

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

9th February 2022

Dear Councillor

You are hereby summoned to attend the Meeting of the Tenby Town Council on **Tuesday 15th February 2022 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

A G E N D A

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

Members are requested to identify the nature of the interest and indicate whether it is personal or prejudicial.
3. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
4. To confirm the Minutes of the Tenby Town Council Meeting held 1st February 2022.
5. Any matters arising for information only.

6. To receive the notes of the Frankston Friendship City proposal working party and consider action in response to proposals.
7. To receive the notes of the HM The Queen Platinum Jubilee Celebrations working party and consider action in response to proposals.
8. To discuss the following Planning Applications and to agree action in response to proposals:
 - a. NP/21/0823/LBA – Sub-division of existing dwelling to form a separate self-catering holiday accommodation unit to rear including rear entrance porch extension, new window and door openings, minor external works, fences etc to rear garden and reconfiguration of existing external fire escape stair to rear – Castle View House, 14 The Norton, Tenby.
 - b. NP/22/0018/FUL – Erection of timber decking in rear garden (retrospective) – 97 The Glebe, Tenby.
 - c. NP/22/0034/FUL – Demolition of existing rear kitchen and rebuild – 1 Lexden Cottages, Lower Frog Street, Tenby
 - d. NP/22/0037/FUL – Change of use of White Rose Guest House (C1) and manager flat to 3 serviced holiday units (manager’s flat 4th holiday unit) – Permitted development in retrospect – White Rose Guest House, Warren Street, Tenby.
 - e. NP/22/0059/FUL – Addition of 5 roof lights – Elwy Cottage, Trafalgar Road, Tenby.
9. To consider the following items of Correspondence and agree action in response to proposals:
 - a. PCC - Additional Community Governor Vacancy, Governing Body of Tenby Church in Wales Voluntary Controlled Primary School.
10. To receive the accounts for January (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.
11. To receive nominations and elect a Mayor for 2022/23. Should more than one nomination be received, to suspend Standing Order 7 to allow for a written ballot, the results of which to be opened and ratified at the next meeting of council.
12. To consider any updates on Tenby Town Walls and agree action in response to proposals.
13. To consider any updates on the proposed development at Brynhir.

14. To consider a return to 'in person' meetings of the town council and agree action in response to proposals – Cllr Mrs. Lane
15. Town accessibility for those with disabilities and families with pushchairs/prams – Cllrs Mrs Skyrme-Blackhall and Hallett
16. To consider any Financial Officer/Clerk's Items and agree action in response to proposals.
 - a. To consider the Town Council's Financial Risk Assessment for 2022/23
17. Date and Time of Next Meeting:
Tuesday, 1st March 2022 at 7.30 pm – Full Council
18. To propose any item for the next Agenda.
19. **TO RESOLVE TO EXCLUDE THE PUBLIC FROM THE MEETING DURING CONSIDERATION OF THE FOLLOWING ITEM(S) OF BUSINESS UNDER THE "PUBLIC BODIES (ADMISSION TO MEETINGS) ACT OF 1960".**
20. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 1st February 2022.
21. Any matters arising for information only.

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

| | | |
|------------------------------|-----------------------------|------------------------------|
| <u>PRESENT:</u> | Cllr Mrs S Skyrme-Blackhall | Mayor |
| | Cllr Mrs T Evans | |
| | Cllr Mr J Cornwell | |
| | Cllr Mr L Blackhall | |
| | Cllr Mr P Rapi | |
| | Cllr Mrs S Lane | |
| | Cllr Mr M Evans | |
| | Cllr Mrs C Brown | |
| | Cllr Mr H Whitehurst | |
| | | |
| <u>IN ATTENDANCE:</u> | Mr A Davies | Clerk |
| | Mrs S Thompson | Assistant to the Clerk |
| | | |
| | Cllr Michael Williams | County Councillor North Ward |

The Mayor bid councillors a good evening and reminded all of the protocol for when they wish to speak so not to be speaking over each other.

290. TO RECEIVE APOLOGIES

Apologies received from Cllr Mrs T Rossiter.

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

None disclosed.

292. 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 Evans and seconded by Cllr Mrs Lane.

RESOLVED

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

293. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council meeting held 18th January 2022 be confirmed and signed as accurate.

294. MATTERS ARISING FROM THE MINUTES FOR INFORMATION ONLY

- a. **Page 143 Item 274a – Queen Victoria House** – The Clerk told members that PCNPA Officers are happy to have a site meeting and asked for available dates. As Cllr Rapi had requested the meeting the Clerk felt it best he lead and asked when was best for him. Cllr Rapi suggested Monday or Tuesday, 7th or 8th February.

On the back of this, the Clerk had noted that a site meeting of the development at Brython had been requested at TTC's meeting of 4th January. As no response had been received from PCNPA, he had now followed this up.

- b. **Page 146 Item 278 – Tenby Museum** The Clerk had received a letter of thanks from the Museum's Curator, Mr Mark Lewis who also advised the Clerk that Tenby Town Council will be acknowledged on the Museum leaflets that are being produced.

295. TO RECEIVE THE NOTES OF THE MEETING WITH MRS EMMA THORNTON, VISIT PEMBROKESHIRE HELD ON 11TH JANUARY 2022

The Mayor asked if councillors were happy for these to be noted or are there any further comments to be made. Noted said Cllr Mrs Brown.

The Clerk and Mayor had attended another meeting with Visit Pembrokeshire and PLANED and this meeting was pretty much a scaled down presentation to what TTC were given earlier. This was followed by a Q&A session and the same points were raised as to the hollowing out of our community due to holiday lets, the travel to work area and staffing issues were echoed by others at the meeting. These issues are not unique to Tenby, they are affecting the whole of the county.

Another point raised was, with increasing emphasis on tourism to enjoy the natural environment, better engagement was need to educate visitors on how to interact with that natural environment without causing any detrimental effects.

All the points raised are being taken on board and there are to be 3 more meetings to gather feedback. It was interesting and worth going said the Mayor.

296. TO RECEIVE THE NOTES OF THE MEETING HELD WITH MR DAFYDD LLEWELYN, DYFED-POWYS POLICE AND CRIME COMMISSIONER HELD 18TH JANUARY 2022

The Mayor asked if councillors were happy to note this. Cllr Rapi asked if we had heard anything back yet. The Clerk had heard nothing.

All agreed to note.

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

- a. **NP/22/0029/FUL – Demolition of single storey lean-to extension and construction of two storey extension – 4 Park Terrace, Edward Street, Tenby**

The Mayor asked if councillors had any comments. Cllr Mrs Brown proposed accepting, Cllr Mrs Lane seconded.

RECOMMEND

Approval. Considered against all the relevant policies in the LDP members feel that this proposal will have little impact on the amenity of neighbouring properties.

- b. **NP/21/0822/FUL – Sub-division of existing dwelling to form a separate self-catering holiday accommodation unit to rear including entrance porch extension, new window and door openings, minor external works, fences etc to rear garden and reconfiguration of existing external fire escape stair to rear – Castle View House, 14 The Norton, Tenby**

Cllr Blackhall feels this is a complicated application in respect of proposed works and in particular with rear garages and how it connects. A site visit may be suitable to get a better understanding of what is proposed.

