

MINUTES OF A MEETING OF FULL COUNCIL
held on 20 June 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr M Lewis	Chairman / Mayor
Cllr R Thomas	Vice Chairman / Deputy Mayor
Cllr C Black	
Cllr J Brady	
Cllr J Hackett	
Cllr H Lewis	
Cllr P Lewis	
Cllr T Moses	
Cllr J Owens	
Cllr S Pearce	
Cllr B Simister	
Cllr R Thomas	
Cllr R Thomas Turner	

In attendance V Lewis Camacho Town Clerk

Observers Members of the public

2555 Appointment of New Member of Council

Having signed his Declaration of Acceptance of Office, Mrs Danielle Thomas-Turner was welcomed as a Member of Council by the Mayor and those present. Her appointment to Committees and Outside Bodies would be considered under Agenda Items 9 and 10 (2565 and 2566 below).

2556 Apologies

Cllr A Brooker (absent).

2557 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
2566	Cllr R Thomas	Personal	Trustee(s) of Haverfordwest Racecourse Public Park Trust (HRPPT)
2566	Cllr P Lewis	Personal	Chair of Portfield Recreation Committee (PRC)
2569	Cllr S Pearce	Personal	Works at VC Gallery

2558 Questions from Members of the Public

There were no questions from the public.

2559 Minutes of previous meeting(s):

Full Council meeting held on 18 April 2024

Annual meeting of Full Council held on 24 May 2024

Emergency Committee meeting held on 6 June 2024

The minutes of the above meetings were accepted as a true record of the meeting. No updates.

2560 Mayor's correspondence and updates

The Mayor/Mayoress had attended a Royal British Legion D-Day Anniversary event on 8 June and the Carmarthen Mayor's Civic Service on 9 June 2024.

2561 Planning Applications (Appendix 1)

Council reviewed all of the new application received since the date of last meeting on 18 April 2024. No objections were raised. Cllr R Thomas noted his attendance at the Portfield Special School Open Day (Ref No: 24.0056/PA) which was impressive. Council also noted the Planning Decisions and other Notifications received since the date of the last meeting.

2562 Committee Minutes

a) Management, Estates and Strategy (MES) Committee Meeting held on 4 June 2024

Resolved: To accept the minutes (subject to an amendment on page 2 so that the date of the National Meadow Day is shown as 6th July 2024) and the recommendations of the MES Committee meeting held on 4 June 2024 (as attached hereto as Appendix 2) with one further suggestion raised by Cllr J Owens relating to the taking down of the Summer Bunting at the end of September (see Resolution below) to instead seek for this to coincide with the putting up of the Christmas Lights. Proposed by Cllr P Lewis and seconded by Cllr Helen Lewis. All voted in favour.

Resolved: Clerk to establish whether the Summer Bunting could be taken down to coincide with the putting up of the Christmas lights, rather than at the end of September.

b) Personnel, Policy and Finance (PPF) Committee Meeting held on 6 June 2024

Resolved: To accept the minutes and recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 6 June 2024 (as attached hereto as Appendix 3). Proposed by Cllr P Lewis and seconded by Cllr R Thomas-Turner. All voted in favour

2563 Town Improvements

Cllr R Thomas raised a concern that the Town Council was not taking enough of a lead on issues affecting the town as they arise. Notwithstanding the good outputs from individuals conducting Councillor surgeries in the Castle Ward it was felt Council, could do more to respond to issues as a body. Other current initiatives by Council, including efforts to establish a forum similar to the former "Town Team" by Cllr R Thomas-turner, were noted and that the new website would support improved engagement with town residents and the Council's other stakeholders, were noted.

Resolved: Clerk to include "Town Voice" as an item on future agendas, where correspondence will be shared and Councillors can raise issues which are brought to their attention from their Wards. All voted in favour.

2564 Hybrid Meeting Equipment

The Clerk shared information on a system which Cllr C Black had installed recently at Haverhub, which would be suitable for Council's purposes, to replace its existing arrangements which were not fit for purpose.

Resolved: Cllrs J Hackett, P Lewis, R Thomas, D Thomas-Turner, and R Thomas-Turner and the Clerk to attend a demo of Haverhub equipment at a date and time convenient for Cllr C Black and for a recommendation to be brought back to Full Council as soon as possible. All voted in favour.

2565 Councillor Vacancies / Updates to Terms of Reference to Committees, Sub-Committees and Task and Finish Groups (T&FG)/Update from OWM T&FG/Beating of the Bounds

1) Councillor Vacancies

Council noted Cllr K Jones' decision to step down as Councillor for Prendergast Ward for personal reasons and that his resignation was effective from 5 June 2024 when Cllr Jones' had sent his resignation via email to the Clerk. Accordingly, the Clerk noted that Council currently had three vacancies – two for Garth and Priory (by co-option) and Prendergast, which would be advertised by the Administration as soon as possible.

2) Election of Chair for MES and PPF Committees

Following the Annual Meeting held on 24 May 2024, and in accordance with the Standing Orders, Council were required to appoint the Chairs to MES and PPF Committees. With both agreeing to continue as Chair of MES and PPF, respectively, Cllrs B Simister and H Lewis were elected as Chairs for those committees. Noted that the Committees would elect their Vice-Chairs at the next meeting(s).

Resolved:

Cllrs B Simister and H Lewis are elected as the respective Chair of MES and PPF, with immediate effect. All voted in favour.

