

**TENBY TOWN COUNCIL**

**DE VALENCE PAVILION  
UPPER FROG STREET  
TENBY**

12<sup>th</sup> January 2022

Dear Councillor

You are hereby summoned to attend the Meeting of the Tenby Town Council on **Tuesday 18<sup>th</sup> January 2022 at 8.00 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 4<sup>th</sup> January 2022.
5. Any matters arising for information only

6. To discuss the following Planning Applications and to agree action in response to proposals:
  - a. NP/22/0007/FUL – Proposed garage adjacent to driveway – Queen Victoria House, The Mews, Heywood Lane, Tenby.
  - b. NP/21/0816/FUL – Rear lean-to and flat-roofed extensions – Ystrad, Trafalgar Road, Tenby.
7. To receive the following items of Planning Correspondence and agree action in response to proposals:
  - a. PCNPA – Supplementary Planning Guidance consultation
8. To receive the following items of Correspondence and agree action in response to proposals:
  - a. Rebecca Evans MS, Minister for Finance and Local Government, Welsh Government – General Power of Competence - Qualifications of Clerks Regulations 2021 (deferred from 4<sup>th</sup> January)
  - b. Emyr John, One Voice Wales (via email) – New Pembrokeshire Community and Town Councils Project Officer
  - c. Dan Shaw, PCC (via email) – Working Better together seminars
9. To receive the accounts for December (including scheduled payments, un-presented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.
10. To consider the following requests for grant assistance and agree action in response to proposals:

Tenby Museum and Art Gallery – Advertising leaflet
11. To consider any updates on Tenby Town Walls and agree action in response to proposals.
12. To consider any updates on the proposed development at Brynhir.
13. To consider the growing housing crisis in Tenby and agree action in response to proposals – Cllr. M. Evans
14. To consider a Marine Conservation Area - Tenby South beach, Giltar spit, Caldey Sound and Caldey Roads' - and agree action in response to proposals – Cllr. M. Evans

15. To consider any Financial Officer/Clerk's Items and agree action in response to proposals.
16. Date and Time of Next Meeting:
  - a. Tuesday, 1<sup>st</sup> February 2022 at 7.30 pm
17. To propose any item for the next Agenda.
18. **TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960".**
19. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 4th January 2022.
20. Any matters arising for information only.



**TENBY TOWN COUNCIL**  
**MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD**  
**4<sup>TH</sup> JANUARY 2022**

**PRESENT:** Cllr Mrs S Skyrme-Blackhall Mayor  
Cllr Mrs T Evans  
Cllr Mr J Cornwell  
Cllr Mr D Morgan  
Cllr Mr L Blackhall  
Cllr Mr H Whitehurst  
Cllr Mr M Evans

**IN ATTENDANCE:** Mrs S Thompson Assistant to the Clerk  
Cllr Michael Williams County Councillor North Ward

Mayor asked if the members had received her message of earlier today and explained the situation once again asking if all councillors were happy to proceed. All were in favour. The Mayor and wished the Clerk well and a speedy recovery.

**253. TO RECEIVE APOLOGIES**

Apologies received from Cllr Mrs Rossiter and Cllr Mrs Lane.

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

None.

**255. 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 Cornwell and seconded by Cllr Mike Evans.

**RESOLVED**

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

**256. CONFIRMATION OF MINUTES**

**Resolved that the Minutes of the Tenby Town Council meeting held 14<sup>th</sup> December 2021 be confirmed and signed as accurate.**

**257. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY**

The Mayor reminded members that any questions for the Clerk can be raised at the next meeting.

- a. **Page 108 Item 240c:** Cllr Evans referred to the budget and PCC saying that Welsh Government have given good settlements to county councils although no further seminar has taken place in Pembrokeshire. London and Cardiff have both identified adult and child care pressures, and associated monetary pressures. However this will only paper over cracks, PCC in for a few difficult years ahead and we, as a Town Council, will have to do things for ourselves he added.

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

- a. **NP/21/0798/FUL – Erection of front porch, garden room used as home gym and driveway in retrospect – 33 The Glebe, Tenby**

Cllr Cornwell feels this application should be approved as a number of others in the area have done the same and no objections have been received. Cllr Morgan feels the same as Cllr Cornwell and seconded.

**RECOMMEND**

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

- b. **NP/20/0553/S73 – Variation of conditions 3 and 4 of NP/93/96 – Holiday let to full residential, loss of garage serving upstairs unit – Flat 2, Westcliff, Greenhill Avenue, Tenby**

Cllr Blackhall believes this to be really interesting as this building was built as holiday let and is now being returned to residential dwelling, bucking the trend and feels should be approved. Cllr Cornwell seconded.

