

# MILFORD HAVEN TOWN COUNCIL

Minutes of the Milford Haven Town Council  
held at the Torch Theatre, Milford Haven  
on Monday 17<sup>th</sup> April 2023 at 7:00 pm

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## PRESENT

The Mayor (Councillor Miss K. F. Gray)  
The Deputy Mayor (Councillor Mrs C. Stevens)

|                                   |                           |
|-----------------------------------|---------------------------|
| Councillors: D. Abbott            | K. Abbott                 |
| M. T. Allen                       | Mrs N. Beavis-Morrissey   |
| Miss V. Brown                     | E. A. Davies DipSM FJOIFF |
| T. J. Davies                      | W. D. Elliott BA QTS      |
| B. Phillips                       | C. A. Sharp               |
| D. R. Sinnett                     | R. Williams               |
| G. Woodham MBA (Open) LL.B (Hons) |                           |
| M. Woodward                       |                           |

Mrs B. Fitzgerald, Town Clerk  
Miss F. K. Galliford, Town Secretary

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The Mayor, Councillor Miss K. F. Gray, welcomed everyone to the meeting. The Mayor explained the housekeeping rules at the Torch Theatre. The Mayor asked the Councillors to return all outstanding fobs for the Town Hall to either the Clerk or Secretary.

### 325. APOLOGIES:

Apologies for absence were received from Councillors M. Jones (work commitments) and Mrs Y. G. Southwell (family commitments).

### 326. DECLARATIONS OF INTEREST:

Councillor T. J. Davies declared a personal and prejudicial interest in all matters relating to Milford Haven Cemetery as he is employed by a local Funeral Director. Councillor Davies has received dispensation from the Monitoring Officer to speak but not vote on this issue at Meetings.

Councillor M. T. Allen declared a personal and prejudicial interest as Chair of Pembrokeshire Lido Park Society Ltd (PLPS).

### 327. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC:

No questions have been raised.

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## 328. NEWS FROM THE MAYOR:

### Upcoming Events

The Mayor reminded Councillors of upcoming Memorial events: ANZAC Day Service on Sunday 23<sup>rd</sup> April (taking place on Hamilton Terrace) and the Landing Craft 15 & 16/HMS Rosemary Service on Monday 24<sup>th</sup> April (taking place at the Cemetery). If any Councillors are able to attend these events, it would be most welcome.

### Allotment Forum

The Mayor advised that she and the Town Clerk would be attending an allotment forum via the Zoom software next week.

### Paddling Pool Working Group Meeting – Monday 24<sup>th</sup> April 2023 at 6:15 pm

#### Update:

The Mayor updated Members following the Paddling Pool Working Group Meeting, which had taken place prior to the Full Council Meeting.

It had been agreed at the Meeting that the Town Council will work with Mr. J. Walters of Pembrokeshire County Council to progress matters. Councillor B. Phillips will liaise with volunteers to assist with preparation of the pool.

#### Councillor M. T. Allen:

The Mayor then asked Councillor M. T. Allen about recent posts on Social Media for the Lido Group in relation to the paddling pool. Councillor Allen requested further details before responding.

The Mayor made it clear that the paddling pool project was both being led by and funded by Milford Haven Town Council, so it was unfair for members of the public to believe that the project was being funded by anyone else. Councillor Allen stated that there is a big difference between running a project and campaigning for a community benefit. Councillor Allen further stated that he was happy to respond to the Mayor's question if she put it into writing.

After a short discussion about the matter Councillor Allen resigned his position as a Town Councillor with Milford Haven Town Council and left the premises.

## 329. QUESTIONS WITHOUT DEBATE PURSUANT TO STANDING ORDER NO. 6.

No questions have been raised.

## 330. MINUTES OF THE MEETING OF FULL COUNCIL HELD ON 27<sup>TH</sup> MARCH 2023:

**RESOLVED THAT:** the Minutes of the Meeting of the Full Council held on 27<sup>th</sup> March 2023 be received and that they be signed by the Mayor as a true record.

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## 331. TO RECEIVE REPORTS, RECOMMENDATIONS AND RESOLUTIONS FROM THE FOLLOWING COMMITTEE:

### MEETING OF THE PUBLIC EVENTS SUB COMMITTEE HELD ON 27<sup>TH</sup> MARCH 2023

#### Minute No. 305 – Matters Arising – PA System

The Town Clerk is to check that the PA system to be purchased is weatherproof and suitable for outdoor use. It is imperative that the PA system is of good quality as it will be used for several events. It is right that the Council should have their own as a private contractor has previously been hired to supply a PA system at a cost. This will be a one-off cost.

