

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

2nd June 2021

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 8th June at 7.30 pm** to transact the business stated below.

Due to continued coronavirus restrictions this meeting will be held remotely.

Members of the public wishing to access the meeting to listen (but not speak) are asked to contact the Town Clerk for access 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 25th May 2021.

5. To consider any Matters Arising from the minutes.
6. To discuss the following Planning Applications and to agree action in response to proposals:
 - a. NP/21/0301/FUL – Replacement of arched window and provision of new signage – 24 High Street, Tenby.
 - b. NP/21/0302/LBA – Replacement of arched window, provision of new signage and redecoration – 24 High Street, Tenby.
7. To consider the following items of correspondence and agree action in response to proposals:
 - a. Mr. Marc Owen, PCC – Off Street Parking Places (Consolidation) Order 2011 (Variation Order No 10).
8. To receive the accounts for May (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.
9. To approve the End of Year Accounts for 2020 – 2021
10. To approve the accounting statements and Annual Governance Statement for submission to External Audit for End of Year Accounts 2020 – 2021.
11. To consider any updates on Tenby Town Walls and agree action in response to proposals.
12. Local Market Housing Policy – Cllr. Mike Evans
13. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.
 - a. DBS checks on councillors and staff
14. Date and Time of Next Meeting
Tuesday 22nd June 2021 at 7.30 pm
15. To propose any item for the next Agenda.
16. **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".**
17. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 25th May 2021.

18. Matters arising for information only.
19. To receive the notes of the meeting between TTC, PCC and Tenby Market Traders Association held on 25th May 2021 and agree action in response to proposals.
20. To receive the Internal Auditor's report on End of Year Accounts 2020 – 2021 and agree action in response to proposals.
21. Brightening Tenby (including preparation of a tender specification for South Parade benches) – Cllr Blackhall

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD
25th MAY 2021

PRESENT: Cllr Mrs S Skyrme-Blackhall Mayor
Cllr Mrs T Evans
Cllr Mr J Cornwell
Cllr Mr L Blackhall
Cllr Mrs S Lane
Cllr Mr P Rapi
Cllr Mr T Hallett
Cllr Mrs C Brown

IN ATTENDANCE: Mr A Davies Clerk
Mrs S Thompson Assistant to the Clerk
Cllr M Williams County Councillor Tenby North

The Mayor opened this evening's meeting by welcoming TTC's newest councillor Cllr Jim Cornwell, she hopes he enjoys his time on council.

32. TO RECEIVE APOLOGIES

Apologies received from Cllr Morgan, Cllr Mrs Rossiter and Cllr M Evans.

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

The Mayor declared a personal interest in item 11 as did Cllr Blackhall.

34. 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 Mrs S Lane and seconded by Cllr L Blackhall.

RESOLVED

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

35. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council meeting held 11th May 2021 be confirmed and signed as accurate.

36. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

- a. **Page 8 Item 19 – SEPCHN:** Cllr Mrs Evans asked if the Clerk had spoken with Mr M Thomas and whilst he hadn't, his assistant Mrs. Thompson had. He explained that both he and Mrs Caroline Thomas wished to resign from the

leadership roles on SEPCHN some time ago. Cllr Jon Preston had taken over for a short while but found it difficult with his other workload and Mr Thomas had taken the chair in the interim but COVID then meant meetings had not been able to carry on. No new chair or secretary had been appointed although efforts were continuing in trying to find someone interested in resurrecting the organisation.

These had been extremely useful and important meetings said Cllr Mrs Evans. It would be a shame if they were not able to continue.

Cllr Mrs Brown agreed saying that it is not just for Tenby but for South East Pembrokeshire, surely there is someone who can help revive the group. Perhaps we could get a list of members and write to them.

With the potential creation of a hospital in St Clears and the downgrading or closure of Withybush as a result, SEPCHN needs to be making an input.

Cllr Mrs Evans said she will contact Mrs Caroline Thomas to try and find out what the position is and report back to Council.

Cllr Blackhall agreed saying this is not just for Tenby but for other areas including New Hedges and Saundersfoot, we should make contact with those community councils at the same time.

- b. **Page 9 Item 19 – Tree Warden:** The Clerk had received an email from Mr Higgins which confirmed that the Tree Warden does not have to be a councillor, it could be a member of the public. Mr Higgins had sent the Clerk a leaflet to distribute to anyone who may be interested in taking over from Cllr Hallett.

Cllr Mrs Lane proposed that this information goes into the paper as there may be experts and people with interests out there who may want to help. Mayor thanked Cllr Hallett once again for all he has done over the years, adding that we may be hard pressed to find someone of his calibre.

- c. **Page 9 Item 3 – PLANED:** The Clerk had heard from PLANED who were keen to re-engage with the town council. He had forwarded the reply on to Cllr Blackhall. Cllr Blackhall said he had subsequently dropped a note to PLANED suggesting a catch up on where they are after half term.
- d. **Page 9 Item 3 – St Teilos School:** The Clerk confirmed that he had heard from Governor Services indicating that Cllr Whitehurst has been appointed as governor to St Teilos. They will check they have the correct email address so hopefully he will be informed of future meetings.
- e. **Page 13 Item 23 – Tenby Town Walls:** Cllr Mrs Lane referred to Cllr Evans suggestion that, when we have help from Greenhill, any contractors used as part of the project to work with them also needed to be DBS checked.

She feels it is very important that all town councillors and employees have a DBS check.

This point had been raised some time ago following a situation involving another local council said the Clerk. At that time TTC were advised that requesting councillors and employees be DBS checked is not lawful unless that person is in direct control or contact with children and vulnerable adults.

He said that this was the position at that time and he would check the current status.

Cllr Mrs Lane said that there were a number of things e.g., Christmas festivities involving councillors and staff where children were present and felt all should be DBS checked.

Cllr Rapi confirmed that all councillors who are governors of schools will have had a DBS check, as their roles bring them into contact with children but it was not a requirement of being a councillor.

However, he felt that if councillors and staff are involved in situations with children or vulnerable adults, for our own protection, he cannot see having a DBS check being harmful.

Cllr Blackhall wondered, if we are unsure then we need to have a proper safeguarding policy in place. If councillors are involved in events where they have unsupervised access to children then it should be an absolute requirement, as part of the policy, that DBS checks are required.

The Clerk pointed out that TTC had updated their Safeguarding Policy after the situation in the other council but was informed at that time that a DBS should not be required unless individuals have direct unsupervised contact with children and vulnerable adults. He reiterated that he would check current guidance.

Cllr Cornwell said he was happy to undertake a DBS as he agreed with Cllr. Mrs. Lane that the more councillors that have the check the better it is.

- f. **Page 14 Item 23 – Tenby Town Walls:** Cllr Mrs Brown referred to Cllr Evans' proposal that 3 councillors be set a budget to clean and smarten up the town ready for the season.

She understands the potential for EPF grants towards this but the next round of funding wasn't being considered until October.

She felt that, if anything is to be done before the season starts properly TTC needed to use some of that budget ourselves now. She proposed that TTC tender for a contractor to paint the benches on the Parade as a matter of urgency.

Cllr Mrs Evans wondered, as one of the three councillors named, if a meeting needed to be set up ASAP to 'get cracking'.

Cllr Blackhall agreed with this area being a priority but was aware of the difficulties the Clerk had getting contractors to submit quotes. He wondered about the possibilities of recruiting someone in the short term.

Cllr Mrs Lane felt we needed to move as fast as we can and the Mayor agreed, saying that many negative comments have been received.

Cllr Blackhall said he was happy with this approach but still felt it may be a challenge under current circumstances.

The Clerk said that there were a couple of points for members to consider.

The first would be that he would have to check that PCC are happy for TTC to paint furniture that belongs to PCC. The second was that financial regulations state that if a tender is in excess of £2,000 then we will need 3 quotes to go before full council which would be time consuming.

Cllr Mrs Lane suggested a phased approach to the contract which could keep the price below the £2000 threshold.

As a matter of courtesy, we should also check with PCC that they are happy for us to employ someone to do the work for them.

RESOLVED

That the Clerk confirm with PCC that they are happy for TTC to employ contractors to undertake this work. If in agreement a tender document be drawn up.

- g. **Page 14 Item 24 - Wi-Fi Connectivity in Mayor's Parlour:** The Clerk told councillors that, further to TTC's last meeting, two companies have now visited and a third company's representative who is on holiday, will be coming next week. One quote has already been received.

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

- a. **NP/21/0286/TPO – Works to remove Ash tree with ash dieback (TPO68) – Springfield, Serpentine Road, Tenby**

Cllr Hallett recommended this work be undertaken on health and safety grounds. The Mayor seconded.

