

MINUTES OF A MEETING OF FULL COUNCIL
held on 19 December 2024 at 6pm in the Old Wool Market and via video conference

Present	Cllr M Lewis Cllr R Thomas Cllr C Black Cllr J Brady Cllr J Hackett Cllr H Lewis Cllr P Lewis Cllr K Manikonda Cllr T Moses Cllr J Owens Cllr S Pearce Cllr B Simister Cllr D Thomas-Turner Cllr R Thomas-Turner	Chairman/Mayor Vice Chairman / Deputy Mayor
In attendance	V Lewis Camacho E Gear D Lawrence	Town Clerk Deputy Town Clerk Facilities Manager
County Councillors	T Evans, T Tudor	
Other	T Ellis – Pure West Radio (Agenda item 4 only) Member of the Public	

2648 The Chair welcomed everyone to the meeting.

2649 Apologies – None. Absent – Cllr A Brooker

2650 Declarations of Interest from Members

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

2651 Questions from Members of the Public

There were no questions from the public.

2652 Pure West Radio – Town Events Engagement

The Chair welcomed Toby Ellis to the meeting, who had been invited by the Clerk to openly discuss options with Council in relation to putting on additional events in the town, particularly over the summer months. Pure West Radio (PWR) had for many years supported the Council with the Beating of the Bounds and the Christmas Lights Switch On (also in collaboration with Riverside Shopping), as well as providing ad hoc support with promotion and provision of live feeds to some Civic events.

The Council had received interest in bringing the Carnival back to Haverfordwest, an event which PWR had also supported the Council with, in the past. The last town carnival would have been held in 2019 except for Covid. It was recommended that the Carnival, and other events, involved an exercise of public engagement to reinforce the type of events the people of Haverfordwest desired to have in the town, as well as strong collaboration with various local organisations and other stakeholders to get the events (particularly the carnival) up and running, which fitted within the broad remit and reach of PWR.

Other events discussed included a mix of adult and family fun days. Individual members of Council expressed interest in putting on additional events and discussed the positive feedback received from Beating of the Bounds and inquiries made about the return of a town carnival. Similar to the relocation of Portfield Fair which Council undertook earlier in the year. The success of the Milford

Haven carnival was well publicised and something the HTC should aspire to. It was noted that the event management is organised by the Milford Haven Round Table, an organisation which does not have a presence in Haverfordwest. The Milford carnival is also supported by corporate sponsorship; a similar model would be encouraged in Haverfordwest through the ongoing engagement work. Such engagement and preparations for 2025 would need to start at the end of January.

Resolved: **Pure West Radio to provide a list of 4 to 5 events for Council's further consideration in January. Majority votes in favour**

Toby Ellis left the meeting at 6.26pm

2653 Minutes of previous meetings: Full Council meeting held on 21 November 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.

2654 Mayor's correspondence and updates

The Mayor noted Turkey Bingo Night held on 10 December in aid of the Mayor's Charity, the Paul Sartori Foundation, which was very well attended. Cllr P Lewis had also undertaken a sponsored walk of the Golden Gate Bridge in San Francisco while visiting the United States recently and the Cleddau Bridge, to raise funds for the Haverfordwest Racecourse (Public Parks) Trust storage shed extension, which the Mayor acknowledged with a photograph at the end of the meeting. The Council's Carol Concert which celebrated the Nine Lessons and Carols of Christmas was held on 13 December at St Mary's Church, supported by the Paul Sartori Community Choir. The Mayor had also attended the Christmas service of the Pembroke Dock Mayor and openings of a new pathway at Haverfordwest Shooting Club, and of the Specsavers new branch in Haverfordwest, along with other town mayors and dignitaries who had been invited.

2655 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 21 November 2024. No objections were raised. The Clerk will notify the Planning Authority of this.

2656 Committee Minutes

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

Resolved: **To note the record of the MES Committee meeting held on 3 December 2024, which was inquorate (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 5 December 2024 (as attached hereto as Appendix 3). Proposed by Cllr D Thomas-Turner. Seconded by Cllr P Lewis. All votes in favour.**

2657 Photocopier lease / supplier arrangements

The Clerk requested that this was deferred until the New Year. Given the Christmas break this was unlikely to be until the February meetings.

Resolved: **To defer photocopier/lease / supplier arrangements until the New Year. Proposed by Cllr P Lewis. Seconded by Cllr D Thomas-Turner. All votes in favour.**

2658 Accounts and Expenditure for Payment Approvals

1) The Council received the Income and Expenditure and Budget comparison reports reconciled to 30 November 2024 (the Accounts).

2) Expenditure for November 2024 totalled £41,383.80, including VAT.

Resolved: **1) to approve the Accounts to 30 November 2024.**

2) to approve November 2024 expenditure totalling £41,383.80, including VAT, for payment.

