

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

3rd June 2026

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 9th June 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



DEPUTY CLERK

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 meeting of Tenby Town Council held 12th May 2026.
5. To consider any Matters Arising from the minutes for information only.
6. To receive the minutes of the Policy and Finance Committee held 26th May 2026.
7. To consider the following requests for grant funding and agree action in response to proposals:
 - a. Tenby Round Table – Annual Senior Citizens' Christmas Dinner
 - b. Tenby AFC – Refurbishment & Renovation of Existing Outdated Clubhouse
8. To receive the Accounts for May (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. To receive the End of Year Accounts for 2025-26.
10. To receive the Internal Auditor's report on the 2025-2026 Accounting Procedures and agree action on recommendations therein.
11. To agree the Annual Return for submission to the External Auditors.
12. Archiving Council Records – Cllr Blackhall
13. Jubilee Play Park Enhancement Works – Cllr Blackhall
14. One Voice Wales Practice Development Notes (PDN)

OVW has issued PDN 23 Martyn's Law, PDN 24 Model Standing Orders, PDN 25 The Use of Artificial Intelligence by Councils, PDN 26 Agenda Forma and PDN 27 Insurance cover for Councils
15. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals:
 - a. Casual Vacancy update
 - b. One Voice Wales Membership Renewal
 - c. One Voice Wales have issued a practice development note in relation to Standing Orders which indicates that Standing Orders should be reviewed annually at Annual Council or during the year if circumstances change. As such it would be sensible to ask Finance and Policy to review our current standing orders and to bring them back to council for approval.

16. Date and Time of Next Meeting

Planning committee – Tuesday 14th July at 7 pm

Full council meeting – 14th July 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 12th May 2026.

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

21. To receive and consider tenders for the remedial work at Augustus Place Community Hall (this item is restricted as it contains commercially confidential information)

22. To receive update on Town Clerk/RFO recruitment.

MINUTES OF THE TENBY TOWN COUNCIL
MEETING HELD 12TH MAY 2025

Present: Councillor Dai Morgan Mayor
Councillor Laurence Blackhall
Councillor Sam Skyrme-Blackhall
Councillor Phil Spence
Councillor Anna Bolton
Councillor Jayne Badham
Councillor Tara Carmody
Councillor Emma Lewis Zoom

In attendance: Sharon Thompson Deputy Clerk

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15. TO RECEIVE APOLOGIES

Apologies were received from Cllrs Sloan, Phillips & Dale.

16. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

None declared.

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

Proposed by Cllr Skyrme-Blackhall and seconded by Cllr Bolton.

RESOLVED

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

18. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 14TH APRIL 2026

RESOLVED

That the minutes of the Tenby Town Council held 14th April 2026 be confirmed and signed as accurate.

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

Page 89 Item 232 - Annual Report: Cllr Blackhall had listed headings to circulate. A solid framework for Annual Report.

Page 89 Item 231 - Anti social behaviour: Cllr Skyrme-Blackhall confirmed that Op Lion has already started and that Tenby is seeing a larger number of Transport Police on weekends. Safety consideration.

20. TO CONFIRM THE MINUTES OF THE TENBY TOWN COUNCIL ANNUAL GENERAL MEETING HELD 8TH MAY 2026

Subject to typos being corrected.

RESOLVED

That the minutes of the Tenby Town Council Annual General Meeting held 8th May 2026 be confirmed as accurate.

21. TO CONSIDER ANY ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:

Thanks received from Tenby Townwomen's Guild following receipt of their grant.

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

Unplanned works had been undertaken at the Jubilee Play Park due to safety concerns. Councillors agreed to note the additional spend and that this cost would be vired from the Special projects within the community budget as there were sufficient reserves to cover the amount.

Cllr Blackhall suggested that TTC look at the various grants secured and activities that flow from those grants. A report on grants to ensure we don't overspend and equally underspend. Grants could be looked at Policy & Finance Committee.

Steampunk was then raised by Cllr Carmody. DC explained that for TTC there were no costs for Steampunk except for AD's time in organising. Recently in social media there have been lots of positive comments, endorsement from the people of the town. Cllr Carmody asked should TTC be putting money to it. Since first Steampunk event in 2024 it has grown organically and is 'their show' rather than council owned. Worth maintaining a homemade character rather than over professionalising the event commented Cllr Lewis.

The Mayor proposed accepting the accounts for April, Cllr Spence seconded. All in favour.

RESOLVED

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

23. ASSET UPDATE – CLLR PHILLIPS

The DC had a couple of items that she wished councillors to look at the Jubilee Playpark. Cllr Skyrme-Blackhall and Cllr Blackhall will attend the Jubilee as soon as possible.

24. COMMUNITY LISTENING EXERCISE – CLLR CARMODY/CLLR SPENCE

I would like to update the Council on the recent 'Meet the Town Councillors' pop-up event held during the Nearly Mayfayre. This initiative, facilitated by our Community Engagement Officer, saw Councillors Spence and Carmody engaging directly with the public in an informal setting. The event was well-attended, facilitating a range of productive discussions with both local residents and visitors to our town.

Summary of Public Feedback

During these interactions, several recurring themes and concerns were raised by the public:

- Public Realm Maintenance: Concerns were noted regarding litter in side streets, with residents questioning if main thoroughfares are being prioritised. Additionally, the condition of beach-approach railings—specifically regarding rust, flaking paint, and structural sturdiness—was highlighted.*
- Highway Safety & Access: Feedback was received regarding the proliferation of 'A-boards' and pavement parking on South Parade, specifically how these obstacles impede safe transit for users of prams, buggies, and mobility aids.*
- Public Amenities & Heritage: There is significant interest in exploring best practices from other historic towns regarding murals and information boards that showcase our local history and notable residents.*
- Environmental Health: Concerns persist regarding dog control, specifically the use of 'long leads' in crowded areas and a failure by some owners to manage dog waste.*

Proposed Strategic Improvements

To build on this success, it is proposed that we adopt a more proactive "Visibility Strategy" to ensure councillors remain accessible throughout the year. Recommended actions include:

- 'Surgeries on the Move': Implementing informal drop-ins at high-footfall locations such as supermarkets, cafes, and the library.*
- Digital Engagement: Enhancing our social media presence to share 'Councillor on the Ground' updates, providing a transparent look at ongoing projects and the daily work of members.*
- Community Partnerships: Strengthening ties with school governors, residents' associations, and local business leaders to broaden our reach, and consider presenting this as a rota or table of key contacts.*

Recommendations for Council Action

To professionalise this engagement and ensure the burden of attendance is shared equitably across the Council, the following is recommended:

- 1. Regularisation: Formalise these pop-up events as a recurring monthly or bi-monthly fixture in the council calendar.*
- 2. Professional Branding: Commission the production of high-visibility signage and promotional materials to ensure the 'pop-up' is easily identifiable.*
- 3. Data Collection: Introduce a semi-structured feedback form to standardise the way we record and track resident concerns.*
- 4. Member Allocation: Develop a fair rotation schedule to ensure all councillors have the opportunity to participate in these community outreach sessions.*

Cllr Badham and Cllr Bolton are regularly approached by residents with their concerns. Being visible in their working environments both felt that residents know they can be approached at any time.