Cllr Mrs Lane would suggest the same. TTC had passed plans for the Cliffe Norton previously and we really need to have a look before overcrowding the site. Cllr Rapi agreed with both. Cllr Rapi seconded the proposal of a site visit.

RECOMMEND

Members feel it difficult to assess the impact of this development and would welcome the opportunity of a site meeting with the case officer to fully assess the proposals.

- c. **NP/21/0768/TPO – TPO61 – Raise crown on sycamore on front of property which is growing into the lines and overhanging the property which the applicant would like to remove; Ash at the back with a limb overhanging into the gardens which the applicant would like to remove – Evans Pharmacy, Gas Lane, Tenby**

The Clerk said Cllr Hallett had come into look at the plans and, while members did not normally taken comments from members not present, he was aware that councillors valued Cllr Hallett's input on these matters.

Cllr Hallett felt there would be no adverse effect and this action would protect the property. Cllr Rapi proposed acceptance and Cllr Mrs Evans seconded.

RECOMMEND

Approval. Members feel this is a low impact scheme which is necessary in the interests of health and safety.

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

The Clerk had received no further updates. The replacement of Suzie Adams is not known. Leave to next meeting said Mayor then we'll chase the matter up.

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

As members are aware there is a consultative meeting arranged and there will be a Q&A session. This will give TTC an opportunity to air their aspirations for this site. A Public Engagement meeting is also to be held at Tenby Leisure Centre in the near future.

Cllr Evans asked if it would be worthwhile TTC meeting prior to the meeting arranged so that we can weed out the general consensus and be singing from the same hymn sheet. TTC should be prepared and know exactly what we are looking for. A priority for TTC is the Local Connections Policy.

With regard to design and layouts, this should be down to PCC to sort as it is PCC applying for planning consent and they should therefore consult with PCNPA.

Cllr Blackhall agreed saying that, clearly, we have a policy as a council to be supportive of this development but need to look at specifics such as local policy allocations and how this works, the designs and how within this area an urban park will be created. How will this whole scheme fit into the area?

Cllr Mrs Brown agrees with both councillors, feeling it would be a very good idea to meet before the main meeting. She was concerned that there will be a lot of residents against the development and so TTC need to set ourselves straight before talking to the people of Tenby.

The Clerk explained that the meeting with PCC starts at 6.30pm on 15th February with our full council meeting following at 7.30pm. Do councillors wish to come earlier before meeting, he asked? Would councillors be okay with 5.30pm on that evening?

All agreed to 5.30pm and the Clerk will send out a Zoom link.

300. TO CONSIDER THE GROWING HOUSING CRISIS IN TENBY AND AGREE ACTION IN RESPONSE TO PROPOSALS - MR M EVANS

Cllr Evans said that obviously this is the biggest pressure on our community at the moment and we need to be leading as a town council.

Later we will be looking at the new structure of council meetings and we need to set up a working group to deal with this crisis. Cllr Williams is in tonight and we read and supported his comments in the local press. We all understand where we are.

Cllr Evans said that he cannot agree with Cllr Mrs Brown's earlier comment about opposition to the Brynhir development as there is not a part of our community that has not been touched by Tenby's housing need.

There is however light on the horizon. We need to act sooner rather than later and have that understanding of the need in our area. TTC should ask PCC in advance of our meeting for information such as how many are currently waiting for homes on the register.

The Clerk believes there are 5000 people on the waiting list for the county but doesn't know the breakdown into areas.

Other communities have set up community land trusts, commented Cllr. Evans. PLANED have an interest in being leaders in land trusts and this is currently high on Welsh Government's agenda. TTC need to get involved with new builds and consider restrictions on occupancy. Gwynedd County Council is looking into this to see if it is lawful. In St Ives this has already been used and it would be interesting how it has worked down there.

We need to speak with our MS Sam Kurtz, our MP Simon Hart may also have a role. We must have a local connections policy for Brynhir in perpetuity but there are other opportunities in our area, Cllr. Evans continued. Planning permission was granted 4 years ago off Narberth Road for a site offering 60% affordable housing, but nothing has started. Where are PCNPA, why has this site not been developed or come to fruition?

The old Post Office site is also there. We've met with PCC, this is a perfect site for affordable housing similar to Ateb housing above the Delphi. We need to put pressure on to get this moving.

There must be garages, small plots of land, and sites around Augustus Place where we can fit in local housing units on land under county council ownership. We as a town council can point them in these directions and put pressure on. All this needs to be teased out going forward if we do have a working group. Every councillor is being asked for help and it's challenging.

Cllr Blackhall thanked Cllr Evans for his summary. He felt we needed to understand what Welsh Government are able to look at and the potential to secure additional funding. We need to gather information to learn what others are doing, catalogue it and produce range of options. He agreed with a working party with an invite to neighbouring areas like Penally, St Mary's Out Liberty, to involve them in discussions.

We need to involve Ateb and other stakeholders to create solutions that we can use to hold Tenby up as an example to others.

Cllr Mrs Lane agrees, adding that part of the problem was that people were buying long lets and turning them into Airbnb. Whilst she has nothing against Airbnb unfortunately this is not monitored and the number of locals looking for homes now is growing as landlords who used to offer long lets are selling up. This problem needs looking at in a lot more in depth.

The Mayor commented that Cllr Mrs. Lane mirrored what was said at the Visit Pembrokeshire meeting the previous night; that the problems with Airbnb was affecting what is left of our community. Locals have nowhere to go.

Cllr Mrs Brown agreed that Airbnbs need to be regulated. Being able to simply turn your house into an Airbnb is wrong. She also supported what Cllr Williams said about increasing tax on letting property. She estimated 75 percent of houses occupied were as Airbnb or holiday let, and not long lets.

She said that she had walked up her street and asked owners if they would agree to let to someone local who needed a long let and the reply was no as they can earn over £1K a week from holiday lets.

The Mayor invited Cllr Williams to comment. He said he didn't put comments in paper directly, it was a report of comments he made at PCC corporate governance when levels of charges on holiday homes was discussed. He wanted the county council to lobby the Senedd to allow a further increase.

It may encourage those who are multiple property owners to give a percentage to be rented out as permanent accommodation, he suggested. Currently there is a consultation with Welsh Government regarding the future of planning related to Airbnb and holiday let and he felt town councils should contribute to this consultation.

Regarding the land west of Narberth Road mentioned, it is believed that the owners were forced to put in an application or it would have been withdrawn from the LDP as a candidate site. However, there is no condition attached that they must then proceed with the development. The applicants could sit on this for 5 years and then just renew the planning permission. PCNPA can only encourage development not force.

Community land trusts were a good idea and he was aware of innovative moves to develop community land trusts. It was not easy and very bureaucratic but our situation calls for something innovative. Airbnbs contribute nothing to the local economy. Radical action is needed.

