

**Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee  
held on Thursday 9 November 2023 at 6pm in the Old Wool Market**

<b>Present</b>	Cllr H Lewis Cllr J Brady Cllr K Jones Cllr M Lewis Cllr J Owens Cllr R Thomas Vanessa Lewis Camacho	PPF Committee Chairman    Chairman of Council / Mayor - Ex-officio Town Clerk
<b>Apologies</b>	Cllr A Brooker Cllr J Hackett	
<b>Observer</b>	Cllr P Lewis Members of the public	

**Declarations of interest from Members**

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

**Update of the previous meeting**

- 1) Accounts to 31 August 2023 were accepted at Full Council.
- 2) Bully and Harassment Policy was adopted at Full Council.
- 3) Standing Orders – NALC revised version May 2023 – Cllr P Lewis noted two areas which the established Task and Finish Group were still reviewing and agreed that an update paper would come to the December PPF meeting.
- 4) The grant awarded to Paul Sartori Foundation Ltd was approved at Full Council.

**Accounts to 30 September 2023**

In the absence of a breakdown behind the items within the financial statement Cllr R Thomas raised a number of queries on the financial statements (some to aid his understanding as a returning Councillor) which the new Clerk agreed to take away (in detail) and respond separately to Cllr Thomas and Council members, as appropriate. It was noted that the new Clerk (nor the other interim staff) did not yet have access to the existing accounting software and therefore could not currently support the information behind the financial statement entries printed off by the former Clerk for the period in question. An initial view is that there are better financial software packages available which can provide better reporting to Council, including a breakdown, and that this is being given priority, alongside taking control of the bank account (online banking) to be able to pay third parties and meet the Council's payroll obligations.

<b>Recommendation</b>	<b>Accounts to 30 September 2023 were accepted subject to the queries raised by Cllr R Thomas.</b>
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**The Sheriff's Weekend – September 2024**

Cllr H Lewis noted that it was the Council's turn to host this two-night event next year, which is attended by each town/City Sheriff (approximately 17, plus partners), during the last weekend in September. While attendees fund their own travel/hotel accommodations, Cllr M Lewis noted that the Council would be responsible for laying on a formal dinner, and lunch, and provide token gifts (latter to the Sheriff's only). An amount had been included in the budget to cover the event however Cllr M Lewis proposed that this is increased by £4,500 to £7,000, which was seconded by Cllr K Jones to cover expenditure.

Recommendation	The budget set aside for the Sheriff's event to be hosted by the Council in September 2024 be increased to £7,000.
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### Financial Support - Lifepoint Church Pembrokeshire

The application requested a donation of £500 towards providing food hampers for struggling families and to host a Christmas fun event for them which will include a nativity parade, songs and carols, activities and food, run by the leaders and volunteers from Lifepoint Church and other local churches. It was agreed to donate the sum of £500 under the Local Government Act 2000 Section 2.

Recommendation	The Lifepoint Church Pembrokeshire be awarded a grant of £500.
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### Items for next agenda (brought forward on agenda for staffing to be last item):

- 1) Standing Orders review update
- 2) Sheriff weekend 2024 preparation
- 3) Haverfordwest Civic Society – blue plaques (referred from MES Committee)
- 4) Youth involvement (Pembrokeshire Youth Team) (referred from MES Committee)
- 5) Preparation for 2024-25 Budget

*Members of the public left at 6.35pm.*

### 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**

Council members welcomed the new Clerk, who had been appointed as the Deputy Town Clerk prior to applying for the Town Clerk vacancy when it was advertised, and discussed the current transition arrangements which were felt to be working well. Cllr J Owens asked Council members for their patience and support while the new Clerk and her interim support establish and embed the new administration.

**The meeting closed at 6.44 pm**