

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

2nd July 2025

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 8th July 2025 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

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.

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

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

3. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
4. To receive a presentation briefing from Mr Martin Higgitt, of Martin Higgitt Associates Ltd. who has been commissioned by Pembrokeshire Coast National Park Authority to undertake a research project looking at the potential feasibility for transport services around Tenby.
5. To confirm the minutes of the meeting of Tenby Town Council held 10th June 2025.
6. To consider any Matters Arising from the minutes for information only.
7. To consider the following items of correspondence and agree action in response to proposals:
 - a. PCC – Street Trading application, South Parade
8. To consider the following requests for grant funding and agree action in response to proposals:
 - a. Tenby Round Table – Annual Senior Citizens' Christmas Dinner
9. To receive the Accounts for June (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 consider the Community Engagement Officer's proposal for the introduction of volunteer Town Ambassadors during the summer months and agree action in response to proposals – Cllr. Lewis (the Community Engagement Officer will be present to outline further details and answer questions)
11. To consider the general condition of signage around the town, including the possible introduction of 'priority seating' signage for some of the benches in Tudor Square and agree action in response to proposals – Cllr. Phillips
12. To consider the purchase of a chain of office for the deputy mayoress and agree action in response to proposals – Cllr. Phillips
13. Traffic speeds on approach/exit routes – Cllr Blackhall

Some residents have expressed concerns about the speed of some traffic coming into and exiting Tenby on the Narberth Road, Broadwell Hayes & The Maudlins and Serpentine Road.

Proposal

To write to the Police, Pembrokeshire County Council and County Councillors to seek their views and to ask if they believe any action is required.

14. Attracting additional grant income to Tenby – Cllr Blackhall

Tenby Town Council has been successful in generating grant income to support a range of Community engagement activities. Further, through the Second Homes Premium, we have been able to identify additional resource to support the Enhancing Tenby Fund. However, there are organisations in Tenby that need additional support and other organisations that could expand their work with additional resources. In addition to our own staff and members, there are a number of people in Tenby with experience of applying for Grant Funding.

Proposal

To set up an action group made up of Staff, Councillors and interested individuals from the Community to advise groups and support them to access additional funds from grant giving bodies. To offer meetings with groups where they can explore some of their identified needs and aspirations and determine if grant applications can be made. Further, to offer assistance with completing applications.

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

- a. To agree that any urgent matters during the Summer Recess will be considered under the Council's Scheme of Delegation

16. Date and Time of Next Meeting

Extra Ordinary meeting of Full Council – Wednesday 9th July at 7 pm

Planning committee – Tuesday 9th September at 7 pm

Full council meeting – 9th September at 7.30 pm

17. To propose any item for the next Agenda.

18. **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".**

19. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 10th June 2025.
20. To consider any Matters Arising from the minutes for information only.

MINUTES OF THE TENBY TOWN COUNCIL
MEETING HELD 10TH JUNE 2025

<u>Present:</u>	Councillor Dai Morgan	Mayor
	Councillor Dr Tara Carmody	
	Councillor Emma Lewis	Zoom
	Councillor Laurence Blackhall	
	Councillor Sam Skyrme-Blackhall	
<u>In attendance:</u>	Mr Andrew Davies	Clerk to the Council/Financial Officer
	Sharon Thompson	Deputy Clerk

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37. TO RECEIVE APOLOGIES

Apologies received from Cllrs Hallett, Dale, Phillips, Sloan and Crockford.

38. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

Mayor declared an interest in item 7 both personal and prejudicial.

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

Proposed by Cllr Skyrme-Blackhall and seconded by the Mayor.

RESOLVED

That items of correspondence and committee minutes, except those marked private and confidential, be given to the members of the press present.

40. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 13th May 2025

RESOLVED

That the minutes of the Tenby Town Council held 13th May 2025 be confirmed and signed as accurate.

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

Page 7 Item 19 - Youth Representatives: The Mayor and Cllr Sloan had returned to the school. The School Senedd and Mr Haynes are going through their own process for

election of ambassadors. Deputy ambassadors will also be elected in order to help with the workload. Part of the process is preparing videos which will be used for nominations. Hopefully by the next meeting we will have our youth representatives.

Page 7 Item 20 - Attendance at Council: Following the last meeting, said Cllr Blackhall, the Mayor was hoping to have conversations with some council members, questioning if anything could be done to help support attendance and where they were in terms of approach. The Mayor had reached out to several members, conversing with only one who indicated that if the meeting night was changed, he would come monthly. He will try and get round to the rest as soon as he possible. He felt it was not something to do over the phone. He will return with responses as soon as possible.

Page 10 Item 23 - Hafan y Mor Governor: Do we have clarification as to what is happening with the governor position asked Cllr Blackhall? The Clerk confirmed that no answer had been received. Cllr Blackhall proposed sending the letter again. Seconded by Cllr. Skyrme-Blackhall.

Page 12 Item 25 – Streetscape Scheme: Cllr Blackhall is currently preparing the bid and the Clerk confirmed that he has now received 3 separate quotes for the removal of the posts. Cllr Blackhall hopes to come in for a chat shortly. He thanked all involved in getting the quotes as he thought that would be the most difficult part of the process .

Page 13 Item 28 – Progress Checker: No progress on checker yet, said Cllr Blackhall. He hopes to have something soon.

Page 13 Item 29 – Accessibility: This matter has been brought up with Marc Owen commented Cllr Skyrme-Blackhall but the arranged meetings had been pushed back due to illness. The meeting is now scheduled for 20th June.

Page 10 Item 23 - Committees and Representatives on Outside Bodies: Cllr Blackhall suggested, given the current position, that we defer appointments to the next meeting.

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

a. Tenby Market

Cllr Blackhall said, firstly, he is not expecting an immediate response but this is an issue for PCC as a whole. He hopes that PCC have heard the views of the people of Tenby and also the traders and that, with developments happening around the market, they progress the work on getting a scheme in place to refurbish the market.

