

**TENBY TOWN COUNCIL**

**DE VALENCE PAVILION  
UPPER FROG STREET  
TENBY**

8<sup>th</sup> October 2025

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 14<sup>th</sup> October 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



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

**AGENDA**

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

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

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

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 9<sup>th</sup> September 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:
8. To consider any grant requests and agree action in response to proposals:

Round Table Christmas Dinner update

9. To receive the Accounts for July, August and September (including scheduled payments, unrepresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising (September on the table)
10. Update from Community Engagement Officer
11. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals:
12. Date and Time of Next Meeting

Planning Committee – Tuesday, 11<sup>th</sup> November 2025 at 7pm

Full Council – Tuesday, 11<sup>th</sup> November 2025 at 7.30pm

13. To propose any item for the next Agenda.
14. **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".**
15. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 9<sup>th</sup> September 2025.
16. To consider any Matters Arising from the minutes for information only.
17. To confirm the Private and Confidential Minutes of the Personnel meetings held 16<sup>th</sup> September 2025.
18. To consider any Matters Arising from the minutes for information only.

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

a. To note agreement on the 2025/2026 pay award



**MINUTES OF THE TENBY TOWN COUNCIL**  
**MEETING HELD 9<sup>TH</sup> SEPTEMBER 2025**

**Present:** Councillor Dai Morgan Mayor  
Councillor Laurence Blackhall  
Councillor James Phillips  
Councillor Dr Tara Carmody  
Councillor Phil Spence  
Councillor Sam Skyrme-Blackhall by Zoom

**In attendance:** Sharon Thompson Deputy Clerk

**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.**

**76. TO RECEIVE APOLOGIES**

Apologies received from Cllrs Hallett, Dale, Lewis and Sloan.

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

Cllr Spence declared interest in Item 6 that was personal and not prejudicial.

**78. 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 Cllr Phillips.

**RESOLVED**

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

**79. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 8<sup>TH</sup> JULY 2025**

**RESOLVED**

**That the minutes of the Tenby Town Council held 8<sup>th</sup> July 2025 be confirmed and signed as accurate.**

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

**Page 37 Item 63a – Grant application:** This item had been deferred as awaiting bank statements/accounts. The Mayor proposed writing to Tenby Round Table and returning to the application at October's meeting. Seconded by Cllr Blackhall.

**Page 40 Item 66 - Signage:** Following on Cllr Phillips will discuss with Cllr Lewis suitable wording and item will be brought on to the next Agenda. Cllr Skyrme-Blackhall advised that this matter would come under Highways.

**Page 41 Item 67 – Regalia:** Contact had been made with Michaels of Birmingham. Awaiting quotes and working on design. Identity and position badges should also be considered. Regalia will be an item for next Agenda.

**Page 42 Item 69 - Set up of grant income group:** Cllr Blackhall confirmed that this group will be set up shortly.

**81. TO CONFIRM THE MINUTES OF THE EXTRA ORDINARY MEETING OF TENBY TOWN COUNCIL HELD 9TH JULY 2025**

**RESOLVED**

**That the minutes of the Extra Ordinary Meeting of Tenby Town Council held 9<sup>th</sup> July 2025 be confirmed and signed as accurate.**

**82. TO CONFIRM THE MINUTES OF THE EXTRA ORDINARY MEETING OF TENBY TOWN COUNCIL HELD 22ND JULY 2025**

This item moved to private.

**85. TO RECEIVE THE NOTES OF THE FESTIVITIES MEETING HELD 2ND SEPTEMBER (ON THE TABLE)**

Noted.

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

**a. Letter from resident regarding parking zones**

Residents of Park Road were setting up a scheme which may apply here.

Streets that may have parking capacity are not happy to share with other streets. This has previously been looked at but PCC did not go down the road of zonal parking. Suggestions that may work well elsewhere may not work in Tenby town, considering holiday lets etc, this is not a standard environment.

Resolved to write back to resident informing them of position.

**87. TO CONSIDER ANY GRANT REQUESTS AND AGREE ACTION IN RESPONSE TO PROPOSALS:**

**Tenby Observer – Community Kindness Awards 2025 – award sponsorship**

The Mayor proposed supporting these community awards and Cllr Phillips seconded.

**RESOLVED**

**That Tenby Town Council sponsor the Community Hero Award category in the Tenby Observer Community Kindness Awards 2025.**

- 88. 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)**

Accounts deferred until next meeting.

- 89. TO CONSIDER APPOINTMENT OF REPRESENTATIVES TO COUNCIL COMMITTEES, SUB-COMMITTEES AND OUTSIDE BODIES (APPENDIX A)**

- a. Planning committee – nine members**
- b. Policy and Finance – seven members**
- c. Personnel – seven members**
- d. New Cemetery Management sub-committee – five members**

Cllr Spence and Cllr Carmody to join three main committees. Substitutes should be sought if unable to attend. Cllr Sloan will join all committees as Deputy Mayor. Cllr Dale will remain on Planning committee.

SEPCHN Meeting to be scheduled soon. Cllr Carmody attended last SEPCHN meeting.

Cllr Sloan appointed TTC Representative on the De Valence (Tenby) CIC.

Proposed by the Mayor and seconded Cllr Blackhall.

- 90. REUNION OF 46 BATTERY IN 24<sup>th</sup>-26<sup>th</sup> OCTOBER – CLLR JAMES PHILLIPS**

Councillors will host 46 Battery on Friday 24<sup>th</sup> October at 5.30pm. Weekend will also include a wreath laying ceremony and tree planting.

