

MINUTES OF A MEETING OF FULL COUNCIL
held on 19 June 2025 at 6pm in the Old Wool Market and via video conference

Present

Cllr R Thomas	Chairman/Mayor
Cllr R Thomas-Turner	Vice Chairman / Deputy Mayor
Cllr C Black	
Cllr J Hackett	
Cllr K Manikonda	
Cllr S Pearce	
Cllr B Simister	
Cllr D Thomas-Turner	
Cllr S Thorley	

In attendance

V Lewis Camacho	Town Clerk/RFO
E Gear	Deputy Town Clerk
D Lawrence	Facilities Manager
T Jones – 2026 Eisteddfod, Vice Chair/Strategy (Agenda Item 4 only)	

County Councillors Cllr(s) D Bryan, T Evans, A Wills

2751 The Chairman welcomed everyone to the meeting.

2752 **Apologies** – Cllr(s) H Lewis, M Lewis, P Lewis and T Moses. **Absent** – Cllr A Brooker.

2753 **Declarations of Interest from Members**

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
9 (Minute 2760)	Cllr R Thomas	Personal	Represents HTC on Haverfordwest Racecourse (Public Park) Trust

2754 **Questions from Members of the Public**
None.

2755 **Eisteddfod Y Garreg Las – 1 to 8 August 2026 - Llantood**

Mr Tegryn Jones introduced the 2026 Eisteddfod to be held in Pembrokeshire. It has been almost a quarter of a century since the Eisteddfod came to the County. 2026 is also an important year as it will be 850 years since the first Eisteddfod was held in Cardigan Castle in 1176. Mr Jones explained that the catchment area for the event also included Ceredigion and Carmarthenshire. He noted that the fundraising target across the entire area was £400k, with the local target set at £40k. He stressed however that it was not all about fundraising. The intention is to encourage attendance, as there will be activities across dance, literature, the arts, and competitions to suit everyone and across all ages – it is not just a festival for Welsh language speakers. The scope of the local area extends to the 11 school catchment zones. Committees have been established, including one in Haverfordwest, to promote / raise awareness of the Eisteddfod and to raise funds by putting on a variety of events over the next twelve months. An Autumn 2025 “taster festival” is scheduled to take place in Haverfordwest (date to be confirmed).

During questions from members of Council, Cllr S Pearce asked whether transportation would be available to take people from the town to the festival as North Pembrokeshire (Llantood) is a long way for people to travel to especially if they did not have their own transport. Cllr R Thomas asked how and at what level of funding town councils would be expected to contribute towards the Eisteddfod. In response Mr Jones agreed to raise the matter of transportation with the Eisteddfod Committee and agreed to liaise with the Town Clerk in terms of the Town Council’s policy on grant funding to begin to look at how the Town Council can support the event, alongside potentially supporting fundraising activities through Cllr R Thomas’ and the Clerk’s involvement with the Haverfordwest Eisteddfod Committee, which is meeting monthly. The Chairman thanked Mr Jones for his presentation before he left the meeting at 6.30pm.

2756 Minutes of previous meeting(s):

1) Annual Meeting of Full Council held on 15 May 2025

The Annual Meeting had approved the minutes of the Full Council Meeting held on 17 April and Emergency Committee Meeting held on 30 April 2025. The minutes of the Annual Meeting had not been included in the pack and so were deferred until the next Full Council Meeting.

2757 Mayor's correspondence and updates

The Mayor noted that he had attended several events since becoming Mayor on 22 May 2025, which he would update on at the next meeting. He referred to correspondence received from Liz Griffiths, on behalf of the Youth Learning Exchange Programme between Haverfordwest and Oberkirch, which addressed concerns he had raised at the last Full Council meeting about the delayed journey home by the young people visiting from Oberkirch in April. He asked the County Councillors present to thank Ms Griffiths for providing clarity on the points set out in her letter. The Mayor also noted the letter of thanks received from Mr Brian Hearne, a recipient of the Award of Merit which was presented to him at the Mayoral Ceremony on 22 May 2025.

Finally, the Mayor noted that an extraordinary meeting would be held on 26 June 2025 to approve the Annual Return and Financial Statements and the items of statutory business which were deferred at the Annual Meeting in May so as to align with those approvals.