RECOMMEND

Approval on the grounds of public health and safety.

- b. NP/21/0296/FUL – Installation of rooflights in association with loft conversion – Newlyn, Park Place, Tenby

The Mayor asked councillors if all have seen the plans and have any comments. Cllr Rapi believes rooflights will be needed for a loft conversion and recommended approval. Cllr Blackhall seconded the proposal.

RECOMMEND

Approval. Considered against all the relevant policies contained within the LDP members feel that this proposal will have no adverse effect on the amenity of neighbouring properties.

- c. NP/21/0299/ADV – Replacement of existing fascia and projecting box sign, additional lettering applied to the arched shopfront window – Lydstep House, 24 High Street, Tenby

Cllr Hallett asked if a listed building planning application had been received. The Clerk confirmed that we had received a further two applications for this property since this Agenda had gone out. One was a full application for the replacement of the arched window and new signage and the other a listed building application for the same.

Cllr Blackhall asked for clarification in relation to the projecting box sign.

Cllr Mrs Lane said she too has some concern over the sign and asked if it was to be illuminated.

The Clerk shared an artist's impression of the proposed signage which indicated that it was not illuminated.

Cllr Mrs Lane proposed accepting the application and the Mayor seconded.

The Clerk asked how members wished to deal with the additional applications for this site.

Cllr Hallett believes that the Civic Society have made some valid points in relation to the affect on the character of the building based on the FUL and LBA applications.

The Clerk suggested it may be prudent not to consider the FUL and LBA applications this evening to give councillors the opportunity to study the proposals in more detail. He suggested they be placed on the agenda for the next meeting.

There was still sufficient time for TTC to respond to the consultation following the next scheduled meeting.

RECOMMEND

Approval. Considered against all the relevant policies contained within the LDP members feel that this proposal is in keeping with the town's Conservation Area.

Further resolved that the FUL and LBA proposals for this development be deferred until the next meeting to allow members more time to study the plans.

- d. NP/21/0295/FUL – Proposed side and rear extensions – Shenlow, Heywood Lane, Tenby

Cllr Rapi believes there is plenty of land and asked if any representations had been received from neighbours. The Clerk confirmed that none have been received. Cllr Rapi could not see a problem with this development and proposed approval. Cllr Mrs Lane seconded.

RECOMMEND

Approval. Considered against all the relevant policies contained within the LDP members feel that this proposal will have no adverse effect on the amenity of neighbouring properties.

38. TO CONSIDER THE FOLLOWING ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:

- a. Mr Thompson – North Beach, Tenby Town and the Croft

The Clerk confirmed to councillors that the issue relating to the hedge has been passed on to area maintenance and that the letter has also been sent to Mr Stephen Morbey, who is responsible for dog control issues at PCC.

Members resolved to note the letter.

39. TO CONSIDER A RE-OPENING DATE FOR THE AUGUSTUS PLACE COMMUNITY CENTRE AND AGREE ACTION IN RESPONSE TO PROPOSALS

The Mayor told councillors that a very productive meeting had taken place and those present had come up with some good solutions. The Clerk had sent out minutes to councillors with recommendations and asked what members thought.

Cllr Mrs Brown mentioned asking previous hirers to remove items that have been left there as this would create more room. The Clerk would add this to the letter to hirers if members agreed the recommendations of the committee.

Cllr Mrs Lane said Augustus Place needs to open as soon as possible as soon as safe to do so. The Mayor said it was a good step forward.

Members were happy to propose moving the recommendations of the committee in full. Cllr Hallett asked that the Hirers take away their rubbish and the Clerk confirmed that this had been included in the risk assessment and would form part of the agreement.

RESOLVED

That the recommendations of the Augustus Place Community Centre committee be adopted.

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

The Clerk told councillors that, although it feels like slow progress, he had met Suzie Adams and PCC's arborist team on site to assess the scale of job in relation to removing the weed growth.

It was noted that the area from St Florence Parade to the sea front does not have as much growth of woody plants like Buddleia as that on the length back from the Five arches to White Lion Street.

The arborists would now prepare a methodology statement on how they will tackle the growth as a different approach was needed for the low rooted wall flowers as for the deeper-rooted woodier plants.

The wallflower weeds are fairly straightforward as they can be sprayed. However, CADW don't like roots to be removed as they could cause damage to the mortar. A different method would therefore be needed for the Buddleia and Valerian to show that PCC's team are not going to damage the walls whilst doing the work.

Once the methodology statement was complete it will then go to CADW for consideration and signing off. The work could then commence.

The arborists believe, once signed off, the work would take approximately a week and Mrs. Adams said she will then set up a biannual programme of work.

Cllr Blackhall remarked that he was pleased CADW was engaged in the project.

Cllr Mrs Brown asked if money offered by Tenby in Bloom and TTC towards the cost was now needed. The Clerk said that it had not been mentioned as it appeared Mrs Adams was able to fund the work from her own budgets.

Cllr. Mrs. Brown asked if this meant we can move on to the next phase which is to light up the town wall.

Cllr Blackhall told councillors that we can look at it as part of the potential EPF projects being considered, particularly the Brightening Tenby proposals. We have time to put that bid together as the next round of grant panels will not be until after the Summer, he explained.

41. **LOCAL MARKET HOUSING POLICY – CLLR MIKE EVANS**

It was decided that, as Cllr Evans was absent, that this item be held over until the next TTC meeting.

42. **RESIDENTS' CAR PARKING, THE MAUDLINS – CLLR MRS BROWN**

The Mayor had declared an interest in this matter and asked that the Deputy Mayor take the chair.

Cllr Mrs Brown was delighted that Cllr Michael Williams had taken the matter in hand. The Maudlins is a busy road and there have been a number of accidents.

Residents' parking would benefit some houses and there was also a need for low curbs so that they can park on their own forecourts/drives where available.

Cllr Rapi thanked Cllr Michael Williams for his work on it so far and confirmed that information is being passed on.

Cllr Mrs Evans would like to see where this suggestion goes. Residents' parking doesn't always work but she was interested to see what proposals are made.

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

a. **Standpipe hire by TTC to assist PCC in watering bedding plants**

The Clerk said councillors may have noticed that the summer floral bedding plants have gone in and PCC's area maintenance supervisor had asked if TTC would be prepared to reduce time for watering by hiring a standpipe as we have done in previous years.

The Standpipe hire last year was £500 plus the per litre charge for the water.

Cllr Blackhall asked how much it would be to buy one as TTC may save money in the long term. The Clerk will make that enquiry with Welsh Water but he believed standpipes were only available on a 'for hire' basis as their use was strictly controlled.

Cllr Mrs Lane believed TTC should accept and support the Clerk's proposal on this. The Mayor seconded Cllr Lane.

RESOLVED

That TTC again hire a standpipe to assist PCC in watering the town's flower beds.

- b. Hywel Dda Health Board 'Building a healthier future after Covid-19: Have your say'

The Clerk had received information on this consultation and asked that councillors make everyone aware and also participate in the consultation themselves. The Mayor asked for all to get involved.

44. **DATE AND TIME OF NEXT MEETING**

Resolved that the next meeting will take place on Tuesday, 8th June 2021 at 7.30pm.

45. **TO PROPOSE ANY ITEM FOR THE NEXT AGENDA**

None proposed at this time.

46. **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"**

Date · Dyddiad **25 May 2021**
Your ref · Eich cyfeirnod **MO/AMH/VO10**
My ref · Fy nghyfeirnod
Telephone · Ffôn **01437 764551**
Email · E-bost **Mr M Owen**
www.pembrokeshire.gov.uk / www.sir-benfro.gov.uk



Pembrokeshire County Council **A**
Cyngor Sir Penfro

RICHARD BROWN B.Sc.(Hons) M.Sc. MCWM
Interim Chief Executive / Prif Weithredwr Dros Dro

DARREN THOMAS
Head of Infrastructure
Pennaeth Isadeiledd

Pembrokeshire County Council,
County Hall, HAVERFORDWEST,
Pembrokeshire, SA61 1TP

Cyngor Sir Penfro,
Neuadd y Sir, HWLFFORDD,
Sir Benfro, SA61 1TP

Telephone / Ffôn 01437 764551

Please ask for
Os gwelwch yn dda gofynnwch am

Dear Clerk

Off Street Parking Places (Consolidation) Order 2011 (Variation Order No 10)

It is proposed to vary the Pembrokeshire County Council (Off Street Parking Places) (Consolidation) Order 2011

The effect of the variation order will be to vary the schedule to the Pembrokeshire County Council (Off Street parking places) (Consolidation) Order 2011 (as varied) with respect to the parking places as listed by the attached notice. The proposal will be advertised in this week's local press. A copy of the Notice will also be erected at each car park from Wednesday, 26th May 2021.

