

HAVERFORDWEST TOWN COUNCIL

17 SEATS (11 CURRENT) AS AT 14 MAY 2026

COMMITTEES / SUB-COMMITTEES / TASK & FINISH GROUPS MEMBERSHIP

PERSONNEL, POLICY & FINANCE (PPF)	MANAGEMENT ESTATES & STRATEGY (MES)	EMERGENCY COMMITTEE (EC)
Chair: Cllr S Thorley	Chair: Cllr B Simister	Chair: Mayor/Chair (FC) (or, in absence, a member agreed between the Committee.
Vice Chair: Cllr S Williams	Vice Chair: Cllr C Black	Vice Chair: Cllr R Thomas-Turner
Other Members: The Current Mayor (Ex-Officio) until May Cllr A Breoker Cllr A Benson-Davies Cllr R Thomas Cllr D Thomas-Turner	Other Members: The Current Mayor (Ex-Officio) until May Cllr K Blake Cllr K Manikonda Cllr T Moses Cllr J Odlin Cllr S Pearce Cllr R Thomas-Turner	Other Members: Deputy Mayor/Vice Chair (FC) Sheriff Chairs of MES & PPF Committees
Purpose:	Purpose:	Purpose:
To make decisions about all staffing matters, subject to budget and expenditure limits decided by the Personnel, Policy and Finance Committee	To make recommendations and decisions about the general administration and management of property and estates	To make resolutions in relation to any matter deemed as urgent or an emergency by the Town Clerk and/or the Mayor/Chairman
Delegated Authority:	Delegated Authority:	Delegated Authority:
Power to approve spending within allocated budget, as specified in detailed action plans. Aspirational action plans must have all spending approved by Council	Power to approve spending within allocated budget, as specified in detailed action plans. Aspirational action plans must have all spending approved by Council	1) to consider any emergency or urgent matter referred to them by the Town Clerk and/or Mayor/Chairman.
Other: See Terms of Reference (includes establish, keep under review and receive recommendations from the Staffing sub-committee).	Other: Since October 2025, responsible for Planning (delegation by Full Council).	2) to take decisions on behalf of the council to resolve any emergency or urgent matter with necessary funds
Reporting to:	Reporting to:	Reporting to:

Standing Committee	Standing Committee	Full Council
STAFFING SUB-COMMITTEE	CHRISTMAS LIGHTS SUB-COMMITTEE	CIVIC & OTHER EVENTS SUB-COMMITTEE
Chair: Chair of PPF Committee (or, in absence, a member agreed between the Committee).	Chair: Chair of MES Committee (or, in absence, a member agreed between the Committee).	Chair: Mayor/Chair (FC)
Vice Chair: N/A	Vice Chair: N/A	Vice Chair: Deputy Mayor/Vice Chair (FC)
Other Members:	Other Members:	Other Members:
Mayor/Chair Full Council Deputy Mayor/Vice Chair (FC) Sheriff Chairs of MES & PPF Committees	VACANCY (X 1) Cllr C Black Cllr R Thomas-Turner	Deputy Mayor/Vice Chair (FC) Sheriff plus minimum four councillors: Cllr C Black Cllr K Manikonda Cllr S Thorley
Purpose:	Purpose:	Purpose:
To make decisions about all staffing matters, subject to budget and expenditure limits decided by the Personnel, Policy and Finance Committee.	To make decisions on the provision, maintenance and installation of Christmas lights.	<ol style="list-style-type: none"> 1) Organising civic and town events and supporting other community events. 2) Considering 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 4) Monitor approved budgets
Delegated Authority:	Delegated Authority:	Delegated Authority:
Make recommendations on staffing related expenditure to the Personnel, Policy and Finance Committee	<ol style="list-style-type: none"> 1) The repair of fixtures and lighting within allocated budget 2) The purchase and hire/lease of new displays within the approved budget 	To approve spending within allocated budget, as specified in detailed action plans. Aspirational action plans must have all spending approved by Council
Other:	Other:	Other:
See Standing Orders including regarding confidentiality and safeguarding of personal data	<ol style="list-style-type: none"> 1) Establish, review and monitor the provision, maintenance and installation of the Christmas lights 2) Make recommendations to Council on the 	See Terms of Reference

	renewal of the installation and maintenance contract	
Reporting to:	Reporting to:	Reporting to:
Personnel, Policy and Finance Committee as necessary	Management, Estates and Strategy Committee	Management, Estates and Strategy Committee

THE PERSONNEL, POLICY AND FINANCE COMMITTEE IS RESPONSIBLE FOR:

- a) Staff Matters ([See Staffing Sub-Committee](#))
- b) Council Policy
- c) Financial matters
- d) Grants, donations and bursaries

THE MANAGEMENT, ESTATES AND STRATEGY COMMITTEE IS RESPONSIBLE FOR:

- a) Town Improvements ([See Christmas Lights Sub-Committee](#))
- b) Council website and social media page
- c) Civic and other Events ([See Civic & Other Events Committee](#))
- d) Management of council land and property

