

**Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee
held on Thursday 8 February 2024 at 6pm in the Old Wool Market**

Present	Cllr John Hackett Cllr J Brady Cllr K Jones Cllr J Owens Cllr R Thomas	Chairman of Council / Mayor - Ex-officio
In attendance	Vanessa Lewis Camacho	Town Clerk
Apologies	Cllr A Brooker, Cllr H Lewis (PPF Committee Chairman), Cllr M Lewis	
Observers	Cllr P Lewis Members of the Public	

In the absence of Cllr H Lewis, the meeting agreed that Cllr J Hackett, who was present in person, chair the meeting.

Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
No declarations			

Updates on matters arising from the minutes of the last meeting held on 11 January 2024 (approved by Full Council on 25 January 2024)

2024 National Sheriffs' Association AGM (being hosted by Council in Haverfordwest end-September) – the first meeting of the Task & Finish Group (T&FG) was held on 31 January. Contrary to the agenda (item 3.1), the Management, Estates and Strategy (MES) Committee, which met on 6 February 2024, requested that updates on this event are brought to this Committee. As no update had been provided at MES, Cllr R Thomas provided a brief update on proposed venues for the Friday evening (reception), dinner on the Saturday evening (which will follow the AGM and afternoon tour for up to 130 visiting delegates) and Sunday church service, which concluded the weekend activities. Cllr P Lewis (observer) noted that St Mary's church held the Mayor and Sheriff seats and, with it also being the Mayor's church, it would be ideal for the Sunday service (versus St Martin's church which had been suggested). Cllr R Thomas noted that the next steps will be to write to the National Sheriffs Association to confirm the dates and outline programme. The T&FG will meet on a rolling 4 weekly basis, as required, and will bring its final recommendations to Full Council in due course.

Haverfordwest Civic Society Blue Plaques – the Clerk confirmed she would be arranging to have a further discussion with the Secretary of Society to agree the basis and time period over which financial support from the Council for replacement plaques in the town will be provided.

Update on Accounts since Full Council Meeting on 25 January 2024 and Progress with 2024-25 Budget and Precept preparation

The Clerk confirmed that the accountant had updated the financial information in Edge Accounting system to 31 December 2023 and was in the process of reconciling and validating this. He would continue to input the information for January onwards until further notice. It was anticipated that at the next PPF meeting, the Committee would return to receiving a full set of accounts in an improved format.

The availability of the information had enabled the Clerk to work on an assessment of Council income and expenditure and reserves for the 2024-25 Budget and Precept discussions with a working group of Council (including the Mayor, PPF Chair, Cllrs P Lewis and R Thomas, and the Clerk) which was scheduled to meet the following day. A paper would then be circulated to Council member in advance of the Special Meeting of Full Council called by the Mayor for the purpose of approving the 2024-25 Budget and Precept on Tuesday 13 February 2024 at 6.00 p.m.

Application for Financial Assistance – Sea Cadets & Royal Marines Cadets (Sea Cadets)

Cllr J Owens noted that the Sea Cadets had attended the Beating of the Bounds in 2023 and expressed interest in strengthening their links to the Admiral of the Port of Haverfordwest. It was anticipated therefore that they would wish to attend this year's event also. After discussion, subject to the Clerk receiving a reference or supporting letter from an organisation based in/or individual living in Haverfordwest to support the Tier 1 grant application submitted for Council to be satisfied that the activities of the Sea Cadets contribute to the wellbeing of the town and its people (given their base was outside of the town but taking into account the wider catchment areas of their volunteers), a grant award of £500 towards the Sea Cadet's 'new workshop' project was proposed by Cllr K Jones and seconded by Cllr J Hackett. Other Committee members voted in favour of this proposal.

Recommendation:	That the Sea Cadets be awarded a grant ward of £500 subject to Council receiving a satisfactory reference or supporting letter as outlined above.
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Items for next agenda:

No new items proposed at the meeting.

Staffing Matters

None at this time, subject to a meeting of the Staffing Sub-Committee.

The meeting closed at 6.18 pm
