

TENBY TOWN COUNCIL

**DE VALENCE PAVILION
UPPER FROG STREET
TENBY**

29th May 2024

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 4th June 2024 at 7.30 pm** to transact the business stated below.

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

Members of the public wishing to access the meeting remotely are asked to contact the Town Clerk for details.

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

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. Public Participation: an opportunity for members of the public to ask questions and make representations about any item of business to be transacted during tonight's meeting and which is open for public discussion. Confidential items of business are excluded.

4. To agree Items of Correspondence and Committee Minutes, except those marked private and confidential, be given to the members of the Press present.
5. To confirm the minutes of the meeting of Tenby Town Council held 14th May 2024.
6. To consider any Matters Arising from the minutes for information only.
7. To receive the Minutes of the Policy and Finance Committee meeting held 24th May 2024.
8. To receive the Accounts for May (including scheduled payments, unpresented cheques, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising (on the table)
9. To receive the End of Year Accounts for 2023-24.
10. To receive the Internal Auditor's report on the 2023-2024 Accounting Procedures and agree action on recommendations therein.
11. To agree the Annual Return for submission to the External Auditors.
12. To consider writing to Pembrokeshire County Council in relation to the closures of the Avenue Centre, Tenby; The Anchorage, Pembroke Dock and the Lee-Davies Centre, Narberth and the future arrangements for clients using these facilities – Cllr. Dale
13. To consider an application received for the role of Town Crier and agree action in response to proposals.
14. To receive any updates from Council representatives on Outside Bodies.
15. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals:
16. **Date and Time of Next Meeting**
Planning committee – Tuesday 2nd July at 7 pm
Full council meeting – 2nd July 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 14th May 2024.
20. To consider any Matters Arising from the minutes for information only.
21. To receive any Private and Confidential Minutes of the Tenby Town Council Policy and Finance Meeting held 24th May 2024.

MINUTES OF THE TENBY TOWN COUNCIL
MEETING HELD 14TH MAY 2024

Present: Councillor Dai Morgan Mayor
Councillor Laurence Blackhall
Councillor Emma Lewis
Councillor Michelle Evans
Councillor Sam Skyrme-Blackhall
Councillor Duncan Whitehurst

In attendance: Mr Andrew Davies Clerk to the Council/Financial Officer
Sharon Thompson Deputy Town Clerk

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15. TO RECEIVE APOLOGIES

Apologies received from Cllrs Dale, Crockford, Phillips, Sloan and Criddle.

16. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

Cllr Whitehurst declared an interest on matters to do with the De Valence. Cllr Blackhall requested it be treated as previously, whilst councillors fully recognise the association, they do not feel it compromises his input in any way.

17. PUBLIC PARTICIATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ASK QUESTIONS AND MAKE REPRESENTATIONS ABOUT ANY ITEM OF BUSINESS TO BE TRANSACTED DURING TONIGHTS MEETING AND WHICH IS OPEN FOR PUBLIC DISCUSSION. CONFIDENTIAL ITEMS OF BUSINESS ARE EXCLUDED

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

Proposed Cllr Blackhall, seconded by Cllr Lewis.

19. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 2ND APRIL 2024

RESOLVED

That the minutes of the Tenby Town Council meeting held 2nd April 2024 be confirmed and signed as accurate.

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

Page 133 Item 213a – Observation Wheel Proposal: The Clerk had arranged a meeting with Mr Studt for clarity over plans, but this meeting had been cancelled. Mr Studt has now asked for another meeting. Cllr Blackhall suggested that TTC thank Mr Studt for his interest, but councillors do not think it is an appropriate development for Tenby.

Page 134 Item 213b – Brynhir Development: Cllr Blackhall told councillors that a good meeting had taken place with Cllr Jon Harvey, senior officers for housing and other officers. He offered his congratulations to Cllr Harvey becoming the new leader of PCC adding that he knows he will keep a very strong interest in Brynhir and keeping it to time.

PCC have been proactive in responding to issues raised. They have also looked at the character of the streets of Tenby and have reflected this in the design of the properties in Brynhir.

PCC have taken on the views expressed and are now moving on to contractors. They will be using local contractors, not big construction companies.

