

**Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee
held on Wednesday 7 October 2026 at 6.00pm at the Old Wool Market**

Present:

Cllr J Odlin	PPF Committee Chairman
Cllr A Benson-Davies	Deputy Mayor
Cllr D Thomas-Turner	Sheriff
Cllr R Thomas-Turner	Mayor (ex-Officio Member)

In attendance:

V Lewis Camacho	Town Clerk
E Gear	Deputy Town Clerk
Cllr B Simister	

Cllr J Odlin took the Chair and welcomed everyone to the meeting.

1. **Apologies for absence** None. Absent: Cllr S Williams

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 meeting held on 10 September 2026 together with the recommendations to Full Council were approved at the Full Council meeting held on 15 September 2026. The following outstanding matters arising were noted:

Picton Centre – Dishwasher The quote for the commercial dishwasher as a raised machine for the Picton Centre required revisiting as the supplier had not got the brief correct. Additional quotes will be sourced for Council consideration.

Employment Contracts review – the review by the Clerk of new employment contracts and staff appraisals still needed to take place and a subsequent meeting of the Staffing Sub-Committee arranged.

Service Level Agreement with Riverside Shopping Centre and Annual Trader's Licence - Progress on arrangements to facilitate quarterly markets on the Riverside and extend the Council's outdoor market activity.

Junior Council and Junior Sheriff Role – while agreement by Council in principle had taken place to the Sheriff's proposal, the Clerk noted there was some work to do to take this forward particularly the Junior Council proposal. This would need to be progressed in the final quarter of 2026-27 in advance of civic year 2027-28. Meanwhile a quotation had been requested for a robe and regalia for a Junior Sheriff for budget purposes.

4. **Financial Matters**

4.1 **Review of Bank Reconciliation, Income and Expenditure and Budget Comparison (the Accounts)**

The Committee reviewed the Accounts to 30 September 2026 and had the opportunity to ask questions. The Accounts will also be presented to Full Council on 13 October 2026 for approval. **See Recommendation 1.**

Members were asked if it was still preferable for the Income & Expenditure reports to be provided separately. The Deputy Clerk was asked to also provide as one report in November for Council to confirm a preference.

4.2 Funding request – The Edge Youth Centre, Haverfordwest –Tier 1

The Committee agreed to recommend a grant payment of £278.99 to support the development of the Music Room to acquire equipment for the young people to learn to DJ. **See Recommendation 2.**

The Clerk noted that several grant applications had been received incomplete; these would be progressed with the applicants with a view to bringing them to the October Full Council meeting.

4.3 2027-28 Draft Budget

The Committee reviewed the first draft of the budget headings attributable to its activities. As presented to the MES Committee, this included proposed inflationary assumptions for increases to Pay awards/NI/Pensions (4.5%), Utilities/Energy (4.5%), Rates (3.00%), and General Expenses (3.00%) which the Committee considered to be reasonable for use in the preparation of the Council's 2027-28 Budget. **See Recommendation 3.**

Noted that the next draft of the budget to be reviewed by the Committee would be of the overall budget (MES & PPF amalgamated) and it would be asked to consider anticipated expenditure in the existing budget to 31 March 2027, and how these impact earmarked and general reserve(s) for 2027-28.

5. Policy

5.1 Allstar Fuel Card Account

Information was provided on the current use of the card which was not proving economical since the Town Council did not purchase sufficient fuel to enjoy the potential savings of using it. Particularly as the Groundsman now had use of a charge card. The saving to the Council for discontinuing with the fuel card was estimated to be c £132 per annum. **See Recommendation 4.**

6 Personnel

6.1 Town/Mayor Crier Arrangements

The Committee considered whether to formalise the role of Mayor's Crier and introduce a payment arrangement. Members noted that the role had historically been undertaken on an informal voluntary basis, with no formal appointment process or remuneration. Following discussion, the Committee considered whether a Mayor's Crier attending civic events should receive a payment like that paid to the Council's Mace and Sword Bearer. **See Recommendation 5.**

6.2 Training Plan (Staff & Councillors) as at 30 September 2026

It was noted that the Training Plan would be updated and brought to Council for review at the October Full Council meeting.