I enclose a copy of the Public Notice and the Statement of Reasons. The proposed changes are highlighted within the attached public notice. Please note that the closing date for any written objections is Wednesday, 16th June 2021 and should be sent to Mr Darren Thomas, Head of Infrastructure.

Yours faithfully

Marc Owen
Streetcare & Parking Services Manager

We welcome correspondence in Welsh and English, and will respond within a maximum of 15 working days. We will respond in the language in which the correspondence is received (unless you ask us to do otherwise). / Rydym yn croesawu gohebiaeth yn Gymraeg a Saesneg a byddwn yn ymateb cyn pen 15 diwrnod gwaith fan bellaf. Byddwn yn ymateb yn yr un iaith â'r ohebiaeth a dderbyniwyd (oni bai eich bod yn gofyn i ni wneud yn wahanol).

For a copy in large print, easy-read, Braille, audio, or an alternative language, please contact Pembrokeshire County Council on the number above. / Os am gopi mewn print mawr, fformat hawdd ei ddarllen, Braille, sain neu mewn iaith arall, cysylltwch â Chyngor Sir Penfro ar y rhif uchod.

The Pembrokeshire County Council
(Off Street Parking Places)
(Consolidation Order) 2011 (Variation Order No. 10 2021)

STATEMENT OF REASONS

It is proposed to vary the existing Car Park Order, namely the Pembrokeshire County Council (Off Street Parking Places) (Consolidation) Order 2011:-

1. To change 'Seasonal Charges' to 'All Year Charges' in all current seasonal car parks.
2. To vary the Residents Permit charge in Station Hill, Goodwick and High Street, St Dogmaels.
3. To introduce a 4hr maximum stay Goodwick Bridge A40.
4. To introduce a Daily tariff in Long Entry and South Quay car parks, Pembroke.
5. To increase the charge of the 'Coast' Permit.
6. Remove Cherry Grove car park from the PCC Car Park Order.

This variation will allow the Council to manage the car parks effectively.

26th May 2021

**THE PEMBROKESHIRE COUNTY COUNCIL
(OFF-STREET PARKING PLACES) (CONSOLIDATION) ORDER 2011
(VARIATION ORDER NO. 10 2021)**

Pembrokeshire County Council in exercise of its powers under Sections 32 and 35 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 ("the 1984 Act") and as amended and the provisions of the Traffic Management Act 2004 and of all other enabling power of the Act and after consulting the Chief Officer of Police in accordance with Part III of Schedule 9 to the 1984 Act hereby makes the following Order:-

This Order shall come into operation on the 1st Day of November 2021 and may be cited as the Pembrokeshire County Council (Off-Street Parking Places) (Consolidation) Order 2011 (Variation Order No. 10).

The Pembrokeshire County Council (Off-Street Parking Places) (Consolidation) Order 2011 which came into operation on the 1st day of February 2011 shall be varied so as to include the following:-

1. To amend the 'Parking Definition' in Schedule 1 by removing 'Seasonal Charges'
2. To vary the charge for a Resident's Permit in Column 8 of Schedule 1 in car parks numbered 16 and 75
3. To amend the current charges as set out in Column 7 in Schedule 1 to 'All Year Charges', as set out in the 'Parking Definitions', at parking places numbered 2,6,9,15,16,41,42,55,72,73,75,78,79,83
4. To introduce a 4hr maximum stay in Column 6 of Schedule 1 at parking place number 12
5. To introduce a Daily tariff in Column 8 of Schedule 1 at parking places numbered 51,52
6. To amend existing Maximum stay in Column 8 of Schedule 1 at parking places 51,52
7. To vary the charge in Column 8 of Schedule 1 of the 'Coast' permit which may be used in parking places numbered 2,6,15,41,72,73,79
8. Revocation of The Pembrokeshire County Council (Off-Street Parking Places) (Consolidation) Order 2011 insofar as it relates to item number 21A, Cherry Grove, Haverfordwest Car Park which will have the effect of closing and removing the Cherry Grove, Haverfordwest Car Park from the list of car parks.

SCHEDULE 1

| Item | Name of Parking Place | Position in which a Vehicle may wait | Class of Vehicle | Hours and Days of Operation of Parking Place and Charge Period | Max. Period for which a Vehicle may wait | Proposed Scale of Charges per Parking Place |
|------|-------------------------------|--------------------------------------|------------------|--|--|---|
| [1] | [2] | [3] | [4] | [5] | [6] | [7] |
| 2 | Marine Road, Broad Haven | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast Permit £125 |
| 6 | Dale Sea Front, Dale | Wholly within a parking bay | 1,2,3,4,5,6,10 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast Permit £125 |
| 9 | West Street, Fishguard | Wholly within a parking bay | 1,2,3,4,5,8,9 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges |
| 12 | Goodwick Bridge A40, Goodwick | Wholly within a parking bay | 1,2,3,4 | All hours on each day of the year | 24 Hours | 4 Hours |
| 15 | Parrog, Goodwick | Wholly within a parking bay | 1,2,3,4,5,6,10 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast Permit £125 |
| 16 | Station Hill, Goodwick | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Resident Permit - £40 |
| 21A | Cherry Grove, Haverfordwest | Wholly within a parking bay | 1,2,3,4,5 | Permit Holders - Zone 'A'; Visitors - Zones 'B' and 'C' | 24hrs and Permit Holders | No charge |
| 41 | Newgale | Wholly within a parking bay | 1,2,3,4,5,6,10 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast Permit £125 |
| 42 | Long Street, Newport | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | All Year Charges |
| 51 | Long Entry, Pembroke | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | Daily - £2.00 24 Hours & Permit Holders |
| 52 | South Quay, Pembroke | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | Daily - £2.00 24 Hours & Permit Holders |
| 55 | The Commons, Pembroke | Wholly within a parking bay | 1,2,3,4,5,9 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges |
| 72 | Merrivale, St. Davids | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast permit £125 |
| 73 | Quickwell Hill, St. Davids | Wholly within a parking bay | 1,2,3,4,5,7 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast permit £125 |
| 75 | High Street, St Dogmaels | Wholly within a parking bay | 1,2,3,4,5,8 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Residents Permit - £40 |

| | | | | | | |
|----|--------------------|-----------------------------|-------------------|-----------------------------------|-----------------------------|---------------------------------------|
| 78 | Salterns, Tenby | Wholly within a parking bay | 1,2,3,4,5,6,7,8,9 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges |
| 79 | South Beach, Tenby | Wholly within a parking bay | 1,2,3,4,5 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges Coast permit £125 |
| 83 | The Green, Tenby | Wholly within a parking bay | 1,2,3,4,5,8 | All hours on each day of the year | 24 Hours and Permit Holders | All year charges |

Vehicle Classes:

| | |
|---|---|
| 1 Solo Motor Cycles | 6 Trailers |
| 2 Registered Disabled Vehicles | 7 Caravans |
| 3 Motor Cars | 8 Motor Vehicles exceeding 3.5 tonnes GVW and 5.5 metres in length |
| 4 Motor Cycle Combinations | 9 Coaches |
| 5 Motor Vehicles not exceeding 3.5 Tonnes GVW or 5.5 metres in length | 10 Boats and / or Boat Trailers not exceeding 3.5 tonnes or 5.5 metres in length. |
| | 11 Boats and /or Boat Trailers exceeding 3.5 tonnes or 5.5 metres in length. |

Parking Definitions

- All Year Charges – 1st January to 31st December, 09:00hrs to 19:00hrs

Full details of the proposals are in the Draft Order which together with plans indicating the particular car parks affected, a copy of the proposed Variation Order No. 10 and a Statement of Reasons for proposing to make the Order may be found on our website – www.Pembrokeshire.gov.uk and a copy of the proposed Order may also be found in each affected car park. Alternatively, please email parking@pembrokeshire.gov.uk for further details.

