



10 May 2025

Dear Member

You are summoned to attend the **Annual Meeting of the Council** to be held at the Old Wool Market and remotely on **Thursday 15 May 2025 at 6pm** for the transaction of the formal council business set out in the agenda. Any Member or member of the public may request an invitation to attend the meeting remotely.

Members of the public may attend this meeting as observers, unless invited to participate by the Chairman.

To raise queries, Members must give 48 hours' notice before the meeting, in writing, if they have any questions on finance or the accuracy of the minutes.

Yours faithfully

Vanessa Lewis Camacho
Town Clerk and Financial Officer

Agenda

1. Election of the Town Mayor and Chairman of Council for the 2025-26 Council year
 - a) Election of Town Mayor, Admiral of the Port and Chairman of Council
 - b) Oaths of Office are taken – Mayor and Admiral of the Port of Haverfordwest
 - c) Sign the Declaration of Acceptance of Office
 - d) Appointment of Mayoress or Consort

2. Apologies for absence

3. 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

4. Election of the Deputy Mayor and Vice Chairman of Council for the 2025-26 Council year
 - a) Election of the Deputy Mayor / Vice Chairman of Council
 - b) Appointment of the Deputy Mayoress or Consort
5. Election of the Sheriff for the 2025-26 Council year
 - a) Election of the Sheriff
 - b) Appointment of the Sheriff's Consort

6. Resolve to accept the minutes of the previous meetings as a true and accurate record:
 - a) Full Council meeting held on 17 April 2025
 - b) Emergency Meeting held on 30 April 2025
(updates received on the above minutes are for information only)
7. Resolve to adopt for 2025-26 Council year:
 - a) Code of Conduct
 - b) Standing Orders
 - c) Financial Regulations
 - d) Terms of Reference for Committees, Sub-Committees and all Working Groups
 - e) Allowances and Expenses Policy
 - f) Council's updated Training Plan
 - g) Council's and staff subscriptions to outside bodies
8. Review updated list of Council policies and resolve to approve timetable for completion of remaining policy reviews
9. Resolve to defer the following statutory business until the next Full Council meeting on 19 June 2025 to coincide with the internal audit review and approval of the Annual Return and Financial Statements for the year ended 31 March 2025:
 - a) Confirm appointment of internal auditor
 - b) Review and adopt Annual Report
 - c) Review of expenditure incurred under S137 of the Local Government Act 1972
 - d) Review of Asset Register
 - e) Review of Internal Controls and Financial Risks Assessment, including review of delegation arrangements to committees, sub-Committees, staff and other local authorities
 - f) Review and confirm insurance arrangements
 - g) Review and confirm banking arrangements and authorised signatories for 2025-26
 - h) Review and confirm list of direct debits for 2025-26
 - i) Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses
10. To fix the dates and times of ordinary meetings of the Council and Committees for the 2025-26 Council year
11. Review and resolve:
 - a) Appointments to Committees, Sub-committees and Working Groups of Council
 - b) Appointment of Members to represent Council on Outside Bodies
12. Resolve to approve nominations for Award of Merit and Young Laurels Award for presentation at Mayor Making Ceremony on 22 May 2025
13.
 - a) Appointment of Mayor's Chaplain
 - b) Appointment of Mayor's Cadet
 - a) Appointment of Sergeant at Mace
 - b) Appointment of the Sergeants at Arms
14. Note: The outgoing mayor address and incoming mayor, deputy mayor and sheriff acceptance speeches will take place at the Mayor Making Ceremony