

**MINUTES OF A MEETING OF FULL COUNCIL**  
**held on 19 September 2024 at 6pm in the Old Wool Market and via video conference**

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**Present** Cllr M Lewis Chairman / Mayor  
 Cllr R Thomas Vice Chairman / Deputy Mayor  
 Cllr J Brady  
 Cllr H Lewis  
 Cllr P Lewis  
 Cllr T Moses (joined at 6.45)  
 Cllr J Owens  
 Cllr S Pearce (joined at 6.09)  
 Cllr B Simister

**In attendance** V Lewis Camacho Town Clerk

**Observers** County Councillors (2), members of the public (2) and a representative from the Western Telegraph

**2598 Apologies – Cllr(s) J Hackett, D Thomas-Turner, R Thomas-Turner. Absent – Cllr(s) C Black and A Brooker**

**2599 Declarations of Interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
None			

**2600 Questions from Members of the Public**

There were no questions from the public.

**2601 Minutes of previous meeting(s):**

**Extraordinary meeting held on 27 June 2024**  
**Full Council meeting held on 18 July 2024**  
**Emergency Committee held on 13 September 2024**

The minutes of the above meetings were accepted as a true record of the meetings by those who attended.

**2602 Mayor’s correspondence and updates**

The Mayor noted his attendance at the Haverfordwest High VC School Annual Awards Evening on 16 September 2024.

**2603 Planning Applications (Appendix 1)**

Council reviewed the planning applications, decisions and notifications received since the date of last Full Council meeting on 18 July 2024 and during the August recess. No objections were raised. Proposed by Cllr B Simister and seconded by Cllr H Lewis. All voted in favour

**2604 Committee Minutes**

**a) Management, Estates and Strategy (MES) Committee Meeting**

**Resolved:** To accept the minutes and recommendations of the MES Committee meeting held on 3 September 2024 (as attached hereto as Appendix 2). Proposed by Cllr P Lewis and seconded by Cllr R Thomas-Turner. Votes in favour

**Resolved** To approve the purchase, as authorised under the Finance Regulations by the Mayor and Town

Clerk, of motorised engine/brush equipment to clear the path (deemed a slip hazard) at St Martin's Cemetery at a cost of £650. Proposed by Cllr P Lewis and seconded by Cllr B Simister. Votes in favour.

**Resolved**

To approve quotation to replace the Board Walk at Priory Saltings in the amount of £1,344.68 +VAT (net of insurance claim) and to fit handrail to steps in the amount of £1,192.61 + VAT (materials only using own Groundsman labour). Proposed by Cllr P Lewis and seconded by Cllr B Simister. Votes in favour.

**Resolved**

To approve the mid-range quote for the Sports Pavilion provided by the Council's heating / plumbing supplier to expedite replacing the existing heat electric heating cylinder with a direct fired cylinder and mixing valves and installation of booster pump for the cold water and new cold water storage tank at a cost of £14,790 +VAT as the aged water heating system had failed and was no longer safe to use. Proposed by Cllr R Thomas and seconded by Cllr J Brady. Votes in favour.

**Resolved**

Clerk to arrange a separate meeting of Full Council to discuss plans for Old Wool Market as soon as practical. Votes in favour.

**Resolved**

To defer full tender for Christmas Lights contract until the new Year and for Clerk to extend and document existing contractual arrangement for 1 year from end of March 2024. Proposed by Cllr Peter Lewis and seconded by Cllr H Lewis. Votes in favour.

**Resolved**

Clerk's notice board proposal to MES to consider provision in each town Ward. Votes in favour.

**b) Personnel, Policy and Finance (PPF) Committee Meeting**

**Resolved:**

To accept the minutes and recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 5 September 2024 (as attached hereto as Appendix 3). Proposed by Cllr R Thomas and seconded by Cllr H Lewis. All voted in favour

**2605 NACTSEW 2024 AGM & Conference**

**Resolved**

To note the final arrangements as set out in the programme and activities leading up to 27-29 September event (total c.85 delegates). Clerk to email Councillors regarding attendance. Votes in favour.

**2606 Havergardd (Community Garden)**

**Resolved:** To defer review of draft Licence to Occupy agreement to October MES Committee Meeting. Votes in favour.

**2607 Replenishment of Regalia Items**

Council reviewed a range of quotations from local and other suppliers to replenish the stock of neck ties for male Councillors and to provide an equivalent in the form of an oblong scarf for female Councillors to be worn at Town Council events and when representing Council generally.

