

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

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**Present**

Cllr M Lewis	Chairman/Mayor
Cllr R Thomas	Vice Chairman / Deputy Mayor
Cllr C Black	
Cllr J Brady	
Cllr A Brooker (joined 18.10)	
Cllr H Lewis	
Cllr P Lewis	
Cllr K Manikonda	
Cllr T Moses	
Cllr J Owens (left 18.50 due to sound issues)	
Cllr D Thomas-Turner	
Cllr R Thomas-Turner	

**In attendance**

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

**County Councillors**            T Evans, A Wills

**Other**                                Member of the Public

**2701**    The Chairman welcomed everyone to the meeting.

**2702**    **Apologies** – Cllr(s) J Hackett, S Pearce, and B Simister

**2703**    **Declarations of Interest from Members**

<i><b>Agenda Item</b></i>	<i><b>Member</b></i>	<i><b>Interest</b></i>	<i><b>Nature of interest</b></i>

**2704**    **Questions from Members of the Public**  
None.

**2705**    **Minutes of previous meeting:**  
**Full Council meeting held on 20 February 2025**  
The minutes of the above meeting were accepted as a true record of the meeting.  
Proposed by Cllr R Thomas-Turner. Seconded by Cllr H Lewis. All voted in favour.

**2706**    **Mayor's correspondence and updates**  
There was no update.

**2707**    **Planning Applications (set out in Appendix 1)**  
Council reviewed the new planning applications and notifications of decisions received since 16 February 2025, prior to the papers issued for the last Full Council meeting on 20 February 2024. The Council recorded no objections. The Clerk will notify the Planning Authority of these decisions.

**2708**    **Committee Minutes**

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

Cllr P Lewis wished to note that he had only received the MES minutes the previous day and chose to withdraw from voting on this item.

**Resolved:**

**To accept the minutes and recommendations of the MES Committee meeting held on 6 March 2025 (as attached hereto as Appendix 2). Proposed by Cllr C Black. Seconded by Cllr T Moses. All voted in favour.**

**b) Personnel, Policy and Finance (PPF) Committee Meeting**

Noted that Cllrs P Lewis and R Thomas-Turner (observers only) had not attended the last meeting – Clerk crossed through their names in the copy of the minutes presented at the meeting. Cllr P Lewis wished to note that he had not received the PPF minutes in sufficient time and chose to withdraw from voting on this item.

**Resolved:** to accept the minutes and recommendations of the Personnel, Policy and Finance (PPF) Committee meeting held on 13 March 2025 (as attached hereto as Appendix 3). Proposed by Cllr D Thomas-Turner. Seconded by Cllr J Brady. All voted in favour.

**2709 Finance matters**

**Accounts and Expenditure for Payment Approvals**

a) The Council received the Income and Expenditure and Budget comparison reports reconciled to 28 February 2025 (the Accounts).

b) Expenditure for February, including a supplemental list of invoices received up to the date of the meeting, totalled £72,548.30 including VAT. The supplemental list included totals for annual rates and water rates charges for each of the Town Council's properties for 2025-26, which are mostly collected by direct debit, and where the first payment will be collected in April before the date of the next meeting.

**Resolved:** 1) to approve the Accounts to 28 February 2025. Proposed by Cllr D Thomas-Turner. Seconded by Cllr H Lewis. All voted in favour.

2) to approve February 2025 expenditure for payment, totalling £72,548.30, including VAT and total annual rates and water rates charges for 2025/26 which will be collected by direct debit starting in April. Proposed by Cllr J Hackett. Seconded by Cllr D Thomas-Turner. All voted in favour.

Items c), d) and e) were included within the Clerk's Report (See Agenda Item 15).

**2710 Nominations to Office for the 2025-26 Civic year**

The Clerk had advised that there had been one nomination only for Deputy Chair/Mayor-Elect (Cllr R Thomas-Turner) and for Sheriff (Cllr D Thomas-Turner). Each nomination had included members of Council as the proposer and seconder. While the Standing Orders were silent on how voting should take place where there is only one nomination for Deputy Mayor-Elect and Sheriff-Elect, voting was conducted by ballot and included the appointment of Mayor-Elect (Cllr R Thomas), who had already confirmed his willingness, in accordance with the Standing Orders, to stand as Chair/Mayor-Elect.

The ballot resulted in a majority decision in favour of each appointment.