2758 Planning Applications (set out in Appendix 1)

Council reviewed the planning applications and notifications of decisions received since 23 May 2025.

Resolved:

To approve, without objection, the planning applications and to note the decisions set out in Appendix 1 for the Clerk to notify the Planning Authority. Proposed: Cllr Randell Thomas-Turner. Seconded Cllr C Black. All in favour.

2759 Committees

a) Chairman Appointments for the council year 2025-26

Resolved

Cllr B Simister is appointed as Chairman to Management, Estates and Strategy (MES) Committee. Proposed: Cllr Randell Thomas-Turner. Seconded: Cllr C Black. All in favour.

Resolved

Cllr J Hackett is appointed as Chairman to Personnel, Policy and Finance (PPF) Committee. Proposed: Cllr Dani Thomas-Turner. Seconded: Cllr B Simister. All in favour.

b) Minutes

Resolved:

To accept the minutes and recommendations of the MES Committee meeting held on 5 June 2025 (attached hereto as Appendix 2). Proposed Cllr R Thomas-Turner. Seconded: Cllr C Black. All in favour.

Resolved:

To accept the minutes and recommendations of the PPF Committee meeting held on 12 June 2025 (attached hereto as Appendix 3). Proposed by Cllr D Thomas-Turner. Seconded by Cllr J Hackett. All in favour.

c) Events Update

While the Civic & Other Events Committee had not met, Council noted the update provided by the Clerk on the arrangements for the Beating of the Bounds on 12 July 2025 and the Carnival on 16 August 2025. A further carnival update from Pure West Radio would be provided to Full Council as soon as this can be arranged.

2760 Finance matters

a) Accounts and Expenditure for Payment Approvals

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

b) Expenditure for payment. including payments made during May 2025:

The business-as-usual payments list for May expenditure is circulated to members of Council when the Council does not meet, with a request for any questions to be returned to the Clerk by a set day before payments are made. The expenditure for May totalled £33,488.77. The payments list for June, included in the meeting pack, showed expenditure which totalled £30,323.63.

Resolved:

1) To approve the Accounts to 31 May 2025.

2) To approve expenditure circulated to members of council and paid in May, totalling £33,488.77, including VAT.

3) To approve expenditure for payment in June totalling £30,323.63, including VAT.

Proposed: Cllr R Thomas-Turner. Seconded: Cllr John Hackett. All in favour.

c) Contribution payments to Haverfordwest Racecourse (Public Park) Trust

On 12 May 2025 a request from the Treasurer of HRPPT had requested that the payments previously approved by the Town Council (£7,500) and by the Bridge Meadow Haverfordwest Trust (BMHT) (£3,000) by way of match funding contribution towards the new storage shed on the Upper Racecourse be remitted, following completion of the works. Authorisation of Council was now sought to make the payments to HRPPT.

Resolved:

To approve the payments to HRPPT from the Town Council (£7,500) and from BMHT (£3,000).

Proposed: Cllr J Hackett. Seconded: Cllr D Thomas-Turner. All in favour except Cllr R Thomas who declared an interest.

d) SPF Funding Allocation for Community Event

The Clerk referred to correspondence dated 23 May 2025 from the SPF Communities Co-ordinator notifying that £3,000 had been allocated to the Town Council to support an event or programme already identified / planned under a number of headings to include a local event or activity. One of the conditions stipulated was that expenditure must be completed by 31st October 2025. The Clerk recommended that allocation is applied to the Inflatable Family Fun Day planned for Sunday 3 August 2025.

Resolved:

To apply the SPF Community Funding allocation of £3,000 to the Inflatable Family Fun Day planned on 3 August 2025.