Cllr Rapi believes that Tenby is near the end of its days because of this situation. Something should have been done a long time ago, this is such a serious situation, he said. Brynhir may be our saviour but he was speaking to a person in the market who said that they had just bought 3 houses for letting. Airbnbs are replacing bed and breakfasts and there is no legal control.

There is almost no community left within our town walls, he continued. The worst thing about this is it is due to locals, they want to get the most for their houses, so just as much to blame as anyone else. Perhaps we need a disaster such as a market crash, then perhaps second homes will be sold and hopefully locals will buy.

We must start the ball rolling on finding solutions. As Cllr Evans and Cllr Williams have said we need to get something done and we need to lead, he added.

Cllr Blackhall suggested TTC take Cllr Evans' suggestion and form a working party with an open invitation for both councillors and others to look at ideas from different

places. TTC must come up with plan to take forward and keep this as an active issue to develop concrete proposals as to how we can at least tackle the crisis.

Cllr Mrs Brown said she admires the lady and gentleman in St Mary's Street who are converting their guest house into 5 flats, 2 of which are allocated to Ateb. Not a lot of people know this. It is a brilliant idea, she admires what they have done and wishes others would consider it, she said.

Cllr Rapi added that even in Carew there is a problem. Carew people cannot find accommodation in their own village because houses are being turned into Airbnbs. This is affecting the whole of Pembrokeshire.

Cllr Evans thanked Cllr Williams for his contribution, adding that Labour and Plaid Cymru are together on this issue and taking it as a priority.

There may be light at the end of the tunnel. Welsh Government are holding a consultation process on holiday lets and change of use to holiday lets to look at ways of regulating everything.

TTC should look at this and speak with our MS to make sure it is activated in Wales. At the moment if you want to kick out long term residential tenants you can and there are case studies within this council area where local people have been served notice.

Tonight has resulted in an interesting discussion and we've talked a lot. Let's dig deep and try to make small differences.

301. 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

Cllr Evans, said the crux of what he is suggesting is within the agenda item title.

Sitting on EPF board he saw an application coming in from The Havens, St Brides, and Marloes, to work with Pembrokeshire Sea Trust, a local marine wildlife conservation charity based at the old Ocean Lab in Goodwick, to look at carrying out marine surveys in the area.

The idea is to see what the other islands off the coast have in relation to marine ecology, what needs protecting and how to go about it.

Cllr Williams first muted this in our area, Cllr. Evans continued, and going forward, we need to look at the sea and understand its role within our heritage. It is vital going forward that we conserve what we have, not only in sea. Is anyone is interested in getting on board, he asked?

Cllr Rapi asked what a marine conservation area is and Cllr Evans said that it protects and enhances what we have.

Skomer has a marine conservation area and at different times certain activities are prohibited; there is protection from anything potentially harmful in that area, Cllr. Evans explained.

It is one way we safeguard against exploitation of the area. St Margaret's Island had 3 pairs of puffins last year and we hope they return. A conservation area protects these and puts the marine need before ours as humans.

Cllr Williams quipped that, for many years, he has tried to make life difficult for fisherman as he sought to protect our marine ecology. However, before an MCA can be introduced it needs a good scientific base. There isn't one for the areas suggested by Cllr Evans as yet.

Lundy was a success story but an MCA is totally different to a bird sanctuary. An element of caution was needed and he was worried that there is a lack of legislation since Brexit. There was nothing to stop work towards an MCA but it also needs policing when in place.

Cllr Evans thanked Cllr Williams. He felt it would be good, as a first step, to meet the Pembrokeshire Sea Trust and ask what they can bring to the party. Ultimately, they could map the whole of Pembrokeshire, he said.

He proposed that a meeting be arranged. Seconded by Cllr Mrs Brown and

RESOLVED

That a meeting be arranged with the Pembrokeshire Sea Trust.

302. STREET FURNITURE – CLLR MRS BROWN

Cllr Mrs Brown told members that we haven't had furniture painted for a long while, and wants to know firstly if PCC are going to do it. If not, could we get volunteers together from Menedd or a similar group? There is furniture around St Mary's and South Parade that has not been done except what our own handyman has done. Can PCC contribute towards the paint, she asked? As the Queen's celebration approaches, we should brighten and tidy the town. Try and get together a group of people.

Cllr Rapi said he has been 'harping on' for about a year about the state of Tenby. It is not just benches, but also lamps and railings. The whole place needs a lick of paint and lights need repairing. We need to push PCC, he said; we should not end up paying. The County Council took responsibility for this off the borough council and if they can't afford to maintain it then PCC should give it back to us.

Without pre-empting Cabinet's decision and a formal announcement, we cannot go into too much detail, said Cllr. Blackhall. However, our EPF bid has gone through the first stage of funding and part of this is to do all benches on the South Parade. At least 30 benches will be tackled in the first phase and we will also be able to catalogue the condition of all the other benches and create a cycle of what needs doing. The condition of our street furniture is poor yes but this is the start of the plan.

One of the biggest challenges is to determine who owns what bench and who is responsible for maintenance. Once this is established it can be followed with a detailed plan and a future potential EPF bid. Volunteers to take on maintenance has merit and should be included, he added.

Cllr Cornwell is happy to be a volunteer to paint or help with the surveying of benches in the town. The benches outside St Mary's Church in quite a bad state. He has helped with painting throughout town and is very happy to be involved.

Cllr Mrs Lane supports Cllr Mrs Brown saying that this matter is urgent. We are already in February we need to get something off the ground now.

Cllr. Blackhall said he would like to report further on the EPF bid in private. We can come up with a proposal on how we move forward.

Cllr Mrs Lane asked if the EPF includes the painting of benches and does the cost of the paint come into this. We also had our own plan for funding this work, there is nothing to stop us doing this in the meantime she felt.

The Clerk reminded councillors that, last year, we had approached PCC and Mr McCarthy had said that TTC could buy the paint through them so that the same paint was being used. TTC then put out the job for tender in the local paper but no one took up the tender. One company asked for details and then nothing further was heard.

Volunteers may be needed but TTC need to buy the paint. The Mayor agrees with trying to utilise volunteers as Tenby looks tired.

Cllr Brown proposed TTC look for volunteers to paint benches. She felt the fault was not the workers on the ground but senior staff who would not provide the budget.

Cllr Mrs Lane, supported Cllr Mrs Brown's idea adding that perhaps an organisation may like to sponsor the paint and then the bench could have a plaque to say who they are being supported by.

The Clerk wondered how this would fit in with PCC as benches are not TTC's property.

Mr MCarthy is due in town this week and has said he will look at the state of the benches.

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

a. The structure of Council meetings following the Town and Community Council elections, 5th May 2022

Mayor recommends taking the Clerk's recommendations in three stages as outlined in his report.

Cllr Mrs Lane commented that Tenby in Bloom was named as an outside body to which council nominates a representative. This is not the case; it just happens that a number of councillors were on there in their own right.

The Mayor thanked the Clerk for putting the report together.

Cllr Mrs Lane explained that TTC used to have one monthly full council and a monthly planning and general purposes. She was uncertain as to how committees will work as it didn't suit councillors previously.

