

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

9th March 2022

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 15th March at 7.30 pm** to transact the business stated below.

This meeting will be held 'in person' at the De Valence Pavilion but access will be provided for members wishing to join remotely from another location

Members of the public wishing to access the meeting remotely to listen (but not speak) are asked to contact the Town Clerk for details.

MEMBERS: PLEASE NOTE THAT PCNPA HAVE SWITCHED TO AN ONLINE SYSTEM FOR VIEWING PLANNING APPLICATIONS. NO PAPER COPIES ARE AVAILABLE. APPLICATIONS TO BE CONSIDERED AT THE MEETING CAN BE VIEWED ONLINE IN THE COUNCIL OFFICES DURING NORMAL HOURS OR BY VISITING THE FOLLOWING LINK

<http://planning.pembrokeshirecoast.wales/>

Yours faithfully



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

AGENDA

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

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

3. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.

4. To confirm the Minutes of the Tenby Town Council Meeting held 1st March 2022
5. To consider any Matters Arising from the minutes and if further action is required.
 - a. Transition to monthly meetings and review of operating structures and processes – Cllr. Blackhall
6. To receive the notes of the Queen's Jubilee Parade Scoping Party held 9th March and consider any action in response to proposals (on the table)
7. To discuss the following Planning Applications and to agree action in response to proposals:
 - a. NP/22/0114/FUL — Façade upgrade works to front and rear facades including window and door replacement; to rear yard a new single storey glazed extension is to be formed with widened opening to kitchen – 6 Norton Cottages, The Norton, Tenby
 - b. NP/22/0128/FUL – Replacement of defective mansard roof structure with new mansard roof to match existing lines, though approx. 250 mm higher; replacement of existing mansard upvc windows with new anodised aluminium windows; replacement of modern upvc windows on rear elevation with timber sash windows to match original; replacement of one existing upvc window on rear elevation with pair of opening inwards French doors with metal Juliet balustrade on façade; creation of external terrace behind existing boundary wall at ground floor over external flat roof of basement apartment; various internal alterations to modern stud walling to change footprint of some apartments which will result in reduced number of individual apartments – Croft House, 2 The Croft, Tenby.
 - c. NP/22/0129/LBA – Replacement of defective mansard roof structure with new mansard roof to match existing lines, though approx. 250 mm higher; replacement of existing mansard upvc windows with new anodised aluminium windows; replacement of modern upvc windows on rear elevation with timber sash windows to match original; replacement of one existing upvc window on rear elevation with pair of opening inwards French doors with metal Juliet balustrade on façade; creation of external terrace behind existing boundary wall at ground floor over external flat roof of basement apartment; various internal alterations to modern stud walling to change footprint of some apartments which will result in reduced number of individual apartments – Croft House, 2 The Croft, Tenby.

8. To consider the following items of planning correspondence and agree action in response to proposals:
 - a. Tenby Civic Society - Comments on recent applications
9. To consider the following items of correspondence and agree action in response to proposals:
 - a. Independent Remuneration Panel for Wales – Annual Report 2022/23
 - b. Residents of St Florence Parade – HM The Queen's Platinum Jubilee proposals relating to St Florence Parade (two letters)
 - c. Tenby Civic Society – Finger posts
10. To receive the accounts for February (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.
11. To consider any updates on Tenby Town Walls and agree action in response to proposals.
12. To consider any updates on the proposed Brynhir development.
13. To receive reports from council representatives on Outside Bodies (if any)
14. To express our support and solidarity for the people of Ukraine – Cllr. Mrs. Skyrme-Blackhall.
15. Housing Action Group: To discuss and determine the initial work needed to set this up. This will include a data and information gathering exercise – Cllr. Mrs. Skyrme-Blackhall
16. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
 - a. Town and Community Council Elections 5th May 2022
17. Date and Time of Next Meeting
Tuesday 29th March 2022 at 7.30 pm
18. To propose any item for the next Agenda.
19. **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".**

20. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 1st March 2022.
21. Matters arising for information only.

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
1ST MARCH 2022

PRESENT: Cllr Mrs Skyrme-Blackhall Mayor
Cllr Mr L Blackhall
Cllr Mr J Cornwell
Cllr Mr M Evans
Cllr Mrs T Evans
Cllr Mr T Hallett
Cllr Mr P Rapi

IN ATTENDANCE: Mr A Davies Clerk
Mrs S Thompson Assistant to the Clerk
Ms. Anna Elliott Pembrokeshire Sea Trust

The Mayor welcomed all to the meeting and thanked Anna for joining TTC this evening.

Cllr Evans welcomed Anna and gave a brief background in that, sitting on an Enhancing Pembrokeshire Fund board meeting, his interest was drawn to an application to the fund made by The Havens Community some 18 months ago. The work entailed working with Havens Community on an audit of the seas around those communities to better understand what is there and to look at conservation in the future.

He was aware of different conservation areas and Cardigan Bay and New Quay were doing similar projects where their main concerns are the bottle nose dolphins and how motorised sea vehicles are impacting sea life.

Tenby is surrounded on 3 sides by the sea which is seen to be its greatest asset. We all enjoy where we live, the amenities, beaches, paths, islands but we don't do a lot about it and we really need to understand; to know where we are before going forward.

Anna asked what is TTC wanting to achieve. Are there any particular worries, are there activities that we feel may be damaging our marine ecology?

Cllr Cornwell thanked Anna for coming and asked, as secretary of the Tenby Sailing Club, how this sort of activity features in marine conservation areas. The idea is welcomed but what should we know?

With marine protected areas there are very few restrictions, and this may be a failing as the legislation is not strong enough, admitted Anna.

She asked if members knew much about the conservation areas already in place.

Anna then showed maps of the 3 different types of sites around the UK. Marine conversation zones offer the best protection. Skomer is in a marine conservation zone, and there are bye laws, with restrictions on certain types of fishing and speed limit.

This was the only one in the whole of Wales. There are many more around Devon and Cornwall and Anna believes that these are lacking in Wales.

The next is a Special Area of Conservation (SAC). Tenby is already included in the Bristol Channel designated SAC which protects certain habitats and species of fish. It was good that Tenby is already included but it's a problem if people don't know this exist. Dredging is still allowed which is damaging to fishing activities and these are not always managed or monitored properly.

You also have Special Protection Areas, which are for birds, and again includes Skomer and Carmarthen Bay. Some of these species are also to be found around Tenby so this is a good sign.

Anna asked if TTC were aware of these areas, too. Cllr Cornwell said he was not and would appreciate information for TSC. He is pleased that Cornwall is really heavily protected but we need to be too.

Cllr Evans said he was aware that St Margaret's had protection for the breeding pairs of puffins and he was also aware of Skomer and the Laugharne Estuary, but he didn't know about the Bristol Channel SAC.

We had areas like St Margaret's and Caldey Island, off the South Beach and Giltar Spit. Things were changing with more fisheries officers in Tenby and greater marine protection from Welsh Government but what more could we do?

The project the Trust was involved with in the Havens was building on a previous project looking at harbour porpoise.

This had been a successful 3-year project which had raised awareness of what people had on their doorstep and led to changes in behaviour.

The project involves recruiting volunteers and teaching them to do surveys to gain a good idea of marine health. This is great for the community, great for tourism and great for local schoolchildren to become involved in.

Working in partnership with TTC, Anna felt the Trust could put in joint funding bids to cover a whole range of activities including heritage, marine ecology, community engagement, volunteering, installation of information boards around town, marine code of conduct, notices etc.

Cllr Cornwell referred to seals. During the summer he believed that they eat to build up fat reserves to help them survive the winter. Seals don't like noise and disruption and therefore move, thereby using up fat reserves they have been building up which mean that they might not survive the winter.

He was aware that the use of jet skis impacted our local seal population. While not so much of an issue off Tenby beaches the use of jet skis is popular in Lydstep and he asked if anything can be done to dissuade their use.

