Tenby Town Council

Cyngor Tref Dinbych-Y-Pysgod

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

7 October 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 13 October 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 in 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 H Keohane
Councillor T Sloan (Deputy Mayor)
Councillor E Lewis
Councillor J Phillips
Councillor P Rapi
Councillor S Skyrme-Blackhall
Councillor P Spence

FULL COUNCIL MEETING
A G E N D A
13 October 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 8 September 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 8 September 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 September, 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. The VC Gallery Presentation - Collaboration with St Mary's Church during Remembrance Day and Community Connection

To receive a presentation from a representative of The VC Gallery regarding community connection and Remembrance Day in collaboration with St Mary's Church and consider subsequent Council steps.

10. Get The Boys A Lift CIC – Further Collaboration

To consider how Tenby Town Council and the Get The Boys A Lift CIC might further collaborate in future.

11. Ground Tenby CIC – Grant Request

To consider a grant request from the Ground Tenby CIC.

12. Council Website and E-mail Domains – To Follow

To consider a redevelopment of the Town Council's website and change of Council E-mail domains and the quotations received.

13. Bank Mandate – Addition of Town Clerk and Responsible Financial Officer as Authorised Signatory

To approve the addition of the Town Clerk and Responsible Financial Officer as an authorised bank signatory for Tenby Town Council.

14. Town Council Action List

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

15. Town Clerk and Responsible Financial Officer's Report

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

16. 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)

17. Date of the Next Meeting

To note the date of the next meeting of the Council which is scheduled for **TUESDAY 10 November 2026** at **7:30pm** in the Mayor's Parlour, De Valence Pavilion, Upper Frog Street, Tenby.

18. Confidential Session

To move to exclude the press and public for the remainder of the meeting's business.

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.
Public Bodies (Admission to Meetings) Act 1960 s 1 (2)

19. Update Regarding Tenby Volunteer Church School

To receive an update regarding the Tenby Volunteer Church School.

20. Update – Civic Regelia

To receive and consider an update regarding civic regalia.

MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 8TH SEPTEMBER 2026

Present: Councillor Sam Skyrme-Blackhall
Councillor Laurence Blackhall
Councillor Anna Bolton
Councillor Helen Keohane
Councillor James Phillips
Councillor Tara Carmody
Councillor Phil Spence
Councillor Emma Lewis by Zoom

In attendance: Sharon Thompson Deputy Clerk

UNDER STANDING ORDERS ADOPTED BY THIS COUNCIL, PHOTOGRAPHING, RECORDING, BROADCASTING OR TRANSMITTING THE PROCEEDINGS OF A MEETING BY ANY MEANS IS PROHIBITED WITHOUT THE COUNCIL'S PRIOR WRITTEN CONSENT.

In the absence of the Mayor and Deputy, Cllr Phillips proposed that Cllr Skyrme-Blackhall, as last serving Mayor take the Chair, Cllr Bolton seconded and all were in favour. Cllr Skyrme-Blackhall took the Chair.

Cllr Skyrme-Blackhall offered condolences to Mrs Tracey Evans, former Tenby Town Councillor, and family from councillors at this sad time.

Cllr Skyrme-Blackhall will run with Standing Orders protocol.

77. TO RECEIVE APOLOGIES

Apologies were received from Cllrs Badham, Sloan and Morgan.

78. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

Cllr Skyrme-Blackhall as member of PCNPA Board, will declare a personal interest in Item 4. Cllr Blackhall as St Mary's Church Warden declared personal interest in Festivities item.

79. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ASK QUESTIONS AND MAKE REPRESENTATIONS ABOUT ANY ITEM OF BUSINESS TO BE TRANSACTED DURING TONIGHT'S MEETING AND WHICH IS OPEN FOR PUBLIC DISCUSSION. CONFIDENTIAL ITEMS OF BUSINESS ARE EXCLUDED

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

Proposed by Cllr Blackhall and seconded by Cllr Spence.

RESOLVED

Initials:……

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

81. TO RECEIVE AN OVERVIEW OF THE HOUSING NEED WITHIN THE NATIONAL PARK AND TO DISCUSS OPPORTUNITY FOR FUTURE GROWTH IN TENBY – MEMBERS OF PCNPA

TTC welcomed Emma Gladstone, Gail Lister and Stephan Davies from PCNPA Policy Team to update councillors on the National Park Housing Strategy (LDP3). This plan is to be adopted late 2029. Currently identifying candidate sites.

Growth Target: The preferred option is 65 dwellings per year, aiming for a population increase of approximately 3.6% to support vitality and local services.

Housing Need: Approximately 200 to 250 new units required, accounting for existing planning permission like Brynhir (125 homes).

Settlement Hierarchy: Tenby is designated as a Tier 1 settlement meaning that development should be directed here as the most sustainable location.

Key Challenges: The park faces significant depopulation, an aging population and high levels of second homes and holiday lets.

Mitigation Tools: The authority is using C3 Occupancy Restrictions on new developments to ensure full-time residential use and to reduce second home prevalence.

For further information, please follow this link below:

https://www.pembrokeshirecoast.wales/planning/planning-policy/local-development-plan-3/

Consultation under 4 C's to ensure that development projects protect the natural environment while respecting local populations.

Plan to retain young people, offer appropriate housing, smaller and affordable, social rented, shared ownership. Definite need to deliver on a range of housing types.

Councillors thanked PCNPA Officers for attending the meeting and agreed to arrange an introductory meeting for the new Town Clerk.

82. TO RECEIVE UPDATE FROM REPRESENTATIVES OF THE GROUND CIC

Representatives will attend next meeting.

