

**MINUTES OF A MEETING OF FULL COUNCIL**  
**held on 18 April 2024 at 6pm in the Old Wool Market and via video conference**

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**Present**

Cllr J Owens Cllr M Lewis Cllr C Black Cllr J Brady (from 6.07 pm) Cllr A Brooker Cllr J Hackett Cllr H Lewis Cllr P Lewis Cllr T Moses Cllr S Pearce (from 6.04pm) Cllr B Simister Cllr R Thomas Cllr R Thomas Turner	Chairman / Mayor Vice Chairman / Deputy Mayor	
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**In attendance**      V Lewis Camacho      Town Clerk

**Observers**              Members of the public

**2526 Apologies**

Apologies for absence were received from Cllrs Kevin Jones and Tom Moses.

**2527 Declarations of Interest from Members**

<i><b>Agenda Item</b></i>	<i><b>Member</b></i>	<i><b>Interest</b></i>	<i><b>Nature of interest</b></i>
2539	Cllr P Lewis Cllr R Thomas	Personal	Trustee(s) of Haverfordwest Racecourse Public Park Trust (HRPPT)

**2528 Questions from Members of the Public**

There were no questions from the public.

**2529 Minutes of previous meeting(s)**

**a) Full Council meeting held on 21 March 2024**

The minutes were accepted as a true record. All in favour except Cllr Brooker who did not attend the meeting.

**b) Updates on the minutes of the Full Council meeting held on 21 March 2024**

Minute 2516 – Civic Events – Cllr Brooker asked to return his robes and chains to the Town council's offices on Monday (25 April) for cleaning ahead of Mayoral Ceremony on 24 May.

Minute 2518 – Summer Bunting in town – to be covered on the agenda.

**2530 Mayor's correspondence and updates**

Mayor noted that One Voice Wales wished to hold their next Pembrokeshire Area meeting at Old Wool Market on 11 July 2024. Her attendance at the new season opening at the Bowling Club on Saturday 13 April, in keeping with tradition for the Mayor of Haverfordwest to take the first bowl, was a real privilege as her grandfather was a former past President of the Club and she had spent time there as a child. The Mayor acknowledged the Mayoral Awards she had presented to both Sally Williams (of Haverfordwest Business Circle and Yarn Bombers) and Amanda Absalom-Lowe (Pembrokeshire Care, Share and give) for their remarkable contributions to the town and as Women (following Women's History month in March). Their awards were presented over tea and cake prior to the Full Council meeting.

**2531 Planning Applications**

Council noted the following new application received since the date of last meeting on 21 March 2024 and recorded their objection/no objection accordingly:

<b>Ref No: 23/1124/PA</b>	Outline permission for single dwelling.
<b>Ward: PORTFIELD</b>	150, Haven Road, Haverfordwest, SA61 1DL Grid Reference: 193261.679-215469.742
<b>Resolved:</b>	No objection

Council also noted the Planning Decisions and other Notifications received since the date of the last meeting on 21 March 2024

#### Withdrawal Letter

<b>Ref No: 23/1015/PA</b>	Conversion of three bed dwelling into 4 bed house of multiple occupation
<b>Ward: PORTFIELD</b>	49, Portfield, Haverfordwest, SA61 1BS
<b>Notification</b>	Application has been withdrawn and records updated accordingly

#### Public Speaking Opportunity – Planning Meeting – 23 April 2024 at 10am

<b>Ref No: 23/0907/LB</b>	Change of use from flat plus children's nursery to private dwelling.
<b>Ward: CASTLE</b>	Bilton Cottage, North Gate, Crowhill, Haverfordwest, SA61 2HN
<b>Instructions</b>	You must register your request either by e-mailing <a href="mailto:planningcommittee@pembrokeshire.gov.uk">planningcommittee@pembrokeshire.gov.uk</a> or by telephoning 01437 764551 by no later than 5.00pm Wednesday 17th April 2024).