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

2761 Outside Bodies – Appointments and updates

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

Cleddau Reaches Project	The Clerk attend the recent call and provided an update on the completed Saltings steps. An update on the potential for community benefit pending from local contractors was also noted.
Flagship Heritage Attraction (FHA) (PCC) Stakeholder Group	Cllr R Thomas-Turner expressed disappointment with the RIBA 1 design presentation with The Creative Core on 28th May held via a Teams call where comments were permitted by chat only. He felt that the consultants' understanding of the culture and heritage of the town and river was lacking. Resolved: Letter from Clerk to be sent to the CIO to relay concerns on RIBA 1 Design Presentation call. Proposed: Cllr R Thomas-Turner. Seconded: Cllr D Thomas-Turner. All in favour.
Haverfordwest Pool Trust	Cllr B Simister noted that 25 funding applications had been considered at the Trust meeting on 16 June, the majority of which were approved.
One Voice Wales Pembrokeshire Area Committee	The Mayor and Clerk attended the meeting/AGM hosted at OWM on 23 June.
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	MES Committee would meet at 4 p.m. on 3 July to allow Councillors/the Clerk to attend the Action Forum meeting at 6 p.m.
Twinning Association	Cllr R Thomas noted the next meeting would be in July. He would also check/clarify if there was a vacancy following Cllr J Owens stepping down from Council.

2762 Town Voice – to consider, raise or respond to any matters on behalf of the town

a) Town Centre Car Parking Proposal (Cllr S Thorley)

Cllr Thorley outlined a pilot proposal for implementation of free parking for up to two hours in the town centre. If supported by the Town Council he wished to discuss the proposal with Pembrokeshire County Council. The objectives of the proposal are intended to encourage shopper footfall by attracting more visitors, support local businesses, gather data on shopper behaviours/preferences, which are subject to assessing the operational impact of the free parking and ensuring financial viability (balancing the economic benefits of increased trade with reduction in parking income). Cllr R Thomas-Turner noted that issues of parking are frequently raised at Castle ward surgeries. Cllr D Thomas-Turner also noted that clients at Specsavers experience parking issues where their appointments are longer than one hour. Members of the County Council present advised that free parking had previously been explored but had not been advanced with PCC. They recommended Cllr Thorley meet with Marc Owen, PCC Public Realm Manager, as a first step to review the proposal before any of the studies begin.

Resolved

Town Council to support Cllr S Thorley pilot proposal in principle and for Cllr Thorley to meet with the PCC Public Realm Manager in the first instance, inviting them to attend a Full Council

meeting. Proposed: Cllr S Thorley. Seconded: Cllr R Thomas-Turner. All in favour.

b) Anti-Racism Action Plan progress

Cllr R Thomas-Turner provided an update on recent meetings held with other town councillors (8 out of 10 of the town councils had now signed up to the ARAP at a county level. Multi-cultural community events had taken place involving sharing meals and even a recipe book is proposed to include a range of cuisines. During April and May, a meeting had been held with Jane Hutt MS, Cabinet Secretary for Social Justice, who was keen to hear about the progress in Pembrokeshire, and with the CEO of One Voice Wales who has undertaken to secure funding from Welsh Government to develop a OVW training module. Cllr R Thomas-Turner has also been asked to speak at a OVW webinar in September and to present the ARAP to the OVW National Executive Committee in October. During June, Cllr S Thorley has also engaged in discussions with Paul Davis MS and Samuel Kurtz MS on the ARAP. Cllr R Thomas commented on the amount of work being done and invited questions from members of Council before thanking Cllr R Thomas-Turner for the progress update.

2763 Clerk's Report (verbal update)

The Clerk noted that Cllr J Brady had resigned from Council on 8 June 2025 creating a new casual vacancy on Council for the Garth Ward. A Notice of Casual Vacancy had been advertised immediately which closes on 27 June. The Clerk noted that there was an application for co-option pending for Prendergast ward which would be brought to Full Council on 17 July and that there was one other co-option vacancy for Priory Ward, following Cllr J Owens resignation from Council on 7 April 2025.

The notice / agenda for the Extraordinary meeting of Full Council on 26 June which the Mayor had referred to would be issued on 20 June 2025.

2764 Picton Centre Occupancy

All voted in favour of exercising the PUBLIC BODIES ADMISSION TO MEETINGS) ACT 1960.

Resolved:

That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted the Press and Public be excluded from the meeting

Members of the public left the meeting at 7.50 pm.

Resolved:

That the Clerk seeks advice from Price & Son solicitors in the absence of any formal communication from the occupant as to future intention in relation to signing a lease or otherwise.