**RECOMMEND**

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

- c. **NP/21/0780/FUL – Proposed alterations and extensions to Brython Apartments – Combine existing two units into one, extend car parking area, two new residential cabins in lower garden, swimming pool and associated works – Brython, Narberth Road, Tenby**

Cllr Cornwell commented that it was lovely to see something being done with this building, he passes it quite regularly. He is not against the plans internally but he does have reservations regarding the swimming pool and the two units/cabins in grounds. Have there been any objections from neighbours he asked? Mrs Thompson was not aware of any. Cllr Blackhall said there may be concerns if these units become holiday accommodation, lending themselves to noise especially around the proposed swimming pool area. Check for site

meeting to get a better perspective taking into account Cllr Cornwell's comments. A site meeting was proposed and all members were in favour.

**RESOLVED**

**That before any decisions are made by members, it is proposed that a site meeting be requested to help members get a better perspective on the plans.**

**259. TO RECEIVE THE FOLLOWING ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:**

**a. Rebecca Evans MS, Minister for Finance and Local Government, Welsh Government – General Power of Competence - Qualifications of Clerks Regulations 2021**

The Mayor feels this item should be deferred until the Clerk returns as it needs discussion. Cllr Blackhall agreed that this indeed needs the Clerk's input but would like it noted that with regard to qualifications for Town Clerks, we are ahead of the game in Tenby as TTC supported the Town Clerk through his qualification a number of years ago. Deferred. Good move at the time said the Mayor.

**RESOLVED**

**That this item be revisited once the Clerk is well.**

**b. Dafydd Llewellyn, Police and Crime Commissioner – Public consultation – feelings of safety**

The Mayor advised members that councillors should undertake the survey individually, the Mayor asked if members had had a chance to look at the consultation. Cllr Cornwell reminded members that TTC are due to meet with Dafydd Llewellyn on 18<sup>th</sup> January but the Mayor highlighted that the closing date for this consultation is 12<sup>th</sup> January so needs all to take part before that date.

**260. TO CONFIRM THE BUDGET FOR 2022 – 2023 AND SET THE PRECEPT FIGURE**

The Mayor asked if councillors are happy to agree. Cllr Evans said he was happy with the Clerk's precept of £69.95, adding it is an exciting programme of administration by this council. We are reliant on PCC's support and favour but TTC must get funds in place to get us on our way to what we want to do. The Mayor thanked for the Clerk and his assistant for their hard work, it is appreciated.

**RESOLVED**

**That the Council's budget for 2022/2023 be confirmed and Pembrokeshire County Council be notified that the Precept requirement would be £224,098.81.**

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

The Mayor told councillors that TTC had been copied in on an email from Suzie Adams who advised that today was her last day with PCC.

Suzie Adams had passed her notes on to colleagues and also included her recommendations for the works to be continued into 2022 and then carried out bi-annually to keep growth in check and will help lessen future maintenance with mortar/stone repairs.

Cllr Blackhall feels it is good that note is on file and that the intention is to continue with the work. TTC now need to make sure to be in contact with the next incumbent to ensure that the required works identified are carried out.

**262. TO CONSIDER ANY UPDATES ON THE PROPOSED DEVELOPMENT AT BRYNHIR**

Cllr Evans said there was nothing further to add but drew the attention of members to an online article by Paul Evans of the Tenby Observer who had done a very reasonable piece about TTC's discussion previously. This gets it spot on in that he explains that 102 of these properties are for private rental to local people in line with the local connections policy; affordable rent for local people. This is good cover said Cllr Evans in that it also explains that the additional 8 properties are for shared ownership. If councillors are asked it is on the Tenby Observer website. All good stuff and positive.

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

None.

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

Resolved that the next meetings will take place as follows:

- a. Tuesday, 11th January 2022 at 7.00 pm – Emma Thornton, Visit Pembrokeshire (via Zoom)
- b. Tuesday 18th January 2022 7.00 pm to 8.00 pm – Dafydd Llewellyn, Police and Crime Commissioner (via Microsoft teams)
- c. Tuesday 18th January 8.00 pm Full Council meeting (via Zoom)

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

None suggested at this time.

**266. 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"**

**267. TO CONFIRM THE PRIVATE AND CONFIDENTIAL MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD DATE 2021**

**Resolved that the Private and Confidential Minutes of the Tenby Town Council meeting held 14<sup>th</sup> December 2021 be confirmed and signed as accurate.**

**268. MATTERS ARISING FOR INFORMATION ONLY**

None.

The Mayor thanked all for their attendance and also took a moment to thank those who had sent messages and well wishes on the passing of Cllr. Blackhall's Mum.

Mayor

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Town Clerk

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Date

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11 JAN 2022

**Pembrokeshire County Council  
Cyngor Sir Penfro**

County Hall, Haverfordwest, Pembrokeshire SA61 1TP  
Neuadd y Sir, Hwlfordd, Sir Benfro SA61 1TP

Tel/Ffon: 01437 764551  
Fax/Ffacs: 01437 776496

DX98295 Haverfordwest/Hwlfordd



**Pembrokeshire Coast National Park  
Parc Cenedlaethol Afordir Penfro**

Llanion Park, Pembroke Dock, Pembrokeshire SA72 6DY

Parc Llanion, Doc Penfro, Sir Benfro SA72 6DY

Tel/Ffon: 01646 624800  
Fax/Ffacs: 01646 689076

January 2022

- Supplementary Planning Guidance consultation running for 3 months
- Return your forms by 15th April 2022
- Information available on line or in hard copy on request

Dear Consultee

**Re: Pembrokeshire County Council Local Development Plan & Pembrokeshire Coast National Park Local Development Plan 2 Joint Supplementary Planning Guidance on the Cumulative Impact of Wind Turbines**

**Pembrokeshire Coast National Park Local Development Plan 2: Supplementary Planning Guidance on:**

- Coal – Land Instability
- Loss of Hotels
- Regionally Important Geodiversity Sites
- Safeguarding Minerals Zones
- Conservation Areas

**Joint Guidance (Pembrokeshire Coast National Park and Pembrokeshire County Council)**

**Cumulative Impact of Wind Turbines:**

Updated to reflect latest national planning policy, Future Wales National Plan 2040, the latest landscape guidance and good practice, new wind energy developments and the increased size of turbines now being considered. The work was undertaken by a consultant on our behalf. It was a joint commission with Pembrokeshire County Council and Carmarthenshire County Council.

This Guidance will be a joint supplementary planning guidance with Pembrokeshire County Council.

Use weblink below.

**Pembrokeshire Coast National Park only Guidance**

**Land Instability – Coal Works:** Includes Local Development Plan Policy reference updates and National Planning Policy updates.

**Loss of Hotels** Updates to policy referencing in Local Development Plan 2.

Use weblink below.

**Regionally Important Geodiversity Sites:** Update of referencing to national planning policy and Local Development Plan 2.

Use weblink below.

**Safeguarding Minerals Zones:** Update of referencing to national planning policy and Local Development Plan 2.

Use weblink below.

**Conservation Areas:** These documents will serve as:-

- An appraisal of the various features which give the various Conservation Areas their special architectural and historic interest, the presumption being that they be preserved or enhanced as required by legislation.
- A management plan setting out proposals which can enhance the character and appearance of the Conservation Area.

ANGLE, CAERFARCHELL, CALDEY, LITTLE HAVEN, MANORBIER, NEWPORT,  
PORTCLEW, PORTHGAIN, SAUNDERSFOOT, SOLVA, ST DAVIDS, TENBY AND TREFIN

Use weblink below.

**The consultation period for all documents will run until 4.30pm on 15th April 2022.**

Comments should be returned either in writing to The Park Direction Team, Pembrokeshire Coast National Park Authority, Llanion Park, Pembroke Dock, Pembrokeshire, SA72 6DY or by email [devplans@pembrokeshirecoast.org.uk](mailto:devplans@pembrokeshirecoast.org.uk)

If you have any queries regarding the documents please contact the Park Direction Team by emailing [devplans@pembrokeshirecoast.org.uk](mailto:devplans@pembrokeshirecoast.org.uk) or ring 01646 624800 and ask for someone dealing with the Local Development Plan. Paper copies of the guidance can be provided at a cost.

All comments will be acknowledged and will be made public. All comments will be reported to the National Park Authority and Pembrokeshire County Council's Cabinet where the Guidance proposed is jointly prepared by both authorities. All commentators will be advised of the outcome of these meetings.

#### **Where to view the documents**

The documents are available to download from the National Park Authority web site at [Supplementary Planning Guidance for Consultation - Pembrokeshire Coast National Park](#) and can be viewed at the National Park Authority offices when open to the public (by appointment), Oriel y Parc (when open to the public) and on publically accessible computers in public libraries where available.

The joint Supplementary Planning Guidance document on the Cumulative Impact of Wind Turbines covers the whole of the County of Pembrokeshire. The documents are also available to download at <https://www.pembrokeshire.gov.uk/adopted-local-development-plan/ldp-supplementary-planning-guidance>

Thank you.

Yours sincerely

Sara Morris

*Sara Morris*  
Development Plans and Conservation  
Manager  
Pembrokeshire County Council

Martina Dunne

*Martina Dunne*  
Head of Park Direction  
Pembrokeshire Coast National Park  
Authority

## Correspondence B

I would like to take this opportunity to introduce myself as the newly appointed Project Officer with One Voice Wales providing support for Pembrokeshire Community & Town Councils. I started my role on 4th January having worked with PLANED on the successful LEADER Programme for Pembrokeshire until its closure in December 2021. Before that I worked with Carmarthenshire County Council as a Community Regeneration Officer working on strategic Welsh Government funded projects. I was once a Community Councillor for almost 10 years, so I understand the challenges faced by Community and Town Councils.

As my project is only for 12 months initially, over the course of the year I would be very keen to hear from you if your Council would like to develop a new pilot project or new idea such as promoting the development of youth councils and youth engagement in decision making, or to create a cluster of Councils based on common interests or themes. I can also be a point of contact to link into the wider support available through One Voice Wales in terms of ICT and social media as well as potential Community Asset Transfer projects.

Part of my role will be to help raise awareness of what Community, Town and City Councils do, raise awareness of how to become a Councillor and to help you guide your residents on how to raise their ideas and issues with your Council. I can also help you to promote best practice and identify opportunities to collaborate with partners geographically or thematically, supporting the work of existing partners including Pembrokeshire County Council, PLANED, PAVS and other bodies to provide a link to their existing projects across Pembrokeshire.

I am happy to meet you virtually over the coming weeks if you would like me to explain my role further or if you already have a new idea in mind that you are ready to progress with.

I look forward to hearing from you either by phone or email.

Emyr John  
Pembrokeshire Community and Town Councils Project Officer  
One Voice Wales

## Correspondence C

Dear City, Town & Community Council Clerks,

Due to the number of apologies received for our next 'Working Together Better' seminar and the challenging situation with the Covid-19 pandemic, we have decided to stand down the January seminar. The next seminar is on Wednesday 2nd March, and the booking link, along with dates and booking links for the remaining 2022 meetings, is in the attached document.

At the last seminar in November those present requested that every City, Town, and Community Council be asked to nominate one Councillor (or their Clerk) to attend future Working Better Together events. Could you please ensure this is discussed at your next meeting. Could you please also identify any issues that you would like to discuss, or topics of your own that you would like to share with others.

Dan

## Tenby Town Council

Prepared by: ANDREW DAVIES  
*Name and Role (Clerk/RFO etc)*

Date: 10/1/22

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

	<b>Bank Reconciliation at 10/01/2022</b>		
	Cash in Hand 01/04/2021		214,097.67
	<b>ADD</b>		
	Receipts 01/04/2021 - 10/01/2022		234,915.64
			449,013.31
	<b>SUBTRACT</b>		
	Payments 01/04/2021 - 10/01/2022		141,917.35
<b>A</b>	<b>Cash in Hand 10/01/2022</b> (per Cash Book)		<b>307,095.96</b>
	<b>Cash in hand per Bank Statements</b>		
	Cash	30/12/2021	40.00
	Barclays - Current	30/12/2021	2,030.00
	Barclays - Premium	30/12/2021	228,504.49
	Barclays - Reserve	30/12/2021	79,661.11
	Barclays - Bond	30/12/2021	0.00
			<b>310,235.60</b>
	Less unrepresented payments		3,139.64
			307,095.96
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>307,095.96</b>
	<b>A = B Checks out OK</b>		

**Tenby Town Council**  
**Uncashed payments/transfers out (All banks)**  
(Upto 10/01/2022)

<b>Voucher</b>	<b>Date</b>	<b>Cheque No.</b>	<b>Description</b>	<b>Total</b>	<b>Bank</b>
153	08/10/2019	712361	Donation from Mayor	100.00	Barclays - Current
161	17/11/2021	712687	Donation - Senior Citizens Christmas	3,000.00	Barclays - Current
181	15/12/2021	712699	Photocopying	39.64	Barclays - Current
			Total-----	<b>3,139.64</b>	

**Tenby Town Council**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 10/01/2022)**

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Voucher	Date	Cheque No.	Description	Total	Bank
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Total-----

**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	229.20	179.20 (358%)	16,058.90	9,405.81	6,653.09 (41%)	6,832.29
Advertising and Publicity			0.00 (N/A)	500.00	315.20	184.80 (36%)	184.80
Augustus Place	3,000.00	2,760.17	-239.83 (-7%)	2,978.90	1,476.12	1,502.78 (50%)	1,282.95
Capital Spending (Asset Purchase)		6,000.00	6,000.00 (600000)	15,000.00	18,594.00	-3,594.00 (-23%)	2,406.00
Christmas Lighting			0.00 (N/A)	20,130.00	12,102.64	8,027.36 (39%)	8,027.36
Civic			0.00 (N/A)	8,940.00	203.21	8,636.79 (97%)	8,636.79
Contra/Loans		1,217.99	1,217.99 (121799)		1,141.80	-1,141.80 (-11418)	78.19
De Valence Pavilion			0.00 (N/A)	26,000.00	19,520.00	6,480.00 (24%)	6,480.00
Interest on Investments and Accour	200.00	18.85	-181.15 (-90%)			0.00 (N/A)	-181.15
New Cemetery	3,920.00	4,605.00	885.00 (17%)	7,550.00	2,477.01	5,072.99 (67%)	5,757.99
Old Cemetery	204.00	204.00	0.00 (N/A)	204.00		204.00 (100%)	204.00
Precept	197,746.29	197,746.29	0.00 (N/A)			0.00 (N/A)	0.00
Provision for Doubtful Debts			0.00 (N/A)			0.00 (N/A)	0.00
S137 Payments			0.00 (N/A)	300.00	4,050.00	-3,750.00 (-1250%)	-3,750.00
Tenancies (Council as Tenant)			0.00 (N/A)	10,740.00	3,055.00	2,685.00 (25%)	2,685.00
Tourism/Regeneration		3.70	3.70 (370%)	23,000.00	2,042.12	20,957.88 (91%)	20,961.58
Town Maintenance	500.00	85.58	-414.42 (-82%)	26,900.00	10,113.88	16,786.12 (62%)	16,371.70
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	71,606.08	46,944.24	24,661.84 (34%)	24,661.84
<b>NET TOTAL</b>	<b>205,620.29</b>	<b>212,870.78</b>	<b>7,250.49 (3%)</b>	<b>229,807.88</b>	<b>136,441.03</b>	<b>93,366.85 (40%)</b>	<b>19</b>

<b>Total for ALL Cost Centres</b>		<b>212,870.78</b>			<b>136,441.03</b>	
<b>V.A.T.</b>		<b>22,044.86</b>			<b>5,476.32</b>	
<b>GROSS TOTAL</b>		<b>234,915.64</b>			<b>141,917.35</b>	

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

10 January 2022 (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	2,105.00	295.00	295.00 (12%)
2	Admin - Photocopying charges	50.00	114.00	64.00	400.00	218.20	181.80	245.80 (54%)
3	Admin - Course/Training							(N/A)
4	Admin - Office Equipment				1,500.00		1,500.00	1,500.00 (100%)
5	Admin - Equipment maintenance							(N/A)
6	Admin - Insurance				5,000.00	3,927.50	1,072.50	1,072.50 (21%)
8	Admin - Phone/fax and broadband				350.00	250.17	99.83	99.83 (28%)
9	Admin - Postage				400.00	250.00	150.00	150.00 (37%)
11	Admin - Stationery				200.00	89.49	110.51	110.51 (55%)
12	Admin - Subscriptions		115.20	115.20	1,145.90	1,169.15	-23.25	91.95 (8%)
13	Admin - Travel expenses				150.00		150.00	150.00 (100%)
75	Admin - Council tax				1,630.00	1,396.30	233.70	233.70 (14%)
91	Admin - Councilor remuneration							(N/A)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
<b>SUB TOTAL</b>		<b>50.00</b>	<b>229.20</b>	<b>179.20</b>	<b>16,058.90</b>	<b>9,405.81</b>	<b>6,653.09</b>	<b>6,832.29 (42%)</b>

**Advertising and Publicity**

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

**Augustus Place**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				350.00		350.00	350.00 (100%)
24	Augustus Place - Tools and equi				100.00	16.67	83.33	83.33 (83%)
25	Augustus Place - Utilities				800.00	544.25	255.75	255.75 (31%)
26	Augustus Place - Letting Income	3,000.00	802.50	-2,197.50				-2,197.50 (-73%)
98	Augustus Place - Council tax		1,885.76	1,885.76	1,404.90	789.70	615.20	2,500.96 (178%)
99	Augustus Place - Water rates		71.91	71.91	324.00	125.50	198.50	270.41 (83%)
101	Augustus Place - Building Contir							(N/A)
<b>SUB TOTAL</b>		<b>3,000.00</b>	<b>2,760.17</b>	<b>-239.83</b>	<b>2,978.90</b>	<b>1,476.12</b>	<b>1,502.78</b>	<b>1,262.95 (21%)</b>