**Resolved** To approve supplier X for provision of 50 neck ties at a unit price of £16.95 and supplier Y for provision of 25 scarfs at a unit price of £25.98. Proposed by Cllr B Simister and seconded by Cllr H Lewis. Votes in favour

**2608 Outside Bodies – Appointments and updates**

**Resolved:** 1) to accept Cllr J Owens request to step down as a representative on Sir John Perrots Trust and the William Vawer Trust due to difficulty attending meetings during the day, thereby creating a Council vacancy on each body. Clerk to notify the both organisations.

2) to nominate Cllr R Thomas as a Governor of Waldo Williams School. Clerk to return request nomination by the due date.

3) to approve Cllr(s) D and R Thomas-Turner appointment as Co-ordinators of Dyfed Powys Neighbourhood Watch (DPNW)

4) Clerk to follow up on current status of Town Council representation on Haverfordwest Town Museum Trust pending incorporation of new CIO.

**2609 Accounts and Expenditure for Payment Approvals**

Council received the Income and Expenditure and Budget comparison reports reconciled to 31st August 2024. Questions had been received by the Clerk in advance from Cllr P Lewis with regard to the Vodafone direct debit payments and by Cllr M Lewis on the status of the invoicing for rent and utility recharges for Picton House These items to be covered under Agenda items 16 and 17, respectively.

Expenditure for August 2024 totalling £48,876.57, including VAT, was approved for payment.

**Resolved:** 1) to approve the accounts to 31<sup>st</sup> August 2024.

2) that August 2024 expenditure totalling £48,876.57, including VAT, was approved for payment.

3) to approve the allocation of £400 from the Anti-Racist Action Plan Budget to purchase tickets for 20 adults and 20 children to attend Africa Night on 27 September at St Martin’s Church Hall. Note correction to Agenda which inadvertently referred to the “Feed the Ward” event.

## 2610 Town Voice – Matters on behalf of the Town

### a) Portfield Fair (2-5 October 2024)

Cllr J Owens noted the positive resident feedback and collaborative working between the officers of the Town Council, PCC and the Guild of Showmen resulting in the return the Fair to a location closer to its original home this year, at The Rifleman Field Car Park. Noted that the Mayor's opening would take place at 6 p.m. on Wednesday 2 October.

### b) A4076 Trunk Road (Freemans Way) Derestriction Traffic Order

Correspondence from Amey stated that a derestriction order would be required for Freemans Way due to the presence of street lighting, which under the new default following the change in speed limits from 30 mph to 20 mph in Wales, the speed limit would be limited to 20mph. This suggested that the street lighting would need to be turned off as the trunk road was not subject to the change in speed limit. If this was the case Council would wish to raise a concern as the road is already subject to frequent traffic incidents.

**Resolved**

**Clerk to seek clarity from Amey and to confirm to Council. Meanwhile Cllr M Lewis proposed and Cllr J Owens seconded that a response is sent to Amey about keeping the lights on. Votes in favour.**

### c) SMART Towns Project

Clerk introduced the briefing note from the PCC Regeneration Team which had commissioned the project, fully funded by the UK Government Shared Prosperity Fund, to be delivered in all six Tier 1 Pembrokeshire towns, including Haverfordwest. Schemes will be identified following consultation with County Councillors, Town Councils and local stakeholders between August and December 2024. Council would have the opportunity to meet with the consultants facilitating the programme with one of the aims being to improve town centres and high streets. Details of some introductory public engagement sessions would be released shortly.

**Resolved**

**Clerk to share details of engagement sessions when available and to bring back to the Council's agenda.**

### d) Potential Town Projects to benefit from Community Benefit Funding

Clerk noted a request from PCC Regeneration Team for suggestions from the Town Council of areas which might benefit from project work carried out by the three main contractors which will be working in the town over the next 1-3 years. An initial project list had been drawn up by PCC and the Clerk invited Councillors to give consideration to this and to inform the Clerk of any additional suggestions to return these to PCC as part of their exploratory discussions with the third parties.