The Mayor agreed commenting that this is one of the problems she and Cllr Blackhall noticed whilst spending time on Caldey during the summer.

Cllr. Blackhall commented that there are very responsible, well managed leisure industry sports which were well controlled in Tenby, but there are other areas where use is unregulated. Sadly, people can just pop things on the water regardless of their skills. Jet skis are not good for wildlife.

Anna said that speed limits and notices could be employed to regulate use.

Cllr Evans said there are lots of positives. On Caldey, there are puffins, now the island is rid of rats. Plastic Free Tenby which the Mayor and Cllr Blackhall are passionate about, is very active and the community undertake beach cleans.

As a fisherman himself he had noticed an increase of sun fish and basking sharks last year. He felt we needed to start mapping what we had to raise awareness on how important our marine life is to our heritage.

He suggested we 'get the ball rolling' to create a partnership with Anna and her colleagues to replicate what is being done in the north of county.

Anna said that the Trust was already working with fisherman in Tenby to recycle end of life fishing gear which become litter pickers, sunglasses, etc. and the Trust would welcome the opportunity to do more here.

Funding would be needed. It would cost a lot for professional surveys but active volunteers would be cheaper and faster and as the knowledge base grows this knowledge is retained in the community which is empowering.

The Trust are four trained marine biologists supported by over 30 volunteers in the north. She was sure there would be volunteers in Tenby who enjoyed getting out in to nature and the fresh air!

Cllr. Evans felt we should look at a partnership working out funding bids and getting costings together. The Clerk, the assistant and Cllr Blackhall have worked on bids and TTC would shortly be engaging a community engagement office so there would be a resource that would available to help with bids.

Cllr Evans suggested that the Clerk and Anna liaise to draw up a Memorandum of Understanding on what TTC can achieve and what needs to be done to meet these goals.

This can then be put on to the Agenda for a TTC meeting so other councillors can understand what we are trying to achieve and determine a way forward.

The Mayor again thanked Anna for attending. It had been a very interesting meeting and hopefully lots will come from it.

330. TO RECEIVE APOLOGIES

Apologies received from Cllr Mrs S Lane, Cllr Mrs C Brown and Cllr Mr D Morgan.

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

Cllr Hallett declared interest in items 9b and 9c.

332. TO AGREE ITEMS OF CORRESPONDENCE AND COMMITTEE MINUTES OTHER THAN THOSE MARKED NOT FOR PUBLICATION BEING GIVEN TO MEMBERS OF THE PRESS PRESENT

Proposed by Cllr T Hallett and seconded by Cllr Mrs T Evans.

RESOLVED

That items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.

333. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council meeting held 15th February 2022 be confirmed and signed as accurate.

334. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

- a. **Page 164 Item 313a – Queen Victoria House:** – Further to councillors’ request for site meeting, the Clerk read the following email received from Sally Tyler:

I have discussed application NP/22/0007/FUL with my team leader, and he feels approval of the proposal would be appropriate, subject to conditions restricting ancillary use of the structure to serve the main dwelling house only, as the development won't have any adverse impact on the street scene or on the landscape, or on the amenity of neighbouring properties, and is felt to be a suitable scale of outbuilding to serve a large property on a large plot, being located within their existing driveway. A constraint may be the TPOs next to the proposed site, so this will be dealt with as part of the application.

He has also mooted, that as the department is overwhelmed with workload, I might respectfully request that councillors might not require my attendance at a site meeting to explain the above.

If you would please be able to impart this to councillors, that would be much appreciated

- b. **Page 165 Item 313c – Council Committees:** Cllr Blackhall said he still did not understand the situation regarding Tenby in Bloom as at the previous AGM we did appoint to Tenby in Bloom. Although not important he wondered could someone please clarify the position.

Cllr Evans asked the Clerk when the AGM is to be held and suggested that this matter be left until such time. Cllr Blackhall said he was just curious as to why it was so then but now it is not.

The Clerk explained that historically Tenby in Bloom had always been a separate entity but that the Mayor had always been honorary President. He thought that perhaps the position visa vie Town Council involvement had been 'blurred' as a number of councillors had joined the Tenby in Bloom committee a number of years ago to prevent it being disbanded.

It was still a confusing situation as to where we stand in relation to any official representation on Tenby in Bloom said Cllr Blackhall.

Cllr Evans suggested the matter be discussed at the adjourned AGM. As the arrangements appear to be working, we should ask TiB what we can for do them.

- c. **Page 165 Item 313f – Road Closures:** With regard to Cllr Mrs Brown's queries on road resurfacing, the Clerk read the following email from Mr Robert Evans, PCC to councillors:

We are aware of the material failures in Jones Terrace and our Highway Maintenance team will be attending to temporarily make these areas safe. A larger resurfacing scheme for this street is planned to be included in the 2022/23 programme.

The road surface at The Croft is generally in reasonable condition apart from one shallow pothole near the junction with The Norton and a very uneven area towards the top of the road extending along the rear of the Park Hotel. The pothole will be added to our routine patching programme and the rough area will be prioritised with a view to inclusion in the coming year's resurfacing programme.

The lower part of Warren Street from Weston Terrace as far as Station Road has quite poor ride quality which is mainly attributable to the settlement of Utility trench reinstatements. This section will be considered for inclusion in a future year's programme and hopefully the reinstatements can be addressed in the meantime.

- d. **Page 166 Item 314 - Frankston Friendship City:** Cllr Cornwell told fellow members that a letter had been issued, through the Clerk, to Frankston rejecting their friendship bid.
- e. **Page 166 Item 315 – St Florence Parade:** The Clerk had received correspondence from residents of St Florence Parade which will be placed on the Agenda for the next TTC meeting.
- f. **Page 166 Item 315 – Jubilee Celebrations:** Cllr Mrs Evans told fellow members that she had now received an email from Samba Doc attaching a

booking form for times and details for the Parade. Who does she need to get to fill in form she asked?

The Clerk felt that TTC needed a proper working party to make decisions on when the parade can be staged and who should be involved.

Mr Marc Owen had written asking to clarify what TTC are planning to ascertain if we need to close the square and on what days so we need to sit down and work this out properly.

We need to be doing this sooner rather than later, time is moving on said Cllr Mrs Evans.

Cllr Blackhall agreed while the Mayor said she knows how busy Samba Doc are and in demand no doubt.

Cllr. Blackhall questioned if road closures for individual events were cost effective and still felt that there should be a complete pedestriantation of the Square for the whole weekend as a one-off event.

The Clerk had suggested this idea already to Marc Owen but he hadn't replied to this specific question.

Cllr Mrs Evans, felt this was vital. She anticipated the town being very busy and felt it will be too dangerous if we keep roads open.

Samba Doc were available on Saturday 4th June, said the Mayor who added she had been speaking to Canon Grace. She was yet to have a civic service despite being Mayor for two years and she felt, if lucky enough to be Mayor in May, it would make sense to have the parade leading to a Civic Service in St Mary's.

Cllr Blackhall felt this was a lovely idea, a celebration of HM The Queen's long reign and her duty and service, and also a recognition of the duty and service lots of people and organisations within our town have given especially during Covid. A civic service would be very apt. As a town we come together to celebrate the virtues of the community giving to itself.

It was agreed to set up a working party to look into staging a parade.

Cllr Blackhall the Mayor, Cllr Mrs Evans and Cllr Cornwell volunteered to help.

- g. Page 168 Item 316a – Castle View House:** The Clerk confirmed to members that a site meeting has been arranged for tomorrow Wednesday 2nd March 2022 at 10am. Those councillors able to attend to meet at the premises.
- h. Page 171 Item 317 – Community Governor Vacancy:** The Clerk told members that his wife would be interested in being put forward for this role at Tenby Church in Wales Voluntary Controlled Primary School, Tenby.