Proposed by Cllr R Thomas-Turner and Seconded by Cllr K Manakonda. All voted in favour.

2659 2025-26 Budget and Precept

The Council noted the draft Budget paper for discussion. At the time of issue of the meeting agenda and papers, Pembrokeshire County Council (PCC) had not issued the precept tax rate for 2025-26. This had since been received by letter dated 16 December 2024. It was agreed to defer the more detailed discussion and approval of the Budget and Precept to an extraordinary meeting in January. Meanwhile Council noted a response from PCC to the Council's last communication about the lease and the rent were outstanding. Until formal confirmation of PCC's intentions is received the Clerk had recommended that a prudent approach to the level of rental income for the Picton Centre is undertaken as part of the 2025-26 income and expenditure discussions.

Resolved: **Detailed discussion on the 2025-26 Budget and Precept to be deferred to an extraordinary meeting in January. Proposed by Cllr R Thomas. Seconded by Cllr M Lewis. All voted in favour.**

2660 Outside Bodies – Appointments and updates

The following updates were noted. Updates are generally not available when no meetings are held. There were not changes to appointments.

Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner noted an increase in membership of the DPPNW. Next meeting in January.
Sir John Perrot Trust	Cllr P Lewis referring to the approval of the recent HTC vacancy, asked the Clerk to check if there was a vacancy with the Trust Clerk's office (both Sir John Perrot and William Vawer Trusts) NB Clerk since established that HTC vacancy is correct. Next meeting falls on 23 January 2025 (before next Full Council meeting).
Haverfordwest Town Museum	Previously noted that the new charity had been established. Six trustees appointed with two more to be recruited in the next 18 months. County Cllr T Evans noted that matters were still being put in order and the Trust Chair would speak with the Town Council in due course.
Former "Town Team" equivalent for the town	Cllr R Thomas-Turner referred to potential format for a mayor-led forum which he was in discussion with PPC about. County Cllrs present asked about the type of support required from PCC.
Twinning Association	Cllr R Thomas – confirmed that the next meeting will be in January 2025.
William Vawer Trust	Per vacancy query above – Sir John Perrot Trust.

Haverfordwest Regen Forum (Haverhub) – inviting willing/interested parties to meet to discuss ideas for the town, including empty shops	Cllr T Moses noted that this forum had set a series of meeting dates with the next meeting being held on 15 January 2025 at 9.30 am at Haverhub.
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2661 Town Voice – Update on Feed the Community

Cllr R Thomas-Turner noted the attendance at the November and December Feed the Community events. There was a slight drop to five of the 9 usual stakeholders who have tables at the event in December and attendance, more generally, was lower thought to be due to it being December (23 individuals fed versus 57 in November). He thanked County Cllr Tom Tudor and the HTC Mayor/Mayoress for attending the December event and for the Council’s support. The next event is on 16 January 2025 (2.00 to 5.30pm) at Haverhub. Cllr P Lewis asked if attendance by residents of Haverfordwest is monitored at the events. Cllr D Thomas-Turner confirmed that a feedback form would be finalised for use at the next event, to include a name and postcode as a step to collect this information, as well as to obtain feedback from the community and suggestions for future events by the Council.

2662 Clerk’s Report (verbal)

The Clerk briefly updated on progress at the Sports Pavilion, which had received a new water heating system, anticipated to be ready for use again in the new year. There had been some reliability issues with the stock of Christmas lights, to be followed up in the new year discussions with the installation contractor, who had a better historical understanding of this. The new boardwalk at Priory Saltings was finished before Christmas, despite the poor weather conditions. The Christmas Carol service, had raised £235 for the Mayor’s Charity (the collection is divided each year between the St Mary’s Church Restoration Appeal and the Mayor’s charity). To further the work to be completed on the exterior of the Old Wool Market, the Clerk had invited a stone mason known to the Council to provide an estimate so that the work (the immediate and medium-term) could be planned and process to source a structural engineer to commence the project. Finally, work on the new website had not progressed as quickly as intended. Some content still needed to be provided to the website provider for them to finish the coding before providing a version of the new site to the admin to view. Priority will be given to this in January.

Resolved: Clerk to arrange for website provider to attend the January Council meeting to review website progress. Proposed by Cllr P Lewis. Seconded by Cllr R Thomas-Turner. All voted in favour.

2663 Items for next Agenda

Cllr R Thomas asked for an item to come to Council on the status of the proposed new Hywel Dda hospital in Whitland/St Clears. Cllr R Thomas-Turner also noted that he was currently reviewing training resources for councillors on the Anti-Racism Action Plan and wished to bring this to the Council’s agenda. Both items to be discussed with the Clerk with a view to adding to future agendas.