It may be useful for TTC to contact the Deputy Leader commenting that we would love to see more progress and will be prepared to contribute in any way we can.

Secondly, when any scheme and commitment, is in place, it has to protect the character and nature of the market and retain some of those key features. If the

building is listed then so are its contents, he continued. It would be mad to produce any scheme that did not include protecting and preserving significant elements.

Cllr Dr Carmody felt this was an opportunity to investigate any restorative work needed on the artifacts. These are valuable sociable documents in relation to the town and market.

Cllr Skyrme-Blackhall said she will chase Cllr Miller regarding moving forward. This needs to be addressed as soon as possible.

b. Live carriageway signs

This is a matter for PCC. It is a long-standing issue and does cross over with some of the matters raised with Marc Owen. The town is not so seasonal anymore, commented Cllr. Skyrme-Blackhall. We are getting increased footfall earlier and earlier. The fact that we still have a live carriageway in the town centre at these times needs to be addressed.

The correspondent was quite right to raise this, said Cllr. Blackhall. This is a genuine issue and needs a response.

43. TO CONSIDER THE FOLLOWING REQUESTS FOR GRANT FUNDING AND AGREE ACTION IN RESPONSE TO PROPOSALS:

The Mayor declared an interest and left the Chamber.

As immediate past Mayor, Cllr Blackhall proposed Cllr Skyrme-Blackhall take the chair. Cllr. Dr Carmody seconded.

a. Tenby Sea Cadets – Costs towards replacement equipment

Cllr Blackhall has looked and feels this is very reasonable for replacement of equipment that has a shelf life.

What the equipment will enable them to do is continue the very significant work the organisation does, he said. Currently there are 32 cadets which is impressive.

He proposed the council grant the full amount asked for (£1600).

Cllr Skyrme-Blackhall seconded. They do great work within the town and this will help them move forward, she said

Cllr Dr Carmody commented she had the privilege to attend the Cadet Open Evening in the De Valence where Cadets demonstrated their prowess in rigging, etc and felt what was being achieved was inspirational.

RESOLVED

That under S19 of LGA (Misc Provs) 1976 a grant of £1600 be given to Tenby Sea Cadets

The Mayor returned to the Chamber and took the Chair.

44. 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

Cllr Blackhall said, looking at the summary of receipts and expected income from Augustus Place for the year it was doing well in terms of its bookings. He felt some discussion was required to look at any upgrade works needed given the potential income. The Clerk indicated that £2,000 had been set aside in reserves in the budget. Cllr. Blackhall felt that this may need a top up.

The Mayor proposed accepting the accounts and was seconded by Cllr Blackhall.

RESOLVED

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

45. TO RECEIVE THE END OF YEAR ACCOUNTS FOR 2024-25

There were no questions. Cllr Blackhall said the accounts were in line with expectations and was happy to propose acceptance. He was seconded by the Mayor.

RESOLVED

That the Accounts for 2024/25 be received

46. TO RECEIVE THE INTERNAL AUDITOR'S REPORT ON THE 2024-2025 ACCOUNTING PROCEDURES AND AGREE ACTION ON RECOMMENDATIONS THEREIN

This was as close to a clean bill of health in regard to Auditors, commented Cllr. Blackhall.

RESOLVED

That the Internal Auditors report be noted.

47. TO AGREE THE ANNUAL RETURN FOR SUBMISSION TO THE EXTERNAL AUDITORS

Cllr Blackhall proposed approval and was seconded by the Mayor.

RESOLVED

That the Annual Return and accompanying documentation be approved for submission to Wales Audit.

48. REDUCING HOUSEHOLD WASTE IN PUBLIC BINS – CLLR BLACKHALL

This is an ongoing challenge across the town, and is not a new issue, Cllr. Blackhall explained. There are known causes and where there are, it is important that PCC assist in challenging those.

We have accommodation that is lived in all year round which is granted access to council waste services and we have properties that pay a surcharge premium for use as a second home.

However, it is known then there are those that do not pay council tax and are registered for business rates, Cllr. Blackhall continued. They are required to make trade arrangements for disposal of their waste.

It is good that PCC to check all evidence as to how people are getting rid of waste, but it does not include holiday lets that are instructing their visitors to use council street litter bins.

I propose PCC write to letting agencies making clear to owners as to what they need to do and ask that the letting agencies be partners in resolving the problems.

I also think some kind of flyer should be produced that explains the position very clearly on bins. These leaflets can also be handed out and delivered to properties to explain how waste management works. Businesses of any type need to have a trade waste agreement in place or arrangements should be undertaken via registered collectors.

Street litter bins should not be used for rubbish that comes out of the house. This needs to be explained clearly on the bins to act as some form of deterrent.

PCC do a fantastic job clearing up our streets but their task is made much harder by street litter bins being stuffed with domestic rubbish which is actually illegal.

We need to get that message across.

This is not just a problem in the town centre, but in the whole of the town, commented Cllr. Skyrme-Blackhall. I work closely with the PCC refuse team and the amount of rubbish being out on a Monday morning is exceptional already and we are no-where near the main season.

A way of helping control the mess is through people using sea gull proof bags which can help protect rubbish when put out. This means that there is less time having to be spent litter picking the waste pulled from plastic bags by gulls.

Mr. Young of PCC is asking residents to purchase bags because of enormity of rubbish they are now dealing with.

They are looking at a system whereby their staff can carry a supply of bags and deliver to people who have pre-paid PCC for one.

I know we also offer them for purchase at our office but I wonder about, for a short time, to encourage take up, we offer one per household at a discounted rate to Tenby residents. she suggested, adding that she was happy to staff the office for an hour on a Saturday to assist.

Having previously lived in a flat on High Street, the seagull proof bag brilliant said Cllr Lewis. However, when they are dirty and wet you have nowhere to dry it out except in the bath! If you have outside space, however, they are perfect.

Cllr. Skyrme-Blackhall replied that she knew of flats in Tenby which have wheelie bins so did not see this as an insurmountable problem.