He would withdraw from the meeting for members to discuss the matter.

All agreed that Mrs Davies would be a good candidate. The Mayor proposed and everyone seconded. The Mayor extended thanks from the council to Mrs Davies.

RESOLVED

That Mrs. Miranda Davies be put forward for the role of Additional Community Governor.

The Clerk re-joined the meeting.

- i. **Page 174 Item 323 – Town Accessibility:** The Clerk had now heard back from Jessica Hatchet who had until today been off. She had requested information regarding concerns and the Clerk had therefore sent the relevant section of Minutes over to her. Unfortunately, Jessica does not drive although she is happy to meet up if she can work out the logistics of getting to Tenby. There may be some areas she can address in the interim however.

335. TO RECEIVE THE NOTES OF THE DISCUSSIONS HELD BETWEEN TTC MEMBERS RELATING TO THE PROPOSED BRYNHIR DEVELOPMENT PRIOR TO THE MEETING WITH PCC 15TH FEBRUARY 2022

Notes accepted.

336. TO RECEIVE THE NOTES OF THE MEETING WITH PCC RELATING TO THE PROPOSED BRYNHIR DEVELOPMENT 15TH FEBRUARY 2022

Notes accepted.

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

Cllr. Evans declared an interest as a member of PCNPA Development Management Committee. He would remain in the room to offer advice on planning policies.

- a. **NP/22/0033/TPO – Pollard of London Plane tree and removal of ivy – land adjacent to 2 The Glebe, Tenby**

Cllr Hallett moved acceptance and the Mayor seconded.

RECOMMEND

Approval. These are small scale works in the interests of public health and safety.

- b. **NP/21/0738/FUL – Re-modelling and extension to CK’s filling station and shop – CK’s Supermarket, Five Way Garage, The Green, Tenby**

Cllr Hallett declared an interest and left the meeting

Mayor proposed accepting the application and Cllr Cornwell seconded.

RECOMMEND

Approval. Considered against all the relevant policies within the LDP members feel that this proposal will preserve and enhance employment opportunities with little effect on the amenity of neighbouring facilities.

c. NP/22/0096/FUL – Proposed one bedroom owner/manager accommodation – Beach House Café, Gas Lane, Tenby

Cllr Blackhall is not sure how the need for manager accommodation came about. He is concerned that within 12 months there will be an application for a change of use adding that he really is not convinced there is a case made for this development in essentially a non-residential area. Cllr Rapi also finds this strange. Are they going to demolish he asked? Councillors all agreed it was a strange location. Cllr Cornwell believes it will be very seasonal, only open for half the year, asking is it viable? Cllr Rapi feels it is over development on this area and felt it should be refused on the grounds of over development not in keeping with existing provision in the area. Cllr Blackhall seconded.

RECOMMEND

Refusal. Members feel the scale and massing of this proposal constitutes over-development of the site.

Cllr. Hallett re-joined the meeting.

338. TO CONSIDER ANY UPDATES ON TENBY TOWN WALLS AND AGREE ACTION IN RESPONSE TO PROPOSALS

The Clerk told members that he had received no further news. The Mayor asked when was the last heard from PCC and it was confirmed that nothing had been received from them since December when Ms Adams had left. We are awaiting a new officer to be appointed.

339. TO CONSIDER ANY UPDATES ON THE PROPOSED DEVELOPMENT AT BRYNHIR

The Clerk reminded councillors of the public open engagement event at De Valence Pavilion on 15th March 2022. The Mayor told members that she had been approached by certain residents who were under the impression that this was a public meeting and not a drop in session. She felt that some were expecting a sit-down debate because of the way it has been publicised. Saying that, there should be lots of positives from the day, she added.

340. TO RECEIVE A PROGRESS REPORT ON TENBY RAILWAY STATION FROM CLLR CORNWELL (TTC'S REPRESENTATIVE ON THE SOUTH PEMBROKESHIRE RAIL ACTION GROUP (SPRAG))

Cllr Cornwell told fellow members that SPRAG has notified all members that there has been agreement to improve the building at the station and thanks goes to James Nicholls (station management) in securing this. They hope to have the project completed in time for Easter and there is a move afoot to establish a group of folk to improve the flower displays. He had noticed that the bulbs that John Perrott planted are beginning to show and that the station is looking really smart. All was very positive.

Cllr Mrs Evans said she had spoken to Simon Hart about the station over the past few months. He said this was coming and it would be done so perhaps he may have had a hand in it.

The Clerk told councillors that SPRAG were having their inaugural meeting tomorrow in Augustus Place when the constitution and aims and ambitions will be drawn up.

The Group's aim was the improvement in the quality of stations all along line from Whitland and better and more frequent rail services, especially from Manchester and Paddington.

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

a. To Consider a Proposal for the Restructuring of the Town Council's Committees and their Terms of Reference in light of the Decision to Move to a Cycle of Monthly Meetings and Agree Action in Response to Proposals

Cllr Blackhall thanked the Clerk for his report, saying it is never an easy task to try and capture the activities of committees' past, present and future.

He felt that, as a starting point the last thing we want to be doing is suddenly replacing full council with lots of sub committees meetings that would still be tying staff time in the processes of organising, staffing and minuting the meetings.

He felt there was potential here, with the change to monthly meetings, to have a more active 'doing' arrangement for the way we conduct our business with less focus on old style committees where we just sat around the table and talked about things.

He agreed with the Clerks' recommendation in relation to a planning committee, feeling that it makes sense and will work. Personnel was another area we have neglected and perhaps not given the attention it deserved and he agreed with the Clerk's recommendation in relation to his feeling that the remit could also cover at the new legislation in regard to training plans.

Regarding the Clerks' other proposals, he agrees with some clustering of committee functions rather than separate committees for each.

However, if, for example, the proposed Garden committee comprised of all members why not do it at full council?

He felt a better approach could be working groups. These could be like as is the case with the town's floral displays where Cllr Mrs Lane and the Clerk liaised with PCC and reported back. He did not feel this would work any better if it was discussed by a full committee.

He felt that the council could develop action plans covering certain functions to be delivered within agreed budgets where councillors who are interested in this particular field work with Clerk.

We need to move away from endless meetings and endless process, he continued. In relation to the Christmas Festivities, the council agrees an action plan on what is to be done and they go off and do it.

There could be a monthly report on where we are and what needs to be done for each function to full council.

Let's accept planning and personnel committee proposals but for other areas, let's look at a more thematic approach with task and finish groups, working parties and activity groups supported through messaging, group chats and other things, he suggested. He felt it was not necessary to have formal structures, with minutes, agendas, etc when a number of areas are already delegated to the Clerk to deliver within agreed budgets anyway.

Let's look at a more flexible active responsive, taking on a task and doing it. This could involve us having the input of external expertise from amongst other groups in town, for example the Civic Society to work on projects and report progress back

Cllr Rapi said he had a few reservations with this approach although he did agree that several committees could be merged, especially as the proposal was that they meet on an as and when required basis.

He noted that the Terms of reference said that the Mayor has to attend every meeting. He felt that this would mean that meetings will need to be during the evening if the Mayor worked during the day. He was also not sure about bringing people in from outside. He felt decisions should be brought to full council when they would be voted on.

During his Mayoral year the council had experimented with meetings every three weeks but this had been abandoned as unworkable.

Cllr Blackhall felt that this was a chance to get away from old structure of having to be in a meeting to get things done if powers of delegation were in place. The full council can set the budget accordingly and staff and councillors can just get on with the task. You do not always need a structured meeting.

This frees up officer time and we become more focussed on delivering outcomes rather than sitting in meetings.

Cllr Rapi said he was not against change but wanted to be clear in his mind how Cllr Blackhall's ideas will work.

Cllr Evans said we can try not to find the positives but we had agreed to change the format and we needed to look for it to work.