GIVEN the Common Seal of Pembrokeshire County Council this (date)

THE COMMON SEAL OF PEMBROKESHIRE

COUNTY COUNCIL was hereunto affixed in

the presence of:-

Authorised Signatory

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 02/06/2021 | | |
| | Cash in Hand 01/04/2021 | | 214,097.67 |
| | ADD | | |
| | Receipts 01/04/2021 - 02/06/2021 | | 83,709.10 |
| | | | 297,806.77 |
| | SUBTRACT | | |
| | Payments 01/04/2021 - 02/06/2021 | | 32,262.56 |
| A | Cash in Hand 02/06/2021 (per Cash Book) | | 265,544.21 |
| | Cash in hand per Bank Statements | | |
| | Cash | 28/05/2021 | 24.64 |
| | Barclays - Current | 28/05/2021 | 1,816.36 |
| | Barclays - Premium | 28/05/2021 | 185,330.73 |
| | Barclays - Reserve | 28/05/2021 | 79,655.14 |
| | Barclays - Bond | 28/05/2021 | 0.00 |
| | | | 266,826.87 |
| | Less unrepresented payments | | 1,282.66 |
| | | | 265,544.21 |
| | Plus unrepresented receipts | | 0.00 |
| B | Adjusted Bank Balance | | 265,544.21 |
| | A = B Checks out OK | | |

Tenby Town Council
Uncashed payments/transfers out (All banks)
(Upto 02/06/2021)

| Voucher | Date | Cheque No. | Description | Total | Bank |
|---------|------------|------------|-----------------------|-----------------|--------------------|
| 153 | 08/10/2019 | 712361 | Donation from Mayor | 100.00 | Barclays - Current |
| 19 | 29/04/2021 | | Silicon filler | 18.00 | Barclays - Current |
| 20 | 01/05/2021 | | Membership fee | 262.00 | Barclays - Current |
| 27 | 06/05/2021 | 712606 | Website update | 100.00 | Barclays - Current |
| 33 | 20/05/2021 | 712612 | Wages Month 2 2021/22 | 259.56 | Barclays - Current |
| 35 | 20/05/2021 | 712612 | Wages Month 2 2021/22 | 543.10 | Barclays - Current |
| | | | Total | <u>1,282.66</u> | |

Tenby Town Council
Uncashed receipts/transfers in (All banks)
(Upto 02/06/2021)

| Voucher | Date | Cheque No. | Description | Total | Bank |
|---------|------|------------|-------------|-------------|------|
| | | | Total————— | 0.00 | |

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 | | -50 | 16,058.90 | 2,022.91 | 14,036 | 13,986 |
| Advertising and Publicity | | | | 500.00 | 172.00 | 328 | 328 |
| Augustus Place | 3,000.00 | | -3,000 | 2,978.90 | 334.80 | 2,594 | -406 |
| Capital Spending (Asset Purchase) | | | | 15,000.00 | 4,950.00 | 10,050 | 10,050 |
| Christmas Lighting | | | | 20,130.00 | 6,251.30 | 13,879 | 13,879 |
| Civic | | | | 8,840.00 | 98.00 | 8,742 | 8,742 |
| Contra/Loans | | 49.58 | 50 | | | | 50 |
| De Valence Pavilion | | | | 26,000.00 | 4,400.00 | 21,600 | 21,600 |
| Interest on Investments and Accour | 200.00 | | -200 | | | | -200 |
| New Cemetery | 3,920.00 | 947.50 | -2,973 | 7,550.00 | 1,650.00 | 5,900 | 2,928 |
| Old Cemetery | 204.00 | | -204 | 204.00 | | 204 | |
| Precept | 197,746.29 | 65,918.29 | -131,830 | | | | -131,830 |
| Provision for Doubtful Debts | | | | | | | |
| S137 Payments | | | | 300.00 | | 300 | 300 |
| Tenancies (Council as Tenant) | | | | 10,740.00 | 1,790.00 | 8,950 | 8,950 |
| Tourism/Regeneration | | | | 23,000.00 | | 23,000 | 23,000 |
| Town Maintenance | 500.00 | | -500 | 26,900.00 | 344.10 | 26,556 | 26,056 |
| VAT recovered | | | | | | | |
| Wages, PAYE, NI, Pension, Expens | | | | 71,606.08 | 8,771.73 | 62,834 | 62,834 |
| NET TOTAL | 205,620.29 | 66,913.37 | -138,707 | 229,807.88 | 30,834.64 | 198,973 | 60,266 |
| Total for ALL Cost Centres | | 66,913.37 | | | 30,834.64 | | |
| V.A.T. | | 16,795.73 | | | 1,427.92 | | |
| GROSS TOTAL | | 83,709.10 | | | 32,262.56 | | |

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

2 June 2021 (2021-2022)

Administration

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|--------------|--------|------------|------------------|-----------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 | Admin - Audit fees | | | | 2,400.00 | | 2,400 | 2,400 (100%) |
| 2 | Admin - Photocopying charges | 50.00 | | -50 | 400.00 | 153.03 | 247 | 197 (43%) |
| 3 | Admin - Course/Training | | | | | | | (N/A) |
| 4 | Admin - Office Equipment | | | | 1,500.00 | | 1,500 | 1,500 (100%) |
| 5 | Admin - Equipment maintenance | | | | | | | (N/A) |
| 6 | Admin - Insurance | | | | 5,000.00 | 1,145.98 | 3,854 | 3,854 (77%) |
| 8 | Admin - Phone/fax and broadband | | | | 350.00 | 52.00 | 298 | 298 (85%) |
| 9 | Admin - Postage | | | | 400.00 | 100.00 | 300 | 300 (75%) |
| 11 | Admin - Stationary | | | | 200.00 | | 200 | 200 (100%) |
| 12 | Admin - Subscriptions | | | | 1,145.90 | 262.00 | 884 | 884 (77%) |
| 13 | Admin - Travel expenses | | | | 150.00 | | 150 | 150 (100%) |
| 75 | Admin - Council tax | | | | 1,630.00 | 309.90 | 1,320 | 1,320 (80%) |
| 91 | Admin - Councilor remuneration | | | | | | | (N/A) |
| 100 | Admin - Election fees | | | | 2,883.00 | | 2,883 | 2,883 (100%) |
| SUB TOTAL | | 50.00 | | -50 | 16,053.90 | 2,022.91 | 14,036 | 13,966 (86%) |

Advertising and Publicity

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------------|----------|--------|----------|---------------|---------------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 21 | Civic - Publicity | | | | 500.00 | 172.00 | 328 | 328 (65%) |
| SUB TOTAL | | | | | 500.00 | 172.00 | 328 | 328 (65%) |

Augustus Place

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------------|-----------------|--------|---------------|-----------------|---------------|--------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 22 | Augustus Place - Maintenance | | | | 350.00 | | 350 | 350 (100%) |
| 24 | Augustus Place - Tools and equi | | | | 100.00 | | 100 | 100 (100%) |
| 25 | Augustus Place - Utilities | | | | 800.00 | 90.30 | 710 | 710 (88%) |
| 26 | Augustus Place - Letting Income | 3,000.00 | | -3,000 | | | | -3,000 (-100%) |
| 98 | Augustus Place - Council tax | | | | 1,404.90 | 263.30 | 1,142 | 1,142 (81%) |
| 99 | Augustus Place - Water rates | | | | 324.00 | 31.00 | 293 | 293 (90%) |
| 101 | Augustus Place - Building Contir | | | | | | | (N/A) |
| SUB TOTAL | | 3,000.00 | | -3,000 | 2,978.90 | 384.60 | 2,594 | -406 (-6%) |

Capital Spending (Asset Purc)

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|--------------------|----------|--------|----------|------------------|-----------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 20 | Jubilee Play Park | | | | 15,000.00 | 4,950.00 | 10,050 | 10,050 (67%) |
| 93 | Town Wall lighting | | | | | | | (N/A) |
| SUB TOTAL | | | | | 15,000.00 | 4,950.00 | 10,050 | 10,050 (67%) |

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 - Maintenanc | | | | 12,480.00 | | 12,480 | 12,480 (100%) |
| 28 Christmas Lighting - Electricity s | | | | 150.00 | | 150 | 150 (100%) |
| 29 Christmas Lighting - Tools and E | | | | 7,500.00 | 6,251.30 | 1,249 | 1,249 (16%) |
| SUB TOTAL | | | | 20,130.00 | 6,251.30 | 13,879 | 13,879 (68%) |

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 | 3,000 (100%) |
| 46 Civic - Grants | | | | 2,000.00 | | 2,000 | 2,000 (100%) |
| 47 Civic - Honoraria | | | | 150.00 | | 150 | 150 (100%) |
| 48 Civic - Mayor's Reimbursement f | | | | 3,500.00 | 98.00 | 3,402 | 3,402 (97%) |
| 51 Civic - Regalia maintenance | | | | 150.00 | | 150 | 150 (100%) |
| 52 Civic - Subscriptions | | | | 40.00 | | 40 | 40 (100%) |
| 81 Civic - Plaques | | | | | | | (N/A) |
| 94 Civic - Maintenance of Historic A | | | | | | | (N/A) |
| SUB TOTAL | | | | 8,840.00 | 98.00 | 8,742 | 8,742 (98%) |

