

**MINUTES OF A MEETING OF FULL COUNCIL**  
held on 24 November 2022 at 6pm in the Old Wool Market and via video conference

<b>Present</b>	<p>Cllr J Owens Cllr A Brooker Cllr J Brady Cllr R Evans Cllr J Hackett Cllr P Johnson Cllr K Jones Cllr H Lewis Cllr M Lewis Cllr T Moses Cllr S Pearce Cllr G Roberts Cllr B Simister J Raymond M James A Manning</p>	<p>Acting - Vice Chairman / Deputy Mayor</p> <p>Town Clerk Administration Officer Administration Officer</p>
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<b>Observer</b>	<p>Reverend Father N Hook Members of the public Press</p>	<p>Mayor's Chaplain</p>
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<b>2288 Apologies:</b>	<p>Cllr A Buckfield Cllr A Griffiths Cllr R Blacklaw-Jones Cllr J Twigg</p>	<p>Chairman / Mayor</p>
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**2289 Declarations of Interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2296 Outside Bodies – Youth Forum	Councillor T Moses	Personal	Employment – working on the CWBR Youth Project

**2290 Questions from Members of the Public**

Acanthus Holden are the appointed Architects for the Old Wool Market project.

**2291 Minutes of previous meetings**

- a) Full Council meeting held on 27 October 2022**  
Minutes were accepted as a true record.
- b) Updates on the minutes of the Full Council meeting held on 27 October 2022**  
Vision Statements are to be circulated to all Councillors. Follow up on request for a date for Beating of the Bounds 2023 by Town Clerk.
- c) Extraordinary meeting held on Extraordinary meeting held on 11 November 2022**  
Minutes were accepted as a true record.
- d) Updates on the minutes of the Extraordinary meeting held on 11 November 2022**  
No updates.

**Resolved**

**Minutes of the Full Council meeting held on 27 October 2022 were accepted as a true record**

**Minutes of the Extraordinary meeting held on 11 November 2022 were accepted as a true record**

**2292 Mayor's correspondence and updates**

A letter giving thanks for receipt of the Book of Condolence in memory of Her Majesty The Queen Elizabeth II had been received from His Majesty The King. The Deputy Mayor had attended an opening of a local business and Councillor Blacklaw-Jones had presented a plate on behalf of the Dyfed Archaeological Trust to the Finds Keeper for the former friary, now the Western Quayside development. Details of the Christmas Lights Switch-On Event were relayed to all.

**2293 Planning Applications**

<b>Ref No 22/0598/PA</b>	Proposal: Wildlife Garden and associated development
Prendergast Ward	Withybush General Hospital, Accident and Emergency Department, Fishguard Road, Haverfordwest, SA61 2PZ
<b>Resolved</b>	<b>Support</b>
<b>Ref No 22/0650/PA</b>	Proposal: New residential dwelling and detached single garage
Priory Ward	Plot of land, Glenfields Road, Haverfordwest, SA61 1EB
<b>Resolved</b>	<b>Support</b>
<b>Ref No 22/0729/DC</b>	Proposal: Discharge of Condition Consultation
Castle Ward	Multistorey car park Haverfordwest, SA61 1EB
<b>Resolved</b>	<b>Support</b>
<b>Ref No: 22/0453/PA</b>	Proposal: Replacement rear conservatory with extension. Erection of front porch.
Priory Ward	5 Furzy Park, Haverfordwest, Pembrokeshire, SA61 1HG
<b>Notification of Planning Decision</b>	<b>Conditionally approved 02 November 2022</b>
<b>Ref No: 22/0549/PA</b>	Proposal: Installation of two rapid electric vehicle charging stations within the car park
Priory Ward	McDonald's, Caradog's Well Road, Merlins Bridge, Haverfordwest, Pembrokeshire, SA61 1XJ
<b>Notification of Planning Decision</b>	<b>Conditionally approved 18 November 2022</b>

**2294 Committee Minutes**

The following minutes were submitted:

**a) Minutes of the hybrid meeting of the Management, Estates and Strategy Committee held on Tuesday 8 November 2022 at 6pm in the Old Wool Market**

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

**Declarations of interest from Members**

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

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

**Christmas Lights:** Awaiting confirmation of the arrangements for the Christmas Lights switch on.

**Community Garden:** The shed has arrived and been erected. Quotations needed for internal lights. Quotation for twenty planters has been accepted and work will begin after a site visit by the contractor. Information is being gathered about various forms of governance for the site. It was decided that a board would be better than a banner with a community event held to design the signage. Relevant logos to be placed on the Facebook page.