#### Notification of Planning Decisions

<b>Ref No: 23/0817/PA</b>	Change of use of the ground floor to residential with removal of shop front
<b>Ward: CASTLE</b>	29, High Street, Haverfordwest, SA61 2BW
<b>Notification of Planning Decision</b>	Conditionally Approved on 22 January 2024. Date decided: 12 March 2024

<b>Ref No: 23/0586/PA</b>	Variation of Conditions 2 of Planning Permission
<b>Ward: PRIORY</b>	Site Plot 1-4, Brooklands Park, Haverfordwest, SA61 1EW
<b>Notification of Planning Decision</b>	Conditionally Approved on 24 January 2024. Date decided: 19 March 2024

<b>Ref No: 22/0868/PA</b>	Conversion (with partial demolition) to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, café and shop and associated works including plant enclosure
<b>Ward: CASTLE</b>	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
<b>Notification of Planning Decision</b>	Conditionally Approved on 1 February 2024. Date decided: 23 March 2024

<b>Ref No: 23/0931/LB</b>	Replacement timber sash windows to front elevation
<b>Ward: CASTLE</b>	Old Grove House, 95, Hill Street, Haverfordwest, SA61 1QL
<b>Notification of Planning Decision</b>	Conditionally Approved on 1 December 2023 Date decided: 10 April 2024

#### 2532 Committee Minutes

##### a) Management, Estates and Strategy Committee Meeting held on 9 April 2024

Resolved:

To accept the recommendations of the Management, Estates and Strategy Committee meeting held on 9 April 2024 (attached hereto as

Appendix 1). Proposed by Cllr P Lewis and seconded by Cllr B Simister. All voted in favour.

**Resolved:** Subject to endorsement by Vicky Moller (received by the time of the Full Council meeting), the re-location of chat bench to the Community Garden.

**Resolved:** To Approve the replacement / provision of a new bin for the Lower and Upper Racecourse, respectively, following the respective racecourse management committees issuing a request to the Town Council within which they agree to contribute 50 per cent of the purchase cost. [Note: Agreements subsequently received from both Committees – See Agenda Item 11b].

**Resolved:** To note the 2024-25 Trade Waste Agreement renewal including Council's compliance with Welsh Government's Workplace Recycling Regulations effective from 6 April 2024.

**Resolved:** To approve the payment of £6,706.47 + VAT to PCC for tipping of Town Council's general waste from public bins and dog bins between the period 1 April 2020 to 31 March 2024.

**b) Personnel, Policy and Finance Committee Meeting held on 11 April 2024**

**Resolved:** To accept the recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 11 April 2024 (attached hereto as Appendix 2). Proposed by Cllr J Hackett and seconded by Cllr R Thomas. All voted in favour.

**Resolved:** To accept the Accounts to 31 March 2024.

**Resolved:**

- 1) To Approve the issue of a charge card for the Groundsman
- 2) To confirm the issue of a Debit Card for use by the Clerk and Senior Admin Officer
- 3) To confirm the amendments to the Bank Mandate on the change of administration, as authorised by the Chair of the Council
- 4) To Approve to re-adopt the existing Financial Regulations at the Annual Meeting
- 5) ~~To note proposal to review the existing Standing Orders, with a view to adopting the latest version at the Annual Meeting.~~

With regard to the review of the Standing Orders, Cllr P Lewis proposed that rather than rush this exercise in time for the Annual Meeting, that this should be deferred. This meant that Council would re-adopt the existing Standing Orders at the Annual Meeting. This was seconded by Cllr R Thomas and voted all in favour.

**Resolved:** To defer the review of Standing Orders and to re-adopt the existing Standing Orders at the Annual Meeting.

**Resolved:** That the following wording replace the existing wording in the Expenses Policy under the heading “Twin Town, Oberkirch”: “Council have agreed that the Mayor or in the event the Mayor is unable to attend, the Sheriff, or Deputy Mayor, or may claim up to a maximum of £1,500 in their year of office for trip(s) to our town, Oberkirch.”

**Resolved:** To commence insurance renewal earlier, by end of February 2025.

**Resolved:** To note the current Training Plan, to be updated by the Clerk, and to approve the following minimum One Voice Wales training modules which all Councillors should attend:

1. Councillor Induction
2. Code of Conduct
3. Understanding the law
4. Local Government Finance (include Advanced Module)

**Resolved:** That the Clerk establish ongoing arrangements for SSP Provision for staff member on long-term absence and to pursue available return to work option put to Council.

