

**TENBY TOWN COUNCIL**

**DE VALENCE PAVILION  
UPPER FROG STREET  
TENBY**

27<sup>th</sup> September 2023

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 3<sup>rd</sup> October 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**

**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. 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.
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 5<sup>th</sup> September 2023.
6. To consider any Matters Arising from the minutes for information only.
7. To receive the minutes of the Policy and Finance Committee held on 19<sup>th</sup> September 2023
8. To receive the Accounts for September (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising (on the table)
9. To consider the following requests for Grant aid and agree action in response to proposals:
  - a. Tenby Sea Cadets
10. To receive any updates from Council representatives on Outside Bodies.
11. To consider opening a dialogue with National Resources Wales regarding their addition of Merlin's Gardens to the high-risk flood area for the town – Cllr Whitehurst.
12. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
13. Date and Time of Next Meeting  
  
Planning committee – Tuesday 7<sup>th</sup> November at 7 pm  
  
Full council meeting – Tuesday 7<sup>th</sup> November at 7.30 pm
14. To propose any item for the next Agenda.
15. **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".**
16. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 5<sup>th</sup> September 2023.
17. To consider any Matters Arising from the minutes for information only.
18. Update from De Valence Project Management Team – Cllr. Phillips.

**MINUTES OF THE TENBY TOWN COUNCIL**  
**MEETING HELD 5<sup>TH</sup> SEPTEMBER 2023**

**Present:** Cllr Dai Morgan Mayor  
Cllr Sam Skyrme-Blackhall  
Cllr Trevor Hallett  
Cllr Duncan Whitehurst  
Cllr James Phillips  
Cllr Laurence Blackhall  
Cllr Emma Lewis  
Cllr Michelle Evans

**In attendance:** Mr Andrew Davies Clerk to the Council/Financial Officer  
Sharon Thompson Assistant to the Town Clerk

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The Mayor hoped all had had a lovely summer. He welcomed Cllr Evans to her first meeting and wished her well.

**80. TO RECEIVE APOLOGIES**

Apologies received from Cllrs Sloan, Criddle, Crockford and Dale.

**81. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW**

None disclosed.

**82. 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**

- a. **Katie Daly, PCC would like to talk to the town council about public toilet funding in the town**

Katie was joined by her colleague Huw Rowlands

Mayor thanked both for joining the meeting.

Katie explained that she had written a letter back in March but would begin with a quick summary of the position for clarity.

Although it is not a statutory obligation, PCC provide 68 public conveniences across Pembrokeshire. The Authority is undergoing increasing financial strain and they are looking at ways of funding toilets to ease PCC's budget.

One of the avenues they wish to explore is funding support from town and community councils, asset transfers etc.

Cabinet have made a decision that if alternative funding methods are not found then there will be closures across Pembrokeshire.

Funding has been secured for a set number through car parks, community councils or pay to use charges but for Tenby specifically while five have funding, 2 have no funding stream and would be closed if no solution can be found.

These are North Beach and Upper Frog Street which cost roughly £17,500 and £10,000 to operate annually.

Katie acknowledged that it appeared strange that North Beach, which was closed from the end of October to the start of April, cost nearly twice as much as Upper frog Street, which was open all year but these charges are based on the contract with Danfo, which spreads costs on a per cubicle basis.

The conversation she wished to have with TTC was around the importance of these toilets to the town and if there is a desire for them to continue.

If so, was there any option for funding from the council. This could be to continue to manage through Danfo with an invoice from PCC annually or TTC taking over completely and managing the cleaning and maintenance themselves.

Other community councils have done this and found it to be cheaper.

Another option would be that if the town council feel that there would be such an adverse impact to its closure, that they could ask that the toilet be considered as an exception to the policy. Cabinet would make the decision but there would have to be a strong case as to why no funding is available at a local level.

She was happy to support looking at all the options, which could also include closure of either or both. She would rather no closure happened and it is a difficult decision but toilet provision is a non-statutory service being looked at to make cuts.

The timescale was that a commitment of some form would be needed before 5<sup>th</sup> November. If there was no desire or commitment, Upper Frog Street toilets will close on 5<sup>th</sup> November permanently (North Beach is closed from 1<sup>st</sup> November to 1<sup>st</sup> April in any case, but would not re-open).

