TENBY TOWN COUNCIL

DE VALENCE PAVILION
UPPER FROG STREET
TENBY

5th March 2025

Dear Councillor

You are hereby summoned to attend the next Meeting of the Tenby Town Council to be held on **Tuesday 11th March 2025 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

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.

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 meeting of Tenby Town Council held 11th February 2025.

5. To consider any Matters Arising from the minutes for information only.

6. To receive the minutes of the Policy and Finance Committee held 27th February 2025

7. To receive the notes of the Christmas Lights Working Party held on 27th February 2025.

8. To consider any items of correspondence and agree action in response to proposals:

   a. Meinir Williams, PCC Governors' Support Services – Additional Community Governor, Hafan-y-Mor

9. To receive the Accounts for February (including scheduled payments for approval, unpresented payments, receipts, account balances, budget monitoring to date and bank reconciliations) and consider any issues arising.

10. To receive any updates from Council representatives on Outside Bodies.

11. 80th anniversary of VE Day on 8th May 2025 – Cllr Phillips

12. To consider any Financial Officer/Clerk's Items and to agree action in response to proposals.

    a. To review the Annual Report for publication
    b. To review the town council's Annual Financial Risk Assessment
    c. Independent Remuneration Panel for Wales - Annual Report 2025 to 2026
    d. Civic Society – Place Plan

13. Date and Time of Next Meeting

    Planning committee – Tuesday 8th April 2025 at 7 pm

    Full council -Tuesday 8th April 2025 at 7.30 pm.

14. To propose any item for the next Agenda.

15. **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".**

16. To confirm the Private and Confidential Minutes of the Tenby Town Council Meeting held 14th January 2025.

17. To consider any Matters Arising from the minutes for information only.

18. To receive the Private and Confidential Minutes of the Policy and Finance Committee held 27th February 2025

MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 11TH FEBRUARY 2025

Present:	Councillor Dai Morgan	Mayor
	Councillor James Phillips	
	Councillor Michelle Evans	
	Councillor Sam Skyrme-Blackhall	
	Councillor Laurence Blackhall	
	Councillor Tom Sloan	
In attendance:	Mr Andrew Davies	Clerk to the Council/Financial Officer
	Sharon Thompson	Deputy Clerk

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171. TO RECEIVE APOLOGIES

Apologies were received from Cllrs Hallett (dispensation), Lewis, Crockford and Criddle.

172. TO DISCLOSE ANY PERSONAL ITEMS OF BUSINESS LISTED BELOW

None disclosed.

173. 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

The Mayor proposed item 9 (TO CONSIDER CANDIDATES FOR CO-OPTION TO THE CASUAL VACANCY IN THE NORTH WARD AND AGREE ACTION IN RESPONSE TO PROPOSALS) be brought forward to allow the candidates to leave if they so wished. He was seconded by Cllr Skyrme-Blackhall.

There were six candidates who had put their names forward for co-option. All had been invited to the council meeting. There were four in attendance and each was invited to the table to tell members a little bit about themselves and why they would like to be co-opted.

The Mayor proposed that the co-option be undertaken by written ballot and was seconded by Cllr Skyrme-Blackhall.

The Clerk explained that the successful candidate would require a substantive majority to be elected, that is more votes than the combined total of all other candidates.

Following the ballot Dr Tara Carmody was coopted by substantive majority.

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

Proposed by Cllr Skyrme-Blackhall and seconded by Cllr Phillips.

RESOLVED

That items of correspondence and committee minutes, except those marked private and confidential, be given to the members of the press present.

175. TO CONFIRM THE MINUTES OF THE TOWN COUNCIL MEETING HELD 14TH JANUARY 2025

RESOLVED

That the minutes of the Tenby Town Council held 14th January 2025 be confirmed and signed as accurate.

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

Page 87 Item 165b - Christmas lighting: The Clerk will be arranging a meeting in the near future.