#### **2533 Summer Bunting in the Town**

Council noted that the decision-making panel for the Enhancing Pembrokeshire Grant (EPG) application with PCC were not due to meet until 8<sup>th</sup> May. This meant that the earliest Council would be in a position to erect bunting would be mid-June at the earliest by the time the bunting order is placed. It was proposed, and seconded, with a majority of votes in favour to ask the application team if a decision could be made earlier, within one-week ie 26 April or Council would need to withdraw the application.

**Resolved:** Clerk to contact EPG application team to request a decision by 26 April – if not forthcoming, to proceed with ordering bunting to ensure this can be put up by the end of May.

#### **2534 Picton Centre – Occupation by PCC and Lease**

Clerk noted that a firm notice had been sent to PCC to act before 1<sup>st</sup> May. Clerk had met with Head of Property who had assured the Clerk that the commitments and amounts unpaid since occupation would be honoured. Some points had been raised on the lease which hinged on PCC obtaining a District Valuation on the rent, as this wasn't performed by PCC on occupation, before these points can be considered.

#### **2535 National Sheriff's Association AGM – September 2024**

Cllr R Thomas outlined the proposed format for the weekend. This had also been set out in a draft letter shared with Council to be sent to delegates by the Association. Cllr R Thomas noted that past and present Sheriff's would need to ensure that they paid their membership dues in order to be eligible to attend the Association's AGM and formal dinner on the Saturday evening.

**Resolved:** Membership forms once received from the Association will be circulated by the Clerk to relevant members of Council.

#### **2536 Community Garden – Draft Agreement with Grwp Resilience**

Clerk noted that the proposed agreement provided as a first draft by Vicky Moller (Grwp Resilience) was in the form of a Licence to Occupy. The Clerk suggested that she explore the appropriateness of this type of agreement with Vicky, seeking external advice if appropriate with Council's legal advisers, and to bring a final draft of an agreement to Council for consideration in due course.

**Resolved:** **Clerk to review Licence to Occupy agreement provided by Vicky Moller and bring back to Council for consideration.**

## 2537 Outside Bodies – Appointments and updates

Bridge Meadow Trust Haverfordwest	Next Trust meeting will be after June Full Council meeting. Cllr P Lewis and Clerk met with Football Club who have plans to instal a professional pitch and who will need assurance from Council on future use of the Club for their funders in due course.
Cleddau Reaches Project	Next meeting scheduled for August.
CWBR Youth Project (and all other youth projects) / Youth Forum	Upcoming event at Haverhub
Flagship Heritage Initiative	Cllr R Thomas-Turner noted next meeting on 30 April to discuss public statue. An event also to be held on Castle Square imminently to promote the Castle project.
Haverfordwest Business Circle	No update.
Haverfordwest Pool Trust	No update
Haverfordwest Racecourse (Public Park) Trust	Agenda Item 11 requests for financial assistance for tractor storage shed extension and for additional dog bin.
Haverfordwest Skate Park	No update
One Voice Wales – Pembs Area Committee	Cllr M Lewis attended meeting at Old Wool Market on 11 April.
PCC – Working Better Together Seminars	Next online meeting is 28 May 2024
Portfield Recreation Committee (PRC)	No update
Sir John Perrot / William Vawer Trust(s)	Cllr P Lewis to fill the vacancy on Sir John Perrot Trust. Next meeting 28 May.
Haverfordwest Town Museum	Invite sent to Mayor, clerk and Sheriff to attend. Pop up Museum at Riverside official opening on 25 April.
Town Team (former name)	Cllr R Thomas-Turner looking to arrange a multi-agency meeting/surgery in June. Liaising with PCC departments.
Twinning Association	No update

## 2538 Approval of Accounts for Payment

Proposed by Cllr P Lewis and seconded by Cllr M Lewis and all voted in favour of approving the accounts for payment in April 2024 totalling £53,386.09 (inclusive of VAT) currently excluding 2024-25 rates payable for Picton Centre.

