Tenby Town Council

Cyngor Tref Dinbych-Y-Pysgod

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

04 November 2026

To: All Members of Tenby Town Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of **TENBY TOWN COUNCIL** to be held on **TUESDAY 10 November 2026** in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at **7:30 pm** (or on the rising of the Planning Committee) for the purpose of transacting the business set out in the agenda below.

Members wishing to attend the meeting remotely will be provided digital access to facilitate this.

All members of the public are welcome to attend. Members of the public wishing to access the meeting remotely are welcome to do so via the link below.

Meeting link: Tenby Town Council Meeting Public Attendance Link

S. Dickins

Samuel Dickins
Town Clerk & Responsible Financial Officer / Clerc y Dref a'r Swyddog Ariannol Cyfrifol

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.

If you need further information regarding this agenda, please contact the Town Council Office: 01834 842 730 / tenbytowncouncil@btconnect.com.

Members of Tenby Town Council

Councillor D Morgan (Mayor)
Councillor J Badham
Councillor L Blackhall
Councillor A Bolton
Councillor T Carmody
Councillor C Dale
Councillor T Sloan (Deputy Mayor)
Councillor H Keohane
Councillor E Lewis
Councillor J Phillips
Councillor S Skyrme-Blackhall
Councillor P Spence

FULL COUNCIL MEETING
A G E N D A
10 November 2026 at 7:30pm

1. Apologies for Absence

To receive, and consider for acceptance, any apologies for absence and to note other absences.
Local Government Act 1972 s 85

2. Declarations of Interest

To declare any interest(s) relating to the business to be transacted during the meeting and receive any dispensation requests from the Proper Officer.
Localism Act 2011 s 29 - 34

3. Public Participation

An opportunity for members of the public to raise issues of concern or interest, ask a question, make a statement, present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's Standing Orders, which limits public participation to a maximum of 30 minutes, with no individual speaker exceeding a maximum of five minutes each.
Tenby Town Council Standing Orders 3. e-f

4. Confirmation of the Minutes of the previous Meeting held on 13 October 2026

To confirm, as a correct and accurate record, the minutes of the previous meeting of the Council.
Local Government Act 1972 sch. 12 para. 41

5. Matters arising from the Minutes of the previous Meeting held on 13 October 2026

To consider any matters arising from the previous minutes for discussion, information or noting.

6. Reports by the Pembrokeshire County Council Ward Councillors and Representatives on Outside Bodies

To receive any written or verbal reports of the Pembrokeshire County Council Ward Councillors and any further written or verbal reports from Town Council representatives on outside bodies.
Tenby Town Council Standing Orders 24. A

7. To Receive Accounts for October, Scheduled Payments, Unpresented Cheques, Receipts, Account Balances, Budget Monitoring and to date Bank Reconciliations

To receive the accounts, list of outstanding creditors, balances due for payments, outstanding payments made, to note queries and approve payments.

Where possible, queries on payments should be notified to the Town Clerk and Responsible Financial Officer in advance of the meeting to facilitate any clarifications.
Local Government Act 1972 s 151

8. To receive such Communications as the Town Mayor may wish to place before the Council

To receive any reports, notifications or other communications the Town Mayor wishes to share with Council for information and report.

9. Reports of Committees, Sub-Committees, Working Groups and Sub-Groups

To note the approved minutes of the following committees:

a) The Planning Committee: 08/09/2026
b) The Policy and Finance Committee: 29/09/2026
c) The Personnel Committee: 11/08/2026

10. Draft Standing Orders

To consider the draft, updated model Standing Orders for adoption.
Local Government Act 1972 sch. 12 para. 42

11. Draft Financial Regulations

To consider the draft, updated model Financial Regulations for adoption.
Local Government Act 1972 s 151

12. Draft Terms of References

To consider the draft Terms of References for the following Committees and working groups:

a) Policy, Resources & Finance Committee
b) The Personnel Committee
c) The Planning & Transport Committee
d) Consultations Working Group

13. Draft Co-Option Policy – To Follow

To consider the draft co-option policy for adoption.

14. Draft Calendar of Meetings

To consider the draft calendar of meetings for the remainder of the municipal year.

15. Draft Annual Investment Strategy

To consider the draft investment strategy recommendation from the Policy & Finance Committee for adoption.
Local Government Act 2003 s 12

16. Tenby Town Council Investments

To consider investment recommendations from the Policy & Finance Committee.
Local Government Act 2003 s 12

17. Draft Training Plan – Training & Development Policy Appendix – To Follow

To consider the draft training plan and training & development policy for adoption.

18. One Voice Wales Call for Evidence – Welsh Government: Vision for Culture & Sport in Wales

To consider responding to the Welsh Government: Vision for Culture & Sport in Wales consultation.

19. Town Council Action List

To note the actions and development from previous Town Council and Committee meetings.

20. Town Clerk and Responsible Financial Officer's Report

To note the report from the Town Clerk and Responsible Financial Officer for information.

21. Any Other Items the Mayor Deems Urgent

For report, information or for the agenda at a future meeting of Tenby Town Council. Councils cannot lawfully secede items of business which are not specified in the agenda.
Local Government Act 1972 sch. 12 para. 10
Longfield Parish Council v Wright (1918) 88 LJ Ch 119)

22. Date of the Next Meeting

To note the date of the next meeting of the Council which is scheduled for **TUESDAY 08 December 2026** at **7:30pm** in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby.

Minutes of a meeting of the Tenby Town Council Committee held on 13 October 2026 in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at 7:30pm.

Members Present: Councillors D Morgan (Chair), T Sloan (Deputy Mayor), L Blackhall, A Bolton, T Carmody, H Keohane, J Phillips and S Skyrme-Blackhall.

Officers Present: S Dickins, Town Clerk & RFO. S Thompson, Deputy Town Clerk.

FC 098/26-27 Apologies for Absence

Apologies were received and accepted from Cllr Spence, Cllr Badham and Cllr Lewis.

The absence of Cllr Dale and Cllr Rapi was noted.

FC 099/26-27 To disclose any Personal Interest in Items of Business listed below

There were no declarations of interest.

FC 100/26-27 Public Participation

There were two members of the public present, both of whom were present to speak under further items on the agenda respectively.

*At this juncture, it was **RESOLVED** to transposed items 9, 10 and 11 (FC 101/26-27, FC 102/26-27 and FC 103/26-27) to be considered next.*

FC 101/26-27 Get The Boys A Lift CIC – Further Collaboration

Councillors welcomed Mr M Slack from the Get The Boys A Lift CIC, who presented its work following a donation from Tenby Town Council.

Mr Slack introduced the CIC operating from Haverford West and Tenby and shared that its counselling service had recently surpassed one thousand having engaged with it over the last 10 years. Mr Slack noted that the Get The Boys A Lift CIC had arrangements in place to facilitate the continuity of its operation from its current location in Tenby. Mr Slack highlighted that the CIC's operations in Tenby had recently completed a full year and at the presentation of the CIC's annual report it had committed not to reduce counselling service provision in Tenby. Mr Slack further noted that the CIC's waiting list had dropped from seven months to 11 weeks. Mr Slack noted that the funds donated by the Town Council had supported the CIC in navigating the financial pressures connecting with opening a second shop and particularly in providing required kitchen equipment.

Mr Slack outlined that the Get The Boys A Lift CIC wished to emulate the successful "what's on board" from their Haverford West site at the Tenby location and use the Tenby logo as part of this to be funded through NHS funding to signpost people to existing local provision.

Initials: ……

Councillors noted that 45% of the Get The Boys A Lift CIC service provision had been distributed to females over the last ten years and the broad spectrum of referral options available to new service users.

Councillors noted the potential for Enhancing Pembrokeshire Funding to support the Get The Boys A Lift CIC.

Councillors noted that the Town Council had a focus on supporting wellbeing and wellbeing organisations in Tenby and discussed some of the facilities which the Council could make available to the service provision Get The Boys A Lift CIC if required.

It was **RESOLVED** that the Town Council liaise with the Get The Boys A Lift CIC on an ongoing basis to establish areas the Town Council can support the Get The Boys A Lift CIC.

FC 102/26-27 The VC Gallery Presentation – Collaboration with St Mary's Church during Remembrance Day and Community Connection

Councillors welcomed Mr G Canassa from the VC Gallery, who presented regarding potential collaboration between the Town Council and VC Gallery in advance of Remembrance Day.

Mr Canassa enquired whether an exhibition could be hosted at the Town Council's office. Councillors noted that the Council would welcome liaising with the VC Gallery to see how this could be facilitates.

It was **RESOLVED** that the Town Council liaise with the VC Gallery to see how this could be facilitates.

FC 103/26-27 Ground Tenby CIC – Grant Request

A member of the Ground Tenby CIC had been unavailable to attend the meeting.

It was **RESOLVED** that the Ground Tenby CIC be invited to present to Council at its next meeting.

FC 104/26-27 Confirmation of the Minutes of the previous Full Council Meeting held 08 September 2026

It was **RESOLVED** that the minutes of the meeting of the Full Council held on 08 September 2026 be **APPROVED** and were signed by the Mayor.

FC 105/26-27 Matters arising from the Minutes of the previous Full Council Meeting held 08 September 2026

There were no matters arising.

FC 106/26-27 Reports by the Pembrokeshire County Council Ward Councillors and Representatives on Outside Bodies

Cllr Skyrme-Blackhall, County Councillor for South Ward, updated members with regard to Housing, Highways and Area maintenance, Schools, Harbour, Multi-

Initials: ……

storey car park, follow-up from Ironman and road closures. Cllr Skyrme-Blackhall's contact details can be obtained for the TTC office.

Cllr Sloan noted Ironman's success, Freedom of the Town to the Sea Cadets and congratulated the Mayor on receipt of his award at the Tenby Observer Kindness Awards.

Cllr Phillips had attended the presentation to the Sea Cadets of the Freedom of the Town, the Mayor's Civic Service and had volunteered at Ironman.

Cllr Carmody had also attended these events additionally had been on pilgrimage with the Diocese of Cardiff Minerva.

Cllr Keohane been engaged with the new multi-storey carpark in Haverfordwest. Parking for Ironman was being reviewed as this year saw the busiest yet. Cllr Bolton noted that footfall at Ironman events does not intrinsically equate to footfall in local businesses.

Cllr Blackhall noted he had the pleasure of co-hosting the Community Kindness Awards. SEPCHN meeting had taken place last Wednesday and members were encouraged to attend when possible as a tremendous opportunity for updates regarding developments Pembrokeshire healthcare.

Cllr Skyrme-Blackhall noted her co-hosting of the Kindness Awards and attended Civic Sunday and Sea Cadets Presentation. Time for Tenby litter picks were scheduled to take place when weather permits. Remembrance Poppy Trail would take place at 11am on Saturday, 7 November 2026.

Cllr Bolton noted the volume of compliments on the Sea Cadet Parade with many enjoyed the band. Cllr Bolton highlighted work was now ongoing for the Christmas lights switch on, Christmas market and Boxing Day Swim.

The Mayor September had been an active month with a number of engagements. The Civic Service had been held; Sea Cadets had been awarded the Freedom of the Town and noted his pride at their presentation as well as his attendance at the Community Kindness Awards.

FC 107/26-27 **To Receive Accounts for September, Scheduled Payments, Unpresented Cheques, Receipts, Account Balances, Budget Monitoring and to date Bank Reconciliations**

Councillors received the accounts for September, scheduled payments, unpresented cheques, receipts, account balance, budget monitoring and recent bank reconciliation.

It was **RESOLVED** that the accounts for September, scheduled payments, unpresented cheques, receipts, account balance, budget monitoring and recent bank reconciliation be approved.

Initials: ……

FC 108/26-27 **To receive such Communications as the Town Mayor may wish to place before the Council**

The Mayor noted a motion tabled on the agenda which would be considered later in the meeting under FC 120/26-27.

FC 112/26-27 **Council Website and E-mail Domains**

Councillors considered the report regarding Council's website and E-mail domains.

Councillors enquired whether any of the providers were local. The Town Clerk noted that one of the providers was West Wales-based, but only provided email suite services.

Councillors noted the value of a number of the identified providers having tools features to display recent news and events to be communicated to the public.

Councillors asked whether current website providers for other town- and community Councils in Wales had been investigated for suitable providers. The Town Clerk noted that other town- and community council websites had been investigated for suitable providers, but noted a number of them lacked and form of bilingual functionality and equally lack the level of website accessibility and domain hosting which may become part of the Council's audit regime.

It was **RESOLVED** that Parish Online be appointed to provide Tenby Town Council with its website, email and domain hosting services with the use of a "gov.wales" domain at a cost of £688 (excl. VAT) to be met from "Administration" – "Subscriptions" on an annual subscription basis.

FC 113/26-27 **Bank Mandate – Addition of Town Clerk and Responsible Financial Officer as Authorise Signatory**

Councillors considered the report regarding the addition of Town Clerk and Responsible Financial Officer as an authorised full signatory as part of its bank mandate.

It was **RESOLVED** that Samuel Dickins be added as an authorised full signatory to Tenby Town Council's banking service provider.

FC 114/26-27 **Town Council Action List**

Councillors received the Town Council action list.

The Town Council action list was noted.

FC 115/26-27 **Town Clerk and Responsible Financial Officer's Report**

Councillors received the Town Clerk and Responsible Financial Officer's report.

The Town Clerk and Responsible Financial Officer's report was noted.

Initials: ……

FC 116/26-27 Any Other Items the Mayor Deems Urgent

There were no other items deemed urgent.

FC 117/26-27 Date of Next Meeting

It was noted that the next meeting of the Tenby Town Council Full Committee was scheduled to be held on **10 November 2026** at **7:30pm**.

FC 118/26-27 Confidential Session

It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

FC 119/26-27 Update Regarding Tenby Volunteer Church School

Cllr Bolton appraised councillors with matters at the Tenby Volunteer Church School.

It was **RESOLVED** that the Town Council draft and send a letter to the relevant stakeholders.

It was **RESOLVED** that the Town Council encourage members of the public to feed back through the appropriate channels.

FC 120/26-27 Update – Civic Regalia

Councillors considered the report regarding the Council's civic regalia.

It was **RESOLVED** that the matters in the report be actions individually and returned to Council where required.