He pointed out that we had the Cemetery Management committee minutes to discuss later. This committee had only met six times since he became a council member.

He felt a Planning committee, was a good idea as it enabled members to focus on the issues.

He also agreed with the Personnel committee proposal. He endorsed it and thanked the Clerk for all his work.

Cllr Blackhall said we should think about some of the things TTC had spoken about recently and think more about what is the plan of what we want to do, and how we deliver it. Perhaps we needed more time to look at whether the structures we have meet everything that we as a council wish to deliver without the bureaucracy of endless meetings.

Cllr. Rapi said he was still not convinced and felt more discussion was needed.

Cllr Blackhall proposed that Planning and Personnel committees be adopted with Terms of Reference as outlined in the report. In relation to the other committees, he suggested we give them further consideration and have a more detailed conversation on how these could work.

Cllr Evans seconded suggesting Cllr Rapi meet with Cllr Blackhall and Clerk to talk it though in more detail before reporting back to council.

Although he would be happy to meet with Cllr. Blackhall and the Clerk, Cllr Rapi said he could not support the proposals at this time and would vote against.

RESOLVED

That Planning and Personnel committees be established with Terms of reference as laid out in the Clerk's report.

Further that Cllrs Blackhall and Rapi meet with the Clerk to discuss other committee arrangements and report back to council.

b. Tenby Market

The Clerk had an email from Helen McLeod-Baikie which he read to members.

Cllr Hallett said that before we agree to anything PCC should undertake full repairs so we are starting with a clean sheet.

Cllr Evans said he had been having a different conversation on the market at County Hall to what Mrs McLeod-Baikie was suggesting. Obviously, the suggestion that we take a more active role in the management was reflective of the fact that PCC's property department was one of the most affected by staff shortages.

It appeared PCC were willing to keep liability but just needed help on a daily basis.

We are only working on this as we want the market to thrive and prosper in its current location. There are opportunities to improve the market but PCC must understand that any suggestion to move from the current location is non-negotiable. This is an interesting proposal but I would like to know the background of why this is proposed, he said. Our personnel committee will need to ensure we have the staff.

Cllr Blackhall said he too was caught off guard. He agrees, as it stands, they should retain all liabilities but it appeared they need our assistance. We have indicated our commitment and expectations. Let's look at it with a view to seeing if we can be helpful. There is potential there and it could be a way in which other services are delivered in partnership with TTC and PCC in the future.

Cllr Rapi asked if the correspondence was real as it appeared to go against everything they've previously said. So long as we do not sign up to anything that commits us to fixing the roof it would be interesting to see what she means by a more hands on approach, he commented.

Cllr Evans suggested returning to PCC saying we are here to work with them to safeguard the future of market in its current location and invite Helen McLeod-Baikie over to get a better feel for what PCC want as it depends on the officer time that would need to be taken to fill this role.

Cllr Evans proposed inviting HMB over to meet a small committee. Cllr Hallett seconded the proposal.

RESOLVED

That Mrs. McLeod-Baikie be invited to meet with a sub-committee to discuss her idea in more detail.

c. Tenby Belgian Forces Commemoration Project

The Clerk read the following email received from Col Le Hardy:

I write informally to bring you up to date. The plans for the commemoration event in Tenby, provisionally pencilled in for September 2022, are unlikely to

be possible this year and will have to be delayed, probably until the last two weeks of September (18 Sep – 1 Oct) 2023. A formal notification will follow from Belgium.

I hope this news is not too much of a disappointment, having seen your enthusiastic response last Autumn. But please be reassured the project remains alive and a great deal of progress is being achieved in Belgium in the meantime. The processes there are not simple and have taken longer than anticipated, not helped either by the pandemic.

The Minister of Foreign Affairs has now recognised the project, an important formal step under the Belgian system of governance. The Tenby Memorial Committee (TMC) has been created with Col Christian Houtart as President. A TMC website has been established. The TMC has made the decision to widen the scope of participation, making it tri-armed forces. They are now contacting the myriad of veteran groups, (not unlike the UK). Finally, the TMC has been invited to meet with the Belgian War Heritage Institution.

From my perspective, these developments are nothing but positive; no doubt they will enhance the staging of the final event. The letter from the Mayor of Tenby played a particularly instrumental part in the decision making in Belgium for which again our thanks. As far as I am aware the drafted Outline Project Options sent to you in early December remains in place.

It is worth underlining and remembering the key fact that the re-formation of the Belgian Armed forces took place in 1940 in Tenby after the catastrophic events on the continent. The engagement of the occupied nations in the grand coalition for the war against the Nazi German threat was not a given. The work achieved by the Belgian Ambassador Emile Ernest de Cartier de Marchienne, General Van Strydonck, and the BE Military Attaché in 1940, supported by the UK authorities was of national importance to Belgium and impacted on national morale for the Belgians. Tenby epitomises the place where the restoration of Belgian respect and pride was founded in 1940. The Free Armed Forces of the European nations, the French, the Dutch the Belgians, and others subsequently made significant contributions to the war effort, politically and militarily.

During my visit at the end of November Tenby Town Clerk indicated they would like to accord some form of civic honours to the Belgian Forces. I understand this is a matter for the County Council; but I do know the Belgians would be flattered if this were to be made possible. Would the Town Council be able to make any progress in this regard?

The next steps?

- I would be grateful if the delay could be communicated to your council*
- The TMC will formally confirm this advanced notification.*
- I have already advised the outline dates, the last two weeks of September, remain the optimum choice, avoiding the Iron Man fixture and the height of the tourist season.*

- *I trust the Belgian side will be able to narrow the date down further and confirm the participation of the Military Band.*
- *Once the above details are in place, detailed plans can be formulated and then put in place.*

In June, I shall be in Brussels myself and will be able to contact the TMC direct to gauge progress after which I will get in touch again.

342. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday, 15th March 2022 at 7.30pm in the Mayor's Parlour. Systems will be in place for members to attend remotely if they so wished.

343. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

None proposed at this time.

344. 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"

Summary Report

Transition to monthly meetings and review of operating structures and processes

At recent meetings of the Town Council, it has been agreed to establish a monthly meeting schedule and to have a Personnel Sub Committee and a Planning Sub Committee with plenary powers.

In creating new structures, we are anxious to avoid replacing one full Council meeting with a raft of committees, all necessitating servicing and therefore negating the purpose of moving to a monthly schedule.

There is also a desire to focus on action and delivery in any working arrangements, with members and officers freed from the constraints of overly complicated and bureaucratic structures.

Following the last Council meeting there was a meeting of the Town Clerk, Cllr. Rapi and Cllr. Blackhall to look at options and to present proposals. Some of this has already been agreed but for clarity all parts are shown. This is a brief summary and will be supported by additional papers and a presentation.

Council and Committees

Council will meet monthly with a summer recess as now. Powers to call emergency meetings remain unchanged.

The Council will have 3 committees.

PLANNING (as previously described)

PERSONNEL (as previously described)

POLICY

Covering responding to consultations, LDP, EPF, Partnership working (detailed Terms of Reference to follow if required)

Currently there is a Finance Sub-Committee. This meets annually to set the budget. This will become an additional Full Council Meeting but only to discuss Budget setting.

Although the Mayor will sit on all committees, they will not necessarily be the Chairman on each meeting. This will help spread the workload with Council agreeing the recommendations of the Mayor for each committee as part of the annual meeting. This may also give an opportunity for people to develop experience in Chairing meetings.

Action Groups

It is proposed that all other activity can be managed through subject specific action groups. This would enable

- Council to set task
- Agree those involved
- Work to be done
- By when
- Budget
- Reporting back

This would enable people to just get on with things but within agreed parameters.

Areas of Interest

At the start of each Council year, members could express interest in specific areas. Although not exclusive, this would be a focus of potential activity and would assist the Clerk when different matters arise. This is not exclusive and will not prevent others being involved in the area of work. In addition, it will not change the basis that all decisions rest with Council and that any activity must be deemed proper by the Responsible Financial Officer.