**Resolved:** Cllr R Thomas is appointed as Chair/Mayor-Elect for the 2025-26 civic year

**Resolved:** Cllr R Thomas-Turner is appointed as Deputy Chair/Mayor-Elect for the 2025-26 civic year

**Resolved:** Cllr D Thomas-Turner is appointed as Sheriff-Elect for the 2025-26 civic year

**2711 Agenda Items 10, 11 and 12 were included within the Clerk's Report (Agenda Item 15)**

**2712 Clerk's Report**

**a) Finance Matters (Agenda Item 8c, d and e, continued)**

- i) Clerk had shared a breakdown of Old Wool Market internal improvement works against the budget completed over the winter months by staff, which included ongoing painting (upstairs), adding a handrail and spot lighting to better illuminate the stairs), other electrical (undertaken by electrician) and to the open plan kitchen area. Such works had been agreed under the OWM Action Plan. Clerk noted that an additional £1,000 would be required to complete the kitchen works to replace the existing kitchen island with cabinets and to include a fridge/freezer (noting the existing fridge will be made available for the groundsmen at the sports pavilion). It had been intended to 'make good' this area but it had subsequently been established that it would prove more cost efficient to replace it with kitchen cabinets.

Clerk also requested approval to proceed with the expenditure of £450, approved in the Action Plan, to replace the fluorescent tube with LED bulbs downstairs at OWM. Surplus tubes would be used upstairs, where lighting is used less often. This would go some way to improving the energy efficiency of the building and consequently reduce the electricity charges.

- ii) Clerk sought approval to transfer (vire) funds between budget headings as permitted under the Finance Regulations where expenditure was greater in one and where there was a surplus in the other, and asked that this be arranged from budget heading 105/Advertising/Publicity to 150/Town Improvements (which included Town events) due to additional costs associated with the total road closure at the Remembrance Parade and relating to Feed the Community. The transfer would be sufficient to include the £700 recommended by the MES Committee on 5 March 2025 (and approved by Council) to support the Green and Clean Team initial volunteering activities.
- iii) Council noted that the Clerk had submitted an Expression of Interest to the UK SPF – Pembrokeshire Sustainable Communities Fund seeking match funding primarily to upgrade the windows and doors at the Picton Centre by the imposed short deadline of 20 March. If accepted, Council would need to submit a full application by 14 April which would require Council's approval to commit to 20 per cent of the expenditure. It was noted that Council had earmarked funds to start to upgrade the Picton Centre in 2025-26.

**Resolved:**

**a) To Vire funds from budget heading 105/Advertising/Publicity to 150/Town Improvements.**

**b) To increase the amount budgeted for kitchen improvements by £1,000, such amount to come from OWM earmarked reserves and to proceed with the budgeted expenditure of £450 to replace the fluorescent tubes with LED bulbs at OWM.**

**c) To note the Expression of Interest submitted by the Clerk to the UK SPF – Pembrokeshire Sustainable Communities Fund pending news of any acceptance.**

**Proposed by Cllr C Black. Seconded by Cllr D Thomas-Turner. All voted in favour.**

**b) Civic and Other Events (Agenda Item 10)**

Clerk shared the dates and outline the arrangements for 2025-26 events. A date is yet to be determined by the Port Authority for Beating of the Bounds, and for the Carnival albeit historically this was held in the last weekend in July. Plans for VE80 Anniversary had moved forward following the second planning meeting with the Royal British Legion and other key stakeholders held the previous day. These would be brought to the Town Council's Events

Sub-Committee as soon as possible for review and approval by FC so that arrangements could be confirmed in the town. Clerk noted that a notice was issued to invite interested parties to work with the Town Council on the carnival but no responses were received. The Clerk would invite Pure West Radio, who already supported some town council events and previously the Carnival, to meet with the Events Sub-Committee to progress earlier discussions with them on the Carnival and other events. Cllr R Thomas indicated that he wished to move the date of the Civic Service to a week earlier i.e. to Sunday 15<sup>th</sup> June (Father's Day). The date of the Annual Meeting was agreed as Thursday 15 May (week before Mayor making).

c) **Standing Orders (Agenda Item 11)**

A mark-up containing some minor amendments to Standing Orders had been provided to Members of Council for consideration. These were approved for inclusion in the documents to be adopted at the Annual Meeting.