3) Membership of MES and PPF Committees and Sheriff's Association 2024 AGM Task and Finish Group (T&FG)

Also following the Annual Meeting, the former Mayor, Cllr J Owens appointment on Committees needed to be considered, as well as for new Cllr D Thomas-Turner. Cllr J Owens and D Thomas-Turner expressed interest in being members of the Personnel, Policy and Finance Committee (PPF). Cllr J Owens, as Sheriff, should also now join the T&FG established to tend to the arrangements for the National Sheriffs' Association 2024 AGM being hosted in the town in September.

Resolved:

Cllrs J Owen and D Thomas-Turner are elected to the membership of PPF Committee, with immediate effect. Cllr J Owens to join the membership of the Sheriffs' Association 2024 AGM T&FG, with immediate effect. Clerk to update the relevant Committee/T&FG terms of reference. All voted in favour.

4) Update from Old Wool Market T&FG

Cllr M Lewis informed Council that the response from the funding consultant/architect following the most recent meeting with the T&FG had now confirmed that the cost to restore OWM far exceeded the expectations aligned to the existing plans for its future development. This meant that a strategic review by Council of OWM would be required. Council discussed some alternative solutions, and invited additional volunteers from its membership to extend the existing T&FG (comprising Cllrs H Lewis, M Lewis, J Owens, and B Simister) to take the matter forward and to bring a recommendation back to Full Council. Cllrs C Black, P Lewis, R Thomas, D Thomas-Turner, and R Thomas-Turner volunteered to join the existing membership of OWM T&FG.

Resolved:

The membership of the OWM T&FG comprise of Cllrs C Black, H Lewis, M Lewis, P Lewis, J Owens, B Simister, R Thomas, D Thomas-Turner, and R Thomas-Turner, with immediate effect. Clerk to amend OWM T&FG terms of reference.

5) Beating of the Bounds

Council discussed the arrangements for this event to be held Quayside between 5 and 8 p.m. on Sunday 21 July 2024. The format would largely follow prior years working with Pure West Radio for the musical entertainment. The Clerk noted that the Port Authority vessel was unavailable (since the driver had retired with no replacement), therefore two vessels had

needed to be reserved. Refreshments for ceremonial guests would be served at the Services Club.

Resolved: **Arrangements for the Beating of the Bound are approved.**

2566 Outside Bodies – Appointments and updates

Bridge Meadow Trust Haverfordwest	A Trustee meeting is being held immediately after the Full Council meeting.
Cleddau Reaches Project	Next meeting scheduled for August. Cllr T Moses confirmed no update.
CWBR Youth Project (and related youth projects) / Youth Forum	Cllr R Thomas-Turner noted urban development unit of Dyfed Powys-Police initiative to tackle anti-social behaviour in the town, involving organised re-graffiti of buildings with murals. Cllr T Moses noted the imminent end of his secondment.
Flagship Heritage Initiative	Cllr D Thomas-Turner to fill Council representation vacancy. Next meeting moved to 15 July.
Haverfordwest Business Circle	Business Circle thanked Council for erecting Summer Bunting. Committee currently planning Christmas events for the town
Haverfordwest Pool Trust	Cllr B Simister - next meeting on 22 July.
Haverfordwest Racecourse (Public Park) Trust	Cllr R Thomas (declared his interest as Trustee) new dog bin installed by Council welcomed. Programme for funding of shed extension ongoing and work on tree cutting on racecourse.
Haverfordwest Skate Park	Cllr T Moses seeking to engage.
One Voice Wales – Pembrokeshire Area Committee	Next meeting hosted at Old Wool Market on 11 July. Cllr T Moses attending.
PCC – Working Better Together Seminars	Next online meeting is 23 July 2024. Clerk attending (largely attended by Clerks than Cllrs)
Portfield Recreation Committee (PRC)	Cllr P Lewis (declared interest as PRC Chair) – all weather surface pathway and adaptation of kissing gates to enable disabled access in progress at Lower Racecourse.
Sir John Perrot / William Vawer Trust(s)	Cllr J Owens to fill the vacancy on both Trusts, created by Cllr M Lewis election as Mayor. Sir John Perrot Trust - next meeting 18 July (OWM). Cllr R Thomas noted that the JP Trust had approved to part fund the Civic Society application for Blue Plaques.
Haverfordwest Town Museum	Cllr P Lewis - no Council representation at present. Establishment of new Charitable Incorporated Organisation (CIO) in September which Council would wish to support then.
Town Team (former name)	Cllr R Thomas-Turner to continue to liaise with PCC Officers post elections.
Twinning Association	Cllr R Thomas – no update since AGM. Following Cllr K Jones resignation – Cllrs J Hackett and D Thomas-Turner to fill the two vacancies.

Resolved:

Councillors to fill vacancies:

1) Cllr J Owens - Sir John Perrot and William Vawer Trust(s).

2) Cllr D Thomas-Turner - Flagship Heritage Initiative.

3) Cllrs J Hackett and D Thomas-Turner – Twinning Association. All voted in favour.

2567 Annual Return and Annual Report for financial year ended 31 March 2024

- a) Council had received a copy of the Annual Return Statement of Accounts for the year ended 31 March 2024. Proposed by Cllr R Thomas Turner, seconded by Cllr Julia Brady and agreed by Full Council to accept this as a true statement.

Resolved

To accept this as a true statement.

- b) Council had received a copy of the Internal Auditor's Report for the year ended 31 March 2024. Proposed by Cllr P Lewis, seconded by Cllr R Thomas-Turner and agreed by Full Council to accept the report.

Resolved

To accept the Internal Auditor's Report.

