

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 November 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr R Thomas		Vice Chairman / Deputy Mayor
Cllr C Black		
Cllr J Brady		(until 7.29pm)
Cllr J Hackett		
Cllr K Manikonda		(from Agenda Item 5)
Cllr J Owens		
Cllr B Simister		(until 6.30pm)
Cllr D Thomas-Turner		
Cllr R Thomas-Turner		

In attendance

V Lewis Camacho		Town Clerk
E Gear		Deputy Town Clerk

2634 In the absence of the Council Chairman, Cllr R Thomas, as Vice Chairman, welcomed all to the meeting and proceeded to chair the meeting. The meeting experienced some technical issues with the sound for those attending remotely, which caused a delay at the start of the meeting and some intermittent issues where speakers had to repeat themselves for the duration of the meeting.

2635 Apologies – Cllr(s) H Lewis, Cllr M Lewis (Chair/Mayor), P Lewis, T Moses, and S Pearce. Absent – Cllr A Brooker

2636 Declarations of Interest from Members

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

2637 Questions from Members of the Public
 There were no questions from the public.

2638 Co-Option of Town Councillor

The Chair noted that Members of Council had been provided with a written application from Mr K Manikonda to become a member of Council, to represent the Garth ward. Mr Manikonda would shortly be invited in to join the meeting and to speak for five minutes to introduce himself to Members of Council and to be given the opportunity to inform Council why he wished to join the Council.

Mr Manikonda then joined the meeting. During his introduction he advised that he had lived in Haverfordwest for the past 2 years and was the owner/operator of 10 convenience stores in Pembrokeshire and Carmarthenshire, two of which are in Haverfordwest, one in Market Street and the other due to open on the High Street, and one in Pembroke dock. By virtue of his day-to-day presence in the community together with his business and Asian background Mr Manikonda felt he was well placed to both support all members of the public and members of the Asian community, and to contribute as a member of the Town Council. In response to questions from members of Council, Mr Manikonda noted that while he lived in Castle Ward, he was familiar with Garth Ward and confirmed his willingness to represent the ward and to work alongside existing ward Cllrs C Black and J Brady.

Mr Manikonda was asked to step out of the meeting while Members of Council voted on his appointment. The feedback following Mr Manikonda’s brief presentation to Council was positive, both in terms of his enthusiasm and in adding to the Council’s diversity of membership. Cllr R Thomas-Turner proposed that Mr K Manikonda be appointed a Member of the Town Council representing the Garth Ward, and as a member of the Management, Estates and Strategy

Committee. This was seconded by Cllr J Hackett. A vote was taken which was unanimous. Mr Manikonda was invited back into the room and the Chair congratulated him when confirming that his application for Council had been approved. Mr Manikonda thanked Council and signed the Declaration of Acceptance of Office with the Clerk, which contained his agreement to abide by the Council's Code of Conduct.

Cllr K Manikonda then joined the meeting as a member of Council.

Cllr B Simister left the meeting at 6.30 p.m.

2639 Minutes of previous meetings:

1. Full Council meeting held on 17 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Hackett. All voted in favour (except Cllr Manikonda).

2. Extraordinary Meeting of Council held on 29 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Owens. All voted in favour (except Cllr Manikonda).

2640 Mayor's correspondence and updates

As Deputy Mayor, the Chair noted the appointments he had attended on behalf of the Mayor which included the presentation of The King's Award for Enterprise by The Lord-Lieutenant of Dyfed, to the Pembrokeshire based firm FRIO UK Ltd (manufacturer of the world's first patented medication and insulin cooling wallets) in Treffgarne on 12 November. He would be attending the annual Scouts Presentation at Haverfordwest High School on 23 November to present certificates. Unfortunately, this commitment clashed with an invitation to attend the Christmas Lights switch on from the Mayor of Carmarthen, which the Sheriff was not able to attend either, but Cllrs R and D Thomas-Turner, having received a separate invitation, were able to support that event. Finally, the Deputy Mayor/Mayoress, Sheriff and Town Clerk were invited to attend the opening of the Waldo Lounge on Bridge Street took place the previous evening (20 November). He noted that this café/restaurant venue is a welcome addition to the town.

2641 1) Planning Applications (Appendix 1)

Council reviewed the new planning applications, discharge of conditions consultations, and notifications of decisions received since the date of last Full Council meeting on 17 October 2024.

No objections were raised, other than in relation to Ref No 20/0725/DC – Discharge of Condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7. See Appendix 1 for information with link to application documents. This was on the basis that the applicant had not proposed any biodiversity enhancement in their submission, and therefore had not satisfied the condition imposed (wording defined by the Clerks subsequent to the meeting).

The results of a recorded vote requested by Cllr J Owens were: No objection (total 3) - Cllrs J Brady, J Hackett and J Owens. Objections (total 5) – Cllrs C Black, K Manikonda, R Thomas, D Thomas-Turner, and R Thomas-Turner.

2642 Committee Minutes

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

Resolved: To accept the minutes of the MES Committee meeting held on 5 November 2024, which was in quorate (as attached hereto as Appendix 2).

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 7 November 2024 (as attached hereto as Appendix 3) and set out below.

Resolved: To approve that the National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.

Resolved: To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.

Resolved: That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year, including consideration of a robe for the Deputy Mayor.

Resolved: For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision (see Minute Ref 2643).

Resolved: Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA. [Clerk noted that the information had not yet been received which meant deferring this item until the next meeting].

Resolved: 1) Noting the inclusion of an additional section requesting that Councillors keep their cameras on during a "hybrid" meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document is approved.
2) The Volunteering Policy and Procedures document is approved.

Resolved: To note 1) the refresher training undertaken by both groundsmen to keep their mowing certificates up to date; and 2) Staffing Committee meeting to be arranged for the end of November.

The above resolutions were proposed by Cllr J Hackett. Seconded by Cllr R Thomas-Turner. All voted in favour.

2643 Photocopier lease / supplier arrangements

Clerk noted that there had been a delay due to her capacity to source all the information required to bring a decision to Council for approval in time for the meeting. She anticipated bringing this to the PPF meeting on 5 December 2024.

2644 Outside Bodies – Appointments and updates

1) The following updates were noted.

Youth Projects	Cllr R Thomas-Turner noted recent activities which were resulting in building a better rapport.
Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner noted DPPNW support at the Feed the Community event and plan for their attendance at the next Castle Ward surgery.
Flagship Heritage Attraction (FHA)	Cllr R Thomas-Turner noted attendance at meetings on 24 October and 6 November (the minutes of the latter meeting had been shared with Council),
Haverfordwest Racecourse (Public Park) Trust (HRPPT)	Cllr R Thomas noted the fundraising activity for the shed extension.
Sir John Perrot Trust	Cllr R Thomas – Trust met earlier in the day. Carew Terrace refurbishment nearly complete.
Haverfordwest Town Museum	Noted that the new charity had been established. Six trustees appointed with two more to be recruited in the next 18 months.
Former “Town Team” equivalent for the town	Cllr R Thomas-Turner noted a potential format for a mayor-led forum (detail to be determined).
Twinning Association	Cllr R Thomas – next meeting will be in January 2025.
William Vawer Trust	Cllr R Thomas – Trust met earlier in the day and approved payments to various causes.
Governor – Waldow Williams School	Cllr R Thomas – scheduled to attend first Governor meeting on 14 November but cancelled.

2) Appointments

The Chair noted the current vacancy for a HTC representative on both the Sir John Perrot Trust and the William Vawer Trust. Cllr R Thomas-Turner proposed that Cllr K Manikonda be put forward to fill these vacancies, which was seconded by Cllr R Thomas. All voted in favour (except Cllr K Manikonda who did not vote on this item).

Resolved:

- 1) To accept the updates to Outside Bodies**
- 2) Cllr K Manikonda to fill the HTC vacancy on the Sir John Perrot Trust and William Vawer Trust and for the Clerk to notify both trusts accordingly.**

2645 Accounts and Expenditure for Payment Approvals

1) Council received the Income and Expenditure and Budget comparison reports reconciled to 31 October 2024 (the Accounts).

2) Clerk confirmed that the final invoices had been received and included within expenditure schedules for payment. This included one additional invoice for £560 from PCC for the Road Closure (not previously recorded) and an amount for a room hire fee for which Council was not being charged. Revised total cost of event from the Council's budget was £4,453.20.

3) Expenditure for October 2024 totalled £56,220.39, including VAT. This included the repayment of £5,004.09 to the HMRC which IRIS (payroll bureau) had inadvertently claimed by way of an Employment Allowance in 2023-24 which councils are not eligible to claim. An explanatory paper

setting out this error and confirming no material misstatement of the YE 2024 accounts was included in the meeting papers.

Resolved:

1) to approve the Accounts to 31 October 2024.

2) to approve revised cost of Sheriff's AGM in the amount of £4,453.20 from the HTC budget.

3) to approve October 2024 expenditure totalling £56,220.39, including VAT, for payment.

Proposed by Cllr J Hackett and Seconded by Cllr T Thomas-Turner. All voted in favour.

Cllr J Owens, attending remotely, indicated that she would need to leave the meeting at 7.45pm

Cllr J Brady, also attending remotely, gave her apologies and left the meeting at 7.29 pm.

Noting that there was one item on the agenda which required Council consideration and decision, the Chair agreed to change the order of the agenda for this item to be the next item in the event the meeting should become inquorate. The three other remaining items (Feed the Community Event held on 14 November 2024, Clerk's Report and Staffing (latter two are both standing items) were verbal updates which could be deferred to the next agenda, as appropriate.

2646 Update on the Picton Centre Lease

Following a response by PCC to the Council's last communication, the Clerk had provided a paper which set out two variations requested by PCC to the original lease terms, in return potentially for PCC agreeing to continue to pay the annual rental agreed on the occupation of the Picton Centre. The Clerk had consulted with legal counsel and had discussed with the Chief Property Officer in PCC about the implications of both requests before putting a recommendation to Council that the following points are approved in order to move the situation forward:

- 1) the request for an open market rent review in Year 5 (as opposed to annual index link reviews, which Council had not enforced to date). This was not considered to be an unreasonable or unusual request in terms of standard practice.
- 2) Option for the tenant (PCC) to renew at the end of the term (protected by the Landlord and Tenant Act 1954 part II). While the option for the tenant to request a renewal itself was not unreasonable, the Clerk outlined that there were insufficient grounds for the Council to object under the Act's protection to avoid the automatic renewal of the lease in favour of the tenant, outside of the tenant breaching their obligations under the lease. The inclusion of the Act protection was not therefore in the Council's best interests and it was not being recommended by the Clerk to Council to approve as a variation to the original lease terms.