The Clerk said that the historic planning and general purposes committee were not given plenary powers and any decisions taken had to go to full council before being actions. As all councillors sat on the planning and general purposes committee the decision was made to turn this into a full council meeting.

The Mayor said TTC are looking to trial this, to see how it goes, in the hope that more councillors will be able to attend the one monthly meeting.

The question was raised as to how much more pressure would be put on the office. The Clerk replied that this would reduce the requirement for full agendas fortnightly and more time could be spent actioning proposals. The council just seemed to be going from meeting to meeting with no break in between. By the time matters have been dealt with from the previous meeting an Agenda is being prepared for next meeting. This workload would be reduced.

We were not having meetings twice a month but one every fortnight which meant 25 scheduled full council meetings a year outside of the Summer and Christmas recess before any additional meetings were arranged. This report proposed a regular once a month full council with committee meetings as and when required in between.

Cllr Blackhall moved, Cllr Mrs Brown seconded and it was.

RESOLVED

Members agree to move to holding a monthly Council meeting, usually to be held on the first Tuesday of each month. These meetings to be held in line with standing orders.

That members note and agree that if special circumstances arise or urgent matters occur, there are arrangements in place to enable extra meetings to be called.

That members agree what matters would need to be dealt with outside of a monthly Council meeting and make arrangements accordingly.

That existing standing orders be reviewed and revised to take account of the new proposals and the new legislative requirements under the Local Government and Elections (Wales) Act 2021 to ensure that members of Council, members of the public and press can attend all meetings remotely if required.

To establish a planning committee with plenary of at least 5 Councillors.

To agree that councillors not on the planning committee would be able to submit comments for consideration.

To agree that the planning committee would meet before full council each month and have one other meeting (as required). Timetabling of this meeting to be subject of a further report.

To agree a review of all committees and to bring a report to future meetings. Further to consider which meetings are exclusively for Council members and which committees would benefit from outside representation.

To include arrangements for hybrid and remote planning meetings in the review of standing orders.

That the Annual General Meeting following the elections be set for 6 pm on Friday 13th May.

Further that, following the election of Mayor, that all other business be adjourned to the Adjourned AGM/Mayor Making Ceremony to be held at 6 pm on Friday 10th June, to be followed by the Civic dinner.

That a timetable of full Council meetings be produced with a meeting every month apart from August for ratification at the Adjourned AGM.

The Clerk also pointed to the note in his report that Members also needed to consider whether or not we undertake the 'Mayor Elect' process prior to the Town and Community Council elections. If members decide to select a Mayor Elect (provisional dependent on the election results) this would have to be undertaken before 18th March when Purdah begins.

Cllr Mrs Evans proposed selecting Mayor Elect at the next council meeting as this has been done previously.

If two or more wish to stand then this would be a written ballot with voting papers sent out and the result of the poll ratified at the following meeting as occurred last year.

Cllr Blackhall seconded this.

Prior to the Mayor taking the proposal, the Clerk reminded members that they may like to consider the risk of the Mayor Elect not regaining their place on council; the risk of it potentially being seen as giving the Mayor Elect an unfair advantage over other election candidates and the risk that the decision could be changed at AGM if a seconded candidate put themselves forward with a number of potential new councillors after the election.

Cllr Mrs Evans asked if this was not how it has always been in relation to Mayor Elect. The Clerk said this was not always the case in an election year. Some

years we have, some not. How to proceed in an election year has been voted on and resolved on each occasion.

Cllr Mike Evans isn't it the case every year that, even though we propose a Mayor Elect in February, someone can still challenge at the AGM.

The Clerk confirmed that the first business at any AGM is to elect a Mayor and anyone could be nominated.

Cllr Evans believes it prudent to make a decision now and was happy to go through the Mayor Elect now.

RESOLVED

That nominations for Mayor Elect be taken at the next meeting. In the event that more than one councillor puts their name forward, that a written poll be undertaken with the result of the poll being ratified at the next available council meeting.

Cllr Mrs Lane said that if we are having discussions about Mayor Making then surely it is time to discuss returning to the Mayor's Parlour for council meetings.

Cllr Blackhall suggested putting this item on the Agenda for the next council meeting.

Cllr Mike Evans said that members should also be discussing hybrid meetings and the Clerk reminded all that this is part of the Local Government and Elections (Wales) Act 2021. Councils have to offer hybrid meetings to allow members and the public to access to our meeting from other locations.

b. To Consider Ways TTC Can Help Celebrate HM The Queen's Platinum Jubilee (3rd June 2022)

Cllr Cornwell said there is an official guide on Google which gives lots of ideas including an official proclamation. A small sub-committee could be formed. Most of the major events take place on the Thursday with specific times for certain events.

Cllr Blackhall seconded Cllr Cornwell's idea for a sub-committee.

Cllr Mrs Lane asked the Clerk if we still have the beacon purchased for the Queen's 90th birthday.

The Clerk confirmed that we do.

Cllr Mrs Evans hopes that the committee meet sooner rather than later as time is of the essence.

Who would like to be on the sub-committee asked the Mayor?

Cllr. Cornwell, Cllr Mrs Evans, Cllr Mrs Lane and Cllr Mrs Brown put their names forward.

c. **Road Closures – Cllr Mike Evans**

The Clerk advised members that Cllr Evans had asked for proposed road closures relating to South Parade, Upper Park Road and Trafalgar Road be highlighted at this evening's meeting as the consultation is closing on 3rd February.

Cllr Evans said that this was just for members' information. The closures were to facilitate work to help make safe routes in and out of Tenby and was all generally positive.

Cllr Mrs Brown is happy with what they want to do, both for safety's sake and to enhance the gateway to Tenby.

However, are they going to resurface other areas she asked? TTC were promised more resurfacing including at Augustus Place, Station Road, Warren Street and Lower Frog Street. Is this going to happen?

In all her time living in Warren Street she has never seen the road resurfaced and it is shocking. She was hoping that plans were not just focusing on the Five Arches area.

Cllr Evans feels that Warren Street must have made it to the top of the list by now! PCC are also drawing up an access route up into town so there is a possibility but he hasn't seen anything imminent relating to Warren Street, he agreed it is needed.

He agreed to make some enquiries.

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

Resolved that the next meeting will take place on Tuesday, 15th February 2022 at 5.30 pm.

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

None at this time

306. **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"**

TENBY TOWN COUNCIL

NOTES OF THE WORKING PARTY ARRANGED TO REVIEW A REQUEST TO ENTER INTO A FRIENDSHIP ARRANGEMENT WITH FRANKSTON, AUSTRALIA

PRESENT: Councillor Mrs S Lane
Councillor J Cornwell

IN ATTENDANCE: Mr. A. Davies Financial Officer/Clerk to the Council

CONTEXT: To review a request from Frankston City Council, Australia, to enter into a Friendship City agreement and consider the draft Memorandum of Understanding submitted by Frankston for signing.

Cllr. Cornwell said he had researched Frankston and did not feel there were enough similarities between Tenby and Frankston to facilitate a mutually beneficial 'twinning' agreement.