Is there a way that information could be captured and brought back to the council Cllr Carmody asked.

There was a time when items went on the Agenda, it would be discussed and communicated with relevant bodies and all would be reported in the press said Cllr Blackhall.

We need to be able to say where we have acted, opportunities to feed into TTC meetings is valuable. When items come up repeatedly which are outside of our control, that's the challenge. Always good to feedback.

The Clerk's report used to highlight issues raised through the office.

Council acknowledged social medial debates often misrepresent facts and 'won't win' in that arena but worth strategic engagement with managed, fact-based posts that limit endless commenting.

TTC should be celebrating the small things, highlighting and collating this information. There is a definite need for better communication of council activities.

Cllr Carmody proposed and Councillors agreed to obtain quotes for a pop-up feather for Town Council. Promotion of Town Council as a whole not just the individuals. Explore signposting to councillors, a visual display of Who's Who, suggesting a board in the office with photos of councillors. A proven accessibility technique. Seconded by Phil Spence.

RESOLVED that

Quotes be obtained for a promotional pop-up feather for TTC and visual display for office.

25. MEDIA ENGAGEMENT – CLLR PHILLIPS

Cllr Carmody in Cllr Phillips' absence, councillors picking up delegated roles to support the Mayor as he enters his fourth term. Volunteering themselves individually to quote or to answer media issues or specific topics. For example, sport Cllr Sloan, finance Cllr Spence, those councillors with specific areas of knowledge, to help with enquiries that come in. This was brought about by an enquiry that came in recently. If councillors are particularly interested in certain areas but obviously with no exclusive rights.

26. MOBILE PHONE COVERAGE – CLLR PHILLIPS

Cllr Skyrme-Blackhall had received an update regarding Tenby connectivity issues. Vodafone have today confirmed installation of the replacement mast late last night and that they are on track to get coverage back up and running by weekend. It is hoped that this will conclude the issues and frustrations experienced by everyone.

Cllr Spence advised members that the local MP had recently written to the BT group regarding mobile phone coverage issues in Tenby highlighting network capacity struggles and the urgent need for improvements.

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

- a. Planning committee – nine members
Agreed with an extra space to be made available for future co-opted member.
- b. Policy and Finance – seven members
Agreed.
- c. Personnel – seven members
Agreed.
- d. New Cemetery Management sub-committee – six members
Agreed.

Representatives on Outside Bodies

Agreed.

TTC to write to Governor Support to clarify our nominations and duration for all three schools and based on that, TTC will make a decision.

Charity Trustees – no connections recently, suggested a conversation with SW to find out whether members active or if there is a need to replace.

28. TO CONFIRM COUNCIL ACCOUNT SIGNATORIES FOR 2026/27

The Mayor confirmed that he, the immediate past Mayor, (Cllr Skyrme-Blackhall), Cllr Phillips and Cllr Sloan are signatories. All agreed and it was

RESOLVED

That the Mayor, Deputy Mayor, Cllr Sloan and Cllr Phillips remain as signatories on the bank mandate for the forthcoming year.

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

a. Calendar of Meetings 2026-27

RESOLVED

That the Schedule of Meetings for the council year be adopted.

b. Noticeboard on the South Parade

Complaints have been received about the condition of the noticeboard on the South Parade. In the first instance, councillors agreed that quotes for refurbishment be obtained.

c. Augustus Place

Still awaiting two more quotes.

d. Casual Vacancy

DC will contact Electoral Services at PCC tomorrow.

30. DATE AND TIME OF NEXT MEETING

Planning committee – Tuesday 9th June 2026 at 7 pm

Full Meeting -Tuesday 9th June 2026 at 7.30 pm.

31. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

32. TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960"

Tenby Town Council
Minutes of Policy & Finance Committee held
26th May 2026

PRESENT: Cllr Dai Morgan Mayor
Cllr James Phillips
Cllr Tara Carmody
Cllr Phil Spence
Cllr Laurence Blackhall via Zoom

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

1. **TO RECEIVE APOLOGIES**

Apologies received from Cllrs Sloan and Skyrme-Blackhall.

2. **TO DISCLOSE ANY PERSONAL INTERESTS IN ITEMS OF BUSINESS LISTED BELOW**

None.

3. **TO ELECT A CHAIR OF THE FINANCE AND POLICY COMMITTEE FOR THE MUNICIPAL YEAR 2026-2027**

Cllr Carmody proposed Cllr Phil Spence to Chair of the Finance and Policy Committee, Cllr Phillips seconded and all agreed.

RESOLVED that

Cllr Phil Spence be Chair of the Finance and Policy Committee for the municipal year 2026-2027.

4. **TO AGREE PREPARATION OF ANNUAL REPORT**

The committee approved Cllr Blackhall's proposed thematic headings to create a more dynamic, living document compared to previous formats. Each section should provide a short summary of what has been achieved in-year and look forward to objectives for next year. Including relevant funding/expenditure and grants would be useful but must tie-in with the financial summary. Councillors were advised to review last year's report for context.

Each councillor will take responsibility for a section rather than a single author approach to reduce individual workload. Cllr Blackhall will provide the introduction and pull together the report using the contributed sections, which were allocated as:

- **Section 1. Community Buildings, Areas and Infrastructure.** Cllr Phillips
- **Section 2. Community Support, Inclusion and Wellbeing.** Cllr Carmody
- **Section 3. Environment and Sustainability.** Cllr Spence
- **Section 4. Culture, Events and Tourism.** Cllr Morgan, the Mayor

- **Section 5. Community Engagement and Communication.** Cllr Skyrme-Blackhall (tentative given workload as new PCC Cabinet for Communities Role).
- **Section 6. Partnerships and Economic Development.** Cllr Blackhall.
- **Section 7. Civic Services and Ceremonies.** Cllrs Morgan and Sloan

Councillors to complete respective annual report sections within two weeks to allow completion by early July for audit pack inclusion.

Proposed by Cllr Blackhall, seconded by the Mayor and all agreed.

RESOLVED that

Councillors produce a concise annual report with sections divided among members, focusing on past achievements and future plans. Cllr Blackhall will oversee editing of report for consistent style and brevity.

5. TO CONSIDER RESERVES POLICY AND CURRENT LEVEL OF RESERVES

The total reserves for FY 25/26 stood at c.£260,000, which might be considered excessive. Welsh Government Guidance is to hold between 3-12 months operating costs. It was suggested that a review would be conducted with input from OVV and auditors to determine appropriate levels of financial reserves and ear-marked purposes.

