

**Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee
held on Thursday 10 October 2024 at 6pm in the Old Wool Market**

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

*Joined the meeting remotely at 6.07pm and in person from 6.12pm. Left meeting at 6.25pm before end of Item 4.1

The Chair welcomed everyone to the meeting.

2. Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
6.1	Cllr D Thomas-Turner	Prejudicial	Member of the LifePoint Church congregation

3. The Chair noted that the meeting replaced the PPF Committee meeting scheduled to be held on 3 October 2024.

4. Matters arising from the minutes of the last meeting held on 5 September 2024 and any PPF Committee-related items discussed/decisions made at the Full Council meeting held on 19 September 2024.

The minutes of the meeting held on 5 September 2024 approved by Full Council on 19 September 2024. The following updates were noted:

Sheriffs Association 2024 AGM & Conference	See Agenda item 4.1 – Report on final expenditure versus budget
Bank account – Authorised Signatories	Cllr R Thomas had been added to Authorised Signatories.
3 Year Service Level Agreements – Upper and Lower Racecourses	Year 2 payments have been made.
Review of Policies – standing PPF agenda item	See Agenda Item 7

4.1) Sheriffs Association 2024 AGM & Conference and report on final expenditure versus budget

The Clerk read out the notes of thanks from the NACTSEW Chair, Life President and former Sheriff & Sheriff’s Lady of Norwich (2011-12) which highlighted the extent of their visit to Pembrokeshire, including the tours and visit to the Pop-Up Museum Shop. The entire delegation had stayed between at least four different accommodations over that weekend. Donations from the Gala Dinner in support of the Mayor’s Charity, Paul Sartori, raised a total of £450, and the proceeds of the retiring collection at the Shrieval Service on the Sunday raised £467.48 in aid of the St Mary’s Church Restoration Fund. The Clerk had circulated the Statement of Income & Expenditure

Statement to date which showed Income from NACTSEW of £6,450 and Total Expenditure of £10,342.28, leaving a net cost expense to the Town Council of £3,892.28. this includes expenditure totalling c.£2,181 (one invoice estimated), remained to be invoiced.

Cllr J Owens expressed disappointed with the inappropriate comment about the cost of the event on social media from former Councillors. A budget had been set and the event organised in the required format keeping well within this. It was suggested that the Council earmark reserves each year from 2025-26 i.e. £300 per year, to be increased annually for inflation, in readiness for the town hosting the event again in 14 years' time.

Cllr Roy Thomas commented on the importance of the Haverfordwest Sheriff attending the NACTSEW AGM each year, for which an allowance is made available.

Recommendation:

Full Council to approve:

- 1) the Statement of Income and Expenditure as presented, including net expenditure against the NACTSEW budget (as originally set but subsequently increased to £7,000 as a contingency).
- 2) The expenditure pending final invoices totalling £2,181 for payment. If any of the final invoices are in excess of this sum, further approval will be sought in respect of that invoice not to delay supplier payment.
- 3) From 2025-26 £300 per year, to be increased annually for inflation, to be earmarked in the budget to cover the cost of the town hosting the NACTSEW AGM event in future.

Proposed by Cllr J Owens, seconded by Cllr D Thomas-Turner. All votes in favour.

5. Review of Income and Expenditure and Budget Comparison to 31 September 2024

The Committee noted that due to the 5-week month impact on the PPF meeting timing making it too early to report on the I&E and Budget Comparison to 31 August 2024 in the September PPF meeting. Consequently, those accounts were received and approved by Full Council at its meeting on 19 September 2024, which incorporated expenditure paid in August 2024 amounting to £31,970 plus VAT.

The Committee received and accepted the I&E and YTD Budget Comparison report to 30 September 2024 (the Accounts).

