

**MINUTES OF A MEETING OF FULL COUNCIL**  
**held on 17 April 2025 at 6pm in the Old Wool Market and via video conference**

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<b>Present</b>	Cllr M Lewis Cllr R Thomas Cllr C Black Cllr J Brady Cllr J Hackett Cllr H Lewis Cllr P Lewis Cllr S Pearce Cllr D Thomas-Turner Cllr R Thomas-Turner	Chairman/Mayor Vice Chairman / Deputy Mayor
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<b>In attendance</b>	V Lewis Camacho E Gear	Town Clerk/RFO Deputy Town Clerk
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<b>County Councillors</b>	D Bryan, T Evans, A Wills
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<b>Other</b>	Members of the Public (3)
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**2723** The Chairman welcomed everyone to the meeting.

**2724** **Apologies** – Cllr(s) Cllr K Manikonda, Cllr T Moses, and B Simister. **Absent** – Cllr A Brooker.

**2725** Cllr R Thomas acknowledged the passing of Paul Lucas, BEM, of R K Lucas & Son, Clerks to the Gild of Freemen and other local trusts and charities. The Clerk would be writing a letter of condolence on behalf of Council to Mr Lucas' family.

**2726** **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>
None			

**2727** **Questions from Members of the Public**

County Cllr D Bryan asked the Chairman if he could address Council, which was accepted. He spoke of the issue of anti-social behaviour at the Lower Racecourse car park. Two residents of the same household at Glenover Park, present at the meeting, had experienced a number of incidents more recently and as far back as January 2024, which resulted in involving the police four times since the early part of the year. County Cllr Bryan thanked the Council for taking action to close the gates to temporarily put a stop to the behaviour. He asked that the Town Council consider installing CCTV in the car park, an action which the police recommended. Both Glenover Park residents at the meeting provided an account of the incidents they had experienced which was impacting on their lives and their young son as well as their neighbours, some of whom are elderly. Cllr R Thomas-Turner advised that he had obtained Neighbourhood Watch materials which could be distributed among the Glenover Park residents to support reporting such incidents.

The Chair agreed to bring Agenda item 11b) on this same matter forward so that the residents could be privy to the Council's discussion.

The Clerk had produced a paper setting out feedback requested by a letter drop from Glenover Park and other residents, together with information on potential solutions to deter anti-social behaviour for Council consideration. These included installing speed bumps and CCTV. The alternative of reverting to locking the gates overnight had also been considered, both manually and mechanically, however the burden on staff and other resources to sustain this course of action was not considered to be a viable one long-term. Cllr P Lewis of Priory ward and himself a resident close to the car park, acknowledged the occurrence of circular tyre marks because of deliberate

speeding in the car park. He suggested that installing low level walling in the car park to mark the area out as a car park might also be work exploring.

The Clerk advised that obtained three quotations following site visits with staff at the car park for CCTV to include number plate recognition, the evidence from which could be shared with the Police who could then take legal action under ASB legislation, and prices to install speed bumps by staff obtained. There were some follow up questions to be asked of two of the suppliers of CCTV, but if Council were to use the highest CCTV quote and the cost of speed bumps in its deliberations, the cost for both solutions would be in the region of £5,200 + VAT, plus the cost of materials for staff to prepare the cable ducts, instal Wi-Fi, and supply / instal a post in readiness for the engineer to fit the CCTV cameras to.

Cllr D Thomas-Turner proposed that CCTV cameras and speed bumps, as described by the Clerk, be installed in the Lower Racecourse car park. This was seconded by Cllr H Lewis. All voted in favour.

**Resolved**

**Speed bumps and CCTV be installed at the Lower Racecourse car park to deter any further anti-social behaviour in line with the above work costings.**

The two Glenover Park residents thanked the Council for its support in reaching this conclusion before leaving the meeting (circa 6.10pm). County Cllr D Bryan also relayed his thanks to the Clerk and Members of Council for their consideration.

**2728 Co-Option of Town Councillor**

The Clerk noted that a written application had been received from Mr S Thorley to join the Council for Priory ward. Mr Thorley was present in the next room and would be invited to join the meeting to speak for five minutes to introduce himself to Council and to share why he wanted to become a Councillor.