**RESOLVED THAT:** the Town Clerk is to check that the PA system is weatherproof and suitable for outdoor use.

#### Minute No. 304 – Minutes of the Meeting of the Public Events Sub-Committee on 25<sup>th</sup> January 2023 (Minute No. 229 – Christmas 2023 – (a) Crib Service)

The movement of the nativity figurines was raised. This matter will be referred to the Public Events Sub-Committee for further discussion on moving the figurines outside of the manger, which the Town Council also owns.

St Katharine and St. Peter's Church has their own figurines and they run the Service. The Church could use their own figurines.

The Mayor's Chaplain has run this Service but potentially this year the Mayor's Chaplain will not be from St Katharine and St. Peter's Church.

It was suggested that the Milford Haven's Mens Shed be approached to make a cover or shutters so that the figurines can be placed in the manger all year round.

The Town Clerk would have to check with the insurers whether the cover would be impacted because of the figurines being kept in a wooden structure.

#### **RESOLVED THAT:**

- (i) this matter be referred to a future Meeting of the Public Events Sub-Committee;
- (ii) Milford Haven Men's Shed be approached to make a cover or shutters for the manger, so that the figurines can be placed in the manger all year round;
- (iii) the Town Clerk is to check with the Town Council's insurers whether the cover would be impacted because of the figurines being kept in a wooden structure.

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## Minute No. 306 – List of Town Council Events – February to December 2023 (Mayor’s Inauguration)

Councillor T. J. Davies advised that he would regrettably not be available to act as an usher at the Mayor Elect’s Civic Service in July.

**RESOLVED THAT:** this matter be further discussed to ensure that there are ushers available at the Service.

## Minute No. 306 – List of Town Council Events – February to December 2023 (Citizens’ Awards Ceremony 2023 (June 2023))

Councillor C. A. Sharp stated that it was an honour to be chosen as Master of Ceremonies for the Citizens’ Awards Ceremony.

**RESOLVED THAT:** Councillor C. A. Sharp be appointed as the Master of Ceremonies for the Citizens’ Awards Ceremony on Saturday 10<sup>th</sup> June.

## Minute No. 306 – List of Town Council Events – February to December 2023 (Christmas Lights Switch On (December 2023))

The Town Clerk, Mrs B. J. Fitzgerald, advised that the landlord of the Town Hall, Mr. B. Evens, was happy for the balcony to continue to be used for this event.

**RESOLVED THAT:** discussion relating to inviting Mr. Evens to a future Town Council event take place at a future Meeting of the Public Events Sub-Committee.

**FURTHER RESOLVED THAT:** subject to the above, the Minutes of the Meeting of the Public Events Sub-Committee held on 27<sup>th</sup> March 2023 be approved and adopted.

### 332. CEMETERY REPORT: MARCH 2023:

Members considered the Cemetery Report for March 2023.

**RESOLVED THAT:** the Cemetery Report for March 2023 be received.

### 333. ANNUAL REVIEW OF FIDELITY GUARANTEE INSURANCE / FINANCIAL REGULATIONS / STANDING ORDERS:

1. Fidelity Guarantee – accepted. Keep at cost. It is recommended that prior to precept to look at raising the fidelity guarantee.
2. Financial Regulations – accepted.
3. Standing Orders
  - i. 1a to be changed from the Town Hall to the Torch Theatre
  - ii. 1e remove stand and speak

One Voice Wales has informed Clerks that a new Standing Orders document will be released soon. These new Standing Orders will take into account all the changes in legislation that have taken place over the last few years.

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The Standing Orders will be referred to the Standing Orders Sub-Committee. Changes to 1a and 1b are ratified.

## **RESOLVED THAT:**

1. Fidelity Guarantee – accepted.
2. Financial Regulations – accepted.
3. Standing Orders – 1a to be changed, 1e to be removed.  
The Standing Orders will be referred to a future Meeting of the Standing Orders Sub-Committee when the new Model Standing Orders are made available.

## 334. RISK ASSESSMENT:

The Town Clerk was complimented for her diligent work in preparing the Risk Assessment.

The item under Cemetery relating to the stability of the boundary walls is to be changed to high and the likelihood changed to a higher rating due to the condition of the boundary wall.

## **RESOLVED THAT:**

- (i) the item relating to the stability of the boundary walls – which currently reads as “medium” - is to be changed to “high” due to the condition of the boundary wall;
- (ii) subject to the above, the Risk Assessment be approved.

## 335. APPOINTMENT OF INTERNAL AUDITOR:

The Clerk informed Councillors that Mr. I. Eynon has been appointed as Internal Auditor and has already started the audit process.