83. TO CONFIRM THE MINUTES OF THE MEETING OF TENBY TOWN COUNCIL HELD 14TH JULY 2026

RESOLVED

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

Initials:……

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

Page 24, Item 69 - SEPCHN meeting has been rearranged to 7th October due to clash of commitments.

85. TO RECEIVE THE MINUTES OF THE FESTIVITIES MEETING HELD 20TH AUGUST 2026

Cllr Bolton and the Mayor had since discussed and agreed that it would be good to approach businesses face to face, adding a more personal touch. Capacity will be confirmed once measurements undertaken. The Market will be moving into the Church Grounds, this will improve crowd management.

Cllr Blackhall thanked members of the Festivities committee. Church grounds will hold at least 10 gazebos and there may be capacity for that again. Best way of controlling access is by opening up gates opposite Mariners and Frog Street, this will help spread the event beyond the centre of Tudor Square and help ensure no bottle neck. Cllr Carmody asked who provides gazebos and it was confirmed that stallholders will be able to borrow TTC gazebos for a nominal fee. Gazebos will need to be collected prior to the day and stallholders will be responsible for erecting and dismantling.

Once next Festivities meeting date is agreed, this will be circulated to all members.

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

Cllr Phillips proposed that the accounts be accepted. Cllr Bolton seconded and all were in agreement.

RESOLVED

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

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

a. Get the Boys a Lift CIC

Councillors were very much in favour of forming a link with GTBAL. From what has been seen so far there has been some excellent ideas, an added bonus that they are so close to us. Cllr Blackhall commented on how very supportive they are and it really is a lovely space. We must have discussions going forward. Tenby Tremors amongst others, hold their meetings at GTBAL. TTC could use as an example going forward, a framework and strategy on these grants. TTC wishes to support mental health within our community. Cllr Skyrme-Blackhall proposed approving the grant of £500 to purchase two commercial grade blenders. Cllr Bolton seconded. All were in favour.

Initials:……

Cllr Skyrme-Blackhall further proposed inviting members to our next meeting to give an overview of their aims, to see how we can help and to explore what we can possibly do together, this was seconded by Cllr Bolton.

RESOLVED

That under Section 137 of the Local Government Act 1972, a contribution of £500 be made to Get The Boys A Lift to purchase two commercial grade blenders. Also that they be invited to the next meeting for an update on their support work in and around Tenby.

88. <u>TO RECEIVE ANY UPDATES FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES</u>

Cllr Carmody had spent a week volunteering Welsh National Pilgrimage to Lourdes.

Cllr Spence attended the Eisteddfod and County Show.

Cllr Phillips had taken of the waters at Gumfreston.

Cllr Blackhall attended the Eisteddfod.

Cllr Bolton had attended the Tenby Lifeboat open day.

Cllr Skyrme-Blackhall attended the Eisteddfod which was tremendous. Fantastic day out. Also the County Show.

Social Issues – TTC has noted an increase in rough sleeping and agreed to explore a networking event with local support groups. We need to explore how we manage information, safeguarding ourselves and our community. Residents are concerned by the number of homeless and we all need to work together. The event should include The Old Chapel, VC Gallery, The Ground CIC, The Wallich and any other groups involved in community outreach . Cllr Carmody proposed a round the table discussion, seconded by Cllr Skyrme-Blackhall. All were in agreement.

89. <u>ASSET UPDATE – CLLR PHILLIPS</u>

DVP - Survey has been completed with results expected shortly

Augustus Place – concerns raised regarding the deteriorating state with decision to hold a specific meeting decided

Jubilee Playpark– no further update

UFS toilets are open

Tenby New Cemetery – meeting to be arranged for mid-October. Concerns over illegal dumping of garden waste has been reported.

Initials:……

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

a. Scribe Accounts Renewal fee due 30th September 2026 - £1008 plus vat

Councillors approved renewal.

b. ICO Data Protection fee due 17th September 2026 - £52

Noted and approved by Councillors.

Councillors agreed to take an item that had been received after the Agenda had been distributed but was time sensitive.

c. Tenby Observer Kindness Awards

Cllr Skyrme-Blackhall proposed that TTC sponsor the Community Volunteer Award, this was seconded by Cllr Carmody and all were in favour. Councillors would also support a special Mayor's Award, Wellbeing Champion, which would fit with the physical and mental wellbeing aspirations of TTC.

RESOLVED

That Tenby Town Council sponsor the Community Volunteer award category in the Tenby Observer Community Kindness Awards for 2026.

91. DATE AND TIME OF NEXT MEETING

a. Planning committee – Tuesday 13th October at 7pm
b. Full council meeting – 13th October at 7.30 pm

92. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

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

Proposed by Cllr Blackhall and seconded by Cllr Spence.

94. TO CONFIRM THE PRIVATE AND CONFIDENTIAL MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 14TH JULY 2026

RESOLVED

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

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

An email had been received from PCC

Initials:……

Dear Town Clerk and Members of Tenby Town Council,

On behalf of Pembrokeshire County Council's Environmental Services Team, I would like to extend our sincere thanks for your generous contribution of £5,000 towards supporting additional cleansing working hours during the six-week summer period.

The funding has enabled us to increase our presence and resources during one of the busiest times of the year, helping to maintain the high standards of cleanliness expected by both residents and visitors to Tenby.

The additional work undertaken during this period has delivered significant benefits. Information collated through the weighbridge at the Eco Park indicates that we collected an additional 5 tonnes of waste over the six weeks. Alongside routine cleansing activities, staff were also able to remove and dispose of substantial quantities of illegally deposited and abandoned material, including:

16 pallets
Large volumes of cardboard
1 settee
2 mattresses
Numerous instances of fly-tipped waste

Importantly, our teams also uncovered 11 identifiable addresses linked to fly-tipping incidents, of which 6 were local addresses. This intelligence has been passed on through the appropriate channels and will assist in ongoing enforcement activity aimed at tackling environmental crime within the area.