2765 Staffing Matters

The Mayor/Chairman of Council noted that at a meeting of the Staffing Committee held on 16 June 2025 the Chair of the Committee (the then Chair of PPF Committee) reported that the Clerk's appraisal had taken place on 30 April 2025 with a satisfactory outcome, and performance objectives for 2025–26 agreed. The Clerk's contract was also finalised and approved, incorporating relevant adjustments, including salary to reflect the NJC Spinal Column Point 33 at the time of taking up the role in November 2023 up to the present date.

Resolved

To approve the decisions of the Staffing Committee

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

There being no further business the meeting ended at 8.00pm.

Chairman of Council / Mayor **Signed**

Proper Officer / Town Clerk **Signed**

Date

APPENDIX 1

New Applications/Consultations and Other Notifications Received Since 23 May 2025

Ref No: 25/0036/PA	Installation of timber Video Assistant Referee operations room.
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	BRIDGE MEADOW STADIUM, Bridge Meadow Lane, Haverfordwest, Pembrokeshire, SA61 2EX Grid Reference: 195571.78-216456.089 Last Date for Determination: 10 July 2025

Ref No: 25/0175/AD	Advertisement
Link to Planning Portal	Please click here to view application documents.
Ward: PRENDERGAST	21, Bridgend Square, Haverfordwest, Pembrokeshire, SA61 2ND Grid Reference: 195553.368-215950.225 Last Date for Determination: 16 July 2025

Ref No: 25/0152/PA	Alterations to external doorway of western elevation from a double leaf to a single leaf door
Link to Planning Portal	Please click here to view application documents.
Ward: PRIORY	35, Scarrowscant Lane, Haverfordwest, Pembrokeshire, SA61 1EP Grid Reference: 194379.148-214859.958 Last Date for Determination: 9 July 2025

Ref No: 25/0171/AD	Advertisement
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	17, High Street, Haverfordwest, Pembrokeshire, SA61 2BW Grid Reference: 195293.02-215578.254 Last Date for Determination: 23 July 2025

Ref No: 25/0170/PA	Change of use from A1 shop to D2 Assembly and Leisure.
Link to Planning Portal	Please click here to view application documents.
Ward: CASTLE	17, High Street, Haverfordwest, Pembrokeshire, SA61 2BW Grid Reference: 195293.02-215578.254 Last Date for Determination: 23 July 2025

Discharge of Condition Consultation

None

Notification of Planning Decisions

Ref No: 25/0101/PA	Change of use to first floor flat from residential (Class C3) to HMO (Class C4).
Ward: CASTLE	34, High Street, Haverfordwest, Pembrokeshire, SA61 2DA
Grid Reference:	
Notification of Planning Decision	Withdrawn Date decided: 3 June 2025.

Ref No: 25/0036/PA	Construction of new access gate, steps and associated works
Ward: CASTLE	Land at Castle Back, Haverfordwest, SA61 2AA
Grid Reference:	195384.031-215698.64
Notification of Planning Decision	Conditionally approved Date decided: 4 June 2025. Please click here to view the application documents

Ref No: 24/1061/PA	Canopy
Ward: PORTFIELD	Fenton Community Primary School, Jury Lane, Haverfordwest, Pembrokeshire, SA61 1BZ
Grid Reference:	194778.109-215438.76
Notification of Planning Decision	Conditionally approved Date decided: 28 May 2025. Please click here to view the application documents

Ref No: 24/1168/LB	Removal of external roof access tower, installation of solar pv array and internal alterations.
Ward: PORTFIELD	Hafan Cymru, 8, High Street, Haverfordwest, Pembrokeshire, SA61 2DA
Grid Reference:	195246.355-215596.081
Notification of Planning Decision	Conditionally approved Date decided: 10 June 2025. Please click here to view the application documents

APPENDIX 2

Minutes of the hybrid meeting of the Management, Estates and Strategy (MES) Committee held on Thursday 5 June 2025 at 6pm in the Old Wool Market

Present	Cllr C Black	(in the Chair)
	Cllr P Lewis	
	Cllr K Manikonda (joined 6.54pm)	
	Cllr S Pearce	
	Cllr T Moses (left 7.30pm)	
	Cllr R Thomas-Turner	
	Cllr S Thorley	
In attendance	V Lewis Camacho	Town Clerk
	E Gear	Deputy Town Clerk
	D Lawrence	Facilities Manager
	Cllr P Lewis	
	Cllr D Thomas-Turner	
	Member of the public	

The Chair of Council (Cllr R Thomas) welcomed everyone to the meeting. He noted that in the absence of Cllr B Simister, the current MES Chair, the Committee needed to appoint a Chair to preside over the meeting.