**Resolved:** **April 2024 payments totalling £53,386.09 including VAT were approved for payment.**

## 2539 Closure of Financial Year ended 31 March 2024

Clerk updated on preparations to close out the financial year and produced the full year income and expenditure and budget comparison up to 31<sup>st</sup> March 2024 for Council consideration. She had met earlier that day with Ian Eynon who had offered his services as Internal Auditor following the retirement of the Council's former internal auditor during the year. The Clerk proposed to enter into

a Letter of Appointment with Mr Eynon with immediate effect for the performance of the internal audit for the year ended 31 March 2024.

**2540 Financial Assistance request from Haverfordwest Racecourse Pubic Park Trust (HRPPT) for Tractor Storage Shed and extra dog bin at Upper Racecourse**

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 seeking support from the Council in relation to the tractor (provided by Council in 2022) storage shed extension, estimated to cost £30,000, following receipt of planning permission. Cllr M Lewis proposed that the HRPPT bring a proposal back to the Council once it had completed its due diligence and obtained three quotes for the extension works and look at potential other funding. This was seconded by Cllr R Thomas-Turner. All voted in favour except for Cllrs P Lewis and R Thomas who had declared their interests in any decision-making.

Council noted the request from HRPPT, following the recommendation from the MES Committee, for an extra dog bin on the Upper Racecourse, and agreeing to pay 50% of the cost of the bin with Council meeting the other 50% and the cost of installation.

**Resolved**

**1) Clerk to inform HRPPT to bring funding request to Full Council's once due diligence completed.**

**2) Council to proceed with the installation of an extra dog bin at the Upper Racecourse.**

**2541 Correspondence**

Council noted the correspondence from Heart of Pembs giving notice of the next FHA Stakeholder's meeting on 30 April with regard to the public sculpture plans; from Haverfordwest E-bike Pay as You Go Scheme which launched on 15 April; and the survey feedback request to support the Haverhub Quayside Project Design, requested by the end of April.

**2542 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 7.38 pm.

**Resolved:**

**Clerk to progress 1) agreed option to reach a conclusion in terms of groundsman resource 2) interviews for Sword and Mace Bearer vacancies following responses from advertisement; and 3) the recruitment of a Deputy Town Clerk**

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 9 April 2024 at 6pm in the Old Wool Market**

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- Present** Cllr B Simister MES Committee Chairman  
Cllr C Black  
Cllr P Lewis  
Cllr R Thomas-Turner  
Vanessa Lewis Camacho Town Clerk
- Apologies (Item 1)** Cllr T Moses  
Cllr S Pearce
- Observers** Cllr H Lewis  
Cllr M Lewis Vice Chairman of Council/Deputy Mayor  
Member of the public

Cllr B Simister welcomed everyone to the meeting.

**Declarations of interest from Members (Item 2)**

<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 5 March 2024 and following Full Council (FC) meeting held on 22 March 2024 (FC Update) (Item 3)**

**Priory Saltings**

- a) Insurance claim for Board walk to be progressed by Clerk (requiring evidence of costings of original board walk on record).
- b) Several applications had been received by the Clerk from users of the ‘unregistered path’ section of the route under the bridge from Priory ruins up to the Saltings in support of the PCC application to register as a public right of way.
- c) FC Update – Committee noted the decision to re-open Saltings with appropriate signage at both entrances pending improvement works (currently excluding steps handrail) when weather improves, subject to obtaining further quotations. Noted that Cllr P Lewis was seeking independent PCC confirmation that handrail absence does not conflict with modern legislation. Cllr P Lewis confirmed that he had a meeting / site visit scheduled with PCC during the following week, the outcome of which would determine how he voted in relation to Council’s future decisions on the improvements works at the Saltings.

**Christmas Lights Re-tender** – Clerk to progress tender papers and convene meeting of Sub-Committee.

**Summer Bunting** – FC Update – full application for match funding via Enhanced Pembrokeshire Grant (EPG) to be submitted with quotes, following a satisfactory expression of interest application being accepted by PCC, and decision to match fund 20% of the amount requested, to be taken from the Town Council’s Town Improvements Budget. Intention for bunting to be erected in the town in May through to September (and annually thereafter). Clerk update at meeting - 80% of the total project costs i.e. amount of grant requested in the EPG application having obtained the necessary quote now totalled £9,168.