PCC pays the precept in three installments per year starting in April, providing good cash flow security. Most grants pay relatively quickly or upfront, reducing the need for large cash reserves. Reserves had been used to reduce council tax in previous two years but this approach is not sustainable long term. Significant community needs exist that could be addressed with surplus reserves rather than continuing to accumulate funds.

RESOLVED that

A comprehensive reserves review be conducted on behalf of the Committee to reduce the amount held to align with Welsh Government guidance.

6. TO CONSIDER BUDGET SETTING PROCESS REVIEW

It was acknowledged that the previous year's budget setting process was disrupted by the Clerk's absence and transition period. Proposed by Cllr Phillips, seconded by Cllr Carmody and

RESOLVED that

A meeting be scheduled in September to begin 2027-2028 budget preparation, earlier than previous years.

7. **TO CONSIDER FIXED ASSETS AND LONG-TERM INVESTMENTS**

The Fixed Assets Register needs updating to remove condemned items and items beyond the depreciation timeframe. DC will provide Cllr Spence with current Fixed Asset Register and approach auditors to provide guidance on any implications. It was Proposed by Cllr Spence as an agenda item for the next committee meeting, seconded by the Mayor and

RESOLVED that

This item be placed on the Agenda for next committee meeting.

8. **TO CONSIDER RISK MANAGEMENT REGISTER 2026-2027**

The Risk Management Register requires development of a detailed risk assessment with likelihood/severity scoring, colour coding and addition of staffing/organizational knowledge and reputational damage categories.

A number of risks were identified in the information management/data security area:

- **IT Hardware.** Staff laptops were described by DC as slow and outdated, significantly inferior to modern consumer devices.
 - **Risk.** The current hardware could fail at any moment and slow processing reduced staff efficiency and outputs.
 - **Mitigation.** It is necessary to review IT equipment needs and develop an affordable upgrade proposal. In the interim, an assessment is required for the aging laptops to ensure that they remain fit for purpose and have up to date OS and virus protection. Professional disposal of hardware would be required when replacing IT equipment to ensure secure data destruction.
- **Data.** Whilst TCC holds minimal sensitive data, it has a responsibility to securely keep what it does have. This is also important for Business Continuity.
 - **Risk.** Current back-up relies on memory stick/external hard drives stored on site; fire or theft could result in total data loss despite safe storage.
 - **Mitigation.** A review is needed of current memory stick/external hard drive back up system and cloud storage options should be explored for secure off-site backup. Secure payroll software is used with monthly payment folder paper copies serving as additional back-up for payroll data.
- **Corporate Knowledge and Business Continuity.** Recent illness absence highlighted this key vulnerability that had not been previously addressed in the

risk assessment. The long-term clerk absence had necessitated caution in financial management during this period.

- **Risk.** Significant knowledge is held by a single officer and with only three key staff members, simultaneous absence/loss would create a serious business continuity crisis.
- **Mitigation.** Mitigating this risk would be a task for the new Clerk.
- **Personal Safety.**
 - **Risk.** There is a potential risk to staff from members of the public, particularly when lone working.
 - **Mitigation.** It was agreed that the move of the staff office to the front of the building in the last 12 months has improved visibility and safety for lone working, mitigating some personal risk.

9. **TO RECEIVE THE DEMOCRACY AND BOUNDARY COMMISSION ANNUAL REMUNERATION REPORT 2026-2027 AND AGREE ACTION IN RESPONSE**

In light of the Report, councillor allowances were discussed. It was necessary to establish a process for councillor allowance waivers to be signed annually and to determine a designated use for unclaimed funds (e.g. specific community benefit projects). Proposed by Cllr Spence, seconded by the Mayor and

RESOLVED that

The Democracy and Boundary Commission Annual Remuneration Report 2026-2027 be accepted and that the mandatory councillor member allowances of £156 plus £52 office consumables applied automatically unless waived.

10. **TO AGREE A WORK PLAN FOR THE REMAINDER OF THE COUNCIL YEAR**

It was agreed that there would be a final Annual Report meeting on 7th July at 7.30pm and that there would be an Annual Budget preparatory meeting in early September.



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	Gareth Ingram 1 Windsor Terrace, Saundersfoot. SA69 9LG Chairman, Tenby Round Table
3.	Telephone Number of contact	07786830986
4.	Is the organisation a Registered Charity?	No.
5.	For what purpose or project is the grant requested?	The grant is being sought to support the funding of the free Christmas dinner for senior citizens in Tenby, scheduled for 9th December 2026. This annual event is organised by Tenby Round Table and will be held at the DeValence Pavilion, Tenby. The Qube Group provides exceptional catering for the occasion. The requested grant will assist Tenby Round Table in covering the cost of the meal for all attendees.

6.	What will be the total cost of the above project?	Until final numbers of attendees are confirmed the total cost can not be 100% confirmed. Costs expected to be roughly £5,000.
7.	If the total cost of the project is more than the grant, how will the residue be financed?	Any remaining costs will be covered by Tenby Round Table using funds raised from charitable events held in Tenby throughout 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?	Around 150-200 senior citizens from the Tenby Community.
10.	Approximately how many of those who will benefit live in Tenby?	Exact attendance figures are difficult to predict. In keeping with tradition, all attendees are expected to come from the local Tenby area. We provide transport to and from the event for those with mobility issues, so we only have their addresses and postcodes for planning purposes.

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

Signed: Gareth Rhys Ingarm

Date :11/05/26

Re: Tenby Senior Citizens Dinner 2026

As requested, please find a screenshot of our accounts. We do not unfortunately produce full accounts, we hope the attached is sufficient, please let us know if you have any questions.

While we do, currently, have funds available to cover the cost of the event, we have numerous other commitments for our funding, along with an unsure future on this year's fundraising events. You will be aware that we currently have a huge amount of uncertainty over our Summer Spectaculars, due to our meetings with Pembrokeshire County Council, we have also delayed our beer festival until March of 2027 due to poor ticket sales a substantial increase in venue costs in November of 2025. As result, even with our current reserves, our future charitable fundraising is at a precarious position.

As a group of volunteers our aim is to be able to provide support to as large a range of the local community as possible. With the bill for the Senior Citizens Dinner rapidly approaching £5,000 (even with the generous help of The Qube Group and other local businesses), this is a cost that we do not feel we can commit to as it would come to the detriment of other worth local causes. At the same time, we do feel that the format of the dinner should stay the same, to avoid it becoming selective and seen as a handout or burden for those who attend – which is not the fundamental aim of the event.

However, as with all charitable activities we undertake, we must make careful decisions about how best to allocate the funds we raise.