2664 Staffing matters

The Clerk noted that the interim support extended by V Rawsthorne came to an end the following day. Council members were invited to drop by and see her if they had the opportunity. The town council’s offices would be closed from close (3.30 pm) on 20 December to Thursday 2 January 2025.

There being no further business the meeting ended at 7.37pm.

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

APPENDIX 1

New applications/consultations/decision and other notifications received since 21 November 2024

Ref No: 24/0669/PA	Proposal: Change of use of unit 3 to workshop B2 and install a planter (in retrospect).
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	Harvester House, Fishguard Road, Haverfordwest, Pembrokeshire, SA61 2SX Grid Reference: 195839.113-216518.131 Last Date for Determination: 24 December 2024
Ref No: 24/0777/AD	Proposal: Advertisement Consent Application for a fascia sign, two digital internal screens and projecting sign.
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	6-7, Castle Square, Haverfordwest, Pembrokeshire, SA61 2AB Grid Reference: 195451-215676 Last Date for Determination: 15 January 2025

Discharge of Condition Consultations

Ref No: 24/0258/DC	Proposal: Discharge of condition 4 (photographic survey) of Listed Building Consent 18/0984/LB
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Snooker Club, Quay Street, Haverfordwest, Pembrokeshire, SA61 1BE Grid Reference: 195543.909-215402.67 Last Date for Determination: Not provided
Ref No: 24/0734/DC	Proposal: Discharge of Conditions 3 (scale construction detail drawings) and 4 (method statement and lime mortar specifications) of Listed Building Consent 23/0907/LB (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).
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW Grid Reference: 195286.618-215735.301 Last Date for Determination: 22 December 2024

Notification of Planning Decisions

Ref No: 24/0625/PA	Extension and alterations
Ward: PRENDERGAST	Patterdale, 23, Cardigan Road, Haverfordwest, Pembrokeshire, SA61 2QH
Grid Reference:	195916.014-216632.312
Notification of Planning Decision	Conditionally Approved Date decided: 14 November 2024 Please click here to view the application documents

Ref No: 24/0563/AD	Display of advertisements.
Ward: PORTFIELD & PRIORY	Pms Car Sales, Snowdrop Lane, Haverfordwest, Pembrokeshire, SA61 1ET
Grid Reference:	194253.601-214912.681
Notification of Planning Decision	Conditionally Approved Date decided: 20 November 2024. Please click here to view the application documents

Ref No:	Replacement Door
Ward: CASTLE	19 Holloway, Haverfordwest, SA61 2JL
Grid Reference:	195227.212-215843.298
Notification of Planning Decision	Conditionally Approved Date decided: 25 November 2024. Please click here to view the application documents

Ref No: 24/0292/LB	Refurbishment and extension of the existing Quayside building to form multi-functional community spaces. Creation of new public realm associated with new entrance onto the quayside. Extension of the existing bar building to create a new first floor with terrace. Reconfiguration of levels within the existing courtyard.
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818
Notification of Planning Decision	Conditionally Approved Date decided: 22 November 2024. Please click here to view the application documents

Ref No: 24/0592/PA	Proposed new shopfront windows and doors to entrance elevation & Installation of 25 new condenser units to flat roof area.
Ward: CASTLE	21, Riverside Quay, Haverfordwest, Pembrokeshire, SA61 2LJ
Grid Reference:	195517-215747
Notification of Planning Decision	Conditionally Approved Date decided: 22 November 2024. Please click here to view the application documents

Ref No: 21/0366/PA	Conversion of a traditional barn to form a single dwelling
Ward: GARTH	Kennels House, Slade Lane, Haverfordwest, Pembrokeshire, SA61 2UR
Grid Reference:	194217-216716
Notification of Planning Decision	Refused Date decided: 11 December 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 3 December 2024 at 6pm in the Old Wool Market

Present	Cllr B Simister Cllr R Thomas-Turner	MES Committee Chairman
	V Lewis Camacho E Gear D Lawrence	Town Clerk Deputy Town Clerk Facilities Manager
Apologies	Cllr C Black Cllr M Lewis Cllr P Lewis Cllr T Moses	Chairman of Council / Mayor - Ex-officio
Absent	Cllr K Manakonda Cllr S Pearce	(joined hybrid meeting at 6.20pm)
Observers	Cllr J Owens Cllr D Thomas-Turner	

The meeting was inquorate and closed at 6.06pm

APPENDIX 3

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:

The National Consultation on implementing the Infrastructure (Wales) Act 2024 and the Consultation on the PCC Local Development Plan 2	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.

Recommendation	To accept the Accounts to 30 November 2024
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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.

Recommendation	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.
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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.

Recommendation	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.
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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 8th May 2025.

Recommendation	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.
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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.

Recommendation	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.
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6. Review of policies and procedures

No policies were presented to the Committee at this meeting.

8. Staffing Matters

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

Resolved

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

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.

9. 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