**Old Wool Market** – update to be brought to next Full Council meeting (in June) following the meeting between the consultant advising on the development and funding potential and the Task and Finish Group taking place on 22 April.

**Cemetries** – FC update – Upper Prendergast cemetery railings and St Martin’s inner wall repair works had been booked with contractors and deposits paid on 28 March in accordance with agree terms, following approval of quotations by FC on 22 March.

**Community Garden** – 1) FC update – Clerk to discuss management agreement with Vicky Moller. Clerk update at meeting – a draft document had been provided by Vicky for review with the Clerk. 2) a request from a volunteer (also a former Councillor) at the garden for the chat bench currently situated at Old Wool Market to be located at the garden had been received. Cllr P Lewis expressed concern that such a request should come from Vicky Moller. It was proposed by Cllr P Lewis and seconded by Cllr B Simister that, subject to receipt of Vicky Moller’s endorsement of this request, that a recommendation to be made to FC for the chat bench to be re-located to the Community Garden.

<b>Recommendation:</b>	<b>Subject to endorsement by Vicky Moller, a recommendation to be made to FC that the chat bench to be re-located to the Community Garden.</b>
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**Picton Centre** – FC update – Subject to taking legal advice, PCC to be given a deadline of 1 May 2024 to finalise the lease and to make payment of the outstanding rent, utilities and other costs incurred by Council since PCC took occupancy. Clerk update at meeting – confirmation received following meeting with PCC Head of Property on 27 March that outstanding payments would be settled and final points on the lease (linked to rent valuation as PCC did not carry out an independent valuation prior to occupation) would be set out in a note to the Clerk

**Salt bins** – Clerk to progress proposal to bring back to Committee in due course.

#### **Updates on other matters relating to (Item 4):**

**Sports Pavilion** – priority work to replace the height restriction barrier and gates, approved by FC on 27 February 2024, had been booked on 28 March in accordance with the quotation terms.

**Website** – FC update – support given to review website provision to be undertaken by the Clerk/Administration. Clerk update at meeting - a meeting with a second potential website supplier would be arranged, which Council members would be welcome to attend, after 15 April due to supplier being on holiday.

**Asset Register Update (Item 5)** – Clerk noted that the register had been updated to reflect new groundsman equipment including the acquisition of a sit on mower and trailer approved by FC on 27 February 2024, which was sourced via grant funding from the Pembrokeshire Nature Partnership.

**Storage arrangements for sit on mower/trailer (Item 6)** – as agreed, the Clerk noted the proposed arrangements to locate a third storage container at The Bridge Meadow Car Park to house the mower and trailer. In the event of any uncertainty or delay to this proposal while the Bridge Meadow Trust affairs were being regularised, alternative short-term storage arrangements up at the showground through Pembrokeshire Agricultural Society had also been sought, if needed, so that delivery of the mower/trailer could take place. The Committee felt that the alternative storage was not necessary and that arrangements to order and take delivery of a storage container at Bridge Meadow, the purchase of which had already been approved by Council, should be progressed. Therefore, no alternative storage recommendation was required to go to FC.

**Replacement and additional dog bin provision at Lower and Upper Racecourses (Item 7)** – Clerk noted that members of the public had commented that an additional dog bin would be welcomed at the Upper Racecourse and the groundsman had advised that one dog bin situated at the Lower Racecourse needed replacing. A recommendation to Council was proposed to approve the cost of two new dog bins totalling £917.40 (incl VAT), plus materials and labour (if outside regular groundsman hours). Cllr P Lewis proposed and Cllr B Simister seconded that the requests should come from the respective management Committees of the Upper and Lower Racecourses, who should be asked to contribute 50 per cent of the cost of their dog bin, with Council covering the remaining 50 per cent and the cost of the installation.

