Cllr D Blyth, Cllr S Hooper and one co-option vacancy

The offices of the Town Council are located at the Old Wool Market, Quay Street, Haverfordwest and open to the public from Monday to Friday 9.30am until 1pm.

The Town Council employ seven members of staff on a full and part time basis.

Haverfordwest Town Council • Cyngor Tref Hwlfordd

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	<p>Haverfordwest Town Council is responsible for the following services in the town:</p> <ul style="list-style-type: none"> • Picton Centre; • Priory Saltings nature reserve; • St Martins Cemetery; • Lower Prendergast Cemetery; • Upper Prendergast Cemetery; • Christmas light display; • Floral displays in the town centre; • Sports Pavilion; • Sole Trustees of the Bridge Meadow Trust Haverfordwest, which provides recreational areas and facilities; • Provides financial grants and support to local organisations and good causes.
<p>Council Structure</p>	<p>Full Council meetings are held on the third Wednesday of every month except in August and in May, the Annual Meeting/Mayor Making is usually on the third Thursday.</p> <p>There are three standing committees who meet on a monthly basis, except during May and August, and the Emergency Committee meet only as required:</p> <ul style="list-style-type: none"> • Management, Estates and Strategy Committee: This committee is appointed to make recommendations and decisions about the general administration and management of property and estates. • Personnel, Policy and Finance Committee: This committee is appointed to make recommendations and decisions about all matters relating to the personnel, policies and finances of the Council. • Emergency Committee: This committee is appointed to make resolutions in relation to any matter deemed as urgent or an emergency by the Town Clerk and/or the Mayor/Chairman. <p>There are three sub-committees who meet as required:</p> <ul style="list-style-type: none"> • Staffing Sub-Committee: This sub-committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Personnel, Policy and Finance Committee. • Christmas Lights Sub-Committee: This sub-committee is appointed to make decisions on the provision, maintenance and installation of Christmas lights. • Events Sub-Committee: This sub-committee is appointed to establish and support town events.

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Council's Vision and objectives	<p>Our vision statement is "Many voices, one town, heart of the county"</p> <p>Council is in the process of developing their vision statements/objectives which they hope to adopt in the 2021/2022 financial year.</p> <p>To support the setting of the annual budget and precept, two of the standing committees draft action plans which set out our objectives for the subsequent financial year.</p>
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Financial Summary 2020/2021

The main source of income is the precept, this is an amount of council tax paid by households in Haverfordwest which is collected by Pembrokeshire County Council. The annual precept raised a total of £312,000.00, which equates to £67.13 per band D household.

Other streams of income are: hire income from the Picton Centre and Sports Pavilion; and administration costs for the Bridge Meadow Trust Haverfordwest. Due to the covid-19 pandemic, it was not possible for the facilities to be utilised in their usual capacity. However, Hywel Dda University Health Board occupied the Picton Centre from August 2020 which continued beyond the end of the financial year. The provision of our facility supported their response to the pandemic, with the centre utilised as a covid-19 testing and vaccination centre.

<i>Council Expenditure</i>	£
Administration	19,292.61
Cemeteries / burials	35,093.89
Civic functions / allowances	1,269.78
Contingency fund	819.87
Grants and donations	17,240.89
Members allowances and expenses	6,915.87
Pavilion	2212.12
Picton Centre	8111.53
Priory Saltings	26.54
Reimbursements	17,047.07
Tenancies (Council as Tenant)	2,950.70
The Old Wool Market	24,504.50
Town events	5,595.44
Town improvements	53,682.31
Transport	2,606.23
VAT on payments	19,806.88
Wages, PAYE, NI, Pension, Expenses	115,673.39

<i>Council Reserve</i>	£
General fund	134,285.82
Civic regalia	1,900.00
Elections	50,447.64
HTC new offices	90,500.00
Sheriff	2,305.90
Town band funds	2,477.34
Total Reserves	281,916.70

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Progress against the Pembrokeshire Well-being Plan Objectives

