

MINUTES OF A MEETING OF FULL COUNCIL
held on 20 February 2025 at 6pm in the Old Wool Market and via video conference

Present	Cllr M Lewis Cllr R Thomas Cllr C Black Cllr A Brooker 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	Town Clerk/RFO Deputy Town Clerk
County Councillors	D Bryan, T Evans	
Other	Western Telegraph Members of the Public	

2684 A Minute’s silence took place in memory of the late Mrs Marion Davies, wife of Charles Davies, a former Mayor and Sheriff of Haverfordwest, who had recently passed away.

2685 The Chairman welcomed everyone to the meeting.

2686 **Apologies – None. Absent –** Cllr J Brady (apologies not received/read in time for start of meeting)

2687 **Declarations of Interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
12d)	Cllr M Lewis	Personal	Knows one of the tradespersons

2688 **Questions from Members of the Public**
None.

2689 **Minutes of previous meeting:**
Full Council meeting held on 23 January 2025
 The minutes of the above meeting were accepted as a true record of the meeting.
 Proposed by Cllr H Lewis. Seconded by Cllr R Thomas. All voted in favour (except Cllr A Brooker who did not attend the meeting).

2690 **Mayor’s correspondence and updates**
 Mayor noted that it had been a quiet period since the last meeting (and he had been away) and so there were no updates.

2691 **Planning Applications (Appendix 1)**
 Council reviewed the new planning applications, discharge of conditions consultations, and notifications of decisions received since 16 January 2025 prior to the papers issued for the last Full Council meeting on 23 January 2024. All bar one new planning application (see below); the Council recorded no objections. The Clerk will notify the Planning Authority of these decisions.

Planning Application Ref No.	Decision	Reason for objection: Previous Planning decisions (including Appeal Decisions).
24/0972/PA	Objection	<p>The Town Council is concerned that Affordable Cars is in breach of a current condition - Condition 6. "There to be no more than 7 cars for sale, and that these shall be contained within the area beyond the parking and turning area associated with the car valeting business. With the reason being "To reduce the likelihood of obstruction of the highway or danger to road users when vehicles are entering the premises and to accord with Policy GN1 of the LDP." A visit from the County's Planning Enforcement Officer was necessary to inform the Proprietor that the current number of cars situated at the location far exceeded the approved number as detailed in 15/0291/PA (7 in total). Further, the proposed change of use from a valet and car sales (15/0291/PA) to a mixture of car sales, Barber shop with tanning salon and communal park area has also been submitted in retrospect.</p> <p>The Council is concerned therefore with the proprietor's lack of consideration to planning conditions and the consequent potential increase in the likely obstruction of the highway or danger to road users when entering the premises, in breaching such conditions breaches and as such expects to see some assurance from, or a further condition imposed by, the Planning Officer that the proposed change of use does not heighten the current risk of obstruction to the highway of danger to the road users or members of the public (pedestrians), before the planning application is approved.</p>

2692 Committee Minutes

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

Resolved:

To accept the minutes and recommendations of the MES Committee meeting held on 5 February 2025 (as attached hereto as Appendix 2). Proposed by Cllr R Thomas-Turner. Seconded by Cllr C Black. All voted in favour.

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 6 February 2025 (as attached hereto as Appendix 3). Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.

2693 Accounts and Expenditure for Payment Approvals

a) The Council received the Income and Expenditure and Budget comparison reports reconciled to 31 January 2025 (the Accounts).

b) Expenditure for January 2025 totalled £46,420.07, including VAT.

Resolved:

1) to approve the Accounts to 31 January 2025.

2) to approve January 2025 expenditure for payment, totalling £46,420.07, including VAT. Proposed by Cllr J Hackett. Seconded by Cllr D Thomas-Turner. All voted in favour.

2694 Notice of Nominations - Chair of Council/Mayor, Deputy Chair/Deputy Mayor Elect, and Sheriff Elect 2025-26 Civic Year

The Mayor noted that pursuant to Standing Order (1), Cllr R Thomas, Deputy Mayor, had confirmed his willingness to stand for the office of Chair of Council/Mayor, and so no further nominations for this appointment are currently requested. Completed nominations for Deputy Chair/Deputy Mayor Elect and Sheriff should be returned to the Clerk before the 12 Noon deadline on Friday 7 March 2025.

