

**Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee  
held on Thursday 9 January 2025 at 6pm in the Old Wool Market**

**Present**

Cllr H Lewis	PPF Committee Chair
Cllr M Lewis	Chairman of Council / Mayor - Ex-officio (online)
Cllr J Hackett	PPF Committee Vice Chairman
Cllr J Brady	
Cllr J Owens	Joined at 6.04pm
Cllr R Thomas	
Cllr D Thomas-Turner	

**In attendance:**

V Lewis Camacho	Town Clerk
E Gear	Deputy Town Clerk
Cllr B Simister	
Cllr R Thomas Turner	
Member of the public	

**Absent** Cllr A Brooker

The Chair welcomed everyone to the meeting.

1. Apologies for absence – none.

**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 December 2024**

The minutes of the meeting held on 5 December 2024 and recommendations were approved by Full Council on 19 December 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>	Cllr D Thomas-Turner had completed the PCC consultation in a personal capacity.
<b>Unity Trust Bank – New Account</b>	Clerk noted that for the time being this would not be pursued as similar account charges would apply. Quality of services and charges by existing bank would continue to be monitored.
<b>HACGA and Havergardd Grant payments</b>	Pending receipt of bank details.
<b>Combined Choirs - VE Day Commemoration Concert</b>	HTC support for concert confirmed. Meeting held with concert organisers and Royal British Legion to begin plan for VE80 Day on 8 May 2025.

**4. Financial Matters**

**4.1 Review of Income and Expenditure and Budget Comparison**

The Committee noted that the Accounts to 30 November 2024 were approved on 19 December 2024 by Full Council. Due to the Christmas break the accounts to 31 December 2025 were not yet available. For the next agenda item, the accounts to 30 November 2024 were used in the YTD comparisons.

#### 4.2 Consideration of Draft 2025-26 PPF Committee Action Plan and Budget

The Committee reviewed the Draft Budget for 2025-26 financial year, which had been prepared to easily identify the budget areas of responsibility of the PPF and MES Committees. The Clerk took the Committee through the proposed 2025-26 budget line by line, which has been reviewed against 2024-25 income and expenditure. The Committee discussed the Picton Centre both in terms of future income and allocating sufficient reserves to upgrade the building's windows and doors and maintain the roof in future years. It noted that the Management, Estates and Strategy (MES) Committee had met earlier in the week and had reviewed and approved for recommendation to Full Council the MES Action Plans for 2025-26 and beyond. The Clerk discussed the proposed Action Plan for PPF which would include the relevant budget areas in the proposed 2025-26 budget as well as set out the Committee's business so that it is more closely aligned with its terms of reference for setting of future agendas. This would be presented to the next PPF Committee.

The Committee reviewed the proposed earmarked reserves for 2025-26 which reflected expenditure that had been committed by Council during 2024-25 but which is not expected to be paid until the next financial year, and areas where the Council should be allocating additional funds to cover future events, planned projects and for the longer-term maintenance of its buildings and estates (which included the cemeteries). The latter is in addition to the existing reserves for the expected works to the Town Council's office building at Old Wool Market. It was noted that a quotation for the exterior stonework to OWM had been requested to determine the approximate cost, to start to plan the project and complete the more urgent works.

The Clerk noted that a column showing the revised 2024-25 Budget to 31 March 2025 would be included in the draft budget to better forecast the 'year-end' position. This would confirm the amount of underspend during the year and confirm an increase in general reserves. A detailed review of the reserves position would therefore be performed as part of the 2025-26 Budget approval by Full Council.

The Committee noted that the Notice of meeting / agenda for the extraordinary meeting of the Full Council to be held on Thursday 16 January to approve the 2024-25 budget and precept for 2024-26 would be issued on 10 January 2025 and include an updated 2025-26 Budget. The County Council had set the tax base for the area at Band 'D' equivalent of 5,116.28. Subject to the final review of the proposed budget and comments from Full Council, the Committee would not recommend any increase to the Council's precept for 2025-26.

<b>Recommendation</b>	<b>Subject to a final review at the Full Council meeting to approve the 2025-26 budget, that no increase in the Council's precept requirement is requested. Proposed by Cllr RThomas Turner. Seconded by Cllr J Hackett. All voted in favour.</b>
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#### 5. Grant Applications for financial assistance

No applications for financial assistance were received.

#### 6. Review of policies and procedures

No policies were presented to the Committee at this meeting.

#### 7. Staffing Matters

The Committee Chair noted that a meeting of the Staffing Committee would be held as soon as the possible after the current run of budget meetings.

#### 8. Items for next agenda

None.

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

With no further business to consider, the meeting closed at 6.53pm