



5 April 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 April 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

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 7 March and following Full Council (FC) Meeting held on 22 March 2024:

| | | |
|-----|---|---|
| 3.1 | National Sheriff's Association AGM (September 2024). | Update: The Task & Finish Group met on 3 April to review the draft letter to Sheriffs providing the format for the event so that they may book their accommodations, and confirm their attendance to the Clerk. Next T&FG meeting: 24 April 2024. |
| 3.2 | Blue Plaques in the town | Clerk liaising with Civic Society to look at match funding opportunities to replace damaged plaques. |
| 3.3 | Haverfordwest RFC Under 8s grant | Approved by FC. |
| 3.4 | Mace Bearer and Sword Bearer vacancies and increase in allowance. | Approved by FC and being advertised. |

4. Accounts to 29 February and 31 March 2024.
5. Consider and review policy and procedures (for noting and or approval):
 - i) Banking – Proposed Charge card for use by Groundsman for incidental expenses and application for Debit card for use by Clerk. Recommendation for approval.

- ii) Financial Regulations and recommendation(s) for review alongside update to Standing Orders prior to being adopted at Council's Annual Meeting in May.
 - iii) Committee to note:
 - a) Councillor Allowances and Expenses Policy 2023-24 – amended to reflect the change in statutory payments, determined by the 2023-24 Independent Remuneration Panel for Wales' (IRPW) Annual report, made available and paid to Councillors on 28 March 2024 for the 2023-24 financial year;
 - b) The IRPW's 2024 Annual Report (February 2024), setting out decisions and determinations on pay, expenses, and benefits for elected members of Principal Councils, Community and Town Councils, National Park Authorities and Fire and Rescue Authorities from April 2024; and
 - c) Insurance renewal – effective from 1 April 2024
 - iv) Review of Council Training Plan and recommendations to take forward
6. Staffing Matters – SSP provision for staff member on long-term sickness absence.
7. Item(s) for next agenda