Such areas of interest may include:

Accessibility

Cemeteries

Sports and Major events

Festivities

Gardens of Tenby

Environment projects

A full list of potential special areas of interest will be developed.

Decisions of Council

- All decisions of Council recorded with aims and budget etc
- A rolling list to be reporting on
- Cllrs and Officers able to get on and do things within set parameters (e.g no need for Cllr. Lane to come back to Council on which plants go in beds)
- Council able to track progress and receive updates
- Recognise that much is covered by delegated powers and that these remain (though limits need annual review and uplifting where appropriate)

Membership of Outside Bodies

To remain as now

Training and resource needs

- Recognised that this will need resources and training
- A training plan is now legally required for all Councillors
- Training needs should be identified as part of this
- Efficient working involves smart use of technology
- There are additional training needs and all members would need to be equipped

Proposal

Members are asked to agree the principles set out and to agree the outline structure and processes. Further, to receive additional reports detailing any amendments required for Standing Orders.

PLANNING CORRESPONDENCE

The views of members of the Executive Committee of Tenby Civic Society on current applications are below:

NP/22/0114/Ful 6 Norton Cottages

There appear to be no amenity issues arising from the new rear extension

There are no details as to any replacements of external windows or roof slates; if the existing front windows are (as they appear) wooden then they should be retained or replaced with new wooden sash copies and the roof retained as natural slate.

The existing internal layout is not shown clearly though the proposals appear to involve major internal changes, only the stairs and their walls being retained? We understand there were issues with the existing internal structures so much has been already removed?

The premises are recorded as Positive Buildings in the newly extended Conservation Area for Tenby; some additional information would confirm that the application could be welcomed. It is regretted that this house will join its neighbours in changing to a holiday let; an Article 4 policy could enable control of change from residential to holiday let and limit excessive loss of residential properties.

NP/22/0128/FUL &129/LBA Croft House 2 the Croft Tenby

We welcome the design amendments to this application since NP/21/0792; the amendments respond to our earlier concerns.

Comments 1 – 3 on the previous application stand, (below)

We can amend 4-ff below to -

- We welcome the change to wooden sashes for the rear windows, and aluminium for the mansards is a step better than UPVC.
- Views in the Committee on painting the rear elevation were mixed, but shared service charges might allow it.
- Our concern over fire escapes remains; a memo to Building Control would be helpful in retaining trust on fire matters? We remain unsure public concern over fire risks are being addressed clearly.
- One flat was residential before – could that be conditioned?

NP/21/0792/LBA Alterations to facade and some internal alterations Croft House, 2, The Croft, Tenby, Pembrokeshire, SA70 8AP

A welcome restrained re-modelling in a part of a fine terrace, but there are some issues of heritage and other detail are raised which careful discussion, Park to applicant, can resolve to get a reasonable balance.

1 A careful re-modelling like this is welcome; internal alterations retain the sizes of current flats, with limited removal of original internal fabric, some living rooms re-positioned to utilise the views of the bay, several valuable original features retained or restored, some perhaps despite building regulations !

2 There is no detail of the new windows sections, non-sash style and sections would seem retrograde, - a permission should have a condition requiring details.

This is in the original Conservation Area so there could be a priority on wooden sash windows; an approach we prefer to retain period features in buildings both listed and in the original Conservation Area.

PLANNING CORRESPONDENCE

3 Dormer proposals cause some concern but a site visit showed two sets of unsympathetic dormers already on the other end of the terrace. The re-alignment of the front dormers with the windows below will help the building facade's coherence. They are recessed more than the others so are less prominent from the street and beach below. Narrower pitched dormers have been used in other streets, but not here. The value of the views gained is clearly the benefit sought by increasing the windows width.

4 The rear windows are proposed to all be UPVC, however adjoining rear elevations have retained wooden sashes; a style we prefer with a listed building in the original Conservation Area where the Park can exercise more control. We would be happy to see UPVC mansards 'balanced' by wooden sash style ones in the rear elevation. The logic of altered rear window openings is welcome.

5 Also, like many of Tenby's Georgian and Victorian buildings the rear elevation is shabby and a dull grey; if the owners can afford a paint job there it would be a splendid upgrade visually, and improve the outlook from the rear of properties on The Norton. Though Croft Court is held up to design ridicule by some it's exterior is regularly well maintained and presented, front and back and thus 'rendered' less unpleasant. Painting of prominent elevations is something Tenby's property owners can be proud of and add greatly to its visual character.

6 We remain concerned that four and five story buildings can be regarded as safe in the case of fire with only one stair exit and say, no rear external fire escape; no attention is paid to this in planning applications and the relation of building regs to design for fire is never evident in plans we see, though physical provision must be made.

**To:**

Leaders and Chief Executives of County and County Borough Councils
Chairs and Chief Executives of National Park Authorities
Chairs and Clerks of Fire and Rescue Authorities
Chair and Chief Executive of One Voice Wales
Leader and Chief Executive of Welsh Local Government Association
Head of Democratic / Members Services of County and County
Borough Councils, National Park Authorities and Fire and Rescue Authorities
Clerks to Community & Town Councils

24 February 2022

Dear Colleague

Independent Remuneration for Wales – Annual Report 2022/2023

Attached is the finalised Annual Report in respect of 2022/2023 which is effective from 1 April. However, this year is also election for members of principal councils and community and town councils, so some of the determinations will be effective from 9th May. The effective dates are set out in the Report.

My thanks to the individuals and organisations who responded to the draft Report issued in September last year. The Panel has considered the views and comments that were expressed and have been taken into account in reaching the conclusions reflected in the Report.

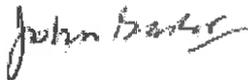
The Panel has confirmed the increases in the salaries for elected members of principal councils, with consequential increases for members of National Park and Fire and Rescue Authorities. The only substantive change to the draft

Report is the inclusion of a new section on Corporate Joint Committees. I also confirm that there are no changes to the remuneration of community and town councils. However, the Panel will be issuing a Supplementary Report on options following discussions between Welsh Government officials and HMRC regarding taxation.

I would also remind all relevant authorities of the obligation to comply with the decisions of the Panel, in particular the publication of the Schedule of Member Remuneration (Annex 3) and the Publication of Remuneration (Annex 4). There has been a significant increase in the number of authorities who have not complied with these statutory requirements.

This is the final Report that I will be involved in after over 16 years as a member of the Panel. I would like to put on record my appreciation and thanks to the many members and officers of councils, NPAs and FRAs that I have been able to engage with on Panel business.

Yours sincerely

A handwritten signature in black ink that reads "John Bader". The signature is written in a cursive, slightly slanted style.

John Bader
Chair

8.

Tenby Town Council,
Devalence Pavilion,
Upper Frog St.
Tenby SA70 7JD

Ref: St Florence Parade

Dear Sirs

We were very concerned to read in last Friday's Tenby Observer of the proposed renaming of our street to Queen Elizabeth the second Parade. We strongly object to this as it would cause the residence to notify various suppliers and friends of the change of address. Perhaps it would be better to name the new development at Brynhir Queen Elizabeth the second Park. By doing this it would not cause any problems to people already living in an area you want to rename.

We are also rather surprised at your proposal of clearing away the shrubbed area of St. Florence Parade and introducing more benches. At the moment there are four benches along the Parade; and is it the Council's plan to get rid of all the green areas in town under the guise of celebrating the Queens Jubilee. The shrubbed area adds colour and life to the street.

The area opposite Redlands is always beautifully planted and we see lots of visitors taking photographs and admiring this area. We would also like to point out that this is the route home for people staying at the hotels along the Esplanade who are often rowdy and inebriated. We don't want to encourage them to hang around sitting in these seats in a residential area of older residence (Wimbledon residents have to be over 55 to live there), and we in Redlands are over 70.

