



7 June 2025

Dear Member

You are summoned to attend a hybrid meeting of the **Personnel, Policy and Finance (PPF) Committee** to be held at the Old Wool Market on **Thursday 12 June 2025 at 6.00pm** for the transaction of the business set out in the agenda.

Members will be sent a link if they wish to attend remotely. Members of the public may request attendance at the meeting via email at which time a link to join the meeting remotely, should they wish, will be sent to them.

Yours faithfully

Vanessa Lewis Camacho  
Town Clerk and Financial Officer

### Agenda

1. Apologies for absence
2. 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.
3. Updates on the minutes of the PPF meeting held on 10 April 2025 and any PPF Committee-related items discussed, and decisions made by Full Council at its meeting on 17 April 2025.
4. **Finance**
  - 4.1 Review Bank Reconciliation, Income and Expenditure to 31 May 2025
  - 4.2 Review process for payment of Bank Charges on Mayor's Account
  - 4.3 Review Notice of Audit Completion of Accounts for year 2023-24
  - 4.4 Consider funding applications received:
    - 1) Tier 1 - Haverfordwest Children's Festival 2025
    - 2) Tier 2 - Paul Sartori Foundation
  - 4.5 Three-year Service Level Agreement(s) (SLA) with Haverfordwest Racecourse (Public Park) Trust (Upper Racecourse) and Portfield Recreation Committee (Lower Racecourse):
    - 1) Consider report(s) on Year 2 expenditure and confirm Year 3 payments
    - 2) Consider application(s) for renewal of 3-year SLA from financial year 2026-27
  - 4.6 Consider and review:
    - 1) Draft 2024-25 Annual Return including Governance Statement and supporting schedules
    - 2) Internal controls and Financial Risk Assessment
    - 3) Re-appointment of Auditor letter
    - 4) Timetable for final review by PPF Committee, if appropriate, and approval by Full Council
5. **Policy**
  - 1) Consider CCTV policy
6. **Personnel** – Consider staffing matters
7. Item(s) for next agenda. Date of next scheduled meeting – Thursday 10 July 2025 at 6pm