

MINUTES OF A MEETING OF FULL COUNCIL
held on 17 October 2024 at 6pm in the Old Wool Market and via video conference

| | | |
|----------------------|---|---|
| Present | Cllr M Lewis Cllr R Thomas Cllr C Black (joined at 6.09) Cllr J Hackett (left meeting at 6.02 to receive a call) Cllr H Lewis Cllr P Lewis Cllr T Moses (joined at 6.02) Cllr J Owens Cllr S Pearce (joined at 6.05) Cllr B Simister Cllr D Thomas-Turner Cllr R Thomas-Turner | Chairman / Mayor Vice Chairman / Deputy Mayor |
| In attendance | V Lewis Camacho E Gear Rev'd Fr. N Hook | Town Clerk Deputy Town Clerk Mayor's Chaplain |
| Observers | County Councillor and member of the public | |

2615 Apologies – Cllr(s) Cllr J Brady. Absent – Cllr A Brooker

2616 Declarations of Interest from Members

| <i>Agenda Item</i> | <i>Member</i> | <i>Interest</i> | <i>Nature of interest</i> |
|---|----------------------|-----------------|--|
| 2621 b) Approval of Grant payment | Cllr D Thomas-Turner | Prejudicial | Member of congregation of LifePoint Church |
| | Cllr R Thomas-Turner | Prejudicial | Member of congregation of LifePoint Church |

2617 Questions from Members of the Public

There were no questions from the public.

**2618 Minutes of previous meeting
Full Council meeting held on 19 September 2024**

The minutes of the above meeting were accepted as a true record of the meeting.

2619 Mayor's correspondence and updates

The Mayor noted his attendance at the opening of Portfield Fair and at Pembroke Fair. He had also attended the Civic Harvest Service in Pembroke Dock. He thanks the Deputy Mayor for attending the Freeman of Haverfordwest meeting at County Hall on 5 October 2024 to welcome the guests to the Town of Haverfordwest, on his behalf.

2620 1) Planning Applications (Appendix 1)

Council reviewed the planning applications, decisions and notifications received since the date of last Full Council meeting on 19 September 2024. No objections were raised. Proposed by Cllr M Lewis and seconded by Cllr M Lewis. All voted in favour

2) National Consultation on implementing the Infrastructure (Wales) Act 2024

Purpose of consultation to provide new consenting process that will enable Welsh Ministers to determine applications for significant infrastructure projects under a new regime – the returned feedback will enable finalisation of regulations (responses requested by 13 December 2024);

And

3) **PCC Local Development Plan 2 – Consultation between 21 October and 16 December 2024.** Briefing sessions were held at Pemb Archives on 15 & 16 October. Cllr R Thomas-Turner who had attended a briefing session, provided a brief update.

Cllr P Lewis suggested that the above consultations are considered by the PPF Committee.

Resolved Infrastructure (Wales) Act 2024 and PCC Local Development Plan 2 – both consultations to be brought to PPF Committee for review and a response plan agreed. Proposed by Cllr P Lewis and seconded by Cllr R Thomas-Turner. All voted in favour.

2621 Committee Minutes

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

Resolved: To accept the minutes and recommendations of the MES Committee meeting held on 8 October 2024 (as attached hereto as Appendix 2) with the exception of the appointment of Vice Chairman (see below).

Cllr J Hackett rejoined the meeting.

Resolved To approve Town Council provision of financial assistance to enable the Riverside Library to continue to open on Saturday afternoons, via a multi-year agreement at cost of £13,317.40 per annum over five years from 2025-26. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. See recorded vote below.

Cllr P Lewis requested a Recorded Voted:

In favour: Cllr(s) C Black, J Hackett, H Lewis, M Lewis, T Moses, J Owens, S Pearce, B Simister, D Thomas-Turner, R Thomas-Turner

Against: Cllr P Lewis

Abstained: Cllr R Thomas

Resolved To defer Cllr R Thomas-Turner appointment as Vice Chairman of MES for the civic year 2024-25 following a point raised by Cllr P Lewis that despite a majority voting in favour of this appointment, there was no proposer or seconder to the motion. Proposed by Cllr M Lewis and seconded by Cllr B Simister. Majority voted in favour.