Mr Thorley joined the meeting briefly. During his introduction he advised that he worked in retail as the Manager of Sports Direct at Withybush Retail Park, during which time, some 11 years, he had experienced a lot of changes in the town and with the increase in anti-social behaviour. He favoured working with the youth to de-escalate gangs and found that in working with the young people to get to know them better had helped reduce some of the issues. He described his people skills and ability to raise awareness e.g. loneliness of members of the community post Covid, striking relationships in the shop, as his strengths, before inviting questions from Council.

Mr Thorley stepped out of the meeting (circa 6.23pm) while Members of Council voted on his appointment. His presentation to Council was positively received, in terms of his enthusiasm and approach to working with the youth and in the community.

Cllr P Lewis proposed that Mr S Thorley be appointed a Member of the Town Council representing the Priory Ward. This was seconded by Cllr C Black. A unanimous vote was taken.

Mr Thorley was invited back into the room and the Chair congratulated him when confirming that his appointment on Council had been approved. Mr Thorley thanked Council and agreed to sign the Declaration of Acceptance of Office with the Clerk, which contained his agreement to abide by the Council's Code of Conduct. He then joined the rest of the meeting formally as a member of Council.

**2729 Minutes of previous meeting:**

**1) Full Council meeting held on 20<sup>th</sup> March 2025**

Cllr P Lewis wish to clarify that the wording under Minute 2708 which recorded that he chose to withdraw from voting on the MES and PPF minutes and why this was the case, but in doing so he did not leave the room but just chose to stand back and not vote.

The minutes of the above meeting were accepted as a true record of the meeting.

Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas-Turner. Majority voted in favour.

## **2) Extraordinary Meeting of Full Council held on 8<sup>th</sup> April 2025**

The minutes of the above meeting were accepted as a true record of the meeting.

Proposed by Cllr R Thomas. Seconded by Cllr R Thomas-Turner. Majority voted in favour.

### **2730 Mayor's correspondence and updates**

The Mayor noted his attendance at the St David's Day Parade in Haverfordwest in the month prior. He had also been invited, as honorary president of the Bowls Club, to take the first bowl as was customary on Friday 4 April. The Club confirmed it had been successful in securing circa £35,000 funding to refurbish the club building, which included match funding support from the Town Council.

The Mayor, Mayoress and Cllr P Lewis attended the recent organised tour to see progress with the refurbishment at the Castle which was impressive. He had asked the Clerk to make inquiries into the cost of removing the ivy from outside of the castle walls, the same as the inside, which he was told would be cost prohibitive. He felt, if removed, it would make a big impact when the castle is lit up. The Clerk had already contacted the Flagship Heritage Attraction Group contact but agreed to follow this up again. Cllr P Lewis noted the Town Council's past support to ensure that the town museum was always well taken care of and sought some assurance from County Cllr Tim Evans (present at the meeting) that this would be the case. Cllr T Evans shared the same view and offered his assurance to Cllr P Lewis.

The Mayor/Mayoress were pleased to have been invited to join the welcome evening for the Oberkirch youth at The Edge Youth Centre on 8 April, who were entertained by the Haverfordwest Male Voice Choir. Cllr R Thomas noted that he had been informed that the group had missed their flight on their return journey to Oberkirch due to the coach arriving late. The County Councillors present were not aware of this and agreed to check and revert.

### **2731 Planning Applications (set out in Appendix 1)**

Council reviewed the new planning applications and notifications of decisions received since 14 March 2025, prior to the papers issued for the last Full Council meeting on 20 March 2025. The Council recorded no objections. The Clerk will notify the Planning Authority of these decisions.

### **2732 Committee Minutes**

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

**Resolved:** To accept the minutes and recommendations of the MES Committee meeting held on 3 April 2025 (as attached hereto as Appendix 2). Proposed by Cllr C Black. Seconded by Cllr P Lewis. 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 10 April 2025 (as attached hereto as Appendix 3). Proposed by Cllr D Thomas-Turner. Seconded by Cllr R Thomas-Turner. All voted in favour, except for Cllr P Lewis who disagreed with the approval of the Press and Media Policy.

