31 May 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 6 June 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 identity the nature of the interest and indicate whether it is personal or prejudicial

3. Matters arising from minutes of the meeting held on 11 April 2024
   1) Sheriff's Association 2024 AGM (September 2024)
   2) Haverfordwest Civic Society – Blue Historic Plaques (see Item 8.4 below)
   3) Mace and Sword Bearer vacancies update

4. 1) Accounts to 30th April 2024
   2) Banking – Charge card for Groundsman (application limit)
   3) Review of draft internal auditor's report and Annual Return for year ended 31 March 2024

5. Consider draft motion relating to Anti-Racism Action Plan for Town Council

6. Consider report on expenditure from Portfield Recreation Committee (Year 1) and application for Year 2 grant under 3-year Service Level Agreement).

7. Consider proposal and costings for:
   1) Subscription to Scribe Accounts, including "Cemetery" and "Bookings" modules
   2) Website
   3) Old Wool Market flooring

8. Application(s) for financial assistance:
   1) Pembrokeshire People First
   2) Pembrokeshire Outdoor Schools Project (via Pembrokeshire Coast National Park Trust)
   3) Haverfordwest Yarn Bombers
   4) Haverfordwest Civic Society – Blue Historic Plaques (match funding)
   5) Town Museum – Interpretive flyers/brochures

9. Staffing Matters – Deputy Town Clerk and Groundsman vacancies

10. Item(s) for next agenda