Your support has made a tangible difference, allowing us to respond more effectively to increased seasonal demands while improving the local environment for residents, businesses, and the many visitors who come to enjoy Tenby throughout the summer.

Thank you once again for your valued contribution and continued support. We look forward to working together to maintain and enhance the cleanliness and appearance of the town in the future.

Cllr Blackhall proposed that, with the Town Clerk starting, there is an opportunity for TTC to build on the success of the additional support over the summer work with PCC. TTC could support funding a worker to build on that work. Their work would be managed through the office, in discussion with PCC area teams, to determine what work was done. This should continue to Christmas and during next 3 months we will hold round table discussion to agree a longer term approach and generate a long-term plan that will include how we will manage someone in the future or how we deliver this work. That may include a range of options.

Cllr Blackhall then formally proposed that we fund this work from the special projects in the Community budget. He proposed allocating £10K to ensure we can cover all costs during this period, to continue funding a worker up until Christmas, to do a range of jobs around the town as directed by the TTC office in discussion with PCC. During this time there would follow a feasibility study to look at the issues and develop a longer term plan. Proposed Cllr. Blackhall, Seconded by Cllr. Bolton. All in favour except Cllr Spence who abstained.

Initials:……

96. TO RECEIVE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD 11TH AUGUST 2026

Noted.

97. TO RECEIVE THE MINUTES OF THE EXTRA ORDINARY MEETING HELD 11TH AUGUST 2026

Noted.

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 29/09/2026			
	Cash in Hand 01/04/2026			339,056.19
	ADD			
	Receipts 01/04/2026 - 29/09/2026			211,700.13
				550,756.32
	SUBTRACT			
	Payments 01/04/2026 - 29/09/2026			144,384.52
A	**Cash in Hand 29/09/2026** (per Cash Book)			**406,371.80**
	Cash in hand per Bank Statements			
	Petty Cash	29/09/2026	692.39	
	Barclays - Reserve	29/09/2026	83,447.34	
	Barclays - Premium	29/09/2026	320,485.73	
	Barclays - Current	29/09/2026	1,746.34	
	Credit card	29/09/2026	0.00	
	Barclays - Bond	29/09/2026	0.00	
				406,371.80
	Less unpresented payments			
				406,371.80
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**406,371.80**
	A = B Checks out OK			

Created by Scribe

Tenby Town Council

Summary of Receipts and Payments

Summary - Cost Centres Only (Between 01/04/2026 and 29/09/2026)

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	23,625.78	13,636.74 (36%)	13,512.84
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	3,772.00	-4,628.00 (-55%)	43,466.75	3,198.52	40,268.23 (92%)	35,640.23
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	938.66	18,740.34 (95%)	18,740.34
Civic			0.00 (N/A)	9,040.00	1,358.42	7,681.58 (84%)	7,681.58
Contra/Loans			0.00 (N/A)			0.00 (N/A)	0.00
De Valence Pavilion			0.00 (N/A)	43,500.00	13,134.16	30,365.84 (69%)	30,365.84
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	3,240.00	-1,240.00 (-27%)	10,029.00	777.05	9,251.95 (92%)	8,011.95
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)		54.60	-54.60 (-5460%	-54.60
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	5,816.69	6,183.31 (51%)	6,183.31
Tenby spaces and places			0.00 (N/A)			0.00 (N/A)	0.00
Tourism/Regeneration	11,000.00	2,915.00	-8,085.00 (-73%)	67,750.00	15,964.69	51,785.31 (76%)	43,700.31
Town Maintenance		2.08	2.08 (208%)	39,700.00	27,375.71	12,324.29 (31%)	12,326.37
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	127,883.29	41,876.67	86,006.62 (67%)	86,006.62
NET TOTAL	**324,154.00**	**209,804.86**	**-114,349.14 (-35%)**	**431,076.56**	**140,817.15**	**290,259.41 (67%)**	**175,910.27**

Total for ALL Cost Centres	209,804.86	140,817.15
V.A.T.	1,895.27	3,567.37
GROSS TOTAL	**211,700.13**	**144,384.52**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/09/2026)

Administration

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Admin - Audit fees				3,000.00	3,078.50	-78.50	-78.50	(-2%)
2	Admin - Photocopying charges	150.00	26.10	-123.90	1,000.00	583.38	416.62	292.72	(25%)
3	Admin - Course/Training				1,000.00	21.50	978.50	978.50	(97%)
4	Admin - Office Equipment				1,500.00		1,500.00	1,500.00	(100%)
5	Admin - Equipment maintenance				100.00		100.00	100.00	(100%)
6	Admin - Insurance				14,000.00	15,838.46	-1,838.46	-1,838.46	(-13%)
8	Admin - Phone/fax and broadbar				850.00	428.10	421.90	421.90	(49%)
9	Admin - Postage				50.00		50.00	50.00	(100%)
11	Admin - Stationary				50.00	130.59	-80.59	-80.59	(-161%)
12	Admin - Subscriptions				3,263.52	1,991.60	1,271.92	1,271.92	(38%)
13	Admin - Travel expenses				200.00		200.00	200.00	(100%)
75	Admin - Council tax				2,080.00	888.50	1,191.50	1,191.50	(57%)
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	665.15	-165.15	-165.15	(-33%)
	SUB TOTAL	**150.00**	**26.10**	**-123.90**	**37,262.52**	**23,625.78**	**13,636.74**	**13,512.84**	**(36%)**

