

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 March 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr J Owens Cllr M Lewis Cllr J Brady Cllr J Hackett (online) Cllr H Lewis Cllr P Lewis Cllr T Moses Cllr S Pearce Cllr B Simister Cllr R Thomas Cllr R Thomas Turner (online)	Chairman / Mayor Vice Chairman / Deputy Mayor	
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In attendance V Lewis Camacho Town Clerk

Observers Members of the public

2508 Apologies

Apologies for absence were received from Cllrs C Black, A Brooker and Kevin Jones.

2509 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2523	Cllr P Lewis Cllr R Thomas	Personal	Trustee(s) of Haverfordwest Racecourse Public Park Trust (HRPPT)

2510 Questions from Members of the Public

There were no questions from the public.

2511 Minutes of previous meeting(s)

- a) **Full Council meeting held on 22 February 2024**
The minutes were accepted as a true record.
- b) **Updates on the minutes of the Full Council meeting held on 22 February 2024**
No updates to note.
- c) **Emergency Committee meeting held on 27 February 2024**
The minutes were accepted as a true record.

2512 Mayor's correspondence and updates

Mayor noted the Sheriff's attendance at the St. David's Day Parade in the town on Friday 1 March, her attendance at Ysgol Caer Elen's Annual School Awards evening on 6 March, and at the Riverside Library's Poet Laureate Library Tour, together with viewing of the lyrical life of Dylan Thomas exhibition, also attended by the Clerk and the Sheriff, on 8 March 2024.

2513 Planning Applications

Council noted the new applications received since the date of last meeting on 22 February 2024:

Ref No: 23/0946/PA	Change of use from flat plus children's nursery to private dwelling.
Ward: Castle	Bilton Cottage, North Gate, Crowhill, Haverfordwest, SA61 2HN
Resolved	No objections

Ref No: 23/0985/PA	Erection and annexe and garden building (in retrospect).
Ward: Priory	Priory Farm, Hammond Avenue, Haverfordwest, SA61 1SE

Resolved	No objections
Ref No: 23/0907/LB	Conversion, extension and demolition to the former prison to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, cafe and shop and associated works.
Ward: Castle	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest
Resolved	No objections

Ref No: 23/0910/CA	Demolition of Dwellinghouse
Ward: Castle	The Grove, St Thomas Green, Haverfordwest, SA61 1QW
Resolved	No objections

Ref No: 23/0967/PA	Construct rear single storey extension
Ward: Garth	80, Hawthorn Rise, Haverfordwest, SA61 2BB
Resolved	No objections

Ref No: 23/0931/LB	Replace window openings
Ward: Castle	Old Grove House, 95, Hill Street, Haverfordwest, SA61 1QL
Resolved	No objections

Council noted the Planning Decisions received since the date of last meeting on 22 February 2024

Ref No: 23/0746/PA	Proposed parking area to front garden and new vehicular access
Ward: Portfield	42, Haven Road, Haverfordwest, SA61 1DX
Notification of Planning Decision	Conditionally Approved on 8 February 2024

Ref No: 23/0914/PN	Prior notification
Ward: Castle	Haverfordwest Community Education Centre, Dew Street, Haverfordwest, SA61 1ST
Notification of Planning Decision	Refused on 20 February 2024

Ref No: 23/0912/PN	Prior notification
Ward: Castle	The Grove, St Thomas Green, Haverfordwest, SA61 1QW
Notification of Planning Decision	Planning Application Required. Decided: 20 February 2024

Ref No: 23/0797/PA	Replacement Window Openings
Ward: Castle	Flat 1, 8 Upper Market Street, Haverfordwest, SA61 1QA
Notification of Planning Decision	Conditionally approved on 23 February 2024

Ref No: 22/1174/PA	Ground floor rear extension
Ward: Garth	94, City Road, Haverfordwest, SA61 2RR
Notification of Planning Decision	Conditionally approved on 23 February 2024