Mayor:…… Date:……

DRAFT

Initials: ……

Tenby Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/10/2026			
	Cash in Hand 01/04/2026			339,056.19
	ADD			
	Receipts 01/04/2026 - 30/10/2026			213,278.63
				552,334.82
	SUBTRACT			
	Payments 01/04/2026 - 30/10/2026			175,769.20
A	**Cash in Hand 30/10/2026** (per Cash Book)			**376,565.62**
	Cash in hand per Bank Statements			
	Petty Cash	30/10/2026	84.11	
	Barclays - Reserve	30/10/2026	83,447.34	
	Barclays - Premium	30/10/2026	297,473.54	
	Barclays - Current	30/10/2026	2,000.00	
	Credit card	30/10/2026	0.00	
	Barclays - Bond	30/10/2026	0.00	
				383,004.99
	Less unpresented payments			6,439.37
				376,565.62
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**376,565.62**
	A = B Checks out OK			

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Tenby Town Council

Summary of Receipts and Payments

Summary - Cost Centres Only (Between 01/04/2026 and 30/10/2026)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	150.00	26.10	-123.90 (-82%)	37,262.52	26,093.14	11,169.38 (29%)	11,045.48
Advertising and Publicity			0.00 (N/A)	312.00	1,288.20	-976.20 (-312%	-976.20
Agency Services			0.00 (N/A)			0.00 (N/A)	0.00
Augustus Place	8,400.00	4,490.50	-3,909.50 (-46%)	43,466.75	7,689.52	35,777.23 (82%)	31,867.73
Capital Grants			0.00 (N/A)		2,500.00	-2,500.00 (-2500	-2,500.00
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	4,228.66	15,450.34 (78%)	15,450.34
Civic			0.00 (N/A)	9,040.00	2,016.07	7,023.93 (77%)	7,023.93
Contra/Loans			0.00 (N/A)			0.00 (N/A)	0.00
De Valence Pavilion			0.00 (N/A)	43,500.00	17,294.16	26,205.84 (60%)	26,205.84
Interest on Investments and Accoun	3,325.00	1,915.68	-1,409.32 (-42%)			0.00 (N/A)	-1,409.32
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	3,780.00	-700.00 (-15%)	10,029.00	777.05	9,251.95 (92%)	8,551.95
Old Cemetery	204.00	204.00	0.00 (N/A)	204.00	408.00	-204.00 (-100%	-204.00
Other payments (not listed here)			0.00 (N/A)		63.10	-63.10 (-6310%	-63.10
Precept	296,595.00	197,730.00	-98,865.00 (-33%)			0.00 (N/A)	-98,865.00
Provision for Doubtful Debts			0.00 (N/A)			0.00 (N/A)	0.00
S137 Payments			0.00 (N/A)	3,750.00	2,500.00	1,250.00 (33%)	1,250.00
Sale of Assets			0.00 (N/A)			0.00 (N/A)	0.00
Tenancies (Council as Landlord)			0.00 (N/A)			0.00 (N/A)	0.00
Tenancies (Council as Tenant)			0.00 (N/A)	12,000.00	6,737.26	5,262.74 (43%)	5,262.74
Tenby spaces and places			0.00 (N/A)			0.00 (N/A)	0.00
Tourism/Regeneration	11,000.00	3,235.00	-7,765.00 (-70%)	67,750.00	17,046.10	50,703.90 (74%)	42,938.90
Town Maintenance		2.08	2.08 (208%)	39,700.00	27,383.52	12,316.48 (31%)	12,318.56
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	127,883.29	54,538.23	73,345.06 (57%)	73,345.06
NET TOTAL	**324,154.00**	**211,383.36**	**-112,770.64 (-34%)**	**431,076.56**	**170,563.01**	**260,513.55 (60%)**	**147,742.91**

Total for ALL Cost Centres	211,383.36	170,563.01
V.A.T.	1,895.27	5,206.19
GROSS TOTAL	**213,278.63**	**175,769.20**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 30/09/2026 and 30/10/2026)

Administration

		Receipts			Payments			Net Position	
Code	Title	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	277.01	722.99	572.99	(49%)
3	Admin - Course/Training				1,000.00	215.00	785.00	785.00	(78%)
4	Admin - Office Equipment				1,500.00	675.00	825.00	825.00	(55%)
5	Admin - Equipment maintenance				100.00		100.00	100.00	(100%)
6	Admin - Insurance				14,000.00		14,000.00	14,000.00	(100%)
8	Admin - Phone/fax and broadbar				850.00	71.35	778.65	778.65	(91%)
9	Admin - Postage				50.00	1.80	48.20	48.20	(96%)
11	Admin - Stationary				50.00		50.00	50.00	(100%)
12	Admin - Subscriptions				3,263.52	1,064.00	2,199.52	2,199.52	(67%)
13	Admin - Travel expenses				200.00		200.00	200.00	(100%)
75	Admin - Council tax				2,080.00	163.20	1,916.80	1,916.80	(92%)
91	Admin - Councilor 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 bub operationa				500.00		500.00	500.00	(100%)
	SUB TOTAL	**150.00**		**-150.00**	**37,262.52**	**2,467.36**	**34,795.16**	**34,645.16**	**(92%)**

Advertising and Publicity

		Receipts			Payments			Net Position	
Code	Title	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)
137	Town Clerk/RFO Vacancy								(N/A)
	SUB TOTAL				**312.00**		**312.00**	**312.00**	**(100%)**

Augustus Place

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
22	Augustus Place - Maintenance				250.00	4,036.98	-3,786.98	-3,786.98	(-1514%)
24	Augustus Place - Tools and equi				200.00		200.00	200.00	(100%)
26	Augustus Place - Letting Income	8,400.00	718.50	-7,681.50				-7,681.50	(-91%)
98	Augustus Place - Council tax				772.75	148.10	624.65	624.65	(80%)
99	Augustus Place - Water rates				252.00	37.50	214.50	214.50	(85%)
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	203.41	1,460.59	1,460.59	(87%)
127	Augustus Place - Gas				520.00	31.01	488.99	488.99	(94%)
138	Investment Fund AP				7,400.00		7,400.00	7,400.00	(100%)
139	Professional Fees AP				2,000.00		2,000.00	2,000.00	(100%)
140	Grant spend on capital works AP				20,000.00		20,000.00	20,000.00	(100%)
141	Grant spend on equipment				10,000.00		10,000.00	10,000.00	(100%)
	SUB TOTAL	**8,400.00**	**718.50**	**-7,681.50**	**43,466.75**	**4,491.00**	**38,975.75**	**31,294.25**	**(60%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 30/09/2026 and 30/10/2026)

Capital Grants

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
145	Grant to Voluntary Organisation							(N/A)
	SUB TOTAL							**(N/A)**

Capital Spending (Asset Purcl

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
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 Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
27	Christmas Lighting - Maintenanc				14,364.00		14,364.00	14,364.00 (100%)
28	Christmas Lighting - Electricity su				624.00		624.00	624.00 (100%)
29	Christmas Lighting - Tools and E				3,591.00	3,030.00	561.00	561.00 (15%)
105	Christmas Lighting - Equipment s				1,100.00	260.00	840.00	840.00 (76%)
	SUB TOTAL				**19,679.00**	**3,290.00**	**16,389.00**	**16,389.00 (83%)**

Civic

Code	Title	Receipts Budgeted	Receipts Actual	Receipts Variance	Payments Budgeted	Payments Actual	Payments Variance	Net Position +/- Under/over spend
44	Civic - Courses/conferences/trav							(N/A)
45	Civic - Entertainment				500.00		500.00	500.00 (100%)
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 E				3,000.00	535.15	2,464.85	2,464.85 (82%)
51	Civic - Regalia maintenance				1,000.00		1,000.00	1,000.00 (100%)
52	Civic - Subscriptions							(N/A)
81	Civic - Plaques				300.00	122.50	177.50	177.50 (59%)
94	Civic - Maintenance of Historic A				1,000.00		1,000.00	1,000.00 (100%)
	SUB TOTAL				**9,040.00**	**657.65**	**8,382.35**	**8,382.35 (92%)**

Contra/Loans

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

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 30/09/2026 and 30/10/2026)

	SUB TOTAL							**(N/A)**

De Valence Pavilion

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
76	DVP - Grant to DVP (Tenby) CIC				26,000.00	2,160.00	23,840.00	23,840.00 (91%)
124	Office project renamed developn				17,500.00	2,000.00	15,500.00	15,500.00 (88%)
	SUB TOTAL				**43,500.00**	**4,160.00**	**39,340.00**	**39,340.00 (90%)**

Interest on Investments and A

		Receipts			Payments			Net Position
Code	**Title**	**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

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
32	New Cemetery - Grounds Mainte				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		-1,610.00				-1,610.00 (-100%)
35	New Cemetery - Maintenance fe	2,030.00	135.00	-1,895.00				-1,895.00 (-93%)
36	New Cemetery - Memorial fees	840.00	405.00	-435.00				-435.00 (-51%)
128	New Cemetery - New ashes sec				4,000.00		4,000.00	4,000.00 (100%)
	SUB TOTAL	**4,480.00**	**540.00**	**-3,940.00**	**10,029.00**		**10,029.00**	**6,089.00 (41%)**

Old Cemetery

		Receipts			Payments			Net Position
Code	**Title**	**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 he

		Receipts			Payments			Net Position
Code	**Title**	**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					8.50	-8.50	-8.50 (N/A)
	SUB TOTAL					**8.50**	**-8.50**	**-8.50 (N/A)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 30/09/2026 and 30/10/2026)

Precept

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	296,595.00		-296,595.00				-296,595.00 (-100%)
	SUB TOTAL	**296,595.00**		**-296,595.00**				**-296,595.00 (-100%)**

Provision for Doubtful Debts

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

S137 Payments

		Receipts			Payments			Net Position
Code	Title	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 Landlor

		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)**

Tenancies (Council as Tenant)

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				12,000.00	895.00	11,105.00	11,105.00 (92%)
135	Office utilities					25.57	-25.57	-25.57 (N/A)
	SUB TOTAL				**12,000.00**	**920.57**	**11,079.43**	**11,079.43 (92%)**

Tourism/Regeneration

		Receipts			Payments			Net Position
Code	Title	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 comn	10,000.00		-10,000.00	38,000.00	751.41	37,248.59	27,248.59 (56%)
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)

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 30/09/2026 and 30/10/2026)

111	Tourism - Steam Punk	500.00	320.00	-180.00	500.00		500.00	320.00	(32%)
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					330.00	-330.00	-330.00	(N/A)
143	Eisteddfod 2026 Support				5,000.00		5,000.00	5,000.00	(100%)
144	Eisteddfod 2026 related projects				2,000.00		2,000.00	2,000.00	(100%)
	SUB TOTAL	**11,000.00**	**320.00**	**-10,680.00**	**67,750.00**	**1,081.41**	**66,668.59**	**55,988.59**	**(71%)**

Town Maintenance

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
55	Town maintenance - Floral displa				16,640.00		16,640.00	16,640.00	(100%)
56	Town maintenance - Play area				1,500.00		1,500.00	1,500.00	(100%)
57	Town maintenance - Tools and e				500.00		500.00	500.00	(100%)
96	Town maintenance - Specialist m				2,500.00	7.81	2,492.19	2,492.19	(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	13,400.00	(100%)
142	Gardens investment fund				4,160.00		4,160.00	4,160.00	(100%)
	SUB TOTAL				**39,700.00**	**7.81**	**39,692.19**	**39,692.19**	**(99%)**

VAT recovered

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

Wages, PAYE, NI, Pension, Exp

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
14	Admin - Wages				111,809.26	11,182.18	100,627.08	100,627.08	(90%)
15	Augustus Place - wages				5,625.91	517.78	5,108.13	5,108.13	(90%)
16	Town maintenance - wages				10,448.12	961.60	9,486.52	9,486.52	(90%)
	SUB TOTAL				**127,883.29**	**12,661.56**	**115,221.73**	**115,221.73**	**(90%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 30/09/2026 and 30/10/2026)

Summary

NET TOTAL	**324,154.00**	**1,578.50**	**-322,575.50**	**431,076.56**	**29,745.86**	**401,330.70**	**78,755.20**
V.A.T.					1,638.82		
GROSS TOTAL		**1,578.50**			**31,384.68**		

Tenby Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
221	Augustus Place - Water rates	01/10/2026		Barclays - Current		Augustus Place water charges	Dwr Cymru	X	37.50		37.50
178	Town maintenance - Specialist	01/10/2026		Barclays - Premium		bench repair items	Jewson	S	7.81	1.56	9.37
232	Windrush project	01/10/2026		Petty Cash		travel & materials Sculptor Sam	Petty Cash	X	30.00		30.00
206	Admin - Photocopying charges	05/10/2026		Barclays - Current		Photocopier rental	Grenke Leasing Limited	S	175.05	35.01	210.06
208	Bank Commission Charges	05/10/2026		Barclays - Current		bank charges 13 aug to 13 sep	Barclays	X	8.50		8.50
229	Admin - Subscriptions	06/10/2026		Credit card		Accounts licence renewal	Starboard Systems Limited	S	1,008.00	201.60	1,209.60
230	Admin - Subscriptions	06/10/2026		Credit card		Information Commission regist	Information Commissioner'	X	52.00		52.00
227	Civic - Plaques	06/10/2026		Credit card		Certificate frames	Eframe	S	122.50	24.50	147.00
228	Special Projects within the com	06/10/2026		Credit card		Camera & memory cards	Carmarthen Camera Centre	S	430.83	86.17	517.00
231	Special Projects within the com	06/10/2026		Credit card		microphones for teleconferenci	DirectNine	X	320.58		320.58
195	Admin - Photocopying charges	07/10/2026		Barclays - Current		Photocopying charges	Glyn Edwards Office Equipr	S	101.96	20.39	122.35
205	Admin - Phone/fax and broadb	07/10/2026		Barclays - Current		Telephone services	Talk Talk	S	35.95	7.19	43.14
198	Admin - Council tax	07/10/2026		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	163.20		163.20
199	Admin - Wages	07/10/2026		Barclays - Premium		Tax & NI Month 6 2026	HMRC	X	1,241.24		1,241.24
200	Admin - Wages	07/10/2026		Barclays - Premium		Pension 2nd quarter 26-27	Carmarthenshire County C	X	1,826.95		1,826.95
197	Office Rent	07/10/2026		Barclays - Premium		Rent, grant & gas DV	De Valence Pavilion (Tenby	X	895.00		895.00
196	Civic - Mayor's Reimbursement	07/10/2026		Barclays - Current		Donation - Tenby Male Choir	Tenby Male Choir	X	250.00		250.00
198	Augustus Place - Council tax	07/10/2026		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	148.10		148.10
194	Augustus Place WiFi	07/10/2026		Barclays - Current		Augustus Place broadband	Telemat	S	34.00	6.80	40.80
193	Windrush project	07/10/2026		Barclays - Current		2026 Windrush Project	Glyn Harries Consulting	X	300.00		300.00
197	Office utilities	07/10/2026		Barclays - Premium		Rent, grant & gas DV	De Valence Pavilion (Tenby	X	25.57		25.57
197	DVP - Grant to DVP (Tenby) CI	07/10/2026		Barclays - Premium		Rent, grant & gas DV	De Valence Pavilion (Tenby	X	2,160.00		2,160.00
201	Admin - Course/Training	13/10/2026		Barclays - Current		One Voice Wales / SLCC Traini	SICC Enterprises Ltd	S	75.00	15.00	90.00
204	Admin - Course/Training	13/10/2026		Barclays - Current		Qualification fee ILCA Sharon T	SICC Enterprises Ltd	S	140.00	28.00	168.00
202	Civic - Mayor's Reimbursement	13/10/2026		Barclays - Current		Reimbursement of expenses	Cllr. D. Morgan	X	285.15		285.15
203	Christmas Lighting - Equipment	13/10/2026		Barclays - Current		Christmas Lights storage	Craigs Dairy Ltd	S	260.00	52.00	312.00
235	Augustus Place - Maintenance	14/10/2026		Petty Cash		Padlock for AP Cupboard	Petty Cash	X	2.49		2.49
207	Augustus Place - Gas	15/10/2026		Barclays - Current		Gas bill - Augustus Place	TotalEnergies Gas & Power	L	31.01	1.55	32.56
234	Augustus Place - Maintenance	23/10/2026		Petty Cash		toilet roll ap	Petty Cash	X	4.49		4.49
224	Admin - Phone/fax and broadb	26/10/2026		Barclays - Current		office mobile phones	Vodafone Limited	S	35.40	7.08	42.48
226	Admin - Subscriptions	28/10/2026		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
225	Augustus Place - Electricity	28/10/2026		Barclays - Current		Electricity Augustus Place	Engie Power Limited	L	203.41	10.17	213.58
220	Admin - Office Equipment	29/10/2026		Barclays - Current		New laptop	Telemat	S	675.00	135.00	810.00
219	Admin - Wages	29/10/2026		Barclays - Premium		Wages October 2026	Employee 113	X	3,183.45		3,183.45