- 91. SAFEGUARDING POLICY AND PRACTICE**

**Proposal - To establish a short-term action group to review the Council's existing policy and practice on Safeguarding and to recommend changes in the light of developments in Safeguarding practice and advances in the work of Tenby Town Council. The action group should report back at the next meeting and submit a proposed policy and resultant action plan for practice at the November meeting – Cllr Blackhall.**

Cllr Blackhall explained rationale, the need to get the practice right. With rapid development of activities, CEO should be involved, together with all councillors being invited to join action group as all need to be aware of current safe working practices.

At next Policy and Finance meeting policies to be reviewed, a self-audit. The Mayor seconded.

**RESOLVED**

**That a small sub-group be set up to review Safeguarding policy and practice.**

**92. GARDENS OF TENBY**

**Proposal - To convene a meeting of the Gardens of Tenby group and to invite all individuals, groups and organisations who are currently supporting the maintenance of gardens in the town. Further to agree any other remaining actions to complete the first stage of the People, Places and Spaces project – Cllr Blackhall**

With the support of People, Places and Spaces project EPF TTC engaging more than ever with the community, by evidence of way we now work, which is hugely positive. There are just two parts of the project to complete.

A further part of the project includes mapping benches, allocate each bench with unique reference number qr code, set up a data base, using OS mapping tools free to town councils. We will write a process with clear instructions and use money to buy equipment and qr codes stickers or plaques. Organisations assisting will be able to get some financial support as a thanks. Volunteers and voluntary organisations to get everything mapped. Complete before end of year.

Second part, to equip St Mary's Church to live stream concerts and events. Cllr Blackhall declared his interest as his circumstances have now changed since outset of the project when funding was approved. St David's Cathedral will advise as similar set up. Perhaps equipment could be mobile. There is enough budget for microphones for this room as was part of original scheme.

Monies to be spent by December including Capital equipment. Contributions made already as wi-fi and audio system upgraded. Seconded by the Mayor.

**RESOLVED**

**That a meeting be arranged in order to move forward.**

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

Cllr Skyrme-Blackhall told members that Time for Tenby has exceptional volunteers made up of both holiday makers and locals. Litter picks will continue on Saturdays. Work in Brother Thomas' garden is an utter transformation. Work will continue ready for next Easter and garden will remain closed over winter whilst work taking place. Look at design, sensory, contemplative and calm. An oasis in the hustle and bustle. Dawn till dusk. Will look at funding bids.



Cllr Dr Carmody and Cllr Spence had attended various events including litter picks, VJ Day and OVW consultation at the County Show.

Cllr Phillips visited Lego event at St Johns Church.

Cllr Blackhall litter picks, VJ Day commemoration.

The summer has been a whirlwind said the Mayor, not so much out and about but assisting ST. Congratulations to all organisations on their usual summer events raising money for the town. Well done to all.

Congratulations to Cllr Phillips appointed as President to Tenby Sea Cadets.

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

Councillors wished to record their thanks to the Deputy Clerk for work during the summer.

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

**Planning Committee – Tuesday, 14th October 2025 at 7pm**

**Full Council – Tuesday, 14th October 2025 at 7.30pm**

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

**Regalia – Cllr Phillips**

**Tenby Round Table Grant Application – The Mayor**

**Signage – Cllr Phillips**

**Update from Community Engagement Officer – Cllr Blackhall**

**97. 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

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 31/07/2025</b>		
	Cash in Hand 01/04/2025		332,049.06
	<b>ADD</b> Receipts 01/04/2025 - 31/07/2025		107,043.12
			439,092.18
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/07/2025		138,425.22
<b>A</b>	<b>Cash in Hand 31/07/2025</b> (per Cash Book)		<b>300,666.96</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2025	720.56
	Barclays - Reserve	31/07/2025	82,269.51
	Barclays - Premium	31/07/2025	216,237.52
	Barclays - Current	31/07/2025	1,514.38
	Credit card	10/07/2025	0.00
	Barclays - Bond	31/07/2025	0.00
			<b>300,741.97</b>
	Less unrepresented payments		75.01
			300,666.96
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>300,666.96</b>
	<b>A = B Checks out OK</b>		

**Tenby Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 31/07/2025)**

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
126	03/07/2025		Paint for benches	33.93	Credit card
168	21/07/2025		radar keys	4.99	Credit card
169	21/07/2025		Amazon Prime	0.99	Credit card
167	22/07/2025		Blue rolls - AP	35.10	Credit card
			Total—————	<b>75.01</b>	

**Tenby Town Council**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 31/07/2025)**

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

**Tenby Town Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2025 and 31/07/2025)**

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Administration	150.00	93.25	-56.75 (-37%)	36,507.00	19,819.38	16,687.62 (45%)	16,630.87
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	2,120.00	-4,288.00 (-66%)	6,755.50	1,973.79	4,781.71 (70%)	493.71
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		1,600.00	1,600.00 (160000%)	7,890.00	5,634.58	2,255.42 (28%)	3,855.42
Contra/Loans			0.00 (N/A)		65.00	-65.00 (-6500%)	-65.00
De Valence Pavilion			0.00 (N/A)	55,200.00	36,123.29	19,076.71 (34%)	19,076.71
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 Captial Expenditure			0.00 (N/A)			0.00 (N/A)	0.00
/ Cemetery	4,480.00	787.50	-3,692.50 (-82%)	7,600.00	1,479.80	6,120.20 (80%)	2,427.70
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	3,580.00	8,420.00 (70%)	8,420.00
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	7,786.00	80,464.00 (91%)	71,490.00
Town Maintenance		1,092.32	1,092.32 (109232%)	34,421.89	15,149.08	19,272.81 (55%)	20,365.13
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	122,964.70	39,569.86	83,394.84 (67%)	83,394.84
<b>NET TOTAL</b>	<b>316,139.15</b>	<b>101,693.02</b>	<b>-214,446.13 (-67%)</b>	<b>419,438.91</b>	<b>132,933.33</b>	<b>286,505.58 (68%)</b>	<b>72,059.45</b>