Cllr J Owens proposed that Council approve the Clerk's recommendations.

Cllr R Thomas-Turner offered a counter proposal that Council defer the decision until the December meeting when the members of Council, currently overseas, were present. The counter proposal was not seconded. Both proposals were put to the vote resulting in four in favour of Cllr J Owen's proposal and two in favour of Cllr R Thomas-Turner's counter proposal.

Resolved

The following variations to lease terms are approved:

- 1) Open market rent review in Year 5; and**
- 2) Option to renew lease at the end of the term**

The following variation to lease terms is not approved:

- 1) Protection under the Landlord and Tenant Act 1954 part II, noting that the lease would need to specifically record agreement by both parties to exclude the Act (where currently the Act is silent in the lease).**

2647 Items for next Agenda

Feed the Community Update (Cllrs D and R Thomas-Turner).

The meeting ended at 8.04pm when Cllr J Owens left the meeting and became inquorate.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

New applications/consultations/decision and other notifications received since 17 October 2024

Ref No: 24/0682/PA	Proposal: Full planning permission for a proposed respite care facility (Use Class C2) and associated works.
Link to Planning Portal	Please click here to view application documents.
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194313.964-215118.85 Last Date for Determination: 04 December 2024

Ref No: 24/0679/PA	Proposal: Variation of conditions 2 Approved Plans; 4 External Materials; 5 Foul & Surface Water Disposal; 7 Public Sewer; 9 Construction & Environment Management Plan; 10 Landscape Management Plan; 12 External Lighting & 15 Ecological Enhancement & Management Plan'.
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & CASTLE	Haverfordia House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 2DN Grid Reference: 195295-215102.893 Last Date for Determination: 16 December 2024

Discharge of Condition Consultation

Ref No: 20/0732/DC	Discharge of condition 16 (footway connection) of planning permission 24/0056/PA (Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, the redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works).
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194410.255-215135.237 Last Date for Determination: 23 December 2024

Ref No: 20/0725/DC	Discharge of condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB Grid Reference: 195450.01-215679.29

Last Date for Determination: 16 December 2024

Notification of Planning Decisions

Ref No: 23/0460/PA	Modification of condition 2 to allow design amendments and removal of conditions 3, 4, 7, 9, 14, 15, 16, 17, 19 and 20 of planning permission ref. 21/0887/PA (replacement bus station and multi-storey car park, associated works and new public realm)
Ward: PRENDERGAST & CASTLE	Multi Storey Car Park, Haverfordwest, Pembrokeshire, SA61 2LJ
Notification of Planning Decision	Conditionally Approved Date decided: 17 October 2024 Please click here to view the application documents

Ref No: 24/0417/DC	Discharge of conditions 6 (rainwater goods & roof coverings), 7 (drainage), & 9 (archaeology) of listed building consent 23/0907/LB
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Part Refused/Part Approved Date decided: 25 October 2024 Please click here to view the application documents

Ref No: 24/0531/AD	Installation of fascia signs and menu board
Ward: CASTLE	7, Bridge Street, Haverfordwest, SA61 2AL
Grid Reference:	195446.873-215734.126
Notification of Planning Decision	Conditionally Approved Date decided: 30 October 2024 Please click here to view the application documents

Ref No: 24/0146/DC	Discharge of condition 6 (drainage details) of planning permission 22/0868/PA (Conversion (with partial demolition) to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, café and shop and associated works including plant enclosure)
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, Pembrokeshire, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Conditionally Approved Date decided: 31 October 2024. Please click here to view the application documents

Ref No: 24/0593/AD	Proposed Installation of 5 Fascia Signs.
Ward: CASTLE	21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ
Grid Reference:	195517-215747
Notification of Planning Decision	Conditionally Approved Date decided: 04 November 2024. Please click here to view the application documents

Ref No: 24/0286/PA	Refurbishment and extension of the Quayside Building to form multi-functional community spaces and extension to bar building to create first floor terrace.
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818
Notification of Planning Decision	Conditionally Approved Date decided: 06 November 2024. Please click here to view the application documents

Ref No: 24/0536/PA	Alterations to parking area including new vehicle access, fencing and storage.
Ward: PRENDERGAST	Days Best Buy DIY, Harvester House, Prendergast, Haverfordwest, SA61 2PX
Grid Reference:	195832.538-216503.362
Notification of Planning Decision	Conditionally Approved Date decided: 05 November 2024. Please click here to view the application documents

Ref No: 24/0562/PA	Change of use from a Car Sales Garage (Sui generis) to a Vehicle Hire Branch (Sui generis).
Ward: PRIORY & PORTFIELD	PMS Car Sales, Snowdrop Lane, Haverfordwest, Pembrokeshire, SA61 1ET
Grid Reference:	194253.601-214912.681
Notification of Planning Decision	Conditionally Approved Date decided: 14 November 2024. Please click here to view the application documents

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 5 November 2024 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr P Lewis Cllr R Thomas-Turner	Chairman of Council/ Mayor
	V Lewis Camacho E Gear D Lawrence	Town Clerk Deputy Town Clerk Facilities Manager
Apologies	Cllr B Simister Cllr C Black Cllr T Moses	MES Committee Chairman
Absent	Cllr S Pearce	
Observers	Cllr R Thomas Cllr D Thomas-Turner Member of the public	Vice-Chairman of Council/Deputy Mayor

The meeting was inquorate and closed at 6.01pm

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 7 November 2024 at 6pm in the Old Wool Market

- Present**
- | | |
|----------------------|--|
| Cllr H Lewis | PPF Committee Chair |
| Cllr M Lewis | Chairman of Council / Mayor - Ex-officio |
| Cllr J Owens | |
| Cllr R Thomas | |
| Cllr D Thomas-Turner | |
| | |
| V Lewis Camacho | Town Clerk |
| E Gear | Deputy Town Clerk |
- Absent**
- Cllr A Brooker

The Chair welcomed everyone to the meeting.

1. Apologies for absence had been received from Cllrs J Brady and J Hackett (Vice Chairman).

2. Declarations of interest from Members

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

3. 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 10 October 2024 and recommendations approved by Full Council on 17 October 2024. The following updates were noted:

Sheriffs Association 2024 AGM & Conference	An invoice had been received covering the road closure which had increased the total net expenditure. An update on the payment of the final invoices would be brought by the Clerk to Full Council meeting on 21 November to close this off.
Grant payment to LifePoint Church Pembs; and return of grant money funded to Council by Grwp Resilience (and same amount to be earmarked for Grwp Resilience in 2025-26 budget)	The former had been paid. The latter is being processed.
Policies	The Civic Regalia and Robing Policy, and Lone Working Policy were adopted.

4. Approach to Council input into responses to Consultations

The Clerk provided links to both consultations for discussion.

Recommendation	The National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.
-----------------------	--

5.1 **Review of Income and Expenditure and Budget Comparison to 31 October 2024**

The Committee reviewed the I&E and Budget Comparison to 31 October 2024 (the Accounts) and had the opportunity to ask questions. The same accounts would be included in the Full Council papers issued ahead of 21 October 2024 for approval.

Recommendation	To accept the Accounts to 31 October 2024.
-----------------------	---

5.2 **Potential impact of the Chancellor's October Budget on the Council**

The Clerk gave an initial view of the impact on the Council's finances from April 2025 in relation to the proposed increase in Employer's NIC from 13.8 to 15% of circa £3,600pa (subject to any compensation for town councils by Welsh Government which may follow) and the increase in the Living Wage.

Recommendation	To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.
-----------------------	---

5.3 **Photocopier lease tender arrangements**

The Clerk advised that the five-year copier lease was up for renewal and that information on the Council's copier / usage requirements had been provided to potential bidders who would be contracted to arrange the copier lease and for the supply of consumables and servicing over the term. A recommendation will be brought by the Clerk to Full Council meeting on 21 November for decision.

Recommendation	For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision.
-----------------------	---

5.4 **Robe proposal for 2025-26 Civic Year**

The Deputy Clerk had sought costings for comparison for the renewal of civic robes for consideration, noting the gradual wear and tear of the Mayor and Sheriff robes. The Committee discussed the Deputy Mayor wearing a robe, on occasions when they attended events for the Mayor. It was felt there was some merit in the Deputy Mayor receiving the Mayor's robe, at the point that robe is replaced. The low quality of the Clerk's robe was also noted.

Recommendation	That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year.
-----------------------	---

5.5 **2025-26 Action Plan and Budget**

The Clerk noted that the action plans (PPF and MES) are work-in-progress and will be brought to the committee meetings in December. A fresh approach was being taken to align the budget for each committee to its terms of reference, with the expectation that the committee regularly review its own budget, alongside a longer-term action plan. This review would be undertaken independently to the overall budget reviews by the PPF Committee and at Full Council.

6. **Grant Application from Haverfordwest Allotments & Cottage Gardens Association (HACGA)**

The Committee considered the Tier 1 application for £500 to help fund the replacement of an existing earth track with an all-weather track to provide tenants with a safe useable access to garden all year round.

Recommendation	Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA.
-----------------------	--

7. **Review of policies and procedures:**

1) Meeting Attendance Policy; and 2) Volunteering Policy

The Committee received drafts of these new policies.

Recommendation
1) Subject to the inclusion of an additional section requiring that Councillors keep their cameras on during a “hybrid” meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document was approved for recommendation by Full Council. Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.
2) The Volunteering Policy and Procedures documents were approved for recommendation to Full Council. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

8. **Staffing Matters**

The Clerk updated on staffing including training.

Recommendations:	To note the refresher training being undertaken by both groundsmen to keep their mowing certificates up to date.
	Staffing Committee meeting to be arranged for the end of November.

9. **Items for next agenda**

a) PPF Action Plan and Budget

Next meeting – 5 December 2024, 6 p.m. at Old Wool Market

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

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 November 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr R Thomas	Vice Chairman / Deputy Mayor
Cllr C Black	
Cllr J Brady	(until 7.29pm)
Cllr J Hackett	
Cllr K Manikonda	(from Agenda Item 5)
Cllr J Owens	
Cllr B Simister	(until 6.30pm)
Cllr D Thomas-Turner	
Cllr R Thomas-Turner	

In attendance

V Lewis Camacho	Town Clerk
E Gear	Deputy Town Clerk

2634 In the absence of the Council Chairman, Cllr R Thomas, as Vice Chairman, welcomed all to the meeting and proceeded to chair the meeting. The meeting experienced some technical issues with the sound for those attending remotely, which caused a delay at the start of the meeting and some intermittent issues where speakers had to repeat themselves for the duration of the meeting.