There will be differences, agreed Cllr. Dr Carmody. PCC need a strategy to address other narratives around waste management.

Pembrokeshire is the flagship in terms of recycling. My concern regarding holiday let waste is that it is generally unsorted. General waste and recyclables are mixed without thought to the environment and the potential impact on attracting vermin – both four legged and flying, she continued.

We have a shared narrative as to what is Tenby and how important its environment is.

Different ways at looking how to manage waste need to be encouraged to maintain and improve our town so we are all working together.

We need to get holiday lets onboard, stressed Cllr. Blackhall. We know that some are telling guests to use street bins because those guests have told us when we are undertaking Time for Tenby litter picks.

He moved his proposals adding a further proposal that TTC obtain a supply of 100 seagull proof bags. While available for purchase by all members of the public, they should be supplied at a discounted rate to Tenby residents on proof that they are a Tenby Council Tax payer. This would be a time limited offer, ending at the start of the school holidays. The start time of the offer would be determined when the supply of bags could be delivered by PCC.

He was seconded by Cllr Skyrme-Blackhall.

RESOLVED

a) To ask Pembrokeshire County Council to write to all houses, flats and residential accommodation that are not listed as paying Council Tax, to remind them that they need to have an appropriate means of disposing of waste and that they (and those using their properties) are not permitted to use street bins

b) Further to ask PCC to write to all letting agents advertising property in Tenby, asking them to advise their property owners of the need to have trade waste disposal arrangements in place

c) To ask PCC to produce a joint flyer explaining the issue with public bins and household waste that can be distributed to properties, given to members of the public and clearly displayed on or near public bins.

It was further

RESOLVED

To purchase 100 seagull proof bags and provide them at a subsidised rate to local residents on production of proof of Council Tax.

49. TO RECEIVE ANY UPDATES FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Cllr Blackhall will be meeting with the practice manager of Tenby Surgery regarding general issues, next week. SEPCHN last year suggested an event roadshow of all organisations involved in health and volunteer organisations involved with healthcare, and social wellbeing. This was picked up by staff in Hywel Dda and a really good event was held at the Recency Hall, Saundersfoot which attracted lots of people. A second similar event is in the planning stage with the date to be confirmed.

Cllr Dr Carmody had represented TTC at the Hywel Dda University Health Board consultation for towns and community councils. She was able to feedback on some points raised. She would encourage all to attend the public consultation on 4th July 1pm to 5pm at the Leisure Centre. There is a huge amount of detail on the Hywel Dda website, including useful condensed documents, suitable for those with reduced literacy. There are also documents aimed at youths. There is a lot to think about and digest and people have until the end of August to feed through. These are far reaching that will affect everyone.

Cllr Skyrme-Blackhall reminded all that the litter picks are still going every 2 weeks and Time for Tenby was also introducing a mid-week pick as there are a lot of people who would love to help but not able to do a Saturday. The first weigh in of collected litter was 12.5 kilos and the most recent 27 kilos. There are new people wanting to help; it's going really well and is very positive. The next scheduled pick is this Saturday. She also thanked the café on the harbour for the coffee and cake donated to those who attended recent picks.

The Mayor had been invited to see Saundersfoot Footlights 'Sound of Music'. A very good company that every year gets better. He had been invited to TSSA cheque presentations to RNLI and Tenby Surf lifesaving Club. He was hoping to go down to RNLI to donate further monies from the Mayor's Charity in the near future.

The Mayor has been speaking with Long Course Weekend who have very kindly donated a number of spaces for both the 5k and 10k races which are being offered to

those wishing to raise money for, or awareness of, their group or organisation under the title of 'The Mayor's Challenge'.

This is a great initiative said Cllr Blackhall. Congratulations to you and LCW.

He also suggested that TTC write to congratulate Matthew Evans on being inducted into the Welsh Sport Hall of Fame for the impact his sporting events has had on Wales and on the development of sport within Wales in general. Members agreed.

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

Casual Vacancy update

The Clerk told members that the threshold had not been met for an election so we are required to fill the vacancy via co-option. He suggested a timetable whereby possible suitable candidates could be considered at the 8th July meeting.

The Mayor noted that we were to have a guest speaker at the next meeting and this would make for a very long meeting. He suggested we have a separate meeting for co-option. Cllr Skyrme-Blackhall proposed Wednesday, 9th July which was agreed. It would start at 7 pm.

Members were reminded of the last co-option when TTC received a very good pool of candidates. It was hoped that they will come forward again.

Community Engagement Officer update

The Community Engagement Officer had prepared an update on June activities and ideas which the Clerk handed around to members.

He noted that there was one idea, a Town Ambassador scheme, that may have financial implication for the council.

Cllr Blackhall felt this was a good idea, worthy of discussion at a future meeting.

Cllr Dr Carmody said that clearly there was a whole lot of stuff going on with a commendable range of things.

She suggested that the events be put into a timeline or calendar format so it could be easier to identify where events were occurring simultaneously to ensure resources could be adequately allocated.

Cllr Blackhall noted that attempts to establish a Tenby youth forum had not been so successful and wondered if there was an opportunity for some kind of integration with the work Cllr Sloan and the Mayor were undertaking with Greenhill School to bring the two strands together.

The Community Forum also had never really taken off and felt that the relocated office was a great start in reaching out further to the community.

Time sensitive planning matters brought forward from earlier planning committee meeting due to lack of quorum

- a. NP/25/0219/S73 – Variation of Condition no. 2 of NP/16/0701/FUL – Amendments to original approved plans – Bryn-y-Mor, Narberth Road, Tenby**

Drawings have now been changed, condition 2 to be varied to allow for this.

Councillors examined the plan. TTC refused the original application as over developed. It was suggested we repeat our earlier comment. This is over development and TTC views are not changed. The Mayor proposed and Cllr Blackhall seconded.

RECOMMEND

As the council is still of the opinion that this application, in all forms constitutes over-development of the site, they decline to pass further comment.