In accordance with Financial Regulation 4.2 the Clerk had requested that unspent and available amounts within certain budget headings be moved to apply to expenditure recorded under other budget headings (known as "virement") as follows:

(1) Budget Heading	(2) Description	(3) YTD Expenditure £	(4) Transfer from Budget Heading	(5) Transfer Amount £
S137 payments	Grant Applications	10,596	Donations	20,000
Contingencies	Legal fees/bank charges	1,227	Town Improvements	2,000
Staff expenses	Consumables/sundries (Re OWM) earlier in budget year	342.47	Town Improvements	1,000
Anti-Racism Action Plan (New) – as	Support of activities	400.00	Administration	1,200

approved by FC on 20 June 2024				
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The Clerk noted that requests for financial assistance under the Council’s grants policy are currently recorded within the S137 budget (cost centre) heading, whereas the total budget allocated for 2024-25 had been recorded within the Donations budget heading in Edge IT accounting, following the prior year treatment, which included payments made under Service Level Agreements.

Cllr P Lewis (observer) noted that the authority under S137 of the Local Government Act 1972 should be used only when there is no other specific power available. The Clerk agreed noting that donations and SLAs do not have specific powers and are included within the S137 authority on the Council’s Annual Return. The Clerk advised that she would discuss this with the Internal Auditor and revert at the next meeting with regard to this transfer.

Meanwhile, the recommendation to transfer the amounts shown in the fifth column of the above table from the budget headings shown in the fourth column, in respect of Contingencies, Staff Expenses and Anti-Racism budget headings (in first column) was proposed by Cllr R Thomas. Seconded by Cllr J Owens. All voted in favour.

Recommendation	1) To accept the Accounts to 30 September 2024. 2) To approve the virement of amounts between budget headings in respect of Contingencies, Staff Expenses, and Antic-Racism Action Plan, as set out in the above table.
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6. Grant Applications for Financial Assistance:

1) Application from LifePoint Church – Christmas Events 2024 Project. The Clerk confirmed that the Tier 2 application requesting support for £2,962 covering the cost of catering, the event and the hampers, was complete. Cllr P Lewis (observer) asked: 1) would the Committee not expect to see a local set of accounts for the Pembrokeshire branch of the organisation, beyond the LifePoint Church group accounts provided; and 2) referring back to advice from the former administration, was the Council permitted to provide financial assistance to a church. This was not a matter the Clerk had prior knowledge of but agreed to look into it.

Recommendation	Subject to the Clerk seeking to obtain a set of local accounts for LifePoint Church Pembs, if available, and establishing if any prohibition for Council to provide financial assistance in relation to this application for outreach work, Full Council to approve the making of a grant, and the amount, to LifePoint Church.
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2) Grant application previously awarded – Grwp Resilience – Edu-Plate Food Festival
A letter had been received from Grwp Resilience advising that the project for which a £2,890 grant was made, had been postponed this year, and offering to return the funds to Council. The Clerk confirmed that this action would be in keeping with the Council’s grant policy requiring the funds granted to be returned if a project does not go ahead.

Recommendation	Clerk to respond to Grwp Resilience to make arrangements for the grant funds of £2,890 to be returned to Council and for the same amount to be earmarked for the Grwp Resilience Edu-Plate Food Festival Project in 2025 in the 2025-26 budget.
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7. Review of policies – 1) Civic Regalia and Robing and 2) Lone Working

Drafts of both (new) policies had been provided to the Committee. Cllr R Thomas welcomed the implementation of a lone working policy, in particular, and proposed that a recommendation be

made to Full Council to adopt both policies for implementation with immediate effect. This was seconded by Cllr J Owens. All voted in favour.

Recommendation	Civic Regalia and Robing, and Lone Working policies, as presented, are adopted for immediate implementation for members of Council and staff, as appropriate.
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8. 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 7.50 pm.

9. Staffing Matters

Recommendations:

Clerk to bring a Councillor Meeting and Attendance Disclosure Procedure to the next meeting.

Review of robes to be undertaken, in particular for the Sheriff, and a proposal brought by the Clerk to PFF.

10. Items for next agenda

- a) PPF Action Plans & Budgets
- b) Review of Regalia – Robes
- c) Cllr Meeting Attendance Disclosure Procedure in accordance with best practice

Next meeting – 7 November 2024, 6 p.m. at Old Wool Market

With no further business to consider, the meeting closed 8.00pm