- c) Council had received the Annual Governance Statement which it reviewed. Proposed by Cllr R Thomas, seconded by Cllr Randell Thomas-Turner and agreed by Full Council to approve the Annual Governance Statement.

d)

Resolved

To approve the Annual Governance Statement

- e) Council had received an initial draft of the Annual Report for the civic year (May 2023 to April 2024). Clerk requested that this be reviewed in detail at an Extraordinary Meeting being scheduled to take place on Thursday 27 June.

Resolved

To review the Annual Report in detail at the Extraordinary Meeting being scheduled to take place on Thursday 27 June.

- f) Council approved both the Accounting Statements and the Annual Governance Statement and Cllr M Lewis duly signed and dated the certification as Chair of the Meeting.

2568 Approval of Accounts for Payment

Proposed by Cllr T Moses, seconded by Cllr R Thomas-Turner and agreed by Full Council to approve the accounts received for payment in May 2024 totalling £47,768.92 (inclusive of VAT) including the balance of payment due to the contractor, as invoiced on 19 June 2024, who had completed the work on the Upper Prendergast Railings.

Resolved:

May 2024 Accounts for payment totalling £47,768.92 including VAT were approved for payment.

2569 Requests for Financial Assistance

a) VC Gallery

Council considered a request for assistance from the VC Gallery following an incident forcing them to vacate their premises and to find alternative arrangements and venues to be able to continue to run their activities. Proposed by Cllr P Lewis, seconded by Cllr J Hackett and agreed

by Full Council (excluding Cllr S Pearce who declared an interest) to provide a £1,000 payment as a goodwill gesture now with further consideration to be given to a payment of up to £4,000, upon receipt of a more detailed account of the areas which the VC Gallery wished Council to support to assist the Gallery to continue its valuable work which benefits many individuals in the town.

Resolved

A goodwill payment of £1,000 to be made to the VC Gallery with further consideration to be given at the Extraordinary meeting scheduled to take place on 27 June to making a further payment up to £4,000, subject to receiving further information from VC Gallery.

b) Portfield Recreation Committee

Council agreed to provide assistance to the Committee to purchase 5 wrought iron seats to be placed at the Lower Racecourse, some of which would replace existing damaged seats at a cost of £750 plus VAT. The request by the Committee, which manages the Racecourse by statute, for Council (as owner of the Racecourse) was in relation to the VAT, which was a significant proportion of the cost borne by the Committee, which Council can recover. Proposed by Cllr J Hackett which was seconded and agreed by Full Council to purchase the seats and reclaim the net amount excluding the VAT from the Committee.

Resolved

Council to be invoiced for the purchase of the seat, which it will pay, reclaiming the net amount excluding VAT, from the Committee.

c) Grwp Resilience

Council considered a request from Grwp Resilience for £2,890 with an Edu-plate, a week-long food festival in Haverfordwest that will deepen knowledge about our local producers and make it easier to access affordable good food. The event will run between 30 September to 5 October 2024 and involved working with Pembs College, Prendergast primary school, Haverfordwest farmers market and two community gardens (Havergardd and Parc Helyg). Proposed by Cllr P Lewis, seconded by Cllr B Simister and agreed by Full Council to support this request.

Resolved

Grant payment of £2,890 to be made to Grwp Resilience in support of the Edu-plate food festival.

2570 Correspondence

a) Welsh Government – Listening programme on 20 mph/feedback to local authority

Resolved

Council to inform the Clerk of any roads affected by the 20-mph speed restriction where feedback could be given to PCC could be given, to be discussed further at Extraordinary meeting scheduled to be held on 27 June.

b) Showmen's Guild – Support for Relocation of Portfield Fair

Council noted that the Guild had written to PCC and suggested the Rifleman Field as an alternative location.

Resolved

Council to support Showmen's Guild request to PCC to reconsider venue for Portfield Fair by meeting with the Gild and PCC (Cllr J Owens and Clerk).

Council discussed other town improvement initiatives including the potential to lower business rates to assist town businesses and ultimately help improve the town's appearance, similar to that achieved over time in the towns of Narberth and Cardigan.

Resolved

Meeting to be arranged with the Mayor with William Bramble PCC CEO to discuss town opportunities.

2571 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 8.05 pm.

Resolved:

Clerk to progress new staff contracts for review by Staffing Committee.

With no further business to consider, the meeting ended at 8.10 pm.

Chairman of Council / Mayor

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Signed

Proper Officer / Town Clerk

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Signed

Date

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APPENDIX 1

Planning Applications received since last meeting

Ref No: 24/0098/PA	Erection of replacement plant, enclosure and associated works at the existing operational Aldi.
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PRENDERGAST/PRIORY	Aldi Foodstore, Salutation Square, Haverfordwest SDA61 2LG
Ref No: 24/0096/PA	Retrospective application to retain garage/store building within curtilage
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PRIORY	6 Nether Edge Drive, Haverfordwest SA61 1ED
Ref No: 24.0056/PA	Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest SA61 1BS
Ref No: 24/0026/PA	Provision of flood lighting for courts 1 and 2 and amendment to lighting source for courts 3 and 4 from metal halide lights to LED lighting
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: CASTLE	Haverfordwest Tennis Club, The Parade, Haverfordwest SA61 1RT
Ref No: 24/0083/PA	External alterations
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: CASTLE	32 High Street, Haverfordwest SA61 2DA
Ref No: 24/0122/PA	Erection of first floor rear extension, addition of porch and widen vehicular access
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PORTFIELD	54 Haven Road, Haverfordwest SA61 1DX
Ref No: 24/0118/PA	Erection of 6 dwellings with associated access, infrastructure at Land off Slade Gardens, Haverfordwest
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: GARTH	Land Adjacent to Slade Gardens, Haverfordwest SA61 2JR
Ref No. 24/0178/PA	Variation of Condition 2 (Approved plans) of planning permission 20/0813/PA (Residential development for 20 units – 141 Portfield, Haverfordwest)
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PRIORY/ PORTFIELD	141 Portfield, Haverfordwest SA61 1DY
Ref No: 24/0166/PA	Loft conversion
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PRIORY	33 New Road, Haverfordwest SA61 1TU
Ref No: 24/0194/AD	Retrospective installation of 1 x 42 inch LCD media screen size 860 (w) x 2160 (h)mm, screen size 530(W) x 930(H)mm 3nos x 1250mm x 700mm flag pole signs, overall 3350mm in height
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PORTFIELD	Tesco Stores Ltd, Haverfordwest SA61 1BU