Resolved To approve the quotation from Supplier X in the amount of £1,615.35 + VAT for the replacement of the gate at St Martin's cemetery. Proposed by Cllr T Moses and seconded by Cllr R Thomas-Turner. All voted in favour.

Resolved To approve, for signature, entering into the Draft Licence to Occupy Agreement between the Council and Group Resilience CBC in respect of

land for a Community Garden, located at Lower Cambrian Way, Haverfordwest (known as Havergardd), subject to the inclusion of a sentence for Grwp Resilience CBC to provide the Council with an annual progress report. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.

Resolved

To approve the most expedient form of action, as recommended by the Clerk, to replace the steps and include a hand railing by seeking quotes and securing grant funding or covering the cost via the potential community benefit option. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. Majority voted in favour.

Resolved

Full Council OWM (Extraordinary) meeting discussion to include insight from PCC Planning Listed Building Officer into what improvements can be made i.e. improve flood defences, replacement windows, exterior soffits and external metal canopy, and for this to be included in 2025-26 Planning. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.

Resolved

Summer Bunting to be included in MES 2025-26 Action Plan. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.

Resolved

Clerk to bring initial proposal for a grant funded Link Officer role for discussion at next MES meeting. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. Majority voted in favour.

Resolved

Clerk to liaise with Committee members to bring draft Action Plan and Budget to the November MES meeting. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted 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 10 October 2024 (as attached hereto as Appendix 3) and set out below.

Resolved:

To approve:

- 1) the Statement of Income and Expenditure showing net expenditure of £3,892.28 against the final budget of £7,000 set for the Sheriff's event.
- 2) The expenditure which was pending final invoices totalling £2,181 for payment. If any of

the final invoices cause this sum to be exceeded, payment to be made 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 D Thomas-Turner and seconded by Cllr R Thomas-Turner. All voted in favour.

Resolved:

1) To accept the Accounts to 30 September 2024. Proposed by Cllr J Owens and seconded by Cllr R Thomas. All voted in favour.

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 table (see PPF minutes Appendix 3). Proposed by Cllr R Thomas-Turner and seconded by Cllr D Thomas-Turner. Majority voted in favour.

Resolved:

Grant payment of £1,466.59 to be made to LifePoint Church Pembrokeshire (not subject to prohibition pertaining to funding the fabric or the actual building of a church) in support of their Christmas Fun Event, providing a number of hampers to families in need. *Cllr D and R Thomas-Turner left the room during the decision (6.50 to 6.55 pm)*. Proposed by Cllr J Owens and seconded by Cllr R Thomas. Majority voted in favour.

Resolved:

Grwp Resilience to return to Council grant funds of £2,890. Council to earmark the same amount for the Grwp Resilience Edu-Plate Food Festival Project in 2025 in the 2025-26 budget. Proposed by Cllr R Thomas-Turner and seconded by Cllr P Lewis. All voted in favour.

Resolved:

1) To adopt the Civic Regalia and Robing, and Lone Working policies.

2) Councillor Meeting and Attendance Disclosure Procedure to be brought by the Clerk to the next PPF meeting.

3) Review of robes to be undertaken and a proposal brought by the Clerk to the next PPF meeting.

Proposed by Cllr H Lewis and seconded by Cllr B Simister. All voted in favour.

2622 Library Funding from 2025-26

Council agreed to continue its support of the Riverside Library Saturday afternoon opening, under the authority of S137 of the Local Government Act 1972. Resolution and Recorded Vote set out above - MES Minutes and Recommendations – Paragraph 2621 a) above.

2623 National Association of City & Town Sheriffs of England and Wales (NACTSEW) – 2024 AGM & Conference - Final Report and Expenditure Approval

Council approved the Income & Expenditure, remaining expenditure and the incremental annual budgeting from 2025-26 for the next NACTSEW AGM event in 14 years' time. Resolution set out – PPF Minutes and Recommendations – paragraph 2621 b) above.

2624 Christmas Events 2024

Council confirmed the funding support in relation to the annual Xmas Lights Switch on Event in the town organised by Riverside Shopping and Pure West Radio.

Resolved

To approve payment of £3,000 to cover the fireworks for the event (organised by Riverside Shopping) and a payment of £1,000 to Pure West Radio who organise the Santa Sleigh Run which this year would include a Santa's Grotto. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.

