

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

13th October 2021

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 19th October at 7.30 pm** to transact the business stated below.

Due to the continued coronavirus situation, this meeting will be held remotely.

Members of the public wishing to access the meeting to listen (but not speak) are asked to contact the Town Clerk for access details.

MEMBERS: PLEASE NOTE THAT PCNPA HAVE SWITCHED TO AN ONLINE SYSTEM FOR VIEWING PLANNING APPLICATIONS. NO PAPER COPIES ARE AVAILABLE. APPLICATIONS TO BE CONSIDERED AT THE MEETING CAN BE VIEWED ONLINE IN THE COUNCIL OFFICES DURING NORMAL HOURS OR BY VISITING THE FOLLOWING LINK
<http://planning.pembrokeshirecoast.wales/>

Yours faithfully



A. J. DAVIES
FINANCIAL OFFICER/CLERK TO THE COUNCIL

A G E N D A

1. To receive Apologies.
2. To disclose any personal interests in items of business listed below.

Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial

3. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
4. To confirm the Minutes of the Tenby Town Council Meeting held 5th October 2021.
5. To consider any Matters Arising from the minutes.

6. To receive the notes of the meeting held between Tenby Town Council, Pembrokeshire County Council and Ateb held 5th October 2021
7. To receive the minutes of the Christmas Festivities meeting held 12th October 2021 and consider any recommendations therein.
8. To discuss the following Planning Applications and to agree action in response to proposals:
 - a. NP/21/0567/FUL – Creation of off-road parking to front of property – 35 The Maudlins, Tenby.
 - b. NP/21/0168/FUL – Internal and external alterations in association with change of use from hotel to three residential apartments and refurbishment of existing basement floor and attic apartments (amended description) – Panorama Hotel, The Esplanade, Tenby.
 - c. NP/21/0593/FUL – Demolition of existing building and construction of 34 residential units incorporating class A1/A2/A3 and D2 floorspace at ground level and all associated development – Former Royal Mail Delivery Office, Warren Street, Tenby.
9. To consider the following items of correspondence and agree action in response to proposals:
 - a. Mrs Heywood, Tenby Church in Wales Primary School – Dog fouling issues
 - b. Independent Remuneration for Wales – Draft Annual Report 2022/23
 - c. Senedd Cymru – Welsh Youth Parliament
 - d. Rebecca Evans AS, Minister for Finance and Local Government – Councillor survey
 - e. Cllr Kris Bolam JP, Mayor of Frankton - 'Friendship City' proposal
 - f. Lt. Col (Ret.) C. A. Le Hardy – Belgian Forces commemoration.
10. To receive the accounts for September (including scheduled payments, un-presented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.
11. To consider any updates on Tenby Town Walls and agree action in response to proposals.
12. To consider ways the Town Council can improve interaction and communication with children and youth groups within the town and agree action in response to proposals – Cllr. Mrs. Skyrme-Blackhall.

13. Any updates on Tenby Town Walls and agree action in response to proposals.
14. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
 - a. Remembrance Sunday, 14th November 2021
15. Date and Time of Next Meeting
Tuesday 2nd November 2021 at 7.30 pm
16. To propose any item for the next Agenda.
17. **TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960".**
18. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 5th October 2021.
19. Matters arising for information only.

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
5TH OCTOBER 2021

PRESENT: Cllr Mrs Skyrme-Blackhall Mayor
Cllr Mrs T Evans
Cllr J Cornwell
Cllr P Rapi
Cllr T Hallett
Cllr L Blackhall
Cllr M Evans

IN ATTENDANCE: Mr A Davies Clerk
Mrs S Thompson Assistant to the Clerk

The Mayor welcomed councillors once again.

153. TO RECEIVE APOLOGIES

Apologies received from Cllr Ronowitz and Cllr Morgan.

154. TO DISCLOSE ANY PERSONAL INTERESTS IN ITEMS OF BUSINESS LISTED BELOW

None.

155. TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES OTHER THAN THOSE MARKED NOT FOR PUBLICATION BEING GIVEN TO MEMBERS OF THE PRESS PRESENT

Proposed by Cllr Hallett and seconded by Cllr Rapi.

RESOLVED

That items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.

156. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council meeting held 21st September 2021 be confirmed and signed as accurate.

157. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

- a. **Page 74 Item 140b – Arcadis – Tenby Pedestrianisation Study:** The Clerk reminded councillors that Mr Phillips of Arcadis had postponed the scheduled meeting due to the county officers being unable to attend. The Clerk is now awaiting to hear from him with regard to when a meeting can be rescheduled.

- b. **Page 74 Item 141 – Christmas Festivities:** The Clerk had met with Cllr Ronowitz and Shelley Webb with regard to the Christmas trees outside St Mary's Church. The Mayor had confirmed to the Clerk that Canon Grace was more than happy to support. A quote had been received in the sum of £2870 to include 19 trees (4x 7ft and 15x 4ft). Shelley has asked that TTC make a 50% deposit on this so that goods can be purchased in readiness to make them up.

Cllr Blackhall said it was perfectly reasonable that 50% be paid in advance and proposed that payment be made. Cllr Hallett seconded.

RESOLVED

That under Section 144 of the LGA 1972 a 50% deposit be paid to facilitate the provision of illuminated Christmas trees around St Mary's Church as part of the town's Christmas Lighting scheme. The balance to be paid on completion.

The Mayor told councillors that Canon Andrew Grace is in favour and wishes to help in any way he can. The Clerk is meeting with Mr Percival, the council's Christmas lighting contractor, tomorrow to work out how to get power to the trees.

Once Mr Percival has assessed the project, more will be known as to potential additional costings.

The Clerk then went on to tell councillors that Cllr Ronowitz and Cllr Mrs Lane have been working hard to get around the businesses in town and that there has been a lot of support, it has really sparked a chord with the business community.

With regard to the planned Christmas festivities, Mr Briers has been working hard in getting acts for the afternoon, having confirmed Kelly Williams School of Dance dancers and two musical artists. We are waiting to hear from the Salvation Army band.

A catch-up meeting next week was suggested for a progress report.

Cllr Blackhall asked as the Clerk was meeting with Mr Percival, would it be worth speaking in relation to the main tree at St Mary's. Would it be worth having a conversation with Shelley to reflect her smaller tree design in the big tree? This question has already been raised commented the Clerk and is being looked into.

- c. **Page 76 Item 143 - Former Post Office:** A meeting had just taken place and at this stage there was not much more to say, commented Cllr. Evans. We will need to follow up, by thanking Gaynor Toft and Andrew Davies Wrigley, of PCC and Will Lloyd Davies of Ateb for their input and say that TTC are here to work on ideas with them.

Cllr Evans told councillors he will email the Clerk what we want to say to emphasise to PCNPA in relation to Policy 48 that any subsequent purchasers of

the site should be aware of the 50% affordable housing requirement. The Clerk told councillors that he has already emailed Mrs Gandy at PCNPA in this vein and this has been passed on to Mr Richards who the Clerk believes is the officer involved.

He said it was interesting what Will Lloyd Davies said, that the viability of the scheme could be improved if there was some element slightly above Welsh Government capped rental rates. A lot of Tenby residents are already paying well above the capped rental rate.

Cllr Blackhall felt there was a need to keep all options open as a mix on the site including commercial and some of more 'middle ground' rent would still deliver more social/affordable housing.

It was important to have input into any conversations had. Although we don't have the ability to make any financial input it would be good for us to be represented. If Cllr Evans could do this on this council's behalf it would be very good. Cllr Evans is quite happy to take this forward, adding that the Clerk had joined him during similar discussions on Brynhir.

The Mayor thanked Cllr Evans for agreeing to help move this forward. Cllr Blackhall then asked if there was anything else that would be helpful for us to resolve now in order to aid moving forward.

Cllr Evans said that it is important that we highlight that TTC are happy to work with Ateb and PCC on any joint venture. Whilst our target is 100% affordable housing we are happy to work with both bodies to make a scheme achievable. Cllr Blackhall seconded that TTC write to PCC and Ateb.

RESOLVED

That PCC and Ateb be asked to look into the possibilities of acquiring the site of the former Sorting Office for local affordable housing provision and that TTC were prepared to engage with, and support, them all we could to achieve this.

- d. **Page 79 Item 144a – Rail Services:** Cllr Mrs Evans reminded councillors that at the last meeting she had prepared an email to Simon Hart regarding the proposed works which had been scheduled to take place last November but had not. Immediately after the meeting she had sent the email to Simon Hart's office and had received a reply the following morning. Cllr Mrs Evans read the reply and said that she would continue to follow up. We need to keep an eye on this and not let it slide, said the Mayor.
- e. **Page 80 Item 147a – Mayor's Parlour:** The Clerk said he had had a good response regarding quotes for a deep clean. Three quotes had been received, of which 1 had not visited the site. He was just waiting for a fourth quote which was due. Due to the disparity in the quotes the Clerk would rather wait for the fourth quote as he was concerned that the scale of the job is not realised by some of the firms.

All quotes are, however, within the financial regulations that would allow himself and the Mayor authority to decide. Once discussed this can then be reported back to council as to those appointed.

Cllr Hallett proposed that this approach be followed.

The Clerk said he had not seen the builder Cllr. Evans was going to arrange yet and Cllr Evans said he would message the Clerk with the gentleman's contact number.

f. Page 80 Item 147b – Guides and Brownies

Any suggestions for raising the profile of Brownies and Guides would be gratefully received said the Mayor.

158. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:

a. NP/21/0562/FUL – Rear single storey extension and with 3 roof lanterns – Clair Logis, Heywood Lane, Tenby

Cllr Hallett moved approval on the grounds of improved amenity for those living there. Cllr Rapi said this is a large house already with plenty of land around so there would be no impact on neighbours. He could not see any objection and seconded Cllr. Hallett.