Ref No: 23/0830/PA	Demolish existing conservatory and erection of new extension
Ward: Prendergast	58, Linsway Park, Haverfordwest, SA61 2QP
Notification of Planning Decision	Conditionally approved on 27 February 2024

Ref No: 23/0775/PA	Change of use from commercial to residential
Ward: Castle	34, High Street, Haverfordwest, SA61 2DA
Notification of Planning Decision	Conditionally approved on 28 February 2024

Ref No: 23/0848/PA	Erection of boundary fences and gates
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Ward: Prendergast	Pembrokeshire County Council, 1, Cherry Grove, Haverfordwest, Pembrokeshire, SA61 2NZ
Notification of Planning Decision	Conditionally approved on 29 February 2024
Ref No: 23/0800/PA	Replacement and upgrade of windows to meet Building Regulations and fire escape
Ward: Castle	Flat 1, 2A, Holloway, Haverfordwest, SA61 2JL
Notification of Planning Decision	Refused on 7 March 2024
Ref No: 23/0590/PA	Facade renovations and enhancements, and internal alterations on the ground floor to generate two independent retail units with change of use to A1 shop A2 office and /or A3 food and drink classes.
Ward: Prendergast	Bridgend Inn, 15, Bridgend Square, Haverfordwest, SA61 2ND
Notification of Planning Decision	Conditionally approved on 11 March 2024
Ref No: 23/0810/PA	Window Replacement
Ward: Castle	Old Grove House, 95, Hill Street, Haverfordwest, SA61 1QL
Notification of Planning Decision	Conditionally approved on 12 March 2024
Ref No: 23/0731/AD	Erection of two x Illuminated projection signs
Ward: Castle	Wilton House, 6, Quay Street, Haverfordwest, SA61 1BG
Notification of Planning Decision	Conditionally approved on 14 March 2024
Ref No: 23/0799/PA	Replacement Window Openings
Ward: Castle	1-19, Holloway, Haverfordwest, SA61 2JL
Notification of Planning Decision	Conditionally approved on 14 March 2024

2514 Committee Minutes

a) Management, Estates and Strategy Committee Meeting held on 5 March 2024

Priory Saltings

Cllr P Lewis noted that he had approached Pembrokeshire County Council officers to visit and view the steps leading to the Board Walk and to provide their opinion on whether these without a handrail conflicted with modern legislation. He would report their findings back to Council in due course and depending on what these findings determined, he would re-consider his view on the safety aspect of the entrance to the Saltings via the Priory Ruins entrance. A further discussion led by Cllr B Simister ensued on the addition of a handrail, which was felt could make the Saltings more inclusive to some, albeit the views as regard safety without a step handrail remained divided for reasons previously given, and clarification on the timing of the proposed works being completed once the weather was better, prior to which additional quotes would be obtained to consider the replacement of the boardwalk versus laying hardcore. Cllr B Simister recommended that the Saltings be opened now pending the proposed improvements.

Cllr P Lewis counter proposed that the decision to re-open the Saltings is delayed until the appropriate work at each entrance, including access from Priory Ruins side, is completed which would include addressing his concern about not fitting a hand rail to the steps. Cllr P Lewis motion was put to the vote. Three voted in favour, six voted against and one abstained. Cllr Tom Moses proposed that the Saltings is re-opened with appropriate signage at both entrances pending improvement works (currently excluding steps handrail) when the weather improves, subject also to receiving further quotes for alternative options for replacing the boardwalk. Six voted in favour, three against (Cllrs P Lewis, H Lewis and R Thomas), and one abstained.

Replacement railings and gates at Upper Prendergast Cemetery

Clerk outlined the detail of the three quotations (Suppliers X, Y and Z) received for this work and recommended that the quotation for £8,682 (excluding VAT since Supplier Z was not VAT registered), with a deposit of £5,162 payable to cover the cost of materials when confirming the

order, which was proposed by Cllr B Simister and seconded by Cllr P Lewis and voted all in favour.

