

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

**Present**                      Mr J Hackett                      Vice Chairman  
    Cllr M Lewis                      Chairman of Council / Mayor - Ex-officio (online)  
    Cllr H Lewis                      PPF Committee Chair (online)  
    Cllr J Owens                      (online)  
    Cllr D Thomas-Turner                      (online)

**In attendance:**              V Lewis Camacho                      Town Clerk  
    E Gear                      Deputy Town Clerk  
    Cllr P Lewis  
    Cllr R Thomas Turner  
    Member of the public

**Absent**                      Cllr A Brooker

The Chair welcomed everyone to the meeting.

1. Apologies for absence had been received from Cllrs J Brady and R Thomas.

**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 7 November 2024 and any PPF Committee-related items discussed/decisions made at the Full Council meeting held on 21 November 2024.**

The minutes of the meeting held on 7 November 2024 and recommendations were approved by Full Council on 21 November 2024. The following updates were noted:

<b>The National Consultation on implementing the Infrastructure (Wales) Act 2024 and the Consultation on the PCC Local Development Plan 2</b>	Responses to these consultations had not been completed to date. The former concludes on 13 December and the latter consultation on 16 December 2024.
Other updates	Included on this Agenda

**4. Financial Matters**

**4.1 Review of Income and Expenditure and Budget Comparison to 30 November 2024**

The Committee reviewed the I&E and Budget Comparison to 30 November 2024 (the Accounts) and had the opportunity to ask questions. The same accounts would be included in the Full Council papers issued ahead of 19 December 2024 for approval.

<b>Recommendation</b>	<b>To accept the Accounts to 30 November 2024</b>
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**4.2 Photocopier Lease (five-year) tender**

The Clerk noted the preparatory work was in progress. A facility to support Welsh language translation is an additional, progressive, feature being explored with suppliers. An update or proposal for approval would be brought to Full Council.

**4.3 2025-26 Action Plan and Budget**

The Clerk had prepared a draft overview of the 2025-26 budget with a separate breakdown of the budget cost codes for PPF for initial discussion at the meeting however the former had not saved

properly in the electronic pack. Hard copies were available at the meeting but the majority of the Committee was online. The Clerk apologised for not having completed the more comprehensive workings for the actions plans for the next financial year, in adopting a slightly different approach, in time for the meeting. These would be brought forward to the Full Council meeting.

#### 4.3 Unity Trust Bank – New Account

The Clerk noted that the Council’s current bank would soon be charging a fee of circa. £8 per month for the Mayor’s Charity account. The Clerk shared her experience of dealing with the Council’s existing bank over the past year which had proven time intensive, noting that despite having a local branch, everything was done electronically or over the phone. The Clerk requested that the opening of a new Mayor’s Charity account with Unity Trust Bank, a well-known bank providing services to not-for-profit organisations, be explored.

<b>Recommendation</b>	<b>Clerk to explore new account opening with Unity Trust Bank. Proposed by Cllr D Thomas Turner. Seconded by Cllr Helen Lewis. All voted in favour.</b>
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### 5. Grant Applications for financial assistance

#### 5.1 Haverfordwest Allotments & Cottage Gardens Association (HACGA)

The Association had provided the additional supporting document requested. Consequently, as recommended at the last PPF Committee meeting and approved at the subsequent Full Council, it was noted that 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, had been approved for payment. This payment amount fell within the Clerk’s payment approval limit under the Council’s Financial Regulations so would be made to the HACGA without further delay.

<b>Recommendation</b>	<b>Clerk to proceed to make grant payment of £500 to the HACGA. Proposed by Cllr Helen Lewis. Seconded by Cllr J Owens. All voted in favour.</b>
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#### 5.2 Tabernacle Church – Community Christmas Event

Following a request for further information and since the meeting pack was issued the Church had withdrawn their application on this occasion following a change in direction for the proposed event. The Church stated that they would look to apply for another event grant at a later date. No further action or decision was required at this time.

#### 5.3 Haverfordwest Combined Choirs for VE Commemoration Concert – May 2025

The Clerk noted that a former application had been approved but not paid out by Council for this event which didn’t take place due to Covid. Having met with the combined choirs’ representative, the Clerk recommended that Council consider supporting the event out of the Town Events budget instead of as a Tier 2 grant application. This event could run alongside other commemorative activity which the Council wishes to arrange in the town, with other stakeholders including the Royal British Legion, on and around VE Day - 80 on Thursday 8<sup>th</sup> May 2025.

<b>Recommendation</b>	<b>Council to support the Combined Choirs for VE Commemoration Concert in the amount of £2,000 and to work with St Mary’s Church, and the Royal British Legion to plan VE Day 80 activities in the town. Proposed by Cllr H Lewis. Seconded by Cllr D Thomas-Turner. All voted in favour.</b>
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#### 5.4 Cilbers CIC - Havergardd Community Garden 2025 Events

The Committee considered the application for £3,000 to support 2025 events at the Community Garden, which included a letter of support from Grwp Resilience, with whom the Council have a management agreement for Havergardd. Noted that funding could not be provided to pay

individuals to administer, set up and co-ordinate the events as this was outside funding policy. A grant payment of £1,000 to Cilbers CIC was recommended.

<b>Recommendation</b>	<b>A grant payment of £1,000 is made to Cilbers CIC to support Havergardd Community Garden 2025 Events. Proposed by Cllr D Thomas-Turner. Seconded by Cllr H Lewis. All voted in favour.</b>
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**6. Review of policies and procedures**

No policies were presented to the Committee at this meeting.

**7. Staffing Matters**

All voted in favour of exercising the PUBLIC BODIES ADMISSION TO MEETINGS) ACT 1960.

**Resolved**

**That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the Press and Public be excluded from the meeting**

The member of the public and Cllr P Lewis left the meeting at 6.40 pm.

The Clerk briefly updated on contractual matters and noted that a Staffing Committee meeting would be held as soon as practicable.

**8. Items for next agenda**

- a) Consideration for Feed the Community type initiatives for 2025-26 Budget including opportunities to seek grant funding, where possible (Cllr R Thomas-Turner).

Next meeting – 9 January 2025, 6 p.m. at Old Wool Market

With no further business to consider, the meeting closed at 6.44pm

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