He said it was normal to look at mutual similarities when considering any form of 'twinning' arrangement.

Cllr. Mrs. Lane had also researched the City and was in full agreement. She acknowledged that there was a connection to the city, in that there were a number of former residents living there, but this was true for many other towns and cities across the world.

She was aware that the idea had first been mooted by members of the Welsh Male Choir based in Frankston who had a Tenby connection, but she believed this choir already had a Friendship arrangement with Tenby Male Choir.

We had rejected similar requests in the past from areas that we did not consider suitable.

RECOMMENDED

That we write to Frankston thanking them for their interest but that we did not feel it appropriate to enter into a Friendship City arrangement.

Cllr. Cornwall said that he had thought about other possible areas we may consider twinning with and suggested Vannes, in Brittany. This was where Henry Tudor had been based following his escape to France from Tenby and was, like Tenby, a medieval walled town.

Cllr. Mrs. Lane recalled we had looked into possibilities of twinning with Gibraltar in the past. This too was a walled town with a similar dynamic to Tenby and had a strong affinity to Tenby from when the Gibraltar Regiment used to visit Penally on exercise.

She was aware that, while at the time the mayor of Gibraltar was in favour, the idea had stalled within the Gibraltar Parliament. She had contacts on the island who may be in a position to help us resurrect the idea.

RECOMMENDED

That the possibilities of twinning with Vannes and Gibraltar be looked into further.

Meeting of the working party established to look into ways Tenby could celebrate HM The Queen's Platinum Jubilee

Attending Cllr Mrs. T. Evans
 Cllr. J Cornwell
 Cllr Mrs S Lane
 Cllr Mrs T Rossiter
 Cllr L Blackhall

Also in attendance Andrew Davies
 Sharon Thompson

JC showed relevant information from the official Platinum Jubilee website.

It is envisaged as a four-day event starting with a proclamation at 2pm on Thursday 2nd June and later that evening at 9.45 a beacon lighting.

SL said that a beacon lighting was on her list of ideas, possibly with a firework display to follow. For the Queen's 90th birthday we had lit the beacon on the pier.

She also suggested bunting around the town. LB said that if we were to erect bunting, we needed to order it soon. We would also have to think about how it would be erected.

Among some other ideas suggested by SL were:

- Encouraging estates to hold a street party – with a possible donation to each from the town council to assist with costs.
- Closing Tudor Square off for a large street party – this would see premises allowing food and drink purchased to be consumed at any seating provided by them. This would also include entertainment in the Square similar to the Christmas lights switch on.
- Commemorative mugs or similar memorabilia to be given to local primary school children.
- A 'Design a hat for the Queen' and a Cake competition to be judged at the Tudor Square party.
- A Concert at St Mary's.
- Planting of a commemorative tree.
- Clearing of the shrubbed area of St Florence Parade to introduce seating which would include a commemorative bench. If possible, the renaming of St Florence Parade to Queen Elizabeth the Second Parade.
- If this was not possible, possibly re-naming The Green public space, Queen Elizabeth the Second Gardens.

TE felt these were brilliant ideas, adding that there was already an official plan relating to tree planting. However, she wondered if commemorative mugs were a thing of the past and if some other type of memorabilia could be considered. Let's price up some other ideas.

Some of her ideas included:

- A parade through town from the train station led by Samba Doc involving local organisations. SL was concerned that there may not be the support we really want from organisations. We need to be aware that this is a bank holiday and many people may be working in hospitality but it was worth considering.
- A picnic with bands on Castle Hill and local businesses selling 'take-away teas.'
- The possibly of Rotary, Lions and Round Table combining to stage a joint one-off event on the Harbour like the Summer Spectaculars.

TR also wondered if St Florence Parade and The Green were not options for renaming, that Paxton's Walk be considered. We could then consider utilising EPF for enhancement of the garden.

LB wondered about utilising some of the other areas of town, for example, The Esplanade, for stalls, entertainment etc. This was a Bank Holiday weekend after all and town was likely to be busy.

He commented that the working party had been asked to come up with some proposals for council to see what could be taken forward. However, TE was concerned about the timescale.

It was felt that TTC did not have to organise everything that was suggested. For example, the idea of a concert at St Mary's could be discussed with the church and Tenby choir. If the idea was not supported it would be dropped. LB was concerned that too much would fall back on TTC office staff to sort out.

The Clerk said that there were three things council needed to consider:

- No budget provision had been allocated
- The staffing implications for some of the events
- The logistics involved in staging some of the events.

SL felt some matters could be delegated. She would liaise with some of the businesses in Tudor Square for example.

LB and JC said they would liaise with the church and Tenby Choir respectively in relation to a concert at St Mary's.

The Clerk said he would liaise with the chairman of the Royal British Legion and the Sea Cadets in relation to a parade and assistance in the beacon lighting.

This was in effect a four-day weekend, said LB. We needed to digest the ideas, take them to council sort out who will do what and devise a plan.

SL said it was good to gather ideas and see who could help. If there was no support for some of the ideas then so be it.

CORRESPONDENCE A

Dear Clerk

Re: Governing Body of Tenby Church in Wales Voluntary Controlled Primary School

We write to inform you that a nomination is required for the position of Additional Community Governor on the above Governing Body by 7th March 2022.

This nomination will be considered along with any others received at the next full Governing Body meeting due to take place on 12th May 2022. However, if your nomination is the only one received, the nominee will be appointed as Additional Community governor at the earliest opportunity, following consultation with the Headteacher/Chair of Governors.

Information on the governor role can be found on the Pembrokeshire County Council website link:- <https://www.pembrokeshire.gov.uk/school-governors>

Thank you for your attention to this matter.

Tenby Town Council

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

Date: 7/2/22

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 07/02/2022 | | |
| | Cash in Hand 01/04/2021 | | 214,097.67 |
| | ADD | | |
| | Receipts 01/04/2021 - 07/02/2022 | | 235,441.23 |
| | | | 449,538.90 |
| | SUBTRACT | | |
| | Payments 01/04/2021 - 07/02/2022 | | 173,230.90 |
| A | Cash in Hand 07/02/2022 (per Cash Book) | | 276,308.00 |
| | Cash in hand per Bank Statements | | |
| | Cash | 28/01/2022 | 40.00 |
| | Barclays - Current | 28/01/2022 | 2,000.00 |
| | Barclays - Premium | 28/01/2022 | 205,616.86 |
| | Barclays - Reserve | 28/01/2022 | 79,661.11 |
| | Barclays - Bond | 28/01/2022 | 0.00 |
| | | | 287,317.97 |
| | Less unrepresented payments | | 11,158.41 |
| | | | 276,149.56 |
| | Plus unrepresented receipts | | 158.44 |
| B | Adjusted Bank Balance | | 276,308.00 |
| | A = B Checks out OK | | |