2635 Apologies – Cllr(s) H Lewis, Cllr M Lewis (Chair/Mayor), P Lewis, T Moses, and S Pearce. Absent – Cllr A Brooker

2636 Declarations of Interest from Members

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

2637 Questions from Members of the Public

There were no questions from the public.

2638 Co-Option of Town Councillor

The Chair noted that Members of Council had been provided with a written application from Mr K Manikonda to become a member of Council, to represent the Garth ward. Mr Manikonda would shortly be invited in to join the meeting and to speak for five minutes to introduce himself to Members of Council and to be given the opportunity to inform Council why he wished to join the Council.

Mr Manikonda then joined the meeting. During his introduction he advised that he had lived in Haverfordwest for the past 2 years and was the owner/operator of 10 convenience stores in Pembrokeshire and Carmarthenshire, two of which are in Haverfordwest, one in Market Street and the other due to open on the High Street, and one in Pembroke dock. By virtue of his day-to-day presence in the community together with his business and Asian background Mr Manikonda felt he was well placed to both support all members of the public and members of the Asian community, and to contribute as a member of the Town Council. In response to questions from members of Council, Mr Manikonda noted that while he lived in Castle Ward, he was familiar with Garth Ward and confirmed his willingness to represent the ward and to work alongside existing ward Cllrs C Black and J Brady.

Mr Manikonda was asked to step out of the meeting while Members of Council voted on his appointment. The feedback following Mr Manikonda's brief presentation to Council was positive, both in terms of his enthusiasm and in adding to the Council's diversity of membership. Cllr R Thomas-Turner proposed that Mr K Manikonda be appointed a Member of the Town Council representing the Garth Ward, and as a member of the Management, Estates and Strategy

Committee. This was seconded by Cllr J Hackett. A vote was taken which was unanimous. Mr Manikonda was invited back into the room and the Chair congratulated him when confirming that his application for Council had been approved. Mr Manikonda thanked Council and signed the Declaration of Acceptance of Office with the Clerk, which contained his agreement to abide by the Council's Code of Conduct.

Cllr K Manikonda then joined the meeting as a member of Council.

Cllr B Simister left the meeting at 6.30 p.m.

2639 Minutes of previous meetings:

1. Full Council meeting held on 17 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Hackett. All voted in favour (except Cllr Manikonda).

2. Extraordinary Meeting of Council held on 29 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Owens. All voted in favour (except Cllr Manikonda).

2640 Mayor's correspondence and updates

As Deputy Mayor, the Chair noted the appointments he had attended on behalf of the Mayor which included the presentation of The King's Award for Enterprise by The Lord-Lieutenant of Dyfed, to the Pembrokeshire based firm FRIO UK Ltd (manufacturer of the world's first patented medication and insulin cooling wallets) in Treffgarne on 12 November. He would be attending the annual Scouts Presentation at Haverfordwest High School on 23 November to present certificates. Unfortunately, this commitment clashed with an invitation to attend the Christmas Lights switch on from the Mayor of Carmarthen, which the Sheriff was not able to attend either, but Cllrs R and D Thomas-Turner, having received a separate invitation, were able to support that event. Finally, the Deputy Mayor/Mayoress, Sheriff and Town Clerk were invited to attend the opening of the Waldo Lounge on Bridge Street took place the previous evening (20 November). He noted that this café/restaurant venue is a welcome addition to the town.

2641 1) Planning Applications (Appendix 1)

Council reviewed the new planning applications, discharge of conditions consultations, and notifications of decisions received since the date of last Full Council meeting on 17 October 2024.

No objections were raised, other than in relation to Ref No 20/0725/DC – Discharge of Condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7. See Appendix 1 for information with link to application documents. This was on the basis that the applicant had not proposed any biodiversity enhancement in their submission, and therefore had not satisfied the condition imposed (wording defined by the Clerks subsequent to the meeting).

The results of a recorded vote requested by Cllr J Owens were: No objection (total 3) - Cllrs J Brady, J Hackett and J Owens. Objections (total 5) – Cllrs C Black, K Manikonda, R Thomas, D Thomas-Turner, and R Thomas-Turner.

2642 Committee Minutes

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

Resolved: To accept the minutes of the MES Committee meeting held on 5 November 2024, which was in quorate (as attached hereto as Appendix 2).

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 7 November 2024 (as attached hereto as Appendix 3) and set out below.

Resolved: To approve that the National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.

Resolved: To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.

Resolved: That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year, including consideration of a robe for the Deputy Mayor.

Resolved: For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision (see Minute Ref 2643).

Resolved: Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA. [Clerk noted that the information had not yet been received which meant deferring this item until the next meeting].

Resolved: 1) Noting the inclusion of an additional section requesting that Councillors keep their cameras on during a "hybrid" meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document is approved.
2) The Volunteering Policy and Procedures document is approved.

Resolved: To note 1) the refresher training undertaken by both groundsmen to keep their mowing certificates up to date; and 2) Staffing Committee meeting to be arranged for the end of November.

The above resolutions were proposed by Cllr J Hackett. Seconded by Cllr R Thomas-Turner. All voted in favour.

2643 Photocopier lease / supplier arrangements

Clerk noted that there had been a delay due to her capacity to source all the information required to bring a decision to Council for approval in time for the meeting. She anticipated bringing this to the PPF meeting on 5 December 2024.

2644 Outside Bodies – Appointments and updates

1) The following updates were noted.

Youth Projects	Cllr R Thomas-Turner noted recent activities which were resulting in building a better rapport.
Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner noted DPPNW support at the Feed the Community event and plan for their attendance at the next Castle Ward surgery.
Flagship Heritage Attraction (FHA)	Cllr R Thomas-Turner noted attendance at meetings on 24 October and 6 November (the minutes of the latter meeting had been shared with Council),
Haverfordwest Racecourse (Public Park) Trust (HRPPT)	Cllr R Thomas noted the fundraising activity for the shed extension.
Sir John Perrot Trust	Cllr R Thomas – Trust met earlier in the day. Carew Terrace refurbishment nearly complete.
Haverfordwest Town Museum	Noted that the new charity had been established. Six trustees appointed with two more to be recruited in the next 18 months.
Former “Town Team” equivalent for the town	Cllr R Thomas-Turner noted a potential format for a mayor-led forum (detail to be determined).
Twinning Association	Cllr R Thomas – next meeting will be in January 2025.
William Vawer Trust	Cllr R Thomas – Trust met earlier in the day and approved payments to various causes.
Governor – Waldow Williams School	Cllr R Thomas – scheduled to attend first Governor meeting on 14 November but cancelled.

2) Appointments

The Chair noted the current vacancy for a HTC representative on both the Sir John Perrot Trust and the William Vawer Trust. Cllr R Thomas-Turner proposed that Cllr K Manikonda be put forward to fill these vacancies, which was seconded by Cllr R Thomas. All voted in favour (except Cllr K Manikonda who did not vote on this item).

Resolved:

- 1) To accept the updates to Outside Bodies
- 2) Cllr K Manikonda to fill the HTC vacancy on the Sir John Perrot Trust and William Vawer Trust and for the Clerk to notify both trusts accordingly.

2645 Accounts and Expenditure for Payment Approvals

1) Council received the Income and Expenditure and Budget comparison reports reconciled to 31 October 2024 (the Accounts).

2) Clerk confirmed that the final invoices had been received and included within expenditure schedules for payment. This included one additional invoice for £560 from PCC for the Road Closure (not previously recorded) and an amount for a room hire fee for which Council was not being charged. Revised total cost of event from the Council's budget was £4,453.20.

3) Expenditure for October 2024 totalled £56,220.39, including VAT. This included the repayment of £5,004.09 to the HMRC which IRIS (payroll bureau) had inadvertently claimed by way of an Employment Allowance in 2023-24 which councils are not eligible to claim. An explanatory paper

setting out this error and confirming no material misstatement of the YE 2024 accounts was included in the meeting papers.

Resolved:

1) to approve the Accounts to 31 October 2024.

2) to approve revised cost of Sheriff's AGM in the amount of £4,453.20 from the HTC budget.

3) to approve October 2024 expenditure totalling £56,220.39, including VAT, for payment.

Proposed by Cllr J Hackett and Seconded by Cllr T Thomas-Turner. All voted in favour.

Cllr J Owens, attending remotely, indicated that she would need to leave the meeting at 7.45pm

Cllr J Brady, also attending remotely, gave her apologies and left the meeting at 7.29 pm.

Noting that there was one item on the agenda which required Council consideration and decision, the Chair agreed to change the order of the agenda for this item to be the next item in the event the meeting should become inquorate. The three other remaining items (Feed the Community Event held on 14 November 2024, Clerk's Report and Staffing (latter two are both standing items) were verbal updates which could be deferred to the next agenda, as appropriate.

2646 Update on the Picton Centre Lease

Following a response by PCC to the Council's last communication, the Clerk had provided a paper which set out two variations requested by PCC to the original lease terms, in return potentially for PCC agreeing to continue to pay the annual rental agreed on the occupation of the Picton Centre. The Clerk had consulted with legal counsel and had discussed with the Chief Property Officer in PCC about the implications of both requests before putting a recommendation to Council that the following points are approved in order to move the situation forward:

- 1) the request for an open market rent review in Year 5 (as opposed to annual index link reviews, which Council had not enforced to date). This was not considered to be an unreasonable or unusual request in terms of standard practice.
- 2) Option for the tenant (PCC) to renew at the end of the term (protected by the Landlord and Tenant Act 1954 part II). While the option for the tenant to request a renewal itself was not unreasonable, the Clerk outlined that there were insufficient grounds for the Council to object under the Act's protection to avoid the automatic renewal of the lease in favour of the tenant, outside of the tenant breaching their obligations under the lease. The inclusion of the Act protection was not therefore in the Council's best interests and it was not being recommended by the Clerk to Council to approve as a variation to the original lease terms.

Cllr J Owens proposed that Council approve the Clerk's recommendations.

Cllr R Thomas-Turner offered a counter proposal that Council defer the decision until the December meeting when the members of Council, currently overseas, were present. The counter proposal was not seconded. Both proposals were put to the vote resulting in four in favour of Cllr J Owen's proposal and two in favour of Cllr R Thomas-Turner's counter proposal.