### **2733 Finance matters**

#### **Accounts and Expenditure for Payment Approvals**

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

#### **b)1) Early & Petty Cash Payments for Authorisation**

In inputting financial information into Scribe, payments from April to November 2024 which had not been matched with any of the payments presented to Council for approval totalling £10,396.72, including VAT had been identified which was provided with an explanatory cover paper. These payments comprised direct debits (rates, water rates, electricity, telephone) for the first six months of that year (at which time due to the sudden change of administration payment lists were being compiled manually and petty cash payments were also not reported in monthly payment authority lists during that time). Once the payments were included in Edge Accounts system (from July) then direct debits started to be included in monthly payment lists presented to Council. There were approximately 15 smaller payments which represent petty cash payments between April and September 2024, which were not included in the monthly list of payments. Petty cash payments are also now included periodically in monthly payment lists.

Consequently, for completeness this list of payments is provided to Council for retrospective approval.

**b2) Expenditure for payment comprising:**

- March (year end 2024-25) £1746.79 and £3,941.21 (year end 2025-26) due to cross over. Total £5,688 including VAT
- Supplemental list of invoices received up to date of meeting, plus one invoice for £52.80 (Total tech) received on day of meeting. Total £22,308.49\* including VAT.

\*£2,495.72 on supplemental payment list will be reimbursed immediately on receipt of a £2,500 grant approved by Pembrokeshire Nature Partnerships in respect of a volunteering project (Green & Clean Team) to instal plants in six planters in the town (Old Bridge Street).

Total expenditure £27,996.49 (net of grant reimbursement total £25,500.77)

**Resolved:**

**1) to approve the Accounts to 31 March 2025.**

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

**2) to approve Early & Petty Cash Payments of £10,396.72.**

**3) to approve expenditure for payment, totalling £27,996.49, including VAT (net of grant reimbursement total £25,500.77)**

**Expenditure proposed by Cllr R Thomas-Turner. Seconded by Cllr J Brady. All voted in favour.**

**c) Steps/hand railings at Priory Saltings**

Following Council's decision at its meeting on 20 March to seek quotations to proceed with installing replacement steps and a handrailing in the area between the Saltings and the board walk, the Clerk had sourced two quotations. However, one was incomplete and there was uncertainty as to when the quotation for the handrail element would be received.

Supplier A £5,328 (no VAT), including T&C requiring £1,728 deposit to cover materials up front  
Supplier B Steps only £2,055.60 (Wood) or £2,733.85 (Recycled plastic) Stringers

**Resolved:**

**To approve Supplier A £5,328 (no VAT) quotation for completion of works to the steps/handrail at the Priory Saltings, including upfront payment of materials deposit of £1,728 prior to next meeting for work to commence.**

**Proposed by Cllr P Lewis. Seconded by Cllr R Thomas. All voted in favour except Cllr R Thomas-Turner (Abstention).**

**d) Summer Bunting**

Despite reaching out to three contractors (other than electrical contractors) to put up/take down the bunting, the only quotation received was from the existing electrical contractor (ETTS) for £6,687.84 + VAT. This quotation had been shared with MES Committee on 3 April where it was recommended to bring the quote to April Full Council for approval, subject to any other quotes being received. This would ensure that the quote is accepted, and the bunting may be put up as agreed before Haverfoodfest on Saturday 3 May 2025.

**Resolved:** **To approve quotation from ETTS of £6,687.84+VAT to put up/take down Summer Bunting (former before 3 May 2025).**

**Proposed by Cllr P Lewis. Seconded by Cllr D Thomas-Turner. All voted in favour.**

**2734 Outside Bodies – Appointments and updates**

The following updates were noted. There was one change to appointments.