Total for ALL Cost Centres

V.A.T. 5,350.10

132,933.33

5,491.89

**GROSS TOTAL****107,043.12****138,425.22**

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

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	585.30	414.70	264.70 (23%)
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	284.19	565.81	565.81 (66%)
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	510.29	2,627.71	2,627.71 (83%)
13	Admin - Travel expenses				100.00		100.00	100.00 (100%)
75	Admin - Council tax				2,000.00	636.00	1,364.00	1,364.00 (68%)
71	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%)
<b>SUB TOTAL</b>		<b>150.00</b>	<b>93.25</b>	<b>-56.75</b>	<b>36,507.00</b>	<b>19,819.38</b>	<b>16,687.62</b>	<b>16,630.87 (45%)</b>

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)
<b>SUB TOTAL</b>					<b>300.00</b>	<b>119.00</b>	<b>181.00</b>	<b>181.00 (60%)</b>

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	363.13	-163.13	-163.13 (-81%)
26	Augustus Place - Letting Income	6,408.00	2,120.00	-4,288.00				-4,288.00 (-66%)
98	Augustus Place - Council tax				1,545.50	624.80	920.70	920.70 (59%)
99	Augustus Place - Water rates				252.00	76.00	176.00	176.00 (69%)
101	Augustus Place - Building Contr				2,000.00		2,000.00	2,000.00 (100%)
115	Augustus Place WiFi				408.00	136.00	272.00	272.00 (66%)
126	Augustus Place - Electricity				1,600.00	546.57	1,053.43	1,053.43 (65%)
127	Augustus Place - Gas				500.00	227.29	272.71	272.71 (54%)
<b>SUB TOTAL</b>		<b>6,408.00</b>	<b>2,120.00</b>	<b>-4,288.00</b>	<b>6,755.50</b>	<b>1,973.79</b>	<b>4,781.71</b>	<b>493.71 (3%)</b>

Capital Spending (Asset Purc

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 (Between 01/04/2025 and 31/07/2025)

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%)
<b>SUB TOTAL</b>	<b>12,525.82</b>	<b>-12,525.82</b>	<b>29,025.82</b>	<b>55.00</b>	<b>28,970.82</b>	<b>16,445.00 (39%)</b>

Christmas Lighting

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

Civic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Civic - Courses/conferences/trav							(N/A)
45 Civic - Entertainment				1,000.00	652.38	347.62	347.62 (34%)
46 Civic - Grants		1,600.00	1,600.00	3,000.00	3,200.00	-200.00	1,400.00 (46%)
47 Civic - Honoraria				240.00		240.00	240.00 (100%)
48 Civic - Mayor's Reimbursement I				3,000.00	1,692.20	1,307.80	1,307.80 (43%)
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 A				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>		<b>1,600.00</b>	<b>1,600.00</b>	<b>7,890.00</b>	<b>5,634.58</b>	<b>2,255.42</b>	<b>3,855.42 (48%)</b>

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)
<b>SUB TOTAL</b>					<b>65.00</b>	<b>-65.00</b>	<b>-65.00 (N/A)</b>

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	13,220.00	12,780.00	12,780.00 (49%)
124 Office project				29,200.00	22,903.29	6,296.71	6,296.71 (21%)
<b>SUB TOTAL</b>				<b>55,200.00</b>	<b>36,123.29</b>	<b>19,076.71</b>	<b>19,076.71 (34%)</b>



## Tenby Town Council

### Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

#### 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%)
<b>SUB TOTAL</b>		<b>3,500.00</b>	<b>1,130.86</b>	<b>-2,369.14</b>				<b>-2,369.14 (-67%)</b>

#### 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	1,149.00	2,351.00	2,351.00 (67%)
33	New Cemetery - Water charges				100.00	30.80	69.20	69.20 (69%)
34	New Cemetery - Grant of Rights	1,610.00	225.00	-1,385.00				-1,385.00 (-86%)
35	New Cemetery - Maintenance fe	2,030.00	225.00	-1,805.00				-1,805.00 (-88%)
36	New Cemetery - Memorial fees	840.00	337.50	-502.50				-502.50 (-59%)
128	New Cemetery - New ashes sec				4,000.00	300.00	3,700.00	3,700.00 (92%)
<b>SUB TOTAL</b>		<b>4,480.00</b>	<b>787.50</b>	<b>-3,692.50</b>	<b>7,600.00</b>	<b>1,479.80</b>	<b>6,120.20</b>	<b>2,427.70 (20%)</b>

#### 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%)
<b>SUB TOTAL</b>		<b>204.00</b>	<b>204.00</b>		<b>204.00</b>		<b>204.00</b>	<b>204.00 (50%)</b>