2695 Outside Bodies – Appointments and updates

The following updates were noted. Other updates are generally not available where the relevant organisation has not met in the period. There were no changes to appointments.

Dyfed Powys Police Neighbourhood Watch (DPPNW)	Cllr R Thomas-Turner referred to contact from residents of Crundale (near Haverfordwest) and the likelihood they would join the scheme.
New Haverfordwest Regeneration “Town Forum” First meeting held Wednesday 15th January, 10am-12noon Future meetings (all Haverhub): Wednesday 2nd April, 2pm-4pm Thursday 3rd July, 3pm-5pm Saturday 4th October, 10am-12noon	Cllr T Moses updated on a recent town walk comprising interest parties from the Town Forum meeting held in January, in joining a “Green and Clean” team. An informal WhatsApp group had been set up and ideas shared for action plans to be developed (which will determine who to co-ordinate activity with ie PCC/HTC/Other). A litter pick around the town is also taking place on Saturday 8 March, starting at 9.30am from Haverhub.
Sir John Perrot Trust / William Vawer Trust Last meeting: 23 January 2025 Next meeting: 20 March 2025 (Sir JP Trust only)	Cllr S Pearce had indicated that he found it difficult to attend daytime meetings and had confirmed to the Clerk that he wished to step down from both trusts. There were no offers from other members of Council to take up these vacancies. Clerk to notify the Clerk of both Trusts of vacancies.
Flagship Heritage Attraction (FHA) (PCC) Stakeholder Group	The minutes of a meeting of FHA held on 12 February had been circulated to Council.
Business Circle	Cllr S Pearce updated on a recent meeting received an update on Haverhub, a request was made for the town summer bunting to be put up before the Haverfoodfest on 3 May, and there was talk of a delay to the Riverside Bridge installation which had not been confirmed by PCC.
Haverfordwest Pool Trust	Cllr B Simister: Trust had meet on 17 February and approved various grants. Next meeting will be in June.
Haverfordwest Racecourse (Public Park) Trust	Cllr P Lewis noted that Cllr R Thomas is the Chair. Neither Cllr P Lewis nor Cllr R Thomas represented HTC on this Trust. Clerk to check vacancies status / changes with the Secretary (and the Clerk in respect of the Portfield Recreation Committee).
Working Better Together (PCC)	Next online meeting: 25 th March 2025. All Councillors and Clerk welcome to attend.

One Voice Wales (OVW) Pembrokeshire Area Committee Last meeting: 13 January 2025 (online) Next meeting: 27 March 2025 (OWM) AGM: 11 March 2025 (online)	See Clerk Update for attendance request for two councillors to attend OVW AGM on 11 March 2025. Clerk had just attended a OVW meeting for Larger Councils and will update Council in due course.
Twinning Association Next meeting: AGM February 2025	Cllr R Thomas noted that the AGM had been postponed until 18 March 2025 (Cricket Club).

2696 Town Voice – to consider, raise or respond to any matters on behalf of the town

The Clerk drew attention to items a) to c), which were noted by Council:

a) Hywel Dda Health Board – Outreach Bus

The social media feedback from residents of Pembrokeshire and Ceredigion, concerned that the Outreach Bus does not include these areas. Hywel Dda response: “teams are working on future dates for the bus to come to Ceredigion and Pembrokeshire and to keep an eye on our socials to see when the bus is coming to a town near you!”.

b) Welsh Government Statistics twelve months on since the introduction of 20mph

Claiming that the 20mph is the right speed and works well. New stats show since introduction there has been fewer collision, deaths and serious injuries on 20 and 30mph roads, compared to the previous 12 months. Comments displayed on the social media article showed mixed views on these findings.

c) Portfield Fair – October 2025

Outline of the steps for the Town Council to support a discussion between the Showmen’s Guild and the County Council to secure a location for the October Portfield Fair. This anticipated carrying out the same public engagement exercise as last year, which resulted in a successful application by the Guild to PCC which enabled the Fair’s move from Scotch Wells Car Park to the Rifleman Field Car Park. It is not certain if that location is available this year due to PCC plans to reduce its size as part of the Haverfordia development. As in prior years, the most desired location by the Guild and the wider town population, is for the Fair to return to St Thomas Green. However, it is anticipated that this will meet resistance from St Thomas Green residents, who would need to positively support any application to PCC as part of the engagement exercise.