Tenby Town Council have been generously supporting this event since 2020 as co-hosts, a fact we have reflected at the event, in press and social media. We still have the volunteers available to completely staff the events, offer lifts to those attending who ask for them, and organise its set up and take down.

Last year we were very grateful for your contribution of £3,000 towards the event. We hope you can continue this support, in line with similar events held by town and village councils around Pembrokeshire for their senior citizens. While we regard the Tenby Senior Citizens Dinner as an important and valuable event for the town, without outside financial support it represents a huge commitment of our funds to guarantee its future, one we would be unlikely to be able to continue on our own.

We hope the Council will give this matter favourable consideration and we would, of course, welcome the opportunity to discuss it further if helpful.

Thank you again for your time and consideration, along with your support for this event to date.



TENBY TOWN COUNCIL

Application for Grant for Voluntary Organisations

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

1.	Name of Organisation	Tenby AFC
2.	Name, Address and Status of Contact	Gareth Noot, 84 The Glebe, Tenby, Pembrokeshire SA708HB Club Secretary
3.	Telephone Number of contact	07815 189374
4.	Is the organisation a Registered Charity?	No
5.	For what purpose or project is the grant requested?	Refurbishment & renovation of existing outdated clubhouse.
6.	What will be the total cost of the above project?	£ 20,000

7.	If the total cost of the project is more than the grant, how will the residue be financed?	We will need to self fund the rest where possible. Being totally self sufficient
8.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	We have previously had some funding from Tenby Round Table, Tenby Lions & the FAW which funded the majority of the new toilet block, but no other current applications active.
9.	Who will benefit from the project?	The members of the football club and also the wider community as a whole.
10.	Approximately how many of those who will benefit live in Tenby?	We have around 365 players through all age groups plus parents & coaches, many

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

Signed..........Date..... 24th March 2026.....

Dear Members of Tenby Town Council,

I am writing on behalf of Tenby AFC to request your support through a grant contribution of **£2,500** towards the refurbishment and renovation of our existing clubhouse and changing room facilities. The total cost of the initial phase of this project is estimated at **£20,000**, and this contribution would play a vital role in enabling us to begin the essential improvements.

Our clubhouse, which includes a small kitchen area, has become outdated and in need of significant renovation. With your support, we will be able to begin the first stage of work, allowing us to operate a match day takeaway offering hot drinks and food. This will create a much needed income stream to help sustain the club's future.

As part of the wider renovation plan, we will also need to address repairs to sections of the roof, replace tiles and flooring in the changing rooms, and update the toilets and showers, which are approaching the end of their usable life. These improvements are essential to ensure safe, modern, and welcoming facilities for all who use them.

We have already sought grant funding from Tenby Round Table, Tenby Lions, and the FAW, and we are also hoping to work with the Town Council on a joint application to Pembrokeshire County Council's new **Pride in Place Impact Fund**. Your support would strengthen our ability to secure additional funding and demonstrate the community value of this project.

The benefits of these improvements extend far beyond our club alone. Tenby AFC currently has **around 365 players** across all age groups, supported by parents, volunteers, and coaches. In addition, Tenby RFC regularly uses our facilities, bringing similar numbers through the clubhouse each week. The wider community has also benefited from our grounds in the past, including events such as the Carten 100.

Tenby AFC has come a long way. A decade ago, the club was close to disappearing. Thanks to the dedication of local people, we rebuilt from the bottom division and achieved **five consecutive promotions**, reaching Pembrokeshire League Division 1. Last season, we proudly reached the **West Wales Cup Final**, fielding a team made up entirely of Tenby players. The future is bright, and we are determined to continue providing opportunities for local people of all ages to enjoy football in a safe, supportive environment.

With your help, we can take the next step in securing the long-term sustainability of Tenby AFC and improving facilities that serve a large and growing section of the community.

Thank you very much for considering our application. We would welcome the opportunity to discuss this further and work together to deliver a project that benefits the whole of Tenby.

Yours sincerely,

Gareth Noot

Club Secretary

Tenby AFC

Tenby Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 29/05/2026		
	Cash in Hand 01/04/2026		339,056.19
	ADD		
	Receipts 01/04/2026 - 29/05/2026		101,018.21
			440,074.40
	SUBTRACT		
	Payments 01/04/2026 - 29/05/2026		63,802.67
A	Cash in Hand 29/05/2026 (per Cash Book)		376,271.73
	Cash in hand per Bank Statements		
	Petty Cash	29/05/2026	406.17
	Barclays - Reserve	29/05/2026	82,992.99
	Barclays - Premium	29/05/2026	291,161.83
	Barclays - Current	29/05/2026	1,710.74
	Credit card	10/05/2026	0.00
	Barclays - Bond	29/05/2026	0.00
			376,271.73
	Less unrepresented payments		
			376,271.73
	Plus unrepresented receipts		
B	Adjusted Bank Balance		376,271.73
	A = B Checks out OK		

Tenby Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2026 and 29/05/2026)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	150.00		-150.00 (-100%)	37,262.52	17,328.43	19,934.09 (53%)	19,784.09
Advertising and Publicity			0.00 (N/A)	312.00		312.00 (100%)	312.00
Agency Services			0.00 (N/A)			0.00 (N/A)	0.00
Augustus Place	8,400.00	1,175.25	-7,224.75 (-86%)	4,066.75	1,152.31	2,914.44 (71%)	-4,310.31
Capital Grants			0.00 (N/A)			0.00 (N/A)	0.00
Capital Spending (Asset Purchase)			0.00 (N/A)	16,500.00		16,500.00 (100%)	16,500.00
Christmas Lighting			0.00 (N/A)	19,679.00	678.66	19,000.34 (96%)	19,000.34
Civic			0.00 (N/A)	9,040.00	869.87	8,170.13 (90%)	8,170.13
Contra/Loans			0.00 (N/A)			0.00 (N/A)	0.00
De Valence Pavilion			0.00 (N/A)	43,500.00	4,494.16	39,005.84 (89%)	39,005.84
Interest on Investments and Accour	3,325.00		-3,325.00 (-100%)			0.00 (N/A)	-3,325.00
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	647.50	-3,832.50 (-85%)	10,029.00		10,029.00 (100%)	6,196.50
Old Cemetery	204.00		-204.00 (-100%)	204.00		204.00 (100%)	0.00
Other payments (not listed here)			0.00 (N/A)		18.20	-18.20 (-1820%)	-18.20
Precept	296,595.00	98,865.00	-197,730.00 (-66%)			0.00 (N/A)	-197,730.00
Provision for Doubtful Debts			0.00 (N/A)			0.00 (N/A)	0.00
S137 Payments			0.00 (N/A)	3,750.00		3,750.00 (100%)	3,750.00
Sale of Assets			0.00 (N/A)			0.00 (N/A)	0.00
Tenancies (Council as Tenant)			0.00 (N/A)	12,000.00	2,066.40	9,933.60 (82%)	9,933.60
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		-11,000.00 (-100%)	60,750.00	1,142.11	59,607.89 (98%)	48,607.89
Town Maintenance			0.00 (N/A)	35,540.00	18,799.62	16,740.38 (47%)	16,740.38
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	127,883.29	16,581.28	111,302.01 (87%)	111,302.01
NET TOTAL	324,154.00	100,687.75	-223,466.25 (-68%)	380,516.56	63,131.04	317,385.52 (83%)	93,919.27
Total for ALL Cost Centres		100,687.75			63,131.04		
V.A.T.		330.46			671.63		
GROSS TOTAL		101,018.21			63,802.67		