- b. NP/25/0294/FUL - Changes in fenestration on rear facade at first floor and second floor levels and on staircase landings. To block up modern openings formed to suit previous hotel use. To install replacement sash windows in existing original openings. To enlarge some original window openings to install French doors. To install replacement staircase sash windows in new openings to suit staircase landing positions. To re render facade with new lime render to match new render on front façade - Fourcroft Hotel Tenby, The Croft, Tenby**

Mayor proposed taking both at same time. Seconded by Cllr Blackhall.

- c. NP/25/0295/LBA - Changes in fenestration on rear facade at first floor and second floor levels and on staircase landings. To block up modern openings formed to suit previous hotel use. To install replacement sash windows in existing original openings. To enlarge some original window openings to install French doors. To install replacement staircase sash windows in new openings to suit staircase landing positions. To re render facade with new lime render to match new render on front façade - Fourcroft Hotel Tenby, The Croft, Tenby**

Councillors asked what the building may be used for. With additional windows overlooking issues were queried. Cllr. Blackhall felt it would be easier if the applicant would apply for four houses as all recent planning applications seemed to be pointing that way but in a piecemeal fashion.

It would be easier to be clear on the intended purpose, he said. Context is everything. Windows on the staircase of a hotel would be different to those on a house.

Members noted also the comments of the Civic Society. Like them, members had no issue with the proposed work but queried end use.

RECOMMEND

Approval. While members feel that the proposal improves the aspect of the building and is in keeping with the character of the building's heritage, they concur with the views of the Civic Society that, at this stage with no change of use proposed, there is concern at a loss of hotel space. It is speculated locally that the intent is to return the building to four town houses and members again concur with the views of the Civic Society that any houses permitted should be restricted to permanent residential use under the new permitted development use categories to reduce Tenby's continuing loss of population.

- d. **NP/25/0300/FUL – Replace flat roof of rear wing with pitched roof – The Southcliffe Guest House, Victoria Street, Tenby**

Councillors were all in favour providing there are no light issues with neighbouring properties.

RECOMMEND

Approval. The proposal does not appear to have an adverse effect on the amenity of neighbouring properties.

- e. **NP/25/0302/FUL - Adjustment to rear single storey roof & exchange of Velux window with lantern & alterations & reduction of balcony (in retrospect) - 16, Culverston, Culver Park, Tenby, Pembrokeshire, SA70 7ED**

Councillors are concerned about privacy issues. Mayor proposed refusal, Cllr Blackhall seconded.

RECOMMEND

Refusal. Members feel that the balcony results in overlooking issues which have a detrimental effect on the amenity and privacy of neighbouring properties.

- f. **NP/25/0309/FUL - Change of use of shop to a restaurant with associated works - Former H S B C Bank, 4, Tudor Square, Tenby, Pembrokeshire, SA70 7AG**

This would be an oversubscription of this type of establishment in this area commented councillors. There is already quite a concentration of similar establishments. Given concerns recently raised by Tenby Chamber of Trade over loss of retail space, we should recommend refusal added Cllr. Blackhall.

RECOMMEND

Refusal. This area of Tudor Square already has a number of cafes and restaurants within a 50-metre radius of the proposed development and members feel that the conversion of a shop to a restaurant will have a detrimental effect on the retail offering of the town centre contrary to Policies 2c and 57c of the Local Development Plan.

51. DATE AND TIME OF NEXT MEETING

Planning committee – Tuesday 8th July 2025 at 7 pm

Full Meeting -Tuesday 8th July 2025 at 7.30 pm.

52. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

Tenby Town Ambassadors – Cllr Lewis

53. 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”

Good morning,

I have received a street trading application from an applicant requesting the following –

To trade on South Parade, Tenby opposite the fire station placing their unit between benches.

The applicant would like to trade 7 days a week from 11am – midnight. They wish to sell hot dogs and non-alcoholic drinks from a mobile unit 2.8 metres long x 2m wide. The applicant believes there is a need for fast / simple food after 8:30pm. The below photo is an example of the truck the applicant wishes to use.



Please let me know if you have any comments on this by 11th July.



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 Round Table
2.	Name, Address and Status of Contact	William Davies 03 Cornfields Walk Sageston Tenby Pembrokeshire SA70 8DS Chairman, Tenby Round Table
3.	Telephone Number of contact	07531296113
4.	Is the organisation a Registered Charity?	No.
5.	For what purpose or project is the grant requested?	The grant is being requested to help the funding of the free senior citizens Christmas dinner in Tenby taking place on the 10 th December 2025. The event is hosted annually by Tenby Round Table in the DeValence Pavillion, Tenby. The Qube group do a fantastic effort in catering the event. The grant is being requested to help Tenby Round Table cover the costs of the meal for the attendees.

6.	What will be the total cost of the above project?	Cost TBC. Last year the total cost was £4,497. Until final numbers of attendees are confirmed the total cost can not be 100% confirmed. Costs expected to be roughly £4-5K. Tenby Round Table are extremely grateful of the historic support and funding provided by Tenby Town Council in helping us put on this event. Without previous support, Tenby Round Table are not entirely confident they could continue to provide this evening to the senior citizens of Tenby. We were hoping to receive funding of £3,500 for the event in 2025.
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Tenby Round Table would provide remaining funds from money raised at charitable events held in Tenby across the year.
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	N.A.
9.	Who will benefit from the project?	Roughly 150-200 senior citizens from the Tenby Community.
10.	Approximately how many of those who will benefit live in Tenby?	The event is only able to be attended by citizens within the electoral boundary of Tenby. As a result, theoretically, 100% of those that benefit will live in Tenby.