They are making good progress and look to get spades in ground next year. We expressed our desire that there is a clear need to progress quickly with no more delays, as this year marks the 50th anniversary of planning first being agreed for the site. Pembrokeshire needs to make sure it is brought home, and their focus is on making it happen.

It is also pleasing to see more coming on board in favour of this development, including those that previously objected.

It was good to have an update and to know where we are.

Page 136 Item 216 - Steampunk Weekend: Cllr Blackhall suggested that our Community Engagement Officer come to the next meeting for an update on projects. There are a number of things going on and it would be useful to catch up.

Page 137 Item 217 – Avenue Centre Building: The Clerk told councillors that he and Mr Hinds, PCC, keep missing each other and he was struggling to pin him down to chat about TTC's ideas.

The Clerk also believes there is another community-based charity interested in the building.

Cllr Blackhall suggested our County Councillor follow up a potential meeting date with Mr Hinds.

The Mayor pointed out that Mr Hinds had at one point suggested a meeting date but not a time and had not responded when the Clerk followed it up.

21. TO CONFIRM THE MINUTES OF THE TENBY TOWN COUNCIL ANNUAL GENERAL MEETING HELD 10TH MAY 2024

Hard copies had been passed around.

RESOLVED

That the minutes of the Annual General Tenby Town Council meeting held 10th May 2024 be confirmed and signed as accurate.

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

a. Tenby Chamber of Trade – Support for additional cashpoints

The Mayor asked if all had had a chance to look at the letter adding it was nice to have communication from them.

Cllr Skyrme-Blackhall said that we all are aware by now of the newly reformed Chamber of Trade. I have been liaising with them on a County Councillor level since they started again.

For the first time in many years, we now have the chance to engage as a Town Council going forward.

We have many associations, voluntary and organised groups and people doing fantastic work around the community.

There is a lot of agreement about what is needed for the future of Tenby. However, it has not always been that way.

I think we should build on this common agreement and agree a plan of things we all want to do for the town.

This is something that can be open to everyone to contribute to. So, working with others, I am proposing to get people to work together on producing a shared plan.

But this will not be warm words. This needs to be a plan of action and I am asking Tenby Town Council to pledge to join this with me.

We may not always agree on everything but we can all agree on a general direction to make Tenby better.

She felt that with our Sporting, Volunteer and Community organisations, the Chamber and the town council all working together, we could come up with a great plan.

Cllr. Blackhall felt that the Town Council was already moving in the direction of more community engagement, working with young people, holding forums, and trying to involve everyone.

There are lots of people doing their own, but similar, thing, he said, let's do them together.

Cllr Lewis explained that PAVS do speed networking with a wide range of community groups invited along and then have 2 minutes to introduce each other and network. This could be something that we could facilitate as part of Cllr. Skyrme-Blackhall's ideas.

Cllr Skyrme-Blackhall said that she had helped instigate a business breakfast with Greenhill and the Chamber which was a similar thing with each having five minutes discussion on rotation. Moving on. She agreed something similar could be the way forward to get organisations meeting other organisations.

She would speak to our Community Engagement Officer and suggested that Cllr Evans would also like to be involved as she is very good at organising.

Cllr. Skyrme-Blackhall said she now had a picture as to how the idea could be achieved. She would work on a date and was delighted that the town council was in support as she felt it was important for the Mayor and Councillors to be on board.

Cllr Blackhall felt we should thank the Chamber for their letter. Councillors will be going on to discuss elements within their letter later in the meeting and hopefully we will be in a position to go public with our plans soon. We hope they are pleased to see a new cashpoint in High Street and another new one under discussion.

23. TO RECEIVE THE ACCOUNTS FOR APRIL (INCLUDING SCHEDULED PAYMENTS, UN-PRESENTED CHEQUES, RECEIPTS, ACCOUNT BALANCES, BUDGET MONITORING TO DATE AND BANK RECONCILIATIONS) AND CONSIDER ANY ISSUES ARISING

Cllr Blackhall referred to arrangements in relation to the De Valence and the additional grant to them which had been extended over the current quarter. He proposed that this be further extended for the next quarter so that there is clarity of funding. Cllr Morgan seconded.

The Clerk highlighted spends on Jubilee Play Park items. Some items have been in situ since 2007 and are now starting to fail. He felt the maintenance budget for the Park would need reviewing during next year's budget setting procedure.