Picton Centre Lease

The Clerk had made a clear request for a resolution by 31 March 2024. County Cllr Tim Evans (in attendance) provided an update from PCC on the status of the lease signing and payment to the Town Council of monies due since occupation by the Edge Youth Service on 1 April 2022. This suggested there was disagreement within departments at PCC to the Heads of Terms, on which basis Council had allowed PCC to occupy the premises in good faith not being agreed, and the market valuation undertaken for the rent, which was new news to the Clerk and Council. Subject to seeking legal advice, Cllr M Lewis proposed that a letter is sent to PCC stating that if the matter is not resolved by 1 May 2024, the property will be locked up. This was seconded by Cllrs R Thomas, P Lewis and R Thomas-Turner.

Resolved: To confirm the minutes as a true record and accept the recommendations of the Management, Estates and Strategy Committee meeting held on 5 March 2024 (attached hereto as Appendix 1). All voted in favour.

Resolved: Re-open the Boardwalk with appropriate signage at both entrances pending improvement works (currently excluding steps handrail) when the weather improves, subject also to receiving further quotes for alternative options for replacing the boardwalk.

Resolved To award the work to replace the railings at Upper Prendergast Cemetery to Supplier Z for a total cost of £8,682 and the payment of deposit to cover materials when confirming the order.

Resolved Community Garden to be sub-let to Grwp Resilience. Clerk to discuss management arrangements with Vicki Moller for this to be documented by way of a management agreement.

Resolved Letter to be sent to PCC to advise that if the matter of the lease for the Picton Centre and monies due to the Town Council since the occupancy by PCC are not settled by 1 May 2024, the property will be locked up.

Resolved Clerk to review size and further costings of salt bins as well as provision strategy, including seeking clarity on reliance of volunteers to set the grit down, with PCC and to bring update back to MES for further consideration in due course.

b) Personnel, Policy and Finance Committee Meeting held on 5 March 2024

Resolved: To confirm the minutes as a true record and accept the recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 7 March 2024 (attached hereto as Appendix All voted in favour.

Resolved: Grant payment of £500 is awarded to Haverfordwest RFC Under 8's Team. Proposed by

Cllr P Lewis, seconded by Cllr M Lewis. All voted in favour.

Resolved:

That the vacancies for a second Mace Bearer and a Sword Bearer are advertised and that the allowance paid per event is increased to £50 (£75 for full day civic event). Proposed by Cllr P Lewis, seconded by Cllr J Brady. All voted in favour.

2515 Nominations to Office for the 2024-25 Civic Year

Cllr J Owens reminded Council that pursuant to the Standing Orders no nominations were requested or received for the Mayor Elect as Cllr M Lewis had confirmed his willingness to accept the office of Mayor. There had been one nomination only for Cllr R Thomas as Deputy Mayor Elect, and two nominations for Sheriff in favour of Cllr J Owens and Cllr R Thomas-Turner, which meant the latter would be put to a ballot by those Members present in person.

The ballot was in favour for Cllr J Owens to be appointed as Sheriff for the 2024-25 civic year, with seven votes in favour, two against and no abstentions.

Resolved

Cllr M Lewis is appointed as Mayor-Elect for the 2024-25 civic year

Resolved

Cllr R Thomas is appointed as Deputy Mayor-Elect for the 2024-25 civic year

Resolved

Cllr J Owens is appointed as Sheriff-Elect for the 2024-25 civic year

2516 Civic Events

Mayor-making would be held on Friday 24 May with a service at Bethesda Church at 11 a.m. following by a ceremony at the Pavilion at the Showground, Haverfordwest. Ways of making this more of an inclusive event was raised by Cllr T Moses however Cllr P Lewis advised that this is one event where, once elected, the Mayor shows appreciation to friends and families and local organisations who have made contributions to the town as a way of saying thank you. Cllr J Owens noted that in her role as Sheriff she intended to involve the youth more by implementing a programme starting with schools to attend/visit Old Wool Market Chambers and learn about the civic year and Council activities. Council expressed interest in pursuing ways to encouraging the youth to become Councillors.

