

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

**Present**

Cllr J Hackett	PPF Committee Chair
Cllr R Thomas	Chairman of Council / Mayor - Ex-officio
Cllr M Lewis	
Cllr P Lewis	
Cllr D Thomas-Turner	

**In attendance:**

V Lewis Camacho	Town Clerk
E Gear	Deputy Town Clerk
Cllr B Simister	
Cllr R Thomas-Turner	
Member of the public	

The Chairman welcomed everyone to the meeting.

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

**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. Appointment of Vice-Chairman**

Cllr P Lewis proposed and Cllr John Hackett seconded the appointment of Cllr M Lewis as Vice-Chairman of the Committee. All in favour.

**4. Matters arising from the minutes of the last meeting**

The minutes of the Committee meeting held on 12 June 2025 and recommendations made to Full Council were approved at the Full Council meeting held on 19 June 2025.

**5. Financial Matters**

**5.1 Review of Bank Reconciliation, Income and Expenditure and Budget Comparison**

The Committee reviewed the Bank Reconciliation, I&E and Budget Comparison to 30 June 2025 (the Accounts) and had the opportunity to ask questions for response by the Clerks.

Cllr P Lewis noted an inconsistency in the budgeted expenditure figure in the YTD summary of I&E showing £56,000 under OWM Insurance (Code 165) which the Deputy Clerk confirmed should have been the OWM Maintenance (Code 166) line immediately below it, which would be corrected.

The Accounts will be provided to the Full Council at its meeting on 17 July 2025 for approval.

<b>Recommendation</b>	<b>To accept the Accounts to 30 June 2025. Proposed by Cllr M Lewis. Seconded by Cllr D Thomas-Turner. All in favour.</b>
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**5.2 Applications for financial assistance**

1) The Committee considered a Tier 1 Application for £457.20 in support of skip hire received from the Haverfordwest Allotments and Cottage Gardens Association (HACGA).

<b>Recommendation</b>	<b>That a grant for £457.20 is made to the HACGA. Proposed: Cllr M Lewis. Seconded: Cllr D Thomas-Turner. All in favour.</b>
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- 2) The Committee considered a Tier 2 Application for £2,600 from Pembrokeshire People First (PPF) towards the purchase of equipment to support ongoing work with individuals with learning disabilities and/or autism in Haverfordwest.

<b>Recommendation</b>	<b>That a grant for £1,500 is made to PPF. Proposed by Cllr P Lewis and seconded by Cllr D Thomas-Turner. All in favour.</b>
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- 5.3 The Committee considered a Tier 2 Application for £5,000 from SNAP Specialist Play for purchase of a van transport equipment for mobile pop up play workshops in the community, providing greater benefit to more rural areas where transport is a barrier.

<b>Recommendation</b>	<b>That a grant for £4,110 (being 50% of the total project cost of £8,229 which would cover insurance, maintenance, tax/MOT costs for 1 year) is made to SNAP Specialist Play. Proposed by Cllr M Lewis. Seconded by Cllr D Thomas-Turner. All in favour.</b>
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6. **Policy**  
No items for consideration.

7. **Staffing Matters**

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**

The Member of the public and Deputy Clerk left the meeting at 6.35 pm.

1) **Sergeant at Mace Vacancy**

The Staffing Sub-Committee had met immediately before the meeting to receive feedback and recommendation from a sub-set of its members to offer the position to the candidate they had interviewed on Tuesday 10 July to fill the vacancy of Mace Bearer.

<b>Recommendation</b>	<b>To offer the position of Sergeant at Mace to the candidate interviewed on 10 July. Proposed: Cllr M Lewis. Seconded: Cllr D Thomas-Turner. All in favour.</b>
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2) **Deputy Clerk Appraisal**

The Clerk confirmed that following a satisfactory appraisal on Wednesday, 11 July at which targets for 2025-26 were set, the Clerk had recommended that the Deputy Clerk's salary move up one NJC Spinal Column Point with effect from 1 April 2025.

<b>Recommendation</b>	<b>That the Deputy Clerk's salary be increased the equivalent of one NJC Spinal Column Point increase with effect from 1 April 2025 is approved. Proposed: Cllr D Thomas-Turner. Seconded: Cllr M Lewis. All in favour.</b>
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8. **Items for next agenda**  
None.

9. **Date of next meeting**  
Thursday 11 September 2025, 6pm at Old Wool Market

With no further business to consider, the meeting closed at 6.45pm