Tenby Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
216	Admin - Wages	29/10/2026		Barclays - Premium		Wages October 2026	Employee 115	X	2,640.71		2,640.71
217	Admin - Wages	29/10/2026		Barclays - Premium		Wages October 2026	Employee 114	X	2,289.83		2,289.83
218	Augustus Place - wages	29/10/2026		Barclays - Premium		Wages October 2026	Employee 110	X	517.78		517.78
218	Town maintenance - wages	29/10/2026		Barclays - Premium		Wages October 2026	Employee 110	X	961.60		961.60
212	Augustus Place - Maintenance	29/10/2026		Barclays - Premium		Double external fire doors Augu	G. J. Noot and Son	X	1,050.00		1,050.00
213	Augustus Place - Maintenance	29/10/2026		Barclays - Premium		Reparatory kitchen work under	G. J. Noot and Son	X	2,980.00		2,980.00
233	Admin - Postage	30/10/2026		Petty Cash		Postage for Barclays Mandate	Petty Cash	X	1.80		1.80
223	Christmas Lighting - Tools and	30/10/2026		Barclays - Premium		Christmas Festoon Lighting	LITE Ltd	S	3,030.00	606.00	3,636.00
222	Office project renamed develop	30/10/2026		Barclays - Premium		Condition Report on DVP	Nigel Stone Surveyors Ltd	S	2,000.00	400.00	2,400.00
								Total	**29,745.86**	**1,638.82**	**31,384.68**

Tenby Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
86	Augustus Place - Letting Incom	02/10/2026		Barclays - Current		Augustus Hall Hire September	Slimming World	X	200.00		200.00
87	Augustus Place - Letting Incom	02/10/2026		Barclays - Current		Augustus Hall Hire September	Meeting Group	X	40.00		40.00
88	Augustus Place - Letting Incom	02/10/2026		Barclays - Current		Augustus Hall Hire September	Tenby Male Choir	X	100.00		100.00
84	Augustus Place - Letting Incom	05/10/2026		Barclays - Current		Augustus Hall Hire September	Augustus Place Art Group	X	80.00		80.00
89	Tourism - Steam Punk	05/10/2026		Barclays - Current		Steampunk Stalls x 4	Marcus Beldon	X	320.00		320.00
79	Augustus Place - Letting Incom	06/10/2026		Petty Cash		Augustus Hall Hire September	Labour Party	X	15.00		15.00
80	Augustus Place - Letting Incom	13/10/2026		Petty Cash		Augustus Hall Hire September	Friendship Group Treasure	X	80.00		80.00
81	Augustus Place - Letting Incom	14/10/2026		Petty Cash		Steps2Health meeting	Steps 2 Health	X	20.00		20.00
83	Augustus Place - Letting Incom	19/10/2026		Barclays - Current		Augustus Hall Hire September	Tenby Project CIC	X	158.00		158.00
82	New Cemetery - Maintenance f	27/10/2026		Barclays - Current		Headstone installation	Messrs W. and M. J. Rossit	E	135.00		135.00
82	New Cemetery - Memorial fees	27/10/2026		Barclays - Current		Headstone installation	Messrs W. and M. J. Rossit	E	135.00		135.00
82	New Cemetery - Memorial fees	27/10/2026		Barclays - Current		Headstone installation	Messrs W. and M. J. Rossit	E	135.00		135.00
82	New Cemetery - Memorial fees	27/10/2026		Barclays - Current		Headstone installation	Messrs W. and M. J. Rossit	E	135.00		135.00
85	Augustus Place - Letting Incom	28/10/2026		Petty Cash		Hall hire - Tenby Taxis	Tenby Taxis	X	25.50		25.50
								Total	**1,578.50**		**1,578.50**

MINUTES OF THE TENBY TOWN COUNCIL PLANNING COMMITTEE HELD 8TH SEPTEMBER 2026

Present: Cllr Phillips
Cllr Carmody
Cllr Spence
Cllr Anna Bolton
Cllr Lewis — Zoom

In attendance: Sharon Thompson — Deputy Clerk

In the absence of Cllr Sloan, Cllr Phillips took the chair. All were in favour.

1. TO RECEIVE APOLOGIES

Apologies received from Cllr Badham, Sloan and Morgan.

2. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

None disclosed.

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 TONIGHTS MEETING AND WHICH IS OPEN FOR PUBLIC DISCUSSION. CONFIDENTIAL ITEMS OF BUSINESS ARE EXCLUDED

None present.

4. TO DISCUSS THE FOLLOWING PLANNING APPLICATIONS AND TO AGREE ACTION IN RESPONSE TO PROPOSALS:

a. NP/26/0424/ADV – Ceiling mounted internal digital tv screen in metal framework located within shopfront window bed – Yorkshire Building Society, Tower House, Church Street, Tenby

Councillors noted that whilst the Yorkshire Building Society's content is expected to be sedate, it was noted that, without hour restrictions, other applicants/businesses might display inappropriate or disruptive material, potentially altering the character of Tudor Square.

Proposed by Cllr Spence, seconded by Cllr Bolton and all agreed that TTC approve the installation provided its operation is restricted to specific hours to prevent setting a precedent for 24/7 advertising.

RECOMMEND

Approval on the condition that the screen only be operated between 9am and 5pm

Initials:……

5. DATE AND TIME OF NEXT MEETING

Tuesday, 13th October 2026 at 7pm

Chair _____

Date _____

Initials:……

Minutes of a meeting of the Policy & Finance Committee held on 29 September 2026 in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at 7:00pm.

Members Present: Councillors P Spence (Chair), L Blackhall, D Morgan and S Skyrme-Blackhall.

Officers Present: S Dickins, Town Clerk & RFO. S Thompson, Deputy Town Clerk.

P&F 018/26-27 Apologies for Absence

Apologies were received and accepted from Cllr Carmody, Cllr Lewis, Cllr Phillips and Cllr Sloan.

P&F 019/26-27 To disclose any Personal Interest in Items of Business listed below

Cllr Morgan declared a non-pecuniary interest in item 6 (P&F 024/26-27).

P&F 020/26-27 To confirm the Minutes of the Policy & Finance Committee Meeting held 07 July 2026

It was **RESOLVED** that the minutes of the meeting of the Policy & Finance Committee held on 07 July 2026 be **APPROVED** and would be signed by the Chair following the meeting.

P&F 021/26-27 Matters Arising from the Minutes of the Policy & Finance Committee Meeting held 07 July 2026

There were no matters arising.

P&F 022/26-27 To consider comprehensive Reserves Review to Ensure Amounts held by TTC Align with WG Guidance

The Committee noted the update from Cllr Spence regarding a review of the Town Council's reserves and their congruency with sector guidance.

The Committee noted the good practice standards for the sector of holding between 3-12 months of unrestricted reserves dependant on the council's size, with larger councils holding fewer months than smaller councils.

The Town Clerk noted that, during the budget and precept setting period, a detailed report regarding the Town Council's reserves could be drafted to assist Council in identifying suitable reserve positions.

It was **RESOLVED** that a report be presented to Council during its budget and precept setting period to inform Council's reserve positions.

P&F 023/26-27 To consider Fixed Assets and Long-term Investments

The Committee noted the update from Cllr Spence regarding fixed assets and long-term investment options for Tenby Town Council.

The Committee discussed the prudency of reviewing the Council's asset register to ensure it remained contemporary and reflective of the Council's currently-held

Initials: ……

assets. The Town Clerk noted that this could be included within the Council's review of its asset register at the forthcoming Annual Town Council Meeting.

The Committee considered potential suitable means for restricted- and unrestricted reserves to be invested to maximise value for public money Tenby Town Council holds. The Town Clerk noted there were suitable financial instruments to support the Town Council to this end which could be investigated and returned to the Committee for consideration.

It was **RESOLVED** that a report be brought to a forthcoming Policy & Finance Committee outlining suitable long-term investment options for consideration.

P&F 024/26-27 To receive an update on The De Valence Pavilion CIC

The Committee noted correspondence from The De Valence Pavilion Tenby CIC requesting a meeting with representatives of the Town Council to discuss contemporary challenges, grant support and the lease, rental and service charge reviews.

The Committee held a considered discussions regarding sources of expertise The De Valence Pavilion Tenby CIC might be able to call upon and noted that significant grant funding would need to be considered as part of the Council's budget setting process.

It was **RESOLVED** that a meeting be arranged for representatives of the De Valence Pavilion Tenby CIC and Cllr Spence, Cllr Sloan and the Town Clerk to discuss the matters contained in the De Valence Pavilion Tenby CIC's letter for subsequent report to the Policy & Finance Committee.

P&F 025/26-27 Christmas Lighting to include Festoon Requirements and Energy Supplies

The Committee noted the verbal report from the Deputy Town Clerk regarding the Christmas lighting requirements and energy supply provisions.

It was **RESOLVED** that a festoon be purchased from Lighting and Illumination Technology Experience Limited at a cost of £3,000 (excl. VAT) to be met from the "Christmas Lighting – Christmas Lighting, Tools and Equipment" budget line.

P&F 026/26-27 Date of Next Meeting

It was noted that the next meeting of the Policy and Finance Committee was scheduled to be held on **03 November 2026** at **7:00pm**.

Chair:…… Date:……

Initials: ……

ITEM 9c

Minutes of a meeting of the Personnel Committee held on 11 August 2026 in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby at 7:30pm.

Members Present: Councillors T Carmody (Co-Chair), J Phillips (Co-Chair), L Blackhall, D Morgan, S Skyrme-Blackhall (Online) and P Spence.

PER 001/26-27 Apologies for Absence

Apologies were received and accepted from Cllr Sloan.

PER 002/26-27 To disclose any Personal Interest in Items of Business listed below

There were no declarations of interest.

PER 003/26-27 Confidential Session

It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

PER 004/26-27 To receive an Update on Recruitment of the Town Clerk / Responsible Financial Officer

The Committee received and carefully considered the interview panel's feedback and considerations following the interview process.

It was **RESOLVED** that a recommendation be made to Full Council to consider the appointment of Samuel Dickins as Tenby Town Council's Town Clerk and Responsible Financial Officer at a SCP 30 scale point.

Co-Chair:…… Co-Chair:……

Date:…… Date:……

Initials: ……

TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 10

Subject: Draft Standing Orders

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the draft, updated model Standing Orders for adoption.

Background: Standing Orders are core governance documents for Council and inform how Council conducts its business.

Standing Orders should normally be reviewed at the Annual Town Council Meeting, though where significant legislative changes take place, it is prudent to ensure they remain compliant.

Since Council last reviewed and adopted its Standing Orders, there has been legislative change regarding procurement (Procurement Act 2023) with some changes affecting town- and community Councils.

These draft Standing Orders have been brought to Council for consideration and adoption.

Key Points: **Model Standing Orders**: These Standing Orders have been based on 'Model Standing Orders' produced by organisations which support town- and community Councils, such as SLCC and One Voice Wales. Only minor adaptations have been made to tailor their suitability specifically for Tenby Town Council.

Procurement Changes: In line with the Procurement Act 2023, the addition of a section to refer to the appropriate statutory guidance has been updated (Standing Order 18 – Last Paragraph). Complying with this is a legal requirement.

Handling of Tenders: Model Standing Orders contain provisions for tenders, specifying that tenders must be submitted by normal post. This is burdensome and outdated practice putting an unnecessary officer time cost on the handling of tenders, which then need to be re-digitised to send to Councillors. This section has been amended to facilitate the electronic submission of tenders.

Handling Staff Matters Changes: This section has been updated to be congruent with Council's Committees and their areas of responsibility.

S 101 Planning Delegation: Standing Order 15 xvi has been added to facilitate s 101 planning application delegated authority in the unlikely scenario an application could not be considered at a meeting.

Key Points (Cont.): **Meetings Generally Section**: Standing Order 3 r has been added to facilitate, in specifically identified circumstances, voting by secret ballot where this would be prudent. This section need not be exercised if Council determines otherwise and does not supersede any Councillors statutory right to request a recorded vote.

Implications: **Up-to-date Governance Documents**: Failure to ensure governing documents remain up-to-date may inadvertently put Council in a position of acting unlawfully or beyond its powers.

Fit-for-Purpose Provisions: Failure to include provisions which align to Council's aspirations may expose Council to legal challenge or audit pressure for decisions made.

Recommendation: To consider the draft Standing Orders for adoption.

TENBY TOWN COUNCIL

CYNGOR TREF DINBYCH-Y-PYSGOD



STANDING ORDERS 2026-2027

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Version: 1
Approval Date: XX XXXX XXXX
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INTRODUCTION

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

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1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

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n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the

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meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed FIVE minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a Notices of meetings

i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

iii. The notice must provide details about how to access the

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meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

b Multi-location meetings

i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.

ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- a **The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- b **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.**

d The person presiding over the meeting must give members of the public

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in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.

e The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed FIFTEEN minutes unless directed otherwise by the chair of the meeting.

f Subject to standing order 3(e), a member of the public shall not speak for more than THREE minutes.

g In accordance with standing order 3(d), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

h A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

i A person who speaks at a meeting shall direct their comments to the chair of the meeting.

j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent**.

l **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

n **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the**

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councillors present at the meeting shall preside at the meeting.

o **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

p **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

r Voting on a question may be by secret ballot but this is limited only to matters with an accompanying policy, procedure or ordinance explicitly permitting voting by secret ballot on such a question. This Standing Order remains subject to LGA 1972 sch. 12 para. 29. Should a member exercise their right for a recorded vote, this shall take place by show of hands and be recorded.

s The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

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vii. the resolutions made.

t **A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council**.

u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

w A meeting shall not exceed a period of TWO hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its

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meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer THREE days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times**

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as the Council decides.

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

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v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of the eligibility criteria for the use of the general power of competence

xi. Review and adoption of the council's annual report

xii. Review and adoption of the council's training plan

xiii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

xiv. Review of representation on or work with external bodies and arrangements for reporting back;

xv. Review of inventory of land and other assets including buildings and office equipment;

xvi. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xvii. Review of the Council's and/or staff subscriptions to other bodies;

xviii. Review of the Council's complaints procedure;

xix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xx. Review of the Council's policy for dealing with the press/media;

xxi. Review of the Council's employment policies and procedures;

xxii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

xxiii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within SEVEN days of having been requested to do so by TWO members of the committee or the sub-committee, any TWO members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least FIVE councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

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9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least FIVE clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least FOUR clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

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iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data. Such data will include recordings of meetings held by the Council.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper, recorded and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is**

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not possible the criteria used to determine that period (e.g., the Limitation Act 1980).

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"*The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.*"

e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

f) **no later than seven working days following a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**

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- **Any decisions taken at the meeting, including the outcomes of any votes.**

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(s).

a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**

b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.

c **Dispensation requests shall be in writing and submitted to the standards committee of the County Council** as soon as possible before the meeting that the dispensation is required for.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order **13**, report this to the Council.

b Where the notification in standing order **14**(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

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15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:

a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) The notice must provide details about how to access the meeting remotely , and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

*See standing order **3 (a) and (b) (Meetings Generally – Other)** for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least THREE days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

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v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);

xii. arrange for legal deeds to be executed;

*See also standing order **23**;*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;

xv. refer a planning application received by the Council to the Chair of the Planning Committee or in their absence the Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if its nature requires consideration before the next ordinary meeting of Planning Committee;

xvi. where, neither an ordinary- or extraordinary meeting can be called in a timely to respond to a planning application, the proper officer shall, in consultation with the Chair (or Vice-Chair in their absence)

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establish whether a planning application is suitable for delegated response and, if so respond under delegated authority under s 101 of the Local Government Act in accordance with the Planning & Transport Committee's terms of Reference.

xvii. manage access to information about the Council via the publication scheme; and

xviii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
*See also standing order **23.***

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and

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the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a The Council shall consider and adopt financial regulations which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments.

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender

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and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in accordance with the Procurement Act 2023, in addition to any other ways Council deems appropriate.

iv. tenders are to be submitted in writing via the channel Council determines in its invitation to tender.

v. tenders shall be opened by the Proper Officer in the presence of two councillors after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

Where the value of a contract is likely to exceed the threshold specified by the Welsh Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. Guidance from the Welsh Government on procurement contains detailed guidance and has been circulated to all member councils.

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Personnel Committee is subject to standing order **11**.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Co-Chairs of the Personnel Committee or, if they are not available, the Mayor of absence occasioned by illness or other reason and that person shall report such absence to the Personnel Committee at its next meeting.

c The Co-Chairs of Personnel Committee shall upon a resolution conduct, or make the preparations for, a review of the performance and annual appraisal of the work of The Town Clerk and Responsible Financial Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by The Personnel Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Co-Chair of Personnel Committee or in their absence, the Mayor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution the Personnel Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Council's most senior member of staff (or other members of staff) relates to the Co-Chairs of Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order **11**(a), persons with line management responsibilities shall have access to staff records referred to in standing order **19**(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).
See also standing order **11**.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

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d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing orders **15(a)(xii) and 15(a)(xvii)***

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH COUNTY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

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26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least FIVE councillors to be given to the Proper Officer in accordance with standing order **9**.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

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TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 11

Subject: Draft Financial Regulations

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the draft, updated model Financial Regulations for adoption.

Background: Financial Regulations are core governance documents for Council and inform how Council conducts its business and finances.

Financial Regulations should normally be reviewed at the Annual Town Council Meeting, though where significant legislative changes take place, it is prudent to ensure they remain compliant.

Since Council last reviewed and adopted its Financial Regulations, there has been legislative change regarding procurement (Procurement Act 2023) with some changes affecting town- and community Councils.

These draft Financial Regulations have been brought to Council for consideration and adoption.

Key Points: **Model Financial Regulations**: These Financial Regulations have been based on 'Model Financial Regulations' produced by organisations which support town- and community Councils, such as SLCC and One Voice Wales. Adaptations have been made to tailor their suitability specifically for Tenby Town Council.

Procurement Changes: In line with the Procurement Act 2023, the addition of a section to refer to the appropriate statutory guidance.

Spend Thresholds: It is prudent for Councils to consider their own circumstances, and agree spend thresholds it deems appropriate.

The Town Clerk & RFO would welcome Council guidance in informing which spending thresholds it feels are suitable for Tenby Town Council. (All figures are excluding VAT)

- Officer Spend Limit: (Prev. £500 / Proposed £750)
- Delegated Spend Chair & Clerk: (Prev. £2,000 / Proposed £2,000)
- Delegated Committee Spend (Prev. £5,000 / Proposed £10,000)
- Full Council Authorisation (Prev. >£5,000 / Proposed >£10,000)
- Emergency Delegated Spend (Prev. £2,000 / Proposed £2,500)

Implications:

Up-to-date Governance Documents: Failure to ensure governing documents remain up-to-date may inadvertently put Council in a position of acting unlawfully or beyond its powers.

Unsuitable Spending Thresholds: Failure to set appropriate spending thresholds exposes the Council's finances to the risk of not being used in a manner it deems appropriate, or may be overly restrictive hindering Council's ability to act.

Thresholds that are too high risk money being spent in a manner Council may wish not to have committed funds.

Thresholds that are too low risk Council needing to await sign-off and being unable to act quickly when required.

Recommendation: To consider the draft Financial Regulations for adoption.

TENBY TOWN COUNCIL

CYNGOR TREF DINBYCH-Y-PYSGOD



FINANCIAL REGULATIONS 2026-2027

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Version: 1
Approval Date: XX XXXX XXXX
Minute Number: XX

TENBY TOWN COUNCIL FINANCIAL REGULATIONS

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1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Section 39 of the Public Audit (Wales) Act 2004, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* the Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. Tenby Town Council's Clerk & RFO is the same postholder. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**

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- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000/ £10,000].

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk & RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk & RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or any similar relevant documents e.g. account statements) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

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3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council (documented in the cash book) and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council or a committee of the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council.

3.9. Internal may not under any circumstances:

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- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by Accounts and Audit (Wales) Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Personnel Committee at least annually in October for the following financial year. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Council Policy & Finance committee not later than the end of November each year.

4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the Council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or duly delegated committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and the Procurement (Wales) Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the publication of invitations and notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk & RFO shall seek at least THREE fixed-price quotes.

[1] The Regulations require councils to use the Sell2 Wales website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

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5.9. Where the value is between £500 / £750 and £3,000 excluding VAT, the Clerk & RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or duly delegated committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk under delegated authority, for any items below £500 / £750 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £1,500 / £2,000 excluding VAT.
- {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 / £10,000 excluding VAT}
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000 / £10,000;

Such authorisation must be supported by a minute, in the case of council or committee decisions, or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a Policy & Finance Committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,500 excluding VAT on

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repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Welsh Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Barclays PLC. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the Council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

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i. {any payments of up to £500 / £750 excluding VAT, within an agreed budget}.

ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk & RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.

iv. Fund transfers within the councils banking arrangements for the purposes of meetings Council's financial obligations in relation to the list of payments submitted to the next meeting of the Council.

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves beyond ordinary payroll provision.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be made available to two relevant signatories within the Council's accounting software.

7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

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7.7. Evidence shall be retained showing which officers or members approved the payment online as provided by Council's online banking provision.

7.8. A full list of all payments made in a month shall be provided to the next Council meeting.

7.9. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members or officers. The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the Council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the Council at the next meeting.

7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council annually.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.13. Remembered password facilities, other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk & RFO, and Deputy Town Clerk, and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Council.

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9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk & RFO, and Deputy Town Clerk, and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with Council policy.

10. Petty Cash

10.1. The RFO shall maintain a petty cash float not exceeding £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Guidance issued by the Independent Remuneration Panel for Wales in relation to the taxation of councillor allowances must be fully adhered to.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Personnel Committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Personnel Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Welsh Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the

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minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Welsh Government (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the Council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted form the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

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14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit (Wales) Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to Council with a full business case.

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17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk & RFO monitor all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances and make such arrangements.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk & RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two members of Council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that access to any tender before the expiry of the deadline for submission is limited only to the Clerk & RFO for the purposes of ensuring application completeness and accuracy. Only Council or a duly delegated Committee is charged with assessing and scoring tenders for selection.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: **12**

Subject: **Draft Terms of Reference**

Prepared by: **Samuel Dickins, Town Clerk and Responsible Financial Officer**

Purpose of Report: To consider the draft Terms of References for a *Policy, Resources & Finance Committee*, a *Personnel Committee*, a *Planning & Transport Committee* and a *Consultations Working Group*.

Background: Council currently holds either outdated, or incomplete terms of reference for its committees.

Over the last month, each Council Committee has considered draft terms of reference for recommendation to Full Council for consideration and adoption.

This report brings all recommendations for consideration.

Key Points: **Policy, Resources & Finance Committee**: Appendix 12a contains the recommended terms of reference for the Committee.

During the Committee's meeting on 03 November 2026, it was noted that including explicitly within the Committee's title and terms of reference that it is charged with overseeing Council's physical assets, buildings and resources may be prudent.

Personnel Committee: Appendix 12b contains the recommended terms of reference for the Committee.

During the Committee's meeting on 27 October 2026, it was noted that including explicitly within terms of reference the role of the Committee in the recruitment of officers would be prudent.

The Committee has also had codified within its terms of reference the role it fulfils in arranging for the Town Clerk and Responsible Financial Officer's appraisal.

Planning & Transport Committee: Appendix 12c contains a draft terms of reference for the Committee.

This draft terms of reference will be considered at the Planning Committee's meeting on 10 November 2026 at 7:00pm, which resultantly means its recommendation will need to be relayed verbally.

The draft terms of reference proposes formally expanding the scope of the Planning Committee to encompass local transport matters (i.e. recommendations and considerations regarding highways or

responding to transport policy questions on behalf of the Council. This model is adopted in a number of other councils as a result of the thematic overlap between planning considerations and transport / highways matters.

Key Points (Cont.): **Consultations Working Group**: Appendix 12d contains the recommended terms of reference for a proposed Consultations Working Group.

Council, as a statutory body, may from time to time feel it important to respond to consultations which affect Tenby or the Council. Consultations can take a number of forms, and sometimes would be impractical to consider wholly within a Committee or Full Council meeting.

A consultation working group could act as an advisory group for Council and its Committees, made up of Councillors or members of the public Council wishes to invite, to consider a consultation outside of a meeting and make a recommendation to Council or one of its Committees to consider and submit.

Implications: **Stewardship & Representation**: A failure to respond to important consultations for Tenby might be seen either as a failure in the Town Council's stewardship role, or may lead to Tenby's interests not being considered within relevant consultations.

Recommendation: To consider the draft Terms of References for a *Policy, Resources & Finance Committee*, a *Personnel Committee*, a *Planning & Transport Committee* and a *Consultations Working Group*.

ITEM 12a

TERMS OF REFERENCE FOR THE POLICY, RESOURCES & FINANCE COMMITTEE

Purpose and Areas of Responsibility

The Policy, Resources & Finance Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Personnel Committee and Planning & Transport Committee.

In accordance with the Council's Standing Orders, Financial Regulations and other policies, the Policy, Resources & Finance Committee shall oversee- and make recommendations to Full Council regarding, borrowing and investments, land and property (leases, rents, disposal, etc.), buildings, assets, legal proceedings, audit procedures and preparation of audit plan, byelaws and the determination of applications for donations (grants) from local groups and organisations.

Accountability

The Policy, Resources & Finance Committee reports to- and is accountable to the Council via the minutes of its meetings and the Chair and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of and Chair and Vice-Chair, elected annually at its first meeting of the municipal year, plus six other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Policy, Resources & Finance Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

Under Standing Order No. 4 the Policy, Resources & Finance Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

V. 1.1
Approval Date: XX XXXX XXXX
Minute Number: XX

Committee Budget

The Policy, Resources & Finance Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to Full Council annually no later than December.

Review

Terms of Reference for the Policy, Resources & Finance Committee shall be reviewed annually at the Council's Annual Meeting.

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TERMS OF REFERENCE FOR THE PERSONNEL COMMITTEE

Purpose and Areas of Responsibility

The Personnel Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Policy, Resources & Finance Committee and Planning & Transport Committee. Its purpose is to oversee and attend to The Council's officers' employment and recruitment, development and support for its Councillors, officers and volunteers, to oversee policy and legal compliance pertaining thereto, to oversee and determine disciplinary or grievance matters and to advise the Council on any matters which may need its attention. The Personnel Committee shall also make arrangements for the annual appraisal of the Town Clerk and Responsible Financial Officer.

Accountability

The Personnel Committee reports to- and is accountable to the Council via the minutes of its meetings and the Co-Chairs and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of two Co-Chairs, elected annually at its first meeting of the municipal year, plus six other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Personnel Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

The Chairship shall alternate each meeting between the Co-chairs. In an equality of votes, the co-chair holding the Chairship of the meeting shall exercise their right to a casting vote as presiding officer.

V. 1.2
Approval Date: XX XXXX XXXX
Minute Number: XX XXXX XXXX

Under Standing Order No. 4 the Personnel Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Committee Budget

The Personnel Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to the Policy, Resources & Finance Committee annually no later than November.