Cllr. Blackhall agreed this would be prudent as lots of play equipment guarantees will only be for between 10 and 15 year and some of ours was now 17 years old. He felt this was something that could also be discussed with our Engagement Officer.

Cllr Morgan proposed accepting the accounts. Cllr Lewis seconded.

RESOLVED

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

24. TO CONSIDER APPOINTMENT OF REPRESENTATIVES TO COUNCIL COMMITTEES, SUB-COMMITTEES AND OUTSIDE BODIES (APPENDIX A)

a. Planning committee – nine members

Composition unchanged.

b. Policy and Finance – seven members

Cllr Blackhall noted membership of this was currently six and proposed Cllr Sloan be added.

c. Personnel – seven members

It was noted that current membership was only five. Cllr Blackhall is happy to be on personnel committee as is Cllr Evans.

Cllr. Blackhall queried the context of representation on the governing bodies of schools. It was his understanding that the town council is asked to nominate a potential Additional Community Governor but the board of governors did not have to accept our suggestion. We also did not have to nominate town councillors for the role.

The Clerk confirmed that this was the case and was a grey area, but NALC had advised that councils should err on the side of caution and consider town councillors appointed to the role to be representing the council.

Cllr. Blackhall suggested that we could receive periodic reports from our representatives on the activities of the schools.

Cllr Evans asked why there is no representative on the Governors at Greenhill. The Clerk replied that we had never been asked to nominate. Cllr. Skyrme-Blackhall was on the Governors as a PCC representative.

Cllr Evans was proposed as town council representative on the Tenby Chamber of Trade. Cllr Skyrme-Blackhall seconded.

Cllr Sloan was nominated to the Tenby Sports Forum. Cllr Morgan seconded.

The Clerk commented that the European Walled Towns are no longer meeting but Cllr. Blackhall felt that it should remain on the list for the sake of history. It would be good to retain an interest in Walled Towns, he said.

Cllr. Blackhall felt that it was very useful to have Cllr. Rapi as our representative on Tenby Museum, but he wondered if he intended coming to a council meeting to report back on his meetings.

It has been quite a long time since Cllr. Rapi had attended council meetings and TTC do not know what his intentions are.

There are opportunities during council meetings to report back on outside body meetings. It is frustrating that no reports received from some and no information flowing back, said Cllr. Blackhall. Maybe this is something to think about and revisit in the future as having a town council representative is of a mutual benefit, the council can assist a body with their plans but only if there is two-way dialogue.

It was agreed that the Mayor and Clerk will have a chat with Cllr Rapi.

The Mayor also noted that 'Reports by Members on Outside Bodies' had been inadvertently omitted from this meeting's agenda. He would provide feedback on a meeting he had attended with Cllr. Sloan at the end of the public part of tonight's meeting.

25. TO CONFIRM COUNCIL ACCOUNT SIGNATORIES FOR 2024/25

The Clerk reminded councillors of the current signatories, believing that the current system works. Cllr. Blackhall proposed the signatories remain as is and Cllr Evans seconded.

RESOLVED

That the council's signatories be Cllr. Morgan, Cllr. Skyrme-Blackhall, Cllr. Whitehurst. Cllr Hallett and the Clerk.

26. TO CONSIDER WRITING TO PEMBROKESHIRE COUNTY COUNCIL IN RELATION TO THE CLOSURES OF THE AVENUE CENTRE, TENBY, THE ANCHORAGE, PEMBROKE DOCK AND THE LEE-DAVIES CENTRE, NARBERTH AND THE FUTURE ARRANGEMENTS FOR CLIENTS USING THESE FACILITIES – CLLR. DALE

Cllr Skyrme-Blackhall had had a conversation with Cllr Hodgson. If Cllr. Dale's query is sent to her, as the cabinet member responsible, she will be able to explain the situation in detail. The Mayor felt that, as the specifics of Cllr. Dale's agenda item was unknown, it may be more prudent to adjourn this item to the next meeting. Cllr Skyrme-Blackhall suggested that Cllr Dale could also correspond directly with Cllr Hodgson.

27. TO CONSIDER A PROPOSAL RELATING TO THE SQUIBBS PHOTOGRAPHIC ARCHIVE AND AGREE ACTION IN RESPONSE TO PROPOSALS (APPENDIX B)

The Community Engagement officer is working with Mr Hughes, Mr Lewis and Mr Crockford, on this proposal but there is a question as to whether the council could assist them by being the lead body on the application.

