TENBY TOWN COUNCIL

DE VALENCE PAVILION
UPPER FROG STREET
TENBY

31st May 2023

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 6th June 2023 at 7.30 pm** to transact the business stated below.

This meeting will be held 'in person' at the De Valence Pavilion but access will be provided for members wishing to join remotely from another location

Members of the public wishing to access the meeting remotely are asked to contact the Town Clerk for details.

UNDER STANDING ORDERS ADOPTED BY THIS COUNCIL PHOTOGRAPHING, RECORDING, BROADCASTING OR TRANSMITTING THE PROCEEDINGS OF A MEETING BY ANY MEANS IS PROHIBITED WITHOUT THE COUNCIL'S PRIOR WRITTEN CONSENT.

Yours faithfully

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

AGENDA

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. Public Participation: an opportunity for members of the public to ask questions and make representations about any item of business to be transacted during tonight's meeting and which is open for public discussion. Confidential items of business are excluded.

   a. Lt. Col (Ret) Christopher Le Hardy – Visit of Belgian Free Forces veterans, 24th September 2023

4. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.

5. To confirm the minutes of the meeting of Tenby Town Council held 16th May 2023.

6. To consider any Matters Arising from the minutes for information only.

7. To receive the notes of the Events Working Party held on 30th May and consider any issues or proposals therein.

8. To consider the following items of Correspondence and agree action in response to proposals:

   a. Susan Sanders, PCC – Appointment of Community Council member on the Standards Committee.

9. To receive the Accounts for May (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising (on the table)

10. To receive the End of Year Accounts for 2022-23

11. To receive the Internal Auditor's report on the 2022-23 Accounting Procedures and agree action on recommendations therein.

12. To agree the Annual Return for submission to the External Auditors.

13. To receive an update on the Welsh Water Working Party – Cllr. Whitehurst

14. To receive any updates from Council representatives on Outside Bodies.

15. Cllr. Blackhall - Business Planning

    As part of the work of the previous Policy Committee, work had started on the development of a business plan for the Town Council, with the possibility of sections of it forming a Town Plan in the future. With a group of new Councillors due to be co-opted, further work on this was suspended until Councillors were in post.

    There is now an opportunity to recommence this work. The aim was to capture the ambitions and ideas of Councillors and Staff into a single document outlining priorities for the coming years.

Proposal

To host 3 sessions to develop the next stage of the Council's plan for the future. One session to be for staff to talk through their ideas and to raise items that they think it would be helpful for Councillors to consider. The other two sessions would be "ideas into plans" workshops where there would be an opportunity to list ideas, consider what would be needed to make them happen and to determine some form of priority. These sessions would be held one on a Saturday morning and one on an evening. This would hopefully allow most Councillors to attend one of the sessions.

All ideas would then be brought together into a single document for a more detailed discussion at Policy Committee and then at Full Council.

16. Cllr. Blackhall - Decisions of Council

Council have previously agreed to maintain a Decisions of Council list, to ensure that decisions are tracked and we can monitor progress.

Proposal

It is proposed at the end of every meeting to simply list those decisions that are to be included on the tracker. It is suggested that after today's meeting, a list is developed and added to as required

17. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals:

a. To consider the Clerk's report on the provision of a dog warden/enforcement officer jointly funded by Tenby and Saundersfoot Councils.
b. Casual Vacancy

18. Date and Time of Next Meeting

Planning committee – Tuesday 4th July at 7 pm

Full council meeting – 4th July at 7.30 pm

19. To propose any item for the next Agenda.

20. **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".**

21. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 16th May 2023.

22. To consider any Matters Arising from the minutes for information only.

23. To receive the notes of the meeting with PCC to discuss Tenby Market. (This item is in private as matters relate to policy or the internal business of the Council which are for discussion with PCC prior to final approval by the Council).

24. To receive a confidential report from Cllr. Blackhall (on the table) on discussions relating to the formation of a Community Hwb including banking services for Tenby (This item is in private as it may include disclosure of commercially sensitive information).

    Proposal

    To receive the report and to form a project management team to work with named Banking Services Provider to manage the creation of the Community Hwb and Combined Council Offices.

MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 16TH MAY 2023

Present:	Councillor Dai Morgan	Mayor
	Councillor Charles Dale	
	Councillor Sam Skyrme-Blackhall	
	Councillor Duncan Whitehurst	
	Councillor Laurence Blackhall	
	Councillor Emma Lewis	
	Councillor Laura Crockford	
	Councillor Joe Criddle	
In attendance:	Mr Andrew Davies	Clerk to the Council/Financial Officer
	Sharon Thompson	Assistant to the Town Clerk

The Mayor welcomed councillors, thanking members once again for all their support. He said council will soon reveal plans of what we hope to achieve in next 12 months, we need a good effort to get us where we need to be.

For those wishing to speak, the Mayor asked that they please raise hands in accordance with Standing Orders and to stand when speaking. He asked new members not to be afraid to say something even if unsure, there is no right or wrong answer.

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14. TO RECEIVE APOLOGIES

Apologies received from Cllr Rapi and Cllr Phillips.

15. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

Cllr Skyrme-Blackhall wished to withdraw from Item 11a as she sits on the planning committee of PCNPA.

16. PUBLIC PARTICIATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ASK QUESTIONS AND MAKE REPRESENTATIONS ABOUT ANY ITEM OF BUSINESS TO BE TRANSACTED DURING TONIGHTS MEETING AND WHICH IS OPEN FOR PUBLIC DISCUSSION. CONFIDENTIAL ITEMS OF BUSINESS ARE EXCLUDED

17. TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES, EXCEPT THOSE MARKED PRIVATE AND CONFIDENTIAL, BE GIVEN TO THE MEMBERS OF THE PRESS PRESENT

Proposed Cllr Skyrme-Blackhall, seconded by Cllr Dale.

18. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 2ND MAY 2023

RESOLVED

That the minutes of the Tenby Town Council meeting held 2nd May 2023 be confirmed and signed as accurate.

19. TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

Page 159 Item 279 - Post Office Site: The Clerk had written to Kate Attrill PCNPA who feels that the written report to committee will outline the rationale for the outcome. The Clerk now has a hard copy of the 72-page report in the office but a downloadable copy is also available to email to members.

Ms Attrill is more than happy to have a meeting but she has asked that members are aware of the content of the Report as she feels many questions may be answered from within.

Cllr Blackhall is happy to go through the Report but the question was intended that the meeting was more generic than just this one application: it was how the policies and procedures are working, how they can be adapted and changed, and intended to include other organisations.

He believes TTC should still go ahead with a joint meeting and if members are happy, he will draft a suggested letter to each of the other organisations. He will ask how we could get together in an informal way to determine how can we get better at this and make sure we get more affordable houses in future schemes like this.

Cllr Dale proposed that Cllr Blackhall composes these letters and returns to council with a briefing once done. Then we can all move forward together. Seconded by Cllr Skyrme-Blackhall.

20. TO CONFIRM THE MINUTES OF THE EXTRA-ORDINARY MEETING OF TENBY TOWN COUNCIL HELD 10TH MAY 2023

RESOLVED

That the minutes of the Extra-Ordinary Tenby Town Council meeting held 10th May 2023 be confirmed and signed as accurate.

21. TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

There were no matters arising.

22. TO CONFIRM THE MINUTES OF THE TENBY TOWN COUNCIL ANNUAL GENERAL MEETING HELD 12TH MAY 2023

RESOLVED

That the minutes of the Annual General Tenby Town Council meeting held 10th May 2023 be confirmed and signed as accurate.

23. TO CONSIDER ANY MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

Cllr Dale told members that as a result conversation on the evening of Mayor Making the Deputy Town Clerk, she has agreed to be his Consort for the upcoming year. Councillors congratulated them!

24. TO DISCUSS THE NOTES OF THE MEETING HELD WITH MR MARC OWEN TO DISCUSS PARKING CONCERNS IN THE TOWN

The Mayor asked members if they had all had a chance to read the notes.

The Clerk understood that a Notice of Motion had gone before PCC meeting on Thursday relating to provision of holiday permits in residents parking bays.

Cllr Skyrme-Blackhall told councillors that the Notice in Motion had indeed come to full council last Thursday and this matter had now been referred to Cabinet for discussion.

As a county councillor she has spoken to Marc Owen on numerous occasions and is currently awaiting further feedback. Please let me know of any thoughts or ideas members may have.

She is also currently speaking to her constituents in her south ward; specifically in areas where there are not enough bays for permit holders. There is an undercurrent caused by visitors coming and using seasonal tickets provided by the holiday property owner which needs to be readdressed.

She is pleased that Mr Owen also now believes the current system isn't working at long last.

Cllr Dale welcomed the Puffin permits which should be promoted to encourage owners of Air bnb's and holiday lets to purchase transferable car park permits for their guests rather than 'holiday' permits being issued for residents' bays.

He doesn't believe there should be any type of holiday permits issued for use in resident parking bays.

He noted that The Green car park is free in winter, adding we don't need it to be free in the middle of winter, we need it to be free in summer.

Also, he felt, we need to change the balance, the scheme currently is not designed to stop a household having a permit and a holiday maker getting a permit for the same property - that needs to go.

Cllr Dale noted that Mr Owen said he was happy to consider any ideas whereby Resident Park Permit holders could have concessionary rates in car parks. No, he continued. This should be free not concessionary. We are asking residents to pay 3 times, they pay with car tax, for a permit and then are asked to pay again in a car park. It needs to be free, this would be an acceptable way to go, a guarantee that, if you have paid for your space you can park in a car park close to where you live.

Imagine the same system as the permit scheme operating in the harbour, he ventured. You pay for a mooring but can only use it if no-one else is!

Cllr Duncan Whitehurst told members that there are many other towns in England and Wales that do allow free car parking to resident permit holders in their public car parks.

We would not be breaking ground with this, we need a sensible policy, he said.

Cllr Skyrme-Blackhall commented that the Puffin permits have been available for a while. It is a concessionary ticket and she has tried to encourage locals to get it as it saves a lot of money.

Regarding a zonal approach whereby permit holders could use a nearby permit area if theirs was full, this had been piloted in the past but some residents didn't even know there were zones put in place.

The pilot was discontinued after a short time as it was felt not to be working but Cllr Skyrme-Blackhall felt a longer pilot scheme, say for two years, was needed to fully assess its success or failure.

For example, in Trafalgar, Picton Road and Culver Park you are talking about just a handful of permanent residents, she continued. The rest are second homes and holiday lets. Residents find difficulty in parking because of people coming down and using the 'holiday permit' to take up a space for a week. This is becoming a major issue.

You can find all Culver Park full but Picton Road's permit spaces have hardly any cars. Personally, I think it is very unfair when speaking to colleagues at County Hall. Tenby is seen as a cash cow as usual, and I do not feel we get much back in return. Why should we as a town be paying all this money, making our residents pay to park where they live in front of their homes, it is a shambles. I feel there is little understanding of where we are as a town, how much it swells in the summer, and how few residents we have in the town, she added.

Cllr Lewis told councillors that she had lived on High Street for 15 years and there was no residents parking scheme available to people in this area. Most parked where they could or used the multi-storey car park when the charging period was until 5 pm but then they changed the charging period to end at 7pm but this really affected residents who live in town but happen to work out of town a few days a week.

Cllr Skyrme-Blackhall knows the 'traffic wardens' are doing a job, but she personally feels, when they are out in force first thing in the morning it is all about generating revenue. This is not acceptable.

She reiterated her view that Tenby seems to have to bear the brunt for many things and does not get much back in return.

I too have felt this for some time, said the Mayor. PCC do not seem to be investing the pennies back.

He revealed that he had been speaking to an elderly person who had one wheel parked on double yellow lines and got a ticket at 5.50 am in the morning. That very same day, High Street was jammed up with illegally parked cars. There were two 'traffic wardens' walking side by side through the town and neither bat an eyelid.

Does Mr Owen not see what is going on, he said. It cannot carry on like it is.

Cllr Blackhall suggested that all the comments made should be fed back to Mr Owen to put further pressure on trying to find a solution.

He then went on to give an example: House A has a full time resident and can apply for a permit, house B is a second home so pays double council tax and can apply for permit. House C is not permanently occupied and is not a second home but is a holiday let. It is registered for business rates so does not pay council tax. It then claims small business rate relief so does not pay anything at all or very little.

It was his view is that Houses A and B should be allowed to apply for a permit but House C should not. The rules should be changed so that permits can only be issued to those that pay council tax, it is perfectly simple. It seemed fair to him, and he just did not know why this change cannot be made.

We should specifically say we want a ban on any permits being issued to properties that do not pay council tax, he said.

Cllr Whitehurst pointed out that this is not actually unusual. There are flexible parking residents permits in Dorset, East Hampshire and Derbyshire. In Derbyshire residents parking permits were actually free.

There are town centre workers permits allowing free parking for staff in Worthing, Harrow and Loughborough while many more offer discount rates for people working in town, as well as for NHS and emergency staff. It's not out of realms of possibility.

Cllr Crockford agreed that that, as one herself, residents who live in the town centre were poorly served as they don't have a permit area to apply for. She sustained a back injury some time ago and could not park anywhere near her home. When PCC was asked if there was any possibility of a permit, a flat no was received.

She feels there must be a way that permits can be available to residents within the town centre, perhaps via the suggested 'zonal' approach. There are a few residents' bays around the town which are never full all year round.

Second homeowners are important to the town, but I would like to ask the question: do they need a full-time space in a town when they are only here for a number of weeks of the year, she added.

Cllr Dale reiterated that the way to go forward would be for all Air bnb/holiday let owners only be allowed to apply for Puffin permits.

They need to be able to offer parking in some way in this day and age and a Puffin permit is a perfect way to do it, he said. Visitors can come to their property to drop their bags and the car park is just 5 minutes away. This is much simpler.

Cllr Lewis seconded the proposal that the comments made form the basis of a response to Mr Owen.

RESOLVED

That the points and suggestions made by members during discussion form the basis of a letter to Mr Owen, PCC.

25. TO DISCUSS THE FOLLOWING PLANNING APPLICATION AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:

a. NP/23/0207/FUL – Construction of new 4-bedroom dwelling with detached garage on vacant plot with principle address off private road and proposed access for additional parking off adjoining highway

The Mayor proposed that the matter be moved to private as there is a letter marked private by an objector to consider in relation to this proposal. Cllr Blackhall seconded.

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

a. Tenby Civic Society – Withdrawal of Public Facilities/Services in Tenby

Cllr Skyrme-Blackhall pointed out the letter was written on 2nd May and was now a little outdated.

PCC are looking at toilet provision again following a members' 'call-in' as every town in the county was set to lose a toilet facility. We cannot afford to lose ours and will continue to put pressure on PCC so this is in hand and out there in the public domain.

In relation to library services, the Clerk had had a conversation with Mike Cavanagh at PCC and our current service was safe for this year, If there is any change, they will return to us in good time for us to consider it to allow for it in our budget.

We don't want to be in a situation where PCC are drip feeding certain assets to us bit by bit, they need to come back to us with what facilities they cannot

sustain in good time for us to consider what we can and cannot support and they have committed to doing that, Cllr Skyrme-Blackhall continued.

The bin removed on Narberth Road/Glebe junction referred to is because there is a resident repeatedly dumping cat litter into the bin on a daily basis.

PCC boys work hard but they find street bins continually overfilled with domestic waste which has a knock-on effect on what they are trying to do. They have been removing bins to try and educate the public and they do intend putting them back but this is a discussion for the future.

We all know the story of the flower beds, Cllr Skyrme-Blackhall added. She felt this had been blown out of proportion. It had been agreed a long time ago and it is work in progress.

The bus service provision has already been sorted. PCC have negotiated with the operators and the 352 service, amongst others, is now safe.

In relation to the removal of benches the Clerk told members that it is simply a matter of benches being removed as they are damaged beyond repair and at the end of life. On the Esplanade, for example, the old Victorian style roll top benches were removed because they were rusted through and unsafe.

PCC are keeping vacant spots for those wishing to purchase memorial benches and it is just a matter of waiting for these to be replaced.

Cllr Dale felt slightly disappointed with this letter. He praised the Civic Society for their wonderful work but 90% of these questions could have been answered by reading the minutes of the council and the local press.

Anybody who has read either knows how furious and concerned we are about losing toilets, our library and litter bins and will know the plans for flower beds but there is a fake Facebook page which is publishing made-up stories which are stoking public concern.

He knows they are trying to be funny but the public are upset because of what they read on this fake Facebook page.

Councillors have constantly been asked questions as to the truth. Well, this is that we have been working with PCC constantly.

Sometimes, we will not always get a response, Cllr. Dale continued. There is certainly a feeling we are not getting enough bang for our buck but we will persevere.

Are consultations undertaken, ask the Civic Society, said Cllr. Dale. They are but people don't seem to bother to respond to them. We are constantly talking to PCC attempting to do the best for our town.

Please read minutes and read what goes into the Observer and you will have the genuine answer. We are working actively to do our best.

Cllr Whitehurst believes the closure of public toilets are of major concern. They are not a statutory duty so therefore, when there is money to be cut, they will always be in scope.

It is an essential service, it is a basic human right to use a public convenience, we should not have to pay for them. We all pay council tax, and this should be funding basic facilities. PCC seem to be keen on community asset transfers of these facilities, and others, but this usually means the town council has to bear the complete cost of the service.

In St Ives, Cornwall, their unitary authority has transferred the toilets to the town council to manage but they give them a full grant to do so. St Ives toilets are free all bar one.

He suggested the town council bypass PCC and write directly to Welsh Government asking them to consider making provision of public conveniences a statutory service with central funding so nobody in Wales pays to use the toilet.

They did for use of hospital car parks, he said. Wales could lead the way on this.

Cllr Lewis seconded Cllr. Whitehurst's proposal.

Having worked in community transport, when taking vulnerable folk out and about, access to toilets was an important issue, she said.

Some people cannot leave home if there is no access to public toilets. It is a well-being issue that disproportionately affects people with protected characteristics. Children and the elderly are most in need of quick access to toilets when making any form of journey plans.

This is surely a basic human right in a civilised society.

RESOLVED

That the Civic Society's comments be noted.

Further that TTC write directly to Welsh Government asking them to consider making provision of public conveniences a statutory service with central funding

27. TO CONSIDER APPOINTMENT OF REPRESENTATIVES TO COUNCIL COMMITTEES, SUB-COMMITTEES AND OUTSIDE BODIES

The Clerk explained that the Council had three standing committees with plenary powers: planning, policy and personnel. Each committee had seven members; this being the mayor and deputy and five others.

The planning committee meets once a month to make recommendations to PCNPA in our role as statutory consultees. The other committees meet quarterly.

Cllr Dale was happy to continue on the planning committee. The Clerk advised that Cllr Phillips had indicated his interest in the policy committee.

For the benefit of new members, the Clerk explained that the Policy committee covers a range of things including EPF projects, community engagement work, consultation on things such as PCNPA development plans, Welsh government consultation, business planning and town council policy development, for example we are soon to be issued with new Model Standing orders and members would have to determine which of those orders which were not statutory we would adopt.

The Personnel committee was self-explanatory dealing with staff welfare, recruitment, grievance complaints etc. Cllr Blackhall said he was happy to clerk these meetings if there were agenda items requiring the Town Clerk to withdraw from proceedings.

Cllr Blackhall suggested an additional standing committee to improve our areas of publicity and promotion and how we engage through social media and the website to get information out to residents. He suggested that it not be constituted as the other standing committees but would be a self-organising and self-managing committee. We had so many new councillors with positive ideas.

Cllr Crockford welcomed the idea feeling it was really important to get our voice heard. She would be happy to sit on this.

The Clerk advised that, it this was set up as a standing committee, meeting would need to be called formally in line with the Local Government Act 1972. Cllr Blackhall said he was happy, in that case, for this to be a working party.

Cllr Dale agreed that this should be a working group so that our Community Engagement Officer can be a member.

The Clerk added that there was a fourth standing committee to deal with Finance but this only tends to meet once a year to determine the budget.

He felt that there were, in light of potential discussed funding implications from PCC, many difficult decisions to be made in future which could not solely be dealt with one meeting a year. He wondered if a Finance sub-committee was needed to feed into the Finance committee.

Cllr Blackhall suggested Finance be combined with Policy but any financial implications discussed would result in recommendations to be ultimately determined by full council. Members agreed.

It was agreed that the membership of standing committee would be:

Planning – Cllrs Morgan, Dale, Lewis, Crockford, Criddle, Hallett and Rapi.

Policy/Finance – Cllrs Morgan, Dale, Blackhall, Whitehurst, Lewis, Crockford and Phillips.

Personnel – Cllrs Morgan, Dale, Skyrme-Blackhall, Lewis and Crockford. The remaining posts to be filled following discussion with absent members.

There were also two sub-committees reporting to Full Council; Cemetery Management and Augustus Place. These were called on an as required basis.

The Augustus Place sub-committee had not met for a number of years. Cllr Blackhall proposed that this sub-committee be disbanded with any matters relating to Augustus Place being dealt with by existing standing committees or full council. This was agreed.

The Cemetery Management sub-committee members were agreed as Cllrs Morgan, Skyrme-Blackhall, Hallett and Lewis.

Representatives on Outside Bodies was agreed, with Cllr Criddle filling the vacant post on the Harbour Users Committee.

Cllr Whitehurst noted that SPRAG was not on the list of Outside Bodies. He was happy to remain on this. He had not been aware of any recent meetings but believed things were ticking over nicely.

The Clerk pointed out that the council appointed representatives on the Tenby Charity Trustees did not have to be town councillors. The Trustees were reviewing membership at the moment and he would inform the town council if any new representatives were needed.

28. PROVISION OF A LOCAL DOG WARDEN/ENFORCEMENT OFFICER – CLLR SKYRME-BLACKHALL

Cllr Skyrme-Blackhall referred to her report and the proposal.

The issues around dog wardens/enforcement officers had been considered at county level and there were a number of factors including dogs on leads (not just around coast, but in fields and on footpaths), sheep worrying and fouling.

Pembrokeshire are already putting in place enforcement officers for the season as a trial and see what happens. However, Cllr Chris Williams, from Saundersfoot and I are not happy with this little window of time that they are proposing to undertake enforcement, she continued.

This is a year-round problem, not just 6 to 8 weeks. There are people here all year round and, since lockdown, dog ownership has increased dramatically. I wonder what TTC's stance would be on employing our own dog warden/enforcement officer?

I, and Cllr Williams, feel that there is an opportunity here to work with Saundersfoot Community Council with the idea that we both put money towards it.

We could work together to explain what we want as a town/village and trial it for a year.

We can show others how it works when we work together. We don't have a presence; we have lots of signs informing people what they can and cannot do but no one to enforce it.

We are both dog friendly places but whether it is rubbish, dog fouling, dogs on beaches when they should not be or untrained dogs, no one is there doing the job of enforcement.

I believe Saundersfoot is keen to be involved, she added.

Cllr Lewis said she is a dog lover but we all suffer from not wanting to step in dog mess. It is not good for anyone.

The comment about 'Covid' dog is very pertinent, she continued. There is a lot more random behaviour which doesn't do the town any good. An enforcement presence, even if it is just providing education will help encourage responsible dog ownership.

There is a lot of money in being a dog friendly town, she continued. If we have a 'presence' to control issues people feel it is being taken seriously. Signs obviously do not work without enforcement back-up.

Cllr Whitehurst agreed Cllr Skyrme-Blackhall's proposal of shared enforcement between Tenby/Saundersfoot.

One thing to consider is that we will not get the Blue Flag back on the North Beach if there are no proper dog controls in place. If there is no dog warden enforcement it fails the Blue Flag award so this is a wise and timely thing to do.

This is not a move without precedent, he continued. Looking across the pond to Cornwall, St Ives Town Council employ their own dog wardens to supplement their county council's provision. In Cornwall, traffic enforcement offices also assist in administering fines, However, the priority is not to collect fines, the measure of success is educational, fines are used only as a last resort.

Cllr Dale agrees with Cllr Skyrme-Blackhall but felt we could go one step further.

The whole of Pembrokeshire is a massive tourist resort, he commented. However, the needs of the coastal towns are completely different to those towns more 'internal' in the county.

He suggested establishing a coastal committee bringing all coastal towns/villages in to work together. This would be a larger unit with more bargaining power to work for the good of us all.

Cllr Blackhall agrees, adding that he has long advocated for the coastal communities of the south of the county to work together. In fact, he broke with tradition by inviting Chairs of neighbouring community councils to his Mayor Making.

As our neighbours it was perfectly right to do so, he said. There are so many issues to work together on. Initially we could work with Saundersfoot and then branch out to

other areas in Pembrokeshire as we have a lot in common. We could start with a round the table discussion.

Cllr Skyrme-Blackhall said that Cllr Williams would be more than happy to get round the table with us. We could ask Cllr Cormack, the North Saundersfoot and Amroth county councillor too. Let's move to the next level.

The Clerk said, with reference to Cllr Whitehurst's point about St Ives, that Wales was not the same as England. Only unitary authorities, or those contracted to them, were authorised to issue Fixed Penalty Notices in relation to dog enforcement here.

Cllr Skyrme-Blackhall moved a proposal for the Clerk to obtain further costs and details of how a joint scheme should be managed and to bring a report to the next Council meeting.

Further that TTC look to set up a liaison group involving other coastal community councils.

Cllr Lewis seconded the motion.

RESOLVED

That the Clerk obtain further costs and details of how a joint scheme should be managed and bring a report to the next Council meeting.

Further that TTC look to set up a liaison group involving other coastal community councils.

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

a. Calendar of Meetings 2023-2024

The Clerk explained that these were the dates of planned meetings. There may also be extra-ordinary or ad hoc meetings as and when needed.

b. Tenby Market

Property management at PCC had arranged a meeting to discuss Tenby market for 9am on Friday, 26th May 2023. This will be via TEAMS but it would be available for members to join in the Mayor's Parlour too.

Cllr Blackhall explained to newer members that various discussions had been had relating to the market and he would sit with the Clerk and draft a background note for them.

It was the understanding of Cllr Lewis that the free toilets in Upper Frog Street were there for the users of food outlets in Tenby Market. Are there any implications to them if these toilets close, she asked?

30. DATE AND TIME OF NEXT MEETING

Resolved that the next planning meeting will take place on Tuesday, 6th June 2023 at 7pm following by a full council meeting on Tuesday, 6th June 2023 at 7.30pm.

31. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

Update on Dwr Cymru – Cllr Whitehurst

32. 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

Meeting of Tenby Events Working Party
held 30th May 2023

Present: Cllr Dai Morgan, Cllr Laurence Blackhall, Cllr Sam Skyrme-Blackhall, Cllr. James Phillips; Andrew Davies, Town Clerk, Steve Briers, Outdoors Entertainer;

DM thanked all for attending.

1. **TO ELECT A CHAIRMAN**

   LB proposed that DM remain in the chair, SSB seconded and all agreed

2. **TO RECEIVE APOLOGIES**

   Apologies from Cllr. Duncan Whitehurst, Cllr. Emma Lewis, David Jones DVP

3. **CHRISTMAS LIGHTS SWITCH-ON EVENT 2023 (25TH NOVEMBER 2023)**

   The last meeting had confirmed 25th November 2023 Format as usual 1pm until 4.30-5.30pm.

   LB said that, while he would always be available on the day to assist in setting up and taking down, he would like to step away from the working party. This would therefore be his last meeting.

   SB asked if, due to another commitment he had later in the evening, the lights switch on could be about 30 minutes earlier.

   It was felt it would be dark enough by 4.30 pm for the lights switch on. This would mean that Father Christmas would have to set off from Castle square at about 4 pm with the lifeboat launch at around 3.30 pm AD would check with the Coxswain if this was possible.

   It was agreed that, if willing, the acts in the Square would also perform in the De Valence. The first act would start at 1.30 pm in the Square.

   AD would check with the Salvation Army and the Community Singers if they would be prepared to play in the Square and the De Valence. SB would liaise with Kelly Williams School of Dance. SB would also source a third act and devise a programme for the day to include performances in both the Square and the De Valence.

   DM felt we should make enquiries about having a commercial vendor, like a chestnut seller, earlier.

   It was suggested that the grotto in the De Valence open at 5.30 pm.

   DW and DJ to be asked to arrange PA in the Square.

4. **TOWN TREE**

   For the benefit of JP, AD explained that every year the main town tree is hit and miss because we do not have the opportunity to go and pick it. Last year we were fortunate, as it was better quality than previous years and allowed more decoration and lights to be fitted.

There is no guarantee we can have that every year as it was becoming more and more difficult to source a suitable tree within the area. AD had been asked to make enquiries about an artificial tree.

Pembrokeshire Engineering had proposed a tree similar to Saundersfoot which would cost in the region of £6500 without lights.

Rhys Thomas estimated that we would have enough lights in stock but SSB commented that these were coloured and were not in keeping with the rest of the displays.

AD estimated that sufficient single colour lights could be in the region of £3000 to purchase.

JP wondered if we could have a tree designed from recyclable materials. LB suggested that we could go with a real tree again for this year while this was looked into.

JP wondered if we could visit the supplier to pick a tree for ourselves. He also wondered if we could lease a suitably sized 'potted tree' every year.

DM said that the artificial tree would have to be dismantled and stored. AD commented that RT wondered if the central pole could be left in situ. LB said he would enquire with the Church but felt it would be very unlikely.

The meeting wondered what the tree would look like unlit. SSB commented that a real tree does look better during the daytime as it was the centrepiece of the Square. LB suggested some type of photo montage to see what it would look like.

Any financial decision regarding the purchase of an artificial tree will have to go to the council so it was suggested that the opinions of the council be sought.

6. BELGIAN VETERANS' VISIT TO TENBY (22nd -24th SEPTEMBER 2023)

AD had another recent meeting with PCC and those organising the visit from the Belgian side. The Veterans had activities planned for 22nd and 23rd September. It was only the 24th that TTC were involved in.

He was of the opinion, which he had expressed at the meeting, that we had not realised how important this event was to the Belgians, while they had overestimated what TTC could deliver themselves. PCC were only acting as advisors in relation to road closures etc and had expressed concern about the scale of the parade and the suggested VIP list.

Another meeting was planned in the near future and Lt Col Le Hardy – who was co-ordinating the Belgian side - had asked if he could attend the next meeting of the town council to discuss the visit in more detail.

TTC would also have to meet to officially consider granting of the Freedom of the Town to the Veterans as had been suggested.

JP questioned the parade route, feeling that it may be better to parade to The Esplanade and have the granting of the freedom ceremony outside the Atlantic Hotel, as this had been the Free Belgian Forces headquarters during the war. A memorial plaque could also be unveiled there which could later be located in the War Memorial grounds.

This would mean that we would not have to close Tudor Square or South Parade. Walking parade closures could be used to take the parade to the Esplanade, with only this area closed for a short period of time.

Based on his experience he did not feel the VIPs were an issue. He also felt the wreath laying could be conducted by a small party of VIPS following the presentation on the Esplanade and the armed forces in Brecon may be able to assist in co-ordinating the event.

It was felt that TTC should listen to Lt. Col Le Hardy's presentation and feedback to the meeting PCC had planned for later in the month.

Dear Clerk,

RE: APPOINTMENT OF COMMUNITY COUNCIL MEMBER OF THE STANDARDS COMMITTEE

I am writing to you to ask for your assistance in relation to the above matter and would be most grateful if you could ensure that all your Town/Community Council Members are made aware of the above vacancy.

As you may be aware, it is a statutory requirement that the Pembrokeshire County Council Standards Committee includes a Town or Community Council member when dealing with town or community Code of Conduct issues. The Council has two Town and Community Council representatives on this Committee.

Councillor Hugh Watchman has recently resigned from Llangwm Community Council for health reasons and as such a vacancy has now arisen on the Standards Committee.

In the circumstances, if any of your Members wish to be considered for the vacant role on the Standards Committee, I would be most grateful if this could be urgently communicated to myself or to Kate Matthews by e-mail to kate.matthews@pembrokeshire.gov.uk and we will forward the relevant application form to the applicant. The deadline for all applications to be submitted is 23 June 2023 and it is expected that any shortlisting exercise/interviews will take place in late June 2023.

The new representative would remain on the Standards Committee until the next local government elections in 2027 or until s/he ceases to be a Member, whichever event first occurs. County Councillors cannot put themselves forward to be Town/Community Council Members on the Standards Committee.

Yours sincerely

Susan Sanders
Head of Democratic Services

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 30/05/2023			
	Cash in Hand 01/04/2023			287,757.22
	ADD Receipts 01/04/2023 - 30/05/2023			108,562.72
				396,319.94
	SUBTRACT Payments 01/04/2023 - 30/05/2023			51,005.53
A	**Cash in Hand 30/05/2023** (per Cash Book)			**345,314.41**
	Cash in hand per Bank Statements			
	Petty Cash	28/04/2023	383.07	
	Barclays - Current	30/05/2023	2,000.00	
	Barclays - Premium	30/05/2023	265,048.53	
	Barclays - Reserve	30/05/2023	79,837.05	
	Barclays - Bond	30/05/2023	0.00	
				347,268.65
	Less unpresented payments			1,954.24
				345,314.41
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**345,314.41**
	A = B Checks out OK			

Tenby Town Council

Uncashed payments\transfers out (All banks)

(Upto 30/05/2023)

Voucher	Date	Cheque No.	Description	Total	Bank
249	16/01/2023		Wood and paint supplies	42.94	Barclays - Current
9	26/04/2023		Coronation flag	7.50	Barclays - Current
22	02/05/2023		Warm rooms funding	1,104.00	Barclays - Premium
25	04/05/2023		Council Tax Council office	149.80	Barclays - Current
38	16/05/2023		Refreshments Freedom of the town c	650.00	Barclays - Current
			Total----------	1,954.24	

Tenby Town Council

Uncashed receipts\transfers in (All banks)

(Upto 30/05/2023)