Review

Terms of Reference for the Personnel Committee shall be reviewed annually at the Council's Annual Meeting.

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ITEM 12c

TERMS OF REFERENCE FOR THE PLANNING & TRANSPORT COMMITTEE

Purpose and Areas of Responsibility

The Planning & Transport Committee is one of three Standing Committees of Tenby Town Council ("the Council"), together with the Personnel Committee and Policy, Resources & Finance Committee.

In accordance with the Council's Standing Orders, Financial Regulations and other policies, the Planning & Transport Committee shall oversee- and respond to planning applications, planning matters, planning consultations and planning policy development on behalf of the Council in its capacity as a statutory consultee for local planning matters. The Committee shall also consider matters pertaining to transport and transport policy, considering and recommending highways improvements and responding to transport consultations on behalf of the Council.

Accountability

The Planning & Transport Committee reports to- and is accountable to the Council via the minutes of its meetings and the Chair and shall operate in accordance with the Council Standing Orders.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of and Chair and Vice-Chair, elected annually at its first meeting of the municipal year, plus seven other councillors. All of its members shall be appointed to it by resolution at the Annual Town Council meeting.

The Town Clerk is designated as Committee Advisor, attending meeting where necessary. The Town Clerk may appoint other officers to support the Committee in transacting its business, or delegate another officer to advise the Committee in their absence.

Authority, Powers and Duties

The Planning & Transport Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

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V. 1
Approval Date: XX XXXX XXXX
Minute Number: XX

Under Standing Order No. 4 the Planning & Transport Committee is authorised to appoint subcommittees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Under Standing Order No. 15 xvi, where a planning application is received and can neither be considered at an ordinary nor extraordinary meeting of the Committee for timely response, the Proper Officer shall refer to the Chair whether the application is considered suitably minor in nature for a delegated response under section 101 of the Local Government Act. Where determined that a section 101 delegated response is acceptable, the proper officer, in consultation with the Committee's members shall inform a response for submission to be reported at the next meeting of the Committee.

Committee Budget

The Planning & Transport Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to Full Council annually no later than December.

Review

Terms of Reference for the Planning & Transport Committee shall be reviewed annually at the Council's Annual Meeting.

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TERMS OF REFERENCE FOR THE CONSULTATIONS WORKING GROUP

Purpose and Areas of Responsibility

The Consultations Working Group ("the Working Group") is an advisory body of and to Tenby Town Council ("the Council"). Its purpose is to identify, consider the implications of- and potential responses to consultations by any external bodies which it deems may be of relevance to the Council, Tenby or both.

The Working Group shall seek to expediently produce recommendations for decision at either Full Council or a duly delegated Committee for that area of activity.

Accountability

The Consultations Working Group is accountable to Council via the recommendations it makes either to Full Council or a duly designated Committee and shall operate in accordance with the Council Standing Orders.

Constitution

All members of the Council shall be members of the Working Group. The Working Group may, at its discretion, invite the participation of non-members of the Council for the purpose of assisting in the consideration of responses on a voluntary basis.

The Working Group may, at its discretion, elect a member of the Council or non-member of the Council to chair any of its meetings respectively. The Working Group may, at its discretion, request administrative support from the Council's officers in consultation with the Town Clerk & RFO in the discharge of its functions.

Authority, Powers and Duties

The Working Group shall only be conferred the power to make recommendations to Full Council or a duly delegated Committee in accordance with section 102 (3) of the Local Government Act 1972. It shall not be conferred any autonomous decision making or spending powers on behalf of the Council.

Any three Councillors may call for a meeting of the Working Group by contacting the Town Clerk & RFO for such a meeting. When any such meeting is sought- or expected to be called, all members of the Council shall be informed.

Review

Terms of Reference for the Consultations Working Group shall be reviewed annually at the Council's Annual Meeting.

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TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 13

Subject: Draft Co-Option Policy

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the draft co-option policy for adoption.

Background: It is good practice for Councils to adopt a co-option policy to codify how it undertakes to co-opt members to the Council when required.

This draft co-option policy and application form has been drafted to comply with relevant legislation and good practice, and has been brought to Full Council for consideration and adoption.

Key Points: **Timeline**: Council may soon be in a position where it needs to co-opt members to the Council. It is highly prudent for Council to make suitable arrangements for co-option.

Councillors may wish to give particular consideration to the following areas:

- Whether Council wishes to hold its co-option votes by ordinary vote, or whether it deems a secret ballot to be more appropriate. (The section of the paper addressing this questing is highlighted yellow)

- Are there elements of the person specification which Council believes prudent to amend

Implications: **Fairness in a codified approach**: Failure to codify an approach to co-option exposes Council to risk of criticism for unfair or untransparent co-option.

Equality: Council must consider its obligations under the Equalities Act 2010 in its co-option.

Recommendation: To consider the draft co-option policy for adoption.

ITEM 13

TENBY TOWN COUNCIL

CYNGOR TREF DINBYCH-Y-PYSGOD

CO-OPTION POLICY & PROCEDURE 2026-2027

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Version: 1
Approval Date: XX XXXX XXXX
Minute Number: XX

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PURPOSE

Tenby Town Council ("The Council") is the closest tier of government to Tenby. It is governed by 13 Councillors representing both of the town's wards who are elected every five years. Periodically, it can be the case that either an ordinary- or casual vacancy among the Council's members occur. This policy outlines the manner by which the Council will seek to fill ordinary- and casual vacancies should they arise.

WHAT ARE ORDINARY- AND CASUAL VACANCIES?

Ordinary vacancies occur when an ordinary election is held (a local election scheduled to take place every five years) and fewer candidates stand for election than there are seats to be occupied. Provided Council is quorate, it shall seek to fill these seats by co-option.

Casual vacancies occur when a duly elected Councillor ceases to be a Councillor. This may be a result of the following:

- Failure to make a declaration of acceptance of office in accordance with legislation
- Disqualification from the office of Councillor or otherwise ceasing to be qualified
- Resignation from the office of Councillor
- The death of a Councillor
- Failure to attend meetings or have absences authorised in accordance with legislation

Provided Council is quorate, it shall seek to fill these seats by co-option.

WHAT IS CO-OPTION?

Co-option is the process by which a Council fills a vacancy by appointing an eligible person to the office of Councillor, in the event that either of the above vacancies arise and no poll (election) has been duly requested.

WHEN A VACANCY ARISES

At the occurrence of an ordinary- or casual vacancy, the Council shall notify Pembrokeshire County Council in accordance with legislation and observe any periods during which a poll may be duly requested.

If no poll should be requested and once the Council has received written confirmation of this from the Pembrokeshire County Council, the Council shall advertise to fill any vacancies by co-option as set out in this policy and procedure and make the required materials available to the public.

The Council shall:

- Advertise in conspicuous places in the ward and community that it seeks to co-opt members for the number of available seats

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- In doing so, invite eligible members of the public to approach the Town Clerk & Responsible Financial Officer for an informal conversation about the role of Councillor and the Town Council, should they wish to do so
- Advertise the statutory criteria for applying for co-option and holding the office of Councillor
- Invite applications for the office of Councillor, and clearly identify where application forms for co-option may be obtained, where they must be returned to, and by which date and time applications must have been made.
- The Council shall advertise for co-options for a period of two full calendar weeks (14 full calendar days), from the first available working day.

APPLICATIONS FOR CO-OPTION

Following the close of the application date, received applications shall be checked to confirm their eligibility in accordance with legislation by the Town Clerk and Responsible Financial Officer.

All applicants shall receive confirmation of receipt of their application by the Town Clerk and Responsible Financial Officer as soon as practicable.

Any incomplete applications received ahead of the closing date shall have its applicant notified of any required, supplementary information to facilitate complete applications where possible.

APPOINTING CO-OPTED MEMBERS TO COUNCIL

Following the close of the application date, once checked to confirm their eligibility in accordance with legislation, applicants shall be invited to the next available meeting of Full Council for their co-option to be considered. The Mayor, or Councillors, may choose to call for an extraordinary meeting of Full Council in line with Council's Standing Orders should this be deemed expedient.

Either the next available, ordinary- or extraordinary meeting shall have an agenda item to consider the co-option of a member (or members) to the Council.

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All eligible co-option candidates' applications shall be shared with Council for consideration ahead of its next available meeting to consider the co-option. Applications will be treated as **strictly confidential**.

At the meeting:

- Candidates will have five minutes to introduce themselves to members, present information about their background, experience and explain why they wish to become a member of Tenby Town Council or anything else they deem connecting with their motivation for co-option.
- After presentations have been made, members will have the opportunity to ask candidates a few questions before proceeding to vote. **Note**: If a candidate is unable to attend the meeting, the application can still be considered, and voting will be based on the application only.
- The process will be carried out in a public session and there must be no discussion between members prior to a vote being taken. **Note**: where the council is discussing the merits of a candidate and personal attributes, this could be prejudicial, and the council should resolve to exclude members of the press and public.
- Following candidate representations and any subsequent questions, the Council will proceed to vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands.

  OR
- Following candidate representations and any subsequent questions, the Council will proceed to by secret ballot in accordance with its Standing Orders.
- For a candidate to be elected to the Council, they must obtain an absolute majority of votes cast (50% plus 1 of the votes available at the meeting) by resolution.
- If there are more than two candidates and no candidate holds an overall majority in the first round of voting, the candidate with the least number of votes shall be eliminated. Further rounds of voting shall then take place with the process repeated until a candidate holds an absolute majority.

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FOLLOWING THE APPOINTMENT OF A CO-OPTED COUNCILLOR

Following the appointment of a co-opted Councillor, they shall be required to sign a declaration of acceptance of office in line with legislation.

Should the appointment member be present during the meeting, and sign their declaration of acceptance of office, they may join the remainder of the meeting as a Councillor.

REVIEW

This policy belongs to Tenby Town Council and is overseen by Full Council.

This policy was adopted on XX XXXX XXXX and shall be annually at the Annual Town Council Meeting.

This policy may be reviewed more frequently in the event of relevant legislative change, or in line with Council's Standing Orders and Financial Regulations.

CHANGES

No changes have been made to this strategy since its adoption.

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ITEM 13

TENBY TOWN COUNCIL

CYNGOR TREF DINBYCH-Y-PYSGOD

CO-OPTION APPLICATION FORM

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PERSON SPECIFICATION – WHAT MAKES A GOOD COUNCILLOR?

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	-Eligible to stand as a Councillor -Willingness to follow Council's code of conduct and the Nolan Principles -Desire to support, contribute to- and advocate for Tenby	- Ability to listen constructively -Ability to work as a team and in collaboration with Councillors, officers and other stakeholders -An interest in local matters -Ability and willingness to undertake induction training and other relevant training.
Experience, Skills, Knowledge, and Ability	-Able to openly engage with considerations, discussions and debate at Council and attend its meetings -Ability to accept democratically made majority decisions	-Ability to engage in a variety of projects. -A strong knowledge and understanding of local matters -Ability and willingness to represent the Council and their community. -Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. -Ability to communicate succinctly and clearly. Experience of working with voluntary and or local community / interest groups. -Basic knowledge of legal issues relating to town and community Councils or local authorities

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ITEM 13
De Valence Pavilion
Upper Frog Street
Tenby
SA70 7JD

Councillor Co-option Eligibility Form (Delete as appropriate)

On the 'relevant date' (i.e. the day on which you may be co-opted as a Councillor) are you 18 of age or more?	Yes / No
Are you a British Citizen, or holder of another citizenship with eligibility to hold the office of a community- or town Councillor?	Yes / No
Are you a registered local government elector for the Tenby community area?	Yes / No
During the last 12 months preceding the date of your co-option, will you have occupied as owner or tenant, land or other premises in the Tenby community area?	Yes / No
During the whole twelve months preceding your co-option, has your principal or only place of work been in the Tenby community area?	Yes / No
During the whole of the twelve months preceding your co-option, have you lived in the Tenby community area?	Yes / No
Under the Local Government Act 1972, section 80, a person is disqualified from being elected as a local councillor or being a member of a local council if specific criteria are met:	
Hold any paid office or employment (other than the allowances or reimbursements allowed to its elected members by legislation) at Tenby Town Council or any committee, sub-committee or joint-board thereof?	Yes / No
Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Within the last five years, have you been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more, without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No

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Application for Co-Option (Casual Vacancy – Councillor

First Name:	
Surname (Family Name):	
Address:	
Mobile (Recommended):	
Landline (Recommended):	
Email (Highly Recommended):	

Please share why you would like to become a member of Tenby Town Council.

Please share any skills, expertise or qualifications you feel would contribute to Tenby Town Council in capacity as a Councillor.

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DECLARATION

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

Signature:
(*applications submitted by email will be considered signed*)

Print Name:

Date:

PRIVACY NOTICE

Tenby Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulations and the Data Protection Act 2018

Please send the completed eligibility and applications forms to:

Tenbytownclerk@btconnect.com

Or

Town Clerk and Responsible Financial Officer
Tenby Town Council
De Valence Pavilion
Upper Frog Street
Tenby
SA70 7JD

This co-option form is available in the medium of Welsh on request

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TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 14

Subject: Draft Calendar of Meetings

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the draft calendar of meetings for the remainder of the municipal year.

Background: Council and its Committees meet periodically throughout the year to conduct the business of the Council. Council currently has existing conventions for dates and times of Full Council and Planning meetings, as well as conventions for the times of other Committee meetings, though there currently is not an agreed calendar of ordinary meetings.

This draft calendar of meetings has been brought to Council for consideration to inform the dates of its meetings for the remaining municipal year.

Key Points: **Clarity regarding forthcoming meetings**: Council meetings have multiple stakeholders including members of the Council, members of the public, officers and the press. Building clarity around when meetings are scheduled to take place throughout the year helps these stakeholders understand and plan around when Council business is going to be transacted. This supports members in planning when motions might be suggested, where members of the public might wish to attend, officers' planning and when the press might wish to attend.

Officer Due Diligence & Workflow: The preparations of Council meetings require due care and attention to ensure business being considered has been thoroughly investigated, can be transacted lawfully and salient information is brought to Council's attention. A calendar of meetings supports the office in its forward planning to ensure sufficient time can be afforded for these preparations.

Flexibility: A calendar of meetings does not prevent Council from calling extraordinary meetings should they be required. Council can equally revise its calendar of meetings as it deems prudent.

Implications: **Good Governance**: Failure to adopt a calendar of meetings may limit Council's ability to effectively plan how it conducts its business, negatively affecting Council's decision making.

Officer Workflow: Failure to adopt a calendar of meetings reduces clarity for officers to plan time and paper preparation.

Recommendation: To consider the calendar of meetings for approval.

Tenby Town Council

Cyngor Tref Dinbych-Y-Pysgod

Calendar of Meetings 2026-2027

NOVEMBER 2026

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	10					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2026

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
	8					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2027

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	12					
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2027

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	9					
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2027

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	9					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2027

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	13					
19	20	21	22	23	24	25
26	27	28	29	30		

Full Council	Planning	Policy & Finance	Personnel

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TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 15

Subject: Draft Investment Strategy

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the recommended draft investment strategy adoption.

Background: Council has noted its ambitions to identify suitable means for it to enhance the financial return on money it holds on behalf of the public.

It is common practice for Councils hold money in secure, liquifiable accounts or instruments which generate a yield.

Local Authorities, including town- and community Councils, have the power to make such investments under the Local Government Act 2003 s 12 but must follow the statutory guidance identified within the Act.

The guidance identifies the requirement for authorities to produce an annual investment strategy for authorities expecting to invest over £250,000 but it is nonetheless good practice for authorities expecting to invest less than this amount to codify how it will invest.

This draft strategy was considered by the Policy & Finance Committee at its last meeting and recommended to Full Council for adoption (P&F 033/26-27).

Key Points: **Compliance**: The draft annual investment strategy has been drafted following the guidance set out by Welsh Government.

Areas of potential investment: The strategy has been drafted with broad and unproscriptive principles to allow the Council to consider various types of investment permitted by statutory guidance and the 2003 Act.

Governance and Sign-Off: The strategy must be adopted by Full Council, but it is prudent to delegate some or all of the considerations of its drafted to duly designated Committees.

The strategy has outlined that, following its adoption, the Policy & Finance Committee may identify make investments on Council's behalf in line with Council's Standing Orders and Financial Regulations.

Implications: **Lawful Investment**: While Council does not expressly expect to invest more than the amount outlines by Welsh Government in the current financial year to require a Strategy, failure to have and maintain a strategy for forthcoming financial years would limit Council's ability to lawfully invest.

Implications (Cont.): **Financial**: Failure to seriously consider making provisions for investment may be viewed as Council not fulfilling its fiduciary duty to the public, and effectively reduce Council's spending power.

Recommendation: To consider the draft annual investment strategy for adoption.

Tenby Town Council

Investment Strategy 2026-2027

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Version: 1
Approval Date: XX XXXX XXXX
Minute Number: XX

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TYPES OF COUNCIL INVESTMENT P. 5

MONITORING P. 6

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PURPOSE

Tenby Town Council ("The Council") recognises the importance of its role as the closest tier of government to Tenby, the services it delivers on behalf of its community and the prudent financial management of public funds to underpin this.

The Council has a bold vision to ensure Tenby remains a thriving community and to support the Council in realising this ambition, it undertakes to suitably, sustainably and purposefully invest public money in accordance with Welsh Government Statutory Guidance on Local Government Investments, The Chartered Institute of Public Finance and Accountancy Prudential Code, the Local Government Act 2003 and other good practice.

WHAT IS AN INVESTMENT?

An investment, within the scope of this strategy, is anything held or a transaction which relies upon the power in section 12 of the Local Government Act 2003. This covers all of the financial and non-financial assets a local authority has invested money into primarily or partially for the purpose of generating a surplus including investment property.

The definition of an investment also covers loans made by a local authority to one of its wholly-owned companies or associates, to a joint venture, or to a third party.

A long-term investment, within the interpretation of this strategy and Welsh Government Guidance, is any investment other than one which is due to be repaid within 12 months of the date on which the investment was made.

INVESTMENT STRATEGY PREPARATION

The Council shall normally produce and an annual investment strategy before the beginning of the forthcoming financial year no later than March. The Policy & Finance Committee shall consider the strategy and make a recommendation for Full Council to approve.

In years where the Council expects to hold investments exceeding £250,000, it will produce and an annual investment strategy before the beginning of the forthcoming financial year no later than March in line with Welsh Government Statutory Guidance.

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GOVERNANCE

This strategy belongs to Tenby Town Council and can only be approved or amended by Full Council.

The creation- and execution of the strategy shall be carried out in accordance with the Town Council's Standing Orders and Financial Regulations.

The Council shall, by resolution, make provisions for the operational management of monies or resources invested to ensure investments are made- and drawn down lawfully when the strategy is approved.

Council shall only consider for approval investments which are congruent with its approved strategy. Each commitment of monies to be invested must be made in accordance with Council's Standing Orders and Financial Regulations and investments made to new funds, financial vehicles or financial instruments must be approved by either the Policy & Finance Committee or Full Council.

Reporting on investments, their ongoing suitability and performance shall be made to the Policy & Finance Committee or Full Council in congruence with Council's monitoring periods for corporate oversight and management.

KEY PRINCIPLES IN COUNCIL'S INVESTMENTS

The Council's investment strategy is created with the following principles in accordance with Welsh Government Statutory Guidance.

- **Security**: Protecting the capital sum from undue risk or loss,
- **Liquidity**: Ensuring invested public money can be drawn down to fulfil the needs and services of the public when required while observing the above principle and,
- **Yield**: Seeking to return the best value for money for the taxpayer in line with Council fiduciary responsibilities while observing the above principles.

These principles are to be considered in the order in which they are presented above.

The Council recognises the important role it as an investor of public funds and the positive change it can affect through the investments it makes.

The Council shall consider favourably, in accordance with the above three principles, investments which promote societal wellbeing and which support a low carbon economy. As part of the process of monitoring its investments, the Council shall report against these areas.

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TYPES OF COUNCIL INVESTMENT

The Council will consider financial investments within the three types of investments classified by Welsh Government Statutory Guidance. These are;

- Investments held for treasury management purposes;
- Commercial investments; and
- Other Investments relevant to council functions.

Financial investments shall hold the same definitions contained within Welsh Government Statutory Guidance.

Specified investments shall be made with a body or in an investment scheme of high credit quality.

Non-specified investments shall be made considering the following principles:

- Determine which categories of such investments are prudent through the scrutiny and consideration of any new funds, financial vehicles or financial instruments and guidance of qualified treasury management advisers,
- Identify which categories of such investments are identified as suitable for prudent use with the guidance of qualified treasury management advisers taking into consideration the purposes for which Council is holding the investment,
- Align the upper limits for the maximum amounts both individually and cumulatively which, at any time, during the financial year, may be held in each category. These shall be congruence with long-term Council, planned capital expenditure; and,
- Confirm, no less frequently than annually, that the Council's non-specified investments have remained within the identified limits.

Council's upper limit for an individual non-specified investment in an individual category within a financial year shall not exceed:

[***Council does not forecast any non-specified investments within the current financial year***]

Council may consider, on a case by case basis, making investments in the form of a loan in line with Welsh Government Statutory Guidance. In considering the making of any loan, the Council shall consider the following:

- Proportionality of financial exposure to the type of loan
- An allowed 'expected credit loss' model for loans and receivables as set out in International Financial Reporting Standard 9 Financial Instruments as adopted by proper practices to measure the credit risk of their loan portfolio

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- Appropriate consideration to state aid rules and competition law

- Appropriate credit control arrangements to recover overdue repayments in place; and,

- A formally agreed total level of loans by type that it is willing to make.

MONITORING

The Council shall monitor its investments, their ongoing suitability and their performance no less frequently than quarterly.

The Town Clerk and Responsible Financial Officer may monitor Council's investments, their ongoing suitability and their performance more frequently, and promptly raise any matters requiring Council's attention. The Town Clerk and Responsible Financial Officer shall employ all diligence and care in protecting Council's investments against sudden or unforeseen risks in accordance with the governance arrangements laid out by this strategy.

The Council shall review all investments, their ongoing suitability and their performance with prior to the end of the financial year to inform the following year's annual investment strategy.

CAPACITY, SKILLS AND INVESTING CULTURE

The Council takes seriously its responsibilities to thoroughly consider its internal capacity and skills both among its elected membership, its section 151 officer and other officers, and ensures that it takes suitable steps to protect and responsibly invest public money.

- **Informed Decision Making**: In line with this strategy's governance, any investment in new funds, financial vehicles or financial instruments must be made by a duly delegated Committee. Committee decisions on investments must be informed by a proposal paper individually and thoroughly outlining the considerations the Committee requires to make an informed decision. Where required, Council shall call on the expertise of qualified treasury management advisers to support its informed decision-making.

- **Strategic Objectives and Risk Profile Assessment**: Strategic objectives and risk profile assessment shall be included within the proposal papers for any investment in new funds, financial vehicles or financial instruments.

- **Decision Quantum and Risk Exposure**: The quantum of investment decisions and the relationship thereof to Council's overall risk exposure shall be contained within the proposal papers for any investment in new funds, financial vehicles or financial instruments.

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TREASRUY MANAGEMENT ADVISERS

The Council embraces that there are functions, for which obtaining qualified and professional advice and support is prudent.

The Council does not currently engage treasury management advisers and primarily considers sector-specific management firms.

- The Council shall openly consider its requirements when exploring any investment in new funds, financial vehicles or financial instruments and engage treasury management advisers and report when does so accordingly.

RISK ASSESSMENT AND MANAGEMENT

The Council is committed to upholding its fiduciary responsibilities and embraces that risk assessment and management are core elements of this.

The Council shall make its investments in:

- Investment management firms deemed of high credit quality as determined by a credit rating agency identified by Welsh Government Statutory Guidance.

- Other financial investments made shall entail a detailed risk assessment and monitoring strategy within the proposal papers for any investment in new funds, financial vehicles or financial instruments.

REVIEW

This strategy belongs to Tenby Town Council and is overseen by Full Council.

This strategy was adopted on XX XXXX XXXX and shall be annually. This strategy shall next be reviewed on **09 March 2027**.

This strategy may be reviewed more frequently in the event of relevant legislative change, or in line with Council's Standing Orders and Financial Regulations.

CHANGES

No changes have been made to this strategy since its adoption.

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TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 16

Subject: Tenby Town Council Investments

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider investment recommendations from the Policy & Finance Committee.

Background: The Policy & Finance Committee has investigated potential avenues for Council to suitable invest Council funds to enhance financial return on money the Council holds on behalf of the public.

At its meeting on 03 November 2026, the Committee resolved to make a recommendation of investing in a CCLA Public Sector Deposit Fund to Full Council for consideration and authorisation.

This report has been brought to Full Council to consider the recommendation.

Key Points: The Council has a fiduciary responsibility to the public to manage public money responsibly.

Local authority investments in Wales must follow the principles set out by Welsh Government in its statutory guidance, with these principles being:

- **Security:** Protecting the capital sum from undue risk or loss,
- **Liquidity:** Ensuring invested public money can be drawn down to fulfil the needs and services of the public when required while observing the above principle and,
- **Yield:** Seeking to return the best value for money for the taxpayer in line with Council fiduciary responsibilities while observing the above principles.

These principles are to be considered in the order in which they are presented above.

The Policy and Finance Committee considered three potential funds which were identified as suitable for Council to consider to safely generate a return greater than through its normal bank.

Council's current premium and reserve accounts generate 1.05% each.

Key Points (Cont.): Seven funds had been investigated, and those not suitable were eliminated from consideration.

Operational Fund Retention: Council will need to retain funds within its current account to meet its daily and monthly obligations.

Officers recommend maintaining no less than £20,000 at the bank to ensure it meets its obligations and can draw monies down in a timely fashion.

CCLA

CCLA is widely accepted as the market leader for sector-specific investment management for a range of specialised organisations, including town- and community Council.

CCLA offers a Public Sector Deposit Fund, which offers a high level of security, liquidity and favourable ROI.

Buy and sell orders are processed within 24 hours if executed before the close of the day's trading.

The fund does not confer buying or selling costs. Public sector bodies must ordinarily commit at least £25,000 as an initial investment and holding.

The officer recommendation would be to allocate Council funds expected to be called upon within the financial year to the Public Sector Deposit Fund, while maintaining a sufficient level of cash at the bank to comfortably meet Council's monthly expenditures. Within an agreed level, Council could authorise the Town Clerk to draw down required sums from the CCLA Public Sector Deposit Fund to meet its obligations.

CCLA is notable for its high ethical and environmental standards.

CCLA's accounts are affirmed as high credit quality from a credit rating agency identified within Welsh Government statutory guidance.

At the time of circulation, the CCLA Public Sector Deposit Fund reports the following yields:

Class 2	As at 3 Nov 2026	3.7791%	(3.8452% AEY)
Class 3	As at 3 Nov 2026	3.8792%	(3.9489% AEY)
Class 4	As at 3 Nov 2026	3.8791%	(3.9488% AEY)
Class 5	As at 3 Nov 2026	3.7792%	(3.8454% AEY)

Implications: **Financial**: Council can secure a better return on public money it holds. Failure to consider and invest in a suitable fund would constitute a loss in public spending power.

Implications (Cont.): **Financial Risk**: Any investment confers a risk. Council should carefully consider any investment to ensure public money has sufficient risk mitigations in place, is releasable when required or at risk alongside any financial return.

Legal: Council must, by law, ensure any investment it makes using S 12 of the 2003 Act comply with legislation and statutory guidance.

Ethical Investment: Council should carefully consider the ethical implications of any investments it makes. Failure to do so may lead to Council investing in firms, activities or businesses which bring the Council into disrepute.

Sustainable Investment: Council should carefully consider the sustainable implications of any investments it makes. Failure to do so may lead to Council investing in firms, activities or businesses which are recognised as doing significant harm and bring the Council into disrepute.

Recommendation: To approve the recommendation of Policy & Finance Committee to invest in a CCLA Public Sector Deposit Fund.

To approve the transfer of £350,000 to a Tenby Town Council CCLA Public Sector Deposit Fund Account from Tenby Town Council's Barclays Bank Account, subject to continued suitability following the account application.

To delegate authority to the Town Clerk and Responsible Financial Officer to draw down funds from Tenby Town Council's CCLA Public Sector Deposit Fund Account to meet the Council's obligations, in accordance with the principle that Council consistently retain a minimum of £20,000 at its bank.

TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 17

Subject: Draft Training Plan – Training & Development Policy Appendix

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider the draft training plan and training & development policy for adoption.

Background: Tenby Town Council is both an employer, has elected- and co-opted Councillors as well as carrying out work with volunteers.

It is good practice for such organisations to consider and adopt policies pertaining to its people's training and development.

The Local Government and Elections (Wales) Act 2021 s 67 requires town- and community Councils to create and publish training plans, in accordance with Statutory Guidance.

The draft policy has recommended by the Personnel Committee for adoption. The appended training plan has also been brought to Council for consideration and approval.

Key Points: This policy considers each of the above types of people within the organisation, provides provision for budgetary consideration but is designed not to be overly proscriptive in its approach, allowing for case-by-case flexibility.