Cllr Blackhall felt this was a fabulous project and some great work has been done so far. It was really important recovering some costs in relation to the administration costs that fall on the Community Engagement officer and the Town Clerk.

If the town council was the lead, then it was important that there was sign off by the Town Clerk, as Responsible Financial Officer, that he is content that sums in the proposal are appropriate.

If we are the accountable body then we are accountable for whole amount and 10% for being responsible for the general management of the project is probably about right, said Cllr. Blackhall.

He would be happy for the council to take the lead as long as things are set out clearly. He suggested that he, Cllr. Lewis and the Clerk meet with the Community Engagement Officer to progress this project, which could then act as a blue print template for future project 'sign off' going forward.

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

a. Calendar of Meetings 2024-25 (appendix c)

Noted.

b. Reports on Outside Bodies

Cllr Whitehurst went to visit Dwr Cymru's waste treatment works with Cllrs Blackhall and Skyrme-Blackhall and found it extremely informative. It was good to put faces to names and have a different perspective, to just scrutinising data and holding them to account.

He had assumed chemical intervention at some stage in the treatment, but it was all biological. We saw how plastic and other items put down the toilet, are removed and compacted down to landfill and how the system manages when our population swells from £5k to £60k.

I'm sorry to have missed it, said the Mayor, it sounded fascinating.

Cllr Blackhall and Cllr. Whitehurst reminded members and issued an open invite to them to the 'Keeping Well in Pembrokeshire' event in the Regency Hall, Saundersfoot this Thursday from 10 am to 3 pm.

SEPCHN had originally proposed the idea to the health board and once people focussed on it is something that they are running throughout the whole of Pembrokeshire.

Cllr Skyrme-Blackhall said she had visited the Treatment Works with Cllr Whitehurst and Cllr Blackhall thanking Cllr Whitehurst for all the efforts he puts put in to liaise with Dwr Cymru.

She recommended the new app from Dwr Cymru which alerts to overflows. While the Surfers Against Sewage app was good, Dwr Cymru's app is in real time and more specific with information.

Cllr Skyrme-Blackhall had also attended the Church services to say goodbye to Rector Andrew Grace. It was very emotional as he was a very dear friend. She extended her congratulations to Rev. Steven Brett who is now priest in charge.

The Mayor said he and Cllr Sloan had attended a meeting at Greenhill. A few months ago he had had an idea for an art market on South Parade, helping to recoup the market license fee we paid out.

As he was a professional artist he had asked Cllr. Sloan to assist and the concept had grown from an art market to one which will also involve the school.

There will be a 2-day market and a 'Paint Castle Hill' day.

Students at the school will be involved in running the event, which can go towards their exam qualifications, while Castle Hill works will be displayed in the De Valence during the summer.

The idea is to show students that not all art is the same, and, if really interested that there is a living to be made from it.

There are also plans to extend, with the exhibition of A-level artwork being on display for 2 or 3 weeks.

Any equipment that is bought to facilitate the project will be stored by Greenhill and will be available to be used by the public.

The event will start on 5th June and full details will be 'going live' this weekend.

Cllr Blackhall offered the facilities of St Julian Church for the Castle Hill elements.

The Mayor felt that the project gives students opportunity and experience to mount and frame their own work and the Head, Mr Haynes, and the Head of Art were very enthusiastic about what can be achieved.

Cllr Lewis felt there were other options to broaden the initiative including a 'Paint a bollard scheme' to make them more noticeable to people with disabilities; an artist trail, a 'colour a picture day' to get smaller children engaged, even a 'cartoon' map of the town.

Members welcomed the project and agreed to ask the Finance and Policy committee to work with Mayor, Cllr Sloan and the school to see what support the council could offer financially.

c. Library Needs Assessment

The Clerk had received an email from Mr Mike Cavanagh regarding library provision. The Clerk read the letter out:

As one of the Town Councils who financially supports their local library, I wanted to make sure that you are made aware of this in advance of the press release going out.

This is just a courtesy email to make you aware that we are about to embark on a public engagement exercise, as part of a Library Needs Assessment.