Cllr J Owens noted that civic robes and chains needed to be returned to the Clerk by the next meeting on 18 April, for cleaning and checking prior to handover at Mayor-making. Clerk will communicate this via email to the Sheriff who was not present at the meeting.

2517 Old Wool Market

Resolved:

Task & Finish Group to report outcome of their deliberations to Full Council at earliest opportunity. Proposed by Cllr P Lewis and seconded by Cllr R Thomas. All in favour.

2518 Summer Bunting in the Town

Clerk noted progress with the Enhancing Pembrokeshire Grant (EPG) where the initial expression of interest application had been approved for the £15,000 requested. A summary of the next steps was shared including obtaining best value quotations for the bunting to submit with the Full Application. As part of application, Council would be required to match up to 20% (currently £3,000), the exact amount to be confirmed in due course. All efforts are being made to erect the bunting in May which was welcomed by the members of the Business Circle.

Resolved:

To proceed with the Enhancing Pembrokeshire Grant funding full application with Council match funding up to 20% of the final amount requested currently £3,000.

2519 Picton Centre Lease to Pembrokeshire County Council

This agenda item was discussed under Minute 2514 a) above.

2520 Correspondence received from Lloyds Banking Group on closure of Halifax Building Society Branch

Council noted the correspondence notifying the intended closure of the branch in August 2024.

2521 Outside Bodies – Appointments and updates

Bridge Meadow Trust Haverfordwest	Trust Annual Meeting being convened after this Full Council meeting.
Cleddau Reaches Project	Next meeting scheduled for August.
CWBR Youth Project (and all other youth projects) / Youth Forum	Cllr R Thomas-Turner noted charity bingo event held at the Picton Centre which raised £341 for the Skatepark.
Flagship Heritage Initiative	Cllr R Thomas-Turner had attended a meeting held at the leisure centre with Morgan Sindall which discussed the Castle development phases. Lighting around castle was noted with stakeholders saying not enough lighting. Town Council liaising with PCC as still currently funding.
Haverfordwest Business Circle	Cllr S Moses noted items discussed at recent meeting including town bunting and the poor state of notice boards in the town. Potential for repair/replacement. Clerk noted this was on radar.
Haverfordwest Pool Trust	County Cllr Tim Evans had not attended the last meeting but noted that grants are awarded to people in the County, primarily in the town catchment.
Haverfordwest Racecourse (Public Park) Trust	Cllr R Thomas noted next meeting was 4 April and AGM in May
Haverfordwest Skate Park	Cllr T Moses he was looking at projects which Council could hopefully support ie building capacity
One Voice Wales – Pembs Area Committee	Cllr J Owens: next meeting being hosted at Old Wool Market on 11 April
PCC – Working Better Together Seminars	Next online meeting is 26 March 2024 then in May
Portfield Recreation Committee (PRC)	Cllr P Lewis noted grant improvements to lower racecourse (hedges, ditches and pedestrian access).
Sir John Perrot / William Vawer Trust(s)	Had discussed housing issues. Pat Swales Barker is liaising with Clerk on blue plaques support. Possible 50/50 arrangement with John Perret Trust.
Haverfordwest Town Museum	Cllr P Lewis - Pop up Museum at Riverside official opening on 25 April. New CIO will take over from Trustees. Plans for better relationship between Town Council and museum.
Town Team	Cllr R Thomas-Turner engaging with uniform services to build engagement team. Noted Councillor surgeries getting busier and more interest in a community forum format.

Resolved: **Proposal from Clerk to be brought to MES Committee for the replacement / location of notice boards in the town to accommodate community as well as Council business. Proposed by Cllr R Thomas and seconded by Cllr T Moses. All voted in favour.**

2522 Approval of Accounts for Payment

All voted in favour of approving the accounts for payment in March 2024 totalling £58,386.09 (inclusive of VAT) which excluded rates payable from 1 April 2024 for the Picton Centre.