d) Feed the Community (Cllrs D and R Thomas-Turner)

A paper to members of Council provided an update on the positive feedback from the 13 February event, attended by the local MP, MS, County Councillors, and One Voice Wales expressed interest in a case study of the Haverfordwest Feed the Community initiative. The update responded to questions raised by members of Council, to date, including around attendance, and some concerns raised over email from Cllr J Owens sent to Cllrs D and R Thomas-Turner which had not received a response. Cllr Owens did not attend the event but raised a concern about the number of officials having attended being photographed which could be perceived as not being an environment conducive to fulfilling the goal of encouraging people who are in need into a safe, confidential and warm space. Cllrs D and R Thomas-Turner defended the challenge raised by Cllr J Owen which had been considered in the update. Cllr A Brooker commended Cllrs D and R Thomas-Turner for the event. J Owens requested that a response addressing her constructive observations is brought as an agenda item.

2697 a) Proposal to separate Annual Meeting from Mayor Making Ceremony Policies and procedures – New Website

Resolved:	To hold the Annual Meeting of Full Council in May separate to the Mayor Making Ceremony, to accommodate the additional formal business required by the Council’s Standing orders. Proposed by Cllr P Lewis. Seconded by Cllr J Hacket. All voted in favour.
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b) Policies and procedures – New Website

Resolved:	That the Council’s Privacy Policy and other related website polices including user accessibility are approved at the discretion of the Clerk. Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas. All voted in favour.
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c) Execution of Library Services Agreement

Resolved:	That the form of five-year agreement between PCC and HTC in respect of the annual contribution of £13,317.49 to support Saturday afternoon opening costs (approved by Full Council on 17 October 2024) is approved for signature by the Chair and the Clerk. Proposed by Cllr J Hackett. Seconded by Cllr D Thomas-Turner. All voted in favour.
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d) Estimate for Council Chamber Furniture

Council had received a paper detailing the complex nature of the project to remove the mahogany Chamber Furniture (due to its solid structure and size) from Picton House, owned by PCC where access is limited due to the building’s poor condition, with a view to accommodating the furniture for use by Council at Old Wool Market. The furniture had been left at Picton House, when members of the Town Council vacated the premises, and it had since endured a substantial water leak and sun damage. Given the extenuating circumstances of the project the Clerk had recommended that Council suspend Financial Regulation 11.1g, which requires obtaining three quotations for the execution of works or specialist services below £25,000. An estimate totalling £7,305 incl labour and materials, was presented for Council’s consideration. This brought the different trades elements of the project together, cabinetry (dismantling/modifying to fit/re-assembly/refurbishing as appropriate), removal of the furniture from Picton House and installing it at OWM, including anticipated minor building modification works to accommodate the furniture once at OWM (otherwise aim would be to modify it). The Chair opened the discussion on the recommendation, declaring his interest because has attended classes run by the cabinet maker, which met resistance from members of Council, and based on cost during a cost-of-living crisis.

Cllr P Lewis proposed a recommendation for the financial regulations to be suspended for the project to be progressed, which was seconded by Cllr R Thomas. The motion was not put to a vote.

Cllr R Thomas-Turner challenged how this project would benefit the community to which the Mayor responded that directly it would not, however, the chamber furniture, which is an asset of the Council, in terms of the Council’s heritage and financial value, that had been left to deteriorate in an unkept building not belonging to the Town Council.

Cllr H Lewis further proposed that the financial regulations be suspended to allow the project to proceed. Cllr R Thomas-Turner requested a recorded vote, the results of the vote were as follows, which was a majority decision against the motion. Having declared an interest, Cllr M Lewis did not vote.