This will be an opportunity for Pembrokeshire residents to have a say on the future of libraries in the county in the context of a challenging medium-term financial outlook for the authority. We will be running a number of engagement activities including 5 public meetings, focus groups, one-to-ones and a public survey, available online and in hard copy.

The aim of the exercise is to ensure that we have a full and up-to-date understanding of the needs of Pembrokeshire residents to help inform changes to the Library Service. We will also take the opportunity to get feedback on some possible options, as well as inviting ideas that people may have for how we could deliver the service at reduced cost.

The engagement will run through until 5 August. We will then consider the findings of the engagement exercise before putting together specific options which will be the subject of a formal consultation exercise later in this calendar year.

The public meetings will be taking place at the following locations:

Monday 10th June, Fishguard Town Hall, 6.30-8.30pm

Wednesday 12th June, County Hall, Haverfordwest, 6.30-8.30pm

Wednesday 19th June, Pater Hall, Pembroke Dock, 6.30-8.30pm

Tuesday 25th June, Greenhill Centre, Tenby, 6.30-8.30pm

Thursday 27th June, Milford Haven Library, Cedar Court, 6.30-8.30pm

These meetings are open to anyone who wishes to attend.

The Clerk also confirmed that, in line with the Council's policy, we have now signed the agreement to fund PCC to maintain existing hours at the Library for the next 5 years and are paying annually by instalments.

Cllr Blackhall said that he had had an initial conversation with our Community Engagement officer about the library and the whole site and they were working on some ideas.

29. DATE AND TIME OF NEXT MEETING

Resolved that the next planning committee take place on Tuesday 4th June 2024 at 7pm followed by a full council meeting on Tuesday, 4th June 2023 at 7.30pm.

30. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

None at this time.

31. 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
MINUTES OF POLICY AND FINANCE COMMITTEE HELD
24th MAY 2024

PRESENT: Cllr Laurence Blackhall Chair
 Cllr Dai Morgan Mayor (Zoom)
 Cllr Duncan Whitehurst (Zoom)
 Cllr James Phillips

ALSO PRESENT: Andrew Davies Town Clerk
 Anne Draper Community Engagement Officer

1. TO RECEIVE APOLOGIES

Apologies received from Cllr Crockford.

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

DW indicated his interest as a member of the De Valence CIC board. He was in the process of seeking dispensation. LB felt that DW could still make a valuable contribution to discussions as he was only serving on the board as the town council's representative.

3. 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"

4. The meeting resolved to go back into public session.

5. ENHANCING TENBY FUND

LB said that he had not had a chance to sit down with EL, AD and ADr to discuss this yet.

6. ART PROJECTS IN TENBY

DM explained that he had had an initial idea to try and recoup some of the money TTC had spent on a market licence by holding an Arts market on South Parade.

With the assistance of Cllr. Sloan, this had now been broadened to include Ysgol Greenhill School and it's Sixth Form students who would be showing their own work at the market and also be involved in the running of the market as part of their business studies.

Part of the proposal also included a Paint Castle Hill project. Basically people could 'pick a spot' on Castle Hill and paint what they see. These works would then be exhibited in the DVP during August.

Some funding was however required for racking for the exhibition (which could also be used for Ysgol Greenhill School's Sixth Form A level students Finals Art Exhibition) art and drawing boards and some other small items. These would be stored at Greenhill and available for public use.

The intention was to grow this event year on year.

LB suggested the council provide a 'seed fund' of £1500 to set up the events. JP suggested £2000, but DM felt that £1500 would be more than sufficient.

RESOLVED

That under Section 145 LGA 1972, TTC provide a start up fund of £1500.00 from the Special Projects in the Community budget to facilitate the Art Projects in Tenby scheme.

7. COMMUNITY ENGAGEMENT OFFICER UPDATE

ADr outlined a number of grant bids in progress including the Curation of the Mayor's Parlour memorabilia and the Squibbs Archive.

She had had initial discussions with the organisers about establishing a Y Lle Da Dinbych-y-Pysgod (Tenby, A Good Place) Welsh festival in March 2025 and which grant funding avenues could be approached.

The town had achieved Bee Friendly status due to the work being undertaken to create pollinator gardens around the town's open public spaces.

A 'share your food' event was being planned for Augustus Place to showcase the national foods of the diverse cultures living in Tenby.