Voucher	Date	Cheque No.	Description	Total	Bank

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	100.00		-100.00 (-100%)	25,029.00	9,735.62	15,293.38 (61%)	15,193.38
Wages, PAYE, NI, Pension, Expens	9,563.50		-9,563.50 (-100%)	113,283.86	13,739.61	99,544.25 (87%)	89,980.75
S137 Payments			0.00 (N/A)	3,500.00		3,500.00 (100%)	3,500.00
Capital Spending (Asset Purchase)	96,000.00	26,135.43	-69,864.57 (-72%)	120,000.00	703.50	119,296.50 (99%)	49,431.93
Agency Services			0.00 (N/A)			0.00 (N/A)	0.00
Provision for Doubtful Debts			0.00 (N/A)			0.00 (N/A)	0.00
Loan Interest and Repayments			0.00 (N/A)			0.00 (N/A)	0.00
Advertising and Publicity			0.00 (N/A)	200.00		200.00 (100%)	200.00
Other payments (not listed here)		7.00	7.00 (700%)			0.00 (N/A)	7.00
Tenancies (Council as Tenant)			0.00 (N/A)	10,740.00	1,790.00	8,950.00 (83%)	8,950.00
Civic			0.00 (N/A)	11,290.00	4,534.79	6,755.21 (59%)	6,755.21
Tourism/Regeneration			0.00 (N/A)	28,500.00	12,618.60	15,881.40 (55%)	15,881.40
Augustus Place	3,000.00	1,605.00	-1,395.00 (-46%)	2,510.00	841.42	1,668.58 (66%)	273.58
Christmas Lighting			0.00 (N/A)	20,068.00		20,068.00 (100%)	20,068.00
Town Maintenance		20.10	20.10 (2010%	25,600.00	670.84	24,929.16 (97%)	24,949.26
New Cemetery	4,480.00	1,527.50	-2,952.50 (-65%)	3,600.00	140.00	3,460.00 (96%)	507.50
Old Cemetery	204.00		-204.00 (-100%)	204.00		204.00 (100%)	0.00
De Valence Pavilion			0.00 (N/A)	26,000.00	4,400.00	21,600.00 (83%)	21,600.00
Contra/Loans			0.00 (N/A)			0.00 (N/A)	0.00
Precept	225,143.12	75,049.12	-150,094.00 (-66%)			0.00 (N/A)	-150,094.00
Loans for Captial Expenditure			0.00 (N/A)			0.00 (N/A)	0.00
Interest on Investments and Accoun	100.00		-100.00 (-100%)			0.00 (N/A)	-100.00
Sale of Assets			0.00 (N/A)			0.00 (N/A)	0.00
Tenanies (Council as Landlord)			0.00 (N/A)			0.00 (N/A)	0.00
Capital Grants			0.00 (N/A)			0.00 (N/A)	0.00
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	**338,590.62**	**104,344.15**	**-234,246.47 (-69%)**	**390,524.86**	**49,174.38**	**341,350.48 (87%)**	**107,104.01**

Total for ALL Cost Centres	104,344.15	49,174.38
V.A.T.	4,218.57	1,831.15
GROSS TOTAL	**108,562.72**	**51,005.53**

Tenby Town Council

31 May 2023 (2023-2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				2,800.00		2,800.00	2,800.00 (100%)
2	Admin - Photocopying charges	100.00		-100.00	300.00		300.00	200.00 (50%)
3	Admin - Course/Training				1,000.00	1,035.00	-35.00	-35.00 (-3%)
4	Admin - Office Equipment				500.00		500.00	500.00 (100%)
5	Admin - Equipment maintenance				450.00		450.00	450.00 (100%)
6	Admin - Insurance				5,500.00	7,675.33	-2,175.33	-2,175.33 (-39%)
8	Admin - Phone/fax and broadbar				750.00	140.19	609.81	609.81 (81%)
9	Admin - Postage				400.00		400.00	400.00 (100%)
11	Admin - Stationary				300.00		300.00	300.00 (100%)
12	Admin - Subscriptions				1,580.00	585.50	994.50	994.50 (62%)
13	Admin - Travel expenses				150.00		150.00	150.00 (100%)
75	Admin - Council tax				1,630.00	299.60	1,330.40	1,330.40 (81%)
91	Admin - Councilor remuneration				6,786.00		6,786.00	6,786.00 (100%)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
	SUB TOTAL	**100.00**		**-100.00**	**25,029.00**	**9,735.62**	**15,293.38**	**15,193.38 (60%)**

Advertising and Publicity

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				200.00		200.00	200.00 (100%)
	SUB TOTAL				**200.00**		**200.00**	**200.00 (100%)**

Augustus Place

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				250.00		250.00	250.00 (100%)
24	Augustus Place - Tools and equi				100.00		100.00	100.00 (100%)
25	Augustus Place - Utilities				1,200.00	801.42	398.58	398.58 (33%)
26	Augustus Place - Letting Income	3,000.00	1,605.00	-1,395.00				-1,395.00 (-46%)
98	Augustus Place - Council tax				720.00		720.00	720.00 (100%)
99	Augustus Place - Water rates				240.00	40.00	200.00	200.00 (83%)
101	Augustus Place - Building Contir							(N/A)
	SUB TOTAL	**3,000.00**	**1,605.00**	**-1,395.00**	**2,510.00**	**841.42**	**1,668.58**	**273.58 (4%)**

Capital Spending (Asset Purcl

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Jubilee Play Park							(N/A)
102	Tenby Spaces and Places	96,000.00	26,135.43	-69,864.57	120,000.00	703.50	119,296.50	49,431.93 (22%)
	SUB TOTAL	**96,000.00**	**26,135.43**	**-69,864.57**	**120,000.00**	**703.50**	**119,296.50**	**49,431.93 (22%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Christmas Lighting

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Christmas Lighting - Maintenanc				13,728.00		13,728.00	13,728.00 (100%)
28	Christmas Lighting - Electricity s				300.00		300.00	300.00 (100%)
29	Christmas Lighting - Tools and E				5,000.00		5,000.00	5,000.00 (100%)
105	Christmas Lighting - Equipment				1,040.00		1,040.00	1,040.00 (100%)
	SUB TOTAL				**20,068.00**		**20,068.00**	**20,068.00 (100%)**

Civic

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Civic - Courses/conferences/trav				600.00		600.00	600.00 (100%)
45	Civic - Entertainment				3,500.00	1,278.80	2,221.20	2,221.20 (63%)
46	Civic - Grants				3,000.00		3,000.00	3,000.00 (100%)
47	Civic - Honoraria				150.00		150.00	150.00 (100%)
48	Civic - Mayor's Reimbursement				3,000.00	2,957.44	42.56	42.56 (1%)
51	Civic - Regalia maintenance				1,000.00		1,000.00	1,000.00 (100%)
52	Civic - Subscriptions				40.00		40.00	40.00 (100%)
81	Civic - Plaques					245.55	-245.55	-245.55 (N/A)
94	Civic - Maintenance of Historic A					53.00	-53.00	-53.00 (N/A)
	SUB TOTAL				**11,290.00**	**4,534.79**	**6,755.21**	**6,755.21 (59%)**

Contra/Loans

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

De Valence Pavilion

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	DVP - Grant to DVP (Tenby) Tru				26,000.00	4,400.00	21,600.00	21,600.00 (83%)
	SUB TOTAL				**26,000.00**	**4,400.00**	**21,600.00**	**21,600.00 (83%)**

Interest on Investments and A

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	100.00		-100.00				-100.00 (-100%)
	SUB TOTAL	**100.00**		**-100.00**				**-100.00 (-100%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

New Cemetery

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Mainte		502.50	502.50	3,500.00		3,500.00	4,002.50 (114%)
33	New Cemetery - Water charges				100.00		100.00	100.00 (100%)
34	New Cemetery - Grant of Rights	1,610.00	460.00	-1,150.00				-1,150.00 (-71%)
35	New Cemetery - Maintenance fe	2,030.00	145.00	-1,885.00		140.00	-140.00	-2,025.00 (-99%)
36	New Cemetery - Memorial fees	840.00	420.00	-420.00				-420.00 (-50%)
	SUB TOTAL	**4,480.00**	**1,527.50**	**-2,952.50**	**3,600.00**	**140.00**	**3,460.00**	**507.50 (6%)**

Old Cemetery

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Old Cemetery - War Graves	204.00		-204.00	204.00		204.00	(0%)
	SUB TOTAL	**204.00**		**-204.00**	**204.00**		**204.00**	**(0%)**

Other payments (not listed hei

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
108	Corporate BBT DI refund		7.00	7.00				7.00 (N/A)
	SUB TOTAL		**7.00**	**7.00**				**7.00 (N/A)**

Precept

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	225,143.12	75,049.12	-150,094.00				-150,094.00 (-66%)
	SUB TOTAL	**225,143.12**	**75,049.12**	**-150,094.00**				**-150,094.00 (-66%)**

Provision for Doubtful Debts

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

S137 Payments

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				3,500.00		3,500.00	3,500.00 (100%)

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				3,500.00		3,500.00	3,500.00 (100%)

Tenancies (Council as Tenant)