2625 Support for Feed the Ward Events

Cllrs D and R Thomas-Turner noted the success of the event held earlier in the day, which had been supported by 13 different stakeholders, providing a range of information and support to town residents. Rev'd Fr. Neil also endorsed the event as one which provided a real opportunity for the town to access information and support and to cross-aggregate. Cllr R Thomas-Turner requested financial support to run more events of this nature over the winter months (5 months) at a total cost of £850. It was suggested that the name of the event be changed to consider multiple wards. Also that more Town Councillors, who were invited, to have the opportunity to get involved at future the events. Feedback from event would be collated and built into the next event to be held on 14 November 2024.

Resolved

To support the next five Feed the Ward (to be renamed) events at a total cost of £850 from the town events budget. Proposed by Cllr T Moses and seconded by Cllr Bob Simister. All voted in favour.

2626 Outside Bodies – Appointments and updates

| | |
|--|---|
| Bridge Meadow Trust | Cllr P Lewis - no further news from Haverfordwest Football Club on support documentation for new pitch. |
| CWBR Youth Projects | Amend to "Youth Projects". |
| Dyfed Powys Police Neighbourhood Watch (New) | Cllr R Thomas-Turner noted first meeting had covered the BT digital switchover. The organisation attended the Feed the Ward event |
| Flagship Heritage Attraction (FHA) | Cllr R Thomas-Turner to attend next meeting on 24 October. |
| Haverfordwest Racecourse (Public Park) Trust (HRPPT) | Cllr R Thomas – next meeting on 22 October. Park Runners Relay Event on 25-26 October to raise funds for the shed extension. Amount raised by HRPPT to date - £4,600. |
| Haverfordwest Skatepark Association | Cllr T Moses – imminent meeting to discuss Association's membership. |
| Sir John Perrots Trust | Cllr P Lewis – agreement to support HRPPT shed extension |
| Haverfordwest Town Museum | CIO in process of being established – by end of year. |

| | |
|--|---|
| Former "Town Team" equivalent for the town | Cllr R Thomas-Turner – discussions with PCC Officers. Cllr M Lewis request to include Portfield Fair 2025 to agenda. |
| Town Regen Forum (New) | Cllr T Moses – met with representatives at Haverhub – clear aim to bring interested town parties together to get some traction on current town issues and projects. Member of PCC Regen team included. Clerk to attend forum. |
| Twinning Association | Youth Services fed back on their trip to Oberkirch to the Committee on Monday. |
| Governor – Waldow Williams School | Cllr R Thomas – Nomination Pending – School review meeting on 7 November 2024. |

Resolved: **To accept the updates to Outside Bodies**

Council took a short break, re-convening at 7.27pm.

2627 Accounts and Expenditure for Payment Approvals

Council had also received the Income and Expenditure and Budget comparison reports reconciled to 30 September 2024 (the Accounts). Expenditure for September 2024 totalled £38,835.70, including VAT. Noted that this included an estimated bill from the Council's electricity supplier taken by direct debit in the sum of £4,946.22, which will be recovered.

Resolved: **1) to approve the accounts to 30 September 2024.**
2) to approve September 2024 expenditure totalling £38,835.70, including VAT, for payment. Proposed by Cllr J Hackett and Seconded by Cllr T Thomas-Turner.

2628 Town Voice – Matters on behalf of the Town - Updates

a) 20mph changes – PCC feedback consultation – closing on 21 October 2024

Clerk confirmed the PCC had acknowledged the Council's feedback sent on 5 August 2024.

b) SMART Towns Project

Clerk provided an update on the engagement meeting at County Hall held on 9 October 2024, attended by County Councillors and local businesses. Cardigan and Abergavenny were notably the front runners in the use of data and smart technology generating efficiencies in their towns. Further meetings will be held shortly. The first in October to progress the study for Haverfordwest to explore how data and smart technology could transform the town centre, and the second (in November) to dive deeper into specific proposals and solutions tailored to Haverfordwest. Clerk will share meeting dates in due course.

c) Potential Town Projects to benefit from Community Benefit Funding

Clerk shared a list of projects which the PCC Regeneration team had confirmed as those they were discussing with the main contractors working on the three major town projects. Further updates from PCC would be provided as these discussions developed. Noted that the one, relatively small project, which the Council was keen for support with, and it was hoped could be completed relatively quickly and easily, was the replacement of the steps including the fitting of a handrail at the Priory Saltings.