Ref No: 24/0195/PA	Retrospective installation of 1 x media charger with screen & 1 x fast charger
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PORTFIELD	Tesco Stores Ltd., Haverfordwest SA61 1BU
Ref No: 24/0170/PA	Replacement and upgrade of uPVC windows to meet Building Regs and means of fire escape
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: CASTLE	Flat 1, 2A Holloway, Haverfordwest SA61 2JL
Ref No: 24/0149/PA	Variation of conditions 2 (approved plans) and 3 (CEMP) of planning permission 18/0982/PA (Conversion of 3 listed buildings and the demolition and replacement of fourth building to form 16 residential apartments consisting of 8 x 1 bedroom apartments and 8 x 2 bedroom apartments, 75m ² of commercial floorspace along with 11 parking spaces
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: CASTLE	Snooker Club, Quay Street, Haverfordwest SA61 1BE

Withdrawal Letter

Ref No: 23/1124/PA	Outline permission for single dwelling
Ward: PORTFIELD	140 Haven Road, Haverfordwest SA61 1DL Citizen Portal Planning - application details (agileapplications.co.uk)
Resolved	Application has been withdrawn and records updated accordingly

Public Speaking Opportunity – Planning Meeting – 25 June 2024 at 10am

Ref No: 24/0056/PA	Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest SA61 1BS Citizen Portal Planning - application details (agileapplications.co.uk)
Instructions	Email notice was sent to Members of Council by Town Clerk on 14 June 2024 as the deadline to register attendance was prior to the Full Council meeting.

Planning Decisions and other Notifications received since the date of the last meeting

Notification of Planning Decisions

Ref No: 23/0767/PA	Change of use of former fuel storage depot land for siting of 40no, 6m x 2.4m storage containers for storage hire purposes.
Ward: PRIORY	Former Fuel Depot, Cartlett, Haverfordwest SA61 2LH
Notification of Planning Decision	Conditionally Approved on 16 May 2024 Date decided: 16 May 2024 Citizen Portal Planning (agileapplications.co.uk)

Ref No: 23/0917/CA	Demolition of Former Learning Centre
Ward: CASTLE / PORTFIELD	Haverfordwest Community Education Centre, Dew Street, Haverfordwest SA61 1ST
Notification of Planning Decision	Conditionally Approved on 24 May 2024. Date decided: 22 May 2024 Citizen Portal Planning (agileapplications.co.uk)

Ref No: 23/0910/CA	Demolition of dwelling house
Ward: CASTLE	The Grove, St Thomas Green, Haverfordwest SA61 1QW
Notification of Planning Decision	Conditionally Approved on 24 May 2024. Date decided: 22 May 2024 Citizen Portal Planning (agileapplications.co.uk)

Ref No: 23/0985/PA	Erection of annexe and garden building (in retrospect)
Ward: PRIORY	Priory Farm, Hammond Ave, Haverfordwest SA61 1SE
Notification of Planning Decision	Conditionally Approved on 15 April 2024. Date decided: 11 April 2024 Citizen Portal Planning (agileapplications.co.uk)

Ref No: 23/0907/LB	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
Ward: CASTLE	Former county archive facility adj to Haverfordwest Castle.
Notification of Planning Decision	Conditionally Approved on 24 April 2024. Date decided: 17 April 2024 Citizen Portal Planning (agileapplications.co.uk)

Ref No: 23/0946/PA	Change of use from flat plus children's nursery to private dwelling
Ward: CASTLE	Bilton Cottage, North Gae, Crowhill, Haverfordwest SA61 2HN
Notification of Planning Decision	Conditionally Approved on 26 April 2024. Date decided: 25 April 2024 Citizen Portal Planning (agileapplications.co.uk)

Discharge of Condition Consultation

Ref No: 24/0123/DC	Discharge of Condition 3 (Biodiversity Enhancement) of planning permission 23/0070/PA (Eight rapid electric vehicle charging stations with associated equipment)
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: PRENDERGAST/CASTLE	Bridge Meadow Lane, Haverfordwest SA61 2EX

Ref No: 24/0146/DC	Discharge of Condition 6 (drainage details) of planning permission 22/0868/PA (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)
Link to Planning Portal	Citizen Portal Planning (agileapplications.co.uk)
Ward: CASTLE	Bridge Meadow Lane, Haverfordwest SA61 2EX

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 4 June 2024 at 6pm in the Old Wool Market

Present	Cllr B Simister	MES Committee Chairman
Cllr C Black		
Cllr P Lewis		
Cllr T Moses		
Cllr S Pearce		
Cllr R Thomas-Turner		
V Lewis Camacho	Town Clerk	

Apologies (Item 1) Cllr J Hackett (Observer)

Observers Cllr H Lewis
Cllr M Lewis Chairman of Council/ Mayor
Cllr J Owens
Members of the public

The Mayor welcomed everyone to the meeting. Pending the Committee Chair appointments at the Full Council Meeting on 20 June, Cllr B Simister agreed to Chair the meeting (all voted in favour).