Plans are progressing for this year's Community Fun Day while the Civic Society was looking at adding a scheme where access could be provided to some of the town's less well-known historic buildings as part of the festival.

She was also looking at arranging a Youth Forum event in town as an extension of the project developed by Cllrs Morgan, Skyrme-Blackhall and Sloan at Greenhill.

The Night's Out scheme was being accessed to bring more diverse events for the community to the De Valence e.g. Circus Raj.

The Gaming Club at the DVP once a month was growing and the Repair Café was going well.

The Town Council was now a 'litter picking hub' and funding had been secured to hold a Friday lunch club in Augustus Place over the winter.

Grant funding was also being applied for to provide training workshops for volunteers (one for TTC and one for the DVP)

She has been in discussions with TRI about their idea of buying the Avenue Centre from PCC to maintain and expand their facilities in Tenby while PCC were also interested in scoping discussions with TTC about the Community Education and Library site. PCC were trying to provide a suitable date to meet with representatives of the council.

8. GRANT SIGN OFF PROCESS

LB said that this would form part of the discussions with EL, AD and ADr.

9. TENBY TOWN PLAN

Cllr. Skyrme-Blackhall was working on this and an invite would be forthcoming to TTC when a date had been arranged.

10. MEETING SCHEDULE UNTIL AUGUST

As P&F had plenary powers regular meetings would enable decision making to be more agile in trying to achieve our projected timescale.

It was therefore proposed that meetings be held fortnightly.

As Thursday seems to be the better day for members it was agreed that AD would draw up a schedule of fortnightly Thursday meetings between now and August and circulate it to members of the P&F committee.

TENBY TOWN COUNCIL
FINANCIAL ACCOUNTS
FOR THE YEAR ENDED 31ST MARCH 2024

TENBY TOWN COUNCIL

Council Information

Mayor

Cllr. D. Morgan (elected May 2023)

Deputy Mayor

Cllr. C. Dale (elected May 2023)

Councillors

Cllr. L. Blackhall

Cllr. J. Criddle (co-opted May 2023)

Cllr. L. Crockford (co-opted May 2023)

Cllr. M. Evans (co-opted July 2023)

Cllr. P. Rapi

Cllr. E. Lewis (co-opted May 2023)

Cllr. D. Whitehurst

Cllr. T. Hallett

Cllr. J. Phillips (co-opted May 2023)

Cllr. S. Skyrme-Blackhall

Cllr. T. Sloan (co-opted May 2023)

Clerk to the Council

Mr. Andrew Davies

Auditors

Wales Audit Office

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

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

ASHMOLE & CO.
Chartered Certified Accountants & Registered Auditors

Date:

TENBY TOWN COUNCIL

**SUMMARY INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31ST MARCH 2024**

2023 Last Year's Income and Expenditure	Activity	Receipts and Payments	Adjustments Regarding Last Year	2024 Current Year Adjustments	Income and Expenditure
£		£	£	£	£
	Calculation of Income				
224,099	Precept on County Council	225,143			225,143
674	Interest Received	4,095			4,095
6,085	Augustus Place	6,362	1,103	1,008	6,267
204	Old Cemetery	204			204
11,270	New Cemetery	9,553	1,623	2,160	10,090
39,507	Capital Expenditure Grant	29,793			29,793
1,694	Town maintenance	1,756			1,756
27,628	Tourism/regeneration	15,568		570	16,138
506	Refuse collection	137			137
-	Other	14			14
<u>£311,667</u>	Total	<u>£292,624</u>	<u>£2,726</u>	<u>£3,738</u>	<u>£293,636</u>
	Calculation of Expenditure				
95,035	Administration	117,094	1,724	(7,637)	107,733
58,615	Capital Expenditure	7,429			7,429
320	Advertising & publicity	272			272
10,740	Tenancies (council as Tenant)	28,740			28,740
28,364	De Valence Pavilion	26,000			26,000
20,403	Town maintenance	22,191	18	249	22,421
3,000	New cemetery	3,176			3,176
204	Old cemetery	204			204
15,165	Lighting	21,064			21,064
5,667	Augustus Place	8,482			8,482
8,206	Civic	12,254	2,329	100	10,025
4,500	Civic S137 payment	3,020			3,020
24,907	Tourism/regeneration	24,704	4,254	416	20,866
528	Refuse collection	211		70	281
30	Bad debt	-			-
<u>£275,684</u>		<u>£274,841</u>	<u>£8,325</u>	<u>-£6,802</u>	<u>£259,714</u>
	CUMULATIVE FUND BALANCE				
250,695	Reserves Brought Forward				286,678
311,667	Add Total Income				293,636
275,684	Less Total Expenditure				259,714
<u>£286,678</u>	Reserves Carried Forward				<u>£320,600</u>