**Sports Pavilion:** It was reported that the heating had been left on. Acting Clerk to investigate and report back.

**2022-2023 Action Plans****Cemeteries:**

St Martins: Awaiting quotations for repairs to boundary wall.

**Christmas Lights sub-committee:** No news of the 2022-2023 action plan.

**Community Garden:** Action plan for 2023-2024 is being written.

**Events:** The Chairman asked to call a meeting as soon as possible to write an action plan for 2023-2024.

**Maintenance of the website and social media**

The Clerk be asked to update the Councillors' photographs on the website and add a short profile for each Councillor. After a wide-ranging debate about the purpose and contents of social media, it was thought best that before a decision was made on the type of service HTC required a task and finish group be set up to explore all aspects of this subject.

**Resolved**

- i. Trial "Meet your Councillor"**
- ii. A task and finish group be set up to recommend what the content for the website and Facebook page would be best for HTC**

**Items for next agenda**

- Action Plans 2023-2024

**With no further business to consider, the meeting was closed.**

It was agreed to amend the resolution for Maintenance of the website and social media from "type of" to "the content for the". With a Task and Finish Group to be appointed at the next committee meeting.

**Resolved**

**The minutes of the Management, Strategy and Estates Committee meeting held on 8 November 2022 were accepted as a true record with the amendment**

**b) Minutes of the hybrid meeting of the Personnel, Policy and Finance Committee held on Thursday 10 November 2022 at 6pm in the Old Wool Market**

<b>Present</b>	Cllr J Twigg Cllr J Brady Cllr J Hackett Cllr K Jones J Raymond A Manning	PPF Committee Vice Chairman  Town Clerk Administration Officer
<b>Observer</b>	Cllr P Johnson	
<b>Apologies</b>	Cllr A Brooker Cllr A Buckfield Cllr H Lewis Cllr M Lewis Cllr J Owens	Chairman of Council / Mayor - Ex-officio  PPF Committee Chairman

**Declarations of interest from Members**

<b>Agenda Item</b>	<b>Member</b>	<b>Interest</b>	<b>Nature of interest</b>
Applications for financial Assistance i. Portfield Recreation Committee ii. Haverfordwest Racecourse (Public Park) Trust	Cllr J Twigg	Personal	Council appointed member on both committees

**Report of the last meeting**

It was noted that Cllr K Jones was present at the last meeting but missing from the list of attendees. No amendments can be made to the minutes as they have been accepted by Council as a true record.

**Accounts to 30 September 2022**

**Resolved**

**Accounts to 30 September 2022 were accepted**

**Draft 2023-2024 Budget**

Work on the draft budget is ongoing.

**Policies and Procedures**

**i. The Finance and Governance Toolkit**

It was agreed for the Town Clerk to complete Stage 1 and on completion, it is to be reconsidered.

**ii. Volunteer Policy**

It was agreed to defer progressing this item until February 2023, to allow more time to source information.

**Resolved**

**Agreement for:**

- **The Finance and Governance Toolkit – Town Clerk to complete Stage 1**
- **Volunteer Policy to be considered in February 2023**

### Applications for Financial Assistance

- i. **Portfield Recreation Committee**  
It was agreed to request further information as listed in the Service Level Agreement Policy.
- ii. **Haverfordwest Racecourse (Public Park) Trust**  
It was agreed to request further information as listed in the Service Level Agreement Policy.
- iii. **Cylch Ti A Fi Hwlffordd**  
Item deferred to next meeting.
- iv. **Haverhub CIC**  
Item deferred to next meeting.

**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**

### Staffing Matters

No recommendations made.

### Items for next agenda

No items requested.