If there was a commitment from TCC then Upper Frog Street would be kept open until 1<sup>st</sup> April. Cases for exception toilets would be considered by Cabinet in December.

She appreciated the timescale was tight but it allowed the town council to factor any potential costs in their budget and precept setting in December.

Cllr Phillips wondered if there was a 'middle way' for example the town council finding alternative management systems but PCC still funding maintenance costs.

Katie felt that this was not possible due to the contract with Danfo. If managed by TTC, all responsibility would fall to TTC.

Cllr Whitehurst, looking back at cabinet meeting, when the toilet strategy was agreed he noted no record of costs versus delivery of the service. There had also been, in his view, little consideration of the needs of the community.

He wondered if PCC have looked at grants which Welsh Government, were providing where toilets need upgrading.

Katie answered that PCC had secured grants to upgrade some toilets, but none were available for ongoing revenue costs for toilets.

Cllr Whitehurst noted that as a temporary measure, approved by PCC, was for funding from second homes being used to keep toilets open while their consultations took place. Had the option to continue this been considered as there was benefit to locals and visitors alike? He felt it was worth exploring before closing toilets as he doesn't feel all options have been explored.

One of the largest and most serious concerns expressed during PCC's consultation was potential loss of toilets. People feel it is not the best approach as they feel they already pay for this through council tax. The expectation as a tax payer is why do toilets have to pay for themselves or face closure, they should be there, free to use, when people need them.

Cllr Lewis agreed. She felt public perception was that all monies seemed to be going to Haverfordwest and Tenby's importance as one of the county's main tourism centres was being overlooked. Many visitors to Tenby can't afford to keep paying to use the toilet every time they need to during the day.

Had PCC considered who was going to pay for the clean-up if people just went to the toilet where they wanted?

In relation to costs asked Cllr Blackhall, if a toilet cost £20,000 to run and there is a paying system what happens to surplus funds? Would these surplus funds go into the toilet budget for that particular area?

Katie said that a proportion goes into a reinvestment pot while the rest would go into the overall toilet budget.

Cllr Blackhall wondered, for example, if Castle Beach generated enough to cover North Beach, would there be an option to asset transfer all the toilets to TTC. Katie replied that only 2 charged for toilets in Tenby generate a small surplus, these being Castle Beach and the Multi-storey. The Green, South Beach

and Butts Field were topped up by the car parking budget, as these were in car parks.

She did not feel that surplus income generated by the Castle Beach and Multi-storey would be sufficient to make any sizeable difference to funding the North Beach or Upper Frog Street.

We are only covering costs, she commented. Paid for toilets are not 'cash cows', they don't generate huge amounts of money and are only just cost neutral in most cases.

Cllr. Blackhall felt if we were looking at an exception toilet then North Beach was the strongest case.

We have world class sporting events with international coverage. How would it be if the main beach used for these events had no toilets in sight, he asked?

Regarding the Market toilets, there were separate discussions on the market itself being had with PCC.

It may be the case that this becomes an asset transfer in its own right and the toilets could be redeveloped.

He felt we were in a situation where we were over a barrel and could be a town with no public toilet within the town walls.

If pushed, Cllr. Blackhall said he would consider TTC funding the market toilets if it was possible to achieve an accommodation for North Beach. He felt it would be too significant a hit for TTC to be taking on 2 toilets in one financial year.

Cllr. Skyrme-Blackhall said that she, as a County Councillor, and the Town Clerk had visited all the public toilets in the town with Katie last year and now had a better understanding of where funding goes.

However, it was still her bugbear that while we are the jewel in the crown of the county, PCC don't get the amount of footfall in this town year round, not just in peak season.

She said it was difficult for her to see the amount of funds generated in Tenby for the county with little being reinvested in supporting our residents and our main industry, which is tourism.

She was sad but a choice has to be made. However, we have to look after our town and those who use our facilities. She could possibly support TTC taking over the market maintenance if North Beach was considered an exception and still funded by PCC.

Cllr. Phillips felt the problem is we were being asked to make a decision without the full financial information as to what running costs were to see if TTC could achieve savings if we took them over.