Contra/Loans

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|----------|--------------|-----------|----------|--------|----------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 70 Contra | | 49.58 | 50 | | | | 50 (N/A) |
| SUB TOTAL | | 49.58 | 50 | | | | 50 (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 | 4,400.00 | 21,600 | 21,600 (83%) |
| SUB TOTAL | | | | 26,000.00 | 4,400.00 | 21,600 | 21,600 (83%) |

Interest on Investments and A

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------|--------|-------------|----------|--------|----------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 40 Interest | 200.00 | | -200 | | | | -200 (-100%) |
| SUB TOTAL | 200.00 | | -200 | | | | -200 (-100%) |

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

2 June 2021 (2021-2022)

New Cemetery

| Code Title | Receipts | | | Payments | | | Net Position |
|-----------------------------------|-----------------|---------------|---------------|-----------------|-----------------|--------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 32 New Cemetery - Grounds Mainte | | | | 7,500.00 | 1,650.00 | 5,850 | 5,850 (78%) |
| 33 New Cemetery - Water charges | | | | 50.00 | | 50 | 50 (100%) |
| 34 New Cemetery - Grant of Rights | 1,400.00 | 517.50 | -883 | | | | -383 (-63%) |
| 35 New Cemetery - Maintenance fe | 1,820.00 | 430.00 | -1,390 | | | | -1,390 (-76%) |
| 36 New Cemetery - Memorial fees | 700.00 | | -700 | | | | -700 (-100%) |
| SUB TOTAL | 3,920.00 | 947.50 | -2,973 | 7,550.00 | 1,650.00 | 5,900 | 2,928 (25%) |

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 | 204.00 | | 204 | (0%) |
| SUB TOTAL | 204.00 | | -204 | 204.00 | | 204 | (0%) |

Precept

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------------|------------------|-----------------|----------|--------|----------|------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 37 Precept | 197,746.29 | 65,916.29 | -131,830 | | | | -131,830 (-66%) |
| SUB TOTAL | 197,746.29 | 65,916.29 | -131,830 | | | | -131,830 (-66%) |

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 | | 300 | 300 (100%) |
| SUB TOTAL | | | | 300.00 | | 300 | 300 (100%) |

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 | 1,790.00 | 8,950 | 8,950 (83%) |

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

2 June 2021 (2021-2022)

| SUB TOTAL | | | | | 10,740.00 | 1,790.00 | 8,950 | 8,950 (83%) |
|--------------------------------------|----------------------------------|------------|-----------|----------|------------|-----------|----------|----------------------|
| 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 | 1,000 (100%) |
| 84 | Park and Ride provision | | | | 1,000.00 | | 1,000 | 1,000 (100%) |
| 88 | Special Projects within the comm | | | | 12,000.00 | | 12,000 | 12,000 (100%) |
| 89 | Ironman | | | | 6,000.00 | | 6,000 | 6,000 (100%) |
| 95 | Consultancy fees and specialist | | | | 3,000.00 | | 3,000 | 3,000 (100%) |
| SUB TOTAL | | | | | 23,000.00 | | 23,000 | 23,000 (100%) |
| Town Maintenance | | | | | | | | |
| | | Receipts | | | Payments | | | Net Position |
| Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 55 | Town maintenance - Floral displ | 500.00 | | -500 | 13,000.00 | | 13,000 | 12,500 (92%) |
| 56 | Town maintenance - Play area | | | | 1,500.00 | 18.00 | 1,482 | 1,482 (98%) |
| 57 | Town maintenance - Tools and e | | | | 400.00 | 326.10 | 74 | 74 (18%) |
| 96 | Town maintenance - Specialist m | | | | 12,000.00 | | 12,000 | 12,000 (100%) |
| SUB TOTAL | | 500.00 | | -500 | 26,900.00 | 344.10 | 26,556 | 26,056 (95%) |
| 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 | | | | 61,627.62 | 7,166.41 | 54,461 | 54,461 (88%) |
| 15 | Augustus Place - wages | | | | 3,200.00 | 519.12 | 2,681 | 2,681 (83%) |
| 16 | Town maintenance - wages | | | | 6,778.46 | 1,086.20 | 5,692 | 5,692 (83%) |
| SUB TOTAL | | | | | 71,606.08 | 8,771.73 | 62,834 | 62,834 (87%) |
| Summary | | | | | | | | |
| NET TOTAL | | 205,620.29 | 66,913.37 | -138,707 | 229,807.88 | 30,834.64 | 198,973 | 60,266 (13%) |
| V.A.T. | | | 16,795.73 | | | 1,427.92 | | |
| GROSS TOTAL | | | 83,709.10 | | | 32,262.56 | | |

Tenby Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|----------------------------------|------------|--------|-------------------|-----------|---------------------------------|---------------------------|----------|------------------|-----------------|------------------|
| 20 Admin - Subscriptions | 01/05/2021 | | Bardays - Current | | Membership fee | SICC Enterprises Ltd | X | 262.00 | 0.00 | 262.00 |
| 38 Admin - Phone/fax and broad | 02/05/2021 | | Bardays - Current | | Telephone services | Talk Talk | S | 26.00 | 5.20 | 31.20 |
| 36 Admin - Insurance | 04/05/2021 | | Bardays - Current | | Insurance | Premium Credit Ltd | E | 397.36 | 0.00 | 397.36 |
| 37 Augustus Place - Water rates | 04/05/2021 | | Bardays - Current | | Water charges AP | Dwr Cymru | Z | 15.50 | 0.00 | 15.50 |
| 25 Office Rent | 05/05/2021 | | Bardays - Current | 712604 | Office rental | Tenby DVP Trust | E | 895.00 | 0.00 | 895.00 |
| 26 Christmas Lighting - Tools ar | 05/05/2021 | | Bardays - Current | 712605 | Christmas lighting - new displa | LITE Ltd | S | 6,251.30 | 1,250.26 | 7,501.56 |
| 21 Augustus Place - Council tax | 05/05/2021 | | Bardays - Current | 712602 | Council Tax Augustus place | Post Office Ltd | X | 131.60 | 0.00 | 131.60 |
| 22 Admin - Council tax | 05/05/2021 | | Bardays - Current | 712602 | Council Tax Council office | Post Office Ltd | X | 155.20 | 0.00 | 155.20 |
| 23 Admin - Wages | 05/05/2021 | | Bardays - Current | 712603 | PAYE Month 1 2021/22 | HMRC | X | 931.69 | 0.00 | 931.69 |
| 24 DVP - Grant to DVP (Tenby) | 05/05/2021 | | Bardays - Current | 712604 | De Valence grant | Tenby DVP Trust | Z | 2,160.00 | 0.00 | 2,160.00 |
| 27 Civic - Publicity | 06/05/2021 | | Bardays - Current | 712606 | Website update | Victoria Brace Marketing | Z | 100.00 | 0.00 | 100.00 |
| 28 Civic - Mayor's Reimburseme | 11/05/2021 | | Bardays - Current | 712607 | Mayor Making photographs | Gareth Davies Photography | Z | 98.00 | 0.00 | 98.00 |
| 30 Augustus Place - Utilities | 13/05/2021 | | Bardays - Current | 712609 | Electricity Augustus Place | SSE | L | 90.30 | 4.52 | 94.82 |
| 29 Admin - Photocopying chargt | 13/05/2021 | | Bardays - Current | 712608 | Photocopying | Konica Minolta | S | 153.03 | 30.61 | 183.64 |
| 31 Town maintenance - Tools a | 14/05/2021 | | Bardays - Current | 712610 | Paint etc. | Jewson | S | 126.80 | 25.36 | 152.16 |
| 32 Admin - Wages | 20/05/2021 | | Bardays - Current | 712611 | Wages Month 2 2021/22 | Employee 106 | X | 2,048.58 | 0.00 | 2,048.58 |
| 33 Augustus Place - wages | 20/05/2021 | | Bardays - Current | 712612 | Wages Month 2 2021/22 | Employee 110 | X | 259.56 | 0.00 | 259.56 |
| 34 Admin - Wages | 20/05/2021 | | Bardays - Current | 712613 | Wages Month 2 2021/22 | Employee 113 | X | 1,068.68 | 0.00 | 1,068.68 |
| 35 Town maintenance - wages | 20/05/2021 | | Bardays - Current | 712612 | Wages Month 2 2021/22 | Employee 110 | X | 543.10 | 0.00 | 543.10 |
| Total | | | | | | | | 15,713.70 | 1,315.95 | 17,029.65 |