**The meeting closed at 6.31pm.**

**Resolved**

**The minutes of Personnel, Policy and Finance Committee meeting held on 10 November 2022 were accepted as a true record**

## 2295 Community Garden

### a) Quotations

Refer to Full Council minutes of 27 October 2022 page 89/22 item number 2278; under these minute numbers, a resolution was made to spend £8,669.19 net on the supply and construction of raised beds. Due to an administration error, the incorrect figure was presented to Council and the Contractor advised that his quotation had been accepted. The correct amount is £10,403.00 net. All voted in favour to accept the correct quotation from Simply Wood to supply and construct raised beds at a cost of £10,403 net.

The quotation for the installation of a concrete base for the polytunnel at a cost of £3,619.24 including VAT from Bevan Construction was accepted.

All voted in favour for plenary powers to be given to the Management, Estates and Strategy Committee to approve all spends for the Haverfordwest Community Garden project up to the maximum remaining budget of the grant awarded by National Lottery Heritage Fund, within the guidelines of the award.

### b) Updates

The shed with slab base has been installed on site. Information was shared about an upcoming event on how to create a Community Interest Company. The land owner, Wales and West Utilities Limited, have confirmed that the land is a no dig site.

**Resolved**

**Simply Wood to supply and construct raised beds in the Haverfordwest Community Garden at a cost of £10,403.00 net**

**Bevan Construction to construct a concrete base for the polytunnel at a cost of £3,619.24 including VAT**

**Management, Estates and Strategy Committee has plenary power to approve spends for the Haverfordwest Community Garden project within the budget and parameters of the grant awarded by the National Lottery Heritage Fund**

**2296 Outside Bodies****a) Consider appointments**

See updates.

**b) Updates**

Cleddau Reaches Project: Discussion about the community garden being a possible asset under this project. When the bridge from the clock tower to the Western Quayside is replaced, it has been suggested that the old one is used on the riverside pathway from Priory Ruins to Priory Saltings.

Flagship Heritage Initiative: No update.

Garth Community: No update.

Haverfordwest Business Circle: No update.

Haverfordwest Pool Trust: Funds have been given to a number of sporting individuals at the last meeting.

Haverfordwest Racecourse (Public Park) Trust: No update.

Haverfordwest Skatepark Association: No update.

One Voice Wales Pembrokeshire Area Committee: No update.

Pembrokeshire County Council Working Better Together: No update, it is hoped that a meeting will take place in the future.

Portfield Recreation Committee: Councillor Bob Simister was appointed.

Sir John Perrot Trust: No update.

Haverfordwest Town Museum: No update.

Haverfordwest Town Team: No update.

Haverfordwest Transition: Councillor Evans and Councillor Pearce were appointed.

Haverfordwest Twinning Association: No updates.

William Vawer Trust: At the last meeting, an update on the investment portfolio was given.

Haverfordwest Youth Forum: Current affairs are of interest to the young people, along with the cost of living. Looking at more meals for people in town over the festive period. They appear to be proud of the skatepark. The Picton Centre is the ideal location for youth club and supporting services. The group were interested and asked questions about the proposed developments at the Castle. Anyone can attend the meetings that are held every Tuesday at 5pm in the Picton Centre. Councillor Jones is interested in becoming a representative which is dependant on the number allowed by permission of the forum, all were in agreement of his appointment.

**Resolved**

**Appointments and updates from Outside Bodies were accepted**

**2297 Accounts for payment**

All voted in favour of approving the accounts for payment and acceptance of receipts for October 2022.

**Resolved**

**October 2022 accounts totalling £26,785.14 including VAT were approved for payment and receipts totalling £1,312.44 excluding VAT were accepted**

**2298 Old Wool Market**

All matters are progressing well.

**2299 Items for next agenda**

No items for next agenda.

Mayor reminded everyone that the Civic Carol Service will be held on Monday 19 December 2022 at 7pm at St Mary’s Church, along with the reception afterwards.

**With no further business to consider, the meeting ended at 7.20pm**

**Chairman of Council / Mayor**

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**Signed**

**Proper Officer / Town Clerk**

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**Signed**

**Date**

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