Advertising and Publicity

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
21	Civic - Publicity				312.00	191.40	120.60	120.60	(38%)
130	Advertising - Community Events					50.40	-50.40	-50.40	(N/A)
131	Advertising - Repair Cafe								(N/A)
137	Town Clerk/RFO Vacancy					1,046.40	-1,046.40	-1,046.40	(N/A)
	SUB TOTAL				**312.00**	**1,288.20**	**-976.20**	**-976.20**	**(-312%)**

Augustus Place

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
22	Augustus Place - Maintenance				250.00	194.14	55.86	55.86	(22%)
24	Augustus Place - Tools and equi				200.00	72.83	127.17	127.17	(63%)
26	Augustus Place - Letting Income	8,400.00	3,772.00	-4,628.00				-4,628.00	(-55%)
98	Augustus Place - Council tax				772.75	978.70	-205.95	-205.95	(-26%)
99	Augustus Place - Water rates				252.00	270.00	-18.00	-18.00	(-7%)
101	Augustus Place - Building Contir								(N/A)
115	Augustus Place WiFi				408.00	170.00	238.00	238.00	(58%)
126	Augustus Place - Electricity				1,664.00	1,161.49	502.51	502.51	(30%)
127	Augustus Place - Gas				520.00	351.36	168.64	168.64	(32%)
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**	**3,772.00**	**-4,628.00**	**43,466.75**	**3,198.52**	**40,268.23**	**35,640.23**	**(68%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/09/2026)

Capital Grants

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
145	Grant to Voluntary Organisation					2,500.00	-2,500.00	-2,500.00 (N/A)
	SUB TOTAL					**2,500.00**	**-2,500.00**	**-2,500.00 (N/A)**

Capital Spending (Asset Purcl

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

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Christmas Lighting - Maintenanc				14,364.00		14,364.00	14,364.00 (100%)
28	Christmas Lighting - Electricity s				624.00	435.32	188.68	188.68 (30%)
29	Christmas Lighting - Tools and E				3,591.00	-16.66	3,607.66	3,607.66 (100%)
105	Christmas Lighting - Equipment				1,100.00	520.00	580.00	580.00 (52%)
	SUB TOTAL				**19,679.00**	**938.66**	**18,740.34**	**18,740.34 (95%)**

Civic

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Civic - Courses/conferences/trav							(N/A)
45	Civic - Entertainment				500.00	276.70	223.30	223.30 (44%)
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	976.72	2,023.28	2,023.28 (67%)
51	Civic - Regalia maintenance				1,000.00	105.00	895.00	895.00 (89%)
52	Civic - Subscriptions							(N/A)
81	Civic - Plaques				300.00		300.00	300.00 (100%)
94	Civic - Maintenance of Historic A				1,000.00		1,000.00	1,000.00 (100%)
	SUB TOTAL				**9,040.00**	**1,358.42**	**7,681.58**	**7,681.58 (84%)**

Contra/Loans

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

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/09/2026)

	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	13,040.00	12,960.00	12,960.00 (49%)
124	Office project renamed developn				17,500.00	94.16	17,405.84	17,405.84 (99%)
	SUB TOTAL				**43,500.00**	**13,134.16**	**30,365.84**	**30,365.84 (69%)**

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	1,915.68	-1,409.32				-1,409.32 (-42%)
	SUB TOTAL	**3,325.00**	**1,915.68**	**-1,409.32**				**-1,409.32 (-42%)**

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	750.00	5,165.00	5,165.00 (87%)
33	New Cemetery - Water charges				114.00	27.05	86.95	86.95 (76%)
34	New Cemetery - Grant of Rights	1,610.00	1,960.00	350.00				350.00 (21%)
35	New Cemetery - Maintenance fe	2,030.00	875.00	-1,155.00				-1,155.00 (-56%)
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**	**3,240.00**	**-1,240.00**	**10,029.00**	**777.05**	**9,251.95**	**8,011.95 (55%)**

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	408.00	-204.00	-204.00 (-50%)
	SUB TOTAL	**204.00**	**204.00**		**204.00**	**408.00**	**-204.00**	**-204.00 (-50%)**

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					54.60	-54.60	-54.60 (N/A)
	SUB TOTAL					**54.60**	**-54.60**	**-54.60 (N/A)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/09/2026)

Precept

		Receipts			Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
37	Precept	296,595.00	197,730.00	-98,865.00				-98,865.00	(-33%)
	SUB TOTAL	**296,595.00**	**197,730.00**	**-98,865.00**				**-98,865.00**	**(-33%)**

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	2,500.00	1,250.00	1,250.00	(33%)
	SUB TOTAL				**3,750.00**	**2,500.00**	**1,250.00**	**1,250.00**	**(33%)**

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	5,370.00	6,630.00	6,630.00	(55%)
135	Office utilities					446.69	-446.69	-446.69	(N/A)
	SUB TOTAL				**12,000.00**	**5,816.69**	**6,183.31**	**6,183.31**	**(51%)**

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	2,000.00	-8,000.00	38,000.00	798.03	37,201.97	29,201.97	(60%)
89	Ironman				5,000.00	5,000.00			(0%)
95	Consultancy fees and specialist				1,000.00		1,000.00	1,000.00	(100%)
103	Warm Rooms funding								(N/A)

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/09/2026)

111	Tourism - Steam Punk	500.00		-500.00	500.00	833.33	-333.33	-833.33 (-83%)
112	Repair Cafe				150.00		150.00	150.00 (100%)
116	Library provision				13,000.00	4,333.33	8,666.67	8,666.67 (66%)
118	Community Festival							(N/A)
119	Nights Out events				300.00		300.00	300.00 (100%)
120	Books for a Brighter Future							(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		915.00	915.00				915.00 (N/A)
143	Eisteddfod 2026 Support				5,000.00	5,000.00		(0%)
144	Eisteddfod 2026 related projects				2,000.00		2,000.00	2,000.00 (100%)
	SUB TOTAL	**11,000.00**	**2,915.00**	**-8,085.00**	**67,750.00**	**15,964.69**	**51,785.31**	**43,700.31 (55%)**