Resolved

The following variations to lease terms are approved:

- 1) Open market rent review in Year 5; and**
- 2) Option to renew lease at the end of the term**

The following variation to lease terms is not approved:

- 1) Protection under the Landlord and Tenant Act 1954 part II, noting that the lease would need to specifically record agreement by both parties to exclude the Act (where currently the Act is silent in the lease).**

2647 Items for next Agenda

Feed the Community Update (Cllrs D and R Thomas-Turner).

The meeting ended at 8.04pm when Cllr J Owens left the meeting and became inquorate.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

New applications/consultations/decision and other notifications received since 17 October 2024

Ref No: 24/0682/PA	Proposal: Full planning permission for a proposed respite care facility (Use Class C2) and associated works.
Link to Planning Portal	Please click here to view application documents.
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194313.964-215118.85 Last Date for Determination: 04 December 2024

Ref No: 24/0679/PA	Proposal: Variation of conditions 2 Approved Plans; 4 External Materials; 5 Foul & Surface Water Disposal; 7 Public Sewer; 9 Construction & Environment Management Plan; 10 Landscape Management Plan; 12 External Lighting & 15 Ecological Enhancement & Management Plan'.
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & CASTLE	Haverfordia House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 2DN Grid Reference: 195295-215102.893 Last Date for Determination: 16 December 2024

Discharge of Condition Consultation

Ref No: 20/0732/DC	Discharge of condition 16 (footway connection) of planning permission 24/0056/PA (Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, the redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works).
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194410.255-215135.237 Last Date for Determination: 23 December 2024

Ref No: 20/0725/DC	Discharge of condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB Grid Reference: 195450.01-215679.29

Last Date for Determination: 16 December 2024

Notification of Planning Decisions

Ref No: 23/0460/PA	Modification of condition 2 to allow design amendments and removal of conditions 3, 4, 7, 9, 14, 15, 16, 17, 19 and 20 of planning permission ref. 21/0887/PA (replacement bus station and multi-storey car park, associated works and new public realm)
Ward: PRENDERGAST & CASTLE	Multi Storey Car Park, Haverfordwest, Pembrokeshire, SA61 2LJ
Notification of Planning Decision	Conditionally Approved Date decided: 17 October 2024 Please click here to view the application documents

Ref No: 24/0417/DC	Discharge of conditions 6 (rainwater goods & roof coverings), 7 (drainage), & 9 (archaeology) of listed building consent 23/0907/LB
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Part Refused/Part Approved Date decided: 25 October 2024 Please click here to view the application documents

Ref No: 24/0531/AD	Installation of fascia signs and menu board
Ward: CASTLE	7, Bridge Street, Haverfordwest, SA61 2AL
Grid Reference:	195446.873-215734.126
Notification of Planning Decision	Conditionally Approved Date decided: 30 October 2024 Please click here to view the application documents

Ref No: 24/0146/DC	Discharge of condition 6 (drainage details) of planning permission 22/0868/PA (Conversion (with partial demolition) to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, café and shop and associated works including plant enclosure)
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, Pembrokeshire, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Conditionally Approved Date decided: 31 October 2024. Please click here to view the application documents

Ref No: 24/0593/AD	Proposed Installation of 5 Fascia Signs.
Ward: CASTLE	21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ
Grid Reference:	195517-215747
Notification of Planning Decision	Conditionally Approved Date decided: 04 November 2024. Please click here to view the application documents

Ref No: 24/0286/PA	Refurbishment and extension of the Quayside Building to form multi-functional community spaces and extension to bar building to create first floor terrace.
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818
Notification of Planning Decision	Conditionally Approved Date decided: 06 November 2024. Please click here to view the application documents

Ref No: 24/0536/PA	Alterations to parking area including new vehicle access, fencing and storage.
Ward: PRENDERGAST	Days Best Buy DIY, Harvester House, Prendergast, Haverfordwest, SA61 2PX
Grid Reference:	195832.538-216503.362
Notification of Planning Decision	Conditionally Approved Date decided: 05 November 2024. Please click here to view the application documents

Ref No: 24/0562/PA	Change of use from a Car Sales Garage (Sui generis) to a Vehicle Hire Branch (Sui generis).
Ward: PRIORY & PORTFIELD	PMS Car Sales, Snowdrop Lane, Haverfordwest, Pembrokeshire, SA61 1ET
Grid Reference:	194253.601-214912.681
Notification of Planning Decision	Conditionally Approved Date decided: 14 November 2024. Please click here to view the application documents

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 5 November 2024 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr P Lewis Cllr R Thomas-Turner	Chairman of Council/ Mayor
	V Lewis Camacho E Gear D Lawrence	Town Clerk Deputy Town Clerk Facilities Manager
Apologies	Cllr B Simister Cllr C Black Cllr T Moses	MES Committee Chairman
Absent	Cllr S Pearce	
Observers	Cllr R Thomas Cllr D Thomas-Turner Member of the public	Vice-Chairman of Council/Deputy Mayor

The meeting was inquorate and closed at 6.01pm

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 7 November 2024 at 6pm in the Old Wool Market

- Present**
- | | |
|----------------------|--|
| Cllr H Lewis | PPF Committee Chair |
| Cllr M Lewis | Chairman of Council / Mayor - Ex-officio |
| Cllr J Owens | |
| Cllr R Thomas | |
| Cllr D Thomas-Turner | |
| | |
| V Lewis Camacho | Town Clerk |
| E Gear | Deputy Town Clerk |
- Absent**
- Cllr A Brooker

The Chair welcomed everyone to the meeting.

1. Apologies for absence had been received from Cllrs J Brady and J Hackett (Vice Chairman).

2. Declarations of interest from Members

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

3. 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 10 October 2024 and recommendations approved by Full Council on 17 October 2024. The following updates were noted:

Sheriffs Association 2024 AGM & Conference	An invoice had been received covering the road closure which had increased the total net expenditure. An update on the payment of the final invoices would be brought by the Clerk to Full Council meeting on 21 November to close this off.
Grant payment to LifePoint Church Pembs; and return of grant money funded to Council by Grwp Resilience (and same amount to be earmarked for Grwp Resilience in 2025-26 budget)	The former had been paid. The latter is being processed.
Policies	The Civic Regalia and Robing Policy, and Lone Working Policy were adopted.

4. Approach to Council input into responses to Consultations

The Clerk provided links to both consultations for discussion.

Recommendation	The National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.
-----------------------	--

5.1 **Review of Income and Expenditure and Budget Comparison to 31 October 2024**

The Committee reviewed the I&E and Budget Comparison to 31 October 2024 (the Accounts) and had the opportunity to ask questions. The same accounts would be included in the Full Council papers issued ahead of 21 October 2024 for approval.

Recommendation	To accept the Accounts to 31 October 2024.
-----------------------	---

5.2 **Potential impact of the Chancellor's October Budget on the Council**

The Clerk gave an initial view of the impact on the Council's finances from April 2025 in relation to the proposed increase in Employer's NIC from 13.8 to 15% of circa £3,600pa (subject to any compensation for town councils by Welsh Government which may follow) and the increase in the Living Wage.

Recommendation	To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.
-----------------------	---

5.3 **Photocopier lease tender arrangements**

The Clerk advised that the five-year copier lease was up for renewal and that information on the Council's copier / usage requirements had been provided to potential bidders who would be contracted to arrange the copier lease and for the supply of consumables and servicing over the term. A recommendation will be brought by the Clerk to Full Council meeting on 21 November for decision.

Recommendation	For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision.
-----------------------	---

5.4 **Robe proposal for 2025-26 Civic Year**

The Deputy Clerk had sought costings for comparison for the renewal of civic robes for consideration, noting the gradual wear and tear of the Mayor and Sheriff robes. The Committee discussed the Deputy Mayor wearing a robe, on occasions when they attended events for the Mayor. It was felt there was some merit in the Deputy Mayor receiving the Mayor's robe, at the point that robe is replaced. The low quality of the Clerk's robe was also noted.

Recommendation	That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year.
-----------------------	---

5.5 **2025-26 Action Plan and Budget**

The Clerk noted that the action plans (PPF and MES) are work-in-progress and will be brought to the committee meetings in December. A fresh approach was being taken to align the budget for each committee to its terms of reference, with the expectation that the committee regularly review its own budget, alongside a longer-term action plan. This review would be undertaken independently to the overall budget reviews by the PPF Committee and at Full Council.

6. **Grant Application from Haverfordwest Allotments & Cottage Gardens Association (HACGA)**

The Committee considered the Tier 1 application for £500 to help fund the replacement of an existing earth track with an all-weather track to provide tenants with a safe useable access to garden all year round.

Recommendation	Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA.
-----------------------	--

7. **Review of policies and procedures:**

1) Meeting Attendance Policy; and 2) Volunteering Policy

The Committee received drafts of these new policies.

Recommendation
1) Subject to the inclusion of an additional section requiring that Councillors keep their cameras on during a “hybrid” meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document was approved for recommendation by Full Council. Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.
2) The Volunteering Policy and Procedures documents were approved for recommendation to Full Council. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

8. **Staffing Matters**

The Clerk updated on staffing including training.

Recommendations:	To note the refresher training being undertaken by both groundsmen to keep their mowing certificates up to date.
	Staffing Committee meeting to be arranged for the end of November.

9. **Items for next agenda**

a) PPF Action Plan and Budget

Next meeting – 5 December 2024, 6 p.m. at Old Wool Market

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

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 November 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr R Thomas		Vice Chairman / Deputy Mayor
Cllr C Black		
Cllr J Brady		(until 7.29pm)
Cllr J Hackett		
Cllr K Manikonda		(from Agenda Item 5)
Cllr J Owens		
Cllr B Simister		(until 6.30pm)
Cllr D Thomas-Turner		
Cllr R Thomas-Turner		

In attendance

V Lewis Camacho		Town Clerk
E Gear		Deputy Town Clerk

2634 In the absence of the Council Chairman, Cllr R Thomas, as Vice Chairman, welcomed all to the meeting and proceeded to chair the meeting. The meeting experienced some technical issues with the sound for those attending remotely, which caused a delay at the start of the meeting and some intermittent issues where speakers had to repeat themselves for the duration of the meeting.