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				10,740.00	1,790.00	8,950.00	8,950.00 (83%)
	SUB TOTAL				10,740.00	1,790.00	8,950.00	8,950.00 (83%)

Tourism/Regeneration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby				1,500.00		1,500.00	1,500.00 (100%)
84	Park and Ride provision				1,000.00		1,000.00	1,000.00 (100%)
88	Special Projects within the comn				15,000.00	7,447.15	7,552.85	7,552.85 (50%)
89	Ironman				5,000.00		5,000.00	5,000.00 (100%)
95	Consultancy fees and specialist				1,500.00		1,500.00	1,500.00 (100%)
103	Warm Rooms funding					5,104.00	-5,104.00	-5,104.00 (N/A)
106	Tourism - Coronation				3,000.00	67.45	2,932.55	2,932.55 (97%)
107	Tourism - Belgian Veterans				1,500.00		1,500.00	1,500.00 (100%)
	SUB TOTAL				28,500.00	12,618.60	15,881.40	15,881.40 (55%)

Town Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displa				16,500.00	555.00	15,945.00	15,945.00 (96%)
56	Town maintenance - Play area				1,500.00		1,500.00	1,500.00 (100%)
57	Town maintenance - Tools and e		20.10	20.10	600.00	115.84	484.16	504.26 (84%)
98	Town maintenance - Specialist m				6,000.00		6,000.00	6,000.00 (100%)
104	Jubilee Play Area CCTV				1,000.00		1,000.00	1,000.00 (100%)
	SUB TOTAL		20.10	20.10	25,600.00	670.84	24,929.16	24,949.26 (97%)

VAT recovered

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	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	9,563.50		-9,563.50	101,708.25	11,250.32	90,457.93	80,894.43 (72%)
15	Augustus Place - wages				3,858.40	720.87	3,137.53	3,137.53 (81%)

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

16 Town maintenance - wages				7,717.21	1,768.42	5,948.79	5,948.79 (77%)
SUB TOTAL	**9,563.50**		**-9,563.50**	**113,283.86**	**13,739.61**	**99,544.25**	**89,980.75 (73%)**

Summary

NET TOTAL	**338,590.62**	**104,344.15**	**-234,246.47**	**390,524.86**	**49,174.38**	**341,350.48**	**107,104.01 (14%)**
V.A.T.		4,218.57			1,831.15		
GROSS TOTAL		**108,562.72**			**51,005.53**		

Tenby Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
20	Admin - Phone/fax and broa	02/05/2023		Barclays - Current		Telephone services	Talk Talk	S	33.86	6.77	40.63
22	Warm Rooms funding	02/05/2023		Barclays - Premium		Warm rooms funding	Tenby Project	Z	1,104.00		1,104.00
50	Augustus Place - Water rates	02/05/2023		Barclays - Current		Water charges AP	Dwr Cymru	Z	20.00		20.00
24	Office Rent	04/05/2023		Barclays - Premium		De Valence grant	DVP (Tenby) Trust	E	895.00		895.00
25	Admin - Council tax	04/05/2023		Barclays - Current		Council Tax Council office	Pembrokeshire County Counc	X	149.80		149.80
24	DVP - Grant to DVP (Tenby)	04/05/2023		Barclays - Premium		De Valence grant	DVP (Tenby) Trust	Z	2,240.00		2,240.00
23	Civic - Mayor's Reimburseme	04/05/2023		Barclays - Premium		Reimbursement of expenses	Cllr. Sam Skyrme-Blackhall	X			
26	Admin - Wages	04/05/2023		Barclays - Premium		PAYE Month 1 23/24	HMRC	X	1,830.21		1,830.21
27	Admin - Subscriptions	09/05/2023		Barclays - Current		Annual webhosting	Victoria Brace Marketing	Z	35.00		35.00
28	Civic - Mayor's Reimburseme	09/05/2023		Barclays - Premium		Mayoral expenses	Cllr. Sam Skyrme-Blackhall	X	2,329.44		2,329.44
29	Tourism - Coronation	09/05/2023		Barclays - Premium		Reimbursement for Coronation	Employee 113	Z	59.95		59.95
31	New Cemetery - Maintenanc	11/05/2023		Barclays - Current		Memorial repair P52	W. and M. J. Rossiter and So	E	140.00		140.00
30	Civic - Entertainment	11/05/2023		Barclays - Premium		Reimbursement of Freedom pr	Cllr. Sam Skyrme-Blackhall	X	143.14		143.14
32	Civic - Maintenance of Histor	11/05/2023		Barclays - Premium		New Mayoral board	Tredeml Print	S	53.00	10.60	63.60
33	Special Projects within the cc	11/05/2023		Barclays - Current		Reimbursement	Paragon Gardening Group	X	182.15		182.15
34	Civic - Entertainment	12/05/2023		Barclays - Current		Mayor Making - Wine	Cllr. D. Morgan	X	222.66		222.66
35	Town maintenance - Tools a	15/05/2023		Barclays - Current		Wood filler/screws etc	Jewson	S	33.82	6.76	40.58
36	Tenby Spaces and Places	15/05/2023		Barclays - Current		Paragon Project	Mark Lewis	Z	316.50		316.50
37	Civic - Mayor's Reimburseme	15/05/2023		Barclays - Premium		Mayor Making - Band	Sleeping Dogs	X	480.00		480.00
39	Town maintenance - Floral d	16/05/2023		Barclays - Premium		Standpipe	Aquam Water Services Ltd	S	555.00	111.00	666.00
38	Civic - Entertainment	16/05/2023		Barclays - Current		Refreshments Freedom of the	On George's	Z	650.00		650.00
43	Admin - Course/Training	18/05/2023		Barclays - Premium		Council training	One Voice Wales	Z	1,035.00		1,035.00
42	Augustus Place - Utilities	18/05/2023		Barclays - Current		Augustus Place broadband	Telemat	S	238.00	47.60	285.60
41	Civic - Mayor's Reimburseme	18/05/2023		Barclays - Current		Mayor Making photographs	Gareth Davies Photography	X	148.00		148.00
40	Tenby Spaces and Places	18/05/2023		Barclays - Premium		Paragon notice board	Tredeml Print	S	112.00	22.40	134.40
45	Civic - Entertainment	22/05/2023		Barclays - Premium		Mayor Making wine/table cloth	Tenby DVP Trust	Z	263.00		263.00
51	Admin - Phone/fax and broa	25/05/2023		Barclays - Current		Telephone services	Vodafone Limited	S	36.23	7.25	43.48
46	Admin - Wages	25/05/2023		Barclays - Premium		Wages May 2023	Employee 106	X	2,256.00		2,256.00
49	Town maintenance - Tools a	25/05/2023		Barclays - Premium		Wages May 2023	Employee 110	X	24.54		24.54
47	Admin - Wages	25/05/2023		Barclays - Premium		Wages May 2023	Employee 113	X	1,483.32		1,483.32
49	Augustus Place - wages	25/05/2023		Barclays - Premium		Wages May 2023	Employee 110	X	344.90		344.90
49	Town maintenance - wages	25/05/2023		Barclays - Premium		Wages May 2023	Employee 110	X	640.54		640.54

Tenby Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
48	Admin - Wages	25/05/2023		Barclays - Premium		Wages May 2023	Employee 114	X	1,175.17		1,175.17
44	Augustus Place - Utilities	26/05/2023		Barclays - Current		Electricity Augustus Place	Engie Power Limited	L	159.47	7.97	167.44
							Total		19,389.70	220.35	19,610.05