RECOMMEND

Approval. Considered against all the relevant policies within the LDP, members feel there is sufficient space to accommodate the proposed extension with no adverse effect on neighbouring properties.

159. TO CONSIDER THE FOLLOWING ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:

a. Mr Neil Kinsey (via email) – ‘Friendship City’ proposal

The Clerk said members may recall a number of years ago, due to a Tenby connection with members of the Welsh choir in Frankton, there had been a suggestion for a possible twinning arrangement between us and the city.

At that time members did not want to go for a full twinning arrangement, but understands they are now looking more at a ‘friendship’ arrangement at this stage. There would be a cost involved to provide the suggested signage. What are members view on this?

Cllr Mrs Evans thinks it's a lovely idea but, not being on the council at the time, she was unsure as to what Frankton was like. What is this town like, is it similar to ours, she asked?

Cllr Blackhall confirmed it is coastal town, originally a fishing village but now much bigger.

Cllr Rapi believes TTC has been looking for someone to twin or 'befriend' with for years, and he felt it was a little embarrassing that no progress had been made.

He cannot see anything wrong with this and said he is all for it. Cllr Mrs Evans proposed accepting the proposal and the Mayor seconded. All present were in favour.

b. Mr Luke Conlon (via email) – Men's Support Initiative

Cllr Cornwell told councillors that he is happy to support this initiative as it will be good for the town. It is good to support them as they supported us with regard to the painting of the bandstand and there will be other projects in the town they could assist with. Cllr Hallett seconded.

Cllr Mrs Evans was also in full support.

Cllr Evans, in regard to their EPF bid, asked the Clerk if he would be able to assist Mr. Conlon in preparing it. The Clerk said he believed that Mr Conlon had already prepared the bid and was only asking for a letter of support from the town council in relation to the consultation element of their bid.

Cllr Blackhall confirmed that Mr. Conlon is very experienced in bid writing and had already completed the required paperwork.

Cllr Evans thinks it is an excellent idea. The Mayor reminded councillors that there was already a proposal that TTC send a letter of support.

RESOLVED

That TTC send a letter in support of the Men2Men Enhancing Pembrokeshire Fund bid to improve local Men Shed provision.

c. Welsh Government – Consultation on Local Taxes for Second Homes and Self-catering accommodation

Cllr Rapi believes that this is a consultation for noting. The consultation is online and members should get on with it. PCC cabinet has agreed to a 100% surcharge on Second Homes from April next year subject to full council ratification. This is something for all to respond to individually as to whatever our opinions may be.

Cllr Blackhall feels we should be seen to be commenting as a town council. Obviously, there may be some differences of opinion amongst councillors but there is a housing need in this town partly caused by second homes. The second homes tax is not about a means to dissuade people having second homes just how to help mitigate their effect on local community cohesion.

Cllr Evans thinks it is important and that TTC respond to this consultation and have a working party to prepare a response on behalf of town.

He does have an interest, as he owns holiday let businesses, but he is becoming increasingly concerned at the collapse in private rental availability in the town due to unregulated lettings and Airbnb. These are not the Anti-Christ, he stressed. We are in tourist area and units that are open and occupied bring much money to the area. However, at the moment there is no planning system to control any change of use.

Traditional blocks of flats that were previously let as year-round homes are either being bought up or sold off as holiday lets. Opportunities for locals to live in their own town are getting less and less.

Do we know what properties are being let within town walls, should they require change of use, and should they be licensed? If what was once considered to be a primary residence wants to change to holiday let then there should be a change to commercial letting application. There needs to be a change of use process or nothing will be left.

He was happy to contribute to any response, bearing in mind there were aspects he would have to declare an interest in, as he feels it is vital that TTC makes an official response.

He knows that Plaid Cymru have strong views.

Although non-political as a town councillor, Cllr Rapi said, as a Plaid Cymru representative at PCC level, this is very true but he was intrigued as to how letting properties would be licensed.

The Welsh Government has been looking at the impact, particularly in coastal areas, over second home and holiday let properties said the Clerk. Many former residential units are 'flipping' to non-domestic rated self-catering accommodation which quite legally enjoy certain tax breaks. Welsh Government is looking at how they can tie it all up so that those businesses are contributing to local services. Should they have to have a change of use or have a special rating category?

Cllr Evans told councillors that Edinburgh City Council were first at controlling holiday let properties. If letting properties are part of an agency within Wales they have quality ratings. Standards vary but at the moment, with anyone being able to advertise their property as a holiday let on the internet, there are no minimum standards. This consultation is not just about change of use but about driving standards up, understanding the tax base, and how this impacts on the needs within the community, e.g. hospitals.

This has all sorts of ramifications for Pembrokeshire and TTC needs to set up a working party.

Cllr. Evans' proposal was seconded by the Mayor. It was agreed that Cllr Evans, Cllr Rapi, Cllr Blackhall and Clerk will make up the working party.

RESOLVED

That Cllrs. Blackhall, Evans and Rapi, together with the Clerk, form a working party to respond to the consultation on behalf of the council.

d. Mr and Mrs Evans – Congratulations

How nice to read something positive said the Mayor. Cllr Hallett believes this is a 'memory lane' letter.

Cllr Blackhall suggested writing back to invite the couple to have tea in the Mayor's Parlour when next they visit.

The Clerk said that, when most contact with the town council seems to be complaining about lowering of standards, it was nice that someone had taken time to write with a different perspective. It was nice to hear that some people felt that the town was doing exceptionally well in extraordinary times.

Cllr Cornwell told councillors that whilst he was painting the gate at the Rotary Gardens, he had received a lot of complimentary messages including how lovely, clean and well-organised the town was and how beautiful the gardens were.

While not wishing to be negative, Cllr Rapi said, at the last county budget meeting, he had voiced that he felt environmental services had let things slip in our town. There were red barriers filling in broken railing spaces on the North Walk, the Paragon and the Esplanade; there were weeds growing and bins sneakily being taken away. He was disappointed with the county council.

The Clerk told councillors that part of the recent EPF bid was to fund railing replacement as PCC is not in a position to fund alone. The Clerk was out today with an engineer looking at railings to get costings.

Cllr Evans understands Cllr Rapi's observations but only 1% of Tenby is looking neglected. Ninety-nine percent of Tenby is thriving. Adding to Cllr Cornwell's comments he felt that a whole new clientele has found Tenby and there was just an avalanche of people wanting to come here.

We've just come through a huge pandemic and if you look at our high street it is pretty unique, he commented. You only have to travel 12 miles away to see far more neglect, he opined. Other towns in the county would be delighted if their standards were the same as Tenby.

Cllr Rapi believes that the town enhancement has been done by the people themselves. It is they who have worked to make Tenby a special place and he is disappointed in PCC.

Cllr Cornwell said he had been approached by the Friends of Tenby Museum to help clear weeds, which was done, and was now undertaking to do railings

around the Museum. He agrees with some of Cllr Rapi's comments. The zig zag down to South Beach is full of overgrowing weeds which is not good.

The Clerk felt that the area maintenance teams were doing their best with the staff they had. Mr Young and his team cannot be everywhere and problems are being exacerbated as they are frequently taken off ground maintenance work to deal with litter problems.

Cllr Hallett commented that a copy of the letter should be sent to PCC as he considered them to be doing a great job under trying circumstances.

160. TO CONSIDER ANY UPDATES ON TENBY TOWN WALLS AND AGREE ACTION IN RESPONSE TO PROPOSALS

The Clerk told councillors that there was nothing to add at this time as the arborists are still dealing with ash die back throughout county.

161. TO CONSIDER ANY FINANCIAL OFFICER/CLERK'S ITEMS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:

a. Update on Mayor's Parlour/Council Chamber

Already dealt with earlier in meeting.

b. Tenby Observer feature – request for TTC support advertisement

The Clerk told councillors that, although it had not been made common knowledge yet, Mr Neil Dickinson was retiring from the Tenby Observer. He had worked on the paper for almost 50 years and had been Editor since 1989 and the Tenby Observer are wondering if TTC would support an advertisement wishing him all the best in his retirement.

Cllr Hallett moved in support. The Mayor feels it is important that we support the local 'paper as they have always supported us over the years.

The Clerk informed councillors that the advert will cost £41.20 plus VAT.

Cllr Blackhall supported the placing of the advert and asked that a Mayoral Scroll be prepared in recognition of Mr Dickinson's achievements.

Cllr Hallett agreed TTC should support the Tenby Observer as it has been an important part in the town for over 150 years.

We need to keep supporting our local newspaper and we wish Neil all the best in his retirement, added the Mayor.

RESOLVED

That the town council place an advertisement in the Tenby Observer to wish Mr. Dickenson well on his retirement.

- c. Possible commemoration of the stationing of the Belgian Army in Tenby 1940-1944.

The Clerk had spoken with retired Lieutenant Colonel Christopher Le Hardy who was also a former county councillor in the Yeovil area.

Members may recall that TTC had been contacted by a retired Belgian Army Officer in 2019 looking to try and have a commemoration of the re-mustering of the Free Belgian Forces following the Dunkirk evacuation in 1940.

The Free Belgian Forces re-mustered in Tenby as the Brigade Piron and their HQ was the Atlantic Hotel. His idea was to have an 80th anniversary event in the town in 2020, but this had not been progressed due to Covid-19.

Lt. Col, Le Hardy, a former British Army defence attaché to Brussels and the brother-in-law of a retired Belgian Army officer was now trying to resurrect idea and have the 80th anniversary two years late in 2022.

This was in the early stages but he wished to know that TTC would still be in favour of the idea.

There was a wish list including an Anglo-Belgian event in the town, which could include an exchange of plaques involving the Belgian Ambassador, a performance by the Belgian Royal Guides Regiment band and even the possibilities of a Belgian naval vessel visiting the town and a fly past by the Belgian Air force.

Cllr Hallett and Cllr Rapi thought this was a great idea and asked the Clerk to continue to liaise with Lt. Col Le Hardy.

162. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday 19th October 2021 at 7.30 pm.

163. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

None.

164. TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960"

TENBY TOWN COUNCIL
MINUTES OF THE MEETING HELD
5TH OCTOBER 2021

PRESENT: Cllr Mrs Skyrme-Blackhall Mayor
Cllr Mrs T Evans
Cllr T Hallett
Cllr J Cornwell
Cllr M Evans
Cllr L Blackhall
Cllr P Rapi

IN ATTENDANCE: Mr A Davies Clerk
Mrs S Thompson Assistant to the Clerk

Mrs G Toft Chief Housing Officer
Cllr P Baker County Councillor
Mr W Lloyd-Davies Ateb
Mr A Davies-Wrigley PCC

Apologies were received from Cllr M. Ronowitz, Cllr D Morgan, Cllr H Whitehurst and Mrs M Bateman of PCC.

The Mayor welcomed all to the meeting and introductions were made.

All are aware of the housing challenges faced in Tenby, she said. This now feels like a good opportunity to discuss social housing provision, which is something very important to the town.

She explained that ME had asked about arranging this meeting to discuss the possibility of acquiring the former post office site and invited him to open discussions.

ME thanked all for attending, saying that this meeting stems from a pre-application consultation received in relation to the possible provision of 34 one and two bedroomed units above a retail space on the former Sorting Office site in Warren Street.

He felt this was an opportunity to raise concerns so it was good to have all present to answer certain questions.

TTC thoughts were asked for under this pre-application process, do PCC and Ateb also have an opportunity to respond, he asked.

ADW said generally PCC would be consulted by PCNPA on details such as highways, affordable housing provision and so forth, but they were not statutory consultees in relation to pre-application consultation.

WLD also answered that Ateb are not a statutory consultee with the only likely questions raised with them being associated around housing needs.

ME said he feared that a lack of response relating to the requirement for 50% affordable housing opened the gate to allow the site owners to claim the project would be uneconomical in order to reduce the 50% affordable housing provision.

He was aware TTC had stressed the importance of making the site owners aware of their obligations under Policy 48 of the LDP but it would also be helpful if PCC responded to also stress a requirement for affordable housing in this location. Unfortunately, similar opportunities had been lost on other sites in the town.

ME said that PCC were currently revising their Housing Needs Register but you only had to look at the number of applications for housing in Tenby and the fact that there is a hotel full of homeless people to see there was a problem.

Perhaps this should become something that PCC need to highlight under any pre-application process.

GT reiterated that she had not seen any pre-application consultation for this site. There was evident housing need but there was the question of any viability assessment that will be undertaken which may jeopardise the provision of affordable housing.

She wondered if the site was actually for sale at the moment.

WLD said the site is not for sale at present and he suspected the land owners were trying to get planning permission to enhance its value and saleability.

He explained that when the 50% affordable housing provision was set in the LDP it was based on developing a vacant green field site which did not apply to the former Sorting Office.

There were factors that could adversely affect viability like demolition costs which may then reduce the 50% requirement. However, there was nothing stopping PCC or Ateb using Welsh Government grants to purchase the site on the open market and repurposing it for social housing.

ME felt that all approaches should be considered, not just in Tenby but elsewhere in the county as there is already an extreme housing crisis within the coastal belt and he feared that this was just the beginning.

In 10 years' time will we all be looking back at missed chances, he asked? There are already few opportunities within the coastal belt. There was Brewery Terrace in Saundersfoot, and another site west of Narberth Road, how do you unlock these sites to provide affordable housing?

PCC Cabinet had made a proposal to be considered by Full Council to increase the Second Hone Council Tax premium to 100%. If agreed, this could deliver an extra £52K in Penally, £24k in St Mary Out Liberty, £327k in Saundersfoot and £561k in Tenby per year, of which 75% will be ring fenced for affordable housing. This means that there is a potential £723k every year going forward available which doesn't include any other payments like Welsh Government grants and the like. For example, PCC is also sitting on £350k in affordable housing Section 106 contributions.

This means that there is a likelihood that there will be over a million pounds available in 2022 to help try and address the affordable housing crisis.

The purpose of this meeting, was to look at how Ateb delivered 100% affordable housing on the Delphi site in South Parade and to see if this approach could be replicated at the former Sorting Office.

At the Delphi he believed that the 100% affordable housing delivered was unlocked by the commercial space on ground floor. Ground floor retail space at the former Sorting Office could give a return income to PCC of 50% to 60% which, together with Second Home funding could help deliver 100% affordable housing. This could also work in Saundersfoot.

PB agrees we need to be creative to move forward. Tenby is incredibly similar to Saundersfoot, nothing seems to be coming forward to deliver affordable housing and there is no more land in the LDP. We also need to learn from mistakes and ensure that developers provide social housing at the same time as the more executive homes on mixed sites, not leave them to last and then risk them not being built due to 'viability' issues.

AD explained that in correspondence with the town council the site owner's planning consultants, Tetra Tech, had indicated that, while this was a 34-dwelling development, the only affordable housing concession indicated was potential funding to off-site affordable housing provision if the project is viable. This had set alarm bells ringing amongst councillors and the town's people who feared a block of potential holiday let apartments which did nothing to alleviate local housing need.

This is why TTC had requested this meeting; to explore if there was a way to ensure the provision of much needed affordable housing on this site.

WLD said it came back to the question of viability. There was no middle ground between social housing rent levels set by Welsh Government and open market rental. A scheme may not be viable if based on 100% social housing but if we take a more rounded view, blended schemes could be achievable which provided units at both social and a more 'middle ground' market rent that was affordable to local people.

GT agreed that while there was the potential for 34 units of social housing, the former Sorting Office lends itself to a more creative housing approach where it could be part or purely social housing by tying in other funding streams, like a commercial opportunity on the ground floor to make it viable.

PCC's HRA do own shops, so this was not a new concept but PCC needed to look at what opportunities there were with Ateb and what models could work.

ME pointed out that 'second home' money is not HRA money and Cabinet member for Finance Cllr. Bob Kilmister was talking about producing affordable housing through 'second home' money. He felt a conversation needed to be had with Cllr. Kilmister to see how the 'second homes' fund could be used to unlock other funding streams for schemes.

While he felt 34 units at the former Sorting Office may be too much in terms of massing, a reduced provision could still deliver a considerable amount of social affordable housing.

He felt all needed to move fast. The pre-application consultation on the site was closed but if the site owners and PCNPA suddenly received an offer for the site based on adhering to Policy 48 for 50% affordable housing, it could see much needed provision delivered.

The private rental market is collapsing, ME continued. Private landlords are seeing the astronomical rents being achieved through holiday letting which could mean that, this time next year, many people now living in privately rented accommodation won't have homes.

We must be ready to provide housing solutions.

LB said the question is now how we get a joint venture quickly together with PCC and Ateb to utilise these opportunities. There may well be a 'blended' element where necessary to see that the scheme stacks up but this site could set a model across the county to resource other schemes in similar ways.

He felt the commitment was there from all in principal and now we needed to see how we make this work.

ME said while his wish was 100% affordable housing he was not against a 'blended' scheme. The rent may be a little higher than the Welsh Government social rental figure set but still within reach of local people and he was delighted to see there was an appetite to work with Ateb on something like this.

Conversations were needed internally at PCC officer level, with Cllr. Kilmister and with Ateb over the next few days to pick up the thoughts and firm up matters to try and develop a proposal to go through PCC's governance channels.

PB agreed this was an innovative approach which could also assist in affordable home delivery in Saundersfoot and other places.

WLD said that while there did not appear to be any indication as to a market cost of this site, he was confident that we would be able to competitively bid and have a viable project.

ME commented that there was a town council meeting later that evening where he would seek support that TTC request PCC and Ateb look at the Sorting Office site with a view to a joint venture to deliver affordable housing.

It is about, and for, our community said the Mayor. We know many places are in the same boat as us. Local people are genuinely worried for the future of our communities.

People can no longer afford to live in the town or village they grew up in. This is about protecting our communities, both here and in other parts of Pembrokeshire, for future generations and we have to start somewhere.

The Mayor said that TTC would discuss this meeting later that evening and thanked everyone for giving up their time. Hopefully this will lead to many more similar meetings very soon.

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
12th October 2021
Festivities Committee

PRESENT: Cllr Sam Skyrme-Blackhall Mayor
Cllr L Blackhall
Cllr Mrs T Evans
Cllr M Ronowitz

Mr Rhys Thomas Tenby Fire Brigade/RNLI

IN ATTENDANCE: Mr A Davies Clerk
Mrs S Thompson Assistant to the Clerk

TO RECEIVE APOLOGIES

Phil John, Steve Briers and Dai Jones.

The Mayor opened the meeting by thanking all for attending and asked the Clerk for a progress report.

CHRISTMAS LIGHTING – ST MARY’S TREES

The Clerk told those attending that the proposal to provide illuminated trees outside St Marys’ Church had gone to full council and funding based on the quote received was agreed.

He had subsequently held a meeting with TTC’s Christmas Lighting contractor to work out how to supply power to the trees.

The contractor had some reservations but had provided a quote of £1700 for hard wiring the lights. As this had further cost implication for the scheme it will need to return to full council for consideration.

