

**Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee
held on Thursday 10 April 2025 at 6pm in the Old Wool Market**

Present	Cllr H Lewis Cllr M Lewis Cllr R Thomas Cllr D Thomas-Turner	PPF Committee Chairman Chair of Council / Mayor – Ex-officio PPF Member
In attendance	V Lewis Camacho E Gear Cllr K Manikonda Cllr R Thomas-Turner	Town Clerk Deputy Town Clerk (joined at 6.15)
Absent	Cllr A Brooker	
Other	Member of the public	(joined at 6.14)

The Chairman welcomed everyone to the meeting.

1. Apologies – Cllr(s) J Brady and J Hackett.

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 13 March 2025 and recommendations made to Full Council had been approved by the Full Council at its meeting held on 20 March 2025.

Updates. The Clerk confirmed that the recommendations had been actioned. A £2,500 grant had been secured from the Pembrokeshire Nature Partnership (via PCC) to cover the cost of plants and PPE/tools for volunteer planting in support of Green and Clean Team painting / planting volunteering project (PPF Minute Reference 5.4 – Applications for Financial Assistance) which meant that only the cost of the paint and related materials would be taken from the £700 allocated from Town Improvements budget to support this initial project. Noted that the insurance renewal would be discussed under agenda item 8.1.

4. Financial Matters

Review of Income and Expenditure and Budget Comparison

The Committee reviewed the I&E and Budget Comparison to 31 March 2025 (the Accounts). Questions raised by the Committee were answered by the Clerk/RFO and Deputy Clerk, as appropriate. It was noted that the closure of the financial year end this would be performed both in the Edge (existing) and Scribe (new) accounting systems, after which only the Scribe system would be used. The Accounts would be provided to the Full Council meeting on 17 April 2025 for approval.

Recommendation	To accept the Accounts to 31 March 2025. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.
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5. Applications for financial assistance

- 1) The Committee considered a funding request from the Haverfordwest Yarn Bombers whom the Council had supported in recent years for their work in improving the town, by producing themed yarn bombs, usually twice a year. This lifted the spirits of many residents and visitors alike, while providing friendships amongst a group of approximately 30 members, who meet weekly

to crochet. The Clerk noted that this activity aligned with the Council's provision of amenities in the town including flower tubs, summer bunting and Christmas lights and recommended that any ongoing support provided to the Yarn Bombers is taken from the Town Improvements budget.

Recommendation	A payment of £2,500 is made to the Haverfordwest Yarn Bombers to support the production of two yarn bombs during 2025/26 from the Town Improvements budget. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.
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- 2) The Clerk had inadvertently included correspondence from the International Eisteddfod in Llangollen (2025) on the agenda, which the Town Council would not usually support. However, information from Eisteddfod Y Garreg Las was shared to be held in Llantood (Pembrokeshire) on 1-8 August 2026. An Eisteddfod Committee will be established to raise funds in the Haverfordwest catchment area. The Clerk had wanted to attend the inaugural meeting of Eisteddfod Y Garreg Las but short notice meant it clashed with a Council meeting and so apologies from the Town Council were sent. Tegwyn Jones had asked to speak with members of Council and it was suggested that he is invited to attend the Full Council meeting on 19 June. Meanwhile, Cllr R Thomas, expressed an interest in representing Council on the Haverfordwest Committee.

Recommendation	Clerk to invite Tegwyn Jones to attend Full Council meeting on 19 June and that Cllr R Thomas represent Council on the Eisteddfod Y Garreg Las Haverfordwest Committee. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.
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6. 2024-25 Financial Year End

The Clerk noted that information had now been received from Audit Wales in respect of the Full Audit for the financial year ended 31 March 2025 (see Agenda item 6.5). The following items were brought to the Committee as part of the year end preparation:

1) Review and treatment of aged debtors and bad debt policy

The Clerk provided a paper setting out the background to a long-standing debtor on the Council's accounts relating to the Council's historical interest in the lease of the Governor's House at Haverfordwest Museum. Having investigated the background to the debt, dating back to financial years 2019-20 and 2020-21, with relevant parties at the Museum and at PCC (as lessor), it was clear that there were no grounds for this debt to be recovered. Accordingly, the Clerk recommended that Council write off the debt under the authority of its Financial Regulations and approve establishing a bad debt policy to assist the Clerk(s) initiate a debt recovery process in the event a situation of non-payment of an amount due to the Council arises.

Recommendation	That the aged debtor amounting to £6,444 be written off in the Council's financial records and that the Council adopt the bad debt policy recommended by the Clerk, with immediate effect. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.
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2) Asset Register

The Committee was asked to note the Asset Register which had been updated to reflect assets purchased during the 2024-25 financial year, however, a detailed review of the register was being undertaken alongside the Council's 2025-26 insurance renewal. The Asset Register would be brought to Full Council for review and approval as part of the year end approval process.

Recommendation	Council to note the current Asset Register. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.
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3) Internal Controls and Risk Management

The Committee noted that a new document evidencing the Council's internal controls and risk management process, potentially amalgamating the Council's existing Financial Risk Assessment document, would be brought to Full Council for consideration and approval in respect of the financial year ended 31 March 2025.

4) Financial Regulations

The Clerk provided a copy of the Council's Financial Regulations with some minor edits and the inclusion of a reference to the new bad debt policy (as above) and recommended that the document as marked-up be approved by Council for re-adoption at the Annual Meeting.

Recommendation	To approve the amendments to the Finance Regulations. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.
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5) Audit Wales Full Audit and Timetable

The Clerk noted that details of the Council's triennial Full Audit for the financial year ended 2024-25 had been received and a copy had been shared with Council. This included the additional information required to be provided, and the timetable for submission, which was 8 August 2025 for council's who are subject to the Full Audit this year.

Recommendation	To note details of the Audit Wales Full Audit. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.
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7. Review of policies and procedures

1) Press and Social Media Policy

The Clerk recommended the Council adopt the draft press and social media policy to assist Councillors in following an appropriate procedure for dealing with the press and social media.

Recommendation	Subject to ensuring that the Mayor, in appropriate circumstances, is consulted, that Council adopt the press and social media policy with immediate effect. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.
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2) Training of Council Members and Staff

The Clerk shared the current Training Plan which was being reviewed to bring to the Staffing Committee at its next meeting. Noted that this was one of the documents specifically requested by Audit Wales for the Full Audit.

Recommendation	To note that the Council's Training Plan will be reviewed and brought to the Staffing Committee for consideration. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.
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8 Review of Insurance Renewal & Trade Waste Renewal – 1 April 2025

The Clerk updated the Committee on the status of the insurance renewal (£5,127.38), received from the insurer on 4 April. It also excluded travel insurance which would need to be reinstated. This was the final year of a 3-year insurance programme and it was proposed to go to the market for 2025-26. The Trade Waste (Kerbside) renewal (c.£350 per annum) had also been updated and renewed.

Recommendation	To note the annual insurance and trade waste renewals. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.
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9. Staffing matters

The Committee Chair noted that she would be meeting with the Clerk during the following week for an update on staffing matters.

10. Items for next agenda. None.

11. Date of next meeting

The next scheduled meeting of the PPF Committee will be held on Thursday 12 June 2025 – 6pm at the Old Wool Market.

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