31 May 2023 (2023-2024)

Tenby Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
12	New Cemetery - Grant of Rig	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	230.00		230.00
12	New Cemetery - Maintenance	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	145.00		145.00
12	New Cemetery - Grounds Ma	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	290.00		290.00
12	New Cemetery - Grounds Ma	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	67.50		67.50
12	New Cemetery - Grant of Rig	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	230.00		230.00
12	New Cemetery - Memorial fe	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	120.00		120.00
12	New Cemetery - Memorial fe	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	120.00		120.00
12	New Cemetery - Memorial fe	02/05/2023		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	60.00		60.00
18	Augustus Place - Letting Inc	02/05/2023		Barclays - Current		Hall hire	Tenby Male Choir	X	60.00		60.00
16	Town maintenance - Tools ai	03/05/2023		Barclays - Current		Bench compensation	Hmcts/Centralised	X	10.05		10.05
13	Augustus Place - Letting Inc	03/05/2023		Barclays - Current		Hall hire Augustus Place	Mencap Cymru	Z	937.50		937.50
17	Augustus Place - Letting Inc	04/05/2023		Barclays - Current		Hall hire	Meeting Group	Z	7.50		7.50
17	Augustus Place - Letting Inc	04/05/2023		Barclays - Current		Hall hire	Meeting Group	Z	7.50		7.50
17	Augustus Place - Letting Inc	04/05/2023		Barclays - Current		Hall hire	Meeting Group	Z	7.50		7.50
17	Augustus Place - Letting Inc	04/05/2023		Barclays - Current		Hall hire	Meeting Group	Z	7.50		7.50
17	Augustus Place - Letting Inc	04/05/2023		Barclays - Current		Hall hire	Meeting Group	Z	7.50		7.50
9	New Cemetery - Grounds Ma	09/05/2023		Barclays - Current		Burial fees	E. C. Thomas	E	145.00		145.00
19	Corporate BBT DI refund	09/05/2023		Barclays - Current		Refund	Barclays	X	7.00		7.00
14	Augustus Place - Letting Inc	09/05/2023		Barclays - Current		Hall hire	Augustus Place Art Group	Z	15.00		15.00
14	Augustus Place - Letting Inc	09/05/2023		Barclays - Current		Hall hire	Augustus Place Art Group	Z	15.00		15.00
14	Augustus Place - Letting Inc	09/05/2023		Barclays - Current		Hall hire	Augustus Place Art Group	Z	15.00		15.00
14	Augustus Place - Letting Inc	09/05/2023		Barclays - Current		Hall hire	Augustus Place Art Group	Z	15.00		15.00
15	Augustus Place - Letting Inc	12/05/2023		Barclays - Current		Hall hire	Tenby Project	X	135.00		135.00
10	Augustus Place - Letting Inc	16/05/2023		Petty Cash		Hall hire	Tenby Project	X	15.00		15.00
11	New Cemetery - Memorial fe	18/05/2023		Barclays - Current		Burial fees	E. C. Thomas	E	120.00		120.00
							Total		2,789.55		2,789.55

TENBY TOWN COUNCIL

FINANCIAL ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2023

Ashmole & Co

TENBY TOWN COUNCIL

Council Information

Mayor

Cllr. S. Skyrme-Blackhall (appointed 30th June 2022)

Deputy Mayor

Cllr. S. Lane (Resigned February 2023)

Councillors

Cllr. L. Blackhall

Cllr. C. Dale (Elected May 2022)

Cllr. T. Brown (Elected May 2022 - Resigned February 2023)

Cllr. L Attwell (Elected May 2022 - Resigned February 2023)

Cllr. P. Rapi

Cllr. D. Morgan

Cllr. D. Whitehurst (Elected May 2022)

Cllr. T. Hallett

Cllr. T. Rossiter (Resigned February 2023)

Cllr. J. Rossiter (Elected May 2022)

Cllr. M. Ronowitz (Resigned February 2023)

Clerk to the Council

Mr. Andrew Davies

Auditors

Wales Audit Office

REPORT OF THE ACCOUNTANTS TO

TENBY TOWN COUNCIL

We have prepared the attached financial accountants, set out on pages 2 to 7, from records and information provided by yourselves and we can confirm that the accounts are in accordance therewith. We have not carried out an audit.

ASHMOLE & CO.
Chartered Certified Accountants & Registered Auditors

Date:

TENBY TOWN COUNCIL

SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST MARCH 2023

2022 Last Year's Income and Expenditure	Activity	2023 Receipts and Payments	Adjustments Regarding Last Year	Current Year Adjustments	Income and Expenditure
£		£	£	£	£
	Calculation of Income				
197,746	Precept on County Council	224,099	-	-	224,099
26	Interest Received	674	-	-	674
-	Civic	-	-	-	-
3,593	Augustus Place	5,057	75	1,103	6,085
204	Old Cemetery	204	-	-	204
5,195	New Cemetery	9,905	258	1,623	11,270
6,000	Capital Expenditure Grant	39,507	-	-	39,507
-	Capital donations	-	-	-	-
119	Town maintenance/regeneration	29,322	-	-	29,322
-	Jubilee maintenance	-	-	-	-
41	Refuse collection	506	-	-	506
£212,924	Total	£309,274	£333	£2,726	£311,667
	Calculation of Expenditure				
71,227	Administration	99,283	5,972	1,724	95,035
27,955	Capital Expenditure	58,615	-	-	58,615
36,740	De Valence Pavilion	39,104	-	-	39,104
16,524	Town/Garden Maintenance	19,576	-	18	19,594
651	Jubilee maintenance	809	-	-	809
5,159	Cemetery	3,204	-	-	3,204
17,810	Lighting	15,165	-	-	15,165
5,023	Augustus Place	5,667	-	-	5,667
4,765	Civic	6,197	-	2,329	8,526
4,050	Civic S137 payment	4,500	-	-	4,500
2,242	Tourism/regeneration	20,416	(237)	4,254	24,907
-	Refuse collection	528	-	-	528
-	Bad debt	30	-	-	30
£192,146		£273,094	£5,735	£8,325	£275,684

	CUMULATIVE FUND BALANCE	
229,917	Reserves Brought Forward	250,695
212,924	Add Total Income	311,667
192,146	Less Total Expenditure	275,684
£250,695	Reserves Carried Forward	£286,678

TENBY TOWN COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2023

	2023		2022	
	£	£	£	£
Current Assets				
VAT	4,385		2,240	
Debtors	2,725		333	
Prepayments	1,352		704	
Cash at Bank	287,722		253,764	
Cash in Hand	172		93	
	296,356		257,134	
Current Liabilities				
Creditors and Accrued Expenses	9,678		6,439	
Net Current Assets		286,678		250,695
Total Assets Less Current Liabilities		£286,678		£250,695
Represented by				
Earmarked Reserves		181,177		128,057
General Reserves		105,501		122,638
		£286,678		£250,695

The above statement represents fairly the financial position of the Authority as at 31st March 2023 and reflects its income and expenditure during the year.

APPROVED BY COUNCIL

Signed _____ Chairman Date: _____

Signed _____ Finance Officer Date: _____

Notes to the accounts
31st March 2023

1. Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides, for a period of more than one year. Fixed assets are valued on the basis recommended by CIPFA. The year end values are stated on the following basis:

> Land, operational properties and other operational assets are reported in the notes to the accounts at current insurance values as approximating the lower of net current replacement cost and net realisable value.
>
> Infrastructure assets and community assets are included at insurance valuations.

2. Debtors and Creditors

The revenue accounts of the Council are maintained on an accruals basis in accordance with the Accounting Guidance Notes for Local Councils. That is sums due to or from the Council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of regular quarterly accounts (eg telephone, electricity etc.) This policy is applied consistently each year. Therefore, it will not have a material effect on the years' accounts or on the Council's budget.

3. Reserves

The Council maintains certain reserves to meet general and specific future expenditure.

4. Interest Income

All interest receipts are credited initially to general funds.

5. Pensions

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilites of the pensions fund, in accordance with relevant government regulations.

An actuarial valuation is to take place in the Autumn and any change in contribution rates as a result will take effect from 1st April 2024.

6. Agency Work

During the year the Council undertook no agency work on behalf of Pembrokeshire County Council

7. Tenancies

During the year the following tenancies were held:

Council as Landlord

De Valence Pavilion - Peppercorn

Council as Tenant

Landlord	Property	Rent p.a.	Repairing/ Non Repairing
Jubilee Play Area		£1	

The rent charge for the Jubilee play area was paid in one lump sum in 2012 amounting to £25. The aforementioned amount represents a payment of £1 for each of the 25 year lease.

8. Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details shown under the following broad categories.

		2023 £	2022 £
Town Council	Other Advertising	320	399
		£320	£399

9. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the sum of £8.82 per head of the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers. There were **3324** persons on the electoral roll as at 31st March 2023.

	2023	2022
The total amount available for this purpose was:	£29,318	£28,005

10. Pensions

For the year of account the Council's contributions equal 11.6% of employee's pensionable pay.