<b>Recommendation:</b>	<b>Prior to making a recommendation to Full Council to approve the cost for the replacement / provision of a new bin for the Lower and Upper</b>
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	<b>Racecourse, respectively, that the Clerk ask the respective racecourse management committees to make a request to the Town Council within which they agree to contribute 50 per cent of the purchase cost.</b>
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**Trade Waste 2024-25 Renewal, including compliance with Workplace Recycling regulations (6 April 2024) and reimbursement to PCC of Trade Waste Collection Charges incurred by Council but not collected by PCC since pre-Covid to 31 March 2024 (Item 8)**

- 1) The Clerk set out the Welsh Government requirements for all businesses to ensure they have recycling arrangements in place for all trade waste generated with effect from 6 April 2024. The annual cost of Council's Trade Waste Agreement Renewal incorporating the new requirements including the purchase of general waste and food sacks, and the provision of weekly collection of recycling sacks, and plastic, paper and food caddies for the year had been calculated for the year totalling £480.80 (subject to a 5% discount if a debit card payment is taken in place of an invoice) by 8 April 2024, reducing this to £450.75. Council was asked to note the 2024-25 Trade Waste Agreement renewal and cost. The Council's own general waste was deemed to be minimal as it covered waste collections from Old Wool Market and the Pavilion only.
- 2) The Clerk noted the recharge request received from PCC on 3 April 2024 in the amount of £6,706.47 plus VAT covering the cost of tipping Council's waste during the period 1 April 2020 to 31 March 2024 which had been charged to PCCs account, full details of which was set out in the paper provided to the Committee.

<b>Recommendation:</b>	<b>1) Council to note the 2024-25 Trade Waste Agreement renewal and cost including compliance with Welsh Government's Workplace Recycling Regulations effective from 6 April 2024.</b> <b>2) Council to approve, on recommendation by MES, the payment of £6,706.47 + VAT due to PCC for Town Council's general waste and from public bins and dog bins between the period 1 April 2020 to 31 March 2024.</b>
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**Items for next agenda (Item 9) - None raised.**

With no further business to consider, the meeting ended at 6.50 pm.

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## APPENDIX 2

### Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 11 April 2024 at 6pm in the Old Wool Market

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

Cllr John Hackett acted as Chairman and 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 7 March 2024

- a) **2024 National Sheriffs' Association AGM (27-29 September 2024)** – the National Sheriff's Association representatives were happy with the format for the weekend. An update will be brought to next Full Council meeting.
- b) **Haverfordwest Civic Society Blue Plaques** – the Clerk is liaising with the Society to bring a proposal to Council which will involve potential match funding.
- c) **Application for Financial assistance** – the grant payment of £500 was made to Haverfordwest RFC Under 8's Team.
- d) **Mace and Sword Bearer vacancies** – including an increase in allowances, had been approved by Full Council and both posts subsequently advertised.

#### Accounts to 29 February and 31 March 2024

The Income and Expenditure Statements to for February and March 2024 were made available to the Committee to allow sufficient time to comment. Cllr R Thomas requested that comments are sent to the Clerk by Tuesday 16 April prior to the Full Council meeting pack being issued.

<b>Recommendation</b>	<b>To accept the Accounts to 31 March 2024, subject to any comments sent to the Clerk.</b>
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#### Review of Policy and Procedures

##### a) Banking

The Clerk provided a paper summarising the changes to the bank signatories, authorised with the Chair of the Council, at the point of changeover of administration to enable the Council to access the bank accounts. An application for a debit card for use by the Clerk and Senior Admin Officer to facilitate payment of incidentals rather than claiming as expenses had also been set up. The services of an accountant, who was providing ongoing support, providing regular bank reconciliations, working within the existing Edge Accounting software thereby enabling financial

reports to be produced for Council. The Clerk was satisfied that there was sufficient segregation of duties between the Clerk, Senior Admin Officer and Accountant and that there was a good level of internal control in place.

The Clerk sought approval for a charge card for the Groundsman's to be used for incidentals which otherwise would require the use of petty cash (or reimbursement on expenses), which were not ideal or appropriate long-term solutions. The card limit would be set at £200 per transaction, be interest free if paid in 45 days (direct debit) and incur an annual charge of £32 (except in the first year).

**b) Financial Regulations and Standing Orders**

The Clerk advised that Council had adopted the current Financial Regulations in 2022, and these were then re-adopted at the Council's Annual Meeting in May 2023. The Clerk had provided a copy of the current Financial Regulations to members of the Committee to ensure they are familiar with the regulations and recommended that these are re-adopted at the Annual Meeting on 24 May 2024. The Committee acknowledged that Council had yet to adopt the latest Standing Orders (the current version was adopted in January 2023) but the review exercise was progressing on this, in view of these also being brought to Full Council for adoption at the Annual Meeting.