He felt we needed more time to find the best solution. And wondered if there could be a stay of execution on the 5<sup>th</sup> November deadline.

Katie said that sadly this was not possible, but if she could show Cabinet that she and TTC were actively discussing potential solutions then Upper Frog Street would stay open to 31<sup>st</sup> March.

Cllr. Blackhall felt that we could move quite quickly if TTC could have information for North Beach and Upper Frog Street in relation to how many times a day cleaned, opening hours, staff, water consumption and cost of consumables. We could call a meeting of the policy committee and discuss our options.

Katie said she could provide these.

Cllr Evans asked if there would be a possibility of charging for the facilities?

Katie said that as only two charged facilities in the town covered their costs, Danfo felt it would not be worthwhile installing payment facilities in North Beach or Upper Frog Street as it would be unlikely it would pay for itself.

Cllr. Blackhall proposed that the Policy and Finance Committee have a discussion and return to Council with a proposal.

The Clerk cautioned members that, if we took over the toilets to manage ourselves, we would have to have a robust system in place. He recalled just maintaining the toilet block on South Parade for a short period as being an awful experience as office staff had to go and clean the toilets on weekends a number of times when the contracted staff did not turn up due to illness.

Cllr Phillips wondered about making the toilets at the De Valence for public use but it was felt that this was a discussion that would need to be had with the DVP.

#### **RESOLVED**

**That a meeting of the policy and finance committee be called with future toilet funding as an agenda item.**

83. **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 Hallett, seconded by Cllr Lewis.



**84. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 4<sup>TH</sup> JULY 2023**

**RESOLVED**

**That the minutes of the Tenby Town Council meeting held 4<sup>th</sup> July 2023 be confirmed and signed as accurate.**

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

**Page 46 Item 66 - Dog Warden:** The Clerk had received no response from Saundersfoot. The pilot project has started with PCC but the officers had not been in post very long. Cllr Phillips suggested asking for data once the scheme had bedded in a bit more.

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

**a. Rose Howard, PCC – Allotment sites**

Members felt this was an interesting proposal but had difficulty understanding when the actual arrangement would be and if there would be any costs to the town council in the future. Cllr. Phillips wondered if an Allotment Association could be formed to run the site. Cllr. Blackhall said he was all in favour of local services being delivered at a more local level but he needed more of an understanding as to what the proposal was. Perhaps the allotment holders themselves needed to be engaged to ascertain their views on the proposal.

It was agreed to ask for a site meeting with Miss Howard where the idea could be discussed in more detail.

**87. TO RECEIVE THE ACCOUNTS FOR JULY AND AUGUST (INCLUDING SCHEDULED PAYMENTS, UNPRESENTED CHEQUES, RECEIPTS, ACCOUNT BALANCES, BUDGET MONITORING TO DATE AND BANK RECONCILIATIONS) AND CONSIDER ANY ISSUES ARISING (ON THE TABLE)**

Cllr Blackhall suggested that perhaps we review where our monies were held. Interest rates have gone up and perhaps we could look into getting some advice on investments.

Cllr. Skyrme-Blackhall referred to the New Cemetery account. The sub-committee had not visited the cemetery for a year. It was agreed that a site visit be arranged.

Cllr Lewis noted the payment to Ironman. She understands that many make money but it is quite disruptive for other businesses. Our contribution is a lot of money considering where we spend other finances.

Cllr. Blackhall pointed out that we were committed to this level of funding until the next negotiation over whether or not the contract is renewed.



He was aware that Tenby is the only town or community council that puts money in the pot but he was of the opinion that it was a relatively small amount given at the time the last contract was negotiated as a good will gesture.

He took on board that there is disruption. But looking at the event it brings in millions of pounds to the Pembrokeshire economy.

It allows us to show off the town and county at its best and brings people down. Athletes themselves have admitted to coming to Tenby sometimes 4 times a year to train on the course. It also extends the season.

There has also been an impact locally. We have cycling clubs, triathlon clubs and swimming clubs locally that were just not there before Ironman and Long Course Weekend.

Cllr. Blackhall ventured that these events had done more for local public health, particularly men's health, than any public health intervention by Hywel Dda University Health Board.

Cllr Skyrme-Blackhall echoed Cllr Blackhall. She thoroughly enjoys and supports the event. Granted there were issues with the date this year, but we have been promised that this can never happen again. Next year it will be 22<sup>nd</sup> September.

Those who say their business is negatively impacted on the day need to look before and after the event, she continued. Speaking to athletes they say that there is no place like it and that is why they come down time and time again. She felt, personally, that the positives outweigh the negatives.

We have the best atmosphere and it's where the athletes want to be said Cllr. Blackhall.

He added that Cardiff had been actively lobbying to take Ironman from us some years ago and our funding was a token gesture of goodwill to ensure it remained in Tenby.

Of course, we have now proven our commitment so perhaps we don't need to continue our financial support during the next negotiation, he said.

It was suggested that perhaps Ironman could consider putting something back into the town for example by sponsoring the North Beach toilets given the iconic importance of the swim start off the beach.

Cllr. Phillips and Cllr. Lewis noted that there appeared to be an underfunding of £75,000 in projected Precept income. The Clerk explained that precept income is received in three tranches, April, August and December. The accounts only reflected the precept income received to date.

The Clerk referred members to the report on the Belgian Commemoration later in the agenda. When the event had been first mooted it had been envisaged as a smaller scale affair and we had budgeted accordingly.

However, with the attendance of the Lord Lieutenant of Dyfed and senior Civic and Military dignitaries, he was concerned that costs would exceed the agreed budget.

He pointed out that there was an underspend in the budget allocated for the Coronation and sought permission to vire funds from this budget to the Belgian event budget if required. Cllr Hallett supported the proposal and Cllr Skyrme-Blackhall seconded.

Cllr. Blackhall added that there was also some capacity in reserves if this funding virement was insufficient.

Cllr Skyrme-Blackhall proposed accepting accounts and Cllr Blackhall seconded.

#### **RESOLVED**

**That the accounts for July and August (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) be approved.**

It was further

#### **RESOLVED**

**That funding be vired from the Coronation Event budget to the Belgian Event budget if necessary.**

#### **88. TO RECEIVE ANY UPDATES FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES**

Cllr. Whitehurst reported that the meeting of SEPCHN in Saundersfoot had been a big success. A more detailed report will be presented to the next meeting. The next meeting of SEPCHN would be in early October. It was all looking very positive; people can come and air their concerns and get good feedback.

He was also planning a meeting with Welsh Water, NRW and PCC to go through the season's water testing report.

Cllr Lewis reminded councillors of the Tenby Free Fun Day, Saturday 23<sup>rd</sup> September in Battery Gardens and on South Beach Car Park. All welcome.

Cllr Skyrme-Blackhall had attended the health meeting and recommended councillors go to one if they could as it was very informative.

Cllr Skyrme-Blackhall gave out medals to Iron Kids. It was very hot and they all did exceptionally well. There was a great atmosphere. She thanked the Mayor for the honour to do it.

Since the last meeting the Mayor had attended the annual Rotary Club of Tenby dinner. He learned that they do a lot to support the deaf and blind. Unfortunately, they have a similar story to Tenby Lions in that they are struggling to recruit. They are concerned

they may not continue so if anyone is interested, please contact them as it would be a shame for either club to close.

He had attended the Firemen's carnival. It was great to see local businesses and the community all coming together.

He had also attended the Round Table Summer Spectacular. The first had been rained off but the second raised £10,000 for charity which was outstanding.

To round off a busy summer, he had attended Ironman. He had been there for the first swimmer in the water and the last runner home. Everyone would be aware of his views on how outstanding this event had been.

He had been honoured to attend these events and see people round town doing marvellous things

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

**a. A Brief Guide to Planning**

The Clerk had been asked to prepare this at last meeting. He hoped the document would assist members in understanding planning and some of the terms used. He also flagged up the new 'change of use categories' introduced by Welsh Government this year. PCNPA were also proposing to hold planning workshops later in year.

Cllr. Whitehurst thanked the Clerk, adding that the information on Section 106 was very useful.

**b. Update on the Belgian Forces in Tenby Commemoration events 22nd-24th September**

The Clerk presented an update and expressed his gratitude to Cllr Phillips for getting on board and assisting in the organising. He hopes all members of council who can do so will attend the events planned.