Resolved: **March 2024 payments totalling £58,386.09 including VAT were approved for payment.**

2523 Financial Assistance request from Haverfordwest Racecourse Pubic Park Trust (HRPPT) for Tractor Storage Shed

Cllr P Lewis and R Thomas noted their interest as Trustees of the HRPPT but were allowed to remain in the room. Council discussed the request from the Secretary of HRPPT who had met with the Clerk to explore potential support by Council for the Tractor Shed extension. It was clear that there were a number of options available to HRPPT to reach their target and it was agreed that the Trust be asked to make a specific request to Council for further consideration which it would be prepared to consider. In doing so, Council would be supporting the stakeholders of the Racecourse more widely ie Park run, Junior Football.

Resolved **HRPPT to submit a funding request to Full Council's next meeting in April.**

2524 Approval of Expenditure for St Martin's Cemetery Wall and Upper Prendergast Cemetery Railings and Gates

Council approval for the order of work to the Upper Prendergast Cemetery railings and gates was discussed under minute 2514 a). For the work to the inner wall at St Martin's Cemetery the Clerk had gone out for three quotes but only one quote was received for £13,680 + VAT. The work would be completed by a local stonemason firm known for their work in the town. Cllr M Lewis proposed and Cllr B Simister seconded that this quotation be approved for the work to be completed. All voted in favour.

Resolved **Quotation for repair to the inner wall at St Martin's Cemetery in the amount of £13,680 + VAT is approved.**

2525 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**

Members of the public left the meeting at 7.45 pm. Clerk left the room briefly.

Resolved: **Deputy Town Clerk to be recruited to provide permanent support and resilience to the clerk. Meeting between the Chair of PPR and the Clerk to be arranged to discuss Clerk's Contract.**

Resolved

**Condolences from Council to be sent to Narberth
Town Council in respect of the passing of Cllr Sue
Rees, Deputy Mayor.**

With no further business to consider, the meeting ended at 7.55 pm.

Chairman of Council / Mayor	Signed
Proper Officer / Town Clerk	Signed
Date	

APPENDIX 1

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 5 March 2024 at 6pm in the Old Wool Market

Present	Cllr B Simister Cllr J Owens Cllr C Black Cllr P Lewis Cllr R Thomas-Turner Cllr T Moses Vanessa Lewis Camacho	MES Committee Chairman Chairman of Council / Mayor - Ex-officio Town Clerk
Apologies	Cllr S Pearce	MES Committee Vice-Chairman
Observers	Cllr R Thomas Members of the public	

Cllr B Simister welcomed everyone to the meeting. Council Members who normally attended as observers and who had sent their apologies included Cllr(s) Helen and Martin Lewis.

Declarations of interest from Members

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

Matters arising from minutes of the last meeting held on 6 February 2023 and following Full Council (FC) meeting held on 22 February and Emergency Committee held on 27 February 2024

The Priory Saltings

Since the FC decision on 22 February to block off access from the top of the steps at the Saltings leading down to the route beyond the board walks and pathway running along the river to the Priory Ruins, which is also very muddy at certain times of the year, the Clerk noted that additional information had been received which supported the concerns raised at the FC meeting about the ownership and responsibility for this pathway. PCC Legal team had commenced proceedings to invite members of the public to evidence their usage, in a user statement and on a map of the entire Saltings area including the Priory Ruins, which would support an application by PCC Legal team to register the pathway as a Public Right of Way. This would enable the Cleddau Reaches Project to make improvements to this area. Cllr J Owens and B Simister had also visited the Saltings to view the steps and board walk area, taking in the route from the Priory Ruins. Finally, while still relatively new in role, the Clerk had since located and included a copy of the Council's Biodiversity Report (2022), which new Councillors may not have seen previously, within which the Council's interest in the Priory Saltings as one of its green spaces and its partnership with the Cleddau Reaches project aspirations are noted as key. The Clerk also noted that insurers had responded to say that they were not able to comment on the Council's latest risk assessment of the Saltings but confirmed that providing that a thorough risk assessment has been conducted and appropriate and necessary measures to mitigate the risk identified implemented, the Council's public liability cover will apply.