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

Signed: William Davies

Date :05/06/2025

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 01/07/2025		
	Cash in Hand 01/04/2025		332,049.06
	ADD		
	Receipts 01/04/2025 - 01/07/2025		100,275.02
			432,324.08
	SUBTRACT		
	Payments 01/04/2025 - 01/07/2025		105,441.00
A	Cash in Hand 01/07/2025 (per Cash Book)		326,883.08
	Cash in hand per Bank Statements		
	Petty Cash 27/06/2025	652.56	
	Barclays - Reserve 27/06/2025	82,269.51	
	Barclays - Premium 27/06/2025	242,868.69	
	Barclays - Current 27/06/2025	1,857.40	
	Credit card 27/06/2025	0.00	
	Barclays - Bond 27/06/2025	0.00	
			327,648.16
	Less unrepresented payments		974.98
			326,673.18
	Plus unrepresented receipts		209.90
B	Adjusted Bank Balance		326,883.08
	A = B Checks out OK		

Tenby Town Council
Uncashed payments\transfers out (All banks)
(Upto 01/07/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
2	01/04/2025		Anti-virus subscription	4.80	Barclays - Current
16	07/04/2025		Council Tax Augustus place	156.20	Credit card
17	07/04/2025		Council Tax Council office	159.40	Credit card
68	13/05/2025	712875	Donation RNLI	200.00	Barclays - Current
79	26/05/2025		Zoom Licence renewal	155.88	Credit card
83	02/06/2025		Osmo oil	67.63	Credit card
96	06/06/2025		New office Hoover	111.90	Credit card
106	18/06/2025		New drill	105.58	Credit card
107	19/06/2025		Drain covers	8.79	Credit card
105	28/06/2025		Anti-virus subscription		Barclays - Current
87	28/06/2025		Anti-virus subscription	4.80	Barclays - Current
Total-----				974.98	

Tenby Town Council
Uncashed receipts\transfers in (All banks)
(Upto 01/07/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
33	18/06/2025	35314369001	New office Hoover	111.90	Credit card
44	01/07/2025		Hall Hire	64.00	Barclays - Current
45	01/07/2025		Hall Hire	34.00	Barclays - Current
Total-----				209.90	

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	150.00	93.25	-56.75 (-37%)	36,507.00	19,217.29	17,289.71 (47%)	17,232.96
Advertising and Publicity			0.00 (N/A)	300.00	119.00	181.00 (60%)	181.00
Agency Services			0.00 (N/A)			0.00 (N/A)	0.00
Augustus Place	6,408.00	1,751.00	-4,657.00 (-72%)	6,755.50	1,611.93	5,143.57 (76%)	486.57
Capital Grants			0.00 (N/A)			0.00 (N/A)	0.00
Capital Spending (Asset Purchase)	12,525.82		-12,525.82 (-100%)	29,025.82	55.00	28,970.82 (99%)	16,445.00
Christmas Lighting			0.00 (N/A)	17,320.00	578.55	16,741.45 (96%)	16,741.45
Civic			0.00 (N/A)	7,890.00	3,924.58	3,965.42 (50%)	3,965.42
Contra/Loans			0.00 (N/A)		65.00	-65.00 (-6500%)	-65.00
De Valence Pavilion			0.00 (N/A)	55,200.00	26,382.71	28,817.29 (52%)	28,817.29
Interest on Investments and Accour	3,500.00	1,130.86	-2,369.14 (-67%)			0.00 (N/A)	-2,369.14
Loan Interest and Repayments			0.00 (N/A)			0.00 (N/A)	0.00
Loans for Capital Expenditure			0.00 (N/A)			0.00 (N/A)	0.00
New Cemetery	4,480.00	427.50	-4,052.50 (-90%)	7,600.00	1,300.00	6,300.00 (82%)	2,247.50
Old Cemetery	204.00	204.00	0.00 (N/A)	204.00		204.00 (100%)	204.00
Other payments (not listed here)		13.76	13.76 (1376%)			0.00 (N/A)	13.76
Precept	277,871.33	92,625.33	-185,246.00 (-66%)			0.00 (N/A)	-185,246.00
Provision for Doubtful Debts			0.00 (N/A)			0.00 (N/A)	0.00
S137 Payments			0.00 (N/A)	1,000.00	1,000.00	0.00 (N/A)	0.00
Sale of Assets			0.00 (N/A)			0.00 (N/A)	0.00
Tenancies (Council as Tenant)			0.00 (N/A)	12,000.00	2,685.00	9,315.00 (77%)	9,315.00
Tenancies (Council as Landlord)			0.00 (N/A)			0.00 (N/A)	0.00
Tenby spaces and places			0.00 (N/A)			0.00 (N/A)	0.00
Tourism/Regeneration	11,000.00	2,026.00	-8,974.00 (-81%)	88,250.00	1,008.85	87,241.15 (98%)	78,267.15
Town Maintenance		1,089.37	1,089.37 (108937)	34,421.89	14,938.73	19,483.16 (56%)	20,572.53
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	122,964.70	28,099.56	94,865.14 (77%)	94,865.14
NET TOTAL	316,139.15	99,361.07	-216,778.08 (-68%)	419,438.91	100,986.20	318,452.71 (75%)	101,674.63
Total for ALL Cost Centres		99,361.07			100,986.20		
V.A.T.		913.95			4,454.80		
GROSS TOTAL		100,275.02			105,441.00		

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				3,000.00	2,650.00	350.00	350.00 (11%)
2	Admin - Photocopying charges	150.00		-150.00	1,000.00	249.68	750.32	600.32 (52%)
3	Admin - Course/Training				1,000.00		1,000.00	1,000.00 (100%)
4	Admin - Office Equipment		93.25	93.25	1,500.00	93.25	1,406.75	1,500.00 (100%)
5	Admin - Equipment maintenance				100.00		100.00	100.00 (100%)
6	Admin - Insurance				14,000.00	14,619.75	-619.75	-619.75 (-4%)
8	Admin - Phone/fax and broadband				850.00	212.31	637.69	637.69 (75%)
9	Admin - Postage				50.00		50.00	50.00 (100%)
11	Admin - Stationary				50.00	128.60	-78.60	-78.60 (-157%)
12	Admin - Subscriptions				3,138.00	474.30	2,663.70	2,663.70 (84%)
13	Admin - Travel expenses				100.00		100.00	100.00 (100%)
75	Admin - Council tax				2,000.00	477.40	1,522.60	1,522.60 (76%)
91	Admin - Councilor remuneration				6,786.00	312.00	6,474.00	6,474.00 (95%)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
125	Staff welfare				50.00		50.00	50.00 (100%)
SUB TOTAL		150.00	93.25	-56.75	36,507.00	19,217.29	17,289.71	17,232.96 (47%)

