



Terms of Reference for Committees, Sub-Committees and Task and Finish Groups

Management, Estates and Strategy Committee

Purpose of Management, Estates and Strategy committee:

This committee is appointed to make recommendations and decisions about the general administration and management of property and estates.

Terms of Reference

1. The committee will comprise of up to eight members and the Mayor/Chairman as ex-officio. Members can only be appointed to one committee.
2. The quorum of the committee will be set out in Standing Orders. Currently no less than three members.
3. The committee chairman will be appointed as set out in Standing Orders.
4. The committee vice-chairman will be appointed by the committee.
5. Establish and keep under review the administration and management of all property which includes:
 - Christmas Lights;
 - Civic Events;
 - Council website and social media page;
 - Town Events;
 - Town Improvements
6. Establish and keep under review the management of council land and property which includes:
 - Lower Prendergast Cemetery (runs alongside St David's Church, Prendergast);
 - Picton Centre;
 - Priory Saltings;
 - Sports Pavilion;
 - St Martin's Cemetery;
 - Old Wool Market;
 - Upper Prendergast Cemetery;
 - Upper and Lower Racecourses
7. Strategically forward plan by providing action plans to be agreed by council on setting of the annual budget.
8. Have delegated power to approve spending within allocated budget, as specified in detailed action plans. Aspirational action plans must have all spending approved by Council.

Personnel, Policy and Finance Committee

Purpose of Personnel, Policy and Finance Committee:

This committee is appointed to make recommendations and decisions about all matters relating to the personnel, policies and finances of the Council.

Terms of Reference

1. The committee will comprise of up to eight members and the Mayor/Chairman as ex-officio. Members can only be appointed to one committee.
2. The quorum of the committee will be set out in Standing Orders. Currently no less than three members.

3. The committee chairman will be appointed as set out in Standing Orders.
4. The committee vice-chairman will be appointed by the committee.
5. Establish, keep under review and receive recommendations from the Staffing sub-committee.
6. Draft, implement, review, monitor and revise all Council Policy; to include Welsh Assembly Government consultations.
7. Establish and keep under review all financial matters relating to council business.
8. Management and review of grants, donations and student bursary.

Emergency Committee

Purpose of Emergency Committee:

This committee is appointed to make resolutions in relation to any matter deemed as urgent or an emergency by the Town Clerk and/or the Mayor/Chairman.

Terms of Reference

1. The committee will comprise of the Mayor/Chairman, Deputy Mayor/Vice Chairman, Sheriff, Chairman of the Management, Estates and Strategy Committee and Chairman of the Personnel, Policy and Finance Committee.
2. The quorum of the committee will be three members.
3. The committee chairman will be the Mayor/Chairman, or in their absence a member as agreed by the committee.
4. Have delegated power to consider any emergency or urgent matter referred to them by the Town Clerk and/or Mayor/Chairman.
5. Have delegated power to take decisions on behalf of the council to resolve any emergency or urgent matter with necessary funds.
6. Report to Council at the next available meeting.

Staffing Sub-Committee

Purpose of staffing sub-committee:

This sub-committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the Personnel, Policy and Finance Committee.

Terms of Reference

1. The sub-committee will comprise of the Mayor, Deputy Mayor, Committee Chairs and Sheriff.
2. The Chairman of the Personnel, Policy and Finance Committee will act as chair of the sub-committee.
3. The quorum of the committee will be three members.
4. Establish and keep under review the staffing structure in consultation with the Personnel, Policy and Finance Committee.
5. Draft, implement, review, monitor and revise policies for staff.
6. Establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
7. Oversee the recruitment and appointment of staff.
8. Arrange execution of new employment contracts and changes to contracts.
9. Establish and review performance management (including annual appraisals) and staff training programmes for staff.
10. Oversee any process leading to dismissal of staff (including redundancy).
11. Keep under review staff working conditions, and health and safety matters.
12. Monitor and address regular or sustained staff absence.
13. Make recommendations on staffing related expenditure to the Personnel, Policy and Finance Committee.
14. Consider any appeal against a decision in respect of pay.
15. Consider a grievance or disciplinary matter (and any appeal).
16. Supervise and performance manage the Clerk's work, to administer her leave requests, record and monitor her absences, and handle grievance and disciplinary matters and pay disputes.
17. Report to the Personnel, Policy and Finance Committee as necessary.