**Resolved:**

**a) To approve the civic and other events arrangements subject to final approval by Full Council.**

**b) To approve the minor amendments to the Full Council Standing Orders for presentation to the Annual Meeting.**

**Proposed by Cllr R Thomas-Turner. Cllr P Lewis seconded. All voted in favour.**

d) **Press and Media Policy**

The Clerk has provided a draft of model Press and Media Policy for consideration by Full Council. To date the Council had worked on the basis of an 'unwritten policy' directing all press comment to the Clerk which hadn't worked successfully in recent weeks, causing unnecessary disruption and additional workload for all concerned. The purpose of the policy is to establish a clear and consistent process for managing press comments in an orderly and timely manner. By sharing this policy with local press organisations, the aim is to foster a basic understanding between parties and promote a more effective working relationship. Cllr P Lewis suggested that the policy is reviewed by the Personnel, Policy and Finance Committee in the first instance. The Clerk commented on the resulting delay in the policy's introduction as a result of this request.

**Resolved:**

**Clerk to bring Press and Media Policy to PPF Committee meeting on 10 April. Proposed by Cllr R Thomas-Turner. Cllr P Lewis seconded. All voted in favour.**

e) **Other Matters**

Council noted:

- 1) Consideration will be given to convening an additional ordinary meeting of the Full Council and a Bridge Meadow Trust meeting prior to the year end of 31 March.
- 2) **Young Laurels Award and Award of Merit** – had been advertised and is being widely circulated among schools and other local organisations. Nominations have been requested by 9 May (prior to Mayor Making Awards on 22 May).
- 3) **Members' Allowances 2024-25** – members were reminded to return their forms to the Deputy Clerk for allowances to be paid before 31 March.

**2713 Outside Bodies – Appointments and updates**

The following updates were noted. There were no changes to appointments.

Bridge Meadow Trust Haverfordwest	Clerk indicated that a meeting of Trustee would be required to approve expenditure incurred on behalf of the Trust.
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Flagship Heritage Attraction (FHA) (PCC) Stakeholder Group	Next meeting is on 9 April including an onsite visit to the Castle. Future meeting dates also provided. Clerk to circulate dates to Members.
Business Circle	Cllr P Lewis noted a meeting being held on Monday 24 March which would include a talk by County Cllr Paul Miller.
Haverfordwest Racecourse (Public Park) Trust	Cllr R Thomas noted that works to the shed extension had started.
One Voice Wales (OVW) Pembrokeshire Area Committee	Next meeting will be held on 27 <sup>th</sup> March at Old Wool Market. Cllr T Moses and Clerk attending.
Sir John Perrot Trust / William Vawer Trust Next meeting: 19 June 2025 (Sir JP Trust only)	Sir John Perrot Trust met earlier in the day at which grants for three local organisations were approved.
Haverfordwest Regeneration Forum  Future meetings (Haverhub): Wednesday 2nd April, 2pm-4pm Thursday 3rd July, 3pm-5pm Saturday 4th October, 10am-12noon	Cllr T Moses provided brief update on Green and Clean Team activity – in line with 6 March MES minutes. Next Forum meeting on 2 April. Clerk to provide link to all members of Council.
Twinning Association	Cllr R Thomas noted the AGM had taken place and that the reciprocal visit to Haverfordwest by the Oberkirch Youth is between 7-10 April.

#### **2714 Town Voice – to consider, raise or respond to any matters on behalf of the town**

Council noted:

##### **a) Morrisons/B&M – Retail Park (Private Land)**

The Clerk will be writing to the respective store managers with regard to the litter deposits from the rear of their stores, which impact the road and kerbsides adjacent to the Bridge Meadow Play Area (the latter which is maintained by the Town Council).

##### **b) Withybush Retail Park (Private Land)**

Following a concern raised by Cllr R Thomas, the Clerk will be writing to the Bristol-based property agents to draw attention to the deep pot holes situated in the entry road to the retail park which is private land.

##### **c) Feed the Community (Cllrs D and R Thomas-Turner)**

Cllr R Thomas-Turner provided a brief update on the sixth and final event this winter held on 13 March which was well attended, even running out of food on this occasion. He thanked everyone, including County Councillors, for their support and looked forward to planning the event to run again from October. He noted that the Clerk had submitted an application to the One Voice Wales National Award scheme in recognition of the service provided to the community.

