



1 February 2025

Dear Member

You are summoned to attend a hybrid meeting of the **Personnel, Policy and Finance (PPF) Committee** to be held at the Old Wool Market on **Thursday 6 February 2025 at 6.00pm** for the transaction of the business set out in the agenda.

Members will be sent a link if they wish to attend remotely. Members of the public may request attendance at the meeting via email at which time a link to join the meeting remotely, should they wish, will be sent to them.

Yours faithfully

Vanessa Lewis Camacho
Town Clerk and Financial Officer

Agenda

1. Apologies for absence
2. Declarations of Interest

To receive any declarations as they arise. Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial
3. Updates on the minutes of the PPF meeting held on 9 January 2025 and any PPF Committee-related items discussed and/ or decisions made by Full Council at its meeting on 23 January 2025.
4. Finance Matters:
 - 1) Review of Income and Expenditure and Budget Comparison to 31 January 2025
 - 2) Consider proposal to change the timing of PPF Committee meetings are held to better align with prior month end financial reporting, commencing in financial year 2025-26
5. Consider grant applications for financial assistance:
 - 1) Haverhub– match funding request for Quayside Warehouse RIBA 4 design work
 - 2) Haverfordwest Bowls Club – match funding request to upgrade club facilities
6. Review of policies and procedures relating to:
 - 1) Complaints
 - 2) Freedom of Information Act & Data Protection
 - 3) Annual Meeting – consider proposal to separate formal business of annual meeting from Mayor Making Ceremony (May 2025), due to increase in requirements of the business to be conducted under current standing orders
7. Staffing Matters –
 - 1) To note proposal for Staffing Sub-Committee to consider employment policies and procedures, staff contracts, training plans, and to agree a schedule of meeting dates for the Sub-Committee's to meet, at February 2025 meeting (to be arranged).
8. Item(s) for next agenda
9. Date of next meeting – Thursday 6 March 2025