Town Maintenance

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
55	Town maintenance - Floral displ				16,640.00	8,840.71	7,799.29	7,799.29 (46%)
56	Town maintenance - Play area				1,500.00	4,921.16	-3,421.16	-3,421.16 (-228%)
57	Town maintenance - Tools and e		2.08	2.08	500.00	108.47	391.53	393.61 (78%)
96	Town maintenance - Specialist m				2,500.00	105.37	2,394.63	2,394.63 (95%)
104	Jubilee Play Area CCTV				1,000.00		1,000.00	1,000.00 (100%)
113	Maintenance - UFS Toilets				13,400.00	13,400.00		(0%)
142	Gardens investment fund				4,160.00		4,160.00	4,160.00 (100%)
	SUB TOTAL		**2.08**	**2.08**	**39,700.00**	**27,375.71**	**12,324.29**	**12,326.37 (31%)**

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	35,137.19	76,672.07	76,672.07 (68%)
15	Augustus Place - wages				5,625.91	2,358.82	3,267.09	3,267.09 (58%)
16	Town maintenance - wages				10,448.12	4,380.66	6,067.46	6,067.46 (58%)
	SUB TOTAL				**127,883.29**	**41,876.67**	**86,006.62**	**86,006.62 (67%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 29/09/2026)

Summary

NET TOTAL	**324,154.00**	**209,804.86**	**-114,349.14**	**431,076.56**	**140,817.15**	**290,259.41**	**175,910.27**
V.A.T.		1,895.27			3,567.37		
GROSS TOTAL		**211,700.13**			**144,384.52**		

Tenby Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
164	Augustus Place - Water rates	01/09/2026		Barclays - Current		Water charges AP	Dwr Cymru	X	37.50		37.50
167	Town maintenance - Tools and	03/09/2026		Petty Cash		putty knife/spatula	Petty Cash	X	7.95		7.95
163	Admin - Council tax	04/09/2026		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	148.10		148.10
166	Admin - Phone/fax and broadb	04/09/2026		Barclays - Current		Telephone services	Talk Talk	S	35.95	7.19	43.14
162	Office Rent	04/09/2026		Barclays - Premium		Grant & Rent	De Valence Pavilion (Tenby	X	895.00		895.00
163	Augustus Place - Council tax	04/09/2026		Barclays - Premium		Council Tax	Pembrokeshire County Cou	X	163.20		163.20
165	Augustus Place WiFi	04/09/2026		Barclays - Current		Augustus Place broadband	Telemat	S	34.00	6.80	40.80
162	DVP - Grant to DVP (Tenby) CI	04/09/2026		Barclays - Premium		Grant & Rent	De Valence Pavilion (Tenby	X	2,160.00		2,160.00
180	Bank Commission Charges	07/09/2026		Barclays - Current		Bank charges	Barclays	X	10.90		10.90
189	Admin - Wages	08/09/2026		Barclays - Premium		Wages Sept 26	Employee 113	X	1,904.84		1,904.84
168	Staff welfare now bub operatio	10/09/2026		Petty Cash		Office coffee	Petty Cash	X	10.00		10.00
169	Augustus Place - Maintenance	10/09/2026		Petty Cash		Cleaning products AP	Petty Cash	X	9.44		9.44
172	Staff welfare now bub operatio	11/09/2026		Credit card		cargo work trousers	Site King Safety Workwear	S	22.49	4.50	26.99
173	Staff welfare now bub operatio	11/09/2026		Credit card		Staff workwear	Amazon	X	23.67		23.67
174	Staff welfare now bub operatio	11/09/2026		Credit card		Staff workwear	Tees R Us	S	36.00	7.20	43.20
171	Augustus Place - Maintenance	11/09/2026		Credit card		Blue rolls - AP	Amazon	S	5.82	1.17	6.99
170	Town maintenance - Tools and	11/09/2026		Credit card		shovel	Amazon	S	12.49	2.50	14.99
181	Augustus Place - Gas	15/09/2026		Barclays - Current		Gas bill - Augustus Place	TotalEnergies Gas & Power	L	23.01	1.15	24.16
177	Admin - Subscriptions	16/09/2026		Barclays - Current		Webhosting	Victoria Brace Marketing	X	35.00		35.00
179	Staff welfare now bub operatio	16/09/2026		Barclays - Current		Reimbursement	Cllr. D. Morgan	X	128.95		128.95
175	New Cemetery - Grounds Maint	16/09/2026		Barclays - Premium		Grass cutting	Smart Gardens	X	750.00		750.00
175	Town maintenance - Play area	16/09/2026		Barclays - Premium		Grass cutting	Smart Gardens	X	210.00		210.00
176	Special Projects within the com	16/09/2026		Barclays - Current		Seagull proof bags	Pembrokeshire County Cou	S	61.80	12.36	74.16
190	Special Projects within the com	17/09/2026		Petty Cash		wood for Ship of Dreams proje	Petty Cash	X	8.99		8.99
191	Staff welfare now bub operatio	21/09/2026		Petty Cash		office cleaner	Petty Cash	X	60.00		60.00
192	Augustus Place - Maintenance	23/09/2026		Petty Cash		toilet and kitchen roll	Petty Cash	X	6.69		6.69
183	Staff welfare now bub operatio	24/09/2026		Barclays - Current		Reimbursement of expenses	Cllr. D. Morgan	X	175.00		175.00
183	Civic - Entertainment	24/09/2026		Barclays - Current		Reimbursement of expenses	Cllr. D. Morgan	X	63.43		63.43
183	Civic - Mayor's Reimbursement	24/09/2026		Barclays - Current		Reimbursement of expenses	Cllr. D. Morgan	X	10.00		10.00
184	Admin - Phone/fax and broadb	25/09/2026		Barclays - Current		office mobile phones	Vodafone Limited	S	35.40	7.08	42.48
185	Civic - S137	25/09/2026	8.9.26 Item 87a	Barclays - Current		Donation to GTBAL	GTBAL	X	500.00		500.00
186	Admin - Subscriptions	28/09/2026		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
187	Admin - Wages	28/09/2026		Barclays - Premium		Wages Sept 26	Employee 114	X	1,405.31		1,405.31
188	Augustus Place - wages	28/09/2026		Barclays - Premium		Wages Sept 26	Employee 110	X	393.07		393.07