177. TO CONSIDER ANY ITEMS OF CORRESPONDENCE AND AGREE ACTION IN RESPONSE TO PROPOSALS:

a. Tenby Chamber of Trade – Loss of retail, Tenby Market

Cllr Blackhall welcomed the interest from the Chamber and the points made.

TTC have made it clear time and time again as to the future of the market and some time ago created a mission statement that was agreed with market traders at the time.

This Council has a firm commitment to the market and its importance to the town and we are now seeing commitment from PCC, he said.

All are supportive, we now have to move beyond words and have the opportunities turned into a viable project.

We do need to keep an eye on potential loss of retail space. I do not think the Chamber are being critical about one specific development. They are just highlighting that it is something we do need to keep an eye on.

We have a rich retail offer and we need to protect it, enhance it, and make people more aware of how good it is. Tenby is actually spread out in terms of its retail

offer. If put in one street it would extend a lot further than, for example, Narberth High Street.

I feel there is some work to do with the Chamber about promoting how good it is, Cllr. Blackhall continued. We have national chains yes, but we also have the great independents.

The Chamber are right in saying we need to ensure that it is not lost drip by drip.

They are worthy points; we want to protect what is good. He suggested holding an informal meeting with the Chamber a couple of times a year to discuss issues, concerns and ways of working together. This is a golden opportunity to work with them to promote the town to both visitors and locals, he said.

There is also an opportunity at the market. It needs PCC to see it and utilise it.

Cllr Skyrme-Blackhall agreed with all points made.

She had been working on the issues around the market for several months along with Lewis Hines, Chief Property Development officer at PCC.

We have met with traders several times in recent months and they are fully up to date with plans for the market, she said.

Things are not being reported on accurately, she said. The market needs major investment and it's a complex task given its mid-terrace location and listed status, but work is underway to provide a thriving market for years to come.

Deputy Leader Cllr Paul Miller has also met with traders and he gave them the reassurance that we will continue to have a market.

Mr Crockford is undertaking works on the property next door and has proposed utilising part of the Market within that project but it's not agreed yet, she continued. The roof has to be mended, whether traders will be rehoused whilst work taking place or the work carried out around them is still to be determined.

Mr Hines is working very hard to make things happen. He has given his contact details out to all the traders so they all are being kept in the loop.

There is lots of hearsay, with people putting 2 and 2 together to make 5 agreed Cllr. Evans.

The Chamber and the traders can be assured that TTC are committed to the market, said Cllr. Blackhall. Their concerns are our concerns. The traders work hard and they need some clarity as to the timeline.

Much of what has been said in the press and on social media is based on rumour. There needs to be transparency and the fact that the Deputy Leader has spoken openly and given a commitment is much needed.

It will take a couple of years and the more that get involved the greater the chance of something special being done. We need to work together to make sure it works.

Cllr. Blackhall proposed that we write back to the Chamber outlining our vision for the market and to suggest meetings with their members during the year where points of concern and collaboration could be discussed. The Mayor seconded.

178. 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

The Clerk pointed out that the Jewson payment highlighted at the last meeting has been resolved.

Cllr Phillips proposed acceptance of the accounts and Cllr Evans seconded.

RESOLVED

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

179. TO CONSIDER CANDIDATES FOR CO-OPTION TO THE CASUAL VACANCY IN THE NORTH WARD AND AGREE ACTION IN RESPONSE TO PROPOSALS

Dealt with previously.

180. TO CONSIDER PROPOSALS FOR MAYOR ELECT FOR 2025/26 AND AGREE ACTION IN RESPONSE TO PROPOSALS

The Mayor asked around the table if councillors would like to be Mayor. No members put their names forward. The Mayor said he is really enjoying it and getting a feel for the role. He would like to put his name forward.

Cllr Blackhall proposed Cllr Morgan for a third term.

Cllr Morgan joined the council in 2019 and at first, he appeared to be a quiet shrinking violet but that did not last long. His contribution and commitment to reaching out and engaging with people in a much wider way soon came to the fore.

A number of things are happening due to huge encouragