

**Minutes of the hybrid meeting of the Personnel, Policy, and Finance (PPF) Committee
held on Thursday 10 September 2026 at 6.00pm at the Old Wool Market**

Present: Cllr J Odlin PPF Committee Chairman
Cllr A Benson-Davies Deputy Mayor Elect
Cllr D Thomas-Turner Sheriff

In attendance: V Lewis Camacho Town Clerk
E Gear Deputy Town Clerk

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

1. Apologies for absence – Cllr(s) R Thomas-Turner. 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 9 July 2026 together with the recommendations to Full Council were approved at the Full Council meeting held on 16 July 2026. The following matters arising were noted:

Recommendation 3 -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.

Recommendation 6 – the review by the Clerk of new employment contracts for staff and appraisals still needed to take place and a subsequent meeting of the Staffing Sub-Committee arranged.

4. Financial Matters

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

The Committee reviewed the Accounts to 31 August 2026 and had the opportunity to ask questions. The Accounts will also be presented to Full Council on 17 September 2026 for approval. Noted that duplicate entries relating to income received from multiple day bookings appeared in the reports which the Deputy Clerk would look to switch off for future reports, did not reflect the figures being reported. **See Recommendation 1.**

4.2 Funding request – ASD Family Help – Neurodivergent Adult Social Group – Tier 2

The Committee reviewed the Tier 2 Application and agreed to recommend a grant payment of £2,560 to support the establishment of an adult social group in Haverfordwest over the winter. **See Recommendation 2.**

4.3 Annual Funding Agreement for Quarterly Riverside Market Days – Riverside Shopping Centre Partnership

The Committee reviewed and agreed the proposal for entering into a Service Level Agreement with Riverside Shopping for the delivery of a programme of town centre market days during 2027, supported by Town Council funding. Consideration would be given to supplementing the annual programme with an Autumn market in 2026 during the period of the Portfield Fair (30 September – 3 October 2026). In addition, the Clerk to bring a proposal to Full Council about making application to PCC for an annual trader's licence to enable the Town Council to facilitate extending the quarterly markets or holding additional trade stall events in the town. **See Recommendation 3.**

4.4 Review of 2027-28 Budget Timetable

Approved for recommendation to Full Council. **See Recommendation 4.**

5. Policy

5.1 Review of the Democracy & Boundary Commission Cymru Statement of Payments to Members during 2025-26

The Committee noted the Statement in advance of publication by 30 September 2026. **See Recommendation 5.**

6 Personnel

6.1 Junior Council and Junior Sheriff Role

The Sheriff and Clerk presented a report for the establishment of a Junior Council for young people who attend schools in Haverfordwest; and for a junior sheriff role to support the Sheriff. The Junior Sheriff to also act as Chair of the Junior Council. The report sought the Committee's recommendation to Council on the principle of both initiatives and for detailed arrangements for each proposal to be developed. **See Recommendation 6.**

6.2 One Voice Wales Innovative Practice Conference on 30 September 2026

It was noted that this conference clashed with the Portfield Fair and so attendance would not be possible this year.

6.3 Training Plan (Staff & Councillors)

The Clerk noted that the Training Plan would be updated as at 30 September and brought to Council for review at the next Full Council meeting.

6.4 2026-27 National Salary Award from 1 April 2026

The Committee noted that the National Joint Council (NJC) for Local Government Services had agreed a 3.3% increase in pay rates applicable from 1 April 2026 to 2027. The annual cost of implementing the NJC pay award across the Council's employees is £4,597. The Clerk noted that provision has been made in the 2026-27 budget for NJC increases.

Recommendation 1	To accept the Accounts to 31 August 2026. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All voted in favour.
Recommendation 2	To approve the payment of a grant of £2,560 to ASD Family Help Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour
Recommendation 3	To approve the principle of supporting a programme of market days in partnership with Riverside Shopping Centre (RSC)with funding of up to £4,500 for the 2027 market programme and authorise the Clerk to draw up and enter into a Service Level Agreement with (RSC) and agree final market dates in consultation with the Mayor and Manager of RSC. In addition, the Clerk to bring a proposal to Full Council to apply for an annual trader's licence to facilitate additional trade stall events in the town. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All voted in favour.
Recommendation 4	Council to approve the 2027-28 Budget Timetable. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All in favour.
Recommendation 5	Council to note the Democracy & Boundary Commission Cymru Statement of Payments to Members during 2025-26. Proposed:

Recommendation 6	Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies. All voted in favour. Council to approve in principle the establishment of a Junior Council and to authorise the Clerk to engage with schools within Haverfordwest regarding participation and the practical arrangements; and the establishment of a Junior Sheriff Role to support the Sheriff and to act as Chair of the Junior Council. The Clerk to also be authorised to obtain cost estimates for a Junior Sheriff robe, regalia and annual commemorative medals for future consideration by Council. Proposed: Cllr A Benson-Davies. Seconded: Cllr D Thomas-Turner. All voted in favour.
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7. **Items for next agenda** – none noted.

8. **Date of next meeting**

Wednesday 7 October 2026, 6.00pm, Old Wool Market due to an anticipated lack of quorum on Thursday 8 October 2026. Full Council to approve change of date.

The meeting closed at 7.30pm