Flagship Heritage Attraction (FHA) (PCC) Stakeholder Group	The next meeting had been changed to Friday 25 <sup>th</sup> April.
Business Circle	Cllr P Lewis had provided an account of the meeting being held on Monday 24 March which included a talk by County Cllr Paul Miller. The Business Circle had also issued the minutes, both documents were shared with Members of Council.
Haverfordwest Racecourse (Public Park) Trust	The AGM was scheduled to take place on Tuesday 6 May at 6pm at the Cricket Club.
Portfield Recreation Committee	The membership was reviewed, and it was proposed that Cllr S Thorley represent HTC on the Committee. It currently comprised Cllr(s) P Lewis (Chair), B Simister, A Brooker and R Thomas (soon to be Mayor and so there would be a vacancy freed up).
Haverfordwest Regeneration Forum  Future meetings (Haverhub): Thursday 3rd July, 3pm-5pm Saturday 4th October, 10am-12noon	Clerk to check if MES Committee clash with next Action Forum meeting on 3 July (timing may be OK if between 3 and 5pm).
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.

**Resolved** **Cllr S Thorley to represent HTC on the Portfield Recreation Committee. Proposed by Cllr M Lewis. Seconded by Cllr R Thomas. Majority votes in favour.**

**2735 Town Voice – to consider, raise or respond to any matters on behalf of the town**

Council noted:

**a) Repairs to Bus Stop located on Hawthorn Rise (Cllr R Thomas)**

The Clerk noted that it had been established that the County Council /maintained this bus stop. Consequently, she had put in a call to the appropriate team who had booked a date to repair the shattered Perspex during the following week.

b) **Anti-Social Behaviour at the Sports Pavilion Car Park**

Covered under Minute Ref 2727 above (agenda item brought forward)

c) **Feed the Community 2025/26 (Cllrs D and R Thomas-Turner)**

Cllr R Thomas-Turner highlighted the feedback on conclusion of the prior FTC events which had been largely positive. Suggest improvements that could be made to future events were noted in the update paper to Council. It had been agreed to change the name and current suggestions included Finding the Community, Gathering the Community or Connecting the Community. Cllrs D and R Thomas-Turner had looked at grant funding opportunities but had managed to secure full sponsorship funding from Specsavers Haverfordwest for the next round of events starting in October 2025. Discussions are ongoing with stakeholders on the format for the events. Cllr R Thomas-Turner noted that it might be beneficial to the Town Council to have a stall at the event to provide more information on what the Council does and how the community can get involved. Council was asked to note the update and to provide feedback on the proposals for the event from October 2025. Cllr P Lewis said that the change of name was a good idea.

Finally, Cllr R Thomas-Turner noted that the Town Council had been short listed for an award within the Cost-of-Living category for FTC at the One Voice Wales Annual Awards being held the following week in Builth Wells, which the Clerks had submitted a nomination for. Cllr M Lewis asked if both Cllrs were planning to attend the event, which he felt they should. They confirmed that they would both be attending as they had been asked to do a short presentation. Cllrs D and R Thomas-Turner were congratulated for their shortlisting.

**2736 Clerk's Report (verbal update)**

The Clerk provided a brief update on councillor vacancies – the casual vacancy for Prior Ward would close on 1 May. Meanwhile applications had been received for the co-option vacancy for Prendergast which would be brought to the June Full Council meeting.

Following the Extraordinary meeting on 8 April which discussed events, interest in entering (3) floats at the Carnival had been received already together with interest from fun fair organisers.

VE80 Anniversary events were being finalised with Pure West Radio leading on the open-air cinema event (obtaining licence, organising food vans, etc). The Clerks were working on posters and inviting dignitaries to the main VE80 Anniversary event on 8 May comprising a 12-hour vigil at the Cenotaph organised by the Royal British Legion. Full information of events between 8 and 10 May will shortly be shared with all members of Council.

Town improvements – a grant from Pembrokeshire Nature Partnership of £2,500 had been secured to provide the plants for the six large planters on Old Bridge Street ready for volunteers to plant. The planters will be painted shortly by volunteers using paint funded by the Town Council. As well as the main summer bunting which will be put up week commencing 28 April, staff would be putting up bunting along the quayside (usually done at Beating of the Bounds) prior to Haverfoodfest.

Mayor Making on 22 May 2025 – Mayor's guests' invitations had been sent out. Email invites to HTC organisations / outside bodies to follow. The Annual Meeting of Full Council would be held the week before on Thursday 15 May 2025 at 6 p.m. at OWM following the decision to separate the formal business with the ceremonial aspect due to the increased items of formal business required under the Standing Orders.