We would very much appreciate your time and consideration regarding our concerns and look forward to hearing from you.

1 March 2022

To the Town Clerk, Tenby Town Council

Dear Mr Davies,

I noticed that the Town Council's discussion of ideas to celebrate the Queen's Platinum Jubilee as reported in last week's Observer included the suggestion to rename St Florence Parade and also clearing the shrubbed area of this road to introduce more seating including a commemorative bench.

As a full time resident of Tenby who has lived at my current address for over 22 years I feel that I must strongly object to a change in street name which would cause inconvenience to myself and the other residents (Wimbledon Apartments, Redlands and Spetchley). We would have to notify all our correspondents, business and personal, of the change of address and there would be unavoidable costs where address labels and printed stationery are used.

Speaking personally, I like the name of St Florence Parade which has been in use, as far as I know, since Redlands and Spetchley were built in 1875. I would support the suggestion made by a friend and neighbour that, as an alternative, one of the streets in the new development at Brynhir could be designated as Queen Elizabeth the Second Parade (or Road, Avenue, Drive if more appropriate). I consider this would be a more fitting tribute to the Monarch in her Platinum Jubilee year and would not cause the inconvenience that the change in name of an existing street would create for residents, delivery services etc.

Also, I hope that the mention of clearing the shrubbed area would not include the garden at the base of the town wall immediately before the Belmont (Imperial Hotel) Arch. Personally, I gain a great deal of happiness from viewing this garden directly opposite my flat after it has been filled with bedding plants in the Spring (although I think consideration could be given to a more permanent planting arrangement e.g. with hardy shrubs).

TENBY CIVIC SOCIETY

Registered Charity No.511384

President
Cllr. Caroline Thomas

Treasurer
Albie Smosarski,
Cofion Books,
Bridge Street
Tenby

Minutes Secretary
Anne Draper
10 Merlins Gardens,
Tenby
01834 844002



Chairman
Cllr. Trevor Hallett
1 Cogmill Cottages
22 The Green
Tenby
SA70 8DL
Tel: 01834 842759

Andrew Davies,
Clerk to the Council
Tenby Town Council
Town Hall
Upper Frog Street
TENBY

5 March 2022

Dear Sirs,

Paul Evans of Tenby Today asked us as Civic Society members whether something could be done to update/ renovate the Finger Post at the Junction of the Norton and the Croft. I would be grateful if you could raise this issue with the town council.

The issue was discussed in the recent Executive Committee meeting of Tenby Civic Society and it was felt a pilot could examine the practicality of a renovation, as a test for work on the whole set of finger posts from the Enhancement Scheme in the 90s.

The Society had raised the problem of updating the finger posts following a survey of them by Chris Sierwald in 2013/4. The Town Council referred it to the County as its concern but an officer dealing with this left and no progress was made.

There are three practical problems -

1. Re painting , which is not difficult; a similar but bigger task to the repainting of heritage plaques that David Tudor Thomas has been undertaking for the Society. Volunteers could do this.
2. Deciding which fingers to retain and whether new are needed – the Town Council are well placed to decide this.
3. Removing obsolete fingers and fitting new but also **fixing** the fingers so they cannot be moved to point in the wrong direction. There needs to be a better mechanical way of really securely fixing the direction of the fingers. A person with ironwork repair expertise is needed – maybe, for example, to drill sockets in the column and tap a screw thread in the finger collar for a bolt to secure and fix the fingers angle.

If 3 above can be resolved as a small project it could show the path for the other finger posts as a part of upgrading the Town signage.

Harry Gardiner and Neil Westerman
Trustees, Tenby Civic Society

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 07/03/2022		
	Cash in Hand 01/04/2021		214,097.67
	ADD Receipts 01/04/2021 - 07/03/2022		235,868.69
			449,966.36
	SUBTRACT Payments 01/04/2021 - 07/03/2022		178,803.44
A	Cash in Hand 07/03/2022 (per Cash Book)		271,162.92
	Cash in hand per Bank Statements		
	Cash 25/02/2022	40.00	
	Barclays - Current 25/02/2022	2,075.54	
	Barclays - Premium 25/02/2022	191,005.53	
	Barclays - Reserve 25/02/2022	79,661.11	
	Barclays - Bond 25/02/2022	0.00	
			272,782.18
	Less unrepresented payments		1,704.26
			271,077.92
	Plus unrepresented receipts		85.00
B	Adjusted Bank Balances		271,162.92
	A = B Checks out OK		

Tenby Town Council
Uncashed payments/transfers out (All banks)
(Upto 07/03/2022)

Voucher	Date	Cheque No.	Description	Total	Bank
153	08/10/2019	712361	Donation from Mayor	100.00	Barclays - Current
213	31/01/2022		New Burial register	224.40	Barclays - Current
224	21/02/2022	712725	Wages Month 11 2022	259.56	Barclays - Current
225	21/02/2022	712725	Wages Month 11 2022	543.10	Barclays - Current
227	21/02/2022	712727	Removal and disposal of damp plaster	457.20	Barclays - Current
228	23/02/2022		PAYROLL software	120.00	Barclays - Current
			Total-----	1,704.26	

Tenby Town Council
Uncashed receipts/transfers in (All banks)

(Upto 07/03/2022)

Voucher	Date	Cheque No.	Description	Total	Bank
80	28/02/2022	000270	Hall hire	45.00	Barclays - Current
81	28/02/2022		Seagull bags	40.00	Barclays - Current
			Total-----	85.00	

Tenby Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	50.00	387.64	337.64 (675%)	16,058.90	10,708.41	5,350.49 (33%)	5,688.13
Advertising and Publicity			0.00 (N/A)	500.00	315.20	184.80 (36%)	184.80
Augustus Place	3,000.00	3,007.67	7.67 (0%)	2,978.90	1,615.77	1,363.13 (45%)	1,370.80
Capital Spending (Asset Purchase)		6,000.00	6,000.00 (600000)	15,000.00	18,594.00	-3,594.00 (-23%)	2,406.00
Christmas Lighting			0.00 (N/A)	20,130.00	23,447.37	-3,317.37 (-16%)	-3,317.37
Civic			0.00 (N/A)	8,840.00	4,366.08	4,473.92 (50%)	4,473.92
Contra/Loans		1,251.32	1,251.32 (125132)		1,141.80	-1,141.80 (-11418)	109.52
De Valence Pavilion			0.00 (N/A)	26,000.00	23,840.00	2,160.00 (8%)	2,160.00
Interest on Investments and Accour	200.00	18.85	-181.15 (-90%)			0.00 (N/A)	-181.15
New Cemetery	3,920.00	4,865.00	945.00 (24%)	7,550.00	2,705.48	4,844.52 (64%)	5,789.52
Old Cemetery	204.00	204.00	0.00 (N/A)	204.00	204.00	0.00 (N/A)	0.00
Precept	197,746.29	197,746.29	0.00 (N/A)			0.00 (N/A)	0.00
Provision for Doubtful Debts			0.00 (N/A)			0.00 (N/A)	0.00
S137 Payments			0.00 (N/A)	300.00	4,050.00	-3,750.00 (-1250%)	-3,750.00
Tenancies (Council as Tenant)			0.00 (N/A)	10,740.00	9,845.00	895.00 (8%)	895.00
Tourism/Regeneration		3.70	3.70 (370%)	23,000.00	2,242.12	20,757.88 (90%)	20,761.58
Town Maintenance	500.00	105.50	-394.50 (-78%)	26,900.00	10,142.47	16,757.53 (62%)	16,363.03
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	71,606.08	58,808.80	12,797.28 (17%)	12,797.28
NET TOTAL	205,620.29	213,589.97	7,969.68 (3%)	229,807.88	172,026.50	57,781.38 (25%)	19