**Resolved**

**Councillors to inform Clerk of town projects which could potentially be completed via community benefit arrangement by thirty party contractors. Clerk to respond to PCC.**

## 2611 Clerk's Report

The Clerk noted S4C filming for "Priodas Pum Mil" (Five Thousand Pound Wedding) TV programme taking place at Priory Saltings that day. The presence of homeless tents had been noted and a contact within PCC Housing team provided by County Cllr D Bryan. Some refreshing of Old Wool Market paintwork was underway prior to the visit from the NACTSEW delegation. Councillor vacancies by co-option for Garth Prendergast and Prior Wards had received some interest which was being followed up. Finally, the Clerk would be working on MES/PPF action plans in consultation with members of Council to bring to both Committees ahead of the 2025-26 Budget / precept process.

**2612 Items for next Agenda**

1) Update on 30 mph to 20 mph speed restriction feedback submission to PCC

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 7.15 pm.

**2613 Picton Centre Lease**

**Resolved** **Letter to be sent to PCC to confirm Town Council’s decision not to honour PCC’s request for significant annual rent reduction for Picton Centre and regarding Town Councils concerns over the underutilisation of the building. To offer priority use of building to Youth Services in the event agreement not reached / lease not signed and the Town Council took the building back for use as Community Centre.**

**2614 Staffing Matters**

**Resolved:** **Clerk to close out Vodafone Account once last payment is made in September.**

**Part-time Admin resource, currently assisting with project work, to conclude with timing of website project, currently anticipated to be end of October.**

With no further business to consider, the meeting ended at 7.35 pm.

**Chairman of Council / Mayor** ..... **Signed**

**Proper Officer / Town Clerk** ..... **Signed**

**Date** .....

## APPENDIX 1

### New applications/consultations/decision and other notifications received since 19 August 2024

Ref No: 24/0325/PA	Extension to the existing petrol filling station sales building, together with the creation of an EV charging zone, sub-station, LV panel, bin store, four jet wash bays and associated works.
Link to Planning Portal	<a href="#">Please click here to view application documents and reply on-line.</a>
Ward: PRENDERGAST	MORRISONS, Bridge Meadow Retail Park, Haverfordwest, Pembrokeshire, SA61 2EX Last Date for Determination: 08 October 2024 (Response Deadline)
Ref No: 24/0504/PA	Change of use from vacant office to two no: flats
Link to Planning Portal	<a href="#">Please click here to view application documents and reply on-line.</a>
Ward: PRENDERGAST	Stepney House, Back Lane, Haverfordwest, Pembrokeshire, SA61 2QY Last Date for Determination: 23 October 2024 (Response Deadline)
Ref No: 24/0536/PA	Alterations to parking area including new vehicle access, fencing and storage.
Link to Planning Portal	<a href="#">Please click here to view application documents and reply on-line.</a>
Ward: PRENDERGAST	Days Best Buy DIY, Harvester House, Prendergast, Haverfordwest, SA61 2PX Last Date for Determination: 04 November 2024 (Response Deadline)
Ref No: 24/0531/AD	Installation of fascia signs and menu board
Link to Planning Portal	<a href="#">Please click here to view application documents and reply on-line.</a>
Ward: CASTLE	7, Bridge Street, Haverfordwest, SA61 2AL Last Date for Determination: 04 November 2024 (Response Deadline)
Ref No: 24/0539/PA	Installation of plant and extract equipment
Link to Planning Portal	<a href="#">Please click here to view application documents and reply on-line.</a>
Ward: CASTLE	7 Western Quayside, Unit 1, Bridge Street, Haverfordwest, SA61 2AL Last Date for Determination: 04 November 2024 (Response Deadline)

### Application for Tree Surgery/Felling

Ref No: 24/0335/TF	Tree Surgery
Link to Planning Portal	<a href="#">Please click here to view associated documents and reply on-line.</a>
Ward: GARTH	9, Slade Gardens, Haverfordwest, Pembrokeshire, SA61 2JR

### Notification of Planning Decisions

Ref No: 24/0301/PA	Variation of condition 2 (approved plans - proposed addition of 2 No. refuse stores and associated landscaping) of planning permission 23/0243/PA (Demolition of existing pedestrian footbridge; installation of new footbridge between Riverside and Western Quayside; public
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	realm reconfiguration and enhancement; and repair, renewal and refurbishment of existing building).
<b>Ward: CASTLE</b>	7, Riverside Arcade, Bridge Street, Haverfordwest, Pembrokeshire, SA61 2AL
<b>Notification of Planning Decision</b>	Conditionally Approved on 03 July 2024 2024. Date decided: 27 August 2024 <a href="#">Please click here to view the application documents</a>