#### 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)
<b>SUB TOTAL</b>			<b>13.76</b>	<b>13.76</b>				<b>13.76 (N/A)</b>

#### 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%)
<b>SUB TOTAL</b>		<b>277,871.33</b>	<b>92,625.33</b>	<b>-185,246.00</b>				<b>-185,246.00 (-66%)</b>

#### 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 (Between 01/04/2025 and 31/07/2025)

SUB TOTAL								(N/A)
<b>S137 Payments</b>								
		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%)
<b>Tenancies (Council as Tenant)</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				12,000.00	3,580.00	8,420.00	8,420.00 (70%)
SUB TOTAL					12,000.00	3,580.00	8,420.00	8,420.00 (70%)
<b>Tenancies (Council as Landlord)</b>								
		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)
<b>Tourism/Regeneration</b>								
		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		(0%)
88	Special Projects within the comm	10,000.00		-10,000.00	65,000.00	1,209.82	63,790.18	53,790.18 (71%)
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	4,333.33	8,666.67	8,666.67 (66%)
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		200.00	-200.00	-120.00 (N/A)
134	Windrush project					48.00	-48.00	-48.00 (N/A)
SUB TOTAL		11,000.00	2,026.00	-8,974.00	88,250.00	7,786.00	80,464.00	71,490.00 (72%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/07/2025)

Town Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displ		1,075.44	1,075.44	16,000.00	1,695.56	14,304.44	15,379.88 (96%)
56	Town maintenance - Play area		5.08	5.08	1,500.00	173.79	1,326.21	1,331.29 (88%)
57	Town maintenance - Tools and e		11.80	11.80	500.00	269.18	230.82	242.62 (48%)
96	Town maintenance - Specialist r				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%)
<b>SUB TOTAL</b>			<b>1,092.32</b>	<b>1,092.32</b>	<b>34,421.89</b>	<b>15,149.08</b>	<b>19,272.81</b>	<b>20,365.13 (59%)</b>

VAT recovered

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	VAT - Recovered							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

Wages, PAYE, NI, Pension, Ex

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				107,508.90	35,179.50	72,329.40	72,329.40 (67%)
15	Augustus Place - wages				5,409.53	1,546.75	3,862.78	3,862.78 (71%)
16	Town maintenance - wages				10,046.27	2,843.61	7,202.66	7,202.66 (71%)
<b>SUB TOTAL</b>					<b>122,964.70</b>	<b>39,569.86</b>	<b>83,394.84</b>	<b>83,394.84 (67%)</b>

Summary

<b>NET TOTAL</b>	<b>316,139.15</b>	<b>101,693.02</b>	<b>-214,446.13</b>	<b>419,438.91</b>	<b>132,933.33</b>	<b>286,505.58</b>	<b>72,059.45 (9%)</b>
<b>V.A.T.</b>		<b>5,350.10</b>			<b>5,491.89</b>		
<b>GROSS TOTAL</b>		<b>107,043.12</b>			<b>138,425.22</b>		

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
118 Admin - Photocopying charges	01/07/2025		Barclays - Current		Photocopier rental	Glyn Edwards Office Equip	S	160.57	32.11	192.68
184 Admin - Subscriptions	01/07/2025		Barclays - Current		Anti-virus subscription	BCC IT	S	-4.00	-0.80	-4.80
185 Admin - Subscriptions	01/07/2025		Barclays - Current		Anti-virus subscription	BCC IT	S	-4.00	-0.80	-4.80
119 Admin - Wages	01/07/2025		Barclays - Premium		Pension 1st quarter 2025/26	Carmarthenshire County C	X	3,001.08		3,001.08
117 Tudor Weekend	01/07/2025		Barclays - Current		Tudor Weekend event	Nathen Amin	Z	200.00		200.00
115 Windrush project	01/07/2025		Barclays - Current		Windrush project	Tenby Observer Ltd	S	48.00	9.60	57.60
114 New Cemetery - Grounds Maint	01/07/2025		Barclays - Premium		New signage	Tredeml Print	S	149.00	29.80	178.80
122 New Cemetery - Water charge	01/07/2025		Barclays - Current		Cemetery standpipe	Dwr Cymru	E	30.80		30.80
121 Town maintenance - Floral dis	01/07/2025		Barclays - Premium		Standpipe	Aquam Water Services Ltd	S	17.08	3.42	20.50
180 Augustus Place - Water rates	01/07/2025		Barclays - Current		Water charges AP	Dwr Cymru	Z	19.00		19.00
114 Office project	01/07/2025		Barclays - Premium		New signage	Tredeml Print	S	577.00	115.40	692.40
116 Office project	01/07/2025		Barclays - Premium		New signage	Morris Bros (Tenby) Ltd	S	6.58	1.32	7.90
120 Office project	01/07/2025		Barclays - Premium		Office furniture	Glyn Edwards Office Equip	S	2,497.00	499.40	2,996.40
123 Admin - Subscriptions	02/07/2025		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
124 Admin - Photocopying charges	03/07/2025		Barclays - Current		Photocopier rental	Grenke Leasing Limited	S	175.05	35.01	210.06
129 Admin - Council tax	03/07/2025		Barclays - Current		Council Tax	Pembrokeshire County Cou	X	159.00		159.00
127 Admin - Wages	03/07/2025		Barclays - Premium		PAYE June 2025	HMRC	X	1,995.67		1,995.67
128 Office Rent	03/07/2025		Barclays - Premium		De Valence grant and rent	De Valence Pavilion (Tenby)	Z	895.00		895.00
125 Special Projects within the com	03/07/2025	48/25 10th June 2025	Barclays - Premium		Seagull proof bags	Pembrokeshire County Cou	S	715.00	143.00	858.00
126 Town maintenance - Tools and	03/07/2025		Credit card		Paint for benches	Amazon	S	28.27	5.66	33.93
128 DVP - Grant to DVP (Tenby) CI	03/07/2025		Barclays - Premium		De Valence grant and rent	De Valence Pavilion (Tenby)	E	2,160.00		2,160.00
129 Augustus Place - Council tax	03/07/2025		Barclays - Current		Council Tax	Pembrokeshire County Cou	X	156.20		156.20
151 Admin - Phone/fax and broadb	04/07/2025		Barclays - Current		Telephone services	Talk Talk	S	34.02	6.80	40.82
130 Civic - Grants	08/07/2025	43/21 10/6/2025	Barclays - Premium		Donation - Sea Cadets	Tenby Sea Cadets	E	1,600.00		1,600.00
179 Special Projects within the com	08/07/2025		Barclays - Current		Seagull proof bags	Pembrokeshire County Cou	S	-119.17	-23.83	-143.00
186 Admin - Council tax	10/07/2025		Credit card		Council Tax	Pembrokeshire County Cou	X	-0.40		-0.40
169 Admin - Subscriptions	21/07/2025		Credit card		Amazon Prime	Amazon	Z	0.99		0.99
168 Special Projects within the com	21/07/2025		Credit card		radar keys	Amazon	S	4.16	0.83	4.99
167 Augustus Place - Tools and eq	22/07/2025		Credit card		Blue rolls - AP	Amazon	S	29.24	5.86	35.10
131 Admin - Subscriptions	23/07/2025		Barclays - Current		Webhosting	Victoria Brace Marketing	Z	35.00		35.00
132 Civic - Mayor's Reimbursement	23/07/2025		Barclays - Current		Reimbursement of expenses	Clfr. D. Morgan	Z	110.00		110.00
141 Park and Ride provision	23/07/2025		Barclays - Premium		Park and Ride contribution	Pembrokeshire County Cou	Z	1,000.00		1,000.00
140 Special Projects within the com	23/07/2025		Barclays - Premium		Seagull proof bags	Pembrokeshire County Cou	S	595.83	119.17	715.00