Total for ALL Cost Centres	213,589.97	172,026.50
V.A.T.	22,276.72	6,776.94
GROSS TOTAL	235,866.69	178,803.44

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				2,400.00	2,105.00	295.00	295.00 (12%)
2	Admin - Photocopying charges	50.00	114.00	64.00	400.00	218.20	181.80	245.80 (54%)
3	Admin - Course/Training							(N/A)
4	Admin - Office Equipment				1,500.00		1,500.00	1,500.00 (100%)
5	Admin - Equipment maintenance							(N/A)
6	Admin - Insurance		158.44	158.44	5,000.00	4,722.22	277.78	436.22 (8%)
8	Admin - Phone/fax and broadbar				350.00	307.35	42.65	42.65 (12%)
9	Admin - Postage				400.00	250.00	150.00	150.00 (37%)
11	Admin - Stationary				200.00	284.99	-84.99	-84.99 (-42%)
12	Admin - Subscriptions		115.20	115.20	1,145.90	1,269.15	-123.25	-8.05 (-0%)
13	Admin - Travel expenses				150.00		150.00	150.00 (100%)
75	Admin - Council tax				1,630.00	1,551.50	78.50	78.50 (4%)
91	Admin - Councilor remuneration							(N/A)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
SUB TOTAL		50.00	387.64	337.64	16,058.90	10,708.41	5,350.49	5,688.13 (35%)

Advertising and Publicity

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				500.00	315.20	184.80	184.80 (36%)
SUB TOTAL					500.00	315.20	184.80	184.80 (36%)

Augustus Place

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				350.00		350.00	350.00 (100%)
24	Augustus Place - Tools and equi				100.00	16.67	83.33	83.33 (83%)
25	Augustus Place - Utilities				800.00	659.90	140.10	140.10 (17%)
26	Augustus Place - Letting income	3,000.00	1,050.00	-1,950.00				-1,950.00 (-65%)
98	Augustus Place - Council tax		1,885.76	1,885.76	1,404.90	789.70	615.20	2,500.96 (178%)
99	Augustus Place - Water rates		71.91	71.91	324.00	149.50	174.50	246.41 (76%)
101	Augustus Place - Building Contir							(N/A)
SUB TOTAL		3,000.00	3,007.67	7.67	2,978.90	1,615.77	1,363.13	1,370.80 (22%)

Capital Spending (Asset Purc)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Jubilee Play Park		6,000.00	6,000.00	15,000.00	18,594.00	-3,594.00	2,406.00 (16%)
93	Town Wall lighting							(N/A)
SUB TOTAL			6,000.00	6,000.00	15,000.00	18,594.00	-3,594.00	2,406.00 (16%)

Summary of Receipts and Payments

All Cost Centres and Codes

Christmas Lighting

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Christmas Lighting - Maintenance				12,480.00	11,344.73	1,135.27	1,135.27 (9%)
28	Christmas Lighting - Electricity				150.00	164.36	-14.36	-14.36 (-9%)
29	Christmas Lighting - Tools and E				7,500.00	11,938.28	-4,438.28	-4,438.28 (-59%)
SUB TOTAL					20,130.00	23,447.37	-3,317.37	-3,317.37 (-16%)

Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Civic - Courses/conferences/trav							(N/A)
45	Civic - Entertainment				3,000.00		3,000.00	3,000.00 (100%)
46	Civic - Grants				2,000.00	3,000.00	-1,000.00	-1,000.00 (-50%)
47	Civic - Honoraria				150.00		150.00	150.00 (100%)
48	Civic - Mayor's Reimbursement				3,500.00	203.21	3,296.79	3,296.79 (94%)
51	Civic - Regalia maintenance				150.00		150.00	150.00 (100%)
52	Civic - Subscriptions				40.00		40.00	40.00 (100%)
81	Civic - Plaques							(N/A)
94	Civic - Maintenance of Historic A					1,162.87	-1,162.87	-1,162.87 (N/A)
SUB TOTAL					3,340.00	4,366.08	4,473.92	4,473.92 (50%)

Contra/Loans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contra		1,251.32	1,251.32		1,141.80	-1,141.80	109.52 (N/A)
SUB TOTAL			1,251.32	1,251.32		1,141.80	-1,141.80	109.52 (N/A)

De Valence Pavilion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
76	DVP - Grant to DVP (Tenby) Tru				26,000.00	23,840.00	2,160.00	2,160.00 (8%)
SUB TOTAL					26,000.00	23,840.00	2,160.00	2,160.00 (8%)

Interest on Investments and A

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	200.00	18.85	-181.15				-181.15 (-90%)
SUB TOTAL		200.00	18.85	-181.15				-181.15 (-90%)

Tenby Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

8 March 2022 (2021-2022)

New Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Mainte		317.50	317.50	7,500.00	2,558.65	4,941.35	5,258.85 (70%)
33	New Cemetery - Water charges				50.00	146.83	-96.83	-96.83 (-193%)
34	New Cemetery - Grant of Rights	1,400.00	2,982.50	1,582.50				1,582.50 (113%)
35	New Cemetery - Maintenance fe	1,820.00	1,265.00	-555.00				-555.00 (-30%)
36	New Cemetery - Memorial fees	700.00	300.00	-400.00				-400.00 (-57%)
SUB TOTAL		3,920.00	4,865.00	945.00	7,550.00	2,705.48	4,844.52	5,789.52 (50%)

Old Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Old Cemetery - War Graves	204.00	204.00		204.00	204.00		(0%)
SUB TOTAL		204.00	204.00		204.00	204.00		(0%)

Precept

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	197,746.29	197,746.29					(0%)
SUB TOTAL		197,746.29	197,746.29					(0%)

Provision for Doubtful Debts

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

S137 Payments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				300.00	4,050.00	-3,750.00	-3,750.00 (-1250%)
SUB TOTAL					300.00	4,050.00	-3,750.00	-3,750.00 (-1250%)

Tenancies (Council as Tenant)

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				10,740.00	9,845.00	895.00	895.00 (8%)

Tenby Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

8 March 2022 (2021-2022)

SUB TOTAL							
				10,740.00	9,845.00	895.00	895.00 (8%)

Tourism/Regeneration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby		3.70	3.70	1,000.00	209.19	790.81	794.51 (79%)
84	Park and Ride provision				1,000.00	1,000.00		(0%)
88	Special Projects within the comm				12,000.00	1,032.93	10,967.07	10,967.07 (91%)
89	Ironman				6,000.00		6,000.00	6,000.00 (100%)
95	Consultancy fees and specialist				3,000.00		3,000.00	3,000.00 (100%)
SUB TOTAL			3.70	3.70	23,000.00	2,242.12	20,757.88	20,761.58 (90%)

Town Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displ	500.00		-500.00	13,000.00	9,303.70	3,696.30	3,196.30 (23%)
56	Town maintenance - Play area				1,500.00	296.17	1,203.83	1,203.83 (80%)
57	Town maintenance - Tools and e		105.50	105.50	400.00	542.60	-142.60	-37.10 (-9%)
96	Town maintenance - Specialist r				12,000.00		12,000.00	12,000.00 (100%)
SUB TOTAL		500.00	105.50	-394.50	26,900.00	10,142.47	16,757.53	16,363.03 (59%)

VAT recovered

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

Wages, PAYE, NI, Pension, Exp

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				61,627.62	49,979.54	11,648.08	11,648.08 (18%)
15	Augustus Place - wages				3,200.00	2,855.16	344.84	344.84 (10%)
16	Town maintenance - wages				6,778.46	5,974.10	804.36	804.36 (11%)
SUB TOTAL					71,606.08	58,808.80	12,797.28	12,797.28 (17%)

Summary

NET TOTAL							
	205,620.29	213,589.97	7,969.68	229,807.88	172,026.50	57,781.38	65,751.06 (15%)
V.A.T.		22,278.72			6,776.94		
GROSS TOTAL		235,868.69			178,803.44		