**Capital Spending (Asset Purct**

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

## 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 - Maintenan				12,480.00		12,480.00	12,480.00 (100%)
28	Christmas Lighting - Electricity s				150.00	164.36	-14.36	-14.36 (-9%)
29	Christmas Lighting - Tools and E				7,500.00	11,938.28	-4,438.28	-4,438.28 (-59%)
<b>SUB TOTAL</b>					<b>20,130.00</b>	<b>12,102.64</b>	<b>8,027.36</b>	<b>8,027.36 (39%)</b>

## Civic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Civic - Courses/conferences/trav							(N/A)
45	Civic - Entertainment				3,000.00		3,000.00	3,000.00 (100%)
46	Civic - Grants				2,000.00		2,000.00	2,000.00 (100%)
47	Civic - Honoraria				150.00		150.00	150.00 (100%)
48	Civic - Mayor's Reimbursement I				3,500.00	203.21	3,296.79	3,296.79 (94%)
51	Civic - Regalia maintenance				150.00		150.00	150.00 (100%)
52	Civic - Subscriptions				40.00		40.00	40.00 (100%)
81	Civic - Plaques							(N/A)
94	Civic - Maintenance of Historic A							(N/A)
<b>SUB TOTAL</b>					<b>8,840.00</b>	<b>203.21</b>	<b>8,636.79</b>	<b>8,636.79 (97%)</b>

## Contra/Loans

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Contra		1,217.99	1,217.99		1,141.80	-1,141.80	76.19 (N/A)
<b>SUB TOTAL</b>			<b>1,217.99</b>	<b>1,217.99</b>		<b>1,141.80</b>	<b>-1,141.80</b>	<b>76.19 (N/A)</b>

## 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	19,520.00	6,480.00	6,480.00 (24%)
<b>SUB TOTAL</b>					<b>26,000.00</b>	<b>19,520.00</b>	<b>6,480.00</b>	<b>6,480.00 (24%)</b>

## Interest on Investments and A

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

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

10 January 2022 (2021-2022)

**New Cemetery**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Mainte		317.50	317.50	7,500.00	2,400.00	5,100.00	5,417.50 (72%)
33	New Cemetery - Water charges				50.00	77.01	-27.01	-27.01 (-54%)
34	New Cemetery - Grant of Rights	1,400.00	2,982.50	1,582.50				1,582.50 (113%)
35	New Cemetery - Maintenance fe	1,820.00	1,005.00	-815.00				-815.00 (-44%)
36	New Cemetery - Memorial fees	700.00	300.00	-400.00				-400.00 (-57%)
<b>SUB TOTAL</b>		<b>3,920.00</b>	<b>4,605.00</b>	<b>685.00</b>	<b>7,550.00</b>	<b>2,477.01</b>	<b>5,072.99</b>	<b>5,757.99 (50%)</b>

**Old Cemetery**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
39	Old Cemetery - War Graves	204.00	204.00		204.00		204.00	204.00 (50%)
<b>SUB TOTAL</b>		<b>204.00</b>	<b>204.00</b>		<b>204.00</b>		<b>204.00</b>	<b>204.00 (50%)</b>

**Precept**

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

**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)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**S137 Payments**