Tenby Town Council
Uncashed payments/transfers out (All banks)
 (Upto 07/02/2022)

| Voucher | Date | Cheque No. | Description | Total | Bank |
|-------------------|------------|------------|-------------------------|------------------|--------------------|
| 153 | 08/10/2019 | 712361 | Donation from Mayor | 100.00 | Barclays - Current |
| 191 | 23/12/2021 | 712703 | Donation - Sea Cadets | 2,000.00 | Barclays - Current |
| 192 | 23/12/2021 | 712703 | Donation - War Graves | 204.00 | Barclays - Current |
| 193 | 04/01/2022 | 712704 | De Valence grant | 2,160.00 | Barclays - Current |
| 194 | 04/01/2022 | 712704 | Office rental | 895.00 | Barclays - Current |
| 207 | 20/01/2022 | 712713 | Cemetery standpipe | 69.82 | Barclays - Current |
| 208 | 20/01/2022 | 712714 | Donation - Tenby Musuem | 1,000.00 | Barclays - Current |
| 206 | 21/01/2022 | | Decking oil | 28.59 | Barclays - Current |
| 213 | 31/01/2022 | | New Burial register | 224.40 | Barclays - Current |
| 214 | 31/01/2022 | 712718 | New cemetery tap | 90.35 | Barclays - Current |
| 215 | 01/02/2022 | 712719 | PAYE Month 10 2021-22 | 931.89 | Barclays - Current |
| 216 | 01/02/2022 | 712720 | De Valence grant | 2,160.00 | Barclays - Current |
| 217 | 01/02/2022 | 712720 | Office rental | 895.00 | Barclays - Current |
| 218 | 01/02/2022 | | Insurance | 397.36 | Barclays - Current |
| 219 | 01/02/2022 | | Water charges AP | 12.00 | Barclays - Current |
| Total----- | | | | 11,168.41 | |

Tenby Town Council
Uncashed receipts/transfers in (All banks)
(Upto 07/02/2022)

| Voucher | Date | Cheque No. | Description | Total | Bank |
|----------------|-------------|-------------------|--------------------|---------------|--------------------|
| 77 | 03/02/2022 | 002623 | Insurance rebate | 158.44 | Barclays - Current |
| | | | Total----- | 158.44 | |

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

| Cost Centre | Receipts | | | Payments | | | Net Position |
|------------------------------------|-------------------|-------------------|----------------------|-------------------|-------------------|------------------------|----------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Administration | 50.00 | 387.84 | 337.84 (675%) | 16,058.90 | 10,579.96 | 5,478.94 (34%) | 5,816.58 |
| 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 | 1,500.12 | 1,478.78 (49%) | 1,238.95 |
| 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 | 23,447.37 | -3,317.37 (-16%) | -3,317.37 |
| Civic | | | 0.00 (N/A) | 8,840.00 | 3,203.21 | 5,636.79 (63%) | 5,636.79 |
| Contra/Loans | | 1,217.99 | 1,217.99 (121799) | | 1,141.80 | -1,141.80 (-11418) | 76.19 |
| De Valence Pavilion | | | 0.00 (N/A) | 26,000.00 | 23,840.00 | 2,160.00 (8%) | 2,160.00 |
| Interest on Investments and Accour | 200.00 | 18.85 | -181.15 (-90%) | | | 0.00 (N/A) | -181.15 |
| New Cemetery | 3,920.00 | 4,735.00 | 815.00 (20%) | 7,550.00 | 2,637.18 | 4,912.82 (65%) | 5,727.82 |
| Old Cemetery | 204.00 | 204.00 | 0.00 (N/A) | 204.00 | 204.00 | 0.00 (N/A) | 0.00 |
| Precept | 197,746.29 | 197,746.29 | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Provision for Doubtful Debts | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| S137 Payments | | | 0.00 (N/A) | 300.00 | 4,050.00 | -3,750.00 (-1250%) | -3,750.00 |
| Tenancies (Council as Tenant) | | | 0.00 (N/A) | 10,740.00 | 9,845.00 | 895.00 (8%) | 895.00 |
| Tourism/Regeneration | | 3.70 | 3.70 (370%) | 23,000.00 | 2,242.12 | 20,757.88 (90%) | 20,761.58 |
| Town Maintenance | 500.00 | 95.54 | -404.46 (-80%) | 26,900.00 | 10,142.47 | 16,757.53 (62%) | 16,353.07 |
| VAT recovered | | | 0.00 (N/A) | | | 0.00 (N/A) | 0.00 |
| Wages, PAYE, NI, Pension, Expens | | | 0.00 (N/A) | 71,606.08 | 54,832.86 | 16,773.22 (23%) | 16,773.22 |
| NET TOTAL | 205,820.29 | 213,169.18 | 7,548.89 (3%) | 229,807.88 | 166,575.29 | 83,232.59 (27%) | 19 |
| Total for ALL Cost Centres | | 213,169.18 | | | 166,575.29 | | |
| V.A.T. | | 22,272.05 | | | 6,655.61 | | |
| GROSS TOTAL | | 235,441.23 | | | 173,230.90 | | |

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

7 February 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 | | 158.44 | 158.44 | 5,000.00 | 4,722.22 | 277.78 | 436.22 (8%) |
| 8 | Admin - Phone/fax and broadband | | | | 350.00 | 278.90 | 71.10 | 71.10 (20%) |
| 9 | Admin - Postage | | | | 400.00 | 250.00 | 150.00 | 150.00 (37%) |
| 11 | Admin - Stationary | | | | 200.00 | 284.99 | -84.99 | -84.99 (-42%) |
| 12 | Admin - Subscriptions | | 115.20 | 115.20 | 1,145.90 | 1,169.15 | -23.25 | 91.95 (8%) |
| 13 | Admin - Travel expenses | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 75 | Admin - Council tax | | | | 1,630.00 | 1,551.50 | 78.50 | 78.50 (4%) |
| 91 | Admin - Councillor remuneration | | | | | | | (N/A) |
| 100 | Admin - Election fees | | | | 2,883.00 | | 2,883.00 | 2,883.00 (100%) |
| SUB TOTAL | | 50.00 | 387.64 | 337.64 | 16,058.90 | 10,579.96 | 5,478.94 | 5,816.58 (36%) |

Advertising and Publicity

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

Augustus Place

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|-----------------|-----------------|----------------|-----------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 22 | Augustus Place - Maintenance | | | | 350.00 | | 350.00 | 350.00 (100%) |
| 24 | Augustus Place - Tools and equi | | | | 100.00 | 16.67 | 83.33 | 83.33 (83%) |
| 25 | Augustus Place - Utilities | | | | 800.00 | 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 | 149.50 | 174.50 | 246.41 (76%) |
| 101 | Augustus Place - Building Contr | | | | | | | (N/A) |
| SUB TOTAL | | 3,000.00 | 2,760.17 | -239.83 | 2,978.90 | 1,500.12 | 1,478.78 | 1,238.95 (20%) |