Councillors Present - Recorded Vote		
For (3)	Against (9)	Abstain (1)
H Lewis, P Lewis, R Thomas	C Black, A Brooker, J Hackett, K Manakonda, T Moses, J Owens, S Pearce, D Thomas-Turner, R Thomas-Turner	B Simister

2698 Clerk’s Report

Council noted the following updates from the Clerk:

a) **Ward of Merit and Young Laurels Award** – the awards had not been in place for a few years. The Clerk shared the existing policy which had been “sense checked” by Cllrs P Lewis and R Thomas, who would have the closest recollection of the awards before sharing the policy in the Clerk’s paper with Council. The Clerk recommended that both awards are re-introduced (no change to policy is suggested) which would need to be widely advertised, seeking nominations by residents of the town (and countersigned by a Town Councillor), in the first instance, and announced at the annual mayor making ceremony in May 2025. If no nominations are received from members of the public for one or both awards, then Councillors can nominate for the recipient. Councillors cannot propose a person for either award if that Councillor has a prejudicial interest in the nominee. The awards are made to a person(s) or organisation from Haverfordwest who have carried out outstanding service to the Town and its people. The Young Laurels Award is restricted to those between the ages of eleven and eighteen. Council noted the policy and supported the both awards proceeding for May 2025. Clerk to discuss actual awards with the Mayor and Mayor-elect in due course.

b) **VE80 Day – 8 May 2025** – the Clerks had met on 19 February with representatives from the Royal British Legion, and Flt Lt of the RAFAC OC for the Haverfordwest and St Davids Squadron, and other stakeholders from the Museum/Civic Society and St Mary’s Church (the latter are putting on a choral event on the Saturday, which the Town Council had already agreed to support) to formulate initial ideas/plans for mark this anniversary. An outline plan would be brought to the Events Sub-Committee.

c) **One Voice Wales (OVW) AGM** – confirmed details of the 2025 AGM on 11 March 2025 to which Councils had been invited to nominate once councillors (as well as a substitute) to attend in order to have the requisite attendance (minimum 20% of membership ie 140 councils) to be represented to consider/approve changes to the OVW constitution. Cllrs T Moses and R Thomas-Turner has already contacted the Clerk to volunteer to attend the AGM.

2699 Items for next Agenda

Clerk to discuss adding the following items to the agenda for the next meeting of Council (or Standing Committee if appropriate for prior recommendation), with the relevant Councillors:

- 1) Feed the Community, requested by Cllr J Owens
- 2) The Council’s Chamber Furniture – Cllr A Brooker offered support to look at ways to save the Chamber Furniture.

2700 Staffing matters

There were no staffing matters.

There being no further business the meeting ended at 7.14pm.

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

APPENDIX 1

New applications/consultations/decision and other notifications received since 16 January 2025

Ref No: 24/0932/LB	Proposal: Former School at Wesleyan Chapel conversion into six flats.
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE & GARTH	Wesleyan Chapel, Chapel Lane, Haverfordwest, Pembrokeshire, SA61 2JD Grid Reference: 195169.302-215777.568 Last Date for Determination: 5 March 2025
Full Council Decision	No objection

Ref No: 24/0974/PA	Erection of external covered play area (in retrospect)
Link to Planning Portal	Please click here to view application documents.
Ward: GARTH	7-9, Castle High, Haverfordwest, Pembrokeshire, SA61 2SP Grid Reference: 194970.881-216009.932 Last Date for Determination: 23 March 2025
Full Council Decision	No objection

Ref No: 24/0972/PA	Change of use to car sales, barber shop with tanning salon and communal parking area - partly in retrospect (Amendments from planning approval of valet and car sales (15/0291/PA))
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	Zizo Barber & Affordable Cars, Cambrian Place, Haverfordwest, Pembrokeshire, SA61 1TN Grid Reference: 195688.924-215649.438 Last Date for Determination: 9 April 2025
Full Council Decision	Objection. See minutes of Full Council meeting on 20 February 2025.

