

**Minutes of the hybrid meeting of the Personnel, Policy and Finance (PPF) Committee
held on Thursday 12 June 2025 at 6pm in the Old Wool Market**

Present	Cllr H Lewis Cllr R Thomas Cllr J Hackett Cllr P Lewis Cllr R Thomas Cllr D Thomas-Turner	PPF Committee Chair Chairman of Council / Mayor - Ex-officio PPF Committee Vice Chairman
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In attendance:	V Lewis Camacho E Gear Cllr B Simister Cllr R Thomas Turner Cllr S Thorley Member of the public	Town Clerk Deputy Town Clerk
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The Chair/Vice Chair if Chair given apologies welcomed everyone to the meeting.

1. Apologies for absence –Cllr M Lewis. Absent - Cllr A Brooker.

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 meeting held on 10 April 2025 and recommendations made to Full Council were approved at the Full Council meeting held on 17 April 2025. The Committee noted the following updates:

Tegwyn Jones, Eisteddfod y Garreg Las	Attending Full Council meeting on 19 June
Updated Training Plan	Brought to Full Council and approved at Annual Meeting
Guild of Macebearers Centenary Event	Macebearer confirmed to attend event in July 2025

4. Financial Matters

4.1 Review of Income and Expenditure and Budget Comparison

The Committee reviewed the I&E and Budget Comparison to 31 May 2025 (the Accounts) asked questions and received answers from the Clerk. The Accounts will be provided to the Full Council at its meeting on 19 June 2025 for approval.

Recommendation	To accept the Accounts to 31 May 2025. Proposed by Cllr J Hackett and seconded by Cllr D Thomas-Turner. All voted in favour.
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4.2 Review process for payment of Bank Charge on Mayor's Charity Account

Clerk noted that since monthly charges are now applied on this account, in order not to reduce the value of donations received, a transfer of funds from the Council's main bank account to cover the charges would be necessary. Council's approval of this ongoing procedure was requested.

Recommendation	That the procedure to transfer funds from the Council's main bank account to the Mayor's Charity Account to cover monthly bank charges is approved. Proposed by Cllr P Lewis and seconded by Cllr J Hackett. All voted in favour.
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4.3 Review Notice of Audit Completion of Accounts for the year 2023-24

The Committee noted that the audit for the financial year 2023-24 had been qualified due to the explanation of the variances for debtors and creditors against the prior year figures had not been provided. This was due to an inadvertent omission. No other matters of material concern were raised by the Auditor General.

4.4 Applications for financial assistance

- 1) The Committee considered a Tier 1 Application for £500 as match funding for the Children's Festival in August 2025.

Recommendation	That a grant for £500 is made to the Children's Festival. Proposed by Cllr P Lewis and seconded by Cllr J Hackett. All voted in favour.
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- 2) The Committee considered a Tier 2 Application for £699 from Paul Sartori Foundation towards the purchase of a digital piano bundle for the Paul Sartori Choir.

Recommendation	That a grant for £699 is made to the Paul Sartori Foundation. Proposed by Cllr P Lewis and seconded by Cllr J Hackett. All voted in favour.
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4.5 Three-Year Service Level Agreement(s) with Haverfordwest Race Course (Public Park) Trust (HRPPT) (Upper Racecourse) and Portfield Recreation Committee (Lower Racecourse)

- 1) The HRPPT had submitted an invoice and necessary support under the SLA Agreement to receive the payment of £7,500 for financial year 2025-26 (Year 3), together with their completed application to renew the SLA Agreement for a further three years from 2026-27 with a request for a modest increase to cover increased costs.

Recommendation	That the HRPPT Year 3 SLA Agreement payment (£7,500) and Renewal to include an increase in the annual payment to £8,750 is approved. Proposed by Cllr J Hackett and seconded by Cllr P Lewis. All voted in favour.
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- 2) Noted that the Clerk was liaising with the Portfield Recreation Committee Administration in respect of their Year 3 payment and SLA renewal submission to bring to the Committee at a later date.

4.6 1) Draft 2045-25 Annual Return including Governance Statement and Supporting Schedules

The Committee reviewed the draft return including the governance statement. The Clerk also discussed the content of the supporting schedules required as part of this year's audit. Noted that as part of the governance review the Clerk recommended that consideration in the current year would be given to establishing a Planning Committee, a form of delegation to the Clerk, the development of a formal Business Plan (rather than rely on action plans) and the Clerk, working with a designated member of Council, work through The Finance and Governance Toolkit for Community & Town Council. This would support further improvements as well as identify any other gaps in the Council's governance procedures going forward. While much progress has been made in the last 12 months there are still some areas in which the Council could perform better.

Recommendation	That the proposed arrangements to further improve Council governance processes in the current year are approved. Proposed by Cllr J Hackett and seconded by Cllr P Lewis. All voted in favour.
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2) Internal Controls and Financial Risk Assessment

The Committee reviewed the updated Finance and other Risk Assessment document. In addition to the above, the Clerk proposed a new post payment verification process which it was being proposed is implemented with immediate effect. This involved a control and review of monthly payments by any one of the PPF Chair, Vice-Chair and Chair of Council involving sampling five payments from the payment approval list against the bank statement and five from the bank statement checked with the approved list. This would provide an alternative to requiring a councillor to authorise every payment (circa 70 per month) using the online banking system. To date there has been sufficient separation of duties between the Clerks and a part-time accounts admin staff to provide assurance that payments have been made correctly.

Recommendation	That the Finance and Other Risk Assessment document is approved and that the proposed post payment verification process is also approved for immediate implementation. Proposed by Cllr J Hackett and seconded by Cllr D Thomas-Turner. All voted in favour.
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3) Re-Appointment of Internal Auditor letter

Recommendation	That the Internal Auditor appointment letter for the financial year ended 31 March 2025 is approved. Proposed by Cllr P Lewis and seconded by Cllr J Hackett. All voted in favour.
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4) Meeting arrangements for approval of Annual Return

Due to a significant number of Council members not attending the Full Council meeting on 19 June the Chair of Council intended to call an Extraordinary Meeting to be held on Thursday 26 June at 6pm at Old Wool Market. This meeting would also include the statutory finance business agreed would be deferred at the Annual Meeting on 15 June 2025 so as to align with the internal audit and approval of the Annual Return for 2024-25.

5. Review of policies and procedures

The Committee reviewed the CCTV Policy and supporting Data Protection Impact Assessment (DPIA) and Surveillance Camera Commissioner (SCC) assessment form related to the installation of CCTV and Automatic Number Plate Recognition (ANPR) cameras at the Sports Pavilion.

Recommendation	That the CCTV Policy is approved. Proposed by Cllr P Lewis and seconded by Cllr J Hackett.
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6. Staffing Matters

Noted that a meeting of the Staffing Sub-Committee would be held on Monday 16 June 2025 at the Council's offices at 5 p.m.

7. Items for next agenda

None.

8. Date of next meeting

10 July 2025, 6pm at Old Wool Market

With no further business to consider, the meeting closed at 7.28pm