6.3 Town Council Christmas Opening Hours

The Clerk provided the statutory public holidays over the period and annual leave booked by the Clerk and Deputy Clerks and sought the Committee's agreement to closing the offices on 24th December (Christmas Eve) until Monday 4 January 2027 noting that waste bin collections would take place over the period on a rotational basis as agreed between the groundsmen's annual leave. **See Recommendation 6.**

6.4 Clerk's general update

The Clerk noted that it had been an exceptionally busy period during August and with budget / precept planning underway and with several events requiring to be organised through until December, time would need to be taken by staff to meet and take stock of the status of projects agreed for 2026-27. This would ensure that projects and approved expenditure scheduled for the current financial year are completed wherever practicable. This included initiating tender exercises for works to be completed ie for the Picton Centre, the photocopier lease, and other service and maintenance contracts.

Similarly, the review of staff performance still needs to be undertaken involving the Clerk and the Chair of the PPF Committee in the first instance. The Clerk confirmed that her time would be prioritised to complete this.

The Clerk also requested that a meeting of the members of Council which comprise the Emergency Committee of Full Council be convened the next day, subject to availability, to approve the cost submitted by the Town Council's Christmas Lights installers to install an electronic switching and timer facility prior to the 2026 Christmas Season and to give authority to the Clerk to liaise with the Contractors to establish new / replacement lighting requirements so that these may be ordered in time for installation immediately following Remembrance Service on 8 November. The members present confirmed their availability to convene an Emergency Committee meeting at 12.30 on 8 October 2026. The Clerk will issue a notice and agenda.

6.5 Recommendations to Full Council:

Recommendation 1	To accept the Accounts to 30 September 2026. Proposed: Cllr. D Thomas-Turner. Seconded: A Benson-Davies. All voted in favour.
Recommendation 2	To approve a grant of £278.99 to The Edge Youth Centre to purchase equipment for young people to learn how to DJ. Proposed: Cllr. J Odlin. Seconded: Cllr D Thomas-Turner. All voted in favour
Recommendation 3	To approve the inflationary assumptions for increases to Pay awards/NI/Pensions (4.5%), Utilities/Energy (4.5%), Rates (3.00%), and General Expenses (3.00%) for use in the preparation of the Council's 2027-2028 Budget. Proposed: Cllr D Thomas-Turner. Seconded: Cllr. J Odlin. All voted in favour.
Recommendation 4	To discontinue use of the Allstar Fuel Card account with immediate effect. Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour.
Recommendation 5	THAT: 1. A formal role of Mayor's Crier be established by the Town Council. 2. The Mayor's Crier shall be appointed by the Town Council. 3. The appointment shall normally be linked to the term of office of the Mayor and expire at the Annual Mayor Making Ceremony unless renewed by the Council. 4. The Mayor may recommend an individual for appointment during their term of office. 5. The duties of the Mayor's Crier shall include attendance at civic events as requested by the Mayor or Town Council. 6. The Mayor's Crier shall not be an employee of the Council and any payment approved shall be by way of an attendance allowance or honorarium only. 7. Payment be approved at the same rates as the Council's Mace and Sword Bearer, namely: £50 per event; and £75 for the Annual Mayor Making Ceremony (full day). 8. Funding during the current municipal year be met from the Mayor's Allowance budget.

Recommendation 6	9. Provision for future years be considered as part of the Council's annual budget-setting process. Proposed: Cllr. J Odlin. Seconded: Cllr A Benson-Davies. All voted in favour. That the Town Council offices will close on 24 December (Christmas Eve) until Monday 4 January 2027 with essential waste bin collections continuing on a rotational basis agreed between the groundsmen. Proposed: Cllr. J Odlin. Seconded: Cllr A Benson-Davies. All voted in favour.
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7. Items for next agenda – none noted.

8. Date of next meeting

Thursday 12 November 2026, 6.00pm, Old Wool Market.

The meeting closed at 7.40pm