Discharge of Condition Consultation

None

Notification of Planning Decisions

Ref No: 19/1251/DC	Discharge of Conditions 2 (details of the gates), 3 (Construction environmental management plan (CEMP)) and 4 (external lighting) of Planning Permission 19/0808/PA (Variation of condition 2 (amended plans) of planning permission 17/1209/PA (Change of use to a community hub and alterations to building)).
Ward: CASTLE	12, Quay Street, Haverfordwest, Pembrokeshire, SA61 1AA
Grid Reference:	195507.931-215593.818

Notification of Planning Decision	Part refused / Part approved Date decided: 17 January 2025. Please click here to view the application documents
Ref No: 24/0389/LB	Variation of conditions 2 (approved plans) & 8 (Reinforcement of roof structure) of listed building consent 23/0907/LB, to facilitate a new roof structure
Ward: CASTLE	Former county archive facility adjacent to Haverfordwest Castle, Haverfordwest Castle, Haverfordwest, SA61 2EW
Grid Reference:	195286.218-215735.419
Notification of Planning Decision	Conditionally Approved Date decided: 20 January 2025. Please click here to view the application documents
Ref No: 24/0679/PA	Variation of conditions 2 Approved Plans; 4 External Materials; 5 Foul & Surface Water Disposal; 10 Landscape Management Plan; 12 External Lighting & 15 Ecological Enhancement & Management Plan'.
Ward: CASTLE	Form Haverfordia House, Winch Lane, Haverfordwest, Pembrokeshire, SA61 2DN
Grid Reference:	195295-215102.893
Notification of Planning Decision	Conditionally Approved Date decided: 23 January 2025. Please click here to view the application documents
Ref No: 24/0914/PA	Change of use of ground floor (vacant shop) to residential
Ward: CASTLE	12, Dew Street, Haverfordwest, Pembrokeshire, SA61 1NJ
Grid Reference:	195172.951-215505.998
Notification of Planning Decision	Conditionally Approved Date decided: 6 February 2025. Please click here to view the application documents
Ref No: 24/0854/PA	Modification of approved drainage details (condition 2 of planning permission 24/0036/PA (Creation of a multi-purpose entertainment and events venue within the Inner Ward area and associated works))
Ward: CASTLE	Inner Ward, Haverfordwest Castle, Haverfordwest, SA61 2EF
Grid Reference:	195342.261-215724.082
Notification of Planning Decision	Conditionally Approved Date decided: 10 February 2025. 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 Wednesday 5 February 2025 at 6pm in the Old Wool Market

Present	Cllr B Simister	MES Committee Chairman
	Cllr C Black	
	Cllr K Manakonda	
	Cllr T Moses (joined 6.07pm)	
	Cllr S Pearce (joined 6.10pm)	
	Cllr R Thomas-Turner	
In attendance	V Lewis Camacho	Town Clerk
	E Gear	Deputy Town Clerk
	Cllr J Hackett	
	D Lawrence	Facilities Manager
	Cllr R Thomas	
	Cllr D Thomas-Turner Member of the public	

The Chair welcomed everyone to the meeting.

1. Apologies for absence received from Cllr M Lewis (Chairman of Council / Mayor – Ex-officio member of Committee) and Cllr Helen Lewis (as an observer) were noted.

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

The minutes of the Committee's meeting held on 7 January 2025 and recommendations made to Full Council had been approved by the Full Council at its meeting held on 23 January 2025. The Committee noted the following updates:

Appointment of Committee Vice Chairman	Cllr R Thomas-Turner is MES Vice Chairman
Town Events 2025-26	The 2025-26 Budget included provision to put on additional events in 2025 including VE80 (May), Carnival (July), Beer Festival (June) and a Family Fun Day (August) with support from a third-party provider which the Clerk is working on formalising.
MES 2025-26 Action Plans/Budget	As approved by Full Council, would be brought back to the MES Committee as items are actioned (tracked through monthly Clerks report) and update or if amendments are needed/require further approval by Full Council.

4. Actions and updates from Clerk's report

The Committee discussed the following updates taken from the Clerk's report.

Upper Prendergast Cemetery	Clerk writing to resident about a small boundary wall between a neighbouring garden and the cemetery which was leaning and required attention.
St Martin's Cemetery	The iron gate between City Road Cemetery and the cemetery was now in place. Groundsmen had undertaken general cuts back of shrubbery/ivy from the wall. Photo images were shared.