To reduce costs the contractor had suggested solar lights for the trees but the tree supplier was concerned that they may not have enough charge for the displays.

The Mayor believes we should go all out and hard wire the displays.

MR agreed, fearing that solar powered lights might not work efficiently, making the whole scheme look ‘a joke’.

He proposed that a recommendation go from this committee to full council that extra funding be provided to hard-wire the lights. He added that, since the scheme had been mooted, a number of people had approached him and offered to sponsor a tree in memory of a loved one. If this was pursued it could help offset the costs.

MR added that some of the businesses on St George Street had ordered trees for outside their premises but one had also offered to pay for extra trees down the Church railings in this area. The Clerk pointed out that the lighting contractor's quote only included hard-wiring lights on the Tudor Square and High Street railings.

Extending the scheme would incur additional costs. The pavement was also a lot narrower outside the church in this area.

MR said he would visit the business in St George Street to discuss alternatives.

Approximately 20 businesses had ordered trees for their businesses around the town, MR added. He was sure that more would come on board when they saw how effective it was going to be.

LB felt that providing a hard-wiring capability was an investment for the future and supported a recommendation going to full council for funding. He also felt that sponsorship of trees in memory of loved ones, with a suitable plaque, was an idea worth pursuing to help offset costs.

RECOMMEND

That TTC be asked to agree funding under Section 144 of the LGA 1972 to hardwire the lighting scheme for the trees around St Mary's Church.

MR gave his apologies and left the meeting.

LIGHTS SWITCH ON AND FATHER CHRISTMAS PARADE

Although Mr Briers was unable to attend, he had informed the Clerk that Mike Jones and Sleeping Dogs had been secured to provide entertainment. The Kelly Williams School of Dance had also agreed.

Kelly's students would perform at 1.30 pm but timings of Mr. Jones and Sleeping Dogs was dependent on the Salvation Army band performing.

The Clerk said that he had since been contacted by the Salvation Army band who had agreed to perform at 2 pm. He was just waiting on Mrs Elms to see if the Friendship Club will sing along with the Salvation Army's carols.

He felt a decision was needed as to whether we also have a 'slot' for cartoon characters as Mr. Briers also had a third performer in mind.

MR asked how much the cartoon characters cost. The Clerk said that it ranged between £50 and £70 per character depending on which ones were hired. Some of the more popular ones were dearer than others.

Having young children himself, MR felt that they looked forward to seeing characters and they add value to the event for the little ones.

All concurred and, after some discussion, it was agreed that it would be better to try and have the cartoon characters milling around during the afternoon rather than having a specific time

slot. MR said he was in contact with a firm that supplied cartoon characters and he would liaise with the Clerk to see what was available.

Although Mr John from the RNLI was unable to be present, he had contacted the Clerk to explain that the RNLI was not allowed to have the public in the boathouse and therefore would be unable to undertake the usual Father Christmas arriving by lifeboat this year.

However, the RNLI crew would still escort Father Christmas into the Square and he had received an offer of a Land Rover to tow a trailer for this.

RT felt that a 4x4 with a long base trailer would be more difficult to manoeuvre in the Square. The Fire Brigade usually attended the event too to bring Father Christmas up to the De Valance and the Station Officer was happy for the fire tender to transport Father Christmas into town too this year.

Cllr Mrs Evans asked if there were any plans for children's rides, a pig roast or stalls as in previous years. It was felt that, as this was one of the first large scale town events since the start of the pandemic, and the Covid-19 picture was still unclear, it would be better not to have too many things in the Square this year to allow for more social distancing.

It was agreed that we start smaller this year and look to build on the event again in future years.

It was suggested that the offer of the fire engine to transport Father Christmas be accepted for this year although it was important that the RNLI be informed that their input and participation in the event would still be very welcome. In the past HM Coastguard had also participated and it was suggested that they also be contacted.

After discussion of various scenarios, subject to all organisations agreeing, it was suggested that the Mayor meet Father Christmas outside the lifeboat station and walk with him and RNLI crew to Castle Square to get on the fire engine. From there it was hoped to have a 'Blue Light' parade involving the Coastguard, Fire and RNLI teams walking alongside the vehicles up into the Square for the lights switch on.

RT said that the risk assessment provided by the Clerk for the main event was fine, he would draw up risk assessments for the RNLI and Fire Brigade elements

Commenting on the Clerks' risk assessment LB felt a lot of the onus was on the Clerk. He suggested the TTC handyman be asked if he was available to work on that day as overtime and also ask if any other councillors would be available to help.

Certain councillors have always helped out on the day and he knows that everyone is busy, but any assistance, if only for a couple of hours, would be welcome.

He also suggested asking local organisations if they could provide some volunteers for the afternoon with a donation being made to each organisation's charity fund. The Mayor believes that many would like to get involved to make it a special day.

Referring to the risk assessment again, the Clerk felt that, instead of distributing sweets to children in the normal manner, to be Covid-19 aware and avoid the usual 'crush', bags be handed out instead. All agreed.

It was agreed that Mr Vickery be asked if he would be able to provide the sweets again this year as he had so generously done in the past. If not, sweets could be purchased from a wholesaler. The Mayor and TE offered to bag the sweets up prior to the event.

The Mayor offered to liaise with Mr. Vickery and also with Mrs Fisher at Tenby House Hotel to see if they would be in the position to provide snow again this year.

TE asked what wet weather contingency was in place. Historically we have always said it goes ahead said the Clerk. Obviously if there was an extreme weather event we would have to assess on the day.

In relation to other aspects the Clerk said that the road closure and lights were on order.

As far as the main Christmas tree was concerned, he was still waiting to hear back from the supplier regarding availability of the usual delivery driver.

Normally the driver installs the tree on arrival with his hi-ab as it was difficult to lift it over the church railings if it was just left on the pavement in Tudor Square

RT felt that locally based Jevington Logistics may be able to assist if the tree was not installed on arrival or if another delivery lorry was in use.

The Clerk added that at the last TTC meeting, the question of dressing the tree in the same style as the trees around the church was raised. He had spoken to Shelley who estimated about £500 to dress with large baubles in same style.

Again, this cost would have to be considered by full council but the logistics of undertaking this when the tree was erected would have to be carefully thought out. RT offered to liaise with the Clerk on this.

The Mayor felt that this had been a really positive meeting and thanked all for their input.

The next meeting would be arranged in due course.

A



Cllr Sam Skyrme-Blackhall
Mayor of Tenby
Council Offices
Tenby
28/9/21
Dear Mayor

I would like, if I may, bring something to your attention. On Friday I took my Nursery Class to pick blackberries in the path between the Tenby Church in Wales School and the back of Serpentine Road; we were going to make blackberry muffins, which we did and they were delicious! However, several of the children were sad to see that there was so much dog poo in that area, and it did spoil what should have been an adventure for them.

When back at school we discussed with the children what they had seen and we had a lively chat with the suggestion that we write to the Queen about it.

Perhaps you could bring this problem to the attention of the next Council meeting instead of us writing to the Queen! I am sure that the children at the school would be pleased that someone is listening to them and maybe can suggest a solution.

Yours sincerely

Katie Heywood
Class Teacher

B



To:

Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Chair and Chief Executive of One Voice Wales
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic/Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities
Community & Town Councils

29 September 2021

Dear Colleague

Independent Remuneration for Wales – Draft Annual Report 2022/2023

The Panel's draft Annual Report for 2022/23 is attached. We would appreciate and welcome comments during the consultation period which ends on 26 November 2021.

Elections for principal councils and community and town councils will take place in May 2022, so the next Report of the Panel will coincide with the new municipal term. For several years payments to elected members of the 22 principal councils has not kept pace with the original comparator that was used to set the basic salary, or any other public sector comparison. The Panel has decided this is an opportune time to rectify this situation and to reinstate the link to the average welsh earnings (based on 3 days).

The draft Report also sets out changes to the remuneration framework for community and town councils following an extensive consultation exercise which we undertook earlier in the year.

We look forward to receiving comments on the proposals contained in the draft Report and will consider all of the responses prior to producing the final Report for publication in February 2022.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive style with a long, sweeping underline.

John Bader
Chair

or further limitation that an authority may determine. Members should always be mindful of choosing the most cost-effective method of travel.

Reimbursement of subsistence costs

£28 per day	Day allowance for meals, including breakfast, where not provided in the overnight charge
£200 per night	London
£95 per night	Elsewhere
£30 per night	Staying with friends and or family

- 12.8 These rates are in line with Welsh Government rates. Recommended practice is that overnight accommodation should usually be reserved and paid for on behalf of members by the relevant authority, in which case an authority may set its own reasonable limits and the limits which apply when an individual member claims in arrears for overnight accommodation costs do not then apply.
- 12.9 All authorities must continue to reimburse subsistence expenses for their members up to the maximum rates set out above on the basis of receipted claims except for occasions when members stay with friends and or family.
- 12.10 There may be instances where an authority has determined that travel costs within its boundaries are payable and require a journey to be repeated on consecutive days. Where it is reasonable and cost effective to reimburse overnight accommodation costs, instead of repeated daily mileage costs, then it is permissible to do so.
- 12.11 It is not necessary to allocate the maximum daily rate (£28 per day) between different meals as the maximum daily rate reimbursable covers a 24-hour period and can be claimed for any meal if relevant, provided such a claim is accompanied by receipts.

Car Parking for Members

Several councils have specific arrangements for their members in respect of car parking. The Panel considers that it is a matter for individual councils to determine arrangements including payments to and from members providing that it is a decision made formally by the council.

