

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

6th May 2026

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 12th May 2026 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

AGENDA

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 confirm the Minutes of the Tenby Town Council Meeting held 14th April 2026
5. To consider any Matters Arising from the minutes for information only.

6. To confirm the Minutes of the Tenby Town Council Annual General Meeting held 8th May 2026 (on the table)
7. To consider any items of Correspondence and agree action in response to proposals.
8. To receive the accounts for April (including scheduled payments, un-presented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising (on the table)
9. Asset update – Cllr Phillips
10. Community Listening Exercise – Cllr Carmody/Cllr Spence
11. Media engagement – Cllr Phillips
12. Mobile Phone Coverage – Cllr Phillips
13. 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
14. To confirm council account signatories for 2026/27
15. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
 - a. Calendar of Meetings 2026-27 (Appendix B)
16. Date and Time of Next Meeting

Planning committee - Tuesday 9th June 2026 at 7pm

Full Council - Tuesday 9th June 2026 at 7.30pm
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 14th April 2026

20. Matters arising for information only
21. To receive update from Personnel Committee and agree action in response to proposals
22. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals (This item is in private as it may include disclosure of commercially sensitive information)
 - a. Confirmation of Internal Auditors for 2026 – 2027

MINUTES OF THE TENBY TOWN COUNCIL
MEETING HELD 14TH APRIL 2026

Present: Councillor Dai Morgan Mayor
Councillor Tom Sloan
Councillor Laurence Blackhall
Councillor Sam Skyrme-Blackhall
Councillor Phil Spence
Councillor Tara Carmody
Councillor Jayne Badham
Councillor Anna Bolton
Councillor James Phillips

In attendance: Sharon Thompson Deputy Clerk

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Councillors held a moments silence to remember Trevor Hallett who passed away recently. His funeral to be held Thursday, 16th April at 11am.

219. TO RECEIVE APOLOGIES

Apologies received from Cllr Lewis.

Councillors welcomed Nicky Young from PCC to address waste management challenges.

NY was grateful for opportunity to attend showing councillors photos that had been taken at 6am in the morning over a period of time. NY's team reduced from 10 about 12 years ago to 4.5, covering Amroth to Angle. Managing 111 bins across Tenby.

Under major constraints but please keep talking as wish to be proactive. Happy to pass on telephone number.

Collecting up to 7 cages of waste daily equivalent of about 4 ton of street litter a day.

Recycling level low.

New bins arriving via Keep Wales Tidy grant, awaiting arrival of liners.

Cllr Phillips concerned lack of bins inside Five Arches, many takeaway outlets. 1.2m clearance requirement limits new bin placement option. Relocated three underused bins from Parade to Battery Gardens

Food outlets should take some responsibility. Get businesses involved maybe sponsorship.

Trade Waste compliance drive underway across all businesses in county.

Active enforcement with team investigating waste bags, fines starting at £75 and rising for repeat offenders.

Holiday property waste dumped by bins rather than through proper trade waste agreement.

Explore employing dedicated town maintenance staff similar to Pembroke Dock and Haverfordwest.

Discussed multi-strategy approach. Backfilling resource gaps, public education on littering, business responsibility and distinguishing local v. tourist waste.

Agreed to add as future agenda item to explore funding options including business sponsorship schemes and dedicated town maintenance position,

Meeting suggested every 4/6 weeks for updates.

220. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

Mayor declared personal interest in Item 15b.

221. 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, seconded by Cllr Sloan.

RESOLVED

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

222. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 10TH MARCH 2026

RESOLVED

That the minutes of the Tenby Town Council held 10th March 2026 be confirmed and signed as accurate.

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

Page 82 Item 209 - Cemetery Enhancement: Cllr Phillips asked for a date for Cemetery Committee. Cllr Skyrme-Blackhall to arrange and will invite Rossiter's and Smart Gardens to attend.