Capital Spending (Asset Purch

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

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

7 February 2022 (2021-2022)

Christmas Lighting

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

Civic

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------------------|----------|--------|----------|-----------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 44 | Civic - Courses/conferences/trav | | | | | | | (N/A) |
| 45 | Civic - Entertainment | | | | 3,000.00 | | 3,000.00 | 3,000.00 (100%) |
| 46 | Civic - Grants | | | | 2,000.00 | 3,000.00 | -1,000.00 | -1,000.00 (-50%) |
| 47 | Civic - Honoraria | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 48 | Civic - Mayor's Reimbursement | | | | 3,500.00 | 203.21 | 3,296.79 | 3,296.79 (94%) |
| 51 | Civic - Regalia maintenance | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 52 | Civic - Subscriptions | | | | 40.00 | | 40.00 | 40.00 (100%) |
| 81 | Civic - Plaques | | | | | | | (N/A) |
| 94 | Civic - Maintenance of Historic A | | | | | | | (N/A) |
| SUB TOTAL | | | | | 8,840.00 | 3,203.21 | 5,636.79 | 5,636.79 (63%) |

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) |
| SUB TOTAL | | | 1,217.99 | 1,217.99 | | 1,141.80 | -1,141.80 | 76.19 (N/A) |

De Valence Pavilion

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

Interest on Investments and A

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

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

7 February 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 | 2,490.35 | 5,009.65 | 5,327.15 (71%) |
| 33 | New Cemetery - Water charges | | | | 50.00 | 146.83 | -96.83 | -96.83 (-193%) |
| 34 | New Cemetery - Grant of Rights | 1,400.00 | 2,982.50 | 1,582.50 | | | | 1,582.50 (113%) |
| 35 | New Cemetery - Maintenance fe | 1,820.00 | 1,135.00 | -685.00 | | | | -685.00 (-37%) |
| 36 | New Cemetery - Memorial fees | 700.00 | 300.00 | -400.00 | | | | -400.00 (-57%) |
| SUB TOTAL | | 3,920.00 | 4,735.00 | 815.00 | 7,550.00 | 2,637.18 | 4,912.82 | 5,727.82 (49%) |

Old Cemetery

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

Precept

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

Provision for Doubtful Debts

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

S137 Payments

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

Tenancies (Council as Tenant)

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

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

7 February 2022 (2021-2022)

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

Tourism/Regeneration

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

Town Maintenance

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------------|---------------|--------------|----------------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 55 | Town maintenance - Floral displ | 500.00 | | -500.00 | 13,000.00 | 9,303.70 | 3,696.30 | 3,196.30 (23%) |
| 56 | Town maintenance - Play area | | | | 1,500.00 | 296.17 | 1,203.83 | 1,203.83 (80%) |
| 57 | Town maintenance - Tools and e | | 95.54 | 95.54 | 400.00 | 542.60 | -142.60 | -47.06 (-11%) |
| 96 | Town maintenance - Specialist rr | | | | 12,000.00 | | 12,000.00 | 12,000.00 (100%) |
| SUB TOTAL | | 500.00 | 95.54 | -404.46 | 26,900.00 | 10,142.47 | 16,757.53 | 16,353.07 (59%) |

VAT recovered

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 99 | VAT - Recovered | | | | | | | (N/A) |
| SUB TOTAL | | | | | | | | (N/A) |

Wages, PAYE, NI, Pension, Exj

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|--------------------------|----------|--------|----------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 14 | Admin - Wages | | | | 61,627.62 | 46,806.26 | 14,821.36 | 14,821.36 (24%) |
| 15 | Augustus Place - wages | | | | 3,200.00 | 2,595.60 | 604.40 | 604.40 (18%) |
| 16 | Town maintenance - wages | | | | 6,778.46 | 5,431.00 | 1,347.46 | 1,347.46 (19%) |
| SUB TOTAL | | | | | 71,606.08 | 54,832.86 | 16,773.22 | 16,773.22 (23%) |

Summary

| | | | | | | | |
|--------------------|-------------------|-------------------|-----------------|-------------------|-------------------|------------------|------------------------|
| NET TOTAL | 205,620.29 | 213,169.18 | 7,548.89 | 229,807.88 | 166,575.29 | 63,232.59 | 70,781.48 (16%) |
| V.A.T. | | 22,272.05 | | | 6,655.61 | | |
| GROSS TOTAL | | 235,441.23 | | | 173,230.90 | | |

Tenby Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|----------------------------------|------------|---------|--------------------|-----------|----------------------------------|------------------------------|----------|------------------|-----------------|------------------|
| 200 Admin - Insurance | 01/01/2022 | | Barclays - Current | | Insurance | Premium Credit Ltd | E | 397.36 | | 397.36 |
| 199 Admin - Phone/fax and broak | 01/01/2022 | | Barclays - Current | | Telephone services | Talk Talk | S | 28.73 | 5.75 | 34.48 |
| 201 Augustus Place - Water rates | 01/01/2022 | | Barclays - Current | | Water charges AP | Dwr Cymru | Z | 12.00 | | 12.00 |
| 197 Admin - Stationary | 04/01/2022 | | Barclays - Current | 712707 | Stationary etc | Lyreco UK Limited | S | 8.50 | 1.70 | 10.20 |
| 193 DVP - Grant to DVP (Tenby) | 04/01/2022 | | Barclays - Current | 712704 | De Valence grant | Tenby DVP Trust | X | 2,160.00 | | 2,160.00 |
| 194 Office Rent | 04/01/2022 | | Barclays - Current | 712704 | Office rental | Tenby DVP Trust | X | 895.00 | | 895.00 |
| 195 Admin - Council tax | 04/01/2022 | | Barclays - Current | 712705 | Council Tax Council office | Post Office Ltd | X | 155.20 | | 155.20 |
| 196 Admin - Wages | 04/01/2022 | | Barclays - Current | 712706 | PAYE Month 9 2021-22 | HMRC | X | 931.89 | | 931.89 |
| 198 Admin - Wages | 04/01/2022 | | Barclays - Current | 712708 | Pension 3rd Quarter 2021/22 | Cardiffshire County Cou | X | 2,104.92 | | 2,104.92 |
| 202 Christmas Lighting - Mainten | 12/01/2022 | | Barclays - Current | 712709 | Christmas lighting contract - E | G&I Roofing and Building Ser | Z | 5,672.00 | | 5,672.00 |
| 203 Christmas Lighting - Mainten | 12/01/2022 | | Barclays - Current | 712710 | Christmas lighting contract - el | P&D Services Ltd | Z | 5,672.73 | | 5,672.73 |
| 204 Tourism - Promoting Tenby | 12/01/2022 | | Barclays - Current | 712711 | Christmas mascots | Fun Ties Entertainment Ltd | Z | 200.00 | | 200.00 |
| 205 Christmas Lighting - Mainten | 14/01/2022 | | Barclays - Current | 712712 | VAT element | G&I Roofing and Building Ser | S | | 1,134.44 | 1,134.44 |
| 208 Civic - Grants | 20/01/2022 | 278/126 | Barclays - Current | 712714 | Donation - Tenby Museum | Tenby Museum | X | 1,000.00 | | 1,000.00 |
| 207 New Cemetery - Water chart | 20/01/2022 | | Barclays - Current | 712713 | Cemetery standpipe | Dwr Cymru | Z | 69.82 | | 69.82 |
| 209 Admin - Wages | 21/01/2022 | | Barclays - Current | 712715 | Wages Month 10 2021-22 | Employee 106 | X | 2,048.58 | | 2,048.58 |
| 210 Augustus Place - wages | 21/01/2022 | | Barclays - Current | 712716 | Wages Month 10 2021-22 | Employee 110 | X | 259.56 | | 259.56 |
| 211 Town maintenance - wages | 21/01/2022 | | Barclays - Current | 712716 | Wages Month 10 2021-22 | Employee 110 | X | 543.10 | | 543.10 |
| 212 Admin - Wages | 21/01/2022 | | Barclays - Current | 712717 | Wages Month 10 2021-22 | Employee 113 | X | 1,068.68 | | 1,068.68 |
| 206 Town maintenance - Play are | 21/01/2022 | | Barclays - Current | | Decking oil | Building World | Z | 28.59 | | 28.59 |
| 213 Admin - Stationary | 31/01/2022 | | Barclays - Current | | New Burial register | Shaw and Sons Ltd. | S | 187.00 | 37.40 | 224.40 |
| 214 New Cemetery - Grounds Ma | 31/01/2022 | | Barclays - Current | 712718 | New cemetery tap | Gwyn Johns | Z | 90.35 | | 90.35 |
| Total | | | | | | | | 23,534.01 | 1,179.29 | 24,713.30 |