Road closures for the parade are in place and notices will be going out next week.

The Mayor suggested a visit to the local schools to talk to children about the event. The Clerk felt this would be excellent as Col Le Hardy had received little feedback when he contacted them.

However, the office had received a recent visit from the school caterers suggesting they put on a Belgian Menu meal for the Friday. This was being looked into.

Cllr. Phillips offered to go to the schools with the Mayor and suggested that perhaps a representative from the Museum join them.

The Clerk agreed to contact the schools and the museum to see if a visit could be arranged. The Mayor suggested 19<sup>th</sup> September,

Belgian flags and bunting had been supplied by the Belgian Government. It was just a question of getting them our around the harbour, church, museum and war memorial by the weekend. The Community Engagement Officer said she would ask shopkeepers to dress their windows.

The Clerk referred members to the suggestion in the document that the Mayor host a small reception for veterans and their families. This would be something just for them.

Cllr Phillips proposed the we host a small reception on the Friday evening. The Mayor seconded.

Cllr Lewis asked if there were any veterans who are alive who are unable to travel and suggested a package be provided to be brought home to them. This would be looked into.

**c. Council photocopier**

The office photocopier was no longer working and could not be repaired. The Clerk had obtained quotes for a new leasing agreement. The quotes were very similar.

Therefore, in accordance with financial regulations, and due to the urgency, the Clerk and Mayor had made the decision to order a new machine for delivery at the end of the week.

Cllr Hallett thanked the Clerk and the Mayor for sorting matters out.

**d. Provisional diary date – 6 pm, Tuesday 10th October PCC update on Brynhir development**

PCC had requested that they meet with the Town Council via Teams on 10<sup>th</sup> October at 6 pm to provide an update on Brynhir. Please could members keep the date free in their diaries if possible.

**90. DATE AND TIME OF NEXT MEETING**

Resolved that the next planning meeting will take place on Tuesday, 3<sup>rd</sup> October 2023 at 7pm followed by a full council meeting on Tuesday, 3<sup>rd</sup> October 2023 at 7.30pm.

**91. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA**

Conversation with NRW regarding the addition of Merlins Gardens being added to the high-risk flood area – Cllr Whitehurst.

Update on De Valence – Cllr Phillips.

**92. 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 POLICY AND FINANCE COMMITTEE HELD**  
**19<sup>TH</sup> SEPTEMBER 2023**

PRESENT: Cllr Dai Morgan Mayor  
Cllr Duncan Whitehurst  
Cllr Emma Lewis  
Cllr James Phillips  
Cllr Laurence Blackhall

ALSO PRESENT: Andrew Davies Town Clerk  
Sharon Thompson Deputy Town Clerk  
Anne Draper Community Engagement Officer

**1. TO ELECT A CHAIR FOR 2023/2024**

Cllr Blackhall told members that he would be happy to continue in the Chair for the next 12 months and continue his projects. However, there were new members to Council who may feel comfortable in taking the chair in the future so there could be more of a rotation.

Cllr Whitehurst proposed, Cllr Phillips seconded and

**RESOLVED**

**That Cllr. Blackhall chair the policy and finance committee for 2023/24**

**2. TO RECEIVE APOLOGIES**

Apologies received from Cllr Dale and Cllr Crockford.

**3. TO DISCLOSE ANY PERSONAL INTERESTS IN ITEMS LISTED BELOW**

None were declared.

**4. TO REVIEW THE NEW MODEL STANDING ORDERS 2023 FOR ADOPTION**

The Clerk explained that the new Model Standing Orders had been produced by One Voice Wales in conjunction with the SLCC to comply with the new legislation introduced by the Local Government and Elections (Wales) Act 2021.

Members now have to consider them for adoption. The last revision of Standing Orders was undertaken in 2019.

Members reviewed the new Model Standing Orders in comparison to the 2019 Orders and made amendments to the non-mandatory sections as necessary.

It was proposed by Cllr. Lewis, seconded by Cllr Phillips and

## **RESOLVED**

**That the new Model Standing Orders 2023, as revised and amended, be adopted.**

The Clerk would undertake to send all councillors a copy of the new Standing Orders.