Resolved **Clerk to progress the potential for the Priory Saltings Steps to be replaced under the Community Benefit arrangement.**

2629 Clerk’s Report

The Clerk noted that the 29 October date had been identified to hold an extraordinary meeting of Council dedicated to considering the future plans for Old Wool Market. It was proposed that the Bridge Meadow Haverfordwest Trust, to which the Town Council was the Sole Trustee, AGM would be held immediately after that meeting.

2630 Items for next Agenda

Picton Centre – see Item 2632 below.

2631 Picton House

Council noted the response from Mr Will Bramble, PCC CEO, on the current status of the property which stated that it was no longer likely to be practically, or financially possible, for the building to be incorporated into one of the town’s regeneration projects, as was originally foreseen when it became vacant. The building was therefore surplus and it was likely to be put on the market for sale.

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. Proposed Cllr R Thomas-Turner and seconded by Cllr H Lewis.**

Members of the public left the meeting at 7.40 pm.

2632 Picton Centre Lease

No response had been received to the Town Council’s letter to PCC dated 27 September 2024. Cllr T Moses wished it to be recorded that he did not feel that the Youth Services were under-utilising the building and if Council withdrew its support, there would likely be no Youth Club.

Resolved **To defer discussion on Picton Centre until the next Full Council meeting, subject to a response from PCC.**

2633 Staffing Matters

Resolved: **Part-time Admin resource to continue until end of calendar year to support project work.**

With no further business to consider, the meeting ended at 8.03 pm.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

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

| | |
|-------------------------------------|---|
| Ref No: 24/0534/PA | Removal and rebuilding of four external walls. |
| Link to Planning Portal | Please click here to view application documents. |
| Ward: PRENDERGAST | 85, Coronation Avenue, Haverfordwest, Pembrokeshire, SA61 2RG Grid Reference: 195975.539-216201.852 Last Date for Determination: 10 November 2024 (Response Deadline) |
| Ref No: 24/0562/PA | Change of use from a Car Sales Garage (Sui generis) to a Vehicle Hire Branch (Sui generis). |
| Link to Planning Portal | Please click here to view application documents. |
| Ward: PRIORY & PORTFIELD | PMS Car Sales, Snowdrop Lane, Haverfordwest, Pembrokeshire, SA61 1ET Grid Reference: 194253.601-214912.681 Last Date for Determination: 03 November 2024 (Response Deadline) |
| Ref No: 24/0593/AD | Proposed Installation of 5 Fascia Signs. |
| Link to Planning Portal | Please click here to view application documents. |
| Ward: CASTLE | 21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ Grid Reference: 195517-215747 Last Date for Determination: 05 November 2024 (Response Deadline) |
| Ref No: 24/0592/PA | Proposed new shopfront windows and doors to entrance elevation & Installation of 25 new condenser units to flat roof area. |
| Link to Planning Portal | Please click here to view application documents. |
| Ward: CASTLE | 21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ Grid Reference: 195517-215747 Last Date for Determination: 24 November 2024 (Response Deadline) |
| Ref No: 24/0606/PA | Replacement Door |
| Link to Planning Portal | Please click here to view application documents. |
| Ward: CASTLE | 19 Holloway, Haverfordwest, SA61 2JL Grid Reference: 195227.212-215843.298 Last Date for Determination: 26 November 2024 (Response Deadline) |
| Ref No: 20/0625/PA | Extension and alterations |

| | |
|--------------------------|--|
| Link to Planning Portal | Please click here to view application documents. |
| Ward: PRENDERGAST | Patterdale, 23, Cardigan Road, Haverfordwest, Pembrokeshire, SA61 2QH Grid Reference: 195916.014-216632.312 Last Date for Determination: 18 November 2024 (Response Deadline) |

