

MINUTES OF THE ANNUAL MEETING OF FULL COUNCIL
held on 15 May 2025 at 6pm in the Old Wool Market and via video conference

Present	Cllr M Lewis Cllr R Thomas Cllr C Black (from 6.15pm) J Hackett Cllr K Manikonda Cllr P Lewis Cllr S Pearce Cllr D Thomas-Turner Cllr R Thomas-Turner Cllr S Thorley	Chairman/Mayor Vice Chairman / Deputy Mayor
In attendance	Rev Heather Cale V Lewis Camacho E Gear	Town Clerk/RFO Deputy Town Clerk
Other	Member of the Public	

The Chairman invited Rev Heather Cale to precede the meeting with a prayer.

2738 Apologies

Apologies received from Councillor(s) J Brady, H Lewis and T Moses. Absent: Cllr A Brooker.

2739 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
No declarations			

2740 Election of the Town Mayor and Chairman of Council

Resolved

Cllr. R Thomas was elected Mayor and Admiral of the Port of Haverfordwest and Chairman of Council for the 2025-26 council year, subject to signing his declaration of acceptance and taking the oaths of office.

Proposed: Cllr P Lewis. Seconded: Cllr M Lewis. All in favour.

Cllr. R Thomas to sign the declaration of acceptance of office and take the oaths of office at the formal Mayoral Ceremony on 22 May 2025 and, in any event, no later than the first full council meeting after his election.

Cllr. R Thomas to confirm the appointment of Mrs Shirley Thomas as Mayoress on signing his declaration of office.

Cllr M Lewis proceeded to chair the meeting as Chairman of the Council.

2741 Election of the Deputy Mayor and Vice Chairman of Council

Resolved

Cllr R Thomas-Turner was elected Deputy Mayor and Vice Chairman of Council for the 2025-26 council year, with effect from the formal Mayoral

Ceremony on 22 May 2025 and, in any event, no later than the first full council meeting after his election.

Proposed: Cllr D Thomas-Turner. Seconded: Cllr K Manikonda. All in favour.

Cllr R Thomas-Turner to confirm the appointment of Mrs Kay Thomas as Deputy Mayoress/Consort on 22 May 2025.

2742 Election of the Sheriff

Resolved

Cllr D Thomas-Turner was elected Sheriff for the 2025-26 council year with effect from the formal Mayoral Ceremony on 22 May 2025 and, in any event, no later than the first full council meeting after her election.

Proposed: Cllr R Thomas-Turner. Seconded: Cllr M Lewis. All in favour.

Cllr D Thomas-Turner to confirm the appointment of Mr Paul Thomas as the Sheriff's Consort on 22 May 2025.

2743 Minutes of previous meetings:

1) Full Council meeting held on 17 April 2025

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

Proposed: Cllr R Thomas-Turner. Seconded: Cllr B Simister. All in favour.

2) Emergency Committee of Full Council meeting held on 30 April 2025

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

Proposed: Cllr B Simister. Seconded: Cllr R Thomas. All in favour.

2744 Governance

Resolved: to adopt the following for 2025-26 council year:

a) Code of Conduct

Proposed: Cllr R Thomas Turner

Seconded: Cllr P Lewis. All in favour.

b) Standing Orders

Proposed: Cllr J Hackett

Seconded: Cllr D Thomas-Turner. All in favour.

c) Financial Regulations

Proposed: Cllr R Thomas

Seconded: Cllr J Hackett. All in favour.

d) Terms of Reference for Committees, Sub-Committees and all Working Groups

Proposed: Cllr B Simister

Seconded: R Thomas Turner. All in favour.

e) Allowances and Expenses Policy 2025-2026

Proposed: Cllr R Thomas Turner

Seconded: Cllr B Simister. All in favour.

f) Council's Training Plan

Proposed: Cllr R Thomas

Seconded: Cllr P Lewis. All in favour.

g) Council's and Staff Subscriptions to Outside Bodies

Proposed: Cllr P Lewis.

Seconded: Cllr J Hackett. All in favour.