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

**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	8,055.00	2,685.00	2,685.00 (25%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL					10,740.00	8,055.00	2,685.00	2,685.00 (25%)
<b>Tourism/Regeneration</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby		3.70	3.70	1,000.00	9.19	990.81	994.51 (99%)
84	Park and Ride provision				1,000.00	1,000.00		(0%)
88	Special Projects within the comm				12,000.00	1,032.93	10,967.07	10,967.07 (91%)
89	Ironman				6,000.00		6,000.00	6,000.00 (100%)
95	Consultancy fees and specialist				3,000.00		3,000.00	3,000.00 (100%)
<b>SUB TOTAL</b>			<b>3.70</b>	<b>3.70</b>	<b>23,000.00</b>	<b>2,042.12</b>	<b>20,957.88</b>	<b>20,961.58 (91%)</b>
<b>Town Maintenance</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displa	500.00		-500.00	13,000.00	9,303.70	3,696.30	3,196.30 (23%)
56	Town maintenance - Play area				1,500.00	267.58	1,232.42	1,232.42 (82%)
57	Town maintenance - Tools and e		85.58	85.58	400.00	542.60	-142.60	-57.02 (-14%)
96	Town maintenance - Specialist m				12,000.00		12,000.00	12,000.00 (100%)
<b>SUB TOTAL</b>		<b>500.00</b>	<b>85.58</b>	<b>-414.42</b>	<b>26,900.00</b>	<b>10,113.88</b>	<b>16,786.12</b>	<b>16,371.70 (59%)</b>
<b>VAT recovered</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
69	VAT - Recovered							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>
<b>Wages, PAYE, NI, Pension, Exp</b>								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				61,627.62	39,720.30	21,907.32	21,907.32 (35%)
15	Augustus Place - wages				3,200.00	2,336.04	863.96	863.96 (27%)
16	Town maintenance - wages				6,778.46	4,887.90	1,890.56	1,890.56 (27%)
<b>SUB TOTAL</b>					<b>71,606.08</b>	<b>46,944.24</b>	<b>24,661.84</b>	<b>24,661.84 (34%)</b>
<b>Summary</b>								
<b>NET TOTAL</b>		<b>206,620.29</b>	<b>212,870.76</b>	<b>7,250.49</b>	<b>228,807.88</b>	<b>136,441.03</b>	<b>93,366.85</b>	<b>100,617.34 (23%)</b>
<b>V.A.T.</b>			<b>22,044.86</b>			<b>5,476.32</b>		
<b>GROSS TOTAL</b>			<b>234,915.64</b>			<b>141,917.35</b>		

### Tenby Town Council PAYMENTS LIST

Voucher Code	Data	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
180 Admin - Insurance	01/12/2021		Barclays - Current		Insurance	Premium Credit Ltd	E	397.36		397.36
189 Augustus Place - Water rates	03/12/2021		Barclays - Current		Water charges AP	Dwr Cymru	Z	12.00		12.00
176 Admin - Stationary	02/12/2021	712697	Barclays - Current		Stationary etc	Lyreco UK Limited	S	81.50	16.30	97.80
190 Admin - Phone/tax and brook	02/12/2021		Barclays - Current		Telephone services	Talk Talk	S	28.45	5.69	34.14
180 Town maintenance - Penal 6	02/12/2021	712698	Barclays - Current		Standpipe	Aquam Water Services Ltd	S	35.00	7.00	42.00
173 DWP - Grant to DWP (Tenby)	02/12/2021	712694	Barclays - Current		De Valence grant	Tenby DWP Trust	X	2,160.00		2,160.00
175 Office Rent	02/12/2021	712694	Barclays - Current		Office rental	Tenby DWP Trust	X	895.00		895.00
174 Admin - Council tax	02/12/2021	712695	Barclays - Current		Council Tax Council office	Post Office Ltd	X	155.20		155.20
175 Admin - Wages	02/12/2021	712696	Barclays - Current		PAYE Month 8 2021/22	HMRC	X	931.89		931.89
181 Admin - Photocopying charge	15/12/2021	712699	Barclays - Current		Photocopying	Konica Minolta	S	33.03	6.61	39.64
182 Admin - Wages	17/12/2021	712700	Barclays - Current		Wages Month 9 2021/22	Employee 106	X	2,048.58		2,048.58
183 Augustus Place - wages	17/12/2021	712701	Barclays - Current		Wages Month 9 2021/22	Employee 110	X	259.56		259.56
194 Town maintenance - wages	17/12/2021	712701	Barclays - Current		Wages Month 9 2021/22	Employee 110	X	543.10		543.10
185 Admin - Wages	17/12/2021	712702	Barclays - Current		Wages Month 9 2021/22	Employee 113	X	1,068.68		1,068.68
179 Augustus Place - Utilities	23/12/2021		Barclays - Current		Gas bill - Augustus Place	Total Gas and Power	L	100.17	5.00	105.17
<b>Total</b>								<b>8,749.52</b>	<b>40.60</b>	<b>8,790.12</b>