<b>Ref No: 24/0271/PA</b>	<b>Rear two storey extension</b>
<b>Ward: CASTLE</b>	54, Barn Street, Haverfordwest, SA61 1TG
<b>Notification of Planning Decision</b>	Conditionally Approved on 09 July 2024. Date decided: 02 Sept 2024 <a href="#">Please click here to view the application documents</a>

<b>Ref No: 24/0424/PA</b>	<b>Proposed installation of a third generation (3G) artificial playing surface</b>
<b>Ward: PRENDERGAST</b>	BRIDGE MEADOW STADIUM, Bridge Meadow Lane, Haverfordwest, Pembrokeshire, SA61 2EX
<b>Notification of Planning Decision</b>	Conditionally Approved on 25 July 2024. Date decided: 05 Sept 2024 <a href="#">Please click here to view the application documents</a>

<b>Ref No: 24/0357/PA</b>	<b>Erection of dwelling</b>
<b>Ward: PORTFIELD</b>	Land to the North of, 150, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DG
<b>Notification of Planning Decision</b>	Conditionally Approved on 18 July 2024. Date decided: 11 Sept 2024 <a href="#">Please click here to view the application documents</a>

## APPENDIX 2

### Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 3 September 2024 at 6pm in the Old Wool Market

<b>Present</b>	Cllr B Simister Cllr P Lewis Cllr T Moses Cllr S Pearce Cllr R Thomas-Turner V Lewis Camacho E Greear D Lawrence	MES Committee Chairman     Town Clerk Deputy Town Clerk Facilities Manager
<b>Apologies (Item 1)</b>	Cllr C Black	
<b>Observers</b>	Cllr M Lewis Cllr R Thomas Cllr H Lewis Cllr D Thomas-Turner Member of the public	Chairman of Council/ Mayor Vice-Chairman of Council/Deputy Mayor

The Mayor welcomed everyone to the meeting. Noted that the pending appointment of the Committee's Vice-Chair had inadvertently been omitted from the agenda and would be deferred until the next meeting. Cllr P Lewis wished the minutes to note that he had asked for Picton House, to be added to the Committee's July agenda. As the Committee did not meet in July, Cllr P Lewis' paper, which he had already circulated to Council Members directly, the Clerk had included the paper under Item 15 on the Full Council Agenda for the meeting held on 18 July, which unfortunately Cllr P Lewis did not attend at the last minute. Cllr P Lewis had expressed his disagreement with this course of action.

#### Item 2 - Declarations of interest from Members

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

#### Item 3 - Matters arising from the minutes of the last meeting held on 4 June 2024 (Item 3) and matters incorporated in the draft minutes of the Full Council meeting held on 18 July 2024 (in lieu of the July MES Committee meeting).

The meeting noted the minutes of the meeting held on 4 June which had been approved by Full Council on 18 July 2024. The Clerk noted that the paper prepared for Item 4 on the agenda included all actions and updates since the Full Council meeting. The Chair invited the Clerk to proceed to Agenda item 4.