**2737 Staffing Matters**

Cllr H Lewis noted that she would be meeting with the Clerk in the next couple of weeks to conduct her appraisal, following which a meeting of the Staffing Committee will be arranged to review and take forward other staff matters.

The Clerk advised that the Macebearer had been covering the minimal cost of her annual membership of the Guild of Macebearers herself and had not sought reimbursement. Membership was a requirement for the role and so the Clerk had informed the Macebearer that Council would

reimburse her the cost of this membership fee (£10 after a heavy discount) in future. The Macebearer had also received information on attending a Guild of Macebearers Centenary event which she had asked if Council would financially support. Cllr H Lewis noted that the event would be a great opportunity for the Macebearer, who is dedicated to her role and a valued member of the Council's civic team, to network with others in the profession and she was fully supportive of her attending the event.

**Resolved**

**The Macebearer to attend the Guild of Macebearers Centenary Event the cost of which (£406) would be met from the Training budget.**

**Proposed by Cllr H Lewis. Seconded by Cllr R Thomas. All voted in favour.**

There being no further business the meeting ended at 7.34pm.

**Chairman of Council / Mayor** ..... **Signed**

**Proper Officer / Town Clerk** ..... **Signed**

**Date** .....

## APPENDIX 1

### New Applications/Consultations and Other Notifications Received Since 14 March 2025

Ref No: 24/1134/PA	Extension and Alterations
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>PRIORY</b>	2 , Shakespeare Close, Haverfordwest, SA61 1TL Grid Reference: 195416.099-214813.47 <b>Last Date for Determination: 08 May 2025</b>

Ref No: 24/1114/PA	Outline Planning Permission for 1 Domestic Dwelling
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>PRIORY</b>	Garden Area West of No 59 Uzmaston Road, Haverfordwest, Pembrokeshire SA61 1UA Grid Reference: <b>Last Date for Determination: 04 May 2025</b>

Ref No: 24/1061/PA	Canopy
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>PORTFIELD</b>	Fenton Community Primary School, Jury Lane, Haverfordwest, Pembrokeshire, SA61 1BZ Grid Reference: 194804.496-215385.46 <b>Last Date for Determination: 12 May 2025</b>

Ref No: 24/1126/PA	Variation of condition 2 (approved plans) of planning permission 14/0538/PA (Demolition of garage, new 1 1/2 storey extension, alterations and extension to rear).
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>PORTFIELD</b>	145, Haven Road, Haverfordwest, Pembrokeshire, SA61 1DL Grid Reference: 193329.69-215399.008 <b>Last Date for Determination: 08 May 2025</b>

Ref No: 24/1140/PA	Change of use to display and sale of motorcycles and motorcycle equipment (sui generis)
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>PORTFIELD</b>	Former Castle School Building, Unit 1 Snowdrop Lane, Haverfordwest, SA61 1JF Grid Reference: 194186.187-215062.34 <b>Last Date for Determination: 11 May 2025</b>



Ref No: 24/1159/PA	Variation of Condition 12 (Contamination) of planning permission 24/0178/PA (Variation of Condition 2 (Approved plans) of planning permission 20/0813/PA (Residential development for 20 Units - 141, Portfield, Haverfordwest, Pembrokeshire, SA61 1DY).
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>PORTFIELD &amp; PRIORY</b>	141, Portfield, Haverfordwest, Pembrokeshire, SA61 1DY  Grid Reference: 194165.758-215280.995  <b>Last Date for Determination: 15 May 2025</b>

Ref No: 24/0998/PA	Proposed re-roofing works including PV panels and associated switch gear housings
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>GARTH</b>	Flats 49 - 155 (odd numbers only), Fleming Crescent, Haverfordwest Pembrokeshire, SA61 2SQ  Grid Reference:  <b>Last Date for Determination: 07 May 2025</b>