Cllr P Lewis noted that currently the Town Council had no authority or responsibility for the land from Prior Ruins to the entrance to the Saltings and assumed PCC would put up a sign to warn the public of any possible dangers along the lines of the one erected by CADW relating to the ruins. Also, should disagreement continue on the safety of the steps, he would change his stance if the absence of a handrailing passes relevant legislation. He intended to seek assurance of this from PCC's disability officer. Cllr T Moses reiterated that since the original Risk Assessment undertaken in 2021, any recommendation to instal a handrail was deemed to be low risk. Cllr J Owens noted that the steps have never had a handrail and having viewed them during her visit, did not feel they were necessary as the steps are fitting of the type found in a nature area such as the Saltings. She recommended that the proposed improvement work is carried out once the weather is better (which would remove the cost of having to board the area for machinery/equipment to access the area to put aggregate down) and noted that the area was not deemed

closed by members of the public who continue to use it. Members of the public who had mobility issues in particular wheelchair users, or indeed those with pushchairs, would not consider using the area if appropriate signage as to suitability is installed.

Cllr P Lewis proposed a motion that once the gravel is placed at the Clay Lanes entry/exit the nature reserve should be reopened to the public for use by members of the public. Once the remedial work at the Priory entrance/exit is completed (totally repaired path and suitable railings for the steps) the nature reserve should be reopened for use by members of the public. Prior to each opening a sign should be put at the entrance to say "Visitors are advised to be very careful when using this amenity as the surface of the designated paths are undulating in nature." This was not seconded.

Cllr T Moses noted again that the risk assessment had perhaps adopted a more 'belt and braces' approach and had included the route under the bridges along the river. For example, mentioning the handrail provided unnecessary information. The risk assessment could be redone but he felt this would be a waste of public money.

Cllr R Thomas-Turner proposed that as previously discussed and now recommended in the Clerk's paper that appropriate signage is put up, agree to get the improvements done, in order to get the Saltings up and running again. Cllr J Owens mentioned that since FC meeting on 22 February and following her visit to the site with Cllr Simister with the Clerk and Groundsman, the intention is to obtain a second quote for the improvement work.

Cllr R Thomas noted he had no objection to opening the Saltings and that it appeared to be the handrail issue which is preventing this.

Cllr T Moses proposed a motion to recognise new information was available since the Council's decision to block of access at its 22 February meeting; appropriate signage is put in place at all entrances/exits to the Saltings before re-opening the site; the adjustment to one riser on the steps down to the board walk is made and gravel on the steps is maintained; that no handrailing is necessary on the steps (therefore not good use of public money), and the work to replace the board walk and adding gravel around the kissing gate, is completed when weather conditions are more appropriate. This was seconded by Cllr R Thomas-Turner. Three members voted in favour, one voted against, and one abstained.

Recommendation:	Following new information available to Council's decision on 22 February 2024 that the above motion proposed by Cllr T Moses and seconded by Cllr R Thomas-Turner, and which received a majority vote in favour by Members of MES, is made to Full Council.
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Sports Pavilion – noted that the Emergency Committee held on 27 February had approved the quotation to replace the unsafe height restriction barrier which will be carried out as a priority.

Old Wool Market – Cllr P Lewis asked why the Task & Finish Group (T&FG) does not report on latest developments directly to Full Council. [Post meeting note: Clerk confirms that while OWM forms part of the MES Committee 'Estates' remit, the OWM T&FG, according to the current Committees, Sub-Committees and T&FG Terms of Reference document reports to Full Council.]