### **5. TO CONSIDER OPTIONS FOR THE FUNDING OF PUBLIC TOILETS (INFORMATION FROM KATIE DALY ATTACHED AS APPENDIX B)**

This had been referred to the committee by full council and Cllr Blackhall asked for members' thoughts.

Cllr Phillips had examined the costing supplied by Ms Daly. There are two options, he felt, pay PCC to continue the service through their contractors, or to say we will employ our own contractor/recruit someone to clean.

Cllr Lewis queried whether PCC will be motivated to keep costs as low as they can if TTC were paying them to continue the service. It was felt that TTC would only look at 'cost-of-living' increases.

Cllr Whitehurst felt the North Beach was desperately in need of general maintenance. Would PCC still carry out essential works if we paid for the day-to-day upkeep?

Cllr. Blackhall felt that, if we were looking as the 'asset b' being transferred to TTC, an assessment of state of the buildings would be needed. If RAAC was identified, for example, then there was no way TTC should take liability.

There will also be ongoing costs as things will break, he pointed out.

Cllr. Phillips felt quotes were needed from other contractors to see what their offer would be to provide the same level of service as Danfo. Utilities are a given, but other costs may vary, he said. Looking at the overheads it seems a considerable sum. We should get comparison quotes.

Cllr Whitehurst shared an email from a councillor in Cornwall. Penzance Town Council took toilets over a few years ago and put their precept up to pay for them.

They found that the maintenance costs were much higher than estimates given by their county council. However, they chose to invest and make them much better, all funded through the precept.

The Clerk pointed out that he was aware that Penzance Town Council had a budget approaching £2 million and a Band D Council Tax rate of around £299.00 (ours is £74).

Cllr. Blackhall said that TTC may be prepared to take one toilet over if PCC kept the other open and even look for grants to improve both.

He was happy for TTC to go to PCC putting a case forward for them to consider making North Beach toilets an exception and keep open themselves with the idea being that, if they agreed to this then perhaps, we would fund Upper Frog Street.



He felt it would not be practical to employ our own staff but we needed to test the market into outside cleaning firms on a both toilets and an individual toilet basis.

He felt there was a stronger case to persuade PCC to make the North Beach toilets an exception to their policy. Toilet provision was required for Blue Flag status, it was a busy family orientated beach and was iconic in terms of the major sporting events held there.

The meeting did express concern that more information on maintenance and the condition of the buildings was needed. Both are PCC's problem ones, commented Cllr. Whitehurst. There is no flushing water in men's urinals on the North Beach and cleaners must use a bucket to flush them through. The ones at the Market have drainage and sewerage issues that are structurally problematic.

Cllr. Lewis felt the Upper Frog Street more beneficial to shoppers while Cllr. Blackhall wondered if these could eventually be improved as part of ongoing discussions on improvements to the market.

Cllr. Phillips wondered if the town council took over all the toilets, would the paid for ones fund the unpaid for ones. It was pointed out that only two paid for toilets were 'washing their face' and were subsidising the Green, South Beach and Butts Field. Shortfall in monies for these three was also subsidised from car parks income as they were within the car parks.

Cllr. Blackhall proposed that we write to PCC stating that we are actively considering taking on the funding of the Upper Frog Street toilets if an agreement could be reached in relation to North Beach toilets being considered an exception to policy and continued to be funded by PCC.

Further that we would not consider an increase in costs over and above 'cost of living' increases, and that a full survey as to the condition of the toilets was needed in order to move forward.

During that time TTC would also test the market on the cost of them employing a cleaning firm.

It was suggested that it could be worth exploring funding cafes, pubs and restaurants to open their toilets to non-paying customers, but it was felt that the cost of consumables and use would be considerably more than the £500 per annum PCC used to give.

The question was asked if TTC was comfortable that we can sustain the costs involved?

It was agreed that this would be a decision made during the budget setting processes. We had already taken on certain commitments and there may be other requests for support from PCC. We have money in reserve but using this was not sustainable in the long term. We would have to use the precept and there would be difficult questions.

Cllr Lewis said she was happy to work with Cllr Blackhall to take the proposal forward to PCC.