Advertising and Publicity

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				300.00	75.00	225.00	225.00 (75%)
130	Advertising - Community Events							(N/A)
131	Advertising - Repair Cafe					44.00	-44.00	-44.00 (N/A)
SUB TOTAL					300.00	119.00	181.00	181.00 (60%)

Augustus Place

Code	Title	Receipts			Payments			Net Position
		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				200.00	333.89	-133.89	-133.89 (-66%)
26	Augustus Place - Letting Income	6,408.00	1,751.00	-4,657.00				-4,657.00 (-72%)
98	Augustus Place - Council tax				1,545.50	468.60	1,076.90	1,076.90 (69%)
99	Augustus Place - Water rates				252.00	57.00	195.00	195.00 (77%)
101	Augustus Place - Building Contr				2,000.00		2,000.00	2,000.00 (100%)
115	Augustus Place WiFi				408.00	102.00	306.00	306.00 (75%)
126	Augustus Place - Electricity				1,600.00	423.15	1,176.85	1,176.85 (73%)
127	Augustus Place - Gas				500.00	227.29	272.71	272.71 (54%)
SUB TOTAL		6,408.00	1,751.00	-4,657.00	6,755.50	1,611.93	5,143.57	486.57 (3%)

Capital Spending (Asset Purchl

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

Summary of Receipts and Payments

All Cost Centres and Codes

20 Jubilee Play Park			16,500.00		16,500.00	16,500.00 (100%)
102 Tenby Spaces and Places	12,525.82	-12,525.82	12,525.82	55.00	12,470.82	-55.00 (-0%)
SUB TOTAL	12,525.82	-12,525.82	29,025.82	55.00	28,970.82	16,445.00 (39%)

Christmas Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Christmas Lighting - Maintenance				13,680.00		13,680.00	13,680.00 (100%)
28 Christmas Lighting - Electricity supply				600.00	318.55	281.45	281.45 (46%)
29 Christmas Lighting - Tools and Equipment				2,000.00		2,000.00	2,000.00 (100%)
105 Christmas Lighting - Equipment				1,040.00	260.00	780.00	780.00 (75%)
SUB TOTAL				17,320.00	578.55	16,741.45	16,741.45 (96%)

Civic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Civic - Courses/conferences/travel							(N/A)
45 Civic - Entertainment				1,000.00	652.38	347.62	347.62 (34%)
46 Civic - Grants				3,000.00	1,600.00	1,400.00	1,400.00 (46%)
47 Civic - Honoraria				240.00		240.00	240.00 (100%)
48 Civic - Mayor's Reimbursement				3,000.00	1,582.20	1,417.80	1,417.80 (47%)
51 Civic - Regalia maintenance				250.00		250.00	250.00 (100%)
52 Civic - Subscriptions							(N/A)
81 Civic - Plaques				300.00	90.00	210.00	210.00 (70%)
94 Civic - Maintenance of Historic Assets				100.00		100.00	100.00 (100%)
SUB TOTAL				7,890.00	3,924.58	3,965.42	3,965.42 (50%)

Contra/Loans

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Contra					65.00	-65.00	-65.00 (N/A)
SUB TOTAL					65.00	-65.00	-65.00 (N/A)

De Valence Pavilion

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76 DVP - Grant to DVP (Tenby) CIC				26,000.00	6,560.00	19,440.00	19,440.00 (74%)
124 Office project				29,200.00	19,822.71	9,377.29	9,377.29 (32%)
SUB TOTAL				55,200.00	26,382.71	28,817.29	28,817.29 (52%)

Summary of Receipts and Payments

All Cost Centres and Codes

Interest on Investments and A

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	3,500.00	1,130.86	-2,369.14				-2,369.14 (-67%)
SUB TOTAL		3,500.00	1,130.86	-2,369.14				-2,369.14 (-67%)

New Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Maint				3,500.00	1,000.00	2,500.00	2,500.00 (71%)
33	New Cemetery - Water charges				100.00		100.00	100.00 (100%)
34	New Cemetery - Grant of Rights	1,610.00		-1,610.00				-1,610.00 (-100%)
35	New Cemetery - Maintenance fe	2,030.00	225.00	-1,805.00				-1,805.00 (-88%)
36	New Cemetery - Memorial fees	840.00	202.50	-637.50				-637.50 (-75%)
128	New Cemetery - New ashes sec				4,000.00	300.00	3,700.00	3,700.00 (92%)
SUB TOTAL		4,480.00	427.50	-4,052.50	7,600.00	1,300.00	6,300.00	2,247.50 (18%)

Old Cemetery

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

Other payments (not listed here)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
108	Corporate BBT DI refund							(N/A)
133	AFTS Receipt		13.76	13.76				13.76 (N/A)
SUB TOTAL			13.76	13.76				13.76 (N/A)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	277,871.33	92,625.33	-185,246.00				-185,246.00 (-66%)
SUB TOTAL		277,871.33	92,625.33	-185,246.00				-185,246.00 (-66%)

Provision for Doubtful Debts

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

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL							(N/A)
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S137 Payments		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				1,000.00	1,000.00		(0%)
SUB TOTAL					1,000.00	1,000.00		(0%)

Tenancies (Council as Tenant)		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				12,000.00	2,685.00	9,315.00	9,315.00 (77%)
SUB TOTAL					12,000.00	2,685.00	9,315.00	9,315.00 (77%)

Tenancies (Council as Landlord)		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Shared office space							(N/A)
SUB TOTAL								(N/A)