Tenby Town Council RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|------------------------------|------------|--------|--------------------|------------|--------------------|------------------------------|----------|---------------|------------------|------------------|
| 5 VAT - Recovered | 04/05/2021 | | Barclays - Current | | VAT recovered | HMRC | R | 0.00 | 16,795.73 | 16,795.73 |
| 3 Contra | 10/05/2021 | | Barclays - Current | | Trade refuse sacks | Tenby DWP Trust | X | 49.58 | 0.00 | 49.58 |
| 4 New Cemetery - Maintenance | 10/05/2021 | | Barclays - Current | | Burial fees | W. and M. J. Rossiter and So | E | 430.00 | 0.00 | 430.00 |
| | | | | | Total | | | 479.58 | 16,795.73 | 17,275.31 |



TENBY TOWN COUNCIL
FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2021



TENBY TOWN COUNCIL

Council Information

Mayor

Councillor Mrs. Sam Skyrme-Blackhall (appointed 30th June 2020)

Deputy Mayor

Councillor Mrs. Tracey Evans (appointed 30th June 2020)

Councillors

Cllr. Mike Evans

Cllr. Trevor Hallett

Cllr. Laurence Blackhall

Cllr. Paul Rapi

Cllr. Mrs. Tish Rossiter

Cllr. Mrs Sue Lane

Cllr. Dai Morgan

Cllr. Matt Ronowitz

Cllr. Harry Whitehurst

Cllr. Mrs. Chris Brown

Cllr. A Brown (resigned March 2021)

Clerk to the Council

Mr. Andrew Davies

Auditors

Grant Thornton UK LLP, 11/13 Penhill Road, Cardiff. CF11 9UP.

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

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

ASHMOLE & CO.
Chartered Certified Accountants & Registered Auditors

Date:

TENBY TOWN COUNCIL

SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST MARCH 2021

| 2020 Last Year's Income and Expenditure | Activity | Receipts and Payments | Adjustments Regarding Last Year | 2021 Current Year Adjustments | Income and Expenditure |
|--|---------------------------------------|-----------------------------|---------------------------------------|--|------------------------------|
| £ | | £ | £ | £ | £ |
| | Calculation of Income | | | | |
| 183,835 | Precept on County Council | 197,734 | - | - | 197,734 |
| 534 | Interest Received | 169 | - | - | 169 |
| - | Civic | - | - | - | - |
| 3,958 | Augustus Place | 380 | 300 | - | 80 |
| 204 | Old Cemetery | 204 | - | - | 204 |
| 6,110 | New Cemetery | 7,753 | 963 | 518 | 7,308 |
| - | Capital Expenditure Grant | 64,233 | - | - | 64,233 |
| 980 | Capital donations | - | - | - | - |
| 500 | Tourism | 500 | - | - | 500 |
| 101 | Town maintenance/regeneration | 591 | - | - | 591 |
| 48 | Jubilee maintenance | - | - | - | - |
| 846 | Refuse collection | - | - | - | - |
| <u>£197,116</u> | Total | <u>£271,564</u> | <u>£1,263</u> | <u>£518</u> | <u>£270,819</u> |
| | Calculation of Expenditure | | | | |
| 68,613 | Administration | 73,544 | 5,752 | 1,768 | 69,560 |
| 5,216 | Capital Expenditure | 86,202 | - | - | 86,202 |
| 36,740 | De Valence Pavilion | 36,740 | - | - | 36,740 |
| 18,773 | Town/Garden Maintenance | 19,995 | - | - | 19,995 |
| 1,535 | Jubilee maintenance | 945 | - | - | 945 |
| 3,481 | Cemetery | 3,249 | - | - | 3,249 |
| 17,318 | Lighting | 11,980 | - | - | 11,980 |
| 9,803 | Augustus Place | 5,608 | 68 | - | 5,540 |
| 7,246 | Civic | 6,926 | - | - | 6,926 |
| 250 | Civic S137 payment | 1,050 | - | - | 1,050 |
| 6,793 | Tourism | 3,881 | - | - | 3,881 |
| 850 | Refuse collection | 146 | - | - | 146 |
| - | Bad debt | 300 | - | - | 300 |
| <u>£176,618</u> | | <u>£250,566</u> | <u>£5,820</u> | <u>£1,768</u> | <u>£246,514</u> |
| | CUMULATIVE FUND BALANCE | | | | |
| 185,114 | Reserves Brought Forward | | | | 205,612 |
| 197,116 | Add Total Income | | | | 270,819 |
| 176,618 | Less Total Expenditure | | | | 246,514 |
| <u>£205,612</u> | Reserves Carried Forward | | | | <u>£229,917</u> |

TENBY TOWN COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2021

| | 2021 | | 2020 | |
|--|----------------|-----------------|-----------------|---|
| | £ | £ | £ | £ |
| Current Assets | | | | |
| VAT | 16,954 | | 3,097 | |
| Debtors | 518 | | 1,292 | |
| Prepayments | 252 | | 386 | |
| Cash at Bank | 214,173 | | 206,636 | |
| Cash in Hand | 40 | | 25 | |
| | <u>231,937</u> | | <u>211,436</u> | |
| Current Liabilities | | | | |
| Bank account | | | - | |
| Creditors and Accrued Expenses | | <u>2,020</u> | <u>5,824</u> | |
| Net Current Assets | | 229,917 | 205,612 | |
| Total Assets Less Current Liabilities | | <u>£229,917</u> | <u>£205,612</u> | |
| Represented by | | | | |
| Earmarked Reserves | | 185,159 | 129,986 | |
| General Reserves | | <u>44,758</u> | <u>75,626</u> | |
| | | <u>£229,917</u> | <u>£205,612</u> | |

The above statement represents fairly the financial position of the Authority as at 31st March 2021 and reflects its income and expenditure during the year.

APPROVED BY COUNCIL

Signed _____ Chairman Date: _____

Signed _____ Finance Officer Date: _____

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2021

1. Fixed Assets

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

Land, operational properties and other operational assets are reported in the notes to the accounts at current insurance values as approximating the lower of net current replacement cost and net realisable value.

Infrastructure assets and community assets are included at insurance valuations.

2. Debtors and Creditors

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

3. Reserves

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

4. Interest Income

All interest receipts are credited initially to general funds.

5. Pensions

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

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

An actuarial valuation took place in March 2021 and any change in contribution rates as a result will take effect from 1st April 2022.

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2021

6. Agency Work

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

7. Tenancies

During the year the following tenancies were held:

Council as Landlord

De Valence Pavilion - Peppercorn

Council as Tenant

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

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

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

8. Publicity

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

| | | 2021 £ | 2020 £ |
|--------------|-------------------|-------------|-------------|
| Town Council | Other Advertising | 641 | 507 |
| | | <u>£641</u> | <u>£507</u> |

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2021

9. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the sum of £8.32 per head of the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers. There were 3,330 persons on the electoral roll as at 31st March 2021.

| | 2021 | 2020 |
|--|----------------|----------------|
| The total amount available for this purpose was: | <u>£27,706</u> | <u>£27,454</u> |

10. Pensions

For the year of account the Council's contributions equal 13% of employee's pensionable pay.

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

11. Debts Outstanding

At the year end debts of £518 were outstanding and due to the Council. The ages of these debts were:

| | 2021 £ | 2020 £ |
|--------------------|-------------|---------------|
| Less than 3 months | 518 | 1,292 |
| | <u>£518</u> | <u>£1,292</u> |

12. Fixed Assets - Additions

The following assets were purchased during the year:

| | 2021 | 2020 |
|--|----------------|---------------|
| Play and skate park | 63,761 | - |
| Christmas festoons | 6,251 | 5,216 |
| Specialist projects within the community | 7,288 | - |
| Specialist Paragon project | 8,902 | - |
| | <u>£86,202</u> | <u>£5,216</u> |

TENBY TOWN COUNCIL

Notes to the Accounts 31st March 2021

FIXED ASSETS

As at 31st March the following assets were held:

Value 2021
per insurance
schedule

Freehold Land and Buildings

| | |
|---------------------------------|--------------------|
| De Valence Pavilion, Tenby | 4,311,541 |
| Augustus Place Community Centre | 209,248 |
| | <u>£ 4,520,789</u> |

The Jubilee equipment is insured by Pembrokeshire County Council

Vehicles and Equipment

| | |
|---|-----------------|
| Office Machinery and Equipment | 14,882 |
| Augustus Community Centre Furniture and Equipment | 6,177 |
| | <u>£ 21,059</u> |

Infrastructure Assets

| | |
|----------------------------|-----------------|
| Memorial Drinking Fountain | 17,724 |
| | <u>£ 17,724</u> |

Community Assets

| | |
|---|------------------|
| Maces, Medallions, Robes & Chains of Office | 129,920 |
| Mayoral Fixtures and Fittings | 10,000 |
| Pictures, prints, photographs | 6,000 |
| Christmas Lights | 35,103 |
| Bus Shelters and notice boards | 3,498 |
| | <u>£ 184,521</u> |

Total

£ 4,744,093



the 1990s, the number of people with a disability has increased in all countries, and this is expected to continue in the future.