#### Item 4 - Actions and updates on matters relating to:

<b>Cemeteries</b>	<p><b>Upper Prendergast</b> Replacement railings and gates (Completed: August)</p> <p><b>Lower Prendergast</b> Cuts taken back in-house following additional Groundsman recruitment (Effective from: August)</p> <p><b>St Martins</b> Repairs to wall separating St Martin's and City Road cemeteries (Completed: August). Quote received for repair to St Davids Road wall following third party vehicle impact damage, subject to insurance claim on driver's insurance (In progress). Area cordoned off due to old and deemed unsafe burial stones to be revisited/tidied up with more permanent fencing/signs to be</p>
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	<p>installed – proposal to be brought back to the Committee (In Progress).</p> <p>Lawn area – grass length maintained longer to create meadow area as part of Living Lawn Project (Local Places for Nature Grant funding) since May. Engagement with PCC on treatment of various green spaces to ensure correct maintenance plan in place.</p> <p><b>Treatment of moss on pathway (potential slip hazard)</b></p> <p><b>Recommendation to purchase Kombi motorised engine/brush equipment to clear path instead of high-pressure jet wash which had caused damaged to tarmac path previously. Request to approve expenditure of £650 (applying Clerk/Mayor approval authority) to expedite path clearance to avoid potential injury. Noted equipment may be used at Bridge Meadow Play Area also.</b></p> <p><b>Recommendation to proceed with sourcing equipment approved. Full Council to be asked to note use of purchase authority under Council’s Financial Regulations to expedite before Full Council meeting on 19 September.</b></p>
<p><b>Community Garden (Havergardd)</b></p>	<p><b>Agreement with Grwp Resilience</b></p> <p>Clerk noted that the draft Licence to Occupy the Community Garden was currently being reviewed.</p> <p><b>Clerk agreed to bring this to the Full Council meeting on 19 September for approval.</b></p>
<p><b>Priory Saltings</b></p>	<p>Stone had been added by Groundsman to kissing gate area and to the steps leading to the former Board walk (Completed: June). Pathways were being kept clear, as well as the areas around the bench seating, and repairs undertaken as necessary (ongoing).</p> <p>A quote had been obtained to replace the Board walk and to add a handrail to the steps using a steelworker and the Council’s Groundsman resource (Completed: August).</p> <p>The insurance claim for the loss of the Board walk had been completed and monies received from insurer (Completed: August)</p> <p><b>Recommendation: to approve costings to replace Board walk and fit handrail to steps as set out in Appendix 1 of the report at a cost to Council of £1,344.68 (Board walk net figure to insurance claim for an improved Board walk) and £1,192.61 for materials to fit the hand rail using Groundsman labour.</b></p> <p>Proposed by Cllr R Thomas-Turner, seconded by Cllr T Moses. All voted in favour.</p> <p>Having visited the Saltings with his dog recently, Cllr B Simister suggested that the pathway could be made wider to facilitate dogs passing which may be re-active. D Lawrence agreed to build this into the Saltings plan.</p>
<p><b>The Sports Pavilion</b></p>	<p>Concern was expressed by Cllr P Lewis and Cllr M Lewis that currently there was no hot water facility at the Pavilion for the start of the football season. The Clerk explained that this was because it was not deemed safe and while repair work was being established. The thermostat was proving to be unreliable and it was</p>

<p><b>Lower Racecourse</b></p>	<p>not just a case of adding a timer to control the switching on/off the heater system and restricting access of users to the water heater cupboard. A discussion ensued on the current state of the water heating system which had been assessed by the Council's regular plumbing supplier to consider the options a) to modify the existing system to return it to use, noting that there were obsolete parts and the need to modify the existing pipework; and b) a replacement system. The Clerk noted that quotes were being obtained from the existing plumbing supplier on a replacement to the existing system; from Wales &amp; West Utilities for a gas connection supply to install a combi-boiler and radiators (90-day quote already obtained); and for a more sustainable option (ie solar hot water panels and possibly potential for grant funding) for Council to consider all options to replace what is a 45+ year old system.</p> <p><b>Recommendation: Clerk to prioritise efforts to return the use of hot water (once it is safe to do so). Secondary to that, to obtain quotes to replace the system entirely, recognising that this will take longer to achieve.</b></p> <p>Proposed by Cllr R Thomas-Turner, seconded by Cllr T Moses. All voted in favour.</p> <p><b>Pesticide inspection</b> A visit held by the Inspector on 1 August had resulted in some helpful recommendations, which had been implemented immediately. No areas of concern to note.</p> <p>The works commissioned by the Portfield Recreation Committee to replace the existing kissing gates to enable disabled access and pathway between the same and the main entrance were completed in July and had been well received by members of the public.</p>
<p><b>Picton Centre Lease</b></p>	<p>The Clerk referred to the independent valuation which Council had commissioned in response to the district valuation arranged by the PCC Property department. The Council's independent valuation was notably higher both in terms of rental and freehold value than the recommendation received from PCC which formed the basis on which PCC were prepared to enter into the lease for the Picton Centre. The Committee noted that this recommendation and against the independent valuation presented quite a different proposition to that entered into, in good faith, with PCC in 2021. Three years on there is concern that the Community Centre is being under-utilised by PCC Youth Services; meanwhile the community at large are losing out not having a Community Centre in the town. The discussion included consideration as to whether there was an opportunity to allow the Youth Services to continue to use the facility on a part-time basis if the Council chose to reinstate the Picton Centre as the town's Community Centre.</p> <p>The Clerk had recommended in the report to the Committee that the Full Council hold an additional meeting outside of the Full Council's regular agenda to focus on the strategic property issues with which the Council is currently facing.</p> <p><b>Recommendation: that Full Council do not accept the recommendation from PCC which comprised a significant annual rent reduction for the Picton Centre and to consider reinstating the Picton Centre as a Community Centre for the</b></p>