TENBY TOWN COUNCIL

BALANCE SHEET AS AT 31ST MARCH 2024

	2024		2023	
	£	£	£	£
Current Assets				
VAT		2,990		4,385
Debtors		3,839		2,725
Prepayments		13,770		1,352
Cash at Bank		307,505		287,722
Cash in Hand		43		172
		<u>328,147</u>		<u>296,356</u>
Current Liabilities				
Creditors and Accrued Expenses		<u>7,547</u>		<u>9,678</u>
Net Current Assets		320,600		286,678
Total Assets Less Current Liabilities		<u><u>£320,600</u></u>		<u><u>£286,678</u></u>
Represented by				
Earmarked Reserves		186,081		181,177
General Reserves		134,519		105,501
		<u><u>£320,600</u></u>		<u><u>£286,678</u></u>

The above statement represents fairly the financial position of the Authority as at 31st March 2024 and reflects its income and expenditure during the year.

APPROVED BY COUNCIL

Signed _____ Chairman Date: _____

Signed _____ Finance Officer Date: _____

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2024

1. Fixed Assets

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

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

Infrastructure assets and community assets are included at insurance valuations.

2. Debtors and Creditors

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

3. Reserves

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

4. Interest Income

All interest receipts are credited initially to general funds.

5. Pensions

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

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

An actuarial valuation is to take place in the Autumn and any change in contribution rates as a result will take effect from 1st April 2025.

TENBY TOWN COUNCIL

Notes to the accounts
31st March 2024

6. Agency Work

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

7. Tenancies

During the year the following tenancies were held:

Council as Landlord

De Valence Pavilion - Peppercorn

Council as Tenant

Landlord	Property	Rent p.a.	Repairing/ Non Repairing
Jubilee Play Area		£1	

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

8. Publicity

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

		2024	2023
		£	£
Town Council	Other Advertising	272	320
		<u>£272</u>	<u>£320</u>

TENBY TOWN COUNCIL

Notes to the accounts 31st March 2024

9. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the sum of £9.93 per head of the electoral roll in any one year for the benefit of people in its area on activities or projects not specifically authorised by other powers. There were 3237 persons on the electoral roll as at 31st March 2024.

	2024	2023
The total amount available for this purpose was:	<u>£32,143</u>	<u>£29,318</u>

10. Pensions

For the year of account the Council's contributions equal 11.6% of employee's pensionable pay.

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

11. Debts Outstanding

At the year end debts of £3,839 were outstanding and due to the Council. The ages of these debts were:

	2024 £	2023 £
Less than 3 months	<u>3,839</u>	<u>2,725</u>
	<u>£3,839</u>	<u>£2,725</u>

12. Fixed Assets - Additions

The following assets were purchased during the year:	2024	2023
Play and skate park	-	10,926
Tenby spaces and places	7,429	-
Specialist Paragon project	-	47,689
	<u>£7,429</u>	<u>£58,615</u>

TENBY TOWN COUNCIL

Notes to the Accounts 31st March 2024

FIXED ASSETS

As at 31st March the following assets were held:

**Value 2024
per insurance
schedule**

Freehold Land and Buildings

De Valence Pavilion, Tenby	4,915,156
Augustus Place Community Centre	306,743
	<u>£ 5,221,899</u>

The Jubilee equipment is insured by Pembrokeshire County Council

Vehicles and Equipment

Office Machinery and Equipment	23,911
Augustus Community Centre Furniture and Equipment	11,243
	<u>£ 35,154</u>

Infrastructure Assets

Memorial Drinking Fountain	25,982
	<u>£ 25,982</u>

Community Assets

Maces, Medallions, Robes & Chains of Office	180,878
Mayoral Fixtures and Fittings	15,009
Pictures, prints, photographs	9,005
Christmas Lights	43,901
Bus Shelters and notice boards	8,168
Laptop, Computers & Portable Electronic Equipment	4,500
	<u>£ 261,461</u>

<u>Total</u>	<u>£ 5,544,496</u>
---------------------	---------------------------

WILLIAMSTON HOUSE
7 GOAT STREET
HAVERFORDWEST
SA61 1PX

TEL: 01437 765556
WEB: www.ashmole.co.uk
EMAIL: haverfordwest@ashmole.co.uk

Ashmole & Co.