Ref No: 24/1167/PA	Removal of external roof access tower, installation of solar pv array and internal alterations.
Link to Planning Portal	<a href="#">Please click here to view application documents.</a>
Ward: <b>CASTLE</b>	Hafan Cymru, 8, High Street, Haverfordwest, Pembrokeshire, SA61 2DA  Grid Reference: 195246.355-215596.081  <b>Last Date for Determination: 26 May 2025</b>

## Discharge of Condition Consultation

None

## Notification of Planning Decisions

Ref No: 24/0974/PA	Erection of external covered play area (in retrospect)
Ward: <b>GARTH</b>	7-9, Castle High, Haverfordwest, Pembrokeshire, SA61 2SP
Grid Reference:	194970.881-216009.932
Notification of Planning Decision	Conditionally Approved Date decided: 14 March 2025.  <a href="#">Please click here to view the application documents</a>

Ref No: 24/0982/NM	Non Material amendment to planning permission 24/0178/PA (Variation of Condition 2 (Approved plans) of planning permission ref. 20/0813/PAA (Residential development for 20 Units) to allow for wooden cladding to gable end of plot 1.
Ward: <b>PRIORY &amp; PORTFIELD</b>	141, Portfield, Haverfordwest, Pembrokeshire, SA61 1DY

<b>Grid Reference:</b>	<b>194165.697-215281.076</b>
<b>Notification of Planning Decision</b>	Conditionally Approved Date decided: 17 March 2025.  <a href="#">Please click here to view the application documents</a>

<b>Ref No: 24/1030/PA</b>	<b>Variation of condition 2 (approved plans) of planning permission 23/0775/PA (Change of use from commercial to residential).</b>
<b>Ward: CASTLE</b>	<b>34, High Street, Haverfordwest, Pembrokeshire, SA61 2DA</b>
<b>Grid Reference:</b>	<b>195353.778-215626.89</b>
<b>Notification of Planning Decision</b>	Conditionally Approved Date decided: 28 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 3 April 2025 at 6pm in the Old Wool Market

<b>Present</b>	Cllr B Simister	MES Committee Chair
	Cllr C Black	
	Cllr P Lewis	
	Cllr S Pearce (left 6.18pm)	
	Cllr K Manikonda (left 6.40pm)	
	Cllr T Moses	
	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 Cllrs M Lewis (Mayor/ex-officio member) and H Lewis (observer).

#### 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 6 March 2025 and recommendations made to Full Council had been approved at the Full Council meeting held on 20 March 2025.

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

The Committee discussed the following updates set out in the Clerk's report.

Upper Prendergast Cemetery	The issue with the neighbouring resident's boundary wall had been resolved.
Havergardd/Community Garden	The Committee received and thanked Cllr S Pearce for the Community Garden Annual Report. Cllr Pearce noted that a National CLAS Award had been won from Social Farms & Gardens for Community Management. <b>See Recommendation 1 below.</b> Cllr Pearce also noted a new Youth Squad project to encourage the youth to take part in the garden and that The Edge Youth Centre had adopted a raised bed.
Priory Saltings	Clerk noted that two quotes were in progress to replace the steps and incorporate a handrail, which would be brought to Full Council for approval. <b>See Recommendation 2 below.</b>  Cllr P Lewis had responded to Council with his observations on a pre-proposal by PCC for an alternative right of way to divert the existing public right of way off the level crossing and under the