	<p><b>town as an alternative proposition if PCC are not prepared to enter into a lease on the basis of the rent agreed on occupation, albeit with further consideration to be given for the inclusion of appropriate rent reviews/break clauses to be built into the lease agreement.</b></p> <p>Proposed by Cllr P Lewis, seconded by Cllr. R Thomas-Turner. Two further votes were in favour, with one against.</p>
<p><b>Old Wool Market</b></p>	<p><b>Recommendation: a separate meeting of Full Council is held to consider OWM plans and future as the Town Council's offices.</b></p> <p>Proposed by Cllr. R Thomas-Turner, seconded by Cllr P Lewis. All votes in favour.</p> <p>Meanwhile further paint preparation and a clear out of the rear office space on the ground floor will be undertaken ahead of the NACTSEW (Sheriffs) 2024 AGM and Conference 27-29 September.</p> <p><b>Items not on agenda (for noting only)</b></p> <p>The subject of Picton House was raised by Cllr P Lewis and the concern from electors for how the building had been left to decay. The Clerk noted that a meeting had been set up with Officers of PCC, instead of with William Bramble, which Cllr P Lewis suggested should be cancelled. He felt this could be addressed by sending a letter.</p> <p>Cllr T Moses raised the matter of Council having a fuller engagement with the community. It was suggested that Cllr Moses bring a Community Wellbeing Action Plan (linked to his new role outside of Council) to the next meeting.</p> <p>The desire for the Council to start produce newsletters was also expressed which the Clerk noted is being built into the website activity and that which is maintained on the Council's social media platform. She noted that not all Councillors access the latter so miss this content and element of engagement.</p>
<p><b>Town Improvements</b></p>	<p><b>Summer Bunting</b></p> <p>The Clerk confirmed that the bunting will be taken down after the Sheriffs event i.e. early October and so that it is removed before Remembrance Sunday. Cllr R Thomas-Turner shared the compliments he had received from visitors to the town on how welcoming the bunting was perceived to be.</p> <p><b>Christmas Lights Tender</b></p> <p>The Clerk noted that while a refresh of the tender documentation had been undertaken there were knowledge gaps/areas which required further consideration ie status of lights, various checks, etc before a full tender process could be actioned. She therefore recommended that the full tender is deferred until the new year, when the process can be completed properly and fairly. Meanwhile, it was proposed to extend the existing contractual arrangement for the putting up/taking down of the Christmas lights to be formally extended for 1 year under a variation of agreement arrangement.</p>

	<p><b>Recommendation: to defer the full tender for the contract for the putting up/taking down of Christmas lights until the new year and for the existing contractual arrangement to be formally extended for 1 year from end of March 2024 and documented.</b></p> <p>Proposed by Cllr P Lewis, seconded by Cllr R Thomas-Turner. All votes in favour.</p> <p><b>Notice Boards</b> A proposal to refresh the town and community notice boards would be brought back to MES. Cllr R Thomas suggested that there should be one notice board in each ward.</p> <p><b>Recommendation: that the Clerk’s proposal should include the potential to instal a notice board in each of the five wards, and not just those which are situated centrally in the town.</b></p> <p>Proposed by Cllr R Thomas-Turner, seconded by Cllr P Lewis. All votes in favour.</p> <p><b>Salt Bins (update only)</b> Clerk to revisit requests for salt bins to bring back to the MES Committee.</p> <p><b>Portfield Fair (Town Voice initiative / engagement)</b> The Clerk noted that a leaflet drop had been carried out to the residents immediate to the Rifleman Car Park, seeking feedback to hold the October (2-5 October) fair at that location, with a view to potentially the fair returning to St Thomas Green in 2025. The feedback to date was mostly positive. The deadline for responses to PCC/Showmen’s Gild was 10 September.</p>
<p><b>Civic and Other Events</b></p>	<p><b>Civic Service</b> – held on 30 June</p> <p><b>Beating of the Bounds</b> – held on 21 July. 2025 date to be determined as soon as possible for invitations to Oberkirch Mayor/Band to be sent out. Cllr M Lewis congratulated the staff on a successful event.</p> <p><b>Remembrance Sunday – 10 November</b> Clerk meeting with Royal British Legion representatives on 3 September and Squadron Leader (Brawdy).</p> <p><b>Christmas Carol Service – 13 December</b> Schools and other local groups (i.e. guides, scouts, etc) to be contacted during September to encourage participation.</p>
<p><b>Website development</b></p>	<p>New website design and content provision is in progress. Anticipated completion by end of October. Project running alongside others including Scribe Accounting and Cemetery Management.</p>