13. Payments to Members of Community and Town Councils

- 13.1 The Panel recognises a wide variation in geography, scope and scale across the 735 community and town councils in Wales, from small community councils with relatively minimal expenditure and few meetings to large town councils with significant assets and responsibilities. This and the fact that not all electoral areas have councils, has made establishing remuneration arrangements more difficult to achieve than for other relevant authorities. For this reason, the Panel decided to undertake a fundamental review ready for implementation effective from the elections on 5 May 2022.
- 13.2 The Panel decided that in carrying out the review it was vital to engage comprehensively with community and town councils and representative organisations together with a commitment to consult on the proposals emanating from the review. The result of this consultation was a significant degree of support for the new proposals and therefore the Panel has decided to introduce the new Framework as set out in this section.
- 13.3 In order to act and carry out duties as a member of a community or town council all persons are required to make a formal declaration of acceptance of office. Following this declaration, members of community or town councils are then holders of elected office and occupy a role that is part of the Welsh local government structure. It is important to note that a person who follows this path is in a different position to those in other forms of activity, for example such as volunteering or charitable work, typically governed by the Charity Commission for England and Wales.
- 13.4 Under the Local Government (Wales) Measure 2011, community and town councils are relevant authorities for the purpose of remuneration.
- 13.5 Consequently, individuals who have accepted office as a member of a community or town council are entitled to receive payments as determined by the Independent Remuneration Panel for Wales. It is the duty of the proper officer of a council (usually the Council Clerk) to arrange for correct payments to be made to all individuals entitled to receive them.
- 13.6 Members should receive monies to which they are properly entitled as a matter of course.
- 13.7 An individual may decline to receive part, or all, of the payments if they so wish. This must be done in writing and is an individual matter. A community or town council member wishing to decline payments must themselves write to their proper officer to do so.
- 13.8 The Panel considers that any member who has personal support needs or caring responsibilities should be enabled to fulfil their role. Therefore, the Panel continues to make the contribution towards costs of care and personal allowance mandatory for all members of community and town councils as set out in Determination 43.

- 13.9 Each community and town council must ensure that it does not create a climate which prevents persons accessing any monies to which they are entitled that may support them to participate in local democracy. Payments should be made efficiently and promptly.
- 13.10 Members in receipt of a Band 1 or Band 2 senior salary from a principal council cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. However, this does not preclude them from holding a senior role (Leader, Deputy Leader) without payment.
- 13.11 Table 12 sets out the actions that community and town councils must take annually in respect of each determination that follows.

Table 9: Community and Town Council Groupings

The current groups are:

Community and Town Council Group	Income or Expenditure in 2020-2021 of:
A	£200,000 and above
B	£30,000 - £199,999
C	Below £30,000

- 13.12 These are based solely on finance. We acknowledge the view of many respondents that this was restrictive and limiting. Therefore 5 Groups will be established based on the size of the council's electorate.

Table 10

Group number	Size of Electorate
Group 1	Electorate in excess of 14,000
Group 2	10,000 to 13,999
Group 3	5,000 to 9,999
Group 4	1,000 to 4,999
Group 5	Under 1,000

- 13.13 In addition, there will be a second factor for determining which group the council will be placed. Where income or expenditure exceeds £200,000 a year, it will be moved upwards to the next group.

Payments towards costs and expenses

- 13.14 The Panel continues to mandate a payment of £150, except for councils in Group 5 where it will be optional, as a contribution to costs and expenses for members of community and town councils.

13.15 Receipts are not required for these payments.

Determination 44: Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.

Taxation

13.16 The issue of the taxation of the £150 payment has been raised on many occasions and included in the responses to the recent consultation. As has been made clear the Panel has no remit in respect of matters of taxation but has been kept informed of the discussions between the Welsh Government and HMRC to establish a possible exemption applying to all community and town councils. If there is a positive outcome, it will not be within the timescale of this draft Report. However, if it is achieved before the publication of the final Report the Panel will take the opportunity to restructure the arrangements for this payment and if appropriate adjust by determination the amount to be paid.

Senior roles

13.17 The Panel recognises that specific member roles especially within the larger community and town councils, for example a committee chair, will involve greater responsibility. It is also likely that larger councils will have a greater number of committees, reflecting its level of activity. The Panel has therefore set out the determinations for senior role in table 11 below.

13.18 In all cases, a councillor can only have one payment of £500 regardless of how many senior roles they hold within their Council.

13.19 Where a person is a member of more than one community or town council, they are eligible to receive the £150 and, if appropriate, £500 from each council of which they are a member.

Contribution towards costs of Care and Personal Assistance

13.20 The purpose of this is to enable people who have personal support needs and or caring responsibilities to carry out their duties effectively as a member of an authority. The Panel's determinations in [Section 10](#) apply to Community and Town Councils.

Reimbursement of travel costs and subsistence costs

13.21 The Panel recognises there can be significant travel and subsistence costs associated with the work of community and town council members, especially where the council area is geographically large and/or when engaging in duties outside this area. Each council has an option to pay travel and subsistence costs including travel by taxi if this is the only, or most appropriate, method of transport. Where a council does opt to pay travel and

subsistence costs, the following determinations apply.

Determination 45: Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.⁷ Such payments must be the actual costs of travel by public transport or the HMRC mileage allowances as below:

- 45p per mile up to 10,000 miles in the year.
- 25p per mile over 10,000 miles.
- 5p per mile per passenger carried on authority business.
- 24p per mile for private motor cycles.
- 20p per mile for bicycles.

Determination 46: If a community or town Council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members at the maximum rates set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided.
- £200 – London overnight.
- £95 – elsewhere overnight.
- £30 – staying with friends and/or family overnight.

Compensation for financial loss

13.22 The Panel has retained the facility which councils may pay as compensation to their members where they incur financial loss when attending approved duties. Members must be able to demonstrate that the financial loss has been incurred. Each council has an option to pay compensation for financial loss and where it does the following determination applies.

Determination 47: Community and town councils can pay financial loss compensation to each of their members, where such loss has occurred, for attending approved duties as follows:

- Up to £55.50 for each period not exceeding 4 hours
- Up to £110.00 for each period exceeding 4 hours but not exceeding 24 hours

⁷ Where a member who is on official business or an approved duty is driven by a third party (not a member or officer of that authority), the member can claim mileage at the prescribed rates plus any parking or toll fees provided the authority is satisfied that the member has incurred these costs.

Attendance Allowance

13.23 One of the points raised in the responses to the consultation should be the

inclusion of an attendance allowance. The Panel acknowledges that in some cases this might be a valuable addition to support the work of a council. It is therefore included as an option for all councils.

Determination 48: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30. A member in receipt of financial loss compensation will not be entitled to claim attendance allowance for the same event.

Councils that intend to introduce an attendance allowance must set out the details of the scheme and publish them on their website.

Civic Head and Deputy Civic Head

- 13.24 Civic heads are senior posts within community and town councils. In addition to chairing major meetings the civic head is the ambassador representing the council to a variety of institutions and organisations. The Panel requires that members should not have to pay themselves for any cost associated with carrying out these duties. This requirement also applies in respect of deputy civic heads.
- 13.25 The Panel recognises the wide range of provision made for civic heads in respect of transport, secretarial support, charitable giving and official clothing – we consider these to be the council's civic budgets.
- 13.26 Funding decisions in relation to these civic budgets are not matters of personal remuneration for the post holder but relate to the funding required for the tasks and duties to be carried out. Councils remain free to set civic budgets at whatever levels they deem appropriate for the levels of civic leadership they have in place.
- 13.27 For the avoidance of doubt, costs in respect of, for example, transport (physical transport or mileage costs), secretarial support, charitable giving (purchasing tickets, making donations or buying raffle tickets) and official clothing are not matters of personal remuneration for the individual holding the senior post. These should be covered by the civic budget.
- 13.28 Recognising that some mayors and chairs of community and town councils and their deputies are very active during their year of office, the Panel has determined that community and town councils can make a payment to the individuals holding these roles.
- 13.29 This is a personal payment to the individual and is entirely separate from covering the costs set out above.
- 13.30 The Panel has determined that the maximum payment to a chair or mayor of a community or town council is £1,500. The maximum payment to a deputy mayor or chair is £500.

Determination 49: Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 50: Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum of £500. This is in addition to the £150 payment for costs and expenses and the £500 senior salary if these are claimed.

Determination 51: The application of the Remuneration Framework by relevant Group.

Table 11

Type of payment	Requirement
Group 1	(Electorate over 14,000)
Basic Payment	Mandatory for all Members
Senior Role Payment	Mandatory for 1 member; optional for up to 7
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Costs of Care	Mandatory
Group 2	(Electorate 10,000 to 13,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Mandatory for 1 member; optional up to 5
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 3	(Electorate 5,000 to 9,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 4	(Electorate 1,000 to 4,999)
Basic Payment	Mandatory for all members
Senior Role Payment	Optional up to 3 members
Attendance Allowance	Optional
Financial Loss	Mandatory
Travel and Subsistence	Optional
Cost of Care	Mandatory
Group 5	(Electorate less than 1,000)
Basic Payment	Optional
Senior Role Payment	Optional
Attendance Allowance	Optional

Type of payment	Requirement
Financial Loss	Mandatory
Travel and Subs	Optional
Cost of Care	Mandatory

Making Payments to Members

- 13.31 Table 12 sets out each of the above determinations and if a decision is required by the council in respect of each one.
- 13.32 In respect of the mandated payments where no decision is required by a council, members should receive monies to which they are properly entitled as a matter of course.
- 13.33 Where a decision is required by the council, this should be done at the first meeting following receipt of the Annual Report.
- 13.34 A council can adopt any, or all, of the non-mandated determinations but if it does make such a decision, it must apply to all its members.
- 13.35 When payments take effect from is set out in paragraphs 13.37 to 13.39 below.
- 13.36 On receipt of the draft Annual Report the previous autumn, councils should consider the determinations for the next financial year and use this to inform budget plans.