Approved by: Mercer Human Resource Consulting Ltd
(Actuaries to the Pension Fund)

11. Debts Outstanding

At the year end debts of £2,725 were outstanding and due to the Council. The ages of these debts were:

	2023	2022
	£	£
Less than 3 months	2,725	333
	£2,725	£333

12. Fixed Assets - Additions

The following assets were purchased during the year:	2023	2022
Play and skate park	10,926	18,594
Christmas festoons	-	6,251
Specialist projects within the community	-	-
Specialist Paragon project	47,689	3,110
	£58,615	£27,955

TENBY TOWN COUNCIL

Notes to the Accounts
31st March 2023

FIXED ASSETS

As at 31st March the following assets were held:

	Value 2023 per insurance schedule
Freehold Land and Buildings	
De Valence Pavilion, Tenby	4,311,541
Augustus Place Community Centre	301,121
	£ 4,612,662

The Jubilee equipment is insured by Pembrokeshire County Council

Vehicles and Equipment	
Office Machinery and Equipment	23,674
Augustus Community Centre Furniture and Equipment	11,132
	£ 34,806
Infrastructure Assets	
Memorial Drinking Fountain	25,506
	£ 25,506
Community Assets	
Maces, Medallions, Robes & Chains of Office	160,878
Mayoral Fixtures and Fittings	14,860
Pictures, prints, photographs	8,916
Christmas Lights	43,467
Bus Shelters and notice boards	8,018
Laptop, Computers & Portable Electronic Equipment	4,000
	£ 240,139
Total	£ 4,913,113

WILLIAMSTON HOUSE
7 GOAT STREET
HAVERFORDWEST
SA61 1PX

TEL: 01437 765556
WEB: www.ashmole.co.uk
EMAIL: haverfordwest@ashmole.co.uk

Offices at:

Abergavenny	Neath
Ammanford	Newcastle Emlyn
Cardigan	Pontarddulais
Carmarthen	St. Clears
Llandeilo	Swansea
Llandovery	Tenby

Ashmole & Co

CHARTERED CERTIFIED ACCOUNTANTS
& REGISTERED AUDITORS

Established in 1897

25 May 2023

Tenby Town Council
De Valance Pavilion
Upper Frog Street
Tenby
Pembrokeshire
SA70 7JD

Our ref: IDB/T182

Dear Councillors,

Letter of Comment

In accordance with our normal practice, we are writing to draw your attention to various matters, which arose during the course of our internal audit of Tenby Town Council Accounts for the year ended 31st March 2023.

Qualitative aspects of the entity's accounting practices and financial reporting
We have no comments to make concerning the qualitative aspects of the entity's accounting packages and financial reporting.

Unadjusted mis-statements
There were no significant unadjusted mis-statements arising from our internal audit work, which need to be drawn to your attention.

Material weaknesses in the accounting and internal control systems
As you are aware from our letter of engagement, our internal audit procedures were directed towards testing the accounting systems in operation upon which we based our assessment of the accounts. During the course of our internal audit, there were a few ocassions where the banking couldn't be traced to a sales invoice in the file.

Significant findings from the audit
There are no significant findings from the internal audit, which we wish to draw to your attention.

We would like to express our thanks to Andrew for their assistance during the course of our internal audit. Please note that this report has been prepared for the sole use of Tenby Town Council. It must not be disclosed to third parties, quoted or referred to, without our prior written consent. No responsibility is assumed by us to any other person.

If we can be of any further assistance, please contact Mr Ian Badham of this office.

Yours sincerely,

I D Badham., B. A, FCCA
Ashmole & Co

"I grow my business by referrals. If you have any colleagues, clients or associates who would benefit from talking to me about their accountancy or taxation affairs, please feel free to ask them to contact me".

Community and Town Councils in Wales
Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: TENBY TOWN COUNCIL

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	229917	250695	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	197746	224099	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	16178	87568	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	69725	96586	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	122421	179098	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	250695	286678	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	3277	8462	**Income and expenditure accounts only:** Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	253857	287894	**All accounts:** The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	6439	9678	**Income and expenditure accounts only:** Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	250695	286678	**Total balances should equal line 7 above:** Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	443515	502130	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee	PG Ref
	Yes	No*		
1. We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.	X		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	X		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/ Committee to conduct its business or on its finances.	X		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	X		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	X		Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	X		Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements.	X		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	X		Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

	Yes	No	N/A		
9. Trust funds – The body acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.			X	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.	3, 6

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement
1. **Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000** Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector. In 2022-23, the Council made payments totalling £29,318 under section 137. These payments are included within 'Other payments' in the Accounting Statement.
2.
3.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement.

Council/Committee approval and certification

The Council/Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

Certification by the RFO	**Approval by the Council/Board/Committee**
I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council/Board/ Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference: **Minute ref:**
RFO signature:	**Chair signature:**
Name:	**Name:**
Date:	**Date:**

Annual internal audit report to:

Name of body: TENBY TOWN COUNCIL

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Council/Board/Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council/Board/Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	Y				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Y				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Y				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	Y				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	Y				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Y				
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	Y				
8. Asset and investment registers were complete, accurate, and properly maintained.	Y				

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	X				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	X				
11. Trust funds (including charitable trusts). The Council/Board/ Committee has met its responsibilities as a trustee.			X		

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

~~[My detailed findings and recommendations which I draw to the attention of the Council/Board/Committee are included in my detailed report to the Council/Board/Committee dated _____]~~ ~~* Delete if no report prepared.~~

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	IAN BADHAM F.C.C.A
Signature of person who carried out the internal audit:	Ian B
Date:	25.05.23

Provision of a local Dog Warden/Enforcement Officer

Report by the Town Clerk

Aims of the proposal

The outcomes of a joint venture between Tenby Town Council and Saundersfoot Community Council to provide a local Dog Warden/Enforcement Officer is to reduce instances of dog fouling and dogs accessing beaches during prohibited times.

ENFORCEMENT

Anyone who fails to clear up after their dog can be issued with a Fixed Penalty Notice (FPN) of up to £150. If the case goes to court this could cost the owner or person in charge of the animal up to £1,000.

The law states that being unaware a dog has fouled or not having a suitable bag for disposal is not a reasonable excuse.

Dog prohibited beaches are governed by bye-laws. An FPN of £75 can be issued for a dog, other than Assistance Dogs, in the restricted areas.

In Wales employees of community councils and other persons (including their employees) authorised by a community council can only issue a Fixed Penalty Notice for litter, graffiti and fly-posting.

This means that, in Wales, only an employee of a unitary authority (i.e., Pembrokeshire County Council) can issue a FPN for dog fouling and dogs in restricted areas as long as they have been authorised by the local authority to do so.

In addition to employees of a local authority, an authority can also enter into arrangements with contractors who are not directly employed by the local authority e.g., a third-party enforcement agency.

Therefore, the aims of the proposal can only be achieved by entering some form of joint contract between TTC/SCC and PCC for them to provide a jointly funded Dog Warden

FACTORS FOR CONSIDERATION

1. Would one operative be enough?

   If the aim is to reduce dogs on prohibited beaches, then the period cover would be required would be seven days a week from the start of May to the end of September. While we do get complaints of dogs being on the beaches during the main part of the day, most calls relate to dogs being on the beaches during the early morning or later evening. You could therefore be looking at a requirement to provide

enforcement from around 7 am to 10 pm daily seven days a week – this could mean at least two officers to cover rest days etc depending on how PCC manage the service countywide.

If the requirement is to additionally deal with fouling of public footpaths etc then you would have to make seven-day provision 12 months of the year. Again, early mornings and later evenings seem to be the main problem times.

For an FPN to be issued, the offence has to be witnessed and they can be issued retrospectively based on detailed information supplied to PCC by members of the public (although I would not advocate members of the public approaching an offender to get details of name, address etc). A submitted photograph can sometimes be sufficient if the offender is identifiable and known.

2. Targeting of Enforcement

   Naturally to reduce dogs on prohibited beaches these are the areas that would be targeted by officers.

   However, to provide broader enforcement of dog fouling, do 'hot spot' areas for patrol need to be identified e.g., TTC get frequent complaints about Heywood Lane, the Esplanade and the town centre. I am sure that Saundersfoot have similar areas of concern and one of the biggest criticisms of the dog wardens is that they are never in the right place at the right time!

   An option would be to identify areas in both Tenby and Saundersfoot to be visited within a 'shift (e.g., Tenby one morning and Saundersfoot the next). The uncertainty of whether an enforcement officer is in the locality at any specific time will act as a deterrent.

3. Line management

   If PCC are providing enforcement under contract, then they will ultimately be line manager of the service. However, how do we monitor that the officer is deployed as required by both us and Saundersfoot?

   It is natural that neither TTC or SCC, if providing the funding for an enforcement officer to cover our area, would like to see that said officer be a 'free resource' for PCC to deploy to other areas in the event of staff covering those areas being on leave or ill, we would have to consider how our enforcement would be achieved if the same were true for our jointly funded officer.

If both TTC and SCC agree to jointly fund provision, then some form of liaison group/working party would need to be set up to establish the delivery of the scheme.

Terms and Conditions of the 'contract' would need to be negotiated, including the parameters of enforcement and whether any income generated from FPNs could reduce the cost to both councils.

It is believed that the salary for an enforcement officer is
Within the SCP5 range (up to £25,000) but there would also be 'on-costs'. However, when attempting to get firm details of potential costings and management structure from PCC, I was advised that the Authority is presently in the very early stages of restructuring regarding enforcement. Posts, staff structure and staff budgets have not yet been determined and agreed.

As such they are not yet in a position to advise on potential costs nor provide input on developing the idea further with us.

OFFICER RECOMMENDATION

That a working party be established involving town, community and county councillors from Tenby and Saundersfoot, to discuss how the provision could be operated while awaiting firmer details from PCC.