**Item 5 - Items for next agenda**

- a) Appointment of Vice Chairman
- b) Community Wellbeing Plan (Engagement) – Cllr T Moses

**Item 6 – Next meeting** – 1<sup>st</sup> October 2024, 6 p.m. at Old Wool Market

With no further business to consider, the meeting ended at 7.40 pm.

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## APPENDIX 3

### Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 5 September 2024 at 6pm in the Old Wool Market

<b>Present</b>	Cllr H Lewis Cllr M Lewis Cllr R Thomas Cllr D Thomas-Turner Vanessa Lewis Camacho Emma Greear	PPF Committee Chair Chairman of Council / Mayor - Ex-officio  Town Clerk Deputy Town Clerk
<b>Apologies (Item 1)</b>	Cllr J Brady Cllr J Hackett Cllr J Owens	
<b>Observer</b>	Cllr P Lewis Cllr R Thomas-Turner Members of the public	

The Chair welcomed everyone to the meeting.

#### 2. Declarations of interest from Members

<b>Agenda Item</b>	<b>Member</b>	<b>Interest</b>	<b>Nature of interest</b>
5.3	Cllr R Thomas	Personal	Proposed New Authorised Signatory
11	Cllr R Thomas	Personal	Trustee of the Haverfordwest Racecourse (Public Park) Trust. Represents Council on the Portfield Recreation Committee.

#### 3. Appointment of Vice-Chairman

The Chair asked for nominations for Vice-Chairman. None were received. Cllr J Hackett had confirmed in writing to the Clerk that he was willing to continue to stand. Cllr R Thomas proposed the appointment of Cllr J Hackett as Vice-Chairman for the ensuing year, which was seconded by Cllr D Thomas-Turner. All voted in favour.

<b>Recommendation</b>	<b>Cllr J Hackett is appointed Vice-Chairman of PPF for civic year 2024-25</b>
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#### 4. Matters arising from the minutes of the last meeting held on 6 June 2024 and matters incorporated in the draft minutes of the Full Council meeting held on 18 July 2024 (in lieu of the July PPF Committee meeting).

The minutes of the meeting held on 6 June had been approved by Full Council on 18 July 2024. The following updates were noted:

<b>Staffing</b>	The preferred candidate had accepted the offer for the Groundsman/Caretaker position and started employment on 5 August.
<b>Scribe Accounting</b>	See Agenda Item 5.2
<b>Sheriffs Association 2024 AGM &amp; Conference</b>	See Agenda item 4.1

#### 4.1) Sheriffs Association 2024 AGM & Conference (27-29 September)

Cllr R Thomas provided an overview of the programme of events for the Friday Welcome Reception through to the Sunday Church Service.

#### 5. 1) Review of Income and Expenditure and Budget Comparison to 31 July 2024

The Committee reviewed and accepted the year-to-date (April to July 2024) Income and Expenditure report and Budget Comparison (the Accounts). The Clerk noted that Pembrokeshire County Council had not yet been invoiced for 2024 Picton Centre Rent and other utilities charges to date, pending current lease discussions. The following recommendation was proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

<b>Recommendation</b>	<b>1) To accept the Accounts to 31 July 2024 as presented.</b> <b>2) Clerk to invoice PCC for the 2024-25 Picton Centre rent and utilities and other charges to date</b>
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**2) Update on Scribe Accounts Implementation**

The Committee noted the Deputy Town Clerk’s paper outlining progress with setting up Scribe Accounting, which was that we are very close to entering the 2024-25 data having successfully entered the financial year’s opening balances. The basic set up of the Upper Prendergast Cemetery had also been completed in the Cemetery Management Module and new graves and Exclusive Rights of Burial are being entered as required. The entering of early records had commenced, supplementing the information available with access to Ancestry and FindMyPast websites to fill in an gaps.

**3) Approval of amendments to Bank Signing Authority**

The Clerk provided a list of the current authorised signatories for Council’s approval following the removal of all former signatories. It was suggested that Cllr R Thomas, as Deputy Mayor/Vice Chairman, should be added as an authorised signatory. The following recommendation was proposed by Cllr D Thomas-Turner. Seconded by Cllr H Thomas. All voted in favour.