## Tenby Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
67	01/12/2021		Barclays - Current		Hall hire	Tenby Male Choir	X	60.00		60.00
72	02/12/2021		Barclays - Current		Bench compensation	Hindys/Centralised	X	9.96		9.96
65	06/12/2021		Barclays - Premium		Interest	Barclays	X	4.72		4.72
60	13/12/2021		Barclays - Reserve		Interest	Barclays	X	1.99		1.99
61	14/12/2021		Barclays - Current		Precept final 2021/22	Pembrokeshire County Coun	X	65,915.00		65,915.00
62	15/12/2021		Barclays - Current		Hall hire	USA	X	75.00		75.00
63	15/12/2021		Barclays - Current		Seagull bags	General public	S	16.67	3.33	20.00
64	15/12/2021		Barclays - Current		Photocopying	General public	X	10.00		10.00
69	16/12/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	115.00		115.00
71	16/12/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	115.00		115.00
73	16/12/2021		Barclays - Current		Hall hire	R. Cooke	X	22.50		22.50
74	16/12/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	100.00		100.00
75	16/12/2021		Barclays - Current		Burial fees	W. and M. J. Rossiter and So	E	100.00		100.00
68	23/12/2021		Barclays - Current		Hall hire	Meeting Group	X	30.00		30.00
66	29/12/2021		Barclays - Current		Hall hire	Tenby Male Choir	X	30.00		30.00
<b>Total</b>								<b>66,605.84</b>	<b>3.33</b>	<b>66,609.17</b>



## TENBY TOWN COUNCIL

### Application for Grant for Voluntary Organisations

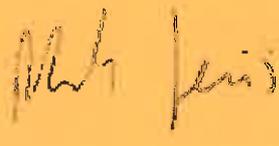
Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous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

1.	Name of Organisation	Tenby Museum and Art Gallery
2.	Name, Address and Status of Contact	Mark Lewis Curator Tenby Museum and Art Gallery Castle Hill Tenby Pembrokeshire SA70 7BP
3.	Telephone Number of contact	01834 842809
4.	Is the organisation a Registered Charity?	Yes (Reg. Charity Number 1169435)
5.	For what purpose or project is the grant requested?	The museum requires a new advertising leaflet to be designed, printed and distributed. We rely quite heavily on the tourist trade and leaflets have the ability to increase our reach amongst all audiences (and not just those who use on-line resources). We intend to get a selection of the leaflets printed in Welsh also and this will also be available as a downloadable resource on our website. We will be supporting

		<p>Pembrokeshire business Monddi who will design and print the leaflet. Naturally any Town Council logos will be placed on the leaflet to acknowledge your support.</p> <p>As you are aware, Tenby Museum is the oldest independent museum in Wales, having served the community since 1878. 2020 saw us close for an extended period for the first time since the museum's original opening and the need to maintain a profile within the community is now stronger than ever. A well-designed and widely distributed leaflet can help us bring people to the museum and in doing so contribute to bringing additional visitors to the town.</p> <p>The museum is fully accredited with Arts Council England/MALD, showing that it adheres to nationally set standards within the sector. It is constituted as a CIO and the constitution is attached with this document.</p>
6.	What will be the total cost of the above project?	£1847 (we are requiring £1347 – see question 8 for details – or a percentage of to help with the costs)
7.	If the total cost of the project is more than the grant, how will the residue be financed?	The museum does have the necessary finances to fund any shortfall in the costs of the project should that be necessary. (Please see attached sheet for clarification on financial resources)
8.	<p>Have you applied for grant for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	We have received £500 from Gerald Blain Associates towards the above costs
9.	Who will benefit from the project?	Both residents and visitors will benefit and the museum will be able to continue serving the community as it has done for the past 144 years.
10.	Approximately how many of those who will benefit live in Tenby?	The museum welcomes on average 14000 visitors per year through its doors. We also give employment to

		<p>five people and offer volunteering positions for those within the community. The provision of a leaflet will help the museum to reach a wide audience as well as those who live locally and can make use of the facilities we have to offer such as family history research, volunteering roles and exhibitions that celebrate the history of the town. The museum receives very little external funding from the government and local authority and so all of our income depends upon visitors through the door; in bringing people in we remain sustainable. It is estimated that of our visitors 20% are local, including schools, community organisations and residents.</p>
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You may use a separate sheet of paper to submit any other information which you feel will support this application.

Signed 

(Mark Lewis) Date 4 December 2022

## ADDITIONAL INFORMATION REGARDING QUESTION 7

As you will see from our latest signed off accounts (attached), the museum does have reserve finances and looking at the bank statements the organisation appears quite healthy.

However consideration with regards the finances has been taken into account that, should the museum be forced to close £100,000 of the finances has been allocated towards this eventuality (it has been estimated that any properly undertaken closing down procedure would take approximately 12 months and would incur various financial costs including redundancies, removal of collections, storage of collections etc)

Although closure is not anticipated it is within the realms of responsible financial management that the possibility has to be accounted for and that is why most of the projects the museum undertakes are done so with grant funding assistance. The remaining money acts to fund day to day operating costs (conservation, salaries, exhibitions, utilities etc) in order for the museum to remain sustainable.