2024 Sheriffs' Association AGM (hosted by Town Council – September) as this is a hosted event outside of the usual Town Council event calendar, noted that the activity of this T&FG will report through the Personnel, Policy and Finance Committee.

Terrence Higgins Trust Memorial Garden – as noted at Full Council meeting on 22 February, the Trust took an economic decision not to re-locate the garden to Haverfordwest.

Updates on other matters relating to:

Christmas Lights Sub-Committee – contract re-tender – Clerk acknowledged that this Sub-Committee needs to meet and a time was being set for this to take place week commencing 11 March. Cllr R Thomas-Turner noted that the Pastor of Lifepoint Pembrokeshire Church has expressed an interest in collaborating with the Council around Christmas events. Cllr Thomas-Turner noted that he attended this Church and

so would need to declare his interest at any future discussions pertaining to it. Meanwhile, he was asked to refer any further inquiries to the Clerk.

Summer Bunting – while not an MES agenda item, Cllr P Lewis raised a concern about progress following Council’s decision to display bunting in the town from May and suggested this is brought to Full Council agenda on 21 March.

Cemeteries – the Clerk noted that a quotation had been presented for approval for the repair to the railings and gates at Upper Prendergast to the Emergency Committee held on 27 February, however, additional quotations were being obtained to ensure best value as such repairs, despite being needed and long overdue, were less urgent and technical in nature than the replacement of the height restriction barrier and gate quotation, for example, which was approved at that meeting.

The Clerk had gone out for quotations from three stonemasons for the repairs to the wall at St Martin’s cemetery, but only one of which had responded with any interest. A site visit had taken place with the Groundsman with this stonemason, whose work is notable in Haverfordwest, and a quote was awaited.

Recommendation:	Expenditure for Upper Prendergast railings/gate and St Martin’s Cemetery is brought by the Clerk to MES Committee or Full Council meeting, whichever is the sooner and most expedient.
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Community Garden Sub-lease – the Clerk updated the Committee on the discussion with the Landlord and recommended that a Sub-let of the property at Lower Cambrian Way to Grwp Resilience CBC (GR) and appropriate management agreement is put in place. This was on the basis that the Landlord was willing to approve a sub-let over an assignment of lease, which was a more formal and costly exercise, and that they would still wish the Council to guarantee as GR was not known to them. At the end of the five-year lease, the Landlord would consider an assignment albeit there was no interest in extending the term of the lease for this type of property. The Clerk recommended she speak with Vicki Moller to progress this. Noted that the Landlord had also been asked to provide a rent demand as this had not been received.

Recommendation:	Community Garden is sub-let to Grwp Resilience and Clerk discuss management arrangements with Vicki Moller for this to be documented by way of a management agreement.
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Picton Centre – the Clerk confirmed that final invoices to PCC are being raised to covering Council’s costs relating to Picton Centre since the Edge/PCC Youth occupancy since 1 April 2022 and Y2 rent (2023-24) and sent to Council’s solicitors dealing with the final lease, for payment at completion. As far as the Clerk is aware there are no outstanding points on the lease itself. These had been addressed. Therefore, pressure will be put on solicitors and PCC to sign the lease before 31 March 2023 in order to conclude this issue.

Recommendation:	Lease between Council and PCC to be finalised by solicitors, signed and completed by 31st March 2024 including reimbursement of all costs incurred by Council from PCC since its occupancy of Picton Centre.
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Website and Social Media pages

The positive increase in the use and take up of the Council social media pages was noted. Clerk confirmed that website suppliers were being contacted to present their proposals to us, with one plausible option having been received so far. This was a matter which was being given priority to ensure Council better meets its legal and operational requirements, given the current restraints being experience in using the existing website, however the Clerk noted that it would take time to implement.