Declarations of interest from Members (Item 2)

Agenda Item	Member	Interest	Nature of interest
No declarations made			

Matters arising from the minutes of the last meeting held on 9 April 2024 (Item 3)

Christmas Lights Re-tender – Clerk to progress tender papers and convene meeting of Sub-Committee. Cllr P Lewis questioned whether this Sub-Committee should report to the Personnel, Policy and Finance Committee. The Clerk confirmed that Christmas Lights fell within the remit of the MES Committee, albeit the ultimate expenditure may need further approval. [*Post meeting note: the current Terms of Reference reflect that the Christmas Lights Sub-Committee reports to MES Committee, and had delegated power for the purchase and hire/lease of new displays within the approved budget.*]

Summer Bunting – members of the Committee commented favourably on the bunting which had been put up in the town during the week commencing 20 May, in line with Council's plans. To coincide with this, the summer flowers were also now in place, both of which had brightened up the town.

The Clerk then noted that her report submitted under Item 4 covered all other updates to the Committee and followed the same order as set out on the agenda.

Clerk's Report to MES Committee (Item 4)

Unless indicated otherwise, Clerk to provide next update at July MES meeting.

- a) **Cemetries** – Upper Prendergast cemetery railings work had been deferred to start on 10 June as the metal work had not arrived back from the galvanizers. Lower Prendergast – grass cutting had been taken back in-house. St Martin's cemetery – the repairs to the inner wall had been delayed due to contractor illness. Clerk raised some concern over the state of an area, which contained very old graves with memorial stones which had been deemed to be unsafe, to the left of the lawn area which had been cordoned off to prevent entry by the public and grass left to overgrow, which looked unsightly in comparison to the "living lawn" area being developed and the bushes full of flowers.

Recommendation:	That the overgrown area to be turned into an ongoing feature, with more permanent fencing and signage added for the public to be made aware
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	why no access is allowed to this area of the cemetery. All voted in favour.
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- b) **Community Garden** – the Community bench had been delivered to the Community Garden and welcomed by the volunteers. The Clerk still to progress formal agreement with Grwp Resilience. Cllr S Pearce, a volunteer, noted that a Committee under Grwp Resilience had been established and a bank account opened.
- c) **Priory Saltings** – Clerk to still progress insurance claim reported to insurers for the vandalised boardwalk. Committee noted the advisory note from and Officer of PCC which made reference to the Equality Act 2010 13 (1) as the most appropriate legislation covering the point whether to fit a handrail to the board walk steps. Cllr R Thomas-Turner sought confirmation as to which protected characteristics the advisory referred to which it was felt would be age and disability (or persons with more limited mobility, balance, etc) to safely use the steps.

Recommendation:	Refreshed quotes to be requested as soon as possible, ensuring that the contractor can guarantee to do the work before the winter, to replace the boardwalk, to re-stone the steps, fix the risers on the bottom two steps, and to add a handrail to the steps. Staff to proceed to organise the installation of appropriate signage at both entrances to the Saltings. All voted in favour.
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Cllr T Moses agreed to look into National Meadow Day on 6th July and to feed back to the Clerk.

- d) **Sports Pavilion / Lower Racecourse** – following a recent issue with a part failure to the water heating system, Clerk advised that quotes were being obtained for a permanent workaround and to replace the heating system entirely so that Council may make a longer-term decision to upgrade the hot water system at the Pavilion. The cost to heat the water / pavilion during winter use was significant given the age of the current system.

Recommendation:	Clerk to proceed to obtain quotes to both repair and replace the heating system with a preference for a more sustainable solution i.e. including hot water / solar panels which could likely generate enough energy to power the Pavilion. All voted in favour.
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The works to replace the height restriction barrier at the Lower Racecourse had been replaced and the replacement / new dog bin(s) installed to the Lower and **Upper Racecourse(s)**. respectively.

Additional works commissioned by the Portfield Recreation Committee (PRC) to replace the two kissing gates to enable disabled access and to instal a pathway between the two (kissing gate) entrances had commenced on 3 June. As Chair of the PRC and local resident, Cllr P Lewis, noted that he would keep an eye on the works for the duration to ensure there was no undue disruption to the users of the car park/lower racecourse. A notice advising of limited access the car park by the PRC had been issued had been posted on Council's social media page and to the website.

- e) **Picton Centre** – All monies invoiced to PCC had been paid covering the occupancy to 31 March 2024. Clerk had received an update from the PCC Head of Property on the timing of the district valuation and this was imminent, which would allow the outstanding points on the lease to be finalised, for completion. Clerk to update at next MES meeting or sooner if matters forward more quickly.

**f) Town Improvements
Summer Bunting**

Recommendation:	Bunting to be taken down after the National Sheriffs' Association AGM being held in Haverfordwest at the end of September. All voted in favour.
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Notice Boards

Recommendation:	Clerk to bring proposal to MES to repair / replace existing notice boards in the town for use by Council and the Community, having viewed existing boards/locations with the Business Circle. All voted in favour.
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Salt bins – no further recommendation. Clerk to progress proposal (ahead of the winter months) and bring back to MES in due course.

