



5 January 2024

Dear Member

You are summoned to attend a hybrid meeting of the **Personnel, Policy and Finance Committee** to be held at the Old Wool Market on **Thursday 11 January 2024 at 6.00pm** for the transaction of the business set out in the agenda.

Members will be sent a link if they wish to attend remotely. Members of the public may request attendance at the meeting via email at which time a link to join the meeting remotely, should they wish, will be sent to them.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Vanessa Lewis Camacho'.

Vanessa Lewis Camacho
Town Clerk and Financial Officer

Agenda

1. Apologies for absence
2. Declarations of Interest
To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. Matters arising from the minutes of the meeting held on 5 December 2023:
 - 3.1) Sheriff's weekend 2024 – Confirm membership of Task & Finish Group
 - 3.2) Haverfordwest Civic Society – Blue Plaques update
4.
 - 4.1) Update on Accounts preparation since Full Council Meeting held on 21 December 2023
 - 4.2) Submission of 2024-25 Precept by end of January 2024
 - 4.3) Recommendation to adopt 'Scribe Accounts' as an alternative accounting software
5. Review of Audit Wales – Audit Opinions for financial years ended 31 March 2023 and 2022 and to ensure appropriate governance processes are in place for financial year to end 31 March 2024.
6. Application(s) for financial assistance – NB No applications have been received at the time of issue of this Notice
7. Staffing Matters – including matters for delegation to Staffing Committee
8. Item(s) for next agenda