Tenby Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
229 Admin - Phone/fax and broak	01/02/2022		Barclays - Current	014660546/882	Telephone services	Talk Talk	S	28.45	5.69	34.14
215 Admin - Wages	01/02/2022		Barclays - Current	712719	PAYE Month 10 2021-22	HRRC	X	931.89		931.89
216 DVP - Grant to DVP (Tenby)	01/02/2022		Barclays - Current	712720	De Valence grant	Tenby DVP Trust	Z	2,160.00		2,160.00
219 Augustus Place - Water rates	01/02/2022		Barclays - Current		Water charges AP	Dwr Cymru	Z	12.00		12.00
217 Office Rent	01/02/2022		Barclays - Current	712720	Office rental	Tenby DVP Trust	E	895.00		895.00
218 Admin - Insurance	01/02/2022		Barclays - Current		Insurance	Prifidain Credit Ltd	E	397.36		397.36
221 Augustus Place - Utilities	09/02/2022		Barclays - Current	712722	Electricity Augustus Place	SSE	L	115.65	5.78	121.43
220 Civic - Maintenance of Histor	09/02/2022		Barclays - Current	712721	Plastering of Mayor's Parlour	Dai Robbins	Z	781.87		781.87
222 New Cemetery - Grounds Ma	14/02/2022		Barclays - Current	712723	Plumbing for cemetery	Jewson	S	68.30	13.66	81.96
223 Admin - Wages	21/02/2022		Barclays - Current	712724	Wages Month 11 2022	Employee 106	X	2,048.58		2,048.58
224 Augustus Place - wages	21/02/2022		Barclays - Current	712725	Wages Month 11 2022	Employee 110	X	259.56		259.56
225 Town maintenance - wages	21/02/2022		Barclays - Current	712725	Wages Month 11 2022	Employee 110	X	543.10		543.10
226 Admin - Wages	21/02/2022		Barclays - Current	712726	Wages Month 11 2022	Employee 113	X	1,124.70		1,124.70
227 Civic - Maintenance of Histor	21/02/2022		Barclays - Current	712727	Removal and disposal of damp	Tree and Sons	S	381.00	76.20	457.20
228 Admin - Subscriptions	23/02/2022		Barclays - Current		PAYROLL software	QTAC Solutions Ltd	S	100.00	20.00	120.00
Total								9,847.46	121.33	9,968.79

Tenby Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
82 New Cemetery - Maintenance	02/02/2022		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	130.00		130.00
85 Town maintenance - Tools ai	02/02/2022		Barclays - Current	16010538T	Bench compensation	Hmcts/Centralised	X	9.96		9.96
77 Admin - Insurance	03/02/2022		Barclays - Current	002623	Insurance rebate	James Hallam Ltd	E	158.44		158.44
84 Augustus Place - Letting Incr	07/02/2022		Barclays - Current		Hall hire	Tenby Male Choir	X	45.00		45.00
83 Augustus Place - Letting Incr	25/02/2022		Barclays - Current		Hall hire	Tenby Project	X	157.50		157.50
80 Augustus Place - Letting Incr	28/02/2022		Barclays - Current	000270	Hall hire	USA	X	45.00		45.00
81 Contra	28/02/2022		Barclays - Current		Seagull bags	General public	S	33.33	6.67	40.00
Total								579.23	6.67	585.90

TOWN AND COMMUNITY COUNCIL ELECTIONS 5th May 2022

Elections to the County Council and Town & Community Councils will be held on **Thursday 5 May 2022**. Formal notice of the elections will be published on **Friday 18 March 2022**.

Election Timetable

- Notices of Election – 18th March
- Nominations – 21st March (10.00am – 4.00pm) until **4.00pm 5th April**
- Withdrawal – 4.00pm 5th April
- Statement of Persons Nominated – 6th April but will be published asap on 5th April
- Notice of uncontested elections asap on 5th April

Pre-election Period

The period between 18th March and the close of poll on 5 May is called the ‘**pre-election period**’. This used to be called ‘Purdah’ and has also been known as the ‘Period of heightened sensitivity’. The reason for the pre-election period is to ensure that no advantage is given to one political candidate over another.

Council Resources

Councillors can continue acting in their role of Councillor but must not use Council resources for anything linked to the elections.

This includes:

- Council premises – unless they are also available for public hire
- Council IT equipment, photocopiers, paper
- Council email addresses/social media
- Council staff – the use of time
- The issue and use of confidential information – entitled only to the same information as members of the public
- The provision of favourable treatment for their constituents

Impartiality

- The Council must not use or give the impression of using public money to promote one candidate / political party or its/their policies over another.
- Act fairly and impartially towards all candidates
- Meetings – some business may need to continue – but be careful that meetings are not being used to further a political agenda or for electioneering
- Reports – ensure that reports or agenda items can’t be accused of supporting/promoting or undermining the views of one candidate or a political party

Publicity

- No political posters or election material in town council offices/buildings
- Publish nothing that appears to support or undermine a political party
- No pictures – must not promote the image of one candidate over another
- Council websites and social media pages must be impartial
- Don't give prominence to existing Councillors
- Avoid conferences, openings or launches
- Official, factual press statements for public information purposes or to counteract misleading information only
- No publicity on controversial issues
- Any media comments should come from a 'Council spokesperson'

Electoral Commission Guidance

- Candidate responsibility to read EC candidate guidance
- Candidate responsibility to read the EC Code of Conduct
- Candidate responsibility to complete their expense forms

This information can be found under the candidates' section at:
www.electoralcommission.org.uk

Further information can also be found at:

www.pembrokeshire.gov.uk/elections
Town and Community Councils

Ability to stand for election

- Be at least 18 years old
- Be a citizen of Britain, the Irish Republic, Commonwealth or of a member state of the European Union, or a qualifying foreign citizen

Candidates' qualifications

On day of nomination and on the day of election – for the community area (i.e.; Tenby) you wish to stand in - you must meet one or more of the following criteria:

- be on the register of electors, & or
- own/tenant property (for the preceding 12 months), & or
- principal/only place of work (for the preceding 12 months), & or
- live in or within 3 miles/4.8kms (for the preceding 12 months)

The Tenby Community area is divided into two wards. You can stand for either ward. There is nothing to prevent you from submitting nomination papers for both wards but you **MUST** withdraw from one of these wards by 4 pm on 5th April 2022. Failure to do so will mean that you will be disqualified from **BOTH** wards.

Candidates' - disqualification

- Employed by the Community Council (including Clerks)
- Bankruptcy
- Convictions
- Disqualified under Representation of the People Act 1983
- If you are subject to part 2 of Sexual Offenders Act 2003

Submission of council nominations

Must be delivered to the Returning/Deputy Returning Officer either:

- By hand to County Hall Haverfordwest between the hours of 10.00am and 4.00pm on any working day.

While candidates are at liberty to return their nomination forms by hand themselves, as in previous elections I will undertake to do this for those members wishing me to do so.

An appointment has been made with the Elections Officer to do this on **THURSDAY 31st MARCH**. Candidates wishing me to submit their nomination forms on their behalf must therefore ensure completed forms are delivered to the town council offices by 4 pm on **WEDNESDAY 30th MARCH**.

Or

- by email to Returningofficer@Pembrokeshire.gov.uk

Completed nomination papers are to be emailed as a PDF attachment. The Subject heading must be: **Tenby Town Council Nomination, *relevant Ward – surname of candidate***.

It is the candidate's responsibility to ensure the nomination has been properly received. Receipt of email does not mean the nomination has been formally accepted.

NOTE: There is also a legal requirement to submit candidate election returns – including 'Nils' - by 6th June 2022 (within 28 calendar days of the date of the election)

The council office has been supplied with a quantity of Nomination Packs and the Clerk has been provided with training guidance to assist with any queries relating to completion of the forms.