Havergardd/Community Garden	The grant of £1,000 was paid to Cilbers CIC (supported by Grwp Resilience who manage the garden). Cllr S Pearce shared some concerns he had about the direction of the volunteer committee and as a result, while remaining a volunteer, he had stepped down as the Chair. Cllr Pearce has produced an Annual Report which he would share with the Clerk for circulation to Council. Clerk noted that she would speak with V Moller (currently away for a month) and invite her to a future MES meeting.
Priory Saltings	Discussion on the timing / likelihood of receiving the community benefit for works to the Saltings, including the replacement steps/handrail, particularly as it was thought the contractor's work installing the new bridge had been delayed. Clerk requesting an update as she had to give her apologies at the recent Cleddau Reach Projects meeting.
Picton Centre	No response from the County Council or progress with the lease.
Old Wool Market	Stonemason due to visit and provide estimate for exterior works.

5. Establishing Events Committee

The Clerk noted that a previous Events Sub-Committee to MES Committee had been disbanded. She felt, given the ambition of the Town Council to put on/ support more events in the town, a forward-looking step would be to re-establish a Civic and other Events Committee, again as a Sub-Committee of the MES Committee, which oversaw events as part of its terms of reference. Draft terms of reference for a new committee were provided, which would need finalising by the new Sub-Committee/MES Committee in meeting.

Recommendation	That a Civic and other Events Sub-Committee of MES Committee be established with immediate effect. Proposed by Cllr Tom Moses and seconded by Cllr R Thomas-Turner. Majority voted in favour.
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6. Town Band Proposal

The Clerk outlined preliminary discussions held with the leader of a local wind assemble band (a non-marching band) who were keen to work with the Town Council and support its events. Noted that there are few resident bands in Pembrokeshire, none of which are marching bands, except for the army/air cadets' band, and the Council had held funds in reserves since the former Town Band disbanded many years ago with a view to supporting a new band. Further details were included in paper produced by the Clerk, which included a request for financial assistance by the band to fund the purchase of jackets. After a full discussion a recommendation was put forward.

Recommendation	That the Town Council develop relations with the new band with a view to allocating the funds to support the band's purchase of music (not jackets) in return for the band supporting the Town Council's events to be agreed by the Clerk/Mayor. Proposed by Cllr P Lewis and seconded by Cllr B Simister. All voted in favour.
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7. Items for next agenda

Cllr T Moses noted following the recent Town Forum at Haverhub, which established a number of interest groups of volunteers interested in taking action to re-generate the town, that a group of volunteers interested in cleaning up the town (labelled the Green and Clean team), including the Clerk, were meeting on Saturday to take a walk around the town to come up with a list of activities

which could be taken forward by volunteers. He requested that he bring an update following this activity to the next MES Committee meeting.

7. Date of next meeting

Tuesday 4 March 2025 – 6pm at the Old Wool Market.

With no further business to consider, the meeting closed at 8.07pm

APPENDIX 3

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

Present Cllr J Hackett PPF Committee Vice Chairman
Cllr J Brady (joined at 6.05pm)
Cllr J Owens
Cllr R Thomas
Cllr D Thomas-Turner

In attendance: V Lewis Camacho Town Clerk
E Gear Deputy Town Clerk
Cllr P Lewis
Cllr B Simister (joined 6.42pm)
Cllr R Thomas-Turner
Member of the public

Absent Cllr A Brooker

The Vice Chairman, Cllr J Hackett, took the Chair and welcomed everyone to the meeting.

8. Apologies for absence received from Cllr M Lewis (Chairman of Council / Mayor – Ex-officio member of Committee) and Cllr Helen Lewis (PPF Committee Chairman) were noted.

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

The minutes of the Committee's meeting held on 9 January 2025 and recommendations made to Full Council had been approved by the Full Council at its meeting held on 23 January 2025. The Committee noted the following updates:

2025-26 Budget & Precept	Approved by Full Council on 16 January 2025 and the Council's Precept request was submitted to Pembrokeshire County Council on Monday 20 January 2025.
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4. Financial Matters

4.1 Review of Income and Expenditure and Budget Comparison

The Committee reviewed the I&E and Budget Comparison to 31 January 2025 (the Accounts) and questions were raised and answered by the Clerk/RFO. The Accounts would be provided to the Full Council meeting on 20 February 2025 for approval.