2635 Apologies – Cllr(s) H Lewis, Cllr M Lewis (Chair/Mayor), P Lewis, T Moses, and S Pearce. Absent – Cllr A Brooker

2636 Declarations of Interest from Members

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

2637 Questions from Members of the Public
 There were no questions from the public.

2638 Co-Option of Town Councillor
 The Chair noted that Members of Council had been provided with a written application from Mr K Manikonda to become a member of Council, to represent the Garth ward. Mr Manikonda would shortly be invited in to join the meeting and to speak for five minutes to introduce himself to Members of Council and to be given the opportunity to inform Council why he wished to join the Council.

Mr Manikonda then joined the meeting. During his introduction he advised that he had lived in Haverfordwest for the past 2 years and was the owner/operator of 10 convenience stores in Pembrokeshire and Carmarthenshire, two of which are in Haverfordwest, one in Market Street and the other due to open on the High Street, and one in Pembroke dock. By virtue of his day-to-day presence in the community together with his business and Asian background Mr Manikonda felt he was well placed to both support all members of the public and members of the Asian community, and to contribute as a member of the Town Council. In response to questions from members of Council, Mr Manikonda noted that while he lived in Castle Ward, he was familiar with Garth Ward and confirmed his willingness to represent the ward and to work alongside existing ward Cllrs C Black and J Brady.

Mr Manikonda was asked to step out of the meeting while Members of Council voted on his appointment. The feedback following Mr Manikonda’s brief presentation to Council was positive, both in terms of his enthusiasm and in adding to the Council’s diversity of membership. Cllr R Thomas-Turner proposed that Mr K Manikonda be appointed a Member of the Town Council representing the Garth Ward, and as a member of the Management, Estates and Strategy

Committee. This was seconded by Cllr J Hackett. A vote was taken which was unanimous. Mr Manikonda was invited back into the room and the Chair congratulated him when confirming that his application for Council had been approved. Mr Manikonda thanked Council and signed the Declaration of Acceptance of Office with the Clerk, which contained his agreement to abide by the Council's Code of Conduct.

Cllr K Manikonda then joined the meeting as a member of Council.

Cllr B Simister left the meeting at 6.30 p.m.

2639 Minutes of previous meetings:

1. Full Council meeting held on 17 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Hackett. All voted in favour (except Cllr Manikonda).

2. Extraordinary Meeting of Council held on 29 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Owens. All voted in favour (except Cllr Manikonda).

2640 Mayor's correspondence and updates

As Deputy Mayor, the Chair noted the appointments he had attended on behalf of the Mayor which included the presentation of The King's Award for Enterprise by The Lord-Lieutenant of Dyfed, to the Pembrokeshire based firm FRIO UK Ltd (manufacturer of the world's first patented medication and insulin cooling wallets) in Treffgarne on 12 November. He would be attending the annual Scouts Presentation at Haverfordwest High School on 23 November to present certificates. Unfortunately, this commitment clashed with an invitation to attend the Christmas Lights switch on from the Mayor of Carmarthen, which the Sheriff was not able to attend either, but Cllrs R and D Thomas-Turner, having received a separate invitation, were able to support that event. Finally, the Deputy Mayor/Mayoress, Sheriff and Town Clerk were invited to attend the opening of the Waldo Lounge on Bridge Street took place the previous evening (20 November). He noted that this café/restaurant venue is a welcome addition to the town.

2641 1) Planning Applications (Appendix 1)

Council reviewed the new planning applications, discharge of conditions consultations, and notifications of decisions received since the date of last Full Council meeting on 17 October 2024.

No objections were raised, other than in relation to Ref No 20/0725/DC – Discharge of Condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7. See Appendix 1 for information with link to application documents. This was on the basis that the applicant had not proposed any biodiversity enhancement in their submission, and therefore had not satisfied the condition imposed (wording defined by the Clerks subsequent to the meeting).

The results of a recorded vote requested by Cllr J Owens were: No objection (total 3) - Cllrs J Brady, J Hackett and J Owens. Objections (total 5) – Cllrs C Black, K Manikonda, R Thomas, D Thomas-Turner, and R Thomas-Turner.

2642 Committee Minutes

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

Resolved: To accept the minutes of the MES Committee meeting held on 5 November 2024, which was in quorate (as attached hereto as Appendix 2).

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 7 November 2024 (as attached hereto as Appendix 3) and set out below.

Resolved: To approve that the National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.

Resolved: To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.

Resolved: That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year, including consideration of a robe for the Deputy Mayor.

Resolved: For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision (see Minute Ref 2643).

Resolved: Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA. [Clerk noted that the information had not yet been received which meant deferring this item until the next meeting].

Resolved: 1) Noting the inclusion of an additional section requesting that Councillors keep their cameras on during a "hybrid" meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document is approved.
2) The Volunteering Policy and Procedures document is approved.

Resolved: To note 1) the refresher training undertaken by both groundsmen to keep their mowing certificates up to date; and 2) Staffing Committee meeting to be arranged for the end of November.

The above resolutions were proposed by Cllr J Hackett. Seconded by Cllr R Thomas-Turner. All voted in favour.

2643 Photocopier lease / supplier arrangements

Clerk noted that there had been a delay due to her capacity to source all the information required to bring a decision to Council for approval in time for the meeting. She anticipated bringing this to the PPF meeting on 5 December 2024.

2644 Outside Bodies – Appointments and updates

1) The following updates were noted.

Youth Projects	Cllr R Thomas-Turner noted recent activities which were resulting in building a better rapport.
Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner noted DPPNW support at the Feed the Community event and plan for their attendance at the next Castle Ward surgery.
Flagship Heritage Attraction (FHA)	Cllr R Thomas-Turner noted attendance at meetings on 24 October and 6 November (the minutes of the latter meeting had been shared with Council),
Haverfordwest Racecourse (Public Park) Trust (HRPPT)	Cllr R Thomas noted the fundraising activity for the shed extension.
Sir John Perrot Trust	Cllr R Thomas – Trust met earlier in the day. Carew Terrace refurbishment nearly complete.
Haverfordwest Town Museum	Noted that the new charity had been established. Six trustees appointed with two more to be recruited in the next 18 months.
Former “Town Team” equivalent for the town	Cllr R Thomas-Turner noted a potential format for a mayor-led forum (detail to be determined).
Twinning Association	Cllr R Thomas – next meeting will be in January 2025.
William Vawer Trust	Cllr R Thomas – Trust met earlier in the day and approved payments to various causes.
Governor – Waldow Williams School	Cllr R Thomas – scheduled to attend first Governor meeting on 14 November but cancelled.

2) Appointments

The Chair noted the current vacancy for a HTC representative on both the Sir John Perrot Trust and the William Vawer Trust. Cllr R Thomas-Turner proposed that Cllr K Manikonda be put forward to fill these vacancies, which was seconded by Cllr R Thomas. All voted in favour (except Cllr K Manikonda who did not vote on this item).

Resolved:

- 1) To accept the updates to Outside Bodies**
- 2) Cllr K Manikonda to fill the HTC vacancy on the Sir John Perrot Trust and William Vawer Trust and for the Clerk to notify both trusts accordingly.**

2645 Accounts and Expenditure for Payment Approvals

1) Council received the Income and Expenditure and Budget comparison reports reconciled to 31 October 2024 (the Accounts).

2) Clerk confirmed that the final invoices had been received and included within expenditure schedules for payment. This included one additional invoice for £560 from PCC for the Road Closure (not previously recorded) and an amount for a room hire fee for which Council was not being charged. Revised total cost of event from the Council's budget was £4,453.20.

3) Expenditure for October 2024 totalled £56,220.39, including VAT. This included the repayment of £5,004.09 to the HMRC which IRIS (payroll bureau) had inadvertently claimed by way of an Employment Allowance in 2023-24 which councils are not eligible to claim. An explanatory paper

setting out this error and confirming no material misstatement of the YE 2024 accounts was included in the meeting papers.

Resolved:

1) to approve the Accounts to 31 October 2024.

2) to approve revised cost of Sheriff's AGM in the amount of £4,453.20 from the HTC budget.

3) to approve October 2024 expenditure totalling £56,220.39, including VAT, for payment.

Proposed by Cllr J Hackett and Seconded by Cllr T Thomas-Turner. All voted in favour.

Cllr J Owens, attending remotely, indicated that she would need to leave the meeting at 7.45pm

Cllr J Brady, also attending remotely, gave her apologies and left the meeting at 7.29 pm.

Noting that there was one item on the agenda which required Council consideration and decision, the Chair agreed to change the order of the agenda for this item to be the next item in the event the meeting should become inquorate. The three other remaining items (Feed the Community Event held on 14 November 2024, Clerk's Report and Staffing (latter two are both standing items) were verbal updates which could be deferred to the next agenda, as appropriate.

2646 Update on the Picton Centre Lease

Following a response by PCC to the Council's last communication, the Clerk had provided a paper which set out two variations requested by PCC to the original lease terms, in return potentially for PCC agreeing to continue to pay the annual rental agreed on the occupation of the Picton Centre. The Clerk had consulted with legal counsel and had discussed with the Chief Property Officer in PCC about the implications of both requests before putting a recommendation to Council that the following points are approved in order to move the situation forward:

- 1) the request for an open market rent review in Year 5 (as opposed to annual index link reviews, which Council had not enforced to date). This was not considered to be an unreasonable or unusual request in terms of standard practice.
- 2) Option for the tenant (PCC) to renew at the end of the term (protected by the Landlord and Tenant Act 1954 part II). While the option for the tenant to request a renewal itself was not unreasonable, the Clerk outlined that there were insufficient grounds for the Council to object under the Act's protection to avoid the automatic renewal of the lease in favour of the tenant, outside of the tenant breaching their obligations under the lease. The inclusion of the Act protection was not therefore in the Council's best interests and it was not being recommended by the Clerk to Council to approve as a variation to the original lease terms.

Cllr J Owens proposed that Council approve the Clerk's recommendations.

Cllr R Thomas-Turner offered a counter proposal that Council defer the decision until the December meeting when the members of Council, currently overseas, were present. The counter proposal was not seconded. Both proposals were put to the vote resulting in four in favour of Cllr J Owen's proposal and two in favour of Cllr R Thomas-Turner's counter proposal.

Resolved

The following variations to lease terms are approved:

- 1) Open market rent review in Year 5; and**
- 2) Option to renew lease at the end of the term**

The following variation to lease terms is not approved:

- 1) Protection under the Landlord and Tenant Act 1954 part II, noting that the lease would need to specifically record agreement by both parties to exclude the Act (where currently the Act is silent in the lease).**

2647 Items for next Agenda

Feed the Community Update (Cllrs D and R Thomas-Turner).