There are a number of reasons for this increase. One of the main reasons is the increase in life expectancy. As people live longer, they are more likely to develop a disability. Another reason is the increase in the number of people who are injured or become disabled as a result of accidents or violence. A third reason is the increase in the number of people who are born with a disability.

The increase in the number of people with a disability has led to a number of challenges for society. One of the main challenges is the need for more accessible services and facilities. Another challenge is the need for more support and care for people with a disability. A third challenge is the need for more education and training opportunities for people with a disability.

There are a number of ways in which society can address these challenges. One way is to improve accessibility to services and facilities. Another way is to provide more support and care for people with a disability. A third way is to provide more education and training opportunities for people with a disability.

It is important that we all work together to address these challenges. Only by working together can we ensure that everyone has the opportunity to live a full and active life.

There are a number of organizations that are working to address these challenges. One of the main organizations is the World Health Organization. Another organization is the International Labour Organization. A third organization is the United Nations Development Programme.

These organizations are working to improve the lives of people with a disability. They are doing this by providing support and care, and by providing education and training opportunities. They are also working to improve accessibility to services and facilities.

It is important that we all support these organizations. Only by working together can we ensure that everyone has the opportunity to live a full and active life.

There are a number of things that we can do to support these organizations. One thing is to donate money. Another thing is to volunteer our time. A third thing is to raise awareness of the needs of people with a disability.

It is important that we all do our part to support these organizations. Only by working together can we ensure that everyone has the opportunity to live a full and active life.

There are a number of ways in which we can improve the lives of people with a disability. One way is to improve accessibility to services and facilities. Another way is to provide more support and care for people with a disability. A third way is to provide more education and training opportunities for people with a disability.

It is important that we all work together to improve the lives of people with a disability. Only by working together can we ensure that everyone has the opportunity to live a full and active life.

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2021

LANGUAGE PREFERENCE

Please indicate how you would like us to communicate with you during the audit. Note that audit notices will be issued bilingually.

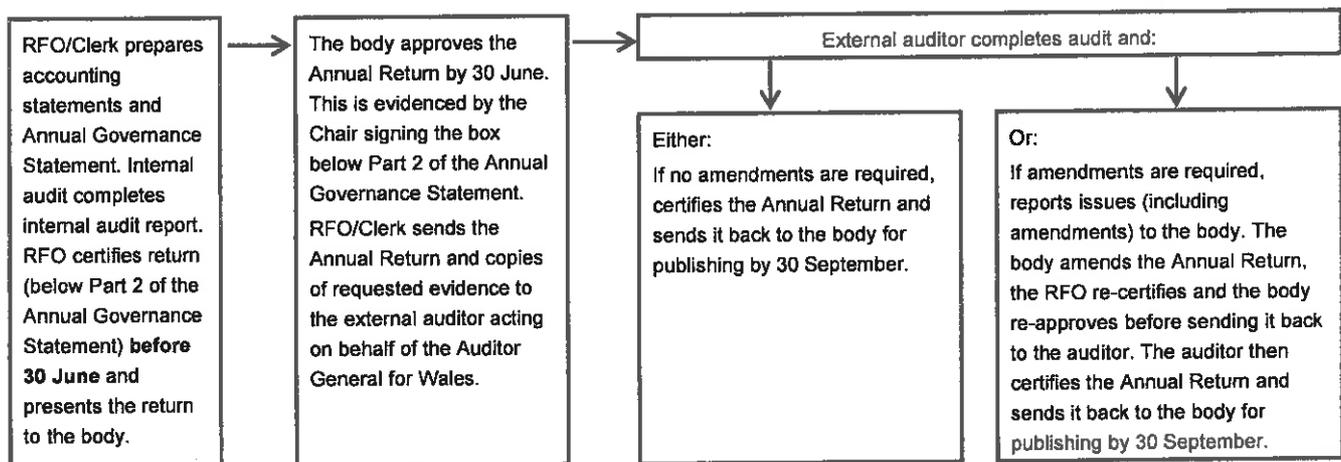
| | | | | | | | | |
|----------------|-----------------------|-----------------------|--------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|
| | Yes | No | | Yes | No | | Yes | No |
| ENGLISH | <input type="radio"/> | <input type="radio"/> | WELSH | <input type="radio"/> | <input type="radio"/> | BILINGUALLY | <input type="radio"/> | <input type="radio"/> |

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires community and town councils (and their joint committees) in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For community and town councils and their joint committees, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication **Governance and accountability for local councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide requires that they prepare their accounts in the form of an Annual Return. This Annual Return meets the requirements of the Practitioners’ Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted pink.

APPROVING THE ANNUAL RETURN

The council must approve the Annual Return **BEFORE** the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales’ Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It **MUST NOT** be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales’ certificate and report.

Accounting statements 2020-21 for:

Name of body: **TENBY TOWN COUNCIL**

| | Year ending | | Notes and guidance for compilers | | | | |
|--|------------------------------|-----------------------------|---|------------------------------|-----------------------------|------------------------------|--|
| | 31 March 2020 (£) | 31 March 2021 (£) | | | | | |
| Statement of income and expenditure/receipts and payments | | | | | | | |
| 1. Balances brought forward | 185114 | 205612 | Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year. | | | | |
| 2. (+) Income from local taxation/levy | 183835 | 197734 | Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies. | | | | |
| 3. (+) Total other receipts | 13281 | 73085 | Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants. | | | | |
| 4. (-) Staff costs | 66052 | 70556 | Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs. | | | | |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on external borrowing (if any). | | | | |
| 6. (-) Total other payments | 110566 | 175958 | Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5). | | | | |
| 7. (=) Balances carried forward | 205612 | 229917 | Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6). | | | | |
| Statement of balances | | | | | | | |
| 8. (+) Debtors | 4775 | 17724 | Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end. | | | | |
| 9. (+) Total cash and investments | 206661 | 214213 | All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation. | | | | |
| 10. (-) Creditors | 5824 | 2020 | Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end. | | | | |
| 11. (=) Balances carried forward | 205612 | 229917 | Total balances should equal line 7 above: Enter the total of (8+9-10). | | | | |
| 12. Total fixed assets and long-term assets | 329358 | 415560 | The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March. | | | | |
| 13. Total borrowing | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). | | | | |
| 14. Trust funds disclosure note | Yes <input type="radio"/> | No <input type="radio"/> | N/A <input type="radio"/> | Yes <input type="radio"/> | No <input type="radio"/> | N/A <input type="radio"/> | The body acts as sole trustee for and is responsible for managing (a) trust fund(s)/assets (readers should note that the figures above do not include any trust transactions). |

Annual Governance Statement (Part 1)

We acknowledge as the members of the Council/Board/Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2021, that:

| | Agreed? | | 'YES' means that the Council/Board/Committee: | PG Ref | |
|---|----------------------------------|-----------------------|---|---|------|
| | Yes | No* | | | |
| <p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. | <input checked="" type="radio"/> | <input type="radio"/> | Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law. | 6, 12 | |
| 2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness. | <input checked="" type="radio"/> | <input type="radio"/> | Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. | 6, 7 | |
| 3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council/Board/Committee to conduct its business or on its finances. | <input checked="" type="radio"/> | <input type="radio"/> | Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so. | 6 | |
| 4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014. | <input checked="" type="radio"/> | <input type="radio"/> | Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit. | 6, 23 | |
| 5. We have carried out an assessment of the risks facing the Council/Board/Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | <input checked="" type="radio"/> | <input type="radio"/> | Considered the financial and other risks it faces in the operation of the body and has dealt with them properly. | 6, 9 | |
| 6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor. | <input checked="" type="radio"/> | <input type="radio"/> | Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body. | 6, 8 | |
| 7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council/Board/Committee and, where appropriate, have included them on the accounting statements. | <input checked="" type="radio"/> | <input type="radio"/> | Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant. | 6 | |
| 8. We have taken appropriate action on all matters raised in previous reports from internal and external audit. | <input checked="" type="radio"/> | <input type="radio"/> | Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors. | 6, 8, 23 | |
| <p>9. Trust funds – in our capacity as trustee, we have:</p> <ul style="list-style-type: none"> • discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit. | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts. | 3, 6 |

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

1. Expenditure under S137 Local Government Act 1972 and S2 Local Government Act 2000

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2020-21 was £8.32 per elector.