- g) **Old Wool Market (Development)** – the Task & Finish Group, comprising five members of Council (Cllr K Jones, Cllr H Lewis, Cllr M Lewis, Cllr J Owens, Cllr B Simister) and which reported to Full Council, had met with the Consultant charged with liaising directly with the architect on development plans and costings and support with accessing funding, on 22 April, who went away with some revisions. Clerk followed up on 31 May, while a response is awaited. Cllr P Lewis suggested the T&FG membership be expanded and its progress tracked by PPF rather than MES, albeit OWM in the main formed part of the Council’s estate.

Recommendation:	To await updated report from the Consultant before bringing update to MES or Full Council (dependent on timing). All voted in favour.
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- h) **Website** – a paper to MES and PPF, recommending moving to an alternative website provider (following a consultation process with two new and existing provider) to create a new website solution which would enable the Administration to have greater control/access to upload content effortlessly to ensure Council met its legal obligations on a timely basis, as a matter of priority, and to provide an overall better experience for all end users. Cllrs B Simister and S Pearce had met the preferred supplier with the Clerk and Senior Admin Officer and agreed with the choice of partner and service provision, as being appropriate to Council’s growth aspirations and its plans to raise awareness of the Council’s activities in a positive way. Cllr J Owens also noted that she had previous experience with the preferred website provider, which had been very positive.

Recommendation:	Subject to PPF Committee recommendation on costings, to recommend engagement with the proposed new website provider with immediate effect.
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- i) **Civic & other events** - the upcoming events noted as:
- Civic Service – St Martin’s Church, Sunday 30 June at 11.00 am
 - Beating of the Bounds/River Festival – Sunday 21 July at 4.00 am (timing to be confirmed)
 - Remembrance Sunday – Sunday 10 November at 11.00 am
 - Christmas Lights Switch on – Saturday 30 November at 6.00 pm
 - Christmas Carol Service – Friday 13 December at 7.00 pm

Cllr R Thomas-Turner asked if Council had any plans to commemorate D-Day 80th Anniversary The Clerk confirmed regrettably that staffing pressures had not been conducive to arranging another town event on this occasion. A Communion service (11.00 am) at St Mary’s Church on Friday 7 June would be commemorating D-Day. As a mark of respect, the Town Council offices would be displaying a D-Day 80th Anniversary flag.

The Mayor noted that Council would do better by encouraging other groups to arrange other town events with the Council then ‘facilitating’ in any way it can and/or by providing funding from its annual budget. Examples would be reinstating the annual town carnival as well as other commemorative or celebratory events as they arise. The Clerk noted her discussion with Pure West Radio who, working through other organisations, support other town councils events in this way beyond what they promote free as a radio station.

Items for next agenda (Item 5) – Cllr P Lewis - request to include discussion with PCC regarding Picton House, which had been left to deteriorate.

With no further business to consider, the meeting ended at 7.20 pm.

APPENDIX 3

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

Present	Cllr H Lewis	PPF Committee Chairman
	Cllr J Hackett	PPF Committee Vice Chairman
	Cllr M Lewis	Chairman of Council / Mayor - Ex-officio
	Cllr R Thomas	
	Vanessa Lewis Camacho	Town Clerk
Apologies (Item 1)	Cllr J Brady	
	Cllr A Brooker	
Observer	Cllr P Lewis	
	Cllr J Owens	
	Cllr B Simister	
	Cllr R Thomas-Turner	
	Members of the public	

The Mayor welcomed everyone to the meeting. Pending the Committee Chair appointments at the Full Council Meeting on 20 June, Cllr H Lewis agreed to Chair the meeting (all voted in favour).

2. Declarations of interest from Members

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

3. Matters arising from the minutes of the last meeting held on 11 April 2024

- 3.1) **2024 National Sheriffs' Association AGM (27-29 September 2024)** – Clerk in the process of providing information to the National Association to share with association members. The Task & Finish Group were due to meet again on 19 June 2024.
- 3.2) **Haverfordwest Civic Society Blue Plaques** – item would be covered under Agenda Item 8.4.
- 3.3) **Mace and Sword Bearer vacancies** – the appointment of a new Sword Bearer, who attended his first Civic Event, at Mayor Making, was noted. The vacancy for Mace Bearer was still open and would be informally advertised through the website, notice boards, social media, and by the Clerk network and members of Council.

4. Accounts to 30 April 2024

- 4.1) The Income and Expenditure Statements to 30 April 2024 were reviewed. Cllr P Lewis asked about Members Allowances and Expenses, the breakdown for which the Clerk referred to as set out on page 3 of the more detailed budget headings transaction report.

The timing of the payment of allowances for Officers i.e. Mayor, Deputy Mayor, and Sheriff at the start of the year, with members allowances paid to Council members at the end of the year, was discussed. Cllr J Owens, former Mayor, noted earlier advice from One Voice Wales (OVW) on this which the Clerk said she would check. Cllr R Thomas proposed that all Officers (not just the Mayor) should receive their allowance at the start of the year, subject to OVW clarification. Cllr J Hackett requested an amendment to the proposal to include establishing what would be the situation if an Officer were paid but subsequently stepped down from that office, and would the Council then be required to pay a further allowance to their successor in the same year. Cllr R Thomas seconded the proposal and all voted in favour.

Cllr R Thomas asked about the amount ringfenced for Old Wool Market and that shown as Total Expenditure in the Budget Comparison report, which the Clerk confirmed were the same values in the accounts as approved during the Council's budget and precept discussions in February 2024.