The policy refers to some governance documents, which Council is soon to amend or put in place. Once these amendments have been made, the Committee should ensure these updates are reflected in the adopted policy.

Implications: **Lack of Direction**: Failure to adopt a policy setting principles, direction or structure to Council's approach to training and development make Council less able to foster the training and development of its people, and lessens its ability to meet its objectives.

Developing Council's People: Failure to plan accordingly for people development may lead Council to neglect training and development.

Legal Compliance: Failure to make and public a training plan would lead to a failure to comply with the 2021 Act.

Recommendation: To consider the draft training and development policy and training plan for adoption.



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Tenby Town Council

Training And Development Policy

Version: 1.1
Approval Date: XX XXXX XXXX
Minute Number: XX

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How Council Supports Training and Development P. 6

When There Is Disagreement Between Identified Training and Development Need P. 7

Financial P. 10

Review P. 11

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PURPOSE

Tenby Town Council ("The Council") recognises the importance of training and developing its officers, volunteers and Councillors and how this contributes to the Council best serving Tenby. This policy seeks to set out how The Council approaches the training and development of its people.

The Council has a bold vision to ensure Tenby remains a thriving community and to support The Council in realising these objectives, it embraces the benefits of investing in its people to ensure it maintains and develops the skills, knowledge and talent it needs to excel, to ensure the Council fulfils its legal obligations to those working within it, and so the Council remains an excellent place to work, volunteer and contribute to.

WHAT IS TRAINING AND DEVELOPMENT?

Training and development can come in various forms. Training and development may take any of the following forms:

- a course or workshop with or without a formal qualification
- supplying or granting access to learning materials
- on-the-job learning independently or with colleagues
- working in a new subject area or area of responsibility
- attending a conference
- further study (e.g. a college course)
- higher education (e.g. a university degree)
- secondment
- Mentoring and coaching

The above list is designed to illustrate the various forms of training and development which the Council seeks to support within the scope of this policy and should not be considered exhaustive. Not all training and development has financial costs attached to it and within the scope of this policy the Council establishes a framework for both paid for- and freely available training and development.

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WHAT TRAINING AND DEVELOPMENT OUR PEOPLE RECEIVE

Officers: Officers are any members of staff directly employed- and paid by the Council. This does not include councillors who may receive an allowance to meet the costs of their office.

Officers shall receive training and development to aid them in the discharge of their roles, to ensure they hold the knowledge to conduct their duties safely in line with the Health and Safety at Work etc. Act 1974 and to support their ongoing professional development. Officer training and development should be discussed between officers and their line managers. The Town Clerk shall remain ultimately responsible for ensuring all officers receive adequate training and development in line with this policy and relevant legislation.

Volunteers: Volunteers are individuals not employed by the Council, but who support the Council on a voluntary basis with its functions. This includes people who volunteer on a regular basis (e.g. at Council events), or people who volunteer on an ad-hoc or one-off basis. This does not include Councillors in their roles as elected members, though may still apply if Councillors undertake other voluntary work with the Council (e.g. volunteering to support a specific Council initiative).

Volunteers shall receive training and development to facilitate their ability to meaningfully and safely carry out their voluntary tasks. This may include training sessions delivered by the Council and its officers (e.g. The Council's Fire Evacuation Procedure), sessions delivered by external partners (e.g. first aid), or where relevant in line with the Health and Safety at Work etc. Act 1974 such as other formal training (e.g. manual handling training). Volunteer training and development should be discussed between volunteers and the officer responsible for overseeing their areas of voluntary action. The Town Clerk shall remain ultimately responsible for ensuring all volunteers receive adequate training and development in line with this policy and relevant legislation.

Councillors: Councillors are elected- or co-opted members of the Council.

Councillors shall be offered training and development opportunities to support them in their roles as elected members. This may include access to materials such as The Good Councillors Guide or other publications to support Councillors in engaging in their roles, workshops and other specific training events to support committee work (e.g. Effectively considering planning applications, environmental awareness workshops or equality, diversity and inclusion training, first aid training) as well as other training that might be relevant to various post holders (e.g. media training for Mayors

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and Chairs who may been approached more frequently by the media). The Town Clerk shall proactively seek out opportunities for training and development for Council and Councillors to consider. Councillor training and development should be discussed between Councillors and the Town Clerk. The Town Clerk shall remain ultimately responsible for ensuring all Councillors have access to such opportunities, though no Councillor shall be compelled to undertake training or development unless subsequent relevant legislation dictates this.

IDENTIFYING TRAINING AND DEVELOPMENT NEED

Officers: Officers, their line managers and the Town Clerk should proactively consider training and development needs and requirements frequently. This may take the form of identifying potential training and development needs in 1-1s, as officers or managers note emerging needs but no less frequently than officers' annual appraisals ahead of The Council's budgeting period. Training and development as required by law to carry out an officer's duties (e.g. RPII Routine Playground Inspection Training) must be undertaken and it is the responsibility of officers and their line managers to ensure they are suitably trained to carry out their duties in line with the Health and Safety at Work etc. Act 1974. If an officer has not been suitably trained to safely complete a task, they must refuse to undertake it and raise this with their manager.

The Town Clerk shall consider their own training and development needs, in consultation with the Personnel Committee as required.

The Town Clerk shall remain ultimately responsible for ensuring all officers receive adequate training and development in line with this policy and relevant legislation.

Volunteers: Volunteers and the officer responsible for overseeing their area of voluntary action should proactively consider training and development needs and requirements frequently. This may take the form of informal conversations between volunteers and officers or as emerging needs are otherwise identified. Officers responsible for supporting volunteers should consider any new training or development needs for volunteers no less frequently than annually as a minimum ahead of The Council's budgeting period.

Training and development as required by law to carry out a volunteer's duties (e.g. manual handling training) must be undertaken and it is the responsibility of volunteers and the officer responsible for overseeing their area of voluntary action to ensure they are suitably trained to carry out their duties in line with the Health and Safety at Work etc. Act 1974. If a volunteer has not been suitably trained to safely complete a task,

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they must refuse to undertake it and raise this with the officer responsible for overseeing their area of voluntary action.

The Town Clerk shall remain ultimately responsible for ensuring all volunteers receive adequate training and development in line with this policy and relevant legislation.

Councillors: Councillors and the Town Clerk should proactively consider training and development needs and requirements frequently. This may take the form of informal conversations between Councillors and the Town Clerk or as emerging needs are otherwise identified. The Town Clerk and Personnel Committee should consider any new training or development needs for Councillors no less frequently than annually as a minimum ahead of The Council's budgeting period.

The Town Clerk shall remain ultimately responsible for ensuring all Councillors have access to such opportunities, though no Councillor shall be compelled to undertake training or development unless subsequent relevant legislation dictates this.

HOW COUNCIL SUPPORTS TRAINING AND DEVELOPMENT

The Council shall support training and development for officers, volunteers and Councillors by:

- Frequently assessing training and development needs and opportunities that align to The Council's objectives and the positive development of its people and monitoring this annually at the Personnel Committee.

- Delivering and facilitating training and development opportunities in-house where Council can do this.

- Appropriately budgeting- and paying for training and development opportunities which the Council cannot provide itself.

- Assisting officers, volunteers and Councillors with reasonable expenses to attend training and development opportunities (e.g. travel costs).

- Affording officers time within their working hours to undertake agreed upon training and development.

- Ensuring training and development is encouraged among officers, volunteers and Councillors.

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- Ensuring training and development is meaningfully considered in each officer's annual appraisal and reasonable requests for further development, training or secondment opportunities is considered.

WHEN THERE IS DISAGREEMENT BETWEEN IDENTIFIED TRAINING AND DEVELOPMENT NEED

There may be junctures where there is disagreement between either officers, volunteers or Councillors regarding training and development opportunities. These may either be moments where officers, volunteers or Councillors wish to undertake training and development which is deemed unreasonable by Council and not initially supported as a result, or where officers, volunteers or Councillors do not wish to undertake training and development which Council deems as reasonable, required or required by law.

When training and development is deemed by the Council to be unreasonable:

Officers: Officers should discuss training and development opportunities with their line managers. It is at the discretion of the line manager to determine whether a training or development opportunity is reasonable or unreasonable within the scope of this policy in the first instance, though conversations about training and development opportunities should be thoroughly and open-mindedly considered.

If the line manager determines a request for training or development to be unreasonable, this should be clearly communicated to the officer explaining why this determination has been made. Line managers should seek to identify whether there is any alternative training and development which would be deemed reasonable that would also support the development of the officer and assist the Council in furthering its objectives.

If following a determination that a training or development request is unreasonable, and a suitable alternative has not been mutually identified or accepted by the officer, the officer should either consider appealing the determination or accepting the determination.

Appeals shall be treated as grievances and officers should follow the Council's Grievance Policy.

Where a training and development opportunity the Town Clerk and identified for themself is determined unreasonable and a suitable alternative has not been mutually

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identified or accepted by the Town Clerk, the Town Clerk should either consider appealing the determination or accepting the determination.

Appeals shall be treated as grievances and Town Clerk should follow the Council's Grievance Policy.

Volunteers: Volunteers should discuss training and development opportunities with the officer responsible for overseeing their area of voluntary action. It is at the discretion of the officer responsible for overseeing their area of voluntary action to determine whether a training or development opportunity is reasonable or unreasonable within the scope of this policy in the first instance, though conversations about training and development opportunities should be thoroughly and open-mindedly considered.

If the officer responsible for overseeing their area of voluntary action determines a request for training or development to be unreasonable, this should be clearly communicated to the volunteer explaining why this determination has been made. The officer responsible for overseeing areas of voluntary action should seek to identify whether there is any alternative training and development which would be deemed reasonable that would also support the development of the volunteer and assist the Council in furthering its objectives.

If following a determination that a training or development request is unreasonable, and a suitable alternative has not been mutually identified or accepted by the volunteer, the volunteer should either consider appealing the determination or accepting the determination.

Appeals shall be treated as complaints and volunteers should follow the Council's Complaints Procedure.

Councillors: Councillors should discuss training and development opportunities with the Town Clerk. It is at the discretion of the Town Clerk in consultation with the Personnel Committee to determine whether a training or development opportunity is reasonable or unreasonable within the scope of this policy in the first instance, though conversations about training and development opportunities should be thoroughly and open-mindedly considered.

If the Town Clerk in consultation with the Personnel Committee determines a request for training or development to be unreasonable, this should be clearly communicated to the Councillor explaining why this determination has been made. The Town Clerk should seek to identify whether there is any alternative training or development which would be deemed reasonable that would also support the development of the Councillor and assist the Council in furthering its objectives.

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If following a determination that a training or development request is unreasonable, and a suitable alternative has not been mutually identified or accepted by the Councillor, the Councillor should either consider appealing the determination or accepting the determination.

Appeals shall be treated as grievances and Councillors should follow the Council's Grievance Policy.

When training and development is deemed by the Council to be reasonable or required, but refused:

Officers: Where training and development for an officer which is required for them to safely or competently undertake their work in line with the Health and Safety at Work etc. Act 1974 is refused; this may be a breach of the officer's contract or be an example of misconduct or serious insubordination.

If following discussion with the officer and their line manager regarding the refusal of such training or development no agreement can be found, the officer may be subject to The Council's Disciplinary Procedure.

Where training and development opportunities identified for officers by their line managers are refused, line managers should seek to discuss with the officer whether there is any alternative training or development which might be agreeable for the officer which furthers the officer's professional development and achieving the Council's aim. If identified training or development opportunities are not core to an officer's role or required by law, the officer will not be compelled to undertake them.

Volunteers: Where training and development for a volunteer which is required for them to safely undertake their voluntary tasks in line with the Health and Safety at Work etc. Act 1974 is refused; the volunteer must not be permitted to undertake affected works on behalf of the Council. The reasoning for this will be clearly explained to the volunteers.

Where training and development for a volunteer which is required for them to competently undertake their voluntary tasks (e.g. fire evacuation plan orientation), the officer responsible for overseeing that area of voluntary activity may deem that the volunteer can no longer engage in that work on behalf of the Council. Officers and volunteers should discuss this open-mindedly, clearly and honestly before this takes place.

If a volunteer feels as though they have unfairly been relieved of the ability to engage in their voluntary work on this basis, this should be treated as an appeal. Appeals shall

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be treated as complaints and volunteers should follow the Council's Complaints Procedure.

Where training and development opportunities identified for volunteers by the officer responsible for overseeing that area of voluntary activity are refused, officers should seek to discuss with the volunteers whether there is any alternative training or development which might be agreeable for the volunteer which furthers achieving the Council's aim. If identified training or development opportunities are not core to a volunteer's role or required by law, the volunteer will not be compelled to undertake them.

Councillors: Unless subsequent legislation determines otherwise, Councillors shall not be compelled to undertake training or development opportunities. Training and development opportunities for Councillors are voluntary.

FINANCIAL

While not all training and development have financial costs attached, there are instances in which these require financing. The Council undertakes to facilitate this policy's aims financially by:

- Annually reviewing officer, volunteer and Councillor training and development requirements and budgeting accordingly to meet these needs as part of the Council's annual budgeting process.

- Ensuring separate budget provisions are in place to meet officers' requirements, volunteers' requirements and Councillors requirements. All of these will be monitored annually as part of the Council's annual budgeting process.

- Where training or development requested by an officer is not deemed required or wholly necessary but is strongly desired by the officer and supports the aims and objectives of the Council, the officer and The Council may jointly consider and agree upon a salary sacrifice agreement to support the officer in their training and development, in line with Government Guidance.

All expenditures relating to the training and development of officers, volunteers and Councillors are subject to The Council's Standing Orders and Financial Regulations.

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REVIEW

This policy belongs to Tenby Town Council and is overseen by the Personnel Committee.

This policy was adopted on XX XXXX XXXX and shall be reviewed no less frequently that every 5 years.

The Council's training plan shall be reviewed annually, and must be approved by Full Council.

This policy may be reviewed more frequently in the event of relevant legislative change, or at the discretion of the Personnel Committee or Council in line with its Standing Orders and Terms of Reference.

CHANGES

No changes have been made to this policy since its adoption.

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ITEM 17

TENBY TOWN COUNCIL TRAINING PLAN 2026/27

Introduction:

Tenby Town Council ("The Council") has a statutory duty under section 67 of the Local Government and Elections (Wales) Act to produce and periodically review a plan addressing training for Councillors and officers to support it in the effective discharge of its services.

To support the Council in identifying suitable training for the organisation's people, it produces a Training and Development policy codifying the principles of the Council's approach to training.

This document considers training provided or facilitated by the Council.