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/05/2026)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				3,000.00		3,000.00	3,000.00 (100%)
2	Admin - Photocopying charges	150.00		-150.00	1,000.00	299.83	700.17	550.17 (47%)
3	Admin - Course/Training				1,000.00		1,000.00	1,000.00 (100%)
4	Admin - Office Equipment				1,500.00		1,500.00	1,500.00 (100%)
5	Admin - Equipment maintenance				100.00		100.00	100.00 (100%)
6	Admin - Insurance				14,000.00	15,838.46	-1,838.46	-1,838.46 (-13%)
8	Admin - Phone/fax and broadband				850.00	142.70	707.30	707.30 (83%)
9	Admin - Postage				50.00		50.00	50.00 (100%)
11	Admin - Stationary				50.00	93.60	-43.60	-43.60 (-87%)
12	Admin - Subscriptions				3,263.52	448.70	2,814.82	2,814.82 (86%)
13	Admin - Travel expenses				200.00		200.00	200.00 (100%)
75	Admin - Council tax				2,080.00	296.10	1,783.90	1,783.90 (85%)
91	Admin - Councillor remuneration				6,786.00		6,786.00	6,786.00 (100%)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
125	Staff welfare now bus operation				500.00	209.04	290.96	290.96 (58%)
SUB TOTAL		150.00		-150.00	37,262.52	17,328.43	19,934.09	19,784.09 (52%)

Advertising and Publicity

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				312.00		312.00	312.00 (100%)
130	Advertising - Community Events							(N/A)
131	Advertising - Repair Cafe							(N/A)
SUB TOTAL					312.00		312.00	312.00 (100%)

Augustus Place

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				250.00	108.74	141.26	141.26 (56%)
24	Augustus Place - Tools and equi				200.00	42.05	157.95	157.95 (78%)
26	Augustus Place - Letting Income	8,400.00	1,175.25	-7,224.75				-7,224.75 (-86%)
98	Augustus Place - Council tax				772.75	325.90	446.85	446.85 (57%)
99	Augustus Place - Water rates				252.00	93.00	159.00	159.00 (63%)
101	Augustus Place - Building Contir							(N/A)
115	Augustus Place WiFi				408.00	34.00	374.00	374.00 (91%)
126	Augustus Place - Electricity				1,664.00	340.58	1,323.42	1,323.42 (79%)
127	Augustus Place - Gas				520.00	208.04	311.96	311.96 (59%)
SUB TOTAL		8,400.00	1,175.25	-7,224.75	4,066.75	1,152.31	2,914.44	-4,310.31 (-34%)

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 01/04/2026 and 29/05/2026)

20 Jubilee Play Park	16,500.00	16,500.00	16,500.00 (100%)
102 Tenby Spaces and Places			(N/A)
SUB TOTAL	16,500.00	16,500.00	16,500.00 (100%)

Christmas Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Christmas Lighting - Maintenanc				14,364.00		14,364.00	14,364.00 (100%)
28 Christmas Lighting - Electricity s				624.00	435.32	188.68	188.68 (30%)
29 Christmas Lighting - Tools and E				3,591.00	-16.66	3,607.66	3,607.66 (100%)
105 Christmas Lighting - Equipment :				1,100.00	260.00	840.00	840.00 (76%)
SUB TOTAL				19,679.00	678.66	19,000.34	19,000.34 (96%)

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				500.00	134.52	365.48	365.48 (73%)
46 Civic - Grants				3,000.00		3,000.00	3,000.00 (100%)
47 Civic - Honoraria				240.00		240.00	240.00 (100%)
48 Civic - Mayor's Reimbursement I				3,000.00	630.35	2,369.65	2,369.65 (78%)
51 Civic - Regalia maintenance				1,000.00	105.00	895.00	895.00 (89%)
52 Civic - Subscriptions							(N/A)
81 Civic - Plaques				300.00		300.00	300.00 (100%)
94 Civic - Maintenance of Historic A				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				9,040.00	869.87	8,170.13	8,170.13 (90%)

Contra/Loans

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70 Contra							(N/A)
SUB TOTAL							(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	4,400.00	21,600.00	21,600.00 (83%)
124 Office project renamed developm				17,500.00	94.16	17,405.84	17,405.84 (99%)
SUB TOTAL				43,500.00	4,494.16	39,005.84	39,005.84 (89%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/05/2026)

Interest on Investments and A

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	3,325.00		-3,325.00				-3,325.00 (-100%)
SUB TOTAL		3,325.00		-3,325.00				-3,325.00 (-100%)

New Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Maint				5,915.00		5,915.00	5,915.00 (100%)
33	New Cemetery - Water charges				114.00		114.00	114.00 (100%)
34	New Cemetery - Grant of Rights	1,610.00	150.00	-1,460.00				-1,460.00 (-90%)
35	New Cemetery - Maintenance fe	2,030.00	160.00	-1,870.00				-1,870.00 (-92%)
36	New Cemetery - Memorial fees	840.00	337.50	-502.50				-502.50 (-59%)
128	New Cemetery - New ashes sec				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL		4,480.00	647.50	-3,832.50	10,029.00		10,029.00	6,196.50 (42%)

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	(0%)
SUB TOTAL		204.00		-204.00	204.00		204.00	(0%)

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							(N/A)
136	Bank Commission Charges					18.20	-18.20	-18.20 (N/A)
SUB TOTAL						18.20	-18.20	-18.20 (N/A)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	296,595.00	98,865.00	-197,730.00				-197,730.00 (-66%)
SUB TOTAL		296,595.00	98,865.00	-197,730.00				-197,730.00 (-66%)

Provision for Doubtful Debts

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 01/04/2026 and 29/05/2026)

73	Written off debts							(N/A)
SUB TOTAL								(N/A)

S137 Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				3,750.00		3,750.00	3,750.00 (100%)
SUB TOTAL					3,750.00		3,750.00	3,750.00 (100%)

Tenancies (Council as Tenant)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				12,000.00	1,790.00	10,210.00	10,210.00 (85%)
135	Office utilities					276.40	-276.40	-276.40 (N/A)
SUB TOTAL					12,000.00	2,066.40	9,933.60	9,933.60 (82%)