Recommendation	To accept the Accounts to 31 January 2025. Proposed by Cllr R Thomas and seconded by Cllr D Thomas-Turner. All voted in favour.
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4.2 PPF Committee Meeting Dates

The Clerk proposed that the Committee's meetings are re-scheduled to take place in the second week of the month so that adequate time is available following the prior month end to receive the bank statements and to produce the prior month's accounts to include in the Committee pack. Holding the Committee on the first Thursday of the month means that the Committee more often receives the Accounts one or two days before the meeting which does not provide sufficient time for Members to review them properly.

The Clerk also provided an option should the MES Committee were to consider moving its Tuesday meeting, again held in the first week of the month, to the second week, to continue to meet in the same week as the PPF Committee. This would help mitigate the need to prepare/release Notice of Meetings which can fall on public holidays ie at New Year and Easter.

Cllr R Thomas suggested that the MES Committee could consider moving its meeting to the original PPF Committee slot ie first Thursday of the month so that all meetings of Council take place on a Thursday, but over a three-week period instead of two. This would help spread out the meeting administration for the Clerks, if the PPF Committee agreed to meet on the second Thursday (as is being proposed) and Full Council continue to meet on the third Thursday of the month. The Clerk also noted that moving the MES Committee from a Tuesday would resolve the clash of dates that had occurred this week, causing the MES Committee meeting to move to the following day, whereby the current Committee Chair and Vice Chair have commitments on the same Tuesday evening in some months. Subject to any further comments at Full Council meeting these suggestions were agreed by those PPF (and MES) Committee members present (or observing) at the meeting. The Clerk agreed to check if the proposed re-scheduling of Committee meetings could begin in March, rather than wait until the setting of 2025-26 meeting dates in May, before the next Full Council meeting.

Recommendation	That, in each month, the MES Committee move to the first Thursday, the PPF Committee move to the second Thursday, and the Full Council continue to meet on the third Thursday. Proposed by Cllr R Thomas and seconded by Cllr Julia Brady. All voted in favour.
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The Clerk also raised a concern that Council should re-consider how it reviews Planning Consultations, currently by all members of Council within Full Council meetings, and that this might be better served by a committee bringing recommendations / a report to Full Council. She was also looking into arranging further training for members and the Clerks on the subject. General agreement that this matter should be given further consideration by the Clerk and a proposal brought to Full Council at the proper time.

4.3 Applications for financial assistance

- 1) The Committee considered a request from Haverhub for £3,200 to secure match funding for the next stage of design work for the Quayside Warehouse. Noted that the Town Council had made contributions to support the purchase of the Haverhub building in 2023.

Recommendation	No grant to be made to Haverhub on this occasion. Proposed by Cllr J Owens and seconded by Cllr R Thomas. Majority voted in favour.
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- 2) The Committee considered a request from the Haverfordwest Bowling Club in the amount of £7,230 for the replacement of windows and doors. Noted that this project formed part of a larger grant application the Bowling Club had made to another third party to upgrade the Club's facilities to become more energy efficient and sustainable.

Recommendation	A £5,000 Grant to be made available to the Haverfordwest Bowling Club as a contribution towards upgrading the windows and doors. Proposed by Cllr R Thomas and seconded by Cllr D Thomas-Turner. All voted in favour.
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5. Review of policies and procedures

The Clerk noted that the review of policies relating to Complaints, Freedom of Information Act & Data Protection and the proposal to convene the Annual Meeting separate to the Mayor Making Ceremony held in May, needed to be deferred. Partly due to the work on the new website, where the Council's policies are being grouped together according to their subject ie. HR policies, and not as previously by prioritising by their next review date, alongside implementing new policies where

needed. All of Council's policies were also being re-formatted to remove from existing letterhead and to include the logo colour change in the new document format.

8. Staffing Matters

None.

9. Items for next agenda

None.

Cllr R Thomas-Turner, an observer, expressed a desire to bring Anti-Racism Plan Training for Councillors to the next PFP Committee agenda. Following a discussion which turned to mainstream Equality, Diversity and Inclusion training courses, which are readily available and many councillors would have attended in the workplace, it was evident that this proposal needed to be further developed with the Clerk before it is added to an agenda.

10. Date of next meeting

Thursday 6 March 2025 (but potentially moving to 13 March 2025) – 6pm. at the Old Wool Market.

With no further business to consider, the meeting closed at 7.05pm