Pembrokeshire Public Services Board (PSB) Well-Being Objective	Steps taken by HTC that contribute to the Well-being Objective	How the five Ways of Working have been used to shape the activity (summary in appendix A)	Which national Well-being Goals does this work support? (summary in appendix B)
<p>Who We Are</p> <p><i>We want to help our people, communities and organisations so that we can support ourselves and each other</i></p> <p><i>Priority 1 – Living & Working</i></p> <p><i>Priority 2 – Resourceful Communities</i></p>	Response to the COVID-19 pandemic	<p>The first lockdown took place on Monday 23 March 2020. Prior to lockdown, plenary power was given to the Town Clerk in consultation with; in order of precedence the Chairman of Council/Mayor, Chairman/Mayor Elect or Deputy Chairman/Mayor Elect, to make decisions on behalf of council for ongoing matters, relocation to new offices and in response to the COVID-19 pandemic.</p> <p>We continued to deliver essential services with variations made to ensure the safety of staff and the general public at all times, such as maintenance and waste collections from our green spaces and cemeteries.</p> <p>The office staff were provided with office laptops to support home working during periods of lockdown.</p> <p>Funding was provided to support the creation and management of the South Wales Food and Drink website. This online network hub connects local suppliers with consumers which was vital during lockdown periods.</p> <p>With the introduction of the Coronavirus Act 2020, the council were able to hold meetings virtually and with no requirement to hold the annual meeting in May.</p>	<ul style="list-style-type: none"> • Healthier Wales • Equal Wales • Wales of Cohesive Communities • Resilient Wales
	Provision of grant funding	<p>The projects we support are to benefit the community and undertaken by the community.</p> <p>Criteria in accordance with the Wales Future Generation Act and application scoring is used to ensure that the five ways of working are considered in order to maximise the reach of each award.</p>	<ul style="list-style-type: none"> • Prosperous Wales • Healthier Wales • Equal Wales • Wales of Cohesive Communities
	Provision of a sports changing facility	This facility allows for sports teams to participate in leisure and recreation activities.	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales

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		The Sports Pavilion is located on Haverfordwest Racecourse which is a vast open green space. The Racecourse is owned by the Council and managed by the Portfield Recreation Committee, with the Upper Racecourse being leased to Haverfordwest Racecourse (Public Park) Trust.	<ul style="list-style-type: none"> • Wales of Cohesive Communities • Globally Responsible Wales
	Provision of a community centre	<p>The facility allows for any individual or organisation to hire the centre for activities and as a meeting space. The centre host services, classes and clubs, such as yoga, weight loss, children's birthday parties, fundraisers, art, historical, support and well-being groups.</p> <p>Due to the COVID-19 pandemic, the facility was not used for these activities.</p> <p>From August 2020 and continuing beyond the end of the financial year, we were able to support Hywel Dda University Health Board with their response to the pandemic by providing the facility for a covid-19 testing and vaccination centre.</p> <p>A defibrillator was installed externally to the property, with the electrical connection completed by ETTS Ltd at no cost.</p>	<ul style="list-style-type: none"> • Healthier Wales • More Equal Wales • Wales of Cohesive Communities • Wales of Vibrant Culture and Thriving Welsh Language
	Community Garden	<p>On 31 March 2021, we received notification that our bid of £49,700.00 to the Lottery Heritage Fund to create a community garden was successful. The creation of the garden will take place in 2020 and it will be located at the Former Gasworks Site in Lower Cambrian Place. The garden will provide accessible raised beds and planters, wildflower furlongs, lawn and supporting amenities such as compost bins and greenhouse.</p>	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales
	Relocation of Town Council Offices	<p>Our offices were located in Picton House for many years and the property is owned by Pembrokeshire County Council. On review of our future needs and properties within the town centre, council agreed to lease the Old Wool Market with an intent to purchase the property. We successfully relocated our offices to the Old Wool Market with occupancy commencing in early 2021.</p>	<ul style="list-style-type: none"> • More Equal Wales • Wales of Cohesive Communities • Globally Responsible Wales • Wales of Vibrant Culture and Thriving Welsh Language