2745 Review List of Council Policies and approve timetable for completion of remaining policy reviews

Council reviewed the updated list of policies noting those which were subject to review.

Resolved

Review of policies to be completed within a six month timetable.

**Proposed: Cllr P Lewis. Seconded: Cllr B Simister
All in favour.**

2746 Other statutory business to be deferred until the next Full Council Meeting

Resolved

To defer the following statutory business to 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:

- (1) Confirm appointment of internal auditor
- (2) Review and adopt Annual Report
- (3) Review of expenditure incurred under S137 of the Local Government Act 1972
- (4) Review of Asset Register
- (5) Review of Internal Controls and Financial Risks Assessment, including review of delegation arrangements to committees, sub-Committees, staff and other local authorities
- (6) Review and confirm insurance arrangements
- (7) Review and confirm banking arrangements and authorised signatories for 2025-26
- (8) Review and confirm list of direct debits for 2025-26
- (9) Review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses

Proposed: Cllr P Lewis. Seconded: Cllr D Thomas-Turner. All in favour.

2747 Fix the dates of Council and Committee meetings for the 2025-2026 council year

Resolved

Dates of the Council and Committee meetings for the 2025-26 council year are adopted.

**Proposed: Cllr B Simister. Seconded:
Cllr D Thomas-Turner. All in favour.**

2748 Appointment of Councillors to Standing Committees, Sub-Committees, Working Groups and Outside Bodies

a) Appointment to Committees, Sub-Committees and Working Groups of Council

Standing Committees	
Management Estates and Strategy (MES) Committee	Mayor (ex-officio) Cllr C Black Cllr K Manikonda Cllr T Moses Cllr S Pearce Cllr B Simister (Chair) Cllr R Thomas-Turner (Vice-Chair) Cllr S Thorley
Personnel Policy and Finance (PPF) Committee	Mayor (ex-officio) Cllr J Brady Cllr A Brooker Cllr J Hackett (Vice-Chair)

	Cllr H Lewis (Chair) Cllr M Lewis Cllr P Lewis Cllr D Thomas-Turner Cllr S Thorley
Emergency Committee	Mayor (Chair) Deputy Mayor Sheriff Chairs of MES and PPF Committees
Sub-Committees	
Staffing	Mayor Deputy Mayor Sheriff Chairs of MES and PPF Committees (Chair)
Christmas Lights	Cllr J Hackett, Cllr R Thomas-Turner, Cllr M Lewis
Civic & Other Events	Mayor, Deputy Mayor, Sheriff plus minimum Four councillors (to be confirmed at first meeting)
Task and Finish Group	
Old Wool Market	Cllr C Black, Cllr H Lewis, Cllr M Lewis, Cllr P Lewis, Cllr B Simister, Cllr R Thomas, Cllr D Thomas-Turner, Cllr R Thomas-Turner.

Resolved

Appointments to Standing Committees, Sub-Committees and Working Groups are accepted and that MES and PPF Committee Chairs and Vice Chairs will be elected at the next meeting of the Committee(s).

Proposed: Cllr J Hackett. Seconded: Cllr D Thomas-Turner. All in favour.

b) Appointment to Outside Bodies

Name of Body	Councillor(s) appointed
Bridge Meadow Trust Haverfordwest (BMTH)	All Councillors act as Sole Trustee of the Trust which meets periodically to approve financial expenditure and actions undertaken by the Sole Trustee in between meetings, and annually to approve accounts and convene AGM
Cleddau Reaches Project Two reps from HTC and Two reps for BMT	Representing HTC: Mayor Cllr Tom Moses Representing BMT: Cllr Tom Moses Cllr Peter Lewis
Youth Projects	Cllr Tom Moses
Flagship Heritage Attraction (FHA) (PCC) Stakeholder Group	Cllr Arthur Brooker Cllr Randell Thomas-Turner Cllr Dani Thomas-Turner
Haverfordwest Business Circle	Cllr Shane Pearce
Haverfordwest Pool Trust	Cllr Bob Simister
Haverfordwest Racecourse (Public Park) Trust	Cllr Roy Thomas – Chairman/Chair Fundraising/ Trustee HRPPT & Member of PRC Cllr P Lewis – Chair of PRC/Trustee HRPPT