Tourism/Regeneration		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby				1,000.00	50.00	950.00	950.00 (95%)
84	Park and Ride provision				1,000.00		1,000.00	1,000.00 (100%)
88	Special Projects within the comm	10,000.00		-10,000.00	65,000.00	14.00	64,986.00	54,986.00 (73%)
89	Ironman				5,000.00		5,000.00	5,000.00 (100%)
95	Consultancy fees and specialist				1,000.00		1,000.00	1,000.00 (100%)
103	Warm Rooms funding							(N/A)
111	Tourism - Steam Punk	500.00		-500.00	500.00	885.00	-385.00	-885.00 (-88%)
112	Repair Cafe				150.00		150.00	150.00 (100%)
116	Library provision				13,000.00		13,000.00	13,000.00 (100%)
118	Community Festival							(N/A)
119	Nights Out events				300.00		300.00	300.00 (100%)
120	Books for a Brighter Future		1,500.00	1,500.00				1,500.00 (N/A)
121	Time out For Carers	500.00		-500.00	500.00		500.00	(0%)
122	Doing the Small Things							(N/A)
123	Community Engagement		446.00	446.00	300.00		300.00	746.00 (248%)
129	VE Day 80th anniversary events				500.00	59.85	440.15	440.15 (88%)
132	Tudor Weekend		80.00	80.00				80.00 (N/A)
SUB TOTAL		11,000.00	2,026.00	-8,974.00	88,250.00	1,008.85	87,241.15	78,267.15 (78%)

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

1 July 2025 (2025-2026)

Town Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displ		1,075.44	1,075.44	16,000.00	1,678.48	14,321.52	15,396.96 (96%)
56	Town maintenance - Play area		5.08	5.08	1,500.00	8.79	1,491.21	1,496.29 (99%)
57	Town maintenance - Tools and e		8.85	8.85	500.00	240.91	259.09	267.94 (53%)
96	Town maintenance - Specialist n				2,500.00	88.66	2,411.34	2,411.34 (96%)
104	Jubilee Play Area CCTV				1,000.00		1,000.00	1,000.00 (100%)
113	Maintenance - UFS Toilets				12,921.89	12,921.89		(0%)
SUB TOTAL			1,089.37	1,089.37	34,421.89	14,938.73	19,483.16	20,572.53 (59%)

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, Ex

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				107,508.90	24,806.69	82,702.21	82,702.21 (76%)
15	Augustus Place - wages				5,409.53	1,160.10	4,249.43	4,249.43 (78%)
16	Town maintenance - wages				10,046.27	2,132.77	7,913.50	7,913.50 (78%)
SUB TOTAL					122,964.70	28,099.56	94,865.14	94,865.14 (77%)

Summary

								Net Position
NET TOTAL		316,139.15	99,361.07	-216,778.08	419,438.91	100,986.20	318,452.71	101,674.63 (13%)
V.A.T.			913.95			4,454.80		
GROSS TOTAL			100,275.02			105,441.00		

Tenby Town Council
PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
82	Admin - Phone/fax and broadband	01/06/2025		Barclays - Current		Telephone services	Talk Talk	S	32.91	6.58	39.49
104	Augustus Place - Water rates	01/06/2025		Barclays - Current		Water charges AP	Dwr Cymru	E	19.00		19.00
84	Admin - Audit fees	02/06/2025		Barclays - Premium		Internal Audit and End of Year	Ashmole and Co	S	2,650.00	530.00	3,180.00
83	Town maintenance - Tools and	02/06/2025		Credit card		Osmo oil	Wood Finishes Direct	Z	67.63		67.63
86	Civic - Plaques	02/06/2025		Barclays - Current		Mayor's Cadet badges	Simply Print Wales	Z	90.00		90.00
85	Office project	02/06/2025		Barclays - Premium		Office furniture	Glyn Edwards Office Equip	S	2,636.00	527.20	3,163.20
92	Admin - Council tax	05/06/2025		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	159.00		159.00
90	Admin - Wages	05/06/2025		Barclays - Premium		PAYE Month 2 2025/26	HMRC	X	1,995.67		1,995.67
91	Office Rent	05/06/2025		Barclays - Premium		De Valence grant and rent	Tenby DVP CIC	Z	895.00		895.00
88	Town maintenance - Floral dis	05/06/2025		Barclays - Premium		Flower seeds	Morris Bros (Tenby) Ltd	S	2.48	0.49	2.97
89	Town maintenance - Tools and	05/06/2025		Barclays - Premium		Paint for benches	Morris Bros (Tenby) Ltd	S	23.32	4.66	27.98
92	Augustus Place - Council tax	05/06/2025		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	156.20		156.20
91	DVP - Grant to DVP (Tenby) CI	05/06/2025		Barclays - Premium		De Valence grant and rent	Tenby DVP CIC	E	2,160.00		2,160.00
96	Admin - Office Equipment	06/06/2025		Credit card		New office Hoover	Ihealthpro	S	93.25	18.65	111.90
95	Admin - Subscriptions	06/06/2025		Barclays - Current		Webhosting	Victoria Brace Marketing	Z	35.00		35.00
93	Christmas Lighting - Electricity	06/06/2025		Barclays - Current		Christmas Lights energy costs	SSE	L	318.55	15.93	334.48
94	Augustus Place WIFI	06/06/2025		Barclays - Current		Augustus Place broadband	Telemat	S	34.00	6.80	40.80
100	Admin - Insurance	16/06/2025		Barclays - Premium		Insurance	James Hallam Ltd	X	483.99		483.99
97	Admin - Stationary	16/06/2025		Barclays - Current		Office stationary	Lyreco UK Limited	S	120.30	24.06	144.36
98	Civic - Grants	16/06/2025		Barclays - Premium		Donation - Sea Cadets	Tenby Sea Cadets	Z	1,600.00		1,600.00
101	Civic - Mayor's Reimbursement	16/06/2025	43/21 10/6/2025	Barclays - Current		Reimbursement of expenses	Clfr. D. Morgan	Z	230.00		230.00
102	Office project	16/06/2025		Barclays - Current		Painting materials	Jewson	S	13.42	2.68	16.10
99	Office project	16/06/2025		Barclays - Current		Office furniture	Glyn Edwards Office Equip	S	215.00	43.00	258.00
106	Town maintenance - Tools and	18/06/2025		Barclays - Current		New drill	ITS	S	87.98	17.60	105.58
113	Augustus Place - Gas	18/06/2025		Barclays - Current		Gas bill - Augustus Place	Total Gas and Power	L	227.29	11.37	238.66
107	Town maintenance - Play area	19/06/2025		Credit card		Drain covers	E.Bay	Z	8.79		8.79
108	Admin - Wages	25/06/2025		Barclays - Premium		Wages Month 3 2025-26	Employee 106	X	2,522.15		2,522.15
109	Admin - Wages	25/06/2025		Barclays - Premium		Wages Month 3 2025-26	Employee 113	X	1,491.31		1,491.31
110	Admin - Wages	25/06/2025		Barclays - Premium		Wages Month 3 2025-26	Employee 114	X	1,362.40		1,362.40
111	Augustus Place - wages	25/06/2025		Barclays - Premium		Wages Month 3 2025-26	Employee 110	X	386.70		386.70
111	Town maintenance - wages	25/06/2025		Barclays - Premium		Wages Month 3 2025-26	Employee 110	X	710.99		710.99
112	Admin - Phone/fax and broadband	26/06/2025		Barclays - Current		Telephone services	Vodafone Limited	S	37.86	7.57	45.43
103	Augustus Place - Electricity	26/06/2025		Barclays - Current		Electricity Augustus Place	Engie Power Limited	L	129.53	6.48	136.01
105	Admin - Subscriptions	28/06/2025		Barclays - Current		Anti-virus subscription	BCC IT	S			