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	To
144	DVP - Grant to DVP (Tenby) CI 23/07/2025	EO Meeting 22 July 2025	Barclays - Premium		De Valence grant	De Valence Pavilion (Tenby)	E	4,500.00		4,500
139	Augustus Place WiFi 23/07/2025		Barclays - Current		Augustus Place broadband	Telenat	S	34.00	6.80	40
133	Town maintenance - Play area 24/07/2025		Barclays - Current		Jubilee Park replacement of cr.	Jeremy Widdias	S	165.00	33.00	198
152	Admin - Phone/fax and broadband 25/07/2025		Barclays - Current		Telephone services	Vodafone Limited	S	37.86	7.57	45
142	Augustus Place - Electricity 25/07/2025		Barclays - Current		Electricity Augustus Place	Engie Power Limited	L	123.42	6.17	129
148	Admin - Subscriptions 28/07/2025		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4
134	Admin - Wages 28/07/2025		Barclays - Premium		Wages Month 4 2025-2026	Employee 106	X	2,522.15		2,522
135	Admin - Wages 28/07/2025		Barclays - Premium		Wages Month 4 2025-2026	Employee 114	X	1,362.60		1,362
137	Admin - Wages 28/07/2025		Barclays - Premium		Wages Month 4 2025-2026	Employee 113	X	1,491.31		1,491
136	Augustus Place - wages 28/07/2025		Barclays - Premium		Wages Month 4 2025-2026	Employee 110	X	386.65		386
136	Town maintenance - wages 28/07/2025		Barclays - Premium		Wages Month 4 2025-2026	Employee 110	X	710.84		710
138	Library provision 31/07/2025		Barclays - Premium		Library provision	Pembrokeshire County Cou	Z	4,333.33		4,333
<b>Total</b>								<b>31,947.13</b>	<b>1,037.09</b>	<b>32,984.</b>

# Tenby Town Council

## RECEIPTS LIST

18 September 2025 (2025-2026)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
44	01/07/2025		Barclays - Current		Hall Hire	Tenby Male Choir	X	64.00		64.00
45	01/07/2025		Barclays - Current		Hall Hire	Meeting Group	X	34.00		34.00
49	02/07/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
49	02/07/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
49	02/07/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
49	02/07/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
71	03/07/2025		Barclays - Current		Bench compensation	Hmcts/Centralised	Z	2.95		2.95
50	04/07/2025		Barclays - Current		Hall Hire	Slimming World	X	102.00		102.00
46	08/07/2025		Petty Cash		Hall Hire	Karate Club	X	51.00		51.00
52	08/07/2025		Barclays - Current		Burial fees	W. and M. J. Rossiter and ;	E	150.00		150.00
52	08/07/2025		Barclays - Current		Burial fees	W. and M. J. Rossiter and ;	E	75.00		75.00
52	08/07/2025		Barclays - Current		Burial fees	W. and M. J. Rossiter and ;	E	135.00		135.00
47	08/07/2025		Barclays - Current		Refund of payment in error	Tenby Dolphins	E	1,600.00		1,600.00
69	14/07/2025		Barclays - Current		VAT recovered	HMRC	R		4,436.15	4,436.15
51	16/07/2025		Barclays - Current		Hall Hire	Tenby Project	X	135.00		135.00
48	18/07/2025		Petty Cash		Hall hire Augustus Place	Catrin Morgan	X	17.00		17.00
<b>Total</b>								<b>2,429.95</b>	<b>4,436.15</b>	<b>6,866.10</b>