Notification of Planning Decisions

| | |
|-----------------------------------|--|
| Ref No: 23/0868/PA | Proposed New Dwelling |
| Ward: PORTFIELD | Cuckoo Corner, 144, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DP |
| Notification of Planning Decision | Conditionally Approved on 16 January 2024. Date decided: 16 September 2024 Please click here to view the application documents |

| | |
|-----------------------------------|---|
| Ref No: 24/0454/PN | Proposed installation of 20m monopole, 6no. antennas, 1no 0.3m dish, 2no cabinets, 1no. meter cabinet and ancillary development |
| Ward: PRENDERGAST | Grass verge, Stokes Avenue, WITHYBUSH, HAVERFORDWEST, SA61 2QQ |
| Grid Reference: | 195996.285-216476.313 |
| Notification of Planning Decision | Conditionally Approved on 26 July 2024. Date decided: 18 September 2024 Please click here to view the application documents |

| | |
|-----------------------------------|--|
| Ref No: 24/0427/DC | Discharge of conditon 7 (drainage) of planning permission 21/0887/PA (Replacement bus station and multi-storey car park, associated works and new public realm). |
| Ward: CASTLE | Multi Storey Car Park, Haverfordwest, Pembrokeshire, SA61 2LJ |
| Grid Reference: | 195532.898-215850.076 |
| Notification of Planning Decision | Conditionally Approved on 30 July 2024. Date decided: 18 September 2024 Please click here to view the application documents |

| | |
|-----------------------------------|--|
| Ref No: 24/0430/PA | Demolition of existing garage and construction of new garage |
| Ward: PRIORY | 6, New Road, Haverfordwest, Pembrokeshire, SA61 1TS |
| Grid Reference: | 195756.25-215488.294 |
| Notification of Planning Decision | Conditionally Approved on 24 July 2024. Date decided: 16 September 2024. Please click here to view the application documents |

| | |
|------------------------|--|
| Ref No: 24/0335/TF | Tree Surgery |
| Ward: PORTFIELD | 9, Slade Gardens, Haverfordwest, Pembrokeshire, SA61 2JR |
| Grid Reference: | 195008.807-216597.657 |

| | |
|--|--|
| Notification of Planning Decision | Conditionally Approved on 26 June 2024. Date decided: 30 September 2024. Please click here to view the application documents |
|--|--|

NOTIFICATION OF APPEAL DECISION

| | |
|--|---|
| Appeal Ref: CAS-03470-VOW4F7 PCC Ref No: 23/0522/PA | Change of use and alterations to shopfront of 6-7 Castle Square, Haverfordwest, SA61 2AB from vacant retail (A1 use class) to betting shop (Sui Generis use class) |
| Ward: CASTLE | 6-7 Castle Square, Haverfordwest, SA61 2AB |
| Grid Reference: | |
| Notification of Appeal Decision | Allowed. Date decided: 10 October 2024. Please click here to view the original application documents |

DRAFT

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 8 October 2024 at 6pm in the Old Wool Market

| | | |
|---------------------------|---|--|
| Present | Cllr B Simister Cllr C Black Cllr T Moses Cllr S Pearce (joined 6.09pm) Cllr R Thomas-Turner V Lewis Camacho D Lawrence | MES Committee Chairman Town Clerk Facilities Manager |
| | M Cavanagh (<i>Agenda Item 5 only</i>) Head of Cultural, Leisure, Tourism and Registration Services, Pembrokeshire County Council (PCC) | |
| Apologies (Item 1) | Cllr P Lewis | |
| Observers | 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 Chair welcomed everyone to the meeting including Mike Cavanagh.

Item 2 - Declarations of interest from Members

| Agenda Item | Member | Interest | Nature of interest |
|---|---------------|-----------------|---|
| 8 – Community Wellbeing Plan/Community Engagement | Cllr T Moses | Personal | Employed by Together for Change (TfC) Pembrokeshire |

Item 3 – The Chair noted that the meeting replaced the MES Committee meeting scheduled to be held on 1 October 2024.

Item 4 – Appointment of Committee Vice-Chairman

The Chairman proposed that Agenda Item 5 – Riverside Library – was brought forward to allow Mike Cavanagh to present his item first so that he would be free to leave the meeting afterwards.