Recommendation	To accept the Accounts to 30 April 2024. All in favour.
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Recommendation	That all Officers receive their allowances at the start of their year of office, subject to earlier One Voice Wales advice and clarification of position should an Officer subsequently step down (and have either spent or not returned their allowance - which should be a matter of expenses policy). Clerk to check and revert.
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4.2) **Banking – Limited on application for Charge Card for use by Groundsman**

Following Council's earlier decision for the one Groundsman to have access to a charge card to cover incidental expenditure, which it could not be made on account, rather than the frequent use of petty cash, but on making application the Bank confirmed that the minimum credit limit on the card would be £1,000. An internal limit of £250 had been agreed, which was felt sufficient for this purpose, but Council were being asked to now approve the application, based on the new information that the Bank imposed a higher upper limit which could not be changed. Cllr J Hackett proposed that the application proceed on the basis of continuing with the internal limit of £250 per transaction, as before, but accepting the Bank's imposed limit was £1,000. This was seconded by Cllr R Thomas. All voted in favour.

Recommendation	To proceed with charge card application for the Groundsman accepting the higher card limited imposed by the Bank to the internal limit set by Council.
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4.3) **Draft Internal Auditor's Report and Annual Return for year ended 31 March 2024**

The Committee reviewed the Internal Auditor's report which recognised the efforts of new staff and to ensure that the sudden change in administration did not impact the Council's ability to provide services to the town and its inhabitants. Turning to the Annual Return, the Clerk pointed out the additional sections which had been completed showing the Bank Reconciliation, and the Statement of significant variances (increases or decreases) on the financial statements from the prior year. She noted that this year the Audit Wales audit wished to consider the Council's standing orders, financial regulations, and a copy of the Council's report on how it was contributing to the well-being of its area in accordance with its requirements under the Well-being of Future Generations (Wales) Act 2015. A copy of the Council's 2023-24 annual report would be considered at the Full Council meeting on 20 June.

The Clerk also provided the accounts to 31 March 2024 comprising a Consolidated Balance Sheet, Income and Expenditure Account, and Summary Trial Balance. Additional reports provided including a Cashbook and Bank Reconciliation as at 31 March 2024. The Clerk noted that other reports were available, including lists of closing creditors and debtors, for inspection.

Cllr P Lewis asked about the timetable for when the accounts would be made available to the public to inspect should they so wish. The Clerk noted that the Audit Notice which sets out Elector's rights would be published on the Company's website and public areas on 14 June (i.e. before 16 June deadline which falls on a Sunday). The period for the public right of inspection of accounts would be between 1 and 26 July 2024 and the Annual Return, to be approved by Council by 30 June 2024, and requested information, is required to be sent to Audit Wales by 5 July 2024.

Cllr J Owens acknowledged the situation where PPF Committee are in the position to be reviewing the draft Annual Return prior to the Full Council meeting on 20 June. Cllr R Thomas thanked the Clerk and support staff for their efforts in achieving this milestone. It was noted that the Annual Return, Accounts and Annual Report would be brought to Full Council on 20 June following final checks.

5. Anti-Racism Action Plan

Cllr H Lewis invited the Committee to review the Action Plan, noting that the paper, as presented, clearly set out the proposed plan, which the Committee was being asked to recommend to Full Council be adopted, and for £1,200 per annum to be allocated from the Administration Budget to an appropriate new budget sub-heading for the purposes of Council's engagement in respect of the Action Plan.

Cllr R Thomas-Turner noted that the Anti-Racism Wales Action Plan aims to make Wales an Anti-Racist nation by year 2030, with the purpose to make a significant change to the lives of Black, Asian and Minority Ethnic people. The Town Council is called upon to recognise the importance of fostering an inclusive and anti-racist community that values diversity in all respects and promotes equality. On 9 May 2024, Pembrokeshire County Council (PCC) had adopted the Action Plan, which followed an earlier motion submitted to their Council on 7 March 2024. Council was being asked to recognise that some elements of the Action Plan will not be unique to the Town Council and will have a greater probability of being achieved through collaboration with the Working Group being established by PCC, which will comprise representation from the Town Council and other town and community councils in due course.

The Committee commended Cllr R Thomas-Turner for the hard work which had gone into introducing the Action Plan to the Council and at the County level. Cllr J Hackett proposed and Cllr R Thomas seconded a recommendation to Council to adopt the Action Plan, as set out in Appendix 1 and which forms part of these minutes, and that £1,200 per annum is allocated for engagement purposes in our community. All voted in favour.

Recommendation	The Anti-Racism Action Plan (set out in Appendix 1) be adopted by the Town Council and that £1,200 per annum be allocated from the existing Administration budget for the purposes of engagement on the Action Plan in our community.
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6. Portfield Recreation Committee (PRC) – Service Level Agreement (SLA)

The Committee noted the report dated 29 April 2024 from the PRC on the operation of the 3-year SLA (financial years ending 2024-26) with Town Council entered into in October 2023 but which runs from April to March in each year in respect of services provided by PRC to the Lower Racecourse. The PRC set out the expenditure to date and that remaining which had been allocated to be spent on drainage and hedge cutting once the nesting period ends on 1 September.

