

PERSONNEL POLICY AND FINANCE COMMITTEE – 11 JUNE 2026

AGENDA ITEM 5.4 – FINANCE – ANNUAL REPORT 2026

1. CONSIDERATION OF DRAFT ANNUAL REPORT DESIGN/TEMPLATE FOR CLERK TO WORK ON FOR APPROVAL BY END OF JUNE 2026

Given the size and profile of Haverfordwest Town Council, the report should demonstrate not only financial stewardship but also governance, community impact and future planning.

The outline below is designed to align with the principles of the Governance and Accountability for Local Councils in Wales – A Practitioner's Guide and to provide Audit Wales with a clear narrative linking governance, finances and service delivery.

It is proposed that the Council's Biodiversity Report is prepared separately to the Annual Report, with relevant linkage. Clerk to work with Cllr Tom Moses, HTC Biodiversity Champion on the latter and to bring an update to Council in July.

With a focus on Audit Wales, the most valuable sections are usually **Sections 6–8 (Financial Review, Reserves and Financial Sustainability, and Governance and Internal Control)** because they demonstrate how the Council has exercised stewardship over public funds. A one-page "**Governance Improvements During the Year**" section highlighting actions such as adoption of revised Internal Audit Terms of Reference, review of internal controls, risk management updates and implementation of audit recommendations, as this would demonstrate a culture of continuous improvement rather than mere compliance, which aligns with the progress the council has made in the last two years.

Haverfordwest Town Council

Annual Report 2025/26

Contents

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1. Mayor's Foreword

A brief overview of the year from the Mayor including:

- Significant achievements.
- Challenges encountered.
- Community engagement.
- Thanks to Members, staff, volunteers and partners.

2. About Haverfordwest Town Council

Who We Are

- Role of the Town Council.
- Number of elected Members.
- Number of wards represented.
- Overview of services and responsibilities.

Vision

The Council's purpose and aspirations for the town.

3. Council Structure and Governance

Council Membership

- List of Councillors.
- Wards represented.
- Committee memberships.

Committees

Summary of:

- Full Council.
- Policy & Governance Committee.
- Finance Committee.
- Grants Committee.
- Any Working Groups.

Attendance

Summary attendance records for Councillors.

Standards and Conduct

- Declaration of interests arrangements.
 - Code of Conduct compliance.
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4. Our Priorities and Objectives

Summary of:

- Strategic priorities for the year.
- Key objectives agreed by Council.
- Progress made against objectives.

A simple traffic-light summary may be included.

5. Review of the Year

Community Leadership

Examples of:

- Civic events.
- Community engagement.
- Partnerships.

Projects and Initiatives

Details of:

- Completed projects.
- Ongoing projects.
- New initiatives launched during the year.

Support for the Community

Summary of community activities supported by the Council.

6. Financial Review

Income and Expenditure Summary

Table showing:

Category Budget Actual

Sources of Income

- Precept.
- Grants.
- Rental income.
- Other income.

Expenditure Analysis

High-level explanation of major spending areas.

Financial Performance

Commentary on significant budget variances.

7. Reserves and Financial Sustainability

General Reserve

- Opening balance.
- Closing balance.
- Purpose.

Earmarked Reserves

Table showing:

| Reserve | Purpose | Opening Balance | Movement | Closing Balance |

Financial Planning

Explanation of:

- Medium-term financial planning.
 - Reserve strategy.
 - Investment arrangements.
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8. Governance and Internal Control

Internal Control Framework

Overview of:

- Financial Regulations.
- Standing Orders.
- Risk Management.

Internal Audit

Summary of:

- Internal Auditor appointed.
- Key findings.
- Recommendations.
- Actions taken.

Review of Internal Control

Confirmation that Council undertook its annual review.

External Audit

Summary of any observations made by Audit Wales and actions taken.

9. Community Grants and Support

Grant Funding Awarded

Summary table:

| Organisation | Purpose | Amount |

Outcomes

Examples of community benefits delivered through grant funding.

10. Property, Assets and Civic Responsibilities

Council Assets

Summary of:

- Buildings.
- Public assets.
- Civic regalia.

Asset Management

- Maintenance undertaken.
- Improvements completed.
- Future planned works.

Civic Role

Summary of civic events and ceremonial responsibilities undertaken during the year.

11. Staff and Organisational Development

Staffing Structure

Overview of:

- Town Clerk.
- Administrative staff.
- Other employees.

Training and Development

Summary of training undertaken by:

- Staff.
- Councillors.

Health and Safety

Confirmation of compliance arrangements.

12. Future Priorities

Key priorities for 2026/27 including:

- Major projects.
 - Governance improvements.
 - Community initiatives.
 - Financial priorities.
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13. Contact Information

Haverfordwest Town Council

Address

Telephone

Email

Website

Social Media

14. Appendices

Appendix A – Annual Governance Statement

Appendix B – Accounting Statements

Appendix C – Internal Audit Summary

Appendix D – Councillor Attendance Record

Appendix E – Grants Awarded Schedule

Appendix F – Asset Summary

Appendix G – Reserves Summary

Appendix H – Action Plan Arising from Internal and External Audit

Recommendation

That the Committee considers the proposed outline for the Council's Annual Report and, subject to any amendments it considers appropriate, recommend that the Town Clerk prepare the Council's Annual Report for the year ended 31 March 2026 based on this framework for consideration and approval by Full Council before 30 June 2026.

Vanessa Lewis Camacho
June 2026