Tenby Town Council
PAYMENTS LIST

Voucher Code	Date	Minuta	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87 Admin - Subscriptions	28/06/2025		Bardays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
Total								20,999.72	1,223.87	22,223.59

Tenby Town Council
RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
25	Augustus Place - Letting Income	02/06/2025		Barclays - Current		Hall Hire	Meeting Group	X	42.50		42.50
26	Augustus Place - Letting Income	02/06/2025		Barclays - Current		Hall Hire	Tenby Male Choir	X	34.00		34.00
38	Augustus Place - Letting Income	02/06/2025		Barclays - Current		Hall Hire	Slimming World	X	136.00		136.00
34	Interest	02/06/2025		Barclays - Premium		Interest March - June	Barclays	X	858.47		858.47
40	Town maintenance - Tools and	03/06/2025		Barclays - Current		Bench compensation	Hincts/Centralised	Z	2.95		2.95
27	Augustus Place - Letting Income	04/06/2025		Petty Cash		Hall Hire	Karate Club	X	59.50		59.50
39	Augustus Place - Letting Income	04/06/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	17.00		17.00
39	Augustus Place - Letting Income	04/06/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	17.00		17.00
39	Augustus Place - Letting Income	04/06/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	17.00		17.00
39	Augustus Place - Letting Income	04/06/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	17.00		17.00
39	Augustus Place - Letting Income	04/06/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	17.00		17.00
30	Interest	06/06/2025		Barclays - Reserve		Interest March - June	Barclays	X	272.39		272.39
43	Books for a Brighter Future	06/06/2025		Barclays - Current		Books for a Brighter Future	ChangeX	Z	1,500.00		1,500.00
28	Town maintenance - Play area	09/06/2025		Petty Cash		Jubilee book money	Friends of the Jubilee Park	X	5.08		5.08
35	New Cemetery - Maintenance f	09/06/2025		Barclays - Current		Burial fees	E. C. Thomas	E	75.00		75.00
29	New Cemetery - Memorial fees	13/06/2025		Barclays - Current	202166	Memorial fees	E. C. Thomas	Z	67.50		67.50
42	Old Cemetery - War Graves	16/06/2025		Barclays - Current		War Graves contribution	War Graves Commission	X	204.00		204.00
41	AFTS Receipt	17/06/2025		Barclays - Current		AFTS receipt	Barclays	Z	13.76		13.76
33	Admin - Office Equipment	18/06/2025		Credit card	35314369001	New office Hoover	Ihealthpro	S	93.25	18.65	111.90
37	Augustus Place - Letting Income	18/06/2025		Barclays - Current		Hall Hire	Tenby Project	X	135.00		135.00
31	Tudor Weekend	24/06/2025		Petty Cash		Tudor Weekend event	General public	X	80.00		80.00
32	Augustus Place - Letting Income	27/06/2025		Petty Cash		Hall Hire	Macular Society	X	8.50		8.50
36	New Cemetery - Maintenance f	27/06/2025		Barclays - Current		Burial fees	Tom Newing and Sons Lim	E	75.00		75.00
Total									3,747.90	18.65	3,766.55

Tenby Ambassadors – Community Engagement Officer

Proposal:

I have recently been approached by two of my regular volunteers about a scheme which they participated in where they previously lived.

They suggested having a volunteer to hover in Tudor Square during the main part of the summer season who was able to answer questions, point out useful places, let people know of current events, where the toilets are etc.

They are offering to do one day a week each, and I have already had another volunteer offer to do a day per week.

We have looked into getting something with a logo for them to wear so that they are obviously 'official' rather than 'officious'...

It would cost approximately £12 to get a high vis gilet with the town council logo on, and £10 to get a baseball cap. We asked about a cloth bag for a map, a few leaflets etc but this was also £10.

I would set up a rota and they could pick up their kit from the Town Council Office in the morning or take it with them if they were doing a day on the weekend.

They would be town council volunteers. I would publicise the scheme around the shops and cafes in town, and they suggested making themselves known to the PCC pedestrianisation staff.