Tenby Town Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------------|------------|--------|--------------------|------------|--------------------|----------------------|----------|---------------|---------------|---------------|
| 78 Town maintenance - Tools at | 05/01/2022 | | Barclays - Current | | Bench compensation | Hmcts/Centralised | X | 9.96 | | 9.96 |
| 79 VAT - Recovered | 21/01/2022 | | Barclays - Current | | VAT recovered | HMRC | R | | 227.19 | 227.19 |
| 75 New Cemetery - Maintenance | 24/01/2022 | | Barclays - Current | 002065 | Burial fees | John Roberts and Son | E | 130.00 | | 130.00 |
| | | | | | Total | | | 139.96 | 227.19 | 367.15 |

Financial Risk Assessment

Introduction

The Council is expected to carry out an annual assessment of the financial risks it is exposed to and identify any actions it considers necessary to minimise those risks,

The following table attempts to identify the risks involved and recommends the necessary action. The list has been compiled by the Town Clerk, having sought advice from many sources, but is not exhaustive and Council may wish to consider other risks not identified.

| Area | Risk | Controls and recommendations |
|----------------|--|--|
| Assets | Protection of physical assets | Augustus Place insured by Tenby Town Council. De Valence insured by Tenby DVP Trust |
| | Security of buildings, equipment etc | Entry alarm on De Valence Pavilion and CCTV in place. Offices always locked when no officer in attendance. |
| | Maintenance of buildings etc | Buildings currently maintained on an ad hoc basis by the Tenby Town Council/Tenby DVP Trust. Planned programme of electrical and safety equipment checks in place for De Valence and Augustus Place |
| Finance | Banking | Three accounts held with Barclays bank, a current account, a premium account and a reserve account. There is an automatic nightly 'sweep' to ensure the current account has sufficient funds to meet required payments. |
| | Risk of consequential loss of income | Insurance cover for loss of non-negotiable money. Important documents backed-up onto memory sticks. |
| | Loss of cash through theft or dishonesty | No substantial amounts of cash handled by staff. All money banked on day of receipt where possible and on every Friday if not (no money kept in offices over the weekend). Receipts needed for all transactions, petty cash expenditure authorised by issuing of voucher and reconciled monthly. |
| | Financial controls and records | Monthly reconciliation prepared by Clerk and reported to Council. Two signatories on all cheques as per LGA 1972. Internal and external audit in place. |
| | Comply with Customs | Use help line when necessary. VAT |

| | | |
|---------------------------|---|--|
| | and Excise Regulations | payments and claims calculated by and checked by Clerk. Internal and external auditor to provide double check. |
| | Sound budgeting to underlie annual precept | Council receives detailed accounts, including expenditure against budget details monthly. Precept derived indirectly from this under incremental budgeting procedure. |
| | Complying with borrowing restrictions | No new borrowing likely at present |
| | Agency advice | Continue with membership of SLCC |
| Payroll | Loss of data on PC due to system fault | Continue to back up data on a weekly basis and continue maintenance agreement with provider. Continue to obtain up to date versions of the program. |
| | Loss of services of employee | Immediately advertise vacancy (if loss is permanent) and request help from remaining employees to cover temporary loss. Consider employment of a Locum Clerk if Clerk is on long-term sickness leave. |
| Liability | | |
| | Risk to third party, property or individuals | Insurance in place. Open spaces under Town Council control checked regularly. |
| | Legal liability as consequence of asset ownership | Insurance in place. Daily inspections carried out of Augustus Place by caretaker and defects reported to Clerk for remedial action. Jubilee Play area insured by County Council. Weekly inspection of equipment by TTC staff, quarterly and annual inspection by PCC. Unsafe equipment taken out of service until repairs carried out. |
| Employer Liability | | |
| | Comply with Employment Law | Membership of various national and regional bodies and checked weekly for updates. |
| | Comply with Inland Revenue requirements | Advice from IR where necessary. Internal and external auditors carry out annual checks. |
| | Safety of Staff and visitors | Regular risk assessment checks of the De Valance and Augustus Place. Staff trained in safe manual handling and working at height. |
| Legal Liability | | |
| | Ensuring activities are within legal powers | Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. |
| | Proper and timely reporting via the | Council meets regularly and always receives and approves Minutes of meetings held in |

| | | |
|-------------------------------|---|--|
| | Minutes | interim. Minutes made available to press and public at the De Valence, the Library and on the council website. |
| | Proper document control | Leases and legal documents in safe in Council Office. |
| | Staff Security and Well being | Council Policies aim to promote Staff well being. Lock on office door. Fire evacuation procedures in place. All staff have received training in safe manual handling and working at height. |
| Councillors' Propriety | Registers of Interests and gifts and hospitality in place | Register of gifts and hospitality in place. Under the new Code of Conduct adopted in 2008, (the revision of which being adopted in 2016) the Town Council opted out of the need to provide a Register of Interests. Interests published on website. All Interests notified as and when they occur. |
| Cemetery | Loss of service contractor | Advertise vacancy immediately |
| | Loss of adequate space | Becoming an issue in relation to the Garden of Remembrance – cemetery management committee to review |
| | Memorial safety | Continue with existing policy to approve all new applications to ensure all installers are registered with a nationally recognised body e.g. BAMM. |
| | Increase in net expenditure | Cemetery management committee to review fees. Any annual excess income over expenditure to be earmarked in reserves for cemetery use only. |

| | | |
|------------------|---|--|
| Contracts | Ensure continued value for money and continuity of work | Continue to seek tenders for cemetery and Jubilee maintenance and Christmas lights every three years by advertising in local press and issuing specifications and tender documents to contractors expressing interest. Tenders to be opened by Clerk and Chair in front of next available council meeting. If only existing contractor expresses an interest, to negotiate best terms. |
|------------------|---|--|

February 2022