## Tenby Town Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/08/2025</b>		
	Cash in Hand 01/04/2025		332,049.06
	<b>ADD</b>		
	Receipts 01/04/2025 - 31/08/2025		200,912.01
			532,961.07
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 31/08/2025		155,756.81
<b>A</b>	<b>Cash in Hand 31/08/2025</b> (per Cash Book)		<b>377,204.26</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2025	788.56
	Barclays - Reserve	31/08/2025	82,269.51
	Barclays - Premium	31/08/2025	292,312.90
	Barclays - Current	31/08/2025	1,863.10
	Credit card	31/08/2025	0.00
	Barclays - Bond	31/08/2025	0.00
			<b>377,234.07</b>
	Less unrepresented payments		29.81
			377,204.26
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>377,204.26</b>
	<b>A = B Checks out OK</b>		

**Tenby Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 31/08/2025)**

Voucher	Date	Cheque No.	Description	Total	Bank
171	18/08/2025		Weedkiller	21.83	Credit card
172	18/08/2025		Drain covers	7.98	Credit card
			Total—————	<b>29.81</b>	



**Tenby Town Council**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 31/08/2025)**

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

**Tenby Town Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2025 and 31/08/2025)**

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	20,082.94	16,424.06 (44%)	16,367.31
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	2,823.00	-3,585.00 (-55%)	6,755.50	2,308.80	4,446.70 (65%)	861.70
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	838.55	16,481.45 (95%)	16,481.45
Civic		1,600.00	1,600.00 (160000%)	7,890.00	5,788.95	2,101.05 (26%)	3,701.05
Contra/Loans			0.00 (N/A)		65.00	-65.00 (-6500%)	-65.00
De Valence Pavilion			0.00 (N/A)	55,200.00	37,720.79	17,479.21 (31%)	17,479.21
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 Captial Expenditure			0.00 (N/A)			0.00 (N/A)	0.00
New Cemetery	4,480.00	1,327.50	-3,152.50 (-70%)	7,600.00	1,479.80	6,120.20 (80%)	2,967.70
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	185,248.33	-92,623.00 (-33%)			0.00 (N/A)	-92,623.00
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	4,475.00	7,525.00 (62%)	7,525.00
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	12,917.87	75,332.13 (85%)	66,358.13
Town Maintenance		1,095.21	1,095.21 (109521%)	34,421.89	15,253.79	19,168.10 (55%)	20,263.31
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	122,964.70	48,039.08	74,925.62 (60%)	74,925.62
<b>NET TOTAL</b>	<b>316,139.15</b>	<b>195,561.91</b>	<b>-120,577.24 (-38%)</b>	<b>419,438.91</b>	<b>150,144.57</b>	<b>269,294.34 (64%)</b>	<b>148,717.10</b>
<b>Total for ALL Cost Centres</b>		<b>195,561.91</b>			<b>150,144.57</b>		
<b>V.A.T.</b>		<b>5,350.10</b>			<b>5,612.24</b>		
<b>GROSS TOTAL</b>		<b>200,912.01</b>			<b>155,756.81</b>		

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/08/2025)

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	585.30	414.70	264.70 (23%)
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	349.75	500.25	500.25 (58%)
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	549.29	2,588.71	2,588.71 (82%)
13	Admin - Travel expenses				100.00		100.00	100.00 (100%)
75	Admin - Council tax				2,000.00	795.00	1,205.00	1,205.00 (60%)
31	Admin - Councillor 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%)
<b>SUB TOTAL</b>		<b>150.00</b>	<b>93.25</b>	<b>-56.75</b>	<b>36,507.00</b>	<b>20,082.94</b>	<b>16,424.06</b>	<b>16,367.31 (44%)</b>

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)
<b>SUB TOTAL</b>					<b>300.00</b>	<b>119.00</b>	<b>181.00</b>	<b>181.00 (60%)</b>

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	363.13	-163.13	-163.13 (-81%)
26	Augustus Place - Letting Income	6,408.00	2,823.00	-3,585.00				-3,585.00 (-55%)
98	Augustus Place - Council tax				1,545.50	781.00	764.50	764.50 (49%)
99	Augustus Place - Water rates				252.00	95.00	157.00	157.00 (62%)
101	Augustus Place - Building Contir				2,000.00		2,000.00	2,000.00 (100%)
115	Augustus Place WiFi				408.00	170.00	238.00	238.00 (58%)
126	Augustus Place - Electricity				1,600.00	672.38	927.62	927.62 (57%)
127	Augustus Place - Gas				500.00	227.29	272.71	272.71 (54%)
<b>SUB TOTAL</b>		<b>6,408.00</b>	<b>2,823.00</b>	<b>-3,585.00</b>	<b>6,755.50</b>	<b>2,308.80</b>	<b>4,446.70</b>	<b>861.70 (6%)</b>

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 (Between 01/04/2025 and 31/08/2025)

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%)
<b>SUB TOTAL</b>	<b>12,525.82</b>	<b>-12,525.82</b>	<b>29,025.82</b>	<b>55.00</b>	<b>28,970.82</b>	<b>16,445.00 (39%)</b>