Recommendation	Full Council to note the report received from Portfield Recreation Committee dated 29 April 2024, noting that year 2 and 3 instalments under the SLA will be scheduled for payment in October on the anniversary of the date of entry into the SLA.
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7. Accounting software, Website, and Old Wool Market flooring proposals

7.1 Scribe Accounts

The Clerk noted the comparisons undertaken of three accounting software applications, including the current package used by Council, which determined that Scribe Accounts package, with additional modules to manage "cemeteries" and "bookings" (Sports Pavilion, Banners, Gazebos, litter picking hub equipment, and meeting rooms) electronically while linking income/invoicing, where appropriate, through Scribe Accounts, as the most appropriate solution to provide full accounting and other key admin support to Council in a manner which would greatly improve the efficiency of processes by reducing man hours needed to complete many basic, albeit important, procedures performed by the Clerk and other admin staff. Thereby freeing up time to focus on other, more strategic, projects. Cost, including year 1 onboarding, £3,137 (£2,340 per annum ongoing). It is proposed that the existing accounting package run alongside Scribe Accounts to minimise any disruption to Council's financial reporting in the second half of the current financial year, or until such time the Clerk and internal auditor is satisfied that the former may be discontinued. Council is asked to approve the subscription to Scribe and the expenditure from the Administration budget.

7.2 Website

The Clerk noted that following Council feedback a re-evaluation of the Town Council's website had taken place during the last 3-4 months. The current site, which was commissioned some 4 years ago, had increasingly become less efficient for the Administration to upload important content without assistance, or as a platform to be developed to align with Council's aspirations to provide much improved communications and engagement opportunities with its stakeholders. Again, comparisons had been undertaken of three website providers, including the existing provider, to take us on this journey. The preferred provider (Company A) could provide the full breadth of service provision, including analytics on website performance, and a potential Welsh language translation tool (for example). Company A also hosts two other town council websites in Pembrokeshire. There would be a one-off cost of £3,478 to design website, including enhanced customised events calendar and direct booking to calendars functionality. Monthly hosting and security costs, including platform updates and testing, are similar to the existing monthly fee. Cllrs B Simister and S Pearce were available to meet with Company A and had endorsed their suitability as a partner. Cllr J Owens, noted that she had previous dealings with Company A, which had also been positive. Council is asked to approve engagement with Company A to host the Council's new website and the expenditure from the Administration budget.

7.3 Replacement Flooring – toilets, cleaning cupboard, and front office (ground floor)

In furtherance of making the Council's offices a more pleasant and welcoming space for staff and to the public and other stakeholders who use the meeting space, and following the flood damage which affected the downstairs toilets and cleaning cupboard flooring, the Clerk sought quotes to replace some of the existing floor comprising vinyl in the 4 toilets (upstairs and downstairs) and cleaning cupboard, and carpet in the front office on the ground floor. Cost: £2,100 +VAT to include fitting, and removal of old flooring. Council is asked to approve this expenditure from the Administration budget.

Cllrs J Hackett and R Thomas proposed and seconded all three proposals. All voted in favour.

Recommendation	Approval by Full Council of proposals: 1) Subscribe to Scribe Accounts, including Scribe Cemetery and Scribe Bookings modules at one-off cost of £3,137 (ongoing £2,340 pa) 2) New website provision (Company A) at one off cost of £3,478 (ongoing circa £1,296 pa) 3) Replace flooring at Old Wool Market at cost of £2,100+VAT
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8. Applications for Financial Assistance

8.1) Pembrokeshire People First (PPF)

Grant application amount requested: £1,336 for a project to provide equipment (currently hired) to support presentations by Learning Disability Champions to vulnerable, low-income adults, who attend various events in Haverfordwest, the County and region. Positive impact on 146 young adult members living within Haverfordwest plus their families who rely on PPF to provide them with the everyday support they need. *Recommendation that £1,336 grant award is made.*

8.2) Pembrokeshire Outdoor Schools Project (Pemb Coast National Park Trust)

Grant application amount requested: £3,000 for project working with 11 schools in the Haverfordwest cluster of schools which will benefit hundreds of pupils. Supports teachers to develop outdoor learning, providing bespoke training for teaching staff, inspiring outdoor learning sessions for pupils and create new learning resources that are available for local schools (primary and secondary). Enables and encourages children to spend more time outdoors and to connect with nature which is proven to improve physical and mental wellbeing, and helps connect communities. *Recommendation that a £1,500 grant award is made, representative of 5 schools located in the town of Haverfordwest.*

8.3) **Haverfordwest Yarn Bombers**

Grant application amount requested: £1,500 to continue to provide popular yarn bomb drops in Haverfordwest, and storage/meet up costs for a group of approximately 30 members aged between 29 and 94 years who meet weekly throughout the year. 80% of the group live in Haverfordwest and for some it's the only time they get out and see people. Thousands of people benefit from yarn bombs as it lifts spirits and makes the public feel better about the town. *Recommendation that £1,500 grant award is made.*

8.4) **Haverfordwest Civic Society – Blue Historic Plaques**

Further to earlier discussions with the Society, the amount of financial support requested: 50% of £15,000 (£7,500), with match funding secured for other 50% for the replacement of 20-25 plaques in the town. *Recommendation that Town Council purchase the plaques, receiving the 50% contribution from the other match funder, and to gift the plaques to the Civic Society.*

Cllrs R Thomas and J Hackett proposed and seconded the four financial assistant proposals. All voted in favour.

Recommendation	Grant payments are awarded to: 1) Pembrokeshire People First in the amount of £1,336 2) Pembrokeshire Outdoor Schools Project (Pemb Coast National Park Trust) in the amount of £1,500 3) Haverfordwest Yarn Bombers in the amount of £1,500 4) Haverfordwest Civic Society – 50% of the cost for replacement of blue plaques (£7,500).
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9. **Items for next agenda (item brought forward on agenda for staffing to be last item):**
None raised.

10. **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 7.15 pm.

Recommendation

That the Clerk seek approval of Council at Emergency meeting being held immediately after this meeting to Deputy Town Clerk appointment and in order to progress Groundsman vacancies.

The meeting closed at 7.19 pm