CHARTERED CERTIFIED ACCOUNTANTS
& REGISTERED AUDITORS



Offices at:
Abergavenny
Cardigan
Llandello
Neath
Pontarddulais
Swansea
Ammarford
Haverfordwest
Llandovery
Newcastle Emlyn
St. Clears
Tenby

29 May 2024

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

Our ref: IDB/T182

Dear Councillors,

Letter of Comment

In accordance with our normal practice, we are writing to draw your attention to various matters, which arose during the course of our internal audit of Tenby Town Council Accounts for the year ended 31st March 2024.

Qualitative aspects of the entity's accounting practices and financial reporting

We have no comments to make concerning the qualitative aspects of the entity's accounting packages and financial reporting.

Unadjusted mis-statements

There were no significant unadjusted mis-statements arising from our internal audit work, which need to be drawn to your attention.

Material weaknesses in the accounting and internal control systems

As you are aware from our letter of engagement, our internal audit procedures were directed towards testing the accounting systems in operation upon which we based our assessment of the accounts. During the course of our internal audit, there were a few occasions where the banking couldn't be traced to a sales invoice in the file. Also, on occasions not all expenses had a voucher sheet that had been authorised by councillors.


Significant findings from the audit

There are no significant findings from the internal audit, which we wish to draw to your attention.

We would like to express our thanks to Andrew for their assistance during the course of our internal audit. Please note that this report has been prepared for the sole use of Tenby Town Council. It must not be disclosed to third parties, quoted or referred to, without our prior written consent. No responsibility is assumed by us to any other person.

If we can be of any further assistance, please contact Mr Ian Badham of this office.

Yours sincerely,


I D Badham., B. A, FCCA
Ashmole & Co

"I grow my business by referrals. If you have any colleagues, clients or associates who would benefit from talking to me about their accountancy or taxation affairs, please feel free to ask them to contact me".

Community and Town Councils in Wales Annual Return for the Year Ended 31 March 2024

Accounting statements 2023-24 for:

Name of body:

TENBY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	250695	286678	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	224099	225143	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	87568	68493	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	96586	107813	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	179098	151901	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	286678	320600	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	8462	20599	Income and expenditure accounts only: Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	287894	307548	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	9678	7547	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	286678	320600	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	502130	509559	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2024, that:

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

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

Annual internal audit report to:

Name of body: **TENBY TOWN COUNCIL**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2024.

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

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

Additional disclosure notes*

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

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

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2023-24 was £9.93 per elector.

In 2023-24, the Council made payments totalling £ 32,143 under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

3.

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

Council approval and certification

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

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2024.</p>	<p>Approval by the Council</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:</p>
<p>RFO signature:</p>	<p>Minute ref:</p> <p>Chair signature:</p>
<p>Name:</p>	<p>Name:</p>
<p>Date:</p>	<p>Date:</p>

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

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.					
13.					
14.					

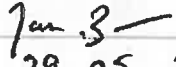
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

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

~~[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated _____.] * Delete if no report prepared.~~

Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	IAN BADHAM
Signature of person who carried out the internal audit:	
Date:	29.05.2024

Tenby Town Crier vacancy

Erin Morgan <erinmorgan023@gmail.com>

Tue 28/05/2024 21:13

To: CATHERINE GRAHAM <tenbytowncouncil@btconnect.com>

Dear Tenby Town Council,

My name is Erin Morgan and I would like to apply for the position of Town crier. I know it's a voluntary role but it's also an important role for the Town. I'm 17 years old and live in Tenby, I've lived and been Schooled in Tenby all my life, and now work part time in the town. Tenby is a special place with lots of traditions and I believe that Town crier is a massive part of the Towns traditions. I'd be more than happy to come to the next Council meeting to discuss with councillors more about myself and the role. Thank you for you're time.

Regards,

Erin Morgan.