Tenby Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
188	Town maintenance - wages	28/09/2026		Barclays - Premium		Wages Sept 26	Employee 110	X	730.01		730.01
182	Augustus Place - Electricity	28/09/2026		Barclays - Current		Augustus Place Electricity	Engie Power Limited	L	207.18	10.36	217.54
								Total	**10,325.19**	**61.11**	**10,386.30**

Tenby Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
68	Augustus Place - Letting Incom	03/09/2026		Barclays - Current		August Use of Augustus Place	Tenby Male Choir	X	80.00		80.00
69	Augustus Place - Letting Incom	03/09/2026		Barclays - Current		August Use of Augustus Place	Meeting Group	X	50.00		50.00
70	Augustus Place - Letting Incom	04/09/2026		Barclays - Current		August Use of Augustus Place	Slimming World	X	160.00		160.00
72	Augustus Place - Letting Incom	07/09/2026		Barclays - Current		August Use of Augustus Place	Augustus Place Art Group	X	80.00		80.00
71	Precept	07/09/2026		Barclays - Current		Precept 2nd 2026/2027	Pembrokeshire County Cou	X	98,865.00		98,865.00
77	Interest	07/09/2026		Barclays - Premium		Interest 8 Jun - 6 Sep	Barclays	X	666.00		666.00
78	Interest	07/09/2026		Barclays - Reserve		Interest 8 Jun - 6 Sep	Barclays	X	217.88		217.88
67	Augustus Place - Letting Incom	08/09/2026		Petty Cash		August Use of Augustus Place	Karate Club	X	50.00		50.00
73	Augustus Place - Letting Incom	09/09/2026		Barclays - Current		Hall hire - Tenby Project	Tenby Project CIC	X	158.00		158.00
74	Augustus Place - Letting Incom	09/09/2026		Barclays - Current		August Use of Augustus Place	Tenby Project CIC	X	158.00		158.00
75	Augustus Place - Letting Incom	16/09/2026		Barclays - Current		Irish Dancing	Feileacan Sch of Irish Danc	X	60.00		60.00
76	New Cemetery - Grant of Right	25/09/2026		Barclays - Current		New Cemetery fees	Messrs W. and M J. Rossite	E	575.00		575.00
76	New Cemetery - Maintenance f	25/09/2026		Barclays - Current		New Cemetery fees	Messrs W. and M J. Rossite	E	160.00		160.00
76	New Cemetery - Memorial fees	25/09/2026		Barclays - Current		New Cemetery fees	Messrs W. and M J. Rossite	E	67.50		67.50
								Total	**101,347.38**		**101,347.38**

TENBY TOWN COUNCIL – REPORT

Meeting Date: 13 October 2026

Agenda Item: 12

Subject: Town Council Website and E-mail Domains

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

Purpose of Report: To consider an update to the Tenby Town Council website and the transition to a 'gov.uk' or 'gov.wales' website- and email domain and office suite provider.

Background: The Town Council has operated its current website and email addresses for a number of years, as well as current office suite.

The Council's email addresses were initially set up in a style most suitable for private individuals, rather than to meet the demands of a town council office. This has led to the available memory for the Council's email addresses being insufficient for office use.

The Town Council's website has been identified by officers as lacking some of the typical functionality of websites within the town- and community council sector, as well as holding a "co.uk" domain as opposed to "gov.uk / gov.wales" as is best practice for the sector.

This report has been brought to Full Council to consider an update to- or rebuild of the Council's website, the transition to 'gov.uk' or 'gov.wales' domains and the upgrade of office-use email inboxes.

Key Points: Officers have investigated reputable, potential suppliers within the sector and engaged 7 firms for quotations, with 6 having been received. The received proposals contain all-in-one service providers for all elements addressed in this paper, and options for multiple providers to meet The Council's needs. This paper was delayed while awaiting finalised proposals.

All firms had been issued the same brief:

- To provide an updated, accessible, functional and 'gov.uk' / 'gov.wales' website.
- To be able to offer 'gov.uk' / 'gov.wales' email domains for officers and councillors.
- To facilitate sufficient email storage space for office use.
- Bilingual functionality (English – Cymraeg).

All quotations are provided on the overleaves. These pages have been marked confidential given their commercially sensitivity.

Key Points (Cont.): There are eight primary reasons for bringing this to Council's attention.

1 Email Operational Constraints: The Town Council's office relies heavily on e-mail to conduct its business.

Officers' current email addresses contain insufficient storage space to meet the office's demands (0.95GB). This frequently requires officers to delete historic emails to free storage space to allow for the sending and receipt of emails. This takes up officer time and risks important correspondence being missed or deleted.

2 Risk of Impersonation: Council's current domains for its website, officers' email addresses and Councillors' email addresses are less secure than 'gov.uk' / 'gov.wales'. This poses a risk of any of the above three being impersonated.

'gov.uk' / 'gov.wales' are only available to eligible public sector or official government organisations and can only be acquired through an approved registrar significantly reducing the risk of impersonation.