Item 5 – Riverside Library – update on Summer public engagement on library usage / initial discussion on ongoing support by the Town Council

Mike Cavanagh (MC) referred to his correspondence dated 7 October addressed to all Town Councillors which had been included in the meeting pack, which recapped on the Council's support of the County Library Saturday opening since opening in December 2018 (pre-Covid). He noted that the Riverside Library remained by far the most visited and used of the County's libraries and it is the flagship facility. It is used by many local people of all ages and backgrounds, for many different reasons including social lifeline, IT usage, searching, printing, or gaining access to subscription services they are unable to afford at home, or simply to sit and read quietly. MC noted that while the initial opening of the library was key to the regeneration of the town, some of which had been delayed, the Western Quayside (old Ocky White building) will be open soon, and the new signature bridge is due to complete in the spring. The transport interchange will follow, as well as the Castle regeneration / visitor attraction scheme funded by UK government, PCC and the National Lottery Heritage Funding, with an anticipated opening date in 2027.

The associated performance of the Library Saturday opening had been shared with Council, which reflected that performance on Saturday afternoons was strong. This is the busiest time when members of the public collect/return books and deal with any issues. MC had also shared the findings of the Needs

Assessment undertaken in the Summer, which showed that closing libraries and replacing with digital/postal/mobile library services and further reductions of book stock were the least supported of six suggestions put forward during the public engagement, with staff-less access not far ahead of them. Much better supported were reductions to the unitary council's asset costs, and rolling out supported employment and working with volunteers. MC noted that he had been speaking with all five big town councils and other important organisations/stakeholders, to explore what opportunities may exist with regard to reducing asset costs, and volunteering through community managed partnership models. One such option was the potential for a Community Asset Transfer (CAT) to retain library provision in partnership with the town council as a community managed partnership. This however recognised that there is no one size fits all for town councils.

The Committee thanked MC for his comprehensive update on the town's library provision and the potential options for the Town Council to continue to support the Riverside Library. While the benefits of a CAT and community managed partnership could be seen for some town councils, the Committee did not feel this opportunity would work for the Town Council and the Riverside Library building at this time. It noted however that in reaching this conclusion now it would not preclude the Town Council providing support to a community managed partnership model if one were introduced at the Library in the future. The Committee were given some assurance that the library was not likely to shut but that all decisions would need to be made by Members of the County Council.

The Committee considered the proposal for the Town Council to consider extending its existing agreement in order to keep the library open on Saturday afternoons. The proposed agreement would include a multi-year package allowing both library users and staff certainty over the medium to long-term that the facility will be open, and enable long-term strategic planning for the development of the site. While the costs of running the Library had increased due to the impact of inflation, the Town Council could continue to pay the current amount of £13,317.40 per annum over five years from 2025-26. Financial support provision on an annual basis was also an option but the annual figure would be increased.

Cllr R Thomas-Turner proposed that a recommendation be made to Full Council to extend the Town Council's support to the Riverside library to enable it to remain open on Saturday afternoons by providing financial assistance in the amount of £13,317.40 per annum over a five-year period from 2025-26. This was seconded by Cllr C Black. All votes were unanimous.

Recommendation: **To Full Council that the Town Council provision of financial assistance to enable the Riverside Library to open on Saturday afternoons via a multi-year agreement at cost of £13,317.40 per annum over five years from 2025-26 be approved.**

MC left the meeting at 6.20pm.

Item 4 – Appointment of Committee Vice-Chairman (as per above re-ordering of agenda)

The Chair invited nominations from Committee members. Cllr(s) R Thomas-Turner and C Black put themselves forward for appointment. This was put to the vote resulting in Cllr R Thomas-Turner being appointed Committee Vice Chairman for the ensuing year, three votes to two in favour.

Recommendation: **Cllr R Thomas-Turner is appointed Vice Chairman for the civic year 2024-25**

Item 6 - Matters arising from the minutes of the last meeting held on 3 September 2024 and any MES Committee-related items discussed/decisions made at the Full Council meeting held on 19 September 2024.

The meeting noted the minutes of the meeting held on 3 September 2024 which had been approved by Full Council on 19 September 2024. The Clerk noted that the paper prepared for Item 7 on the agenda included all actions and updates since the Full Council meeting.