Table 12

Determination Number	Is a decision required by council?
44 Community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses, with the exception of those councils in Group 5 where the payment is optional.	No - the payment of £150 is mandated for every member unless they advise the appropriate officer that they do not want to take it in writing. This does not apply to councils in Group 5. The council must decide whether to adopt the payment and if so, it must be available for all members.
45 Community and town councils can make payments to each of their members in respect of travel costs for attending approved duties.	Yes – the payment of travel costs is optional.
46 If a community or town council resolves that a particular duty requires an overnight stay, it can authorise reimbursement of subsistence expenses to its members.	Yes – the payment of overnight subsistence expenses is optional.
47 Community and town councils can	Yes – the payment of financial loss

Determination Number	Is a decision required by council?
pay financial loss compensation to each of their members, where such loss has actually occurred, for attending approved duties.	compensation is mandatory if claimed
<p>48 Determination 47: Each council can decide to introduce an attendance allowance for members. The amount of each payment must not exceed £30.</p> <p>A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.</p> <p>Councils that intend to introduce a system of attendance allowances must set out the details of the scheme and publish on their website.</p>	Yes – the payment of attendance allowance is optional.
49 Community and town councils can provide a payment to the mayor or chair of the council up to a maximum of £1,500.	Yes – the payment to a civic head is optional.
50 Community and town councils can provide a payment to the deputy mayor or deputy chair of the council up to a maximum amount of £500.	Yes – the payment to a deputy civic head is optional.
51 The application of the Remuneration Framework by relevant Group	
52 Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.	No - Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) can only receive travel and subsistence expenses and contribution towards costs of care and personal assistance; if they are eligible to claim, and wish to do so.

13.37 All members are eligible to be paid the £150 as set out in Determination 44 and Table 11 from the start of the financial year; unless they are elected later in the financial year, in which case they are eligible for a proportionate payment from that date.

13.38 Other amounts payable to members in recognition of specific responsibilities or as a civic head or deputy civic head as set out in Determinations 49 and 50 are payable from the date when the member takes up the role during the financial year.

13.39 It is a matter for each council to make, and record, a policy decision in respect of:

- when the payment is actually made to the member;
- how many payments the total amount payable is broken down into;
- and whether and how to recover any payments made to a member who leaves or changes their role during the financial year.

13.40 Payments in respect of Determinations 45, 46, 47 and 48 are payable when the activity they relate to has taken place.

13.41 As stated in paragraph 13.7 any individual member may make a personal decision to elect to forgo part or all of the entitlement to any of these payments by giving notice in writing to the proper officer of the council.

Determination 52: Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) cannot receive any payment from any community or town Council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance.

Publicity requirements

13.42 There is a requirement on community and town councils to publish details of all payments made to individual members in an annual Statement of Payments for each financial year. This information must be published on council noticeboards and or websites (with easy access) and provided to the Panel by email or by post no later than 30 September following the end of the previous financial year. The Panel draws attention to the requirements stipulated at [Annex 4](#). The Panel is concerned that a significant number of councils are still in breach of this requirement.

Senedd Cymru
Cardiff Bay
CF99 1SN

October 2021

WELSH YOUTH PARLIAMENT

THE SECOND WELSH YOUTH PARLIAMENT ELECTION CAMPAIGN 2021

Dear Town/Community Council Clerk,

I am writing to share some information about the second Welsh Youth Parliament election campaign which I'm sure will be of interest to your Town/Community Council.

You might already be aware that the Welsh Youth Parliament is a made up of 60 11-18 year olds from across Wales. 40 of the 60 Welsh Youth Parliament Members will be returned through national, online elections in November, while 20 of the 60 Welsh Youth Parliament Members will be returned by partner organisations to ensure the representation of diverse groups of young people.

The first set of Welsh Youth Parliament Members elected gained invaluable skills during their two year term. We would be grateful if your councillors could help encourage your young people who are eligible, to engage with this opportunity to register to vote and vote in the online elections. It would also be extremely useful if you could encourage parents, guardians, carers and tutors to engage and encourage young people to take part. We would also appreciate your support in sharing this information with the Mayor (if applicable) and/or your fellow councillors.



With the voting franchise extended to include 16 and 17 year olds in Wales, we believe more strongly than ever that young people take part in the democratic process and have their voices heard.

For your information the key dates are:

Registration to vote	3 June – 12 November 2021
National online elections	1 – 22 November 2021
Member announcement	December 2021
First national meeting of the Welsh Youth Parliament	February 2022

Over recent months staff from the Senedd's Education and Youth Engagement Team have delivered online engagement sessions to school, colleges and youth groups to help promote the recent Senedd elections, work of the Senedd and Welsh Youth Parliament (WYP). These sessions will continue online, until face to face sessions can resume. Details about upcoming training can be found here <https://senedd.wales/visit/education-and-youth-engagement/train-the-trainer/>

We also have a wide range of [resources](#) available and details on how to sign up for the Education newsletter can be found [here](#).

For further information, please email hello@youthparliament.wales or you can visit the youth parliament website www.youthparliament.wales. Please also follow us on twitter [@welshyouthparl](https://twitter.com/welshyouthparl) [@seneddieuentidcymru](https://twitter.com/seneddieuentidcymru).

Yours sincerely,

Welsh Youth Parliament Team

Croesewir gohebiaeth yn Gymraeg neu Saesneg / We welcome correspondence in Welsh or English





Ein cyf/Our ref: Councillor Survey

5 October 2021

Dear Colleagues,

The Welsh Government is committed to increasing diversity across all aspects of public life. This includes tackling the barriers which prevent individuals' active participation in local democracy.

Phase 2 of Diversity in Democracy included a series of workshops which explored the experiences of local councillors and the barriers facing those interested in standing for elected office. The workshops identified a number of issues which can be grouped into the following themes: communication and awareness, training and development, remuneration, safe and flexible working, and targeted support.

I know there is strong alignment between these themes and the OVW commitments to town and community councillors. I am aware of the commitment the organisation in making training more accessible, since the pandemic started. I am aware of the work you have undertaken in partnership with Welsh Government on developing case studies on the responsibilities of being a town and community councillor.

I am committed to ensuring we have the collective evidence to support us in effectively addressing the issues raised. I have therefore commissioned a research programme which seeks to explore three things:

- The public perception of the role and value of the councillor
- Councillors' views of their role including their workload and levels of remuneration
- Approaches to the remuneration of elected members in other countries

This work is being undertaken as follows:

- Initial literature research and exploration of arrangements in other countries in respect of the workload and remuneration of elected members
- Participation in the Beaufort Research Wales Omnibus Survey
- A survey of all councillors in Wales to establish their real-world experience. This includes the expectations placed on them in terms of availability and the hours worked, the behaviours they experience, and their views of the remuneration set for the roles. The survey has been developed (as has the whole programme), in

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Gohebiaeth.Rebecca.Evans@llyw.cymru

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.

conjunction with the WLGA, One Voice Wales, and the Independent Remuneration Panel for Wales.

The programme is intended to provide a greater understanding of the role of the councillor in today's society. It will also provide views from the public about the contribution local councillors make to the lives of their constituents, and an understanding of the behaviours experienced by councillors when undertaking their role.

This will be an important data set which will help us collectively to explore and develop future policies and approaches to matters such as job sharing, gender quotas, remuneration, support and protection for candidates and councillors, and ethical standards.

The survey of all councillors is being launched today. It is aimed at councillors, both at principal and community and town council levels, and is issued by the Welsh Government, with support from One Voice Wales (OVW) and Welsh Local Government Association (WLGA).

The survey has been designed and administered by social researchers based within Welsh Government. If you have any questions about the survey, which can be found here, <https://www.smartsurvey.co.uk/s/Councillor-Remuneration-2021/> please get in contact with Research.PublicServices@gov.wales

The closing date for the survey is 29 October 2021. I very much appreciate that councillors are under pressure and that this is an exceptional time for everyone in local government. However, I strongly encourage everyone to take the time to complete the survey as it will create vital evidence, which will be critical to shaping the role and support available for councillors in the future.

Yours sincerely,



Rebecca Evans AS/MS
Y Gweinidog Cyllid a Llywodraeth Leol
Minister for Finance and Local Government

CORRESPONDENCE E

FRIENDSHIP CITY

Dear Honourable Clerk (Andrew)

Thank you for reaching out. I'm very pleased to hear that your Council is keen. It has the potential to be a lovely relationship. I also thank Neil for helping move things along.

The following is what Frankston will seek in terms of a simple 'Friendship City' relationship:

- An agreement signed by Frankston's Mayor and Tenby's mayor on principles for a 'Friendship City' relationship. Frankston will draft this document and then submit to Tenby for vetting and any modifications. Upon mutual agreement, the agreement will be signed by each Mayor at a digital ceremony;
- As part of the signing of the 'Friendship City' agreement, both municipalities will erect large signage, for touristic and civic purposes, to advise of the 'Friendship' relationship. Frankston will fund a large prominent sign in our city centre advertising our relationship with Tenby and Tenby will do the same for Frankston;
- As part of the signing of the 'Friendship City' agreement, both municipalities will make clear in council publications (online and otherwise) of the existence of the 'Friendship City' relationship; and
- As part of the signing of the 'Friendship City' agreement, both municipalities will exchange/gift a piece of art work with relevance to their respective municipalities.
- An 'open invitation' is established for each municipality to visit one another, via say a delegation, into the future.