Christmas Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Christmas Lighting - Maintenanc				13,680.00		13,680.00	13,680.00 (100%)
28 Christmas Lighting - Electricity s				600.00	318.55	281.45	281.45 (46%)
29 Christmas Lighting - Tools and E				2,000.00		2,000.00	2,000.00 (100%)
105 Christmas Lighting - Equipment :				1,040.00	520.00	520.00	520.00 (50%)
<b>SUB TOTAL</b>				<b>17,320.00</b>	<b>838.55</b>	<b>16,481.45</b>	<b>16,481.45 (95%)</b>

Civic

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Civic - Courses/conferences/trav							(N/A)
45 Civic - Entertainment				1,000.00	652.38	347.62	347.62 (34%)
46 Civic - Grants		1,600.00	1,600.00	3,000.00	3,200.00	-200.00	1,400.00 (46%)
47 Civic - Honoraria				240.00		240.00	240.00 (100%)
48 Civic - Mayor's Reimbursement I				3,000.00	1,846.57	1,153.43	1,153.43 (38%)
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 A				100.00		100.00	100.00 (100%)
<b>SUB TOTAL</b>		<b>1,600.00</b>	<b>1,600.00</b>	<b>7,890.00</b>	<b>5,788.95</b>	<b>2,101.05</b>	<b>3,701.05 (46%)</b>

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)
<b>SUB TOTAL</b>					<b>65.00</b>	<b>-65.00</b>	<b>-65.00 (N/A)</b>

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	14,817.50	11,182.50	11,182.50 (43%)
124 Office project				29,200.00	22,903.29	6,296.71	6,296.71 (21%)
<b>SUB TOTAL</b>				<b>55,200.00</b>	<b>37,720.79</b>	<b>17,479.21</b>	<b>17,479.21 (31%)</b>

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/08/2025)

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%)
<b>SUB TOTAL</b>		<b>3,500.00</b>	<b>1,130.86</b>	<b>-2,369.14</b>				<b>-2,369.14 (-67%)</b>

New Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Mainte				3,500.00	1,149.00	2,351.00	2,351.00 (67%)
33	New Cemetery - Water charges				100.00	30.80	69.20	69.20 (69%)
34	New Cemetery - Grant of Rights	1,610.00	480.00	-1,130.00				-1,130.00 (-70%)
35	New Cemetery - Maintenance fe	2,030.00	375.00	-1,655.00				-1,655.00 (-81%)
36	New Cemetery - Memorial fees	840.00	472.50	-367.50				-367.50 (-43%)
128	New Cemetery - New ashes sec				4,000.00	300.00	3,700.00	3,700.00 (92%)
<b>SUB TOTAL</b>		<b>4,480.00</b>	<b>1,327.50</b>	<b>-3,152.50</b>	<b>7,600.00</b>	<b>1,479.80</b>	<b>6,120.20</b>	<b>2,967.70 (24%)</b>

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%)
<b>SUB TOTAL</b>		<b>204.00</b>	<b>204.00</b>		<b>204.00</b>		<b>204.00</b>	<b>204.00 (50%)</b>

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)
<b>SUB TOTAL</b>			<b>13.76</b>	<b>13.76</b>				<b>13.76 (N/A)</b>

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	277,871.33	185,248.33	-92,623.00				-92,623.00 (-33%)
<b>SUB TOTAL</b>		<b>277,871.33</b>	<b>185,248.33</b>	<b>-92,623.00</b>				<b>-92,623.00 (-33%)</b>

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)

## Tenby Town Council

## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/08/2025)

SUB TOTAL								(N/A)
<b>S137 Payments</b>								
		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%)
<b>Tenancies (Council as Tenant)</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				12,000.00	4,475.00	7,525.00	7,525.00 (62%)
SUB TOTAL					12,000.00	4,475.00	7,525.00	7,525.00 (62%)
<b>Tenancies (Council as Landlord)</b>								
		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)
<b>Tourism/Regeneration</b>								
		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		(0)
88	Special Projects within the corn	10,000.00		-10,000.00	65,000.00	1,341.69	63,658.31	53,658.31 (71%)
89	Ironman				5,000.00	5,000.00		(0%)
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	4,333.33	8,666.67	8,666.67 (66%)
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		200.00	-200.00	-120.00 (N/A)
134	Windrush project					48.00	-48.00	-48.00 (N/A)
SUB TOTAL		11,000.00	2,026.00	-8,974.00	88,250.00	12,917.87	75,332.13	66,358.13 (66%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/08/2025)

Town Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displ		1,075.44	1,075.44	16,000.00	1,743.71	14,256.29	15,331.73 (95%)
56	Town maintenance - Play area		5.08	5.08	1,500.00	181.77	1,318.23	1,323.31 (88%)
57	Town maintenance - Tools and e		14.69	14.69	500.00	317.76	182.24	196.93 (39%)
96	Town maintenance - Specialist m				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%)
<b>SUB TOTAL</b>			<b>1,095.21</b>	<b>1,095.21</b>	<b>34,421.89</b>	<b>15,253.79</b>	<b>19,168.10</b>	<b>20,263.31 (58%)</b>

VAT recovered

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	VAT - Recovered							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