#### **2715 Items for next Agenda**

The Clerk provided members with an Agenda Items submission form for members wishing to include an item on a future agenda to complete and return no later than 6 working days (includes a Saturday but not public holidays) before the scheduled meeting. This process will ensure that the Clerk has sufficient time to gather any relevant information, supporting documents, or advice required for effective discussion and decision-making. It will also help prevent the inclusion of reactive or underdeveloped proposals that may lack the necessary detail for proper consideration. By adhering to this process, the aim being to facilitate well-prepared and productive meetings, enabling the Council to make informed and effective decisions.

#### **2716 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**

Members of the public left the meeting at 7.20 pm.

Clerk updated on the status of contracts.

There being no further business the meeting ended at 7.28pm.

<b>Chairman of Council / Mayor</b>	.....	<b>Signed</b>
<b>Proper Officer / Town Clerk</b>	.....	<b>Signed</b>
<b>Date</b>	.....	

## APPENDIX 1

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

Ref No: 24/0992/PA	Creation of an additional bedsit and internal alterations
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>CASTLE</b>	5, Tower Hill, Haverfordwest, SA61 1SP  Grid Reference: 195164.103-215617.076  <b>Last Date for Determination: 9 April 2025</b>
Ref No: 24/1030/PA	Variation of condition 2 (approved plans) of planning permission 23/0775/PA (Change of use from commercial to residential).
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>CASTLE</b>	34, High Street, Haverfordwest, Pembrokeshire, SA61 2DA  Grid Reference: 195353.778-215626.89  <b>Last Date for Determination: 7 April 2025</b>
Ref No: 24/0993/LB	Creation of an additional bedsit and internal alterations
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>CASTLE</b>	5, Tower Hill, Haverfordwest, SA61 1SP  Grid Reference: 195164.103-215617.076  <b>Last Date for Determination: 14 April 2025</b>
Ref No: 24/1065/LB	Internal alterations for new staff facilities and CCTV camera installations
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>CASTLE</b>	Wilton House, 6, Quay Street, Haverfordwest, Pembrokeshire, SA61 1BG  Grid Reference: 195479.64-215612.104  <b>Last Date for Determination: 15 April 2025</b>
Ref No: 24/1084/PA	Conversion into six flats
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>CASTLE &amp; GARTH</b>	Former School Building, Wesleyan Chapel, Chapel Lane, Haverfordwest SA61 2JD  Grid Reference: 195169.047-215777.554  <b>Last Date for Determination: 28 April 2025</b>

### Discharge of Condition Consultation

None

## Notification of Planning Decisions

Ref No: 24/0877/PA	Mobile classroom (retrospective)
Ward: <b>CASTLE</b>	Fenton Community Primary School, Jury Lane, Haverfordwest, Pembrokeshire, SA61 1BZ
Grid Reference:	194797.068-215400.313
Notification of Planning Decision	Conditionally Approved Date decided: 13 February 2025. <a href="#">Please click here to view the application documents</a>

Ref No: 24/1068/NM	Non Material amendment of planning permission 14/0538/PA (Demolition of garage, new 1 1/2 storey extension, alterations and extension to rear)
Ward: <b>PORTFIELD</b>	145, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DL
Grid Reference:	193329.346-215399.208
Notification of Planning Decision	Refused Date decided: 12 March 2025. <a href="#">Please click here to view the application documents</a>

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## APPENDIX 2

### Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Thursday 6 March 2025 at 6pm in the Old Wool Market

<b>Present</b>	Cllr B Simister	MES Committee Chair
	Cllr M Lewis	Chair of Council / Mayor – Ex-officio Member
	Cllr C Black	
	Cllr P Lewis	
	Cllr K Manikonda	
	Cllr T Moses (joined 6.05pm)	
	Cllr R Thomas-Turner	
<b>In attendance</b>	V Lewis Camacho	Town Clerk
	E Gear	Deputy Town Clerk
	D Lawrence	Facilities Manager
	Cllr D Thomas-Turner	
	Member of the public	

The Chair welcomed everyone to the meeting.

1. Apologies for absence received from Cllr J Hackett (observer) were noted. Absent Cllr S Pearce.

#### 2. Declarations of interest from Members

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

#### 3. Matters arising from the minutes of the last meeting

The minutes of the Committee's meeting held on 5 February 2025 and recommendations made to Full Council had been approved by the Full Council at its meeting held on 20 February 2025. Updates had been incorporated into the Clerk's report.