3 Professional Appearance and Recipient Trust: The Town Council is a statutory local government body and the use of domains which do not reflect this may impact recipient trust, leading to correspondence from The Council or Councillors being doubted.

4 Accessibility: The Council's current website does not meet accessibility standards within the town- and community council sector. This may pose challenges to members of the public wishing to engage with the Town Council digitally who rely on digital aids to navigate websites and may expose the Council to risks of legal challenge.

5 Potential Future Audit Requirement: The use of a 'gov.uk' / 'gov.wales' for websites and emails as well as a set standard of website accessibility may become a future audit requirement for town- and community Councils in Wales.

Town- and parish councils in England saw this being added to assertion 10 within their audit regimes recently. It would be prudent for the Town Council to consider adopting both principles early to pre-empt any audit regime changes.

6 FOI Separation (for elected members): Emails sent and received as part of the business of the Council can be subject to Freedom of Information (FOI) requests. Handling such requests requires an in-depth search of inboxes.

Separate, formal Council email addresses allow for members' Council activity and personal email usage to be separate, meaning a member's personal email address would not need to be subject to an FOI search.

Key Points (Cont.):

7 Opportunity to Update Council's Website: Periodic updating and refreshing of websites and digital assets is good practice.

This also presents an opportunity for The Council to have a website created specifically designed to meet the requirements of a Town Council.

8 Officer and Councillor E-mail Management: There are periods in which it is prudent for Council to amend who holds an official Council email address. For example, following elections, casual vacancies and during changes in The Council's staff compliment.

A transition to a professional provider can support in the management of which email accounts are active, and allow for these to be changed when required.

- This **WILL NOT** include officers or external parties accessing members' correspondence, unless strictly required to do so by law.

Yr Iaith Gymraeg: Tenby Town Council's current website has a level of bilingual functionality via an online translator which provides the website with an instantaneous translation from English.

Town- and Community Councils are not intrinsically subject to the same level of Welsh Language Standards which apply to other public bodies, but Welsh Government guidance notes Town- and Community Councils should consider their communities' Welsh-language needs. Council should consider this in any potential appointment of a website provider.

While Town- and Community Councils have greater latitude in terms Welsh Language Standards and their Welsh language usage to reflect community need, they have a duty to follow any adopted Welsh Language Scheme. Tenby Town Council adopted a Welsh Language Scheme in September 2007, which contains provisions outlining its website's availability in both languages (*4:6:1*).

If Council wishes to appoint a provider whose website does not have intrinsic bilingual functionality, it should consider how it can fulfil its duty under the Welsh Language Scheme and Welsh Language Act 1993. Specifically:

- How it might be able to provide information on its website in the medium of Welsh without intrinsic bilingual functionality.

- Pursuing bilingual functionality development from any new website provider as a future addition.

Timeline: From engaging with providers, officers understand migration of office suits and the creation and launch of a new website should have been completed by the end of the calendar year or early January.

Implications:

Financial: There are upfront cost implications to website builds and ongoing cost implications as well as upfront office suite set-up and migration costs with ongoing subscription costs.

The Council's current website provision has been met by the "Administration – Subscriptions" cost centre. This cost centre currently holds £1,271.92 and is forecast a favourable budget position by the end of the financial year.

Officers recommend using the above identified cost centre to meet any required expenditure.

Operational: The current officer email infrastructure is unfit for purpose and requires addressing to allow officers to fulfil their roles.

Accessibility: Members of the public with digital accessibility requirements may be less able to interact with the Town Council's website.

Council's Profile: A poorly developed or maintained Council website presents The Council in an unideal light.

Legal: Council may be subjecting itself to legal challenges as a result of its current website accessibility standard. Current councillor email provision may make it more challenging for the Town Council to respond to Freedom of Information requests, which Council is legally obliged to do within specified timeframes.

Recommendation:

To consider whether Council may wish to adopt 'gov.uk' or 'gov.wales' domains.

To appoint **Firm 2** for the provision of The Council's website, domain, officer and councillor e-mail addresses and officer office suites at a cost of £568 (excl. VAT) for a gov.uk domain OR up to £668 (excl. VAT) for a gov.wales domain to be met from the "Administration – Subscriptions" cost centre and an annual subscription of £668 (excl. VAT). (**Officer Recommendation**)

To consider whether Council wishes for Councillors to be provided with formal Council email addresses. (**Officer Recommendation**)

To consider the delegation of overseeing the website build and launch to officers (**Officer Recommendation**), or appoint a small task and end group with delegated authority in conjunction with officers.

TENBY TOWN COUNCIL – REPORT

Meeting Date: 13 October 2026

Agenda Item: 13

Subject: Bank Mandate – Addition of Town Clerk and Responsible Financial Officer as Authorised Signatory

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

Purpose of Report: To approve the addition of the Town Clerk and Responsible Financial Officer as an authorised bank signatory for Tenby Town Council.

Background: Tenby Town Council holds bank accounts with Barclay's Bank as a corporate entity to enable it to discharge its services and meet its financial obligations.

Tenby Town Council has recently appointed a new Town Clerk and Responsible Financial Officer to support the Council's financial administration and execute its decisions.

This paper has been brought to Full Council to formally approve adding Samuel Dickins, Town Clerk and Responsible Financial Officer, as an authorised full signatory to Tenby Town Council's accounts with Barclay's Bank.

Key Points: As a corporate entity and statutory body, Tenby Town Council appoints named individuals as authorised signatories who hold the authority to execute actions with the bank on behalf of Tenby Town Council.

These individuals must be appointed by resolution at either Full Council or a duly delegated committee in pursuance of Section 151 of the Local Government Act 1972.