**6. TO RECEIVE AN UPDATE ON TTC DEVELOPMENT PLAN**

Cllr Blackhall will send a brief out capturing where priorities, and areas for development, were outlined by staff and others.

The context of this was in relation to the decline in our council tax base. The number of units has decreased by around 800 in the past ten years, a rate of decline that will impact our budgets and precepts.

**7. 'DECISIONS OF COUNCIL' MONITORING**

The Clerk and Cllr Blackhall were to look at the document over the summer but unfortunately it had been difficult to find an opportunity to do this for various reasons.

The idea is for a document to note when a decision was made, who will undertake it, the date completed, and the resources needed.

Cllr Lewis believes that if Minutes are produced in Word, it is possible to do text searches to monitor decisions.

The Clerk and Cllr Blackhall will speak and return to next meeting.

**8. TO CONSIDER WAYS TO IMPROVE GRANTS TARGETING AND GRANT SUPPORT TO GROUPS**

**9. UPDATE ON THE CURRENT EPF AND DECISIONS ON A NEW EPF BED (APPENDIX C)**

Cllr. Blackhall felt that Items 8 and 9 linked in with each other and proposed that they be discussed together. Members agreed.

He said our Community Engagement Officer does a great deal of work sourcing grants for the council and others but what could the town council do to support her in this process.

Bidding for grants is time consuming, and it is a question of knowing which is best to invest officer time in, he said. It may not be worth investing £300 of officer time in preparing a grant bid for only £500 for example.

The Community Engagement Officer talked through her update on the EPF project works and then outlined some of the other grant aided projects undertaken during the year including Warm Rooms, Outdoor Connections and Force of Nature.

She had also assisted some community projects in sourcing grants e.g. for upgrading equipment at the Old Chapel.

It was noted that the funding for the Community Engagement Officer through EPF only ran until March next year. Cllr. Blackhall felt TTC need to make an ongoing commitment to fund the post while also looking at other grant funding options for it.

He felt this was something the Personnel Committee needs to look at and make a resolution on to be in a position to allow for funding in the budget in December.

Strategically, without the Community Engagement Officer's work we would have more difficulty in accessing access grants he commented.

He felt the challenge was to be able to say we are going to target grants around projects or develop projects based on the grants available.

It could be that there is a small group looking at sources of grants for a potential project, with a short deadline.

We can develop a strategy so we have an idea of what is available when something comes up and where the best sources of grants are.

He suggested regular meetings with PAVS and PLANED to look at targeting grants around groups and individual group needs.

It was agreed to set up a small group to go away and look at what support can be offered to target and expand the field of grants and specific support to groups.

It could also look at the potential for support from local business for projects through sponsorship etc.

## **10. TO CONSIDER BUDGET PREPARATION TIMESCALES**

The Clerk outlined how the budget setting process works at present.

He prepares the budget for consideration at the December meeting of Council which is then confirmed and the precept set in January. This was due to PCC requiring our precept figure by the middle of January.

He said that while he tried to base the budget on current income and expenditure over the preceding year and council decisions made during the year, he felt that there were greater demands on council finances, with more decisions to be made as to priorities. He felt greater input was required at the preparation stage rather than just at one finance committee meeting in December as is the case at present.

Cllr. Blackhall agreed, pointing out that we have a declining council tax base, which puts a greater burden on our residents.

He felt more input was needed at an earlier stage. While the Clerk had never been far off in addressing all council's spend priorities, there had been times he was working out revised figures on the hoof at the December meeting because members were altering suggested spend levels.

He suggested a budgeting subcommittee of council be established whereby a small group of councillors (including the chairs of the various committees) could look at current budget heads and spend priorities and prepare a draft budget for consideration by full council.

Members agreed with this approach.

On the subject of future budgeting, the Clerk explained that he had received a letter from Mr Mike Cavanagh, PCC's Head of Cultural Services.

Last year he had written suggesting that TTC may be asked if they could consider funding staff costs to retain existing opening hours at Tenby Library.

In the end, PCC had been able to fund the situation for 2023/24.

Unfortunately, further financial constraints meant that PCC were in the situation where they may have to ask TTC to again give the request consideration for 2024/25.