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	Provision of burial grounds	We own and manage three cemeteries – Lower Prendergast, Upper Prendergast and St Martin's. Upper Prendergast and St Martin's are still active cemeteries. In St Martin's, contracted work was completed to remove vegetation and repair kerb edges on the upper section of the path.	<ul style="list-style-type: none"> Wales of Cohesive Communities
	Provision of Festive Displays	We provide and maintain the lights display over the festive period. We promote the switching on of the display with an event in conjunction with other stakeholders. By working with stakeholders, we can ensure the increase footfall from the event can be of benefit to the local businesses and organisations.	<ul style="list-style-type: none"> Globally Responsible Wales
	New website and branding	Our new branding was created to be more visible to enable better connection with a more recognisable image. The new website will go live in the near future to meet the Website Content Accessibility Guidelines.	<ul style="list-style-type: none"> More Equal Wales Wales of Cohesive Communities

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Pembrokeshire Public Services Board (PSB) Well-Being Objective	Steps taken by HTC that contribute to the Well-being Objective	How the five Ways of Working have been used to shape the activity (summary in appendix A)	Which national Well-being Goals does this work support? (summary in appendix B)
<p>Where We Live</p> <p><i>We want to protect and enhance our natural assets whilst optimising economic prospects, accessibility and health for all</i></p> <p><i>Priority 3 – Tackling Rurality</i></p> <p><i>Priority 4 – Protecting our Environment</i></p>	<p>Priory Saltings Nature Reserve</p>	<p>The Priory Salting's Nature Reserve is the former location of the town waste site. We reclaimed this 10-acre area and made use of it as a public open space and nature reserve. It hosts a circular footpath with mixed habitat and riverside location. The Salting's is part of the Cleddau Reaches walkway that connects the town centre with green open spaces. In October 2020, the wildflower meadow was reseeded with support from Plantlife and pupils from St Mark's V.A. School. Haverfordwest Soroptimists also planted 80 trees in the meadow. The meadow is cut on a monthly basis during the summer season, with the costs met from grant funding received from the local authority.</p>	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales
	<p>Cleddau Reaches walks</p>	<p>As one of the stakeholders in the Cleddau Reaches project, we saw the installation of footbridge to the north of the town centre which connects the walkway at Bridge Meadow to the Old Mill Grounds route. The walk was invaluable in periods of lockdown during the COVID-19 pandemic, with our community optimising it's use for their stay local daily exercise.</p>	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales
	<p>Town Centre floral arrangements</p>	<p>The local authority looks to Town and Community Councils to support them with the delivery of services. We have funded the provision and maintenance of the town centre floral arrangements for a number of years now. The arrangements in a number of the flower towers are sourced locally, along with the Christmas tree that stands in front of St Mary's Church.</p>	<ul style="list-style-type: none"> • Globally Responsible Wales
	<p>Bridge Meadow Trust Haverfordwest</p>	<p>Council are the sole trustees. This green space is maintained to support recreation and wellbeing for the community. The play</p>	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales

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		park area is popular with local families and organisations. The area benefits from additional footpaths installed with funding received under the Cleddau Reaches project, that not connect to provide a circular route alongside the river. Grant funding obtained by the Trust has seen the installation of new pathways and a footbridge.	<ul style="list-style-type: none"> • Wales of Cohesive Communities • Globally Responsible Wales
	Lower Prendergast Cemetery	<p>The cemetery is no longer active. It is managed to create a more biodiverse habitat for wildlife and pollinators, as well as provide an amenity for the community.</p> <p>Contracted work to renew the steps and handrail, and prepare a level mown walk ready for wildflower seeding has been completed with grant funding received from Pembrokeshire County Council.</p> <p>The second phase of repairs to the boundary stone wall and pillar on pathway were completed. The final stage of repair work will be completed 2022/2023.</p> <p>The installation of a bee garden and new fencing have also been completed.</p>	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales
	Trees at Fortunes Frolic	With our funding, the trees affected by Ash dieback were removed and new trees replanted. Some logs were left to encourage biodiversity.	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales
	Planning Applications	We were given the opportunity to be involved in the pre-application consultation for the Portfield Road proposed housing development. Our comments with regard to the site layout and amenities, biodiversity, affordable housing, energy and decarbonisation, were well received by the developer and resulted in changes being made to their planning application to the local authority.	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales

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	Carbon Footprint Paper	The briefing document on Decarbonisation: Baseline Setting was drafted in response to Pembrokeshire County Council's 'Net Zero by 2030 Action Plan' and adopted by council. The document summarised the key issues in determining a greenhouse gas emissions baseline against which to measure decarbonisation.	<ul style="list-style-type: none"> • Healthier Wales • Resilient Wales • Wales of Cohesive Communities • Globally Responsible Wales
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Looking forward

<p>What has worked well for Council</p>	<p>Partnership Working: As a partner in the Cleddau Reaches project, we have contributed to the development of a green and blue infrastructure to connect the north and south with the town centre. This has been a great benefit to the wellbeing of our community, especially during the lockdown periods when exercising locally was enforced.</p> <p>Our response to the COVID-19 pandemic: Our waste collections continued, and increased in some recreational areas to support the stay and exercise local rulings, by making alternative arrangements for waste disposal. We supported the creation and maintenance of a food and drink supply website to enable suppliers and consumers to connect by reallocating budget amounts and with additional funding. Meetings were held virtually via Microsoft Teams. Home working was made possible with updates to IT software and hardware. Picton (community) Centre was made accessible to Hywel Dda Health Board to support their response to the pandemic from August 2020 onwards.</p>
<p>The barriers faced by Council</p>	<p>In March 2020, Council agreed to relocate the offices of the Town Council from Picton House to the Old Wool Market. There were periods of slow progress with the completion of contracts and work to support the relocation as we went in and out of periods of lockdown.</p> <p>The COVID-19 pandemic affected our usual way of working and life in general for everyone. With upgrades to our computer software and hardware, we were able to adapt to a new way of holding meetings via Microsoft Teams and periods of home working for the safety of staff members. Some members found the virtual meetings challenging and as a communication barrier.</p> <p>We were able to continue to deliver services to the community with variations made to ensure the safety of our staff and the general public.</p> <p>The completion of contracted or repair work has been challenging with a shortage of availability of goods and tradespersons.</p>
<p>Matters that the PSB could support delivery or progress with</p>	<p>Community and Town Councils in Pembrokeshire should have more inclusion in the updates and considerations of the PSB.</p>
<p>The Council's main priorities in 2021/2022</p>	<ul style="list-style-type: none"> • We will be looking to approve plans for the reconfiguration of the Old Wool Market for occupancy as the offices of the Town Council and to support the needs of the community with possible meeting spaces. This will be funded by a loan from the Public Service Loan Board and/or available grant funding, which will include the purchase cost of the property. • Improve our engagement and communication with the community to support a wider knowledge of our purpose and to broaden our understanding of community needs. • To recruit new Councillors to the four co-option vacancies. • To have in place our vision statements to provide a framework to support our action plans. • Create our community garden and consider its long-term sustainability.

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Appendix A: Ways of Working

The Well-being of Future Generations (Wales) Act 2015 gives a legally-binding common purpose of seven Well-being Goals and five Ways of Working designed to support and deliver a public service that meets the needs of the present without compromising the ability of future generations to meet their own needs.



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Appendix B: National Well-being Goals

A prosperous Wales	An innovative, productive and low carbon society which recognises the limits of the Global environment and therefore uses resources efficiently and proportionately, and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.
A resilient Wales	A nation which remains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change.
A healthier Wales	A society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.
A more equal Wales	A society that enables people to fulfil their potential no matter what their background or circumstances.
A Wales of cohesive communities	Attractive, viable, safe and well-connected communities.
A Wales of vibrant culture and thriving Welsh language	A society that promotes and protects culture, heritage and the Welsh language, and encourages people to participate in the arts, and sports and recreation.
A globally responsible Wales	A globally responsible Wales. A nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being, and the capacity to adapt to change (for example climate change).

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