Let me know if this works,

CORRESPONDENCE F

COMMEMORATIVE PROJECT BY BELGIAN VETERANS IN TENBY, WALES

Dear Sir/Madam,

We have been appraised of a very recent proposal in Belgium to seek to hold a commemoration event by veterans of the Free Belgian Forces in Tenby Pembrokeshire in Wales. The town hosted these servicemen and women for four years as they re-grouped and re-trained and together established a close relationship.

The purpose of this email/letter is to alert the local authorities and the Royal British Legion in Wales to the proposal, an outline of which is attached. Having consulted on 5th October with Andrew Davies, Town Clerk of Tenby we have been assured of the support for the project by the Town Council who were briefed on Tuesday evening and have signalled once again their approval. Although, as yet, no date has been set, Tenby has indicated either early June or mid-September 2022 might be suitable.

We hope that you would be in accord with the town of Tenby and be willing to send a letter on the lines suggested. We understand such an invitation would considerably ease the passage of the project through the Belgian authorities.

Our understanding is the project is in the early planning stages in Belgium. An earlier attempt to coincide with the 80th anniversary was made in 2019 but floundered with the advent of the COVID 19 Pandemic. No official request has yet been made to the UK and authorities in Wales through diplomatic or military channels. The attachment to this email outlines the proposals in the form of a draft letter of support from the Mayor of Tenby, the County Council and the President of the Royal British Legion. We would be very grateful if you could each consider writing to the Belgian Ambassador in London to indicate that, should an official request be made, the veterans and their families would be welcome.

Background.

You may be aware the Belgian Forces found succour in Tenby in 1940 as they rebuilt and retrained after the calamity of 1940 and this led to the formation of what became the "Piron Brigade" that joined the liberating forces in Normandy in August 1944 within a British Division and then fought from the beaches of Normandy to Brussels and beyond.

It is Rodolphe Lancksweert who is aware of the project in Belgium and closely in contact with the instigators. He also has close personal, family and regimental affiliations with the Guide Regiment. His uncle, Christian Lancksweert, was the second in command of the wheeled armoured squadron; the Belgian Independent Recce Squadron. That squadron then formed the base for the re-formation of the 1st Regiment de Guides in which Rudi later served as a troop leader. His brother-in-law, Lt Col Christopher Le Hardy's connections are as a retired British Army cavalry officer of the Light Dragoons who graduated from the Royal Defence College in Belgium in 1986. After service as a Defence Attaché, he became a County Councillor and Cabinet Member for Somerset County and is currently the President of the Royal British Legion in Yeovil, Somerset. These two brothers-in-law are both willing to act as points of contacts for the project.

We are sure that together we could achieve something special here and very much hope you agree.

Tenby Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 05/10/2021		
	Cash in Hand 01/04/2021		214,097.67
	ADD		
	Receipts 01/04/2021 - 05/10/2021		165,335.42
			379,433.09
	SUBTRACT		
	Payments 01/04/2021 - 05/10/2021		108,998.74
A	Cash in Hand 05/10/2021 (per Cash Book)		270,434.35
	Cash in hand per Bank Statements		
	Cash	29/09/2021	40.00
	Barclays - Current	29/09/2021	1,974.73
	Barclays - Premium	29/09/2021	196,627.11
	Barclays - Reserve	29/09/2021	79,659.12
	Barclays - Bond	29/09/2021	0.00
			278,300.96
	Less unrepresented payments		7,866.61
			270,434.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		270,434.35
	A = B Checks out OK		

Tenby Town Council
Uncashed payments/transfers out (All banks)
 (Upto 05/10/2021)

Voucher	Date	Cheque No.	Description	Total	Bank
153	08/10/2019	712361	Donation from Mayor	100.00	Barclays - Current
96	01/09/2021		Flags/Paint	29.47	Barclays - Current
110	15/09/2021		Cleaning supplies	380.14	Barclays - Current
116	23/09/2021	712658	Wages Month 6 2021-22	543.10	Barclays - Current
117	23/09/2021	712658	Wages Month 6 2021-22	259.56	Barclays - Current
119	23/09/2021	712660	Reimbursement of expenses	35.01	Barclays - Current
121	28/09/2021	712661	Petty cash top up	50.00	Barclays - Current
122	29/09/2021	712662	Reimbursement of expenses	70.20	Barclays - Current
120	29/09/2021		Paint	31.35	Barclays - Current
126	01/10/2021	712663	De Valence grant	2,160.00	Barclays - Current
127	01/10/2021	712663	Office rental	695.00	Barclays - Current
128	01/10/2021	712664	PAYE Month 6	931.89	Barclays - Current
129	01/10/2021	712665	Standpipe	31.48	Barclays - Current
130	01/10/2021	712666	Christmas lighting electricity charges	172.57	Barclays - Current
131	01/10/2021	712667	Pension Second Quarter 2021/22	2,104.92	Barclays - Current
125	04/10/2021	1G140593K182	Hand sanitisers	71.92	Barclays - Current
Total -----				7,866.61	

Tenby Town Council
Uncashed receipts/transfers in (All banks)
(Upto 05/10/2021)

Voucher	Date	Cheque No.	Description	Total	Bank
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Total-----

Tenby Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	50.00	197.20	147.20	16,058.90	7,440.48	8,618.42	8,765.62
Advertising and Publicity				500.00	274.00	226.00	226.00
Augustus Place	3,000.00	2,212.67	-787.33	2,978.90	1,209.43	1,769.47	982.14
Capital Spending (Asset Purchase)		6,000.00	6,000.00	15,000.00	18,594.00	-3,594.00	2,406.00
Christmas Lighting				20,130.00	6,415.66	13,714.34	13,714.34
Civic				8,840.00	203.21	8,636.79	8,636.79
Contra/Loans		514.36	514.36		394.42	-394.42	119.94
De Valence Pavilion				26,000.00	15,200.00	10,800.00	10,800.00
Interest on Investments and Accour	200.00	12.14	-187.86				-187.86
New Cemetery	3,920.00	2,715.00	-1,205.00	7,550.00	2,477.01	5,072.99	3,867.99
Old Cemetery	204.00	204.00		204.00		204.00	204.00
Precept	197,746.29	131,831.29	-65,915.00				-65,915.00
Provision for Doubtful Debts							
S137 Payments				300.00		300.00	300.00
Tenancies (Council as Tenant)				10,740.00	8,265.00	4,475.00	4,475.00
Tourism/Regeneration				23,000.00	2,032.93	20,967.07	20,967.07
Town Maintenance	500.00	31.50	-468.50	26,900.00	9,985.92	16,914.08	16,445.58
VAT recovered							
Wages, PAYE, NI, Pension, Expens				71,606.08	33,320.70	38,285.38	38,285.38
NET TOTAL	205,620.29	143,718.16	-61,902.13	229,807.38	103,812.76	125,995.12	64,092.99

Total for ALL Cost Centres		143,718.16			103,812.76		
V.A.T.		21,617.26			5,185.98		
GROSS TOTAL		165,335.42			108,998.74		

Tenby Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

5 October 2021 (2021-2022)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				2,400.00	2,105.00	295.00	295.00 (12%)
2	Admin - Photocopying charges	50.00	82.00	32.00	400.00	185.17	214.83	246.83 (54%)
3	Admin - Course/Training							(N/A)
4	Admin - Office Equipment				1,500.00		1,500.00	1,500.00 (100%)
5	Admin - Equipment maintenance							(N/A)
6	Admin - Insurance				5,000.00	2,735.42	2,264.58	2,264.58 (45%)
8	Admin - Phone/fax and broadband				350.00	165.04	184.96	184.96 (52%)
9	Admin - Postage				400.00	150.00	250.00	250.00 (62%)
11	Admin - Stationary				200.00		200.00	200.00 (100%)
12	Admin - Subscriptions		115.20	115.20	1,145.90	1,169.15	-23.25	91.95 (8%)
13	Admin - Travel expenses				150.00		150.00	150.00 (100%)
75	Admin - Council tax				1,630.00	930.70	699.30	699.30 (42%)
91	Admin - Councillor remuneration							(N/A)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
SUB TOTAL		50.00	197.20	147.20	15,058.90	7,440.48	8,618.42	8,765.62 (54%)

Advertising and Publicity

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				500.00	274.00	226.00	226.00 (45%)
SUB TOTAL					500.00	274.00	226.00	226.00 (45%)

Augustus Place

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				350.00		350.00	350.00 (100%)
24	Augustus Place - Tools and equi				100.00		100.00	100.00 (100%)
25	Augustus Place - Utilities				800.00	330.23	469.77	469.77 (58%)
26	Augustus Place - Letting income	3,000.00	255.00	-2,745.00				-2,745.00 (-91%)
98	Augustus Place - Council tax		1,885.76	1,885.76	1,404.90	789.70	615.20	2,500.96 (178%)
99	Augustus Place - Water rates		71.91	71.91	324.00	89.50	234.50	306.41 (94%)
101	Augustus Place - Building Contir							(N/A)
SUB TOTAL		3,000.00	2,212.67	-787.33	2,978.90	1,209.43	1,769.47	982.14 (16%)

Capital Spending (Asset Purc)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Jubilee Play Park		6,000.00	6,000.00	15,000.00	18,594.00	-3,594.00	2,406.00 (16%)
93	Town Wall lighting							(N/A)
SUB TOTAL			6,000.00	6,000.00	15,000.00	18,594.00	-3,594.00	2,406.00 (16%)

Summary of Receipts and Payments

All Cost Centres and Codes

Christmas Lighting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Christmas Lighting - Maintenance				12,480.00		12,480.00	12,480.00 (100%)
28	Christmas Lighting - Electricity				150.00	164.36	-14.36	-14.36 (-9%)
29	Christmas Lighting - Tools and E				7,500.00	6,251.30	1,248.70	1,248.70 (16%)
SUB TOTAL					20,130.00	6,415.66	13,714.34	13,714.34 (68%)

Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Civic - Courses/conferences/trav							(N/A)
45	Civic - Entertainment				3,000.00		3,000.00	3,000.00 (100%)
46	Civic - Grants				2,000.00		2,000.00	2,000.00 (100%)
47	Civic - Honoraria				150.00		150.00	150.00 (100%)
48	Civic - Mayor's Reimbursement				3,500.00	203.21	3,296.79	3,296.79 (94%)
51	Civic - Regalia maintenance				150.00		150.00	150.00 (100%)
52	Civic - Subscriptions				40.00		40.00	40.00 (100%)
81	Civic - Plaques							(N/A)
94	Civic - Maintenance of Historic A							(N/A)
SUB TOTAL					8,840.00	203.21	8,636.79	8,636.79 (97%)

Contra/Loans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contra		514.36	514.36		394.42	-394.42	119.94 (N/A)
SUB TOTAL			514.36	514.36		394.42	-394.42	119.94 (N/A)

De Valence Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	DVP - Grant to DVP (Tenby) Tru				26,000.00	15,200.00	10,800.00	10,800.00 (41%)
SUB TOTAL					26,000.00	15,200.00	10,800.00	10,800.00 (41%)

Interest on Investments and A

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	200.00	12.14	-187.86				-187.86 (-93%)
SUB TOTAL		200.00	12.14	-187.86				-187.86 (-93%)

Tenby Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

5 October 2021 (2021-2022)

New Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Maint		57.50	57.50	7,500.00	2,400.00	5,100.00	5,157.50 (68%)
33	New Cemetery - Water charges				50.00	77.01	-27.01	-27.01 (-54%)
34	New Cemetery - Grant of Rights	1,400.00	1,552.50	152.50				152.50 (10%)
35	New Cemetery - Maintenance fe	1,820.00	1,005.00	-815.00				-815.00 (-44%)
36	New Cemetery - Memorial fees	700.00	100.00	-600.00				-600.00 (-85%)
SUB TOTAL		3,920.00	2,715.00	-1,205.00	7,550.00	2,477.01	5,072.99	3,867.99 (33%)

Old Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Old Cemetery - War Graves	204.00	204.00		204.00		204.00	204.00 (50%)
SUB TOTAL		204.00	204.00		204.00		204.00	204.00 (50%)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	197,746.29	131,831.29	-65,915.00				-65,915.00 (-33%)
SUB TOTAL		197,746.29	131,831.29	-65,915.00				-65,915.00 (-33%)

Provision for Doubtful Debts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Written off debts							(N/A)
SUB TOTAL								(N/A)

S137 Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				300.00		300.00	300.00 (100%)
SUB TOTAL					300.00		300.00	300.00 (100%)

Tenancies (Council as Tenant)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				10,740.00	6,265.00	4,475.00	4,475.00 (41%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL					10,740.00	6,265.00	4,475.00	4,475.00 (41%)
Tourism/Regeneration								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby				1,000.00		1,000.00	1,000.00 (100%)
84	Park and Ride provision				1,000.00	1,000.00		(0%)
88	Special Projects within the comm				12,000.00	1,032.93	10,967.07	10,967.07 (91%)
89	Ironman				6,000.00		6,000.00	6,000.00 (100%)
95	Consultancy fees and specialist				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL					23,000.00	2,032.93	20,967.07	20,967.07 (91%)
Town Maintenance								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displ	500.00		-500.00	13,000.00	9,259.52	3,740.48	3,240.48 (24%)
56	Town maintenance - Play area				1,500.00	267.58	1,232.42	1,232.42 (82%)
57	Town maintenance - Tools and e		31.50	31.50	400.00	458.82	-58.82	-27.32 (-6%)
96	Town maintenance - Specialist r				12,000.00		12,000.00	12,000.00 (100%)
SUB TOTAL		500.00	31.50	-468.50	26,900.00	9,985.92	16,914.08	16,445.58 (60%)
VAT recovered								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
89	VAT - Recovered							(N/A)
SUB TOTAL								(N/A)
Wages, PAYE, NI, Pension, Exp								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				61,627.62	26,504.74	33,122.88	33,122.88 (53%)
15	Augustus Place - wages				3,200.00	1,557.36	1,642.64	1,642.64 (51%)
16	Town maintenance - wages				6,778.46	3,258.60	3,519.86	3,519.86 (51%)
SUB TOTAL					71,606.08	33,320.70	38,285.38	38,285.38 (53%)
Summary								
NET TOTAL		205,620.29	143,718.16	-61,902.13	229,807.88	163,612.76	125,995.12	64,092.99 (14%)
V.A.T.			21,617.26			5,185.98		
GROSS TOTAL			165,335.42			108,998.74		

Tenby Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
123	01/09/2021		Barclays - Current		Insurance	Premium Credit Ltd	E	397.36		397.36
107	01/09/2021		Barclays - Current	712652	Standpipe	Aquam Water Services Ltd	S	47.21	9.44	56.65
109	01/09/2021		Barclays - Current		Telephone services	Talk Talk	S	28.00	5.60	33.60
96	01/09/2021		Barclays - Current		Flags/Paint	Amazon	Z	29.47		29.47
124	01/09/2021		Barclays - Current		Water charges AP	Dwr Cymru	Z	12.00		12.00
106	02/09/2021		Barclays - Current	712651	Scribe annual licence	Starboard Systems Limited	S	500.00	100.00	600.00
101	02/09/2021		Barclays - Current	712648	De Valence grant	Tenby DVP Trust	X	2,160.00		2,160.00
102	02/09/2021		Barclays - Current	712648	Office rental	Tenby DVP Trust	X	895.00		895.00
103	02/09/2021		Barclays - Current	712649	Council Tax Augustus place	Post Office Ltd	X	131.60		131.60
104	02/09/2021		Barclays - Current	712650	PAYE Month 5 2021-22	HMRC	X	931.89		931.89
105	02/09/2021		Barclays - Current	712649	Council Tax Council office	Post Office Ltd	X	155.20		155.20
108	02/09/2021		Barclays - Current	712653	Information Commission regist	Information Commissioner's	Z	40.00		40.00
111	10/09/2021		Barclays - Current	712654	Cemetery cutting	Smart Gardens	Z	750.00		750.00
112	10/09/2021		Barclays - Current	712654	Jubilee grass cutting	Smart Gardens	Z	245.00		245.00
113	13/09/2021		Barclays - Current	712655	Maintenance supplies	Jewson	S	21.27	4.26	25.53
110	15/09/2021		Barclays - Current		Cleaning supplies	Nisbets	S	316.78	63.36	380.14
114	17/09/2021		Barclays - Current	712656	Photocopier rental	Konica Minolta	S	21.06	4.21	25.27
100	21/09/2021		Barclays - Current		Gas bill - Augustus Place	Total Gas and Power	L	5.24	0.27	5.51
115	23/09/2021		Barclays - Current	712657	Wages Month 6 2021-22	Employee 106	X	2,048.58		2,048.58
116	23/09/2021		Barclays - Current	712658	Wages Month 6 2021-22	Employee 110	X	543.10		543.10
117	23/09/2021		Barclays - Current	712658	Wages Month 6 2021-22	Employee 110	X	259.56		259.56
118	23/09/2021		Barclays - Current	712659	Wages Month 6 2021-22	Employee 113	X	1,068.68		1,068.68
119	23/09/2021		Barclays - Current	712660	Reimbursement of expenses	Cllr Mrs T Evans	X	35.01		35.01
121	28/09/2021		Barclays - Current	712661	Petty cash top up	Barclays	E	50.00		50.00
122	29/09/2021		Barclays - Current	712662	Reimbursement of expenses	Cllr. Sam Skymme-Blackhall	X	70.20		70.20
120	29/09/2021		Barclays - Current		Paint	JDC Paints	Z	31.35		31.35
Total								10,793.56	187.14	10,980.70

Tenby Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
39	02/09/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	575.00		575.00
40	02/09/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	130.00		130.00
41	02/09/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	115.00		115.00
42	02/09/2021		Barclays - Current		Hall hire	Tenby Male Choir	Z	60.00		60.00
33	06/09/2021		Barclays - Reserve		Interest	Barclays	X	1.99		1.99
38	06/09/2021		Barclays - Premium		Interest	Barclays	X	4.20		4.20
26	13/09/2021		Barclays - Current		Seagull bags	General public	E	55.00		55.00
27	13/09/2021		Barclays - Current		Photocopying/hall hire	Tenby Civic Society	X	30.00		30.00
28	13/09/2021		Barclays - Current		Photocopying/hall hire	Tenby Civic Society	X	15.00		15.00
29	13/09/2021		Barclays - Current		Photocopying	Tenby Civic Society	Z	4.43		4.43
30	13/09/2021		Barclays - Current		Hall hire	Anne Draper	X	7.50		7.50
31	13/09/2021		Barclays - Current		Hall hire	Mrs Higgins	X	15.00		15.00
32	13/09/2021		Barclays - Current		Photocopying	General public	X	10.57		10.57
34	14/09/2021		Barclays - Current	03187519	Council tax refund AP	Pembrokeshire County Council	X	1,885.76		1,885.76
35	23/09/2021		Barclays - Current		Hall hire	Karate Club	Z	45.00		45.00
36	23/09/2021		Barclays - Current		Cleaning supplies	Tenby DVP Trust	S	316.78	63.36	380.14
37	23/09/2021		Barclays - Current	11371010	Burial fees	E. C. Thomas	E	57.50		57.50
Total								3,328.73	63.36	3,392.09