Salt bins – the Clerk presented a paper evidencing requests received from members of the public during the cold spell on 18/19 January requesting salt bin provision in their roads, as directed by PCC’s website. The evidence, which included cost to council based on 12 requests, strongly suggested that this is something which members of the public want to enable them to leave their homes for work and school during increasingly harder weather conditions. It was noted that salt bin provision is one which had been devolved by Welsh Government (since 2010) from principal councils to town and community

councils. Two salt bins had been ordered through PCC in January, at a cost to the Town Council, both located in Castle Ward, however, Council would need to consider if it wished to adopt a policy for ongoing provision of salt bins in the town. It was noted that this would require a strategy, working with PCC (who provide and install them (at cost to the Town Council) but who would fill them with grit up to twice a year at no cost at the request of the Town Council), for the provision of salt bins to serve specific areas (and not individual roads/residences, albeit it was noted that the two salt bins installed are not very large).

Recommendation:	Clerk to review size and further costings of bins as well as provision strategy, including clarity on reliance of volunteers to set the grit down, with PCC and to bring update back to MES for further consideration.
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Items for next agenda

None raised.

With no further business to consider, the meeting ended at 7.33 pm.

APPENDIX 2

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 7 March 2024 at 6pm in the Old Wool Market

Present	Cllr H Lewis Cllr J Brady Cllr A Brooker Cllr John Hackett Cllr M Lewis Cllr J Owens Cllr R Thomas Vanessa Lewis Camacho	PPF Committee Chairman Chairman of Council / Mayor - Ex-officio Town Clerk
Apologies	Cllr K Jones	
Observer	Cllr P Lewis Cllr B Simister Cllr R Thomas -Turner	

Cllr Helen Lewis welcomed everyone to the meeting.

Declarations of interest from Members

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

Matters arising from the minutes of the last meeting held on 8 February 2024

2024 National Sheriffs' Association AGM (27-29 September 2024) – the Task & Finish Group (T&FG) met on 28 February and were making steady progress with the booking arrangements to host this important historic weekend for the Association in the town. This would include a evening meal/reception on the Friday at a Haverfordwest venue, the AGM on the morning of Saturday followed by a choice of tours of St David's or Pembroke Castle with a formal dinner in the evening, and church service at St Mary's Church, Haverfordwest on the Sunday morning before delegates depart. An update on expenditure against the allocated budget would be brought to the Committee and Full Council at the time once number of attendees is known.

Haverfordwest Civic Society Blue Plaques – the Clerk had not yet had the opportunity to pick up the discussion with the Civic Society to bring a financial assistance proposal to replace a number of the plaques in the town back to the Committee which supported the Committee's desire to spread this over an agreed period of time.

Accounts to 31 January 2024

The Committee considered the Income and Expenditure Statement to 31 January 2024. Cllr R Thomas queried expenditure balances under budget headings 135 Picton Centre, relating to unplanned expenditure incurred due to the uncompleted lease situation with PCC which will be reimbursed; 175 Rechargeable items, relating to maintenance charges and Accountancy Services in respect of the Bridge Meadow Trust; and 180 Contingencies, under which legal fees and bank charges sit.

Recommendation	To accept the Accounts to 31 January 2024
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Application for Financial Assistance

The Committee considered a grant application from Haverfordwest RFC Under 8's Team requesting £500 for the purchase of equipment and kit. Cllr M Lewis proposed to recommend that the grant application is approved, which was seconded by Cllr R Thomas. All voted in favour.

Recommendation	Grant payment of £500 is awarded to Haverfordwest RFC Under 8's Team.
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One Voice Wales Correspondence (29 February 2024): Request for Nominations for the King's New Year Honours 2025.

The Committee noted the correspondence which would be shared on social media.

Items for next agenda (item brought forward on agenda for staffing to be last item):

No new items proposed at the meeting.

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

Members of the public left at 6.22 pm.

Recommendation

That the vacancies for a second Mace Bearer and a Sword Bearer are advertised and that the allowance paid per event is increased to £50 (£75 for full day civic event).

The meeting closed at 6.36 pm