Wages, PAYE, NI, Pension, Exp

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				107,508.90	43,648.72	63,860.18	63,860.18 (59%)
15	Augustus Place - wages				5,409.53	1,546.75	3,862.78	3,862.78 (71%)
16	Town maintenance - wages				10,046.27	2,843.61	7,202.66	7,202.66 (71%)
<b>SUB TOTAL</b>					<b>122,964.70</b>	<b>48,039.08</b>	<b>74,925.62</b>	<b>74,925.62 (60%)</b>

Summary

<b>NET TOTAL</b>	<b>316,139.15</b>	<b>195,561.91</b>	<b>-120,577.24</b>	<b>419,438.91</b>	<b>150,144.57</b>	<b>269,294.34</b>	<b>148,717.10 (20%)</b>
V.A.T.		5,350.10			5,612.24		
<b>GROSS TOTAL</b>		<b>200,912.01</b>			<b>155,756.81</b>		

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
138	31/07/2025		Barclays - Premium		Library provision	Pembrokeshire County Cou	Z	4,333.33		4,333.33
143	01/08/2025		Barclays - Current		Water charges AP	Dwr Cymru	Z	19.00		19.00
160	05/08/2025		Barclays - Current		Telephone services	Talk Talk	S	27.70	5.54	33.24
154	07/08/2025		Barclays - Premium		Watering of flower beds	Aquam Water Services Ltd	S	48.15	9.63	57.78
155	07/08/2025		Barclays - Current		Nearly May Day advert	Tenby Observer Ltd	S	74.00	14.80	88.80
153	07/08/2025		Barclays - Current		Augustus Place broadband	Telemat	S	34.00	6.80	40.80
147	11/08/2025		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	159.00		159.00
147	11/08/2025		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	156.20		156.20
145	12/08/2025		Barclays - Premium		PAYE JULY 2025	HMRC	X	1,995.67		1,995.67
146	12/08/2025		Barclays - Premium		De Valence grant and rent	De Valence Pavilion (Tenby)	Z	895.00		895.00
146	12/08/2025		Barclays - Premium		De Valence grant and rent	De Valence Pavilion (Tenby)	E	1,597.50		1,597.50
150	12/08/2025		Barclays - Premium		Ironman support	Pembrokeshire County Cou	E	5,000.00		5,000.00
149	12/08/2025		Barclays - Current		Christmas Lights storage	Craigs Dairy Ltd	S	260.00	52.00	312.00
156	18/08/2025		Barclays - Current		Webhosting	Victoria Brace Marketing	Z	35.00		35.00
161	18/08/2025		Barclays - Current		Reimbursement of expenses	Clr. D. Morgan	Z	154.37		154.37
162	18/08/2025		Barclays - Current		Items to repair benches	Jewson	S	26.75	5.35	32.10
158	18/08/2025		Barclays - Current		Compost	LBS Builders Merchants Ltc	S	57.87	11.57	69.44
172	18/08/2025		Credit card		Drain covers	Ebay	Z	7.98		7.98
171	18/08/2025		Credit card		Weedkiller	Ebay	Z	21.83		21.83
157	25/08/2025		Barclays - Current		Telephone services	Vodafone Limited	S	37.86	7.57	45.43
159	27/08/2025		Barclays - Current		Electricity Augustus Place	Engie Power Limited	L	125.81	6.29	132.10
173	28/08/2025		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
163	28/08/2025		Barclays - Premium		wages month 5 2025-2026	Employee 106	X	2,522.15		2,522.15
164	28/08/2025		Barclays - Premium		wages month 5 2025-2026	Employee 114	X	1,362.40		1,362.40
166	28/08/2025		Barclays - Premium		wages month 5 2025-2026	Employee 113	X	1,491.31		1,491.31
165	29/08/2025		Barclays - Premium		wages month 5 2025-2026	Employee 110	X	1,097.69		1,097.69
<b>Total</b>							<b>21,544.57</b>	<b>120.35</b>	<b>21,664.92</b>	



# Tenby Town Council

## RECEIPTS LIST

23 September 2025 (2025-2026)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
59	01/08/2025		Barclays - Current		Hall Hire	Slimming World	X	170.00		170.00
62	01/08/2025		Barclays - Current		Hall Hire	Tenby Male Choir	X	80.00		80.00
63	01/08/2025		Barclays - Current		Hall Hire	Meeting Group	X	34.00		34.00
64	05/08/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	80.00		80.00
72	05/08/2025		Barclays - Current		Bench compensation	Hmcts/Centralised	Z	2.89		2.89
65	12/08/2025		Barclays - Current		HARP workshops	Span Arts	X	136.00		136.00
66	15/08/2025		Barclays - Current		Hall Hire	Tenby Project	X	135.00		135.00
68	15/08/2025		Barclays - Current		Burial fees	E. C. Thomas	E	255.00		255.00
68	15/08/2025		Barclays - Current		Burial fees	E. C. Thomas	E	75.00		75.00
68	15/08/2025		Barclays - Current		Burial fees	E. C. Thomas	E	75.00		75.00
68	15/08/2025		Barclays - Current		Burial fees	E. C. Thomas	E	135.00		135.00
53	19/08/2025		Petty Cash		Hall hire Augustus Place	Cabrin Morgan	X	17.00		17.00
54	21/08/2025		Petty Cash		Hall Hire	Karate Club	X	51.00		51.00
67	26/08/2025		Barclays - Current	877654	precept Qtr 2 25/26-071	Pembrokeshire County Cou	X	92,623.00		92,623.00
							<b>Total</b>	<b>93,868.89</b>		<b>93,868.89</b>

