

MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
held on 16 January 2025 at 6pm in the Old Wool Market and via video conference

Present: Cllr M Lewis Chairman / Mayor
 Cllr R Thomas Vice Chairman / Deputy Mayor
 Cllr J Hackett
 Cllr H Lewis
 Cllr P Lewis
 Cllr K Manakonda
 Cllr S Pearce
 Cllr B Simister
 Cllr D Thomas-Turner
 Cllr R Thomas-Turner

In attendance V Lewis Camacho Town Clerk/RFO
 E Gear Deputy Clerk

Observers Member of the public

2665 Apologies

Apologies received: Cllrs J Owens, C Black, J Brady, T Moses
 Absent without apology: Cllr A Brooker

2666 Declarations of Interest from Members

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

2667 Minutes of previous Full Council and its Committees

The draft minutes of the Full Council Meeting, Management, Estates and Strategy (MES) Committee, and Personnel, Policy and Finance (PPF) Committee held on 19 December 2024, 7 and 9 January 2025, respectively, had been provided due to their relevance to the business of the meeting. The Chairman deferred formal confirmation of the Full Council minutes and Committee recommendations to the next Full Council meeting on 23 January 2025.

2668 Budget and Precept for the 2025-26 Financial Year

The attached Budget Summary 2025-26 together with the supporting Budget 2025-26 Report had been submitted by the Town Clerk/RFO to assist Council in setting the budget and precept for the 2025-26 financial year. Following the PPF Committee meeting held on 9 January 2025, the 2025-26 Budget included revisions following a detailed review of the Council's forecast Income & Expenditure for 2024-25 (to the end of the current financial year against the original budget) (the Revised 2024-25 Budget) and to the Proposed Budget for 2025-26, taking into account the resulting forecast increase in reserves (Surplus) at 31 March 2025.

A) Reserves

The Council's reserves are made up of the General Reserve and Earmarked Reserves. The General Reserve is not ringfenced for any specific expenditure; its purpose is to support the impact of unexpected / emergency expenditure. Earmarked Reserves are ringfenced for specific expenditure that the Council believe it will incur in the future.

A more detailed paper setting out the net position of reserves and those "earmarked" for specific purposes (forecast to 31 March 2024-25 and proposed to 31 March 2025-26) was provided by the Clerk, built on the Council's forward looking action plans and discussions as recommended by the Management, Estates and Strategy Committee and PPF Committee.

	£
Total Reserves brought forward at 31 March 2024	385,321.69
Forecast Surplus at 31 March 2025	<u>45,490.00</u>
Forecast Total Reserves at 31 March 2025	<u>430,811.69</u>
	=====

B) Setting of the 2025-26 Budget and Precept

Pembrokeshire County Council has set the tax base for the area at Band 'D' equivalent of 5116.28 by revised letter dated 23 December 2024. No increase in the Council's precept for 2025-26 was being proposed:

	£
Proposed 2025-26 Budget & Precept	
Total Budgeted Expenditure	581,778
Less total Budgeted Income	<u>(24,650)</u>
Proposed 2025-26 Budget	<u>557,128</u>
Available reserves agreed to offset against budget	<u>(154,221)</u>
Proposed 2025-26 Precept Request	<u>402,907</u>
	=====

Council was asked to consider and approve:

- 1) The Revised 2024-25 Budget and Proposed 2025-26 Budget (£557,128), including General and Earmarked reserves at 31 March 2025 and 31 March 2026. Proposed by Cllr R Thomas-Turner and seconded by Cllr R Thomas. All in favour.
- 2) Precept for submission to Pembrokeshire County Council (£402,907). This figure is equivalent to a charge of £78.75 per annum per Band 'D' household. Proposed by Cllr P Lewis and seconded by Cllr R Thomas-Turner. All in favour.

Resolved

2025-26 Budget is set at £557,128

2025-26 Precept is set at £402,907

2025-26 Budget draws down funds of £154,221 from the General Reserve

With no further business to consider, the meeting ended at 6.34 p.m.

Chairman of Council / Mayor	Signed
Proper Officer / Town Clerk	Signed
Date	

HAVERFORDWEST TOWN COUNCIL BUDGET REPORT FOR THE YEAR ENDED 31ST MARCH 2025

This budget has been set in accordance with the Local Government Finance Act 1992, and the precept has been set in line with the budget.

The Council has considered its level of reserves, estimated expenditure and estimated income when setting its budget requirement.

Budgeted Expenditure 2024/25 & Proposed Budgeted Expenditure 2025/26

	Original Budget 2024/25	Revised Budget 2024/25	Forecast Variance 2024/25	Proposed Budget 2025/26
Administration	187,000.00	187,660.00	(660.00)	214,500.00
Civic Events	20,000.00	22,725.00	(2,725.00)	19,000.00
Councillor Allowances	30,000.00	12,800.00	17,200.00	15,000.00
Estates & Facilities	148,000.00	79,430.00	68,570.00	149,000.00
Grants & Donations	50,000.00	42,000.00	8,000.00	67,500.00
Town Improvements & Events	75,318.00	71,936.00	3,382.00	116,778.00
TOTAL	510,318.00	416,551.00	93,767.00	581,778.00

Budgeted Income 2024/25 & Proposed Budgeted Income 2025/26

	Original Budget 2024/25	Revised Budget 2024/25	Forecast Variance 2024/25	Proposed Budget 2025/26
Bank Interest	3,000.00	6,100.00	3,100.00	6,000.00
Estates & Facilities	27,800.00	35,330.00	7,530.00	14,000.00
Sundry Income	4,500.00	5,100.00	600.00	4,650.00
TOTAL	35,300.00	46,530.00	11,230.00	24,650.00

Total budgeted expenditure for 2025/26	581,778.00
Less total budgeted income for 2025/26	(24,650.00)
	<u>557,128.00</u>
Available reserves agreed to offset against budget	(154,221.00)
Proposed Precept request 2025/26	<u><u>402,907.00</u></u>

Pembrokeshire County Council has set the tax base for Haverfordwest at Band 'D' equivalent of 5,116.28. Haverfordwest Town Council is not requesting an increase in the Precept for 2025/26.

Total Reserves brought forward at 31st March 2024	385,321.69
Forecast surplus at 31st March 2025	45,490.00
Forecast Total Reserves at 31st March 2025	<u><u>430,811.69</u></u>

Proposed Earmarking of Reserves	2024/25		2025/26	
Town Band Funds	2,477.34		1,477.34	
Estate: Cemetery Works	-		20,000.00	
Buildings: HTC Offices	90,500.00	50,000.00		
Picton Centre	25,000.00	25,000.00	75,000.00	
Civic Regalia	2,500.00		2,500.00	
Vehicle	8,000.00		25,000.00	
Committed Grants	22,500.00		-	
Sheriffs AGM (2024-2038)	-		350.00	
Twinning & Friendship Towns	-		5,000.00	
Redundancy	-		5,000.00	
450th Anniv of HTC Charter	-		10,000.00	
Town Council elections	-		10,000.00	
Total	150,977.34		154,327.34	

Date adopted by Council:

.....

Minute reference:

.....