



3 April 2024

Dear Member

You are summoned to attend a hybrid meeting of the **Management, Estates and Strategy (MES) Committee** to be held at the Old Wool Market on Tuesday 9 April 2024 at 6.00pm for the transaction of the business set out in the agenda.

Members will be sent a link should 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

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 MES meeting held on 5 March 2024 and following Full Council meeting held on 22 March 2024 (FC Update):

3.1	Priory Saltings	1) Insurance claim for board walk to be progressed be Clerk 2) Unregistered path in respect of route under bridge towards Priory Ruins (user) evidence being obtained by Saltings users to support PCC application to re-register as public right of way - ongoing 3) FC decision: Re-open Saltings with appropriate signage at both entrances pending improvement works (currently excluding steps handrail) when weather improves, subject to further quotations. Noting: one Council member seeking independent PCC confirmation that handrail absence does not conflict with modern legislation.
3.2	Christmas Lights Sub-Committee	1) Re-tender for lights installation to be initiated – verbal update by Clerk at meeting
3.3	Summer Bunting	1) FC Update: Full application for match funding via Enhanced Pembrokeshire Grant (EPG) to be submitted with quotations, following expression of interest application accepted by PCC and decision by FC to match fund 20% of amount requested, to be taken from Council's Town Improvements Budget. Target: Summer Bunting to be erected in town between May and

		September (and annually thereafter). Clerk: verbal update at meeting.
3.4	Old Wool Market	1) FC update: Sub-Committee meeting with Funding/Planning partner to be arranged to discuss OWM development options (Clerk requested and pending a response) to bring recommendation to FC. Clerk authorised to pursue necessary improvements to office space / public meeting technology capability in interim, raising these with OWM Sub-Committee in first instance prior to FC approval, as appropriate.
3.5	Cemetries	1) FC Update: Upper Prendergast Railings & St Martin's Inner Wall repair(s) – following approval of respective quotations at FC meeting on 22 March, works booked on 28 March 2024 in accordance with agreed quotation terms.
3.6	Community Garden	1) FC Update: Clerk to discuss sub-lease to Grwp Resilience and management arrangements with Vicki Moller for documentation by way of a management agreement - Clerk to provide verbal progress update at meeting. 2) Request for existing (unlocated) "Chat Bench" to be located in Community Garden for visitors/users.
3.7	Picton Centre	1) FC Update: Subject to legal advice, PCC advised of deadline of 1 May 2024 to finalise lease and payment of outstanding rent, utilities and other costs incurred by Council since PCC occupancy. Clerk to provide verbal progress update at meeting, following meeting with PCC Head of Property on 27 March 2024.
3.8	Salt Bins	1) Clerk to review size and 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 – Clerk to progress (no update).

4. Updates on other matters relating to:

4.1	Sports Pavilion	Priority work for replacement of height restriction barrier and gate following FC approval booked on 28 March in accordance with quotation terms approved by FC on 27 February 2024.
3.5	Website/Social Media	FC Update: Support of recommendation of website supplier review being undertaken by Administration

5. Asset Register Update - Groundsman equipment authorised by Clerk and that approved by FC on 27 February 2024 and sourced following grant funding via Pembrokeshire Nature Partnership.
6. Interim/permanent Storage arrangements for Groundsman sit on mower/trailer (*paper enclosed*).
7. Proposal for replacement and additional dog bin provision at Lower Racecourse (*paper enclosed*)
8. Trade Waste 2024-25 Agreement, including:
 - a) changes to recycling collections in compliance with Welsh Government's Workplace Recycling Regulations effective from 6 April 2024; and
 - b) payment of account of trade waste collection charges incurred by Council (since pre-Covid to 31 March 2024) but not collected by PCC, received on 3 April 2024 (*paper enclosed*)
9. Items for next agenda
10. Date of next meeting – proposal from MES Chair to re-schedule May meeting from Tuesday 7th May (immediately after bank holiday) to Wednesday (8th May).