This training plan should be understood as a living appendix to the Council's Training and Development policy.

Review:

In accordance with Welsh Government Statutory Guidance, the Council's Training Plan must be approved by Full Council.

The Training Plan shall be reviewed no less frequently than annually, normally in conjunction with the Council's budget setting period. The Personnel Committee shall consider the Council's training plan and make recommendations for adoption.

The Council may elect to review its training plan more frequently should it deem this appropriate or required.

Changes:

There have been no changes to this training plan since its adoption.

Version: 1
Approval Date: XX XXXX XXXX
Minute Number: XX

WHO	WHAT	PROVIDER / MODE	TIMESCALE	NOTES	PURPOSE
All Councillors	Basic induction for Councillors - 'Good Councillor Guide'	Welsh Government – Guidance Document	Following election / Any subsequent changes	Training & development opportunities budgeted for and scoped for 27/28	Ensure Councillors' core understanding of community- and town councils' functions processes and purposes
Chairs, Co-Chairs & Mayors	Basic induction for Councillors - 'Good Councillor Guide'	Welsh Government – Guidance Document	Following election / Any subsequent changes	Training & development opportunities budgeted for and scoped for 27/28	Ensure Councillors' core understanding of community- and town councils' functions processes and purposes
New Councillors	Basic induction for Councillors - 'Good Councillor Guide'	Welsh Government – Guidance Document	Following election or co-option / Any subsequent changes	Training & development opportunities budgeted for and scoped for 27/28	Ensure Councillors' core understanding of community- and town councils' functions processes and purposes

Town Clerk & Responsible Financial Officer	*N/A*	*N/A*	*N/A*	Training & development opportunities budgeted for and scoped for 27/28 – Undertaking other ongoing professional development – MPA	*N/A*
Deputy Town Clerk	iLCA (Wales) (Introduction to Local Council Administration {Wales})	SLCC – Online Course	Sept – December 2026	Training & development opportunities budgeted for and scoped for 27/28	Development of the officer's governance understanding and capability
Community Engagement Officer	Grant Funding Application Training	Gov PD – Online Day Course	Nov 2026	Training & development opportunities budgeted for and scoped for 27/28	Development of the officer's ability to secure grant funding for relevant projects
Grounds Operative	*N/A*	*N/A*	*N/A*	Training & development opportunities budgeted for and scoped for 27/28	*N/A*
Volunteers	*N/A*	*N/A*	*N/A*	No current training need identified	*N/A*

TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 18

Subject: One Voice Wales Call for Evidence – Welsh Government: Vision for Culture & Sport in Wales

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To consider responding to the Welsh Government: Vision for Culture & Sport in Wales consultation.

Background: On 05 August 2026, Welsh Government launched a call for evidence to inform its Culture and Sport Strategy for Wales.

One Voice Wales has written to town- and community Councils encouraging them to submit evidence both to One Voice Wales to inform a sector-wide response and to encourage response from individual councils.

This report has been brought to Council to identify whether Council wishes to engage in responding to either- or both calls for evidence.

Key Points: **Relevance for Tenby**: Tenby has a rich cultural-, heritage-, and sporting offer and a number of organisations in the town which are engaged in this. The Town Council may wish to use the consultation to advocate for considerations to be made within Welsh Government's strategy which it feels would benefit Tenby.

Welsh Government (and One Voice Wales) are seeking responses to the following questions to inform Welsh Government's Strategy.

- What is the situation now? What is the current state of play for culture, heritage, the arts, creative industries, sport and physical activity in Wales.
- Where do we want to get to in 10 years? What is our shared ambition and the cultural and sporting outcomes to define success for people, communities, sectors and places across Wales.
- What is the role of Welsh Government and partners over the next decade in making Wales a cultural and sporting powerhouse?

The deadline for consultation responses is 18 December 2026.

One Voice Wales wishes for submissions for its response by 25 November 2026.

Implications: **Stewardship & Representation**: A failure to respond to important consultations for Tenby might be seen either as a failure in the Town

Council's stewardship role, or may lead to Tenby's interests not being considered within relevant consultations.

Missed Opportunity: Government Strategy Consultations frequently inform where government finances may be directed. It may be beneficial to seek to make a case for Tenby and similar areas to be more prominently represented in government strategies.

Workload: Responding to consultations can have varying workload implications. Council should consider where it wishes to spend its administrative energy.

Recommendation: To consider responding to the Welsh Government: Vision for Culture & Sport in Wales consultation and contribution to One Voice Wales' call for evidence.

To consider delegating a response to One Voice Wales, should Council wish to support its call for evidence.

TENBY TOWN COUNCIL ACTION LIST				
Date / Meeting / Minute	**Subject**	**Action**	**Progress & Date Completed**	**Project Owner / Action Owner**
27.10.2026 PER PER 018/26-27	Officer Equioment	To purchase the agreed officer equipment	**UPDATE**: Pro-forma invoice raised. Awaiting completed invoice from firm for subsequent order.	Deputy Town Clerk
27.10.2026 PER PER 017/26-27	Grant Funding Training Course	To arrange for the approved training course to be provided	**UPDATE**: Training Course session to be booked at suitable time for relevant officer	Town Clerk & RFO
27.10.2026 PER PER 012/26-27	SLCC Membership	To acquire an SLCC membership for the Town Clerk & RFO	**UPDATE**: Subscription of membership approved. Invoice and PO raised for membership	Town Clerk & RFO
27.10.2026 PER PER 011/26-27	Draft Terms of Reference	To have recommended draft terms of reference considered by Full Council for adoption.	**UPDATE**: Draft terms of reference recommended by Committee and to be considered at Full Council on 10.11.2026	Town Clerk & RFO
27.10.2026 PER PER 010/26-27	Draft Training and Development Policy	To draft a training plan for Full Council authorisation and have recommended Training and Development Policy considered for approval	**UPDATE**: Draft training plan and Training and Development Policy to be considered at Full Council on 10.11.2026	Town Clerk & RFO
13.10.2026 FC FC 120/26-27	Civic Regalia	To address the action items within the report	**UPDATE**: Action items being investigated and costed pending return to Council or actioning as required.	Town Clerk & RFO

13.10.2026 FC FC 119/26-27	Update Regarding Tenby Volunteer Church School	To draft and send a letter to relevant stakeholders and promote through the Council's communication channels for residents to feedback through appropriate channels.	**UPDATE**: 04.11.2026 Letter drafted and circulated to Councillors awaiting sign-off and send. Communications to encourage feedback to be arranged thereafter.	Town Clerk & RFO
13.10.2026 FC FC 113/26-27	Bank Mandate – Addition of Town Clerk and Responsible Financial Officer as Authorise Signatory	To add the Town Clerk and Responsible Financial Officer as an authorised full signatory to Tenby Town Council's banking service provider.	**UPDATE**: Bank Mandate forms completed and returned. Awaiting further instructions from Barclays.	Town Clerk & RFO
13.10.2026 FC FC 112/26-27	Council Website and E-mail Domains	To appoint Parish Online to provide Tenby Town Council with its website, email and domain hosting services with the use of a "gov.wales" domain	**UPDATE**: 02.11.2026 ParishOnline commissioned to build and host Council's website, domain and office suites. Parish Online currently securring "gov.wales" domain prior to web build. Anticipated completion within 3 weeks.	Town Clerk & RFO
13.10.2026 FC FC 102/26-27	The VC Gallery Presentation – Collaboration with St Mary's Church during Remembrance Day and Community Connection	To assess whether the Town Council might be able to logistically facilitate an exhibition in the Town Council Office	**UPDATE**: VC Gallery representative contacted regretably informing them that, on this occasion, the Council is unable to accommodate the additional exhibition.	Town Clerk & RFO

13.10.2026 FC FC 101/26-27	Get The Boys A Lift CIC – Further Collaboration	To facilitate further collaboration opportunities with Get The Boys A Lift CIC	**UPDATE**: Town Clerk contacted Get The Boys A Lift CIC – Further Collaboration following resolution to ensure open channels of communication for junctures the Get The Boys A Lift CIC may require Council assistance. Further follow up communications scheduled on a future basis.	Town Clerk & RFO
29.09.2026 P&F P&F 024/26-27 & P&F 033/26-27	Update on The De Valence CIC	To arrange a meeting of De Valence Tenby CIC representatives, Cllr Spence, Cllr Sloan and the Town Clerk & RFO to discuss the matters outlined in the CIC's letter.	**UPDATE**: Meeting held 29.10.2026 and reported back to Policy and Finance on 03.11.2026. Blockgrant and ringfenced business advise to be considered within the budget setting period, lease and underlease arrangement to be brought back to the Committee at a forthcoming meeting and introductions to relevant PCC colleauges to be facilitated.	Town Clerk & RFO
29.09.2026 P&F P&F 025/26-27	Christmas Lighting to Include Festoon Requirements and Energy Supplies	To order a festoon and arrange for energy supply.	**UPDATE**: Festoon ordered with 10 day delivery date (as of 06.10.2026). Arrangements in progress regarding energy supply.	Deputy Town Clerk
29.09.2026 P&F P&F 022/26-27	Reserves Review to Ensure Amounts held by TTC Align with WG Guidance	To include a detailed report as a reserves review during the budget and precept setting exercise.	**UPDATE**: Report to be compiled and brought to Council's attention during budget and precept setting.	Town Clerk & RFO
29.09.2026 P&F P&F 023/26-27 & P&F 033/26-27 & P&F 034/26-27	Fixed Assets and Long-term Investments	To include detailed investigations and options for decision within the budget and precept setting exercise.	**UPDATE**: Draft investment strategy and proposed investments presented to Policy & Finance on 03.11.2026. Draft investment strategy and proposed investments to be considered at Full Council on 10.11.2026	Town Clerk & RFO

TENBY TOWN COUNCIL – REPORT

Meeting Date: 10 November 2026

Agenda Item: 20

Subject: Town Clerk and Responsible Financial Officer's Report

Prepared by: Samuel Dickins, Town Clerk and Responsible Financial Officer

Purpose of Report: To provide members a report from the Town Clerk and Responsible Financial Officer (RFO) regarding his activities and the current- and forthcoming areas of The Council's organisational work.

Background: This report is a standing report to provide members an overview of The Council's and Town Clerk & RFO's current work, and to note forthcoming matters.

Key Points: **The previous month**: The previous month has given me the opportunity to familiarise myself with the Town Council further as an organisation, further external stakeholders and existing Council arrangements, policies and procedures.

Council's Personnel- and Policy and Finance Committees have both subsequently met.

Work within the Personnel Committee has allowed for budgetary considerations to be made for recommendation at a future Policy & Finance Committee prior to Full Council, training and equipment enhancements to be made and for required staffing matters to be attended to.

Work within Policy & Finance has equally allowed for some outstanding policy areas to be addressed, though there is still more work to be undertaken in this space over the coming few months. The Committee has equally identified suitable investments, which I'm hopeful will alleviate some fiscal pressure during the budget and precept setting period.

Council's Committees have met frequently during the past month, with much of my workflow being required to research and produce papers to support their work and budgetary considerations for the Personnel Committee's budget recommendation.

Upcoming Areas of Work: Budget setting will be one of my most substantial, internal areas of work until December/January. I hope to be in a position to have Council consider a budget recommendation by 08 December 2026, to allow ample time before the precept request must be submitted. A significant portion of this will be gaining an

understanding of Council's current cost pressures and proposing new approaches to how Council presents and can monitor its budget.

Key Points (Cont.): De Valence Lease & Underlease: - I'm mindful Council was seeking to conclude its lease arrangements for the De Valence Pavilion over the last 18 months, though work in this space slowed due to office pressures. I'm seeking to conclude this work within the next 2 months.

Sustainable Energy Grants: - A potential, emergent opportunity has arisen through the identification of two grant streams which may allow for a significant contribution towards the installation of solar panels on the De Valence Pavilion, as well as feasibility investigations for other sustainable energy and heat generation. My aspiration in this space is that these might be secured to I) ease the level of financial support required of the Town Council by the De Valence Pavilion Tenby CIC in the long-term, II) allow for the De Valence Pavilion to be sustainably heated to support the building's long-term condition and III) reduce the Council's CO2e footprint.

Forthcoming Civic Events: - I'm looking forward to the opportunity to be part of forthcoming civic events, namely Remembrance Services and the Christmas Light Switch-On, as part of the ongoing process of understanding how the town- and Town Council marks and approaches these occasions for my own understanding moving forward. These occasions are equally opportunities for me to build relationships with key partners for to the Council.

Workflow: The last 6 weeks have had particular time and focus demands as a culmination of the time of the municipal year (i.e. budget setting) as well as entering a new work place after a period of extended post absence. I anticipate this to normalise over the coming months as outstanding governance arrangements are brought back into best practice, Council's calendar of meetings assumes a more regular pattern and budgetary considerations are concluded. I've been very grateful for the support of all colleagues at the Council for their support in enabling me to address longer-term areas of work.

Actioning Current Resolutions: - I'm mindful of the current balance of Council resolutions to be actioned and good progress is being made in these spaces, though at present a balance is needing to be struck between areas of work which are most acutely pressing.

Ongoing professional development:

CiLCA: - Approximately one year ago, I commenced a Certificate in Local Council Administration (CiLCA) {England} with my previous employer. It was my ambition to complete the last elements of this qualification concurrently, before undertaking a 'top-up' qualification to

meet the criteria set out by Welsh Minister as a pre-requisite for Council considering the adoption of the General Power of Competence (GPoC).

Between my working commitments and part-time MPA, I have been unable to dedicate enough time to complete this within the time required by SLCC. Though personally disappointing, I'm encouraged that I had completed most of the qualification's content and to equip me with the knowledge I bring into post.

As part of the Training Plan Council will be seeking to approve, I intend to plan to undertake this at a more manageable time with a view to having completed the qualification ahead of the May 2027 elections, to enable Council to adopt the GPoC following the elections. At present, Council would not be in a position to adopt the powers nonetheless until the ratio of elected- to co-opted members changes.

MPA: I continue to complete my part-time MPA, and though it has been challenging to meet assessment deadlines alongside initial working commitments, I expect that this too will become easier in the coming months. The University of Birmingham has been understanding and supportive given my new post regarding flexibility around assessment deadlines.

Implications:

Organisational Awareness: It is valuable for members to have a non-executive directorial understanding and oversight of the Council and its operations.

Awareness of the Proper / RFO's Work: Council awareness of the Town Clerk and RFO's work can help Council understand how Council matters are progressing, where organisational challenges may be occurring and to help inform medium- and long-term working priorities.

Recommendation: To note the Town Clerk and Responsible Financial Officer's report.