#### 4. Actions and updates from Clerk's report

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

Upper Prendergast Cemetery	Clerk had written to resident about the boundary wall which was leaning and required attention. Response awaited.
Havergardd/Community Garden	Clerk yet to circulate report provided by Cllr S Pearce about the Garden's activities during the year to members of Council.
Priory Saltings	Concern raised about PCC reported delay to work of contractor in the town who it was anticipated would help replace the steps to Board Walk and instal a handrail at the Saltings, meaning that this work would be even further delayed. The Town Council was reliant on teams at the County Council driving this. Having waited six months, it was agreed to seek quotations for the work. See <i>Recommendation 2 below</i> .
Sports Pavilion / Lower Racecourse Car Park	Clerk noted youth attendance at car park as hang out and evidence and evidence of in appropriate car wheel spinning (creating doughnuts) causing disruption and potential risk to other users. Same activity used occur in Tesco car park. Residents had indirectly raised concerns via the groundsman.

	Clerk looking into signage and CCTV options and seeking support from the Town PCSOs to monitor/help stop this behaviour.
Picton Centre	Clerk had issued a letter to the County Council about lack of formal response on the lease situation. A verbal response had been received from the Head of Property confirming no firm decision. Clerk noted that an upgrade to the existing intruder alarm system had been recommended during the recent building assessment and a quote was awaited. Access and the future management of the building was considered.
Old Wool Market	Estimate for exterior works not received. Clerk seeking second approach. Winter internal works been completed by groundsmen including to the downstairs kitchen per OWM Action Plan. Consideration being given to replacement existing storage heating as the building is cold in winter while energy bills high, and other efficiencies including replacing fluorescent lighting bulbs with LED, which could be completed by staff.
Bridge Meadow Playing Area	Clerk noted the works approved by the Bridge Meadow Trust Haverfordwest had been completed in the Play Area, including new infant swing, rubber safety matting, securing the fencing between the play area and the river and replacement bark throughout. Annual play area inspection is due in March. Also, Arborist (tree) report requested.
<b>Town Improvement/ Events/Community Engagement</b>  Portfield Fair	Cllr R Thomas-Turner noted interest from Castle Ward Residents about location of October Fair at St Thomas' Green. Clerk noted that County Cllr T Tudor had issued a survey to his constituents to seek their views. HTC will progress the same arrangements as last year working in collaboration with Guild of Showmen and PCC teams for 2025.
Castle Ward Surgery	Cllr R Thomas-Turner noted that the next 'town hall' event is on 13 March, 6.30 p.m. at the Waldo Lounge, Bridge Street.
Feed The Community – 13 March	Discussion on - continued strong support by stakeholders and another town council wishing to follow the model for their town; creating a "safe space" - noting that some feedback attendees felt more comfortable with it being populated; and concern over photography by 'officials' to be more event appropriate to avoid overkill. Noted attendees are asked about use of photography.
Volunteering –  Green & Clean Team (initiative from Town Regen Forum held at Haverhub in January)	Cllr T Moses noted the town 'walk around' attended by thirteen people from which thoughts/actions to make a tangible different to the town centre (entry points primarily the focus). An already scheduled date for a Litter Pick starting from Haverhub is on Saturday 8 March, organised through HTC and Haverhub as he registered litter pick hubs. Focusing on route to and around the Bridge Meadow, a known litter area along road adjacent to Morrisons Retail Park.

VE80 Anniversary – 8 <sup>th</sup> May	Clerk noted the second planning meeting with Royal British Legion and other stakeholders will be on 19 March, 10.30 am at Old Wool Market. Overall plan/arrangements will be brought to Events Sub-Committee/Full Council.
Carnival	Key focus to bring the carnival back in 2025. See <i>Recommendation 2 below</i> .
Council Chamber Furniture located at former offices (Picton House)	Discussion on interest created by press article – raising concern over expenditure. Clerk confirmed that this was not just a ‘table’ but an asset of the Town Council of value (monetary and sentiment). The Council therefore has an obligation over that asset and needs to fully consider all options to remove/restore/repurpose/re-home this asset before any plans for the County Council to dispose of Picton House take place. Only one local contractor had responded to the notice for interested parties to look at the furniture/provide a quotation. The Clerk noted the observations from that Contractor’s visit, which highlighted further issues with its removal compared to the previous quotation received, but nothing had been received in writing. See <i>Recommendation 3 below</i> .