	<p>bridge. There was some confusion about this proposal. The Clerk agreed to circulate the full proposal and response from PCC to Cllr P Lewis' questions to all members of Council.</p> <p>Cllr T Moses noted that he and the Clerk had visited the Saltings and were looking at a volunteering project for the Green and Clean Team.</p>
Sports Pavilion / Lower Racecourse Car Park	<p>Since the last meeting the Clerk had obtained a quotation for CCTV used to submit an Expression of Interest for a SPF grant. Also, costings to install speed bumps, both for Council consideration to deter the anti-social behaviour in the car park. This had escalated since the Clerk had issued the report. <b>See Recommendation 3 below.</b></p>
Picton Centre	<p>Clerk noted the quotation received for a replacement touch panel on the Intruder Alarm system from the current service contractor. <b>See Recommendation 4 below.</b></p>
Old Wool Market	<p>Committee noted status of completion of approved improvements to kitchen, LED replacement lighting on ground floor, painting (2<sup>nd</sup> floor), and fitting of handrail on stairs to first floor. Recommendations from PCC Net Zero Carbon Project Manager to be shared with Council at the appropriate time.</p>
<b>Town Improvement/ Events/Community Engagement</b>  Summer Bunting	<p>Clerk had issued notice for third parties to quote to put up / take down bunting. One quote only received to date. Closing date: 4 April. This and any other quotes received will be brought to the Full Council meeting for approval on 17 April.</p>
Castle Ward Surgery	<p>Cllr R Thomas-Turner noted the event held at Waldo Lounge on 11 March included discussion on the Portfield Fair and reduction in anti-social behaviour in the town (from red to amber score).</p>
Feed The Community – 13 March	<p>Cllr R Thomas-Turner noted another successful event. Sponsorship and additional stakeholders had expressed interest for October 2025.</p>
Wellbeing Plan	<p>Cllr T Moses and the Clerk will develop proposal to bring to Council.</p>
Events	<p>Noted that this was the subject of the extraordinary meeting of Full Council being held on 8 April.</p>
Other matters	<p>Cllr R Thomas (observer) noted the broken Perspex at the bus shelter on Hawthorn Rise. Cllr R Thomas-Turner agreed to send the Clerk a photo.</p> <p>Cllr R Thomas-Turner, noted as a resident of Hawthorn Rise, the speed at which vehicles travelled where there is a 20mph speed limit. He agreed to discuss issue with Cllr R Thomas (ward councillor) with view to bringing to a future agenda.</p> <p>Cllr R Thomas noted the slipway at the riverside below Picton House which was covered in</p>

	vegetation and wondered if this would be a suitable project for the green and clean team.
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<b>Recommendation 1</b>	<b>Cllr T Moses proposed that a letter is sent from Council to congratulate all involved at the Community Garden for winning the National CLAS award. Cllr R Thomas-Turner seconded this. All voted in favour.</b>
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<b>Recommendation 2</b>	<b>Clerk to bring two quotations to replace steps and incorporate a handrail to Full Council for approval. Proposed by Cllr P Lewis. Seconded by Cllr C Black. All voted in favour.</b>
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<b>Recommendation 3</b>	<b>Clerk to seek costings for gate closing mechanism for the car park for Full Council to consider all options and to inform Glenover Park residents of the action being taken meanwhile. Proposed by Cllr R Thomas-Turner and seconded by Cllr B Simister. All voted in favour.</b>
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<b>Recommendation 4</b>	<b>Council to approve quotation to replace Intruder Alarm Panel to include Wi-Fi/App enabled feature to control remotely TOTAL £820 +VAT. Proposed by Cllr P Lewis. Seconded by Cllr C Black. All voted in favour.</b>
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**5. Items for next agenda**

Consideration to be given to progressing items discussed under “Other” heading above.

**6. Date of next meeting**

The next scheduled meeting will be held on Thursday 5 June 2025 – 6pm at the Old Wool Market.

With no further business to consider, the meeting closed at 7.27pm

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## APPENDIX 3

### 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

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

The Chairman welcomed everyone to the meeting.

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

#### 2. 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>
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.

<b>Recommendation</b>	<b>To accept the Accounts to 31 March 2025. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.</b>
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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.

<b>Recommendation</b>	<b>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.</b>
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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.

<b>Recommendation</b>	<b>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.</b>
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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.

<b>Recommendation</b>	<b>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.</b>
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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.

<b>Recommendation</b>	<b>Council to note the current Asset Register. Proposed by Cllr RT and seconded by Cllr DTT. All voted in favour.</b>
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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.

<b>Recommendation</b>	<b>To approve the amendments to the Finance Regulations. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.</b>
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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.

<b>Recommendation</b>	<b>To note details of the Audit Wales Full Audit. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.</b>
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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.

<b>Recommendation</b>	<b>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.</b>
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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.

<b>Recommendation</b>	<b>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.</b>
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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.

<b>Recommendation</b>	<b>To note the annual insurance and trade waste renewals. Proposed by Cllr DTT and seconded by Cllr RT. All voted in favour.</b>
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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

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