HRPPT has 4 representatives from Portfield Recreation Committee (PRC) – 2 Freemen of Haverfordwest and 2 HTC Councillors.	Cllr Bob Simister – PRC & current HTC representative Vacancy (usually Mayor)– current HTC representative
Haverfordwest Skatepark Association	Cllr Tom Moses
One Voice Wales Pembrokeshire Area Committee	Mayor (1st Rep) Cllr Tom Moses (2nd Rep – no voting right except when 1st rep is not in attendance). Clerk attends meetings
Pembrokeshire County Council Working Better Together seminars	All Councillors and Town Clerk invited to attend Clerk attends seminars
Portfield Recreation Committee (PRC)	Representatives: 5 HTC Councillors (below) & 5 Freemen of Haverfordwest: Mayor – Cllr Martin Lewis (current) Cllr Peter Lewis (Chair)* Cllr Bob Simister* Cllr Arthur Brooker* Cllr Roy Thomas (existing representative) Cllr Scott Thorley
Sir John Perrot Trust	5 HTC Councillors, plus the Mayor: Mayor– Cllr Martin Lewis (current) * Cllr Kishore Manikonda Cllr Bob Simister Cllr Roy Thomas (Vice Chair) Cllr Peter Lewis *Cllr M Lewis to remain on change of Mayor
Town Regeneration/Action Forum	Open to all Councillors to attend to contribute to initiatives which will benefit the town. Clerk attends.
Twinning Association	Cllr Roy Thomas – Chair/Treasurer Cllr John Hackett Cllr Helen Lewis Cllr Martin Lewis Cllr Danielle Thomas-Turner
William Vawer Trust Arrangements per John Perrot Trust	5 HTC Councillors, plus the Mayor: Mayor of the day – Cllr Martin Lewis (current) * Cllr Roy Thomas (Vice Chair) Cllr Peter Lewis Cllr Kishore Manikonda Cllr Bob Simister *Cllr M Lewis to remain on change of Mayor
Governor – Waldow Williams School	Cllr Roy Thomas

Resolved

Appointments to Outside Bodies are accepted

**Proposed: Cllr P Lewis. Seconded:
Cllr J Hackett. All in favour.**

2749 Approval of Nominations for Award of Merit and Young Laurels Award to be presented at Mayor Making Ceremony on 22 May 2025

Two applications for each of the two awards, with all applicants demonstrating strong merit and being worthy of recognition.

Resolved

Awards of Merit to be presented to Charles W D Davies and Brian Hearne in recognition of their outstanding individual contributions to their communities and the town of Haverfordwest over many years.

Proposed: Cllr M Lewis. Seconded: Cllr D Thomas-Turner. All in favour.

Resolved

**Young Laurels Award to be presented to:
(1) Tom Bridger, Ceri Jenkins, Jack John, Callum McDonald, Jersie Moodie, Pippie Moodie, and Kathryn Shepherd (Haverfordwest Parkrun);**

(2) Paige Scott and Anwen Evans (Havergardd)

for their exceptional achievements as young members of the community.

Proposed: Cllr P Lewis. Seconded: Cllr D Thomas-Turner. All in favour.

2750 Appointments to be confirmed at the Mayor Making Ceremony on 22 May 2025

Resolved

a) Reverend Heather Cale as the incoming Mayor's Chaplain

b) Cdt Sgt A Rudder as the incoming Mayor's Cadet

**c) Miss M Squelch as Sergeant at Mace.
Proposed: Cllr P Lewis. Seconded: Cllr J Hackett. All in favour.**

**d) Mr P Wheeler as Sergeant at Arms
Proposed: Cllr R Thomas-Turner.
Seconded: Cllr R Thomas. All in favour.**

With no further business to consider, the meeting ended at 6.26pm

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date