<b>Recommendation 1</b>	<b>Clerk to obtain quotations to repair/replace Steps and instal a handrail at the Saltings. Proposed by Cllr Tom Moses and seconded by Cllr R Thomas-Turner. All voted in favour.</b>
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<b>Recommendation 2</b>	<b>Clerk to issue notice to interested parties to secure a partnership(s) to organise the Carnival in 2025, and other family events and bring to Full Council. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.</b>
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<b>Recommendation 3</b>	<b>Clerk to consider all available options for the removal / future of the Council’s Chamber Furniture and to bring to Full Council at the right time. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.</b>
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**5. Items for next agenda**

None noted.

**6. Date of next meeting**

Noting that MES Committee meetings would now be held on the first Thursday of each month, the next scheduled meeting will be held on Thursday 6 April 2025 – 6pm at the Old Wool Market.

With no further business to consider, the meeting closed at 7.15pm

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## APPENDIX 3

### Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee held on Thursday 13 March 2025 at 6pm in the Old Wool Market

<b>Present</b>	Cllr H Lewis Cllr M Lewis Cllr J Brady Cllr J Hackett Cllr J Owens Cllr R Thomas Cllr D Thomas-Turner	PPF Committee Chairman Chair of Council / Mayor – Ex-officio PPF Member (joined at 6.06pm) PPF Committee Vice Chairman (left at 6.06pm)
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<b>In attendance:</b>	V Lewis Camacho E Gear <del>Cllr P Lewis</del> Cllr B Simister <del>Cllr R Thomas-Turner</del>	Town Clerk Deputy Town Clerk
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<b>Absent</b>	Cllr A Brooker
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The Chairman welcomed everyone to the meeting.

1. Apologies – 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

The minutes of the Committee's meeting held on 6 February 2025 and recommendations made to Full Council had been approved by the Full Council at its meeting held on 20 February 2025. There were no updates.

#### 4. Financial Matters

##### Review of Income and Expenditure and Budget Comparison

The Committee reviewed the I&E and Budget Comparison to 28 February 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 March 2025 for approval.

<b>Recommendation</b>	<b>To accept the Accounts to 28 February 2025. Proposed by Cllr J Hackett and seconded by Cllr R Thomas. All voted in favour.</b>
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#### 5. Applications for financial assistance

- 1) The Committee considered a Tier 2 application received from the Havershed (Haverfordwest Men's Shed) in the amount of £1,295 to support their projects where their volunteer members make items (hardwood pens, acrylic resin pens, and a variety of mostly wooden items) to be sold at craft fairs throughout the year. Attendance at such fairs enables the Havershed to promote the benefits of being a member of the Men's Shed to the local community.

<b>Recommendation</b>	<b>A Tier 2 Grant of £1,295 is made to the Havershed. Proposed by Cllr J Hackett and seconded by Cllr D Thomas-Turner. All voted in favour.</b>
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- 2) The Committee considered a Tier 2 application received from Cylch Meithrin Caer Elen (Hwlfordd) in the amount of £2,021 towards the costs of their 40<sup>th</sup> Anniversary, a community celebration event in June 2025. The funding would help provide a variety of entertainment for their youngest to oldest supporters, bringing past and present families, staff, and supporters across the 40 years together to highlight the role of the Welsh language education in the local community.

<b>Recommendation</b>	<b>A Tier 2 Grant of £896 is made to Cylch Meithrin Caer Elen (Hwlfordd) as a contribution towards the costs of their 40<sup>th</sup> Anniversary event in June 2025. Proposed by Cllr R Thomas and seconded by Cllr J Hackett. All voted in favour.</b>
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- 3) The Committee considered a Tier 1 application received from Haverhub on behalf of the Haverfordwest Regeneration Forum in the amount of £495 to support the cost of room hire for the next three meetings of the Forum (April/July and October 2025) comprising 3–4-hour bookings across multiple rooms. The Forum, hosted at Haverhub, held its inaugural meeting on 15 January, which was very well attended. The meetings are an opportunity for residents, business, and organisations to meet to discuss how to revive Haverfordwest town centre. The January Forum inspired several smaller groups to form, including the Green and Clean Team which members of Town Council and the Clerk are involved with, to tackle specific problems in the town from litter to planting, to empty properties and more vibrant town events.