The meeting ended at 8.04pm when Cllr J Owens left the meeting and became inquorate.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

New applications/consultations/decision and other notifications received since 17 October 2024

Ref No: 24/0682/PA	Proposal: Full planning permission for a proposed respite care facility (Use Class C2) and associated works.
Link to Planning Portal	Please click here to view application documents.
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194313.964-215118.85 Last Date for Determination: 04 December 2024

Ref No: 24/0679/PA	Proposal: Variation of conditions 2 Approved Plans; 4 External Materials; 5 Foul & Surface Water Disposal; 7 Public Sewer; 9 Construction & Environment Management Plan; 10 Landscape Management Plan; 12 External Lighting & 15 Ecological Enhancement & Management Plan'.
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & CASTLE	Haverfordia House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 2DN Grid Reference: 195295-215102.893 Last Date for Determination: 16 December 2024

Discharge of Condition Consultation

Ref No: 20/0732/DC	Discharge of condition 16 (footway connection) of planning permission 24/0056/PA (Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, the redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works).
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194410.255-215135.237 Last Date for Determination: 23 December 2024

Ref No: 20/0725/DC	Discharge of condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB Grid Reference: 195450.01-215679.29

Last Date for Determination: 16 December 2024

Notification of Planning Decisions

Ref No: 23/0460/PA	Modification of condition 2 to allow design amendments and removal of conditions 3, 4, 7, 9, 14, 15, 16, 17, 19 and 20 of planning permission ref. 21/0887/PA (replacement bus station and multi-storey car park, associated works and new public realm)
Ward: PRENDERGAST & CASTLE	Multi Storey Car Park, Haverfordwest, Pembrokeshire, SA61 2LJ
Notification of Planning Decision	Conditionally Approved Date decided: 17 October 2024 Please click here to view the application documents

Ref No: 24/0417/DC	Discharge of conditions 6 (rainwater goods & roof coverings), 7 (drainage), & 9 (archaeology) of listed building consent 23/0907/LB
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Part Refused/Part Approved Date decided: 25 October 2024 Please click here to view the application documents

Ref No: 24/0531/AD	Installation of fascia signs and menu board
Ward: CASTLE	7, Bridge Street, Haverfordwest, SA61 2AL
Grid Reference:	195446.873-215734.126
Notification of Planning Decision	Conditionally Approved Date decided: 30 October 2024 Please click here to view the application documents

Ref No: 24/0146/DC	Discharge of condition 6 (drainage details) of planning permission 22/0868/PA (Conversion (with partial demolition) to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, café and shop and associated works including plant enclosure)
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, Pembrokeshire, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Conditionally Approved Date decided: 31 October 2024. Please click here to view the application documents

Ref No: 24/0593/AD	Proposed Installation of 5 Fascia Signs.
Ward: CASTLE	21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ
Grid Reference:	195517-215747
Notification of Planning Decision	Conditionally Approved Date decided: 04 November 2024. Please click here to view the application documents

Ref No: 24/0286/PA	Refurbishment and extension of the Quayside Building to form multi-functional community spaces and extension to bar building to create first floor terrace.
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818
Notification of Planning Decision	Conditionally Approved Date decided: 06 November 2024. Please click here to view the application documents

Ref No: 24/0536/PA	Alterations to parking area including new vehicle access, fencing and storage.
Ward: PRENDERGAST	Days Best Buy DIY, Harvester House, Prendergast, Haverfordwest, SA61 2PX
Grid Reference:	195832.538-216503.362
Notification of Planning Decision	Conditionally Approved Date decided: 05 November 2024. Please click here to view the application documents

Ref No: 24/0562/PA	Change of use from a Car Sales Garage (Sui generis) to a Vehicle Hire Branch (Sui generis).
Ward: PRIORY & PORTFIELD	PMS Car Sales, Snowdrop Lane, Haverfordwest, Pembrokeshire, SA61 1ET
Grid Reference:	194253.601-214912.681
Notification of Planning Decision	Conditionally Approved Date decided: 14 November 2024. Please click here to view the application documents

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 5 November 2024 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr P Lewis Cllr R Thomas-Turner	Chairman of Council/ Mayor
	V Lewis Camacho E Gear D Lawrence	Town Clerk Deputy Town Clerk Facilities Manager
Apologies	Cllr B Simister Cllr C Black Cllr T Moses	MES Committee Chairman
Absent	Cllr S Pearce	
Observers	Cllr R Thomas Cllr D Thomas-Turner Member of the public	Vice-Chairman of Council/Deputy Mayor

The meeting was inquorate and closed at 6.01pm

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 7 November 2024 at 6pm in the Old Wool Market

- Present**
- | | |
|----------------------|--|
| Cllr H Lewis | PPF Committee Chair |
| Cllr M Lewis | Chairman of Council / Mayor - Ex-officio |
| Cllr J Owens | |
| Cllr R Thomas | |
| Cllr D Thomas-Turner | |
| | |
| V Lewis Camacho | Town Clerk |
| E Gear | Deputy Town Clerk |
- Absent**
- Cllr A Brooker

The Chair welcomed everyone to the meeting.

1. Apologies for absence had been received from Cllrs J Brady and J Hackett (Vice Chairman).

2. Declarations of interest from Members

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

3. 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 10 October 2024 and recommendations approved by Full Council on 17 October 2024. The following updates were noted:

Sheriffs Association 2024 AGM & Conference	An invoice had been received covering the road closure which had increased the total net expenditure. An update on the payment of the final invoices would be brought by the Clerk to Full Council meeting on 21 November to close this off.
Grant payment to LifePoint Church Pembs; and return of grant money funded to Council by Grwp Resilience (and same amount to be earmarked for Grwp Resilience in 2025-26 budget)	The former had been paid. The latter is being processed.
Policies	The Civic Regalia and Robing Policy, and Lone Working Policy were adopted.

4. Approach to Council input into responses to Consultations

The Clerk provided links to both consultations for discussion.

Recommendation	The National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.
-----------------------	--

5.1 **Review of Income and Expenditure and Budget Comparison to 31 October 2024**

The Committee reviewed the I&E and Budget Comparison to 31 October 2024 (the Accounts) and had the opportunity to ask questions. The same accounts would be included in the Full Council papers issued ahead of 21 October 2024 for approval.

Recommendation	To accept the Accounts to 31 October 2024.
-----------------------	---

5.2 **Potential impact of the Chancellor's October Budget on the Council**

The Clerk gave an initial view of the impact on the Council's finances from April 2025 in relation to the proposed increase in Employer's NIC from 13.8 to 15% of circa £3,600pa (subject to any compensation for town councils by Welsh Government which may follow) and the increase in the Living Wage.

Recommendation	To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.
-----------------------	---

5.3 **Photocopier lease tender arrangements**

The Clerk advised that the five-year copier lease was up for renewal and that information on the Council's copier / usage requirements had been provided to potential bidders who would be contracted to arrange the copier lease and for the supply of consumables and servicing over the term. A recommendation will be brought by the Clerk to Full Council meeting on 21 November for decision.

Recommendation	For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision.
-----------------------	---

5.4 **Robe proposal for 2025-26 Civic Year**

The Deputy Clerk had sought costings for comparison for the renewal of civic robes for consideration, noting the gradual wear and tear of the Mayor and Sheriff robes. The Committee discussed the Deputy Mayor wearing a robe, on occasions when they attended events for the Mayor. It was felt there was some merit in the Deputy Mayor receiving the Mayor's robe, at the point that robe is replaced. The low quality of the Clerk's robe was also noted.

Recommendation	That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year.
-----------------------	---

5.5 **2025-26 Action Plan and Budget**

The Clerk noted that the action plans (PPF and MES) are work-in-progress and will be brought to the committee meetings in December. A fresh approach was being taken to align the budget for each committee to its terms of reference, with the expectation that the committee regularly review its own budget, alongside a longer-term action plan. This review would be undertaken independently to the overall budget reviews by the PPF Committee and at Full Council.

6. **Grant Application from Haverfordwest Allotments & Cottage Gardens Association (HACGA)**

The Committee considered the Tier 1 application for £500 to help fund the replacement of an existing earth track with an all-weather track to provide tenants with a safe useable access to garden all year round.

Recommendation	Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA.
-----------------------	--

7. **Review of policies and procedures:**

1) Meeting Attendance Policy; and 2) Volunteering Policy

The Committee received drafts of these new policies.

Recommendation
1) Subject to the inclusion of an additional section requiring that Councillors keep their cameras on during a “hybrid” meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document was approved for recommendation by Full Council. Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.
2) The Volunteering Policy and Procedures documents were approved for recommendation to Full Council. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

8. **Staffing Matters**

The Clerk updated on staffing including training.

Recommendations:	To note the refresher training being undertaken by both groundsmen to keep their mowing certificates up to date.
	Staffing Committee meeting to be arranged for the end of November.

9. **Items for next agenda**

- a) PPF Action Plan and Budget

Next meeting – 5 December 2024, 6 p.m. at Old Wool Market

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

MINUTES OF A MEETING OF FULL COUNCIL
held on 21 November 2024 at 6pm in the Old Wool Market and via video conference

Present

Cllr R Thomas	Vice Chairman / Deputy Mayor
Cllr C Black	
Cllr J Brady	(until 7.29pm)
Cllr J Hackett	
Cllr K Manikonda	(from Agenda Item 5)
Cllr J Owens	
Cllr B Simister	(until 6.30pm)
Cllr D Thomas-Turner	
Cllr R Thomas-Turner	

In attendance

V Lewis Camacho	Town Clerk
E Gear	Deputy Town Clerk

2634 In the absence of the Council Chairman, Cllr R Thomas, as Vice Chairman, welcomed all to the meeting and proceeded to chair the meeting. The meeting experienced some technical issues with the sound for those attending remotely, which caused a delay at the start of the meeting and some intermittent issues where speakers had to repeat themselves for the duration of the meeting.

2635 Apologies – Cllr(s) H Lewis, Cllr M Lewis (Chair/Mayor), P Lewis, T Moses, and S Pearce. Absent – Cllr A Brooker

2636 Declarations of Interest from Members

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

2637 Questions from Members of the Public

There were no questions from the public.

2638 Co-Option of Town Councillor

The Chair noted that Members of Council had been provided with a written application from Mr K Manikonda to become a member of Council, to represent the Garth ward. Mr Manikonda would shortly be invited in to join the meeting and to speak for five minutes to introduce himself to Members of Council and to be given the opportunity to inform Council why he wished to join the Council.