In 2020-21, the Council made payments totalling £27706 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council/Board/Committee approval and certification

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

| | |
|---|--|
| <p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Council/Board/Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2021.</p> | <p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council/Board/Committee under minute reference:</p> |
| <p>RFO signature:</p> | <p>Minute ref:</p> |
| <p>Name:</p> | <p>Chair of meeting signature:</p> |
| <p>Date:</p> | <p>Name:</p> |
| | <p>Date:</p> |

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2021 of:

Auditor General's report

Audit opinion

[Except for the matters reported below]* On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Council's/Committee's governance arrangements; and
- that the Council/Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

I draw the body's attention to the following matters and recommendations which do not affect my audit opinion but should be addressed by the body.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: **TENBY TOWN COUNCIL**

The Council/Board/Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2021.

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

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

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

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

| | Agreed? | | | | Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body) |
|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|--|
| | Yes | No* | N/A | Not covered** | |
| 12. Insert risk area | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Insert text |
| 13. Insert risk area | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Insert text |
| 14. Insert risk area | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | Insert text |

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

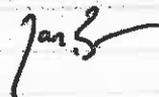
** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2019-20 and 2020-21. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Ian Badham - FCCA

Signature of person who carried out the internal audit:



Date: 27/05/2021

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this Annual Return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2020) equals the balance brought forward in the current year (line 1 of 2021). Explain any differences between the 2020 figures on this Annual Return and the amounts recorded in last year's Annual Return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Council holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every council must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

| Completion checklist – 'No' answers mean that you may not have met requirements | | Done? | |
|--|--|-------|----|
| Initial submission to the external auditor | | Yes | No |
| Accounts | Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year? | | |
| | Does the bank reconciliation as at 31 March 2021 agree to Line 9? | | |
| Approval | Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 30 June 2021? | | |
| | Has the body approved the accounting statements before 30 June 2021 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given? | | |
| All sections | Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed? | | |
| | Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor. | | |
| If accounts are amended after receipt of the Auditor General's report on matters arising | | Yes | No |
| Accounts | Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Board's approval of the amendments before re-submission to the auditor? | | |

REPORT OF THE CLERK TO THE COUNCIL/FINANCIAL OFFICER

Disclosure and Barring Service (DBS) checks

At the Tenby Town Council meeting of 25th May 2021, the suggestion was made that all town councillors and staff be required to undertake Disclosure and Barring Services (DBS) checks to safeguard children and vulnerable adults that may come into contact with the council during the year.

COUNCILLORS

Prior to 2012, Local Authorities could carry out Criminal Record Bureau (CRB) checks on Elected members.

However, the Protection of Freedoms Act 2012 created the Disclosure and Barring Service and a new system of checks. This included a more restrictive set of criteria to determine when checks could be carried out and on whom.

Since 2012, the issue of DBS checking of councillors has become a policy matter for individual Councils. However, Standard and Enhanced DBS checks can only be undertaken if the specific role, or the specific activities carried out within the role, are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (access to standard DBS certificates), and are also covered by the Police Act 1997 or Police Act 1997 (Criminal Records) regulations (access to enhanced DBS certificates).

These laws only provide eligibility for DBS checks, they do not make them a requirement. Decisions on when, and whether, to undertake a DBS check are for the council to make and if the council are considering asking a person to apply for either a standard or enhanced DBS check, the Council are legally responsible for making sure the role is eligible.

It is recognised that many Councillors will have had DBS checks in another capacity (for example if they are a School Governor). However, the position of councillor is not therefore in itself a position named in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

There is no eligibility for a DBS certificate, at a Standard or Enhanced level, solely on the basis of being a Councillor, they have to be carrying out further activities prescribed in legislation.

The Protection of Freedoms Act (PoFA) 2012 amended the definitions of regulated activity with children and adults. This had an impact on the level of DBS certificate that is available for some local authority roles, which may include some Councillors.

The level of DBS certificate that a Councillor can be asked to apply for depends on the activities that each individual Councillor carries out. It is important to note that not all Councillors will be carrying out functions that mean their role is eligible to be asked to apply for a DBS certificate. The Exceptions Order and the Police Act 1997

(Criminal Records) Regulations 2002 both include entries that refer to carrying out a role which would have met the definition of regulated activity before it was changed by PoFA 2012. This means that the ability to ask for an enhanced DBS certificate exists in relation to anyone carrying out any of the activities included in this definition. These are now referred to in all DBS guidance as the definitions of work with children and work with adults.

Work with Children (Councillors who carry out education or social services functions relating to children)

A Councillor is only eligible for an enhanced DBS certificate without DBS barred list checks if they meet the specific legislative criteria from the Safeguarding Vulnerable Groups Act 2006.

Work with Adults (Councillors who carry out social services functions relating to adults)

A Councillor is only eligible for an enhanced DBS certificate without DBS barred list checks if they meet the specific legislative criteria from the Police Act 1997 (Criminal Records) (Amendment No.2) Regulations 2013 definition of work with adults.

Councillors who have contact with vulnerable groups

Councillors will be subject to an Enhanced DBS check if they carry out certain functions which will bring them into contact with vulnerable groups. Typically, this will include where councillors are subject to an Enhanced DBS check, (which can include a barred list check), because they are in a role working with children or vulnerable adults, or they frequently visit specified settings, such as schools, children's centres, residential homes or respite centres.

Councillors who do not carry out any of the specific educational and/or social service functions

Councillors who do not carry out any of the specific educational and/or social service functions as described are not eligible for a Standard or Enhanced DBS check. Councillors in this position may attend community events, take surgeries, or visit local residents in their own homes, and have access to the general public including children, but these activities do not meet the legislative criteria to be eligible to apply for a Standard or Enhanced DBS certificate.

Therefore, there is currently no legal basis on which the Council can require or seek either Enhanced or Standard DBS checks for councillors as the role does not constitute a 'named position' and councillors do not carry out 'regulated activity' as defined by the Freedom of Information Act 2012.

However, a Basic Check could be requested.

Although the legislative framework allows discretion on the issue of Basic checks these show "Unspent Convictions & Cautions" from the Police National Computer

(PNC) only, (those that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974).

These checks do not show spent convictions, cautions, warnings, reprimands, other relevant police information, or children or adults barred list and are therefore often considered of limited value.

Basic DBS checks also need to be applied for by the individual themselves via the Government Website. Cost of the Basic check is £23 which will have to be borne by the councillor at the time of applying – although they could be reimbursed.

Cost to the council is unclear at the moment as I do not know how many members already have DBS checks carried out through other roles (e.g., those working with children or vulnerable adults and School Governors). Cost for reimbursement if required for all members would be £299.

STAFF

Again, the ability to request Standard or Enhanced DBS checks for staff members is defined by the various pieces of legislation outlined earlier in the report and are based on job role.

The Gov.UK DBS website defines roles eligible for Standard or Enhanced checks as:

- Healthcare or working in a hospital
- Caring for, or working with, children (under 18) or working in a school
- Working with elderly, ill or disabled adults.
- Financial or legal professional (that are regulated by the Financial Conduct Authority, the Prudential Regulatory Authority or the Bank of England)
- Someone working in the courts, prisons or probation services
- A Vet or someone employed by the RSPCA who is responsible for killing animals humanely
- Traffic warden
- Immigration worker
- Someone applying for a licence or membership of an association (i.e., Taxi driver or private hire vehicle licence; SIA licence; Gambling or lottery licence; membership of the Master Locksmiths Association, licensed drugs regulator)

The Council are legally responsible for making sure the job role is eligible to require a Standard or Enhanced check. It appears that none of the existing job roles of TTC staff meet these legislative requirements

Again, however, the option that a Basic Check could be requested is still available.

CONCLUSION

There is no legal basis on which the Council can currently require or seek either Enhanced or Standard DBS checks on councillors.

It also appears that none of the defined job roles of existing council employees meet the legislative framework for Enhanced or Standard DBS checks

Although the legislative framework allows discretion on the issue of Basic checks, to me there is no clear case for the introduction of such a measure, as Basic checks show “Unspent Convictions” only, and are therefore of limited value.

RECOMMENDATION

Members’ views are requested.