<b>Recommendation</b>	<b>A Tier 1 Grant of £495 is made to Haverhub (on behalf of the Haverfordwest Regeneration Forum) to support the cost of room hire for the next 3 meetings of the Forum. Proposed by Cllr J Hackett and seconded by Cllr R Thomas. Majority voted in favour.</b>
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#### 4) **Allocation of Budget for Volunteering Projects**

The Clerk requested for £500 to be allocated from the Town Improvements budget to support initial projects to be undertaken by the voluntary group established via the Town Regeneration Forum (referred to above) called the Green and Clean Team. The Group had already undertaken a walk around the town to identify potential 'clean up' projects and helped lead an organised Litter Pick on 8 March (at no cost), when it was recognised that an initial budget would be necessary to purchase items relevant to ongoing volunteering activities. Where possible, individual volunteers would be asked to provide their own kit however items such as travel size first aid kits to be maintained by the HTC volunteer lead would be one example. Further, a planting project had already been identified, involving 6 large planters located at the Old Bridge Street (outside former Wilco's) required cleaning up and painting. The paint and top up soil would be provided by the maintenance teams at PCC, but plants would need to be sourced. The Clerk noted the alignment of floral planting with the Town Council providing flowers in the town each year and felt that this activity would complement that and therefore be an appropriate use of the town improvements budget to enable this type of project to be completed by the volunteers group before May events i.e. putting up of the summer bunting and Haverfoodfest. Cllr M Lewis requested for the town colour of blue to be featured in the restoration of the planters and suggested an increase in the budget allocation to £700 to provide additional funding to purchase the paint if necessary. The Clerk said she would inquire of the status of the paint said to be provided. If new paint is purchased there would hopefully be other opportunities for the original paint to be used on another project.

<b>Recommendation</b>	<b>£700 of Town Improvements budget to be allocated to support initial Green and Clean Team volunteering projects. Proposed by Cllr R Thomas and seconded by Cllr D Thomas-Turner. All voted in favour.</b>
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#### 6. **Independent Remuneration for Wales - Annual Report 2025-26 (IFRW Report)**

The Clerk had provided a copy of the Report to members of Council for information. The Report sets the decisions and determinations of pay, expenses, and benefits of elected members of

<b>Recommendation</b>	For the purposes of the Town Council, Members to note that there are no changes to the Statutory Members' Allowances to be paid to Members for 2025-26 from the IRFW Report. These allowances will be set out in the HTC Council Allowances and Expenses Policy for 2025-26 to be adopted by Council in the Annual Meeting.
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**7. Electoral Review Programme (ERP) 2025 – Democracy and Boundary Commission Cymru (DBCC) Draft Policy and Practice for the ERP**

The Clerk had provided a paper to Members for information with links to information on the ERP and DBCC Draft Policy and Practice document, noting that One Voice Wales is preparing a response to the DBCC consultation. Since issuing the agenda, the DBCC had also published its Final Determination for the 2026 Review of Senedd Constituencies, which the Clerk provided a link to. The Commission has confirmed 16 new Senedd Constituencies, created by pairing the 32 UK parliamentary constituencies in Wales. These constituencies will take effect automatically at the 2026 Senedd election. Out of interest, The Pembrokeshire parliamentary constituency has been paired with Ceredigion to create "Ceredigion Penfro."

<b>Recommendation</b>	<b>Council to note the information provided on the Electoral Review Programme (ERP) taking in place in 2025 and output from the 2026 Review of Senedd Constituencies</b>
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**8 One Voice Wales - Annual Subscription Renewal**

<b>Recommendation</b>	<b>Council to note the membership renewal for 2025-26 with effect from 1 April 2025 at a cost of £2,652 pa</b>
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**9. Insurance Renewal Arrangements**

<b>Recommendation</b>	<b>Council to note the annual insurance policy renewal arrangements from 1 April 2025– details of which are expected imminently from the Council's existing provider. Anticipated that the Council will go to the market next year for quotes.</b>
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**10. Staffing Matters**

None.

**11. Items for next agenda**

None.

**12. Date of next meeting**

Noting that MES Committee meetings would now be held on the second Thursday of each month, the next scheduled meeting will be held on Thursday 10 April 2025 – 6pm at the Old Wool Market.

With no further business to consider, the meeting closed at 6.37pm

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