Page 83 Item 210 – SEPCHN: now rearranged for Wednesday 22nd April, 2.30pm at New Hedges Village Hall. Can we feed into this. Feedback from Healthboard staff, will try and rotate into meeting.

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

- a. Tenby Museum and Art Gallery

Unfortunately TTC will be unable to fulfil the full grant requested of £5000 however councillors considered the application and whilst finances are currently stretched, TTC is keen to support and work together with TMAG.

Proposed by the Mayor and seconded by Cllr Sloan and

RESOLVED that

The offer of £500 be released upon written confirmation of equivalent external funding being secured.

TTC would like to offer active promotion of events and activities through TTC's website, social media channels, and newsletters with ongoing advice and introductions to local partners along with attendance at Museum events by council members.

225. TO RECEIVE THE ACCOUNTS FOR MARCH (INCLUDING SCHEDULED PAYMENTS, UNPRESENTED CHEQUES, RECEIPTS, ACCOUNT BALANCES, BUDGET MONITORING TO DATE AND BANK RECONCILIATIONS) AND CONSIDER ANY ISSUES ARISING

The DC raised the matter of office monthly heating costs. Councillors approved virement of £1500 from Special Projects and Community Fund to cover previously unbudgeted office heating costs. Cllr Blackhall and the Mayor seconded.

TTC will look at more transparent way of working with grants, to establish application dates (possibly twice monthly), to be reviewed by Policy and Finance committee.

The Mayor proposed acceptance and Cllr Skyrme-Blackhall seconded.

RESOLVED

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

226. ASSET UPDATE – CLLR PHILLIPS

Payment has now been made to PCC for 2026 Upper Frog Street toilets.

Work has now commenced on the retaining wall at the Jubilee Play Park.

Quotes are still being sought for work on kitchen at Augustus Place.

227. AUDIT – CLLR PHILLIPS

Timeline for audit discussed. Year end accounts will be internally audited by Ashmole's and returned to us ready to present to TTC full council in June. There is then the public consultation period required before August submission to Audit Wales.

228. COUNCILLOR TRAINING – CLLR BLACKHALL

OVW training opportunities had previously been circulated with funding for two councillors per course with WG confirming three places for councillors' scheme running again this year. Members were encouraged to review available modules and coordinate to avoid oversubscription to popular courses.

229. TOWN CLERK – CLLR PHILLIPS/CLLR CARMODY

Cllr Phillips proposed deferring to private. Cllr Carmody seconded.

230. BUILDING KEYS – CLLR PHILLIPS

Cllr Phillips suggested a sign out set of keys for access to building for meetings. Cllr Phillips proposed and Cllr Morgan seconded. All in favour.

RESOLVED that

A set of keys be available to councillors when meeting at DV. A register for keys to be signed in and out will need to be completed.

231. ANTI-SOCIAL BEHAVIOUR IN TENBY OVER EASTER WEEKEND – CLLR BLACKHALL

Significant antisocial behaviour occurred over the Easter weekend including damage to toilets at North Beach toilets which were closed due to damaged turnstiles. Transport Police handling main investigation with multiple arrests made.

SSB had me with new Superintendent, Louise Harries, together MR of TCTT. Increased police presence planned for weekends and bank holidays. There is a multi-agency meeting scheduled for coming weeks.

Hope to extend Op Lion to cover upcoming bank holiday and scooter rally. Staycation predicted due to world events suggesting visitor numbers may increase significantly.

Critical importance of reporting all incidents via 101 or online to enable police resource allocation. Many see issues but don't report limiting police ability to demonstrate need for resources.

232. ANNUAL REPORT AND ACTION PLANNING FOR 2026/2027 – CLLR BLACKHALL

The previous year's Report had been circulated in preparation for the latest to be produced. Suggestion that Report be slightly punchier, to capture library funding, promoting events, St David's Festival, highlights etc and plans for continuation. Make report more friendly and useful for next year's financial planning. Drip feed good news through social media. Councillor attendance will be included within the report.