Christmas Lights Sub-Committee

Purpose of the Christmas lights sub-committee:

This sub-committee is appointed to make decisions on the provision, maintenance and installation of Christmas lights.

Terms of Reference

1. The sub-committee will comprise of the Chairman of the Management, Estates and Strategy Committee, three councillors and the Town Clerk and other member(s) of staff as required.
2. The appointed members are: **Cllr C Black and Cllr R Thomas-Turner**
3. The Chairman of the Management, Estates and Strategy Committee will act as the chairman of the sub-committee.
4. The quorum of the committee will be three members.
5. Establish, review and monitor the provision, maintenance and installation of the Christmas lights.
6. Make recommendations to Council on the renewal of the installation and maintenance contract.
7. Have delegated power for the repair of fixtures and lighting within allocated budget.
8. Have delegated power for the purchase and hire/lease of new displays within the approved budget.
9. Report to the Management, Estates and Strategy Committee.

Civic & Other Events Sub-Committee:

The purpose of the sub-committee is to:

- 1) Promote the social and cultural life of Haverfordwest by organising civic and town events and supporting other community events.
- 2) Consider and agree where appropriate, requests from community groups and others for use of the Council's assets in relation to events.
- 3) Make decisions on the arrangements for and management of all Town Council events and to monitor the approved events budget in any financial year.

Terms of Reference

1. The sub-committee will comprise of the Mayor, Deputy Mayor, Sheriff, and minimum of four councillors and the Town Clerk and other member(s) of staff as required.
2. The appointed members are: **Cllrs A Benson-Davies, C Black, K Manikonda and S Thorley**
3. The Mayor/Chairman will act as Chair of the sub-committee, or in their absence another member as agreed by the sub-committee.
4. The quorum of the sub-committee will be three members.
5. To develop and manage events.
6. Work in partnership with others to develop and manage events.
7. Provide sponsorship for events developed and managed by other organisations.
8. Encourage, support, and promote community events in the town.
9. Establish, review and monitor the arrangements for all Town Council events and oversee relationships with other organisation who provide support or partner with HTC in relation to events. Such organisations to be invited to attend regular meetings of the sub-committee.
10. Make recommendations to Council in relation to events.
11. Strategically forward plan by providing an events action plan to be agreed by council on setting of the annual budget.
12. Have delegated power to approve spending within allocated budget, as specified in detailed action plans. Aspirational action plans must have all spending approved by Council.
13. Report to the Management, Estates and Strategy Committee.

Old Wool Market Development Task and Finish Group

Purpose of the group:

This group is to:

- Critically review the initial plan proposals in line with the business need and agree adaptations with the Architect for the initial design.
- Ascertain the estimated project costs and clarify available grant funding.
- Report back to Full Council.

Terms of References

1. The group will comprise of at least five councillors, along with the Town Clerk and other member(s) of staff for support as required.
2. The appointed members are: Cllrs A Benson-Davies, Cllr B Simister, Cllr R Thomas, Cllr D Thomas-Turner, Cllr R Thomas-Turner.
3. The quorum of the committee will be three members.
4. The group will appoint a chair from its appointed members at the start of the meeting.

Picton Centre Refurbishment Task and Finish Group

Purpose of the group:

This group is to:

- Establish requirements to turn Picton Centre into a modern-day community centre
- Arrange structural survey to include essential repairs which will support evidence base for funding needs/decisions
- Prioritise projects which can be completed while property is occupied versus those when tenant has vacated (31 March 2026) with aim to re-open centre in May 2026
- Ascertain the estimated project costs and clarify available grant funding.
- Overseas the projects which form part of the refurbishment
- Report back to Full Council.

Terms of References

1. The group will comprise of at least five councillors, along with the Town Clerk and other member(s) of staff for support as required.
2. The appointed members are: Cllr R Thomas, Cllr A Benson-Davies, Cllr C Black, Cllr P Lewis, Cllr D Thomas-Turner, Cllr R Thomas-Turner, and Cllr S Williams.
3. The quorum of the committee will be three members.
4. The group will appoint a chair from its appointed members at the start of the meeting.

May 2026
Town Clerk