Tenancies (Council as Landlord)

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

Tourism/Regeneration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby				1,000.00		1,000.00	1,000.00 (100%)
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	38,000.00	308.78	37,691.22	27,691.22 (57%)
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	833.33	-333.33	-833.33 (-83%)
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							(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				300.00		300.00	300.00 (100%)
129	VE Day 80th anniversary events							(N/A)
132	Tudor Weekend							(N/A)
134	Windrush project							(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/05/2026)

SUB TOTAL	11,000.00	-11,000.00	60,750.00	1,142.11	59,607.89	48,607.89 (67%)
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Town Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displt				16,640.00	670.32	15,969.68	15,969.68 (95%)
56	Town maintenance - Play area				1,500.00	4,704.50	-3,204.50	-3,204.50 (-213%)
57	Town maintenance - Tools and e				500.00		500.00	500.00 (100%)
96	Town maintenance - Specialist n				2,500.00	24.80	2,475.20	2,475.20 (99%)
104	Jubilee Play Area CCTV				1,000.00		1,000.00	1,000.00 (100%)
113	Maintenance - UFS Toilets				13,400.00	13,400.00		(0%)
SUB TOTAL					35,540.00	18,799.62	16,740.38	16,740.38 (47%)

VAT recovered

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

Wages, PAYE, NI, Pension, Exj

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				111,809.26	14,334.72	97,474.54	97,474.54 (87%)
15	Augustus Place - wages				5,625.91	786.30	4,839.61	4,839.61 (86%)
16	Town maintenance - wages				10,448.12	1,460.26	8,987.86	8,987.86 (86%)
SUB TOTAL					127,883.29	16,581.28	111,302.01	111,302.01 (87%)

Summary

NET TOTAL	324,154.00	100,687.75	-223,466.25	380,516.56	63,131.04	317,385.52	93,919.27
V.A.T.		330.46			671.63		
GROSS TOTAL		101,018.21			63,802.67		

Tenby Town Council

PAYMENTS LIST

01 June 2026 (2026-2027)

Voucher Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
62 Admin - Wages	30/04/2026		Barclays - Premium		Wages April adjustment	Employee 106	X	43.80		43.80
2 Augustus Place WIFI	30/04/2026		Barclays - Current		Broadband Augustus Place	Telemat	S	34.00	6.80	40.80
52 Augustus Place - Water rates	01/05/2026		Barclays - Current		Water charges AP	Dwr Cymru	E	46.50		46.50
61 Bank Commission Charges	05/05/2026		Barclays - Current		Bank charges 13 Mar to 12 Apr	Barclays	X	8.50		8.50
64 Staff welfare now bub operatio	05/05/2026		Petty Cash		milk	Petty Cash	X	1.65		1.65
48 Admin - Phone/fax and broadb	06/05/2026		Barclays - Current		Telephone services	Talk Talk	S	35.95	7.19	43.14
63 Civic - Entertainment	08/05/2026		Petty Cash		water for Mayor Making	Petty Cash	X	3.00		3.00
39 Office Rent	12/05/2026		Barclays - Premium		De Valence grant and rent	De Valence Pavilion (Tenby)	E	895.00		895.00
46 Admin - Stationary	12/05/2026		Barclays - Current		A4 paper	Lyreco UK Limited	S	93.60		112.32
40 Admin - Wages	12/05/2026		Barclays - Premium		Tax & NI Month 1 2026	HMRC	X	3,379.91	18.72	3,379.91
39 DVP - Grant to DVP (Tenby) CI	12/05/2026		Barclays - Premium		De Valence grant and rent	De Valence Pavilion (Tenby)	E	2,160.00		2,160.00
41 Admin - Council tax	12/05/2026		Barclays - Current		Council Tax	Pembrokeshire County Cou	X	148.10		148.10
41 Augustus Place - Council tax	12/05/2026		Barclays - Current		Council Tax	Pembrokeshire County Cou	X	163.20		163.20
43 Town maintenance - Floral disp	12/05/2026		Barclays - Premium		keys and slug pellets	Morris Bros (Tenby) Ltd	S	3.32	0.67	3.99
44 Christmas Lighting - Electricity	12/05/2026		Barclays - Premium		Christmas Lights energy costs	SSE	L	435.32	21.77	457.09
45 Civic - Mayor's Reimbursement	12/05/2026		Barclays - Current		Reimbursement	Clr. D. Morgan	X	201.15		201.15
47 Augustus Place - Maintenance	12/05/2026		Barclays - Current		Plumbing repairs	SMS Plumbing and Heating	S	95.00	19.00	114.00
49 Civic - Entertainment	12/05/2026		Barclays - Current		Expenses for gifts MIM	Clr. D. Morgan	X	131.52		131.52
49 Civic - Mayor's Reimbursement	12/05/2026		Barclays - Current		Expenses for gifts MIM	Clr. D. Morgan	X	269.20		269.20
43 Office project renamed develop	12/05/2026		Barclays - Premium		keys and slug pellets	Morris Bros (Tenby) Ltd	S	14.17	2.83	17.00
42 Town maintenance - Floral disp	13/05/2026		Barclays - Premium		Standpipe	Aquam Water Services Ltd	S	667.00	133.40	800.40
58 Augustus Place - Gas	15/05/2026		Barclays - Current		Gas bill - Augustus Place	Total Gas and Power	L	128.69	6.43	135.12
58 Augustus Place - Gas	15/05/2026		Barclays - Current		Gas bill - Augustus Place	Total Gas and Power	L	79.35	3.97	83.32
50 Town maintenance - Specialist	18/05/2026		Barclays - Current		bench repair items	Jewson	S	24.80	4.96	29.76
51 Civic - Mayor's Reimbursement	18/05/2026		Barclays - Current		Mayoral photographs	Gareth Davies Photography	Z	160.00		160.00
65 Staff welfare now bub operatio	21/05/2026		Petty Cash		office cleaner	Petty Cash	X	180.00		180.00
67 Augustus Place - Maintenance	22/05/2026		Petty Cash		Cleaning materials/toilet paper	Petty Cash	X	6.67		6.67
66 Staff welfare now bub operatio	22/05/2026		Petty Cash		Office coffee	Petty Cash	X	24.99		24.99
55 Admin - Wages	28/05/2026		Barclays - Premium		Wages May 2026	Employee 114	X	1,405.31		1,405.31
56 Augustus Place - wages	28/05/2026		Barclays - Premium		Wages May 2026	Employee 110	X	393.15		393.15
56 Town maintenance - wages	28/05/2026		Barclays - Premium		Wages May 2026	Employee 110	X	730.13		730.13
59 Augustus Place - Electricity	28/05/2026		Barclays - Current		Augustus Place Electricity	Engle Power Limited	L	211.22	10.56	221.78
54 Admin - Phone/fax and broadb	29/05/2026		Barclays - Current		office mobile phones	Vodafone Limited	S	35.40	7.08	42.48
57 Admin - Wages	29/05/2026		Barclays - Premium		Wages May 2026	Employee 113	X	2,263.35		2,263.35

PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
60 Admin - Subscriptions	29/05/2026		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
Total								14,476.95	244.18	14,721.13

Tenby Town Council

RECEIPTS LIST

01 June 2026 (2026-2027)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
27	Augustus Place - Letting Incom	01/05/2026	Petty Cash		Hall hire - Steps 2 Health	Steps 2 Health	X	12.75		12.75
13	Admin - Photocopying charges	07/05/2026	Bardlays - Current		Photocopying	Tenby Civic Society	X			
15	Augustus Place - Letting Incom	11/05/2026	Bardlays - Current		Hall hire - Slimming World	Slimming World	X	170.00		170.00
16	Augustus Place - Letting Incom	11/05/2026	Bardlays - Current		Hall Hire - Art Group	Augustus Place Art Group	X	68.00		68.00
17	Augustus Place - Letting Incom	11/05/2026	Bardlays - Current		Hall hire - Meeting Group	Meeting Group	X	34.00		34.00
19	Augustus Place - Letting Incom	11/05/2026	Bardlays - Current		Hall hire - Tenby Male Choir	Tenby Male Choir	X	68.00		68.00
20	Augustus Place - Letting Incom	11/05/2026	Petty Cash		Hall hire - karate	Karate Club	X	42.50		42.50
21	New Cemetery - Memorial fees	11/05/2026	Bardlays - Current		Memorial fees - Loma Bedford	Heather Fish	Z	135.00		135.00
22	Augustus Place - Letting Incom	14/05/2026	Bardlays - Current		Hall hire - Meeting Group with	Pembrokeshire County Cou	X	25.50		25.50
23	New Cemetery - Maintenance f	15/05/2026	Bardlays - Current		Mrs Frances Ridley	John Roberts and Son	E	160.00		160.00
14	New Cemetery - Memorial fees	18/05/2026	Bardlays - Current		Return of memorial permit fee	G Williams and Sons Monu	Z	-135.00		-135.00
24	Augustus Place - Letting Incom	20/05/2026	Bardlays - Current		Hall hire - Tenby Project	Tenby Project CIC	X	135.00		135.00
18	Augustus Place - Letting Incom	27/05/2026	Petty Cash		Hall hire - Friendship Club	Friendship Group Treasure	X	51.00		51.00
26	New Cemetery - Memorial fees	29/05/2026	Bardlays - Current		Vera Dennis	E. C. Thomas	E	135.00		135.00
25	New Cemetery - Memorial fees	29/05/2026	Bardlays - Current		Mrs Francis Ridley	E. C. Thomas	E	67.50		67.50
Total								969.25		969.25

TENBY TOWN COUNCIL
FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2026

TENBY TOWN COUNCIL

Council Information

Mayor

Cllr. D. Morgan (elected May 2023)

Deputy Mayor

Cllr. T. Sloan (elected May 2025)

Councillors

Cllr. L. Blackhall

Cllr. C. Dale

Cllr. T Carmody (co-opted February 2025)

Cllr. P. Spence (co-opted July 2025)

Cllr. P. Rapi

Cllr. E. Lewis

Cllr. A. Bolton (co-opted November 2025)

Cllr. T. Hallett

Cllr. J. Phillips

Cllr. S. Skyrme-Blackhall

Cllr. J. Badham (co-opted November 2025)

Clerk to the Council

Mr. Andrew Davies

Auditors

Wales Audit Office

**REPORT OF THE ACCOUNTANTS TO
TENBY TOWN COUNCIL**

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

ASHMOLE & CO.
Chartered Certified Accountants & Registered Auditors

Date:

TENBY TOWN COUNCIL

SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST MARCH 2026

2025 Last Year's Income and Expenditure	Activity	2026			Income and Expenditure
		Receipts and Payments	Adjustments Regarding Last Year	Current Year Adjustments	
£		£	£	£	£
Calculation of Income					
2,184	Administration	232	-	-	232
11,535	Tourism/regeneration	6,845	-	-	6,845
6,006	Augustus Place	7,177	567	569	7,179
1,896	Town maintenance	1,155	-	-	1,155
6,490	New Cemetery	4,683	210	1,417	5,890
204	Old Cemetery	204	-	-	204
580	Refuse collection	-	-	-	-
278,002	Precept on County Council	277,871	-	-	277,871
5,146	Interest Received	4,129	-	-	4,129
7,344	Tenby Spaces & Places	-	1,973	1,973	-
-	Other payments (not listed here)	22	-	-	22
£319,387	Total	£302,317	£2,750	£3,959	£303,526

Calculation of Expenditure					
25,957	Administration	23,463	1,423	2,984	25,024
110,396	Wages, PAYE, NI, Pension, Expenses	124,328	4,688	-	119,641
3,050	Civic S137 payment	4,750	-	-	4,750
9,540	Capital Expenditure	20,133	6,460	-	13,673
407	Advertising & publicity	632	-	-	632
27,240	Tenancies (Council as Tenant)	11,196	-	396	11,593
3,078	Civic	4,435	-	-	4,435
53,667	Tourism/regeneration	23,554	-	983	24,537
4,775	Augustus Place	5,186	-	129	5,315
16,420	Christmas lighting	17,300	260	695	17,736
25,879	Town maintenance	23,452	-	79	23,531
3,351	New cemetery	4,515	1,300	135	3,350
204	Old cemetery	-	-	-	-
31,884	De Valence Pavilion	29,556	-	-	29,556
594	Refuse collection	-	-	-	-
1,876	Tenby spaces and places	512	55	-	457
-	Capital Grants awarded	2,861	-	-	2,861
£318,318		£295,874	£14,185	£5,402	£287,091

CUMULATIVE FUND BALANCE		
320,600	Reserves Brought Forward	321,669
319,387	Add Total Income	303,526
318,318	Less Total Expenditure	287,091
£321,669	Reserves Carried Forward	£338,104

TENBY TOWN COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2026

	2026		2025	
	£	£	£	£
Current Assets				
VAT		490		1,055
Debtors		3,959		2,750
Prepayments		-		1,601
Cash at Bank		338,421		332,165
Cash in Hand		635		351
		<u>343,506</u>		<u>337,922</u>
Current Liabilities				
Creditors and Accrued Expenses		5,402		16,253
Net Current Assets		<u>338,104</u>		<u>321,669</u>
Total Assets Less Current Liabilities		<u>£338,104</u>		<u>£321,669</u>
Represented by				
Capital Reserve		25,644		8,886
Earmarked Reserves		257,327		209,898
General Reserves		55,133		102,885
		<u>£338,104</u>		<u>£321,669</u>

The above statement represents fairly the financial position of the Authority as at 31st March 2024 and reflects its income and expenditure during the year.