Item 7 - Actions and updates, as set out in the Clerk's report, on matters relating to:

| | |
|---|--|
| <p>Cemeteries</p> | <p>Upper Prendergast & Lower Prendergast No updates.</p> <p>St Martins Quote for the repair to outer wall caused by third party driver damage had been sent to insurers to claim on driver's policy. The previously reported moss (deemed a slip hazard) and equipment required to remove it effectively, had been removed/purchased.</p> <p>Poor condition of gate between City Road cemetery Facilities Manager had identified poor and rusty state (photos provided in Clerk's report) and a quote to replace the gate had been obtained from the current Steelwork supplier working on the Saltings Boardwalk. Given the gate's current state containing sharp edges and previous difficulty in obtaining alternative quotes for smaller projects and the significant price differential when quotes were received for steelwork, the Clerk recommended that the quote from Supplier X amounting to £1,615.35 +VAT, which included an additional small repair to the smaller gate at no extra charge, be approved as best value and in order to get the work done as quickly as possible to avoid incident. Proposed by Cllr R Thomas Turner and seconded by Cllr B Simister. All votes in favour.</p> <p>Recommendation: Full Council to approve quote from Supplier X in the amount of £1,615.35 + VAT for the replacement of the gate between City Road cemetery.</p> |
| <p>Community Garden (Havergardd)</p> | <p>Licence Agreement with Grwp Resilience Draft agreement reviewed by Committee. Subject to the suggestion of an inclusion of a sentence for the Town Council to receive an annual progress report, the agreement was approved for recommendation to Full Council for final approval and signature.</p> <p>Recommendation: Full Council to approve for signature entering into the Draft Licence to Occupy Agreement between the Council and Group Resilience CBC in respect of land for a Community Garden, located at Lower Cambrian Way, Haverfordwest (known as Havergardd), subject to the inclusion of a sentence for Grwp Resilience CBC to provide the Council with an annual progress report.</p> |
| <p>Priory Saltings</p> | <p>Facilities Manager noted the treatment of the pathway maintained in-house using the sit on mower is being extended 1 meter either side. The meadow area has been seasonally cut by the third-party contractor during September.</p> <p>Tents occupied by the homeless (total 4) had recently set up but two had already moved on and remnants left, removed by our Facilities. Due to concerns over no toilet facilities, contact had been made with the PCC Housing team who had sent an Outreach Officer to liaise with the occupants. Clerk will continue to monitor the situation.</p> <p><i>Board walk replacement</i> – structural steel base was in the process of being fabricated before it is sent for galvanizing.</p> |

| | |
|--|---|
| | <p><i>Steps / hand rail</i> – following the recce of the Saltings with stakeholders, concern was raised due to uneven nature of the steps, that the height of the proposed new handrails would not comply with regulation. Consequently, the suggestion is to replace the steps and include handrails which could benefit from grant funding. Clerk noted that the steps are one of the Saltings items for put forward by PCC with potential to be completed via a ‘community benefit’ arrangement with one of the three contractor firms working on the big projects in the town. An alternative is to obtain quotes for replacement steps/handrail (which had proved an issue most recently) and to seek to secure match funding via a grant to support the cost.</p> <p>Recommendation: Full Council to approve the most expedient form of action, as recommended by the Clerk/Facilities, to replace the steps and include hand railing by obtaining quotes for replacement and, preferably using grant funding, or pursuing potential for the community benefit option, to cover the cost. Proposed by Cllr R Thomas-Turner, seconded by Cllr T Moses. Votes all in favour.</p> |
| <p>The Sports Pavilion / Lower Racecourse</p> | <p>Clerk instructing heating supplier to proceed with replacement water heating system as approved by Full Council on 19 September. No update – Lower Racecourse.</p> |
| <p>Picton Centre Lease</p> | <p>Letter issued to PCC on Council’s decision not agreeing to rent reduction proposed by PCC and formal response awaited. If PCC are accepting of this then the outstanding terms requested by PCC would need further consideration by Council to sign the 10-year lease.</p> |
| <p>Old Wool Market</p> | <p>As approved by Full Council on 19 September, a separate meeting of Full Council to consider OWM plans and future as the Town Council’s offices to be arranged by the Clerk.</p> <p>Recommendation: Full Council OWM meeting discussion to include insight from PCC Planning Listed Building Officer into what improvements can be made i.e. improve flood defences, replacement windows, exterior soffits and existing metal canopy for this to be put into 2025-26 Plan and to revisit discussions with Funding Consultant. All in favour.</p> |
| <p>Town Improvements</p> | <p>Summer Bunting Committee was in agreement that Summer bunting should be included in the 2025-26 Action Plan. Clerk noted that the existing bunting had purposely been costed and purchased with the aim of re-using it, subject to the quality standing the test of time. Worst case it was suggested it may be possible to recycle it for alternative use. Clerk to determine.</p> <p>Recommendation: Summer Bunting to be included in MES 2025-26 Action Plan. All in favour.</p> <p>Notice Boards Clerk provided with a contact to make boards locally to include in quotation exercise.</p> <p>Christmas Lights As approved by Full Council, Re-tender of contract to put up/take down lights has been deferred to the New Year and relevant parties since notified. Existing supplier contract extended 1 year from 31</p> |