<b>Recommendation</b>	<ol style="list-style-type: none"> <li><b>1) Approval of charge card for Groundsman</b></li> <li><b>2) Note and confirm for the record the issue of a Debit Card for use by the Clerk and Senior Admin Officer</b></li> <li><b>3) Note and confirm for the record, amendments to the Bank Mandate on change of administration, as authorised by the Chair of the Council</b></li> <li><b>4) Approval for the re-adoption of existing Financial Regulations at the Annual Meeting</b></li> <li><b>5) Note proposal to review the Standing Orders, with view to adopting the latest version at the Annual Meeting.</b></li> </ol>
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**Councillor Allowances and Expenses Policy 2023-24**

The Committee noted the necessary amendment made to the existing Policy 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 members of Council on 28 March 2024 for the 2023-24 financial year.

Cllr M Lewis proposed that the item in the Expenses Policy which related to Expenses for overseas trips – Twin town, Oberkirch (page 3) be amended (amendment shown in italics) to read “Council have agreed that the Mayor *or in the event the Mayor is unable to attend, the Deputy Mayor, or Sheriff* may claim up to a maximum of £1,500 in their year of office for trip(s) to our town, Oberkirch.” Cllr R Thomas suggested that the order should mirror the ceremonial order where the Sheriff proceeds the Deputy Mayor within the proposed amendment, which was agreed by Cllr M Lewis and then seconded by Cllr R Thomas.

<b>Recommendation</b>	<b>That the following wording replace the existing wording in the Expenses Policy under the heading “Twin Town, Oberkirch”: “Council have agreed that the Mayor or in the event the Mayor is unable to attend, the Sheriff, or Deputy Mayor, or may claim up to a maximum of £1,500 in their year of office for trip(s) to our town, Oberkirch.”</b>
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**Insurance Renewal – 31 March 2024**

The Committee noted the renewal noting the increased premium for the ensuing year. The Clerk confirmed that the insurer issued the renewal via email on Thursday 28 March, the day before the Easter bank holiday, with renewal being effective on 1 April (the Monday bank holiday) thereby not allowing any time to review it, but had managed to dispute/negotiate some reduction before finalising the premium and cover. Cllr M Lewis proposed and Cllr R Thomas seconded, that a date is set to review the renewal at least one month ahead of the renewal date, to allow more time for a renewal decision to be reached.

<b>Recommendation</b>	<b>To commence insurance renewal early by end of February 2025.</b>
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**Council Training Plan**

The Committee considered the Clerk’s recommendations to note the planned update to the Council Training Plan set in May 2022, which set out the training requirements of Council Members and Staff. These recommendations included approving the setting of minimum training requirements for Councillors and arranging an all-Council strategic planning and awareness session, to include the Well-being of Future Generations (Wales) Act 2015 2015, ideally in June 2024. Cllr M Lewis proposed and Cllr R Thomas seconded the Clerk’s recommendations.

<b>Recommendation</b>	<p><b>To note the current Training Plan, which will be updated as far as possible by the Clerk, and to approve the following minimum One Voice Wales training modules which Councillors should attend with as:</b></p> <ol style="list-style-type: none"> <li><b>1. Councillor Induction</b></li> <li><b>2. Code of Conduct</b></li> <li><b>3. Understanding the law</b></li> <li><b>4. Local Government Finance (include Advanced Module)</b></li> </ol>
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**Items for next agenda (item brought forward on agenda for staffing to be last item):**

Cllr R Thomas Turner requested, following the Welsh Government Anti-Racism Action Plan being adopted at the County Council level, is brought to the next meeting of PPF.

Cllr R Thomas asked PPF consider issuing a newsletter from Council at the appropriate time when staffing resources allow for this.

**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 6.45 pm.

**Recommendation**

**That the Clerk establish ongoing arrangements for SSP Provision for staff member on long-term absence and to pursue available return to work option put to Council.**

The meeting closed at 6.51 pm

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