**RESOLVED THAT:** this information be received.

## 336 REVIEW OF TOWN COUNCIL’S SOCIAL MEDIA AND WEBSITE:

Members considered a Report asking for their thoughts on the Town Council’s social media pages and website.

A Member asked whether any complaints had been received, to which the Town Council Secretary replied that no complaints had been received.

Another Member raised the issue of a younger demographic, and how they would access and digest Council information.

A Member spoke in praise of the Council’s Twitter page, but felt that the Council’s website was looking tired. This sentiment was shared by a further Member.

The Town Council Secretary was thanked for her work maintaining the Council’s social media pages and website.

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## RESOLVED THAT:

- (i) Councillor Miss V. Brown (as the Town Council's Youth Officer) is to ask the town's youth for their thoughts on this matter;
- (ii) the Town Clerk is to contact One Voice Wales for social media guidelines;
- (iii) matters of website improvement and accessibility be comprehensively researched.

## 337. FINANCIAL MATTERS:

### (a) Acknowledgement of Donations

The Mayor read a thank you letter from Milford Haven Museum for the precept grant received of £10,000. The Town Secretary confirmed emails of thanks had also been received from Clarby Warriors and the Paul Sartori Foundation.

### (b) Applications for Financial Assistance

#### i. Ambulance Friends

This application has not met the requirements of the criteria. Application has been declined.

**RESOLVED THAT:** *regret, no donation.*

#### ii. Kids' Out (The Rotary Club of Milford Haven)

**RESOLVED THAT:** *a donation of £500 is to be made in accordance with the Milford Haven Town Council's powers under Section 137 of the Local Government Act 1972. The organisation is to be recommended to apply for a precept grant in the future.*

#### iii. Pembrokeshire Disabled Bowls Club

**RESOLVED THAT:** *a donation of £500 is to be made in accordance with the Milford Haven Town Council's powers under Section 137 of the Local Government Act 1972.*

#### iv. Milford Haven Men's Shed

**RESOLVED THAT:** *a donation of £360 is to be made in accordance with the Milford Haven Town Council's powers under Section 137 of the Local Government Act 1972.*

#### v. Milford Haven Music Festival

**RESOLVED THAT:** *regret, no donation on this occasion.*

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vi. Wales Air Ambulance

**RESOLVED THAT:** *a donation of £200 is to be made in accordance with the Milford Haven Town Council's powers under Section 137 of the Local Government Act 1972.*

338. ELECTION OF MAYOR 2023/2024:

Councillor B. Phillips proposed Councillor Mrs C. Stevens to become Mayor of Milford Haven for the municipal year 2023/2024. The proposal was seconded by Councillor M. Woodward.

**RESOLVED THAT:** Councillor Mrs C. Stevens becomes Mayor of Milford Haven for the municipal year 2023/2024.

339. ELECTION OF DEPUTY MAYOR 2023/2024:

Councillor C. A. Sharp proposed Councillor W. D. Elliott BA QTS to become Deputy Mayor of Milford Haven for the municipal year 2023/2024. The proposal was seconded by Councillor E. A. Davies DipSM FJOIFF.

**RESOLVED THAT:** Councillor W. D. Elliott BA QTS becomes Deputy Mayor of Milford Haven for the municipal year 2023/2024.

340. SCHEDULE OF ACCOUNTS – MARCH 2023:

The Schedule of Accounts for March 2023 were received.

**RESOLVED THAT:** the Schedule of Accounts, as presented by the Clerk for the month of March 2023 in the sum of £28,949.29 be accepted and approved for payment.

341. STATEMENT OF ACCOUNTS – MARCH 2023:

The Statement of Accounts for March 2023 were received.

**RESOLVED THAT:** the Statement of Accounts for March 2023 be received.

342. SUMMARY OF EXPENDITURE:

The Summary of Expenditure from April 2022 to March 2023 was received.

**RESOLVED THAT:** the Summary of Expenditure from April 2022 to March 2023 be received.

## CONFIDENTIAL MATTERS

343. MINUTES OF AN EXTRAORDINARY MEETING OF THE FULL COUNCIL HELD ON 22<sup>ND</sup> MARCH 2023:

**RESOLVED THAT:** the press and public be excluded from

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the Meeting under the Public Bodies (Admission to Meetings) Act 1960 due to legal privilege and disclosure of personal details.

**RESOLVED THAT:** the Minutes of the Extraordinary Meeting of the Full Council held on 22<sup>nd</sup> March 2023 be approved and adopted.

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