The Responsible Financial Officer has a legal duty to support The Council's financial administration. The Council's financial regulations, audit regime and other financial controls with the bank ensure checks and balances are in place to protect public money.

Implications: **Financial Management**: Failure to appoint the Responsible Financial Officer as an authorised signatory significantly compromises the post holder's ability to meet the Council's obligations under Section 151 of the Local Government Act and to support The Council's day-to-day financial management.

Recommendation: To approve the appointment of Samuel Dickins, Town Clerk and Responsible Financial Officer, as an authorised full signatory for Tenby Town Council's Barclay's Bank accounts.

ITEM 14

TENBY TOWN COUNCIL ACTION LIST				
Date / Meeting / Minute	**Subject**	**Action**	**Progress & Date Completed**	**Project Owner / Action Owner**
29.09.2026 P&F P&F 024/26-27	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**: Town Clerk & RFO arranging meeting with De Valence Tenby CIC representatives, Cllr Spence and Cllr Sloan. Any forthcoming matters for Council to address will be brought to the appropriate meeting.	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	Fixed Assets and Long-term Investments	To include detailed investigations and options for decision within 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

TENBY TOWN COUNCIL – REPORT

Meeting Date: 13 October 2026

Agenda Item: 15

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: I began in post with the Council on 28 September 2026.

Current Operations of The Council:

The First 2 Weeks: During this period, I've met all other officers within The Council, a number of Councillors and begun to make-, and have introductions made, with partners and other Council stakeholders in Tenby.

Though not an exhaustive list, I'm pleased to have met, or be in the process of meeting / introducing myself to (virtually or in-person);

- Officers from Pembrokeshire County Council
- Colleagues from the De Valence CIC
- Colleagues from local media outlets
- Tenby Ward Councillors, who are not members of the Town Council
- The Tenby Chamber of Trade and Tourism
- Members of the Tenby Civic Society
- A number of residents
- Colleagues from One Voice Wales
- Other Town- and Community Clerks in Pembrokeshire

I've begun familiarising myself with Tenby itself, with The Council's physical estate and properties, its policies and building a richer understanding of its existing processes and day-to-day operations.

3 Months: The coming months contain important activities for The Council to undertake as a precepting authority and for me as a new head of paid service to the organisation.

Budget - Council must make its budgetary consideration and agree a precept to issue to the billing authority by the end of January. Over the coming months I'll be seeking to thoroughly review the budget as an

officer and arrange for Council's Committees to consider a budget for their respective areas, before making a recommendation to Full Council. I aim for this to have taken place no later than 12 January 2026.

Policy Review – Council has experienced a significant period of time without a Town Clerk and Responsible Financial Officer in post to support Council through its governance arrangements. Over the coming 3 months I intend to undertake a review of all of Council's policies, terms of references and other governance documents, in conjunction with the Chair of the Policy & Resource Committee and Chairs as appropriate, to understand any outstanding governance requirements or areas of unadopted good practice to make arrangements for these to be addressed by the appropriate Committees in a structured approach.

3 – 6 Months: During this period, I'm hopeful to have personally settled into post and have a more robust understanding of the day-to-day operations of The Council as well as its annual calendar. Within this time frame Pembrokeshire's local elections will also be nearing.

Strategic Planning – During this time, I seek to be preparing The Council as an organisation to undertake a strategic planning exercise to take place following the forthcoming elections. My proposal will be that Council seeks to adopt strategic plans to span for the length of an elected administration plus 6 – 9 months. During this period of preparation, I'll be seeking to softly engage with a number of potential stakeholder groups to ensure The Council has access to them as sources of insight during its strategic planning.

Organisation wide operational review – Having hopefully gained a deeper understanding of The Council's day-to-day operations by this stage, I'll seek to undertake reviews of our activities to identify if there are areas The Council can more efficiently deliver its existing services and activities. This is intended to include items like where and from whom we purchase goods and services in all areas, and whether there are smaller changes in good practice to ensure The Council is maximising value-for-money for the taxpayer through our financial processes.

12 Months: By this juncture, I seek to have attended to all above noted matters, have a robust plan for how Council can begin to create its strategic plan with organisational aims for the following administration and be in the process of Council consulting and refining this plan.

Current Operations of The Council: The Council offices have remained well-visited during the short period I have been in post, with officers supporting numerous residents per day with enquiries, sign-posting to other services and provision of waste- and recycling bags.

Key Points (Cont.): Within the public realm, officers have continued a regime of maintaining Town Council owned public benches, play areas and other green and public spaces.

Professional Development: Prior to beginning with The Council, I had started to undertake a Certificate in Local Council Administration (CiLCA) {England}, and had been studying a Masters of Public Administration (MPA) online and part time with the University of Birmingham.

CiLCA – For The Council to be eligible to adopt the General Power of Competence, its Town Clerk must hold one of the qualifications set out by Welsh Minsters alongside other criteria. To facilitate this, I seek to complete my outstanding CiLCA (England) qualification within the timeframe allowed for me to do so, before undertaking the 'top-up' qualification to meet the qualification criteria set out by Welsh Minsters.

I seek to make every effort to achieve this, though do feel it important to note that completing this qualification has moments of intense time demand, which can be challenging to balance with full-time office hours, other qualifications and arrangements following my relocation.

MPA – This qualification takes place asynchronously and outside of normal working hours. I am scheduled to complete this approximately within the next 12 – 18 months.

While this qualification is broader in terms of public administration, I've found it valuable in deepening my understanding in good management in public administration and broadly helpful for my ongoing professional development.

A Note of Thanks: On a personal note, I wanted to extend my sincere thanks to members and colleagues for the warm welcome to the organisation.

I would like to note particular thanks and appreciation to Sharon for her steadfast work and dedication to the Council over the previous year and to members for their support and understanding during this time.

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.