Mr Manikonda then joined the meeting. During his introduction he advised that he had lived in Haverfordwest for the past 2 years and was the owner/operator of 10 convenience stores in Pembrokeshire and Carmarthenshire, two of which are in Haverfordwest, one in Market Street and the other due to open on the High Street, and one in Pembroke dock. By virtue of his day-to-day presence in the community together with his business and Asian background Mr Manikonda felt he was well placed to both support all members of the public and members of the Asian community, and to contribute as a member of the Town Council. In response to questions from members of Council, Mr Manikonda noted that while he lived in Castle Ward, he was familiar with Garth Ward and confirmed his willingness to represent the ward and to work alongside existing ward Cllrs C Black and J Brady.

Mr Manikonda was asked to step out of the meeting while Members of Council voted on his appointment. The feedback following Mr Manikonda's brief presentation to Council was positive, both in terms of his enthusiasm and in adding to the Council's diversity of membership. Cllr R Thomas-Turner proposed that Mr K Manikonda be appointed a Member of the Town Council representing the Garth Ward, and as a member of the Management, Estates and Strategy

Committee. This was seconded by Cllr J Hackett. A vote was taken which was unanimous. Mr Manikonda was invited back into the room and the Chair congratulated him when confirming that his application for Council had been approved. Mr Manikonda thanked Council and signed the Declaration of Acceptance of Office with the Clerk, which contained his agreement to abide by the Council's Code of Conduct.

Cllr K Manikonda then joined the meeting as a member of Council.

Cllr B Simister left the meeting at 6.30 p.m.

2639 Minutes of previous meetings:

1. Full Council meeting held on 17 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Hackett. All voted in favour (except Cllr Manikonda).

2. Extraordinary Meeting of Council held on 29 October 2024

The minutes of the above meeting were accepted as a true record of the meeting. Proposed by Cllr R Thomas-Turner. Seconded by Cllr J Owens. All voted in favour (except Cllr Manikonda).

2640 Mayor's correspondence and updates

As Deputy Mayor, the Chair noted the appointments he had attended on behalf of the Mayor which included the presentation of The King's Award for Enterprise by The Lord-Lieutenant of Dyfed, to the Pembrokeshire based firm FRIO UK Ltd (manufacturer of the world's first patented medication and insulin cooling wallets) in Treffgarne on 12 November. He would be attending the annual Scouts Presentation at Haverfordwest High School on 23 November to present certificates. Unfortunately, this commitment clashed with an invitation to attend the Christmas Lights switch on from the Mayor of Carmarthen, which the Sheriff was not able to attend either, but Cllrs R and D Thomas-Turner, having received a separate invitation, were able to support that event. Finally, the Deputy Mayor/Mayoress, Sheriff and Town Clerk were invited to attend the opening of the Waldo Lounge on Bridge Street took place the previous evening (20 November). He noted that this café/restaurant venue is a welcome addition to the town.

2641 1) Planning Applications (Appendix 1)

Council reviewed the new planning applications, discharge of conditions consultations, and notifications of decisions received since the date of last Full Council meeting on 17 October 2024.

No objections were raised, other than in relation to Ref No 20/0725/DC – Discharge of Condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7. See Appendix 1 for information with link to application documents. This was on the basis that the applicant had not proposed any biodiversity enhancement in their submission, and therefore had not satisfied the condition imposed (wording defined by the Clerks subsequent to the meeting).

The results of a recorded vote requested by Cllr J Owens were: No objection (total 3) - Cllrs J Brady, J Hackett and J Owens. Objections (total 5) – Cllrs C Black, K Manikonda, R Thomas, D Thomas-Turner, and R Thomas-Turner.

2642 Committee Minutes

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

Resolved: To accept the minutes of the MES Committee meeting held on 5 November 2024, which was in quorate (as attached hereto as Appendix 2).

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 7 November 2024 (as attached hereto as Appendix 3) and set out below.

Resolved: To approve that the National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.

Resolved: To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.

Resolved: That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year, including consideration of a robe for the Deputy Mayor.

Resolved: For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision (see Minute Ref 2643).

Resolved: Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA. [Clerk noted that the information had not yet been received which meant deferring this item until the next meeting].

Resolved: 1) Noting the inclusion of an additional section requesting that Councillors keep their cameras on during a "hybrid" meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document is approved.
2) The Volunteering Policy and Procedures document is approved.

Resolved: To note 1) the refresher training undertaken by both groundsmen to keep their mowing certificates up to date; and 2) Staffing Committee meeting to be arranged for the end of November.

The above resolutions were proposed by Cllr J Hackett. Seconded by Cllr R Thomas-Turner. All voted in favour.

2643 Photocopier lease / supplier arrangements

Clerk noted that there had been a delay due to her capacity to source all the information required to bring a decision to Council for approval in time for the meeting. She anticipated bringing this to the PPF meeting on 5 December 2024.

2644 Outside Bodies – Appointments and updates

1) The following updates were noted.

Youth Projects	Cllr R Thomas-Turner noted recent activities which were resulting in building a better rapport.
Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner noted DPPNW support at the Feed the Community event and plan for their attendance at the next Castle Ward surgery.
Flagship Heritage Attraction (FHA)	Cllr R Thomas-Turner noted attendance at meetings on 24 October and 6 November (the minutes of the latter meeting had been shared with Council),
Haverfordwest Racecourse (Public Park) Trust (HRPPT)	Cllr R Thomas noted the fundraising activity for the shed extension.
Sir John Perrot Trust	Cllr R Thomas – Trust met earlier in the day. Carew Terrace refurbishment nearly complete.
Haverfordwest Town Museum	Noted that the new charity had been established. Six trustees appointed with two more to be recruited in the next 18 months.
Former “Town Team” equivalent for the town	Cllr R Thomas-Turner noted a potential format for a mayor-led forum (detail to be determined).
Twinning Association	Cllr R Thomas – next meeting will be in January 2025.
William Vawer Trust	Cllr R Thomas – Trust met earlier in the day and approved payments to various causes.
Governor – Waldow Williams School	Cllr R Thomas – scheduled to attend first Governor meeting on 14 November but cancelled.

2) Appointments

The Chair noted the current vacancy for a HTC representative on both the Sir John Perrot Trust and the William Vawer Trust. Cllr R Thomas-Turner proposed that Cllr K Manikonda be put forward to fill these vacancies, which was seconded by Cllr R Thomas. All voted in favour (except Cllr K Manikonda who did not vote on this item).

Resolved:

- 1) To accept the updates to Outside Bodies**
- 2) Cllr K Manikonda to fill the HTC vacancy on the Sir John Perrot Trust and William Vawer Trust and for the Clerk to notify both trusts accordingly.**

2645 Accounts and Expenditure for Payment Approvals

1) Council received the Income and Expenditure and Budget comparison reports reconciled to 31 October 2024 (the Accounts).

2) Clerk confirmed that the final invoices had been received and included within expenditure schedules for payment. This included one additional invoice for £560 from PCC for the Road Closure (not previously recorded) and an amount for a room hire fee for which Council was not being charged. Revised total cost of event from the Council's budget was £4,453.20.

3) Expenditure for October 2024 totalled £56,220.39, including VAT. This included the repayment of £5,004.09 to the HMRC which IRIS (payroll bureau) had inadvertently claimed by way of an Employment Allowance in 2023-24 which councils are not eligible to claim. An explanatory paper

setting out this error and confirming no material misstatement of the YE 2024 accounts was included in the meeting papers.

Resolved:

1) to approve the Accounts to 31 October 2024.

2) to approve revised cost of Sheriff's AGM in the amount of £4,453.20 from the HTC budget.

3) to approve October 2024 expenditure totalling £56,220.39, including VAT, for payment.

Proposed by Cllr J Hackett and Seconded by Cllr T Thomas-Turner. All voted in favour.

Cllr J Owens, attending remotely, indicated that she would need to leave the meeting at 7.45pm

Cllr J Brady, also attending remotely, gave her apologies and left the meeting at 7.29 pm.

Noting that there was one item on the agenda which required Council consideration and decision, the Chair agreed to change the order of the agenda for this item to be the next item in the event the meeting should become inquorate. The three other remaining items (Feed the Community Event held on 14 November 2024, Clerk's Report and Staffing (latter two are both standing items) were verbal updates which could be deferred to the next agenda, as appropriate.

2646 Update on the Picton Centre Lease

Following a response by PCC to the Council's last communication, the Clerk had provided a paper which set out two variations requested by PCC to the original lease terms, in return potentially for PCC agreeing to continue to pay the annual rental agreed on the occupation of the Picton Centre. The Clerk had consulted with legal counsel and had discussed with the Chief Property Officer in PCC about the implications of both requests before putting a recommendation to Council that the following points are approved in order to move the situation forward:

- 1) the request for an open market rent review in Year 5 (as opposed to annual index link reviews, which Council had not enforced to date). This was not considered to be an unreasonable or unusual request in terms of standard practice.
- 2) Option for the tenant (PCC) to renew at the end of the term (protected by the Landlord and Tenant Act 1954 part II). While the option for the tenant to request a renewal itself was not unreasonable, the Clerk outlined that there were insufficient grounds for the Council to object under the Act's protection to avoid the automatic renewal of the lease in favour of the tenant, outside of the tenant breaching their obligations under the lease. The inclusion of the Act protection was not therefore in the Council's best interests and it was not being recommended by the Clerk to Council to approve as a variation to the original lease terms.

Cllr J Owens proposed that Council approve the Clerk's recommendations.

Cllr R Thomas-Turner offered a counter proposal that Council defer the decision until the December meeting when the members of Council, currently overseas, were present. The counter proposal was not seconded. Both proposals were put to the vote resulting in four in favour of Cllr J Owen's proposal and two in favour of Cllr R Thomas-Turner's counter proposal.

Resolved

The following variations to lease terms are approved:

- 1) Open market rent review in Year 5; and**
- 2) Option to renew lease at the end of the term**

The following variation to lease terms is not approved:

- 1) Protection under the Landlord and Tenant Act 1954 part II, noting that the lease would need to specifically record agreement by both parties to exclude the Act (where currently the Act is silent in the lease).**

2647 Items for next Agenda

Feed the Community Update (Cllrs D and R Thomas-Turner).