Cllr. Blackhall recalled that Mr Cavanagh had met with the council earlier in the year to say that he was conscious that town and community councils set their budgets far in advance and would try and get more co-ordination from various departments as to whether they would be asking town and community councils for funding contributions.

We were already being asked about toilets and allotments. Now we have the possibility of the library too. Could Mr. Cavanagh be asked if there would be a more co-ordinated approach this year as promised. The Clerk said he would make the inquiry.

Cllr. Whitehurst wondered if we could consult with residents more about our spending plans prior to confirming the budget.

People complain that decisions are made and claim they knew nothing about it, he commented.

It was felt that this was a good idea and more could be made of the Community Forum and social media in the lead up to confirming the budget to gauge public opinion on spending plans.

Cllr. Blackhall also suggested that we could invite a member of the public to sit on committees in a non-voting capacity.

This was felt to be the best we can do given the timescale for determining the precept.

The date and time of the next meeting will be confirmed at a later date.



## TENBY TOWN COUNCIL

### Application for Grant for Voluntary Organisations

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Tenby Sea Cadets
2.	Name, Address and Status of Contact	Tenby Sea Cadets, The Harbour Store, Tenby, Pembrokeshire, SA70 7BW.
3.	Telephone Number of contact	SLt (SCC) Lloyd Jones RNR Commanding Officer 07498280458
4.	Is the organisation a Registered Charity?	Yes – 524451.
5.	For what purpose or project is the grant requested?	<p>The purpose of the grant is to support our need to purchase unit sports kit for participation in the competitions system within the Sea Cadets and for other activities too. This kit will be branded with the Tenby Sea Cadets logo.</p> <p>We are a growing youth charity within the town, having gone through a downward period over the past few years; however, we are now stable and aiming high. As of the 26<sup>th</sup> September 2023, we have 40 cadets and 12 adult volunteers, in addition to 5 trustees.</p>



		<p>The kit will allow us to access activities and participate in competitions and other activities that the Sea Cadets offer further afield. We currently rely on the cadets having the same colour of kit to participate in these activities; which often hasn't happened.</p> <p>This project will be for the initial purchase of breathable tops, shorts, socks and baseball hats, 45 sets.</p> <p><b>Organisation information:</b></p> <p>The aim of the Sea Cadet Corps is to inspire young people through nautical adventure and challenge to help give them a head start in life, whilst enabling them to become better citizens of the community.</p> <p>Our Core values are:</p> <p>Commitment Self-Discipline Honesty and Integrity Loyalty Respect Courage</p> <p>We train cadets from the age of 9 to 18 years old, and also adults, who volunteer their time of all ages to the Unit. We carry out soft skill training, which our Core Values (as above) help us to, such as communication skills, presentation skills, fundraising, value for money, commitment to events or competitions and teamwork to name but a few. We then have the specific subjects, qualifications and skills that we deliver, including BTEC qualifications and Duke of Edinburgh Award Schemes. Our subject are of course the water based disciplines, including Sailing, Windsurfing, Powerboating, Rowing (Sliding Seat and Fixed Seat) and Paddlesport. With our shorebased subjects being Marine Engineering, Ropework and Rigging, First Aid, Meteorology, Communications Information Systems, Piping, Weapons Handling, Catering, again to name but a few.</p> <p>We aim to deliver and gain qualifications in Royal Yachting Association in Navigation, First Aid, Windsurfing, Sailing and Powerboating. To the British Rowing, for Go Row and Explore Rowing qualifications in Sliding Seat Rowing and Fixed Seat Rowing. To the British Canoe Union for kayaking and canoeing qualifications to the British Heart Foundation Heartstart Awards.</p> <p>At regular points throughout the year, we take part in competitions, events and training opportunities across the County, Wales and across the United Kingdom too.</p>
6.	What will be the total	£3,500.00

	cost of the above project?	
7.	If the total cost of the project is more than the grant, how will the residue be financed?	£2,500.00
8.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	We have been successful for £1,000.00 from the Tesco blue token
9.	Who will benefit from the project?	All current and future members of Tenby Sea Cadets.
10.	Approximately how many of those who will benefit live in Tenby?	Current Numbers : Cadets – 40 Adult Volunteers - 12 Trustees – 5

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed *L. A. Jones*

Date **26<sup>th</sup> September 2023**