| | |
|-------------------------------|---|
| | <p>March 2024 on same basis. No impact on 2024 Xmas lights installation. The existing lights stock is also suitable for 2024.</p> <p>Salt Bins No update.</p> <p>Portfield Fair (Town Voice initiative / engagement) Feedback from the 2-5 October Fair discussed. Areas which would require more time for organisers to implement, given the short notice of this year's event taking place i.e. 2 for 1 ticketing for schools and morning allocated for special needs pupils.</p> |
| Civic and Other Events | <p>Remembrance Sunday – 10 November Clerk had met, and is liaising, with Royal British Legion representatives on wreaths, order of service and related events, and with the Squadron Leader (Brawdy). Road closure arrangements being discussed with PCC/DPP.</p> <p>Christmas Lights Switch On 30 November / Carol Service – 13 December Lights Switch on to come Full Council. No update on Carol Service.</p> |
| Website development | <p>New website design and content provision is in progress. Anticipated completion by end of October (potential slippage due to recent event pressures and only part-time resource being dedicated to it). Other project running alongside Scribe Accounting and Cemetery Management system projects.</p> |

Item 8 – Community Wellbeing Action Plan / Engagement (Cllr T Moses)

Cllr T Moses, representing Together for Change (TfC), introduced the scheme for town/community councils in Pembrokeshire to coproduce Community Wellbeing Action Plans, drawing on a strong history of plans being created and used in the County on which to build. Project support is being funded by UK Government between September and December 2024. A dedicated Link Councillor from the Town Council's membership would need to be nominated with delegated authority to act on behalf of the Council. They would need to be pro-active, make community connections and follow up on tasks arising, reporting back to the Council. Estimated this would take 20 hours over the period. Successful town/community council applicants were in the process of being considered. While an important initiative in terms of its relevance to the Council, and a great opportunity, the timing was such that the dedicated resource and off the shelf project was not in place at this time, to submit an application. The Clerk raised the matter of Council considering securing a dedicated Link Officer who would be the link to making community connections and to bring forward / manage projects which the Town Council could support. This role had potential for grant funding and operate on a similar 20 hours per month basis.

Recommendation **Clerk to bring a proposal to next meeting for Link Officer for discussion. All in favour.**

Item 9 – 2025-26 Action Plan and Budget

Recommendation **Clerk to liaise with MES Committee members to bring draft Action Plan and Budget to the November meeting.**

Item 10 - Items for next agenda

- a) 2025-26 MES Action Plans and Budgets
- b) Link Officer Proposal

Item 11– Next scheduled meeting – 5th November 2024, 6 p.m. at Old Wool Market

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

DRAFT

APPENDIX 3

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 | 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

| <i>Agenda Item</i> | <i>Member</i> | <i>Interest</i> | <i>Nature of interest</i> |
|--------------------|----------------------|-----------------|---|
| 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:

- 4) 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).
- 5) 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.
- 6) 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 approved by FC on 20 June 2024 | Support of activities | 400.00 | Administration | 1,200 |

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 Anti-Racism Action Plan, as set out in the above table. |
|-----------------------|---|

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. |
|-----------------------|--|

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. |
|-----------------------|--|

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 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. |
|----------------|---|

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