The meeting ended at 8.04pm when Cllr J Owens left the meeting and became inquorate.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

New applications/consultations/decision and other notifications received since 17 October 2024

Ref No: 24/0682/PA	Proposal: Full planning permission for a proposed respite care facility (Use Class C2) and associated works.
Link to Planning Portal	Please click here to view application documents.
Ward: PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194313.964-215118.85 Last Date for Determination: 04 December 2024

Ref No: 24/0679/PA	Proposal: Variation of conditions 2 Approved Plans; 4 External Materials; 5 Foul & Surface Water Disposal; 7 Public Sewer; 9 Construction & Environment Management Plan; 10 Landscape Management Plan; 12 External Lighting & 15 Ecological Enhancement & Management Plan'.
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & CASTLE	Haverfordia House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 2DN Grid Reference: 195295-215102.893 Last Date for Determination: 16 December 2024

Discharge of Condition Consultation

Ref No: 20/0732/DC	Discharge of condition 16 (footway connection) of planning permission 24/0056/PA (Redevelopment of Portfield School including demolition of the existing Portfield Lower School, a masterplan for the campus, the redevelopment of the new primary school building, refurbishment works to the existing sixth form block and associated works).
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY & PORTFIELD	Portfield Special School, Portfield, Haverfordwest, Pembrokeshire, SA61 1BS Grid Reference: 194410.255-215135.237 Last Date for Determination: 23 December 2024

Ref No: 20/0725/DC	Discharge of condition 3 (biodiversity enhancement) of planning appeal decision ref: CAS-03470-VOW4F7
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB Grid Reference: 195450.01-215679.29

Last Date for Determination: 16 December 2024

Notification of Planning Decisions

Ref No: 23/0460/PA	Modification of condition 2 to allow design amendments and removal of conditions 3, 4, 7, 9, 14, 15, 16, 17, 19 and 20 of planning permission ref. 21/0887/PA (replacement bus station and multi-storey car park, associated works and new public realm)
Ward: PRENDERGAST & CASTLE	Multi Storey Car Park, Haverfordwest, Pembrokeshire, SA61 2LJ
Notification of Planning Decision	Conditionally Approved Date decided: 17 October 2024 Please click here to view the application documents

Ref No: 24/0417/DC	Discharge of conditions 6 (rainwater goods & roof coverings), 7 (drainage), & 9 (archaeology) of listed building consent 23/0907/LB
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Part Refused/Part Approved Date decided: 25 October 2024 Please click here to view the application documents

Ref No: 24/0531/AD	Installation of fascia signs and menu board
Ward: CASTLE	7, Bridge Street, Haverfordwest, SA61 2AL
Grid Reference:	195446.873-215734.126
Notification of Planning Decision	Conditionally Approved Date decided: 30 October 2024 Please click here to view the application documents

Ref No: 24/0146/DC	Discharge of condition 6 (drainage details) of planning permission 22/0868/PA (Conversion (with partial demolition) to provide new visitor attraction facilities containing space for ticketing and orientation, exhibition, education centre, café and shop and associated works including plant enclosure)
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, Pembrokeshire, SA61 2EW
Grid Reference:	195286.372-215735.604
Notification of Planning Decision	Conditionally Approved Date decided: 31 October 2024. Please click here to view the application documents

Ref No: 24/0593/AD	Proposed Installation of 5 Fascia Signs.
Ward: CASTLE	21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ
Grid Reference:	195517-215747
Notification of Planning Decision	Conditionally Approved Date decided: 04 November 2024. Please click here to view the application documents

Ref No: 24/0286/PA	Refurbishment and extension of the Quayside Building to form multi-functional community spaces and extension to bar building to create first floor terrace.
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818
Notification of Planning Decision	Conditionally Approved Date decided: 06 November 2024. Please click here to view the application documents

Ref No: 24/0536/PA	Alterations to parking area including new vehicle access, fencing and storage.
Ward: PRENDERGAST	Days Best Buy DIY, Harvester House, Prendergast, Haverfordwest, SA61 2PX
Grid Reference:	195832.538-216503.362
Notification of Planning Decision	Conditionally Approved Date decided: 05 November 2024. Please click here to view the application documents

Ref No: 24/0562/PA	Change of use from a Car Sales Garage (Sui generis) to a Vehicle Hire Branch (Sui generis).
Ward: PRIORY & PORTFIELD	PMS Car Sales, Snowdrop Lane, Haverfordwest, Pembrokeshire, SA61 1ET
Grid Reference:	194253.601-214912.681
Notification of Planning Decision	Conditionally Approved Date decided: 14 November 2024. Please click here to view the application documents

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Tuesday 5 November 2024 at 6pm in the Old Wool Market

Present	Cllr M Lewis Cllr P Lewis Cllr R Thomas-Turner	Chairman of Council/ Mayor
	V Lewis Camacho E Gear D Lawrence	Town Clerk Deputy Town Clerk Facilities Manager
Apologies	Cllr B Simister Cllr C Black Cllr T Moses	MES Committee Chairman
Absent	Cllr S Pearce	
Observers	Cllr R Thomas Cllr D Thomas-Turner Member of the public	Vice-Chairman of Council/Deputy Mayor

The meeting was inquorate and closed at 6.01pm

APPENDIX 3

Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee held on Thursday 7 November 2024 at 6pm in the Old Wool Market

Present	Cllr H Lewis	PPF Committee Chair
	Cllr M Lewis	Chairman of Council / Mayor - Ex-officio
	Cllr J Owens	
	Cllr R Thomas	
	Cllr D Thomas-Turner	
	V Lewis Camacho	Town Clerk
	E Gear	Deputy Town Clerk
Absent	Cllr A Brooker	

The Chair welcomed everyone to the meeting.

1. Apologies for absence had been received from Cllrs J Brady and J Hackett (Vice Chairman).

2. Declarations of interest from Members

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

3. 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 10 October 2024 and recommendations approved by Full Council on 17 October 2024. The following updates were noted:

Sheriffs Association 2024 AGM & Conference	An invoice had been received covering the road closure which had increased the total net expenditure. An update on the payment of the final invoices would be brought by the Clerk to Full Council meeting on 21 November to close this off.
Grant payment to LifePoint Church Pembs; and return of grant money funded to Council by Grwp Resilience (and same amount to be earmarked for Grwp Resilience in 2025-26 budget)	The former had been paid. The latter is being processed.
Policies	The Civic Regalia and Robing Policy, and Lone Working Policy were adopted.

4. Approach to Council input into responses to Consultations

The Clerk provided links to both consultations for discussion.

Recommendation	The National Consultation on implementing the Infrastructure (Wales) Act 2024 and the consultation on the PCC Local Development Plan 2 are reviewed by the Clerk with Cllrs D and R Thomas-Turner (both of whom had attended the briefings) and are reported back to Council prior to the submission deadlines in December.
-----------------------	--

5.1 **Review of Income and Expenditure and Budget Comparison to 31 October 2024**

The Committee reviewed the I&E and Budget Comparison to 31 October 2024 (the Accounts) and had the opportunity to ask questions. The same accounts would be included in the Full Council papers issued ahead of 21 October 2024 for approval.

Recommendation	To accept the Accounts to 31 October 2024.
-----------------------	---

5.2 **Potential impact of the Chancellor's October Budget on the Council**

The Clerk gave an initial view of the impact on the Council's finances from April 2025 in relation to the proposed increase in Employer's NIC from 13.8 to 15% of circa £3,600pa (subject to any compensation for town councils by Welsh Government which may follow) and the increase in the Living Wage.

Recommendation	To note the potential impact on the Council's employment costs following the Chancellor's October Budget and that this would be reviewed in more detail as part of the 2025-26 budget preparation (by the Staffing Committee, in the first instance) and precept discussions, in December.
-----------------------	---

5.3 **Photocopier lease tender arrangements**

The Clerk advised that the five-year copier lease was up for renewal and that information on the Council's copier / usage requirements had been provided to potential bidders who would be contracted to arrange the copier lease and for the supply of consumables and servicing over the term. A recommendation will be brought by the Clerk to Full Council meeting on 21 November for decision.

Recommendation	For the supplier of a new five-year photocopier lease and maintenance contract to be brought to the Full Council meeting on 21 November 2024 for decision.
-----------------------	---

5.4 **Robe proposal for 2025-26 Civic Year**

The Deputy Clerk had sought costings for comparison for the renewal of civic robes for consideration, noting the gradual wear and tear of the Mayor and Sheriff robes. The Committee discussed the Deputy Mayor wearing a robe, on occasions when they attended events for the Mayor. It was felt there was some merit in the Deputy Mayor receiving the Mayor's robe, at the point that robe is replaced. The low quality of the Clerk's robe was also noted.

Recommendation	That a plan is established from the 2025-26 budget onwards for the replacement of civic robes over a period of time, say, 5 years with priority being given to replacing one robe next year.
-----------------------	---

5.5 **2025-26 Action Plan and Budget**

The Clerk noted that the action plans (PPF and MES) are work-in-progress and will be brought to the committee meetings in December. A fresh approach was being taken to align the budget for each committee to its terms of reference, with the expectation that the committee regularly review its own budget, alongside a longer-term action plan. This review would be undertaken independently to the overall budget reviews by the PPF Committee and at Full Council.

6. **Grant Application from Haverfordwest Allotments & Cottage Gardens Association (HACGA)**

The Committee considered the Tier 1 application for £500 to help fund the replacement of an existing earth track with an all-weather track to provide tenants with a safe useable access to garden all year round.

Recommendation	Subject to receiving some further information from the Association, the grant payment of £500 is made to the HACGA.
-----------------------	--

7. **Review of policies and procedures:**

1) Meeting Attendance Policy; and 2) Volunteering Policy

The Committee received drafts of these new policies.

Recommendation
1) Subject to the inclusion of an additional section requiring that Councillors keep their cameras on during a “hybrid” meeting, which is important for voting purposes and to ensure that the meeting quorum is maintained at all times, the Meeting Attendance Policy and Procedures document was approved for recommendation by Full Council. Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.
2) The Volunteering Policy and Procedures documents were approved for recommendation to Full Council. Proposed by Cllr R Thomas. Seconded by Cllr D Thomas-Turner. All voted in favour.

8. **Staffing Matters**

The Clerk updated on staffing including training.

Recommendations:	To note the refresher training being undertaken by both groundsmen to keep their mowing certificates up to date.
	Staffing Committee meeting to be arranged for the end of November.

9. **Items for next agenda**

a) PPF Action Plan and Budget

Next meeting – 5 December 2024, 6 p.m. at Old Wool Market

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