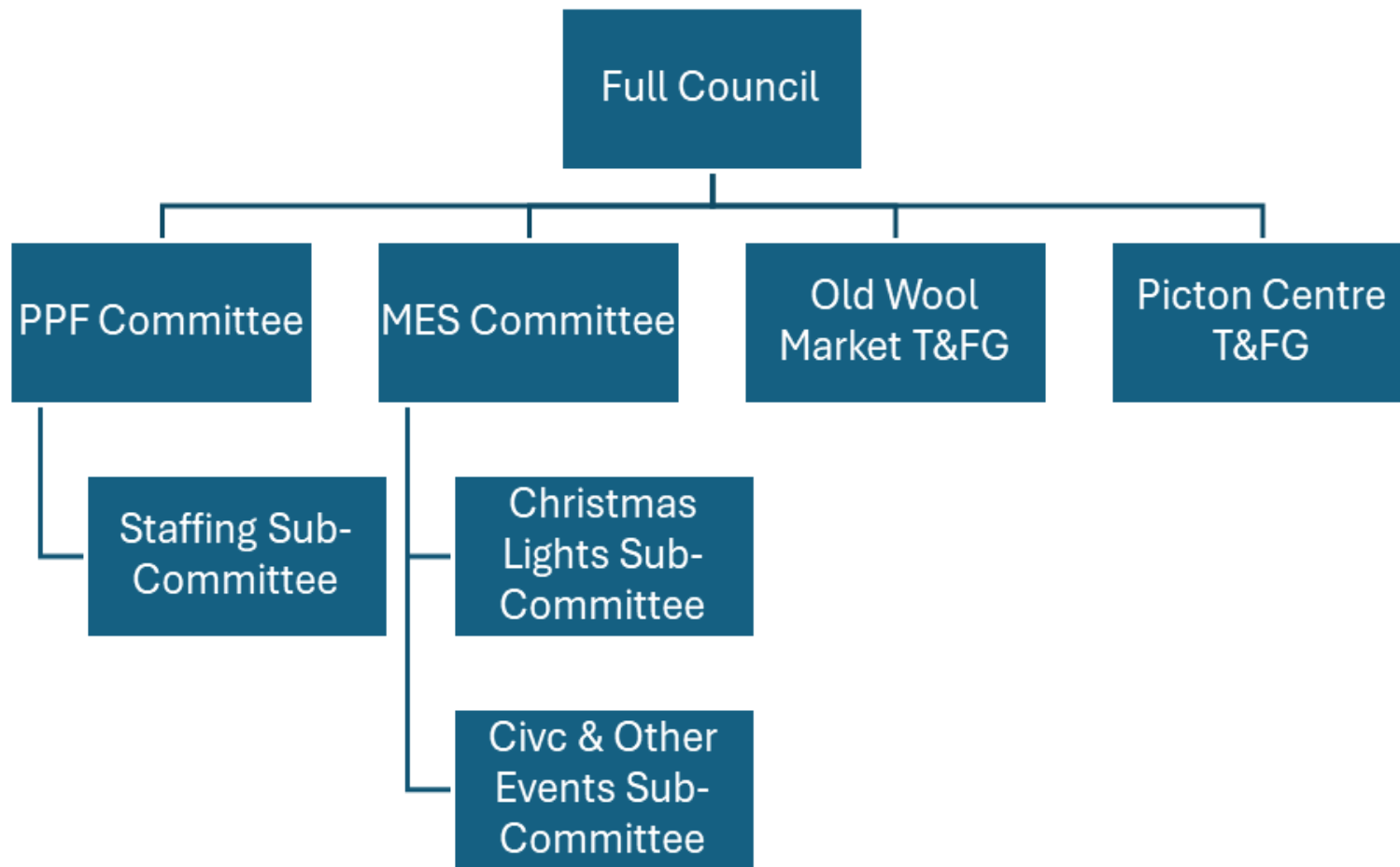
THE EMERGENCY COMMITTEE IS RESPONSIBLE FOR:

- a) Considering any emergency or urgent matter referred to them by the Town Clerk and/or Mayor/Chairman.
- b) Taking decisions on behalf of the council to resolve any emergency or urgent matter with necessary funds
- c) Reporting to Council at next available meeting

WORKING / TASK & FINISH GROUPS (SEE ORGANISATION CHART OVERLEAF AND SEPARATE TERMS OF REFERENCE)

Items highlighted in red throughout for discussion / updating of membership following recent councillor changes and any new councillors as a result, bearing in mind impending officer nominations.

Town Clerk
May 2026



As at May 2026

TASK & FINISH GROUPS – TERMS OF REFERENCE

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 Cllr 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 return 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 (on or before 31 March 2026) with aim to reopen centre on 1 May 2026
- Ascertain the estimated project costs and clarify available grant funding.
- Oversee 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 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