Charity impact reports, charts etc editing suite software package making report readable and useable. Draw on testimony evidence from users of services, feed in from people to the town and different community groups, Tenby Project, community space users, capture comments. Gives a reality.

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

a. Christmas Lights Tender

SA Roofing & Building Services had submitted their tender for the Tenby Town Christmas lighting, and they have done a great job over the years. As theirs was the only one tender received, Cllr Blackhall proposed suspending TTC's standing order that requires three tenders, the Mayor seconded. All in favour.

RESOLVED that

TTC contract SA Roofing & Building Services to administer the Tenby Town Christmas lighting for the next 3 years 2026/2027/2028 at the sum of £13,680.00 inc vat per year.

b. Ironman 2027

Cllr Blackhall suggested that this be fed into budget process for next year as TTC unable to make a decision at present.

Cllr Blackhall proposed, Cllr Phillips seconded.

RESOLVED that

The funding decision be deferred to TTC's budget process 2027.

234. DATE AND TIME OF NEXT MEETING

Personnel committee – Tuesday 28th April at 7 pm
AGM and Mayor Making – Friday 8th May at 7 pm
Planning committee – Tuesday 12th May at 7 pm
Adjourned AGM – Tuesday 12th May at 7.30 pm
Policy & Finance Committee – date to be scheduled

235. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

None proposed at this time.

236. 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".

Committees & Sub-committees

Planning Committee

Cllrs Morgan, Sloan, Dale, Lewis, Rapi, Phillips, Carmody, Spence, Bolton & Badham

Personnel Committee

Cllrs Morgan, Sloan, Skyrme-Blackhall, Lewis, Blackhall, Phillips, Carmody & Spence

Policy and Finance

Cllrs Morgan, Sloan, Skyrme-Blackhall, Blackhall, Phillips, Lewis, Carmody & Spence

Tenby New Cemetery Management sub-committee

Cllrs Morgan, Skyrme-Blackhall, Phillips, Lewis, Badham

TENBY TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES

<u>OUTSIDE BODIES</u>	
TENBY MUSEUM	Cllr Rapi
SEPCHN	Cllrs Blackhall Vacancy
EUROPEAN WALLED TOWN <small>This does not appear to have met for a number of years</small>	
TENBY CHAMBER OF TRADE AND TOURISM	
TENBY HARBOUR USERS	
TENBY SPORTS FORUM	Cllr Sloan
TENBY CHURCH IN WALES VC SCHOOL	Mrs M Davies
YSGOL HAFAN Y MOR	Cllr Rapi
ST. TEILO'S SCHOOL	Cllr Rapi
TENBY CHARITY TRUSTEES	Councillors do not have to nominate councillors to represent them on this body. Council nominees are Mr C Hughes, Mrs S Williams, Mr A Davies, Mrs M Cray, Mrs S Lane and Mr M Ronowitz.
DE VALENCE (TENBY) CIC	Cllr Sloan

FULL COUNCIL MEETING DATES FOR
2026 - 2027

2026

Friday 8th May Annual General Meeting and Mayor Making
Tuesday 12th May
Tuesday 9th June
Tuesday 14th July

SUMMER RECESS

Tuesday 8th September
Tuesday 13th October
Tuesday 10th November
Tuesday 8th December

2027

Tuesday 12th January
Tuesday 9th February
Tuesday 9th March
Tuesday 13th April
Friday 7th May Annual General Meeting and Mayor Making

PLANNING COMMITTEE MEETING
DATES FOR 2026 - 2027

2026

Tuesday 12th May
Tuesday 9th June
Tuesday 14th July

SUMMER RECESS

Planning matters to be dealt with under delegated authority

Tuesday 8th September
Tuesday 13th October
Tuesday 10th November
Tuesday 8th December

2027

Tuesday 12th January
Tuesday 9th February
Tuesday 9th March
Tuesday 13th April