<b>Recommendation</b>	<b>1) To approve the current list of authorised signatories as presented.</b> <b>2) To add Cllr R Thomas as an authorised signatory on the Council’s bank account(s).</b>
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**6. 1) Applications for Financial Assistance**

Noted that no applications had been received.

**2) End of Grant Report from Only Boys Aloud Haverfordwest (August 2024)**

The Committee welcomed the thank you report received from Aloud-Cymru following the £1,000 Grant awarded to the Charity in December 2023.

**7. Local Government Pay Claim 2024-25 Update (SLCC, 1 August 2025)**

The Committee noted the Local Government Pay Claim 2024-25 update from the Society of Local Council Clerks, notifying that the pay award (to be determined by the trade unions) from 1 April 2024 would be delayed to late October at the earliest. The recent Government announcement of a pay increase for the public sector of 5.5% can not be imposed on local government and the process for agreeing the 2024-25 pay award will remain as above irrespective of what happens in other parts of the public sector.

**8. One Voice Wales Guidance – Councillor Attendance (6-month rule)**

The Committee noted the guidance provided to all Councillors, setting out the statutory requirement where if a member of Council fails to attend a meeting during a six-month period, that member automatically ceases to be a member of the Council, unless the failure was due to some other reasons approved by the Council before the end of the six-month period. The content of the guidance is centred around ensuring compliance of this ‘fixed rule’ where there is little room to avoid its reach.

**9. PCC Early Budget Consultation for 2025-26 (closing date 29 September)**

The Clerk had circulated the request to Town and Community Councillors to provide details of PCCs early budget consultation for 2025-26 for sharing with their communities. PCC is projected to have a funding shortfall of £84.6m over the next four years, with £30m of that relating to 2025-26. The responses to the consultation will assist PCC in informing the development of its budget for 2025-26. The following recommendation was proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

<b>Recommendation</b>	<b>Members of Council are asked to complete the online response form individually by the closing date of Sunday 29 September 2024 following the link/instructions in the request form.</b>
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**10. Timeline for the Town Council’s 2025-26 Budget**

The Committee considered the Annual Financial Timetable of Actions guidance from One Voice Wales, which set out the customary timetable starting with budget preparation in the Autumn (November) to submission of Precept to the County Council by end the of January in each year, and in relation to budget monitoring. The Clerk recommended that the Council continue to implement the timetable to include a review of activity plans in October. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

<b>Recommendation</b>	<b>Council follows the recommended Annual Financial Timetable of Actions for the 2025-26 Budget</b>
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**11. 3 Year Service Level Agreements – Upper and Lower Racecourses 2024-25**

The Clerk had conducted a due diligence exercise of both Service Level Agreements and was comfortable that the required information under the SLAs had been provided by both service providers ahead of the Year 2 anniversary payment due in September 2024. The Committee felt that in future the payment should be made at the start of the financial year. Cllr D Thomas-Turner proposed, Cllr H Lewis seconded the following recommendation. All voted in favour.

<b>Recommendation</b>	<b>1) Year 2 SLA Payments to be included in the accounts for payment to be approved by Full Council meeting on 19 September 2024. 2) Year 3 SLA Payments to be made at the start of the financial year (April 2025).</b>
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**12. Process and Procedure for review of Council Policies**

The Clerk provided a list of the Council’s current policies highlighting those which had been reviewed during the year at the Annual Meeting. The remaining policies had a range of review dates, which the Clerk could not verify without reviewing each policy. The Clerk proposed to conduct her first review of the Council’s by prioritising the existing and new policies according to best practice, and bringing two policies, as a standing agenda item, to each PPF meeting for review and approval, prior to the Committee making a recommendation to Full Council for the policies to be adopted. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

<b>Recommendation</b>	<b>The Clerk to review / prioritise the Council’s policies bringing two policies to each PPF meeting for review/approval prior to making a recommendation for the policies to be adopted by Full Council.</b>
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**13. Staffing Matters**

No update other than the new staff were settling in.

**14. Items for next agenda**

- a) Review of policies (new standing item)
- b) Library Funding

Next meeting – 3 October 2024, 6 p.m. at Old Wool Market

With no further business to consider, the meeting closed at 6.55 pm

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