Cllr R Thomas-Turner proposed that Cllr C Black preside over the meeting as Chair. This was seconded by Cllr S Thorley. All voted in favour.

Cllr C Black took the Chair.

1. Apologies for absence received from Cllr B Simister.

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's meeting held on 3 April 2025 and recommendations made to Full Council had been approved at the Full Council meeting held on 17 April 2025.

4. Actions and updates from Clerk's report

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

Havergardd/Community Garden	A Young Laurels Award had been present to two young people at the Mayor Making Ceremony on 22 May.
Priory Saltings	The work had commenced on the steps and railing instal. Images provided. Cadw had requested a walk around the proposed Pubic Right of Way Consultation route. Clerk to notify Council when there was a date for this.
Sports Pavilion / Lower Racecourse Car Park	Instal of CCTV had been completed in May.
Picton Centre	Clerk noted that 2025-26 Rent invoice remained unpaid. Utilities recharged has been invoiced and were expected to be paid. Noted no indication of intentions from PCC. See Recommendation 1 below.

Old Wool Market	Energy consultant indication of saving of c£500 pa on electricity charges. Current arrangements via Crown legacy arrangements through PCC so need to be released from that. See Recommendation 2. Clerk noted relocation of Mayor's Parlour to downstairs which may also be used as a small Committee room in due course. See Recommendation 3.
Bridge Meadow (Maintenance)	PCC are sub-contracted for pest control in particular rats. Discussions to take place with Retail Park landlord about food waste issue. Lower training pitches at HCAFC not being used/maintained. Meanwhile HTC to cut grass area in Club car park. See Recommendation 4.
Haverfordwest Action Forum	Noted next meeting on 3 July 2025 at Haverhub at 6pm. This clashed with MES Committee. See Recommendation 5.
Events Committee Membership	Clerk noted expressions of interest from Cllr S Pearce, C Black, T Moses, and K Manikonda in addition to the Officers.

Recommendation 1	Cllr R Thomas-Turner proposed that the Clerk seek legal advice on recovery of rent for the Picton Centre and to inform next actions. Cllr Thorley seconded this. Majority votes in favour.
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Recommendation 2	Clerks to pursue release from current arrangements and obtain better energy deal through Energy Consultant. Proposed by Cllr R Thomas-Thomas. Seconded by Cllr S Thorley. All voted in favour.
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Recommendation 3	Former Mayor's Parlour upstairs at OWM to be occupied as the Clerk's office. Proposed by Cllr R Thomas-Turner and seconded by Cllr S Thorley. All voted in favour.
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Recommendation 4	Proposal by Clerk and D Lawrence to be brought to Bridge Meadow Trust on lower training pitch maintenance. Proposed by Cllr R Thomas-Turner. Seconded by Cllr T Moses. All voted in favour.
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Recommendation 5	Time of MES Committee meeting to be at the earlier time of 4pm. Proposed by Cllr R Thomas-Turner. Seconded by Cllr S Thorley. All voted in favour.
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5. Items for next agenda

None.

6. Date of next meeting

The next scheduled meeting will be held on Thursday 3 July 2025 – 4pm (subject to approval of Recommendation 5 above) at the Old Wool Market.

With no further business to consider, the meeting closed at 7.37pm

APPENDIX 3

APPENDIX 3

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
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

The Chair/Vice Chair if Chair given apologies welcomed everyone to the meeting.

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

2. Declarations of interest from Members

Agenda Item	Member	Interest	Nature of interest
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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7. 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.

8. Items for next agenda

None.

9. Date of next meeting

10 July 2025, 6pm at Old Wool Market

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