APPROVED BY COUNCIL

Signed X X Chairman Date: X X

Signed X X Finance Officer Date: X X

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2026

1. Fixed Assets

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

Fixed assets are reported in the notes to the accounts at historical value

2. Debtors and Creditors

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

3. Reserves

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

4. Interest Income

All interest receipts are credited initially to general funds.

5. Pensions

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

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

An actuarial valuation is to take place in the Autumn and any change in contribution rates as a result will take effect from 1st April 2027.

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2026

6. Agency Work

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

7. Tenancies

During the year the following tenancies were held:

Council as Landlord

De Valence Pavilion - Peppercorn

Council as Tenant

Landlord	Property	Rent p.a.	Repairing/ Non Repairing
----------	----------	-----------	-----------------------------

Jubilee Play Area		£1	
-------------------	--	----	--

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

8. Publicity

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

		2026 £	2025 £
Town Council	Other Advertising	632	407
		<u>£632</u>	<u>£407</u>

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2026

9. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the sum of £11.10 per head of the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers. There were 3319 persons on the electoral roll as at 31st March 2026.

	2026	2025
The total amount available for this purpose was:	<u>£36,841</u>	<u>£35,219</u>

10. Pensions

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

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

11. Debts Outstanding

At the year end debts of £3,959 were outstanding and due to the Council. The ages of these debts were:

	2026 £	2025 £
Less than 3 months	<u>3,959</u>	<u>2,750</u>
	<u>£3,959</u>	<u>£2,750</u>

12. Fixed Assets - Additions

The following assets were purchased during the year:

	2026	2025
De Valence Pavilion - Office furniture	5,348	6,690
De Valence Pavilion - Office refurbishment	8,065	-
Town Maintenance - Play area	-	2,850
Augustus Place - Fridge/freezer	260	-
	<u>£13,673</u>	<u>£9,540</u>

TENBY TOWN COUNCIL

**Notes to the Accounts
31st March 2026**

FIXED ASSETS

PLANT AND MACHINERY

Cost Centre	B/F	Additions	Disposal	C/F
Administration	5,287	-	-	5,287
Augustus Place	14,381	260	-	14,641
Capital Spending (Asset purchase)	11,671	-	-	11,671
Christmas lighting	46,227	-	-	46,227
De Valence Pavilion	93,176	13,413	6,690	99,899
Tourism/Regeneration	12,843	-	-	12,843
Town Maintenance	149,802	-	2,850	146,952
	333,387	13,673	9,540	337,520

PROPERTY IMPROVEMENTS

Cost Centre	B/F	Additions	Disposal	C/F
Augustus Place	1	-	-	1
Capital Spending (Asset purchase)	76,375	-	-	76,375
Capital Spending (Asset purchase)	13,175	-	-	13,175
De Valence Pavilion	15,000	-	-	15,000
New Cemetery	1,001	-	-	1,001
Town Maintenance	30,276	-	-	30,276
	135,828	-	-	135,828

TOTAL

469,215	13,673	9,540	473,348
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WILLIAMSTON HOUSE
-7 GOAT STREET
HAVERFORDWEST
PEMBROKESHIRE
SA61 1PX

Ashmole & Co.

CHARTERED CERTIFIED ACCOUNTANTS
& REGISTERED AUDITORS



Established 1897

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WEB: www.ashmole.co.uk
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Offices at:
Abergavenny
Cardigan
Llandello
Neath
St. Clears
Swansea
Ammanford
Carmarthen
Llandovery
Newcastle Emlyn
Tenby

1st June 2026

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

Our ref: IDB/T182

Dear Councillors,

Letter of Comment

In accordance with our normal practice, we are writing to draw your attention to various matters, which arose during the course of our internal audit of Tenby Town Council Accounts for the year ended 31st March 2026.

Qualitative aspects of the entity's accounting practices and financial reporting

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

Unadjusted mis-statements

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

Material weaknesses in the accounting and internal control systems

As you are aware from our letter of engagement, our internal audit procedures were directed towards testing the accounting systems in operation upon which we based our assessment of the accounts.

During the course of our internal audit, there were a few occasions where the banking couldn't be traced to a sales invoice in the file. There were some payments that couldn't be traced to purchase invoices and we couldn't verify the omitted invoices to the minutes of the Council to see if the payments were agreed. Also, on occasions not all expenses had a voucher sheet that had been authorised by councillors.

Significant findings from the audit

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

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

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

Yours sincerely,

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

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

A full list of the Firm's Partners can be obtained on request.

Registered as auditors and regulated for a range of investment business activities in the United Kingdom by the Association of Chartered Certified Accountants.

Accounting statement 2025-26 for:

Name of body: TENBY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 (£)	31 March 2026 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	320,600	321,669	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	278,002	277,871	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	41,385	25,654	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	110,396	119,640	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (=) Total other payments	207,922	167,450	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	321,669	338,104	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
Statement of balances			
8. (+) Debtors	5,406	4,449	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	332,516	339,056	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	16,253	5,401	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	321,669	338,104	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	469,215	473,348	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, that for the year ended 31 March 2026:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	Y		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	Y		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	Y		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	Y		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	Y		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> • Effective financial management including the setting and monitoring of the Council's budget and preparation and approval of the annual accounts • Maintenance and security of accurate and up to date accounting and other financial records • Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council. 	Y		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year and has prepared and approved its accounts in accordance with legislation	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> • measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments • assessment and management of risks facing the Council • an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements. 	Y		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Y		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	Y		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. General power of Competence – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021		N	Meets the eligibility criteria to exercise the general Power of Competence	E

* Please include an explanation for any 'No' answers

Additional disclosure notes

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

<p>The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement</p>	
<p>1. Expenditure under S137 Local Government Act 1972</p> <p>Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2025-26 was £11.10 per elector.</p> <p>In 2025-26, the Council made payments totalling £4,750 under section 137. These payments are included within 'Other payments' in the Accounting Statement.</p>	
<p>2.</p>	

Trust Funds

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

Council approval and certification

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

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2026.</p>	<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref:</p>
<p>Name:</p>	<p>Chair signature:</p>
<p>Date:</p>	<p>Name:</p>
	<p>Date:</p>

* Please include an explanation for any 'No' answers

Annual internal audit report to:

Name of body: **TENBY TOWN COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2026.

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

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

* Please include an explanation for any 'No' answers

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

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

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


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

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

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

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2025-25 and 2026-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	IAN DAVID BASHAM
Signature of person who carried out the internal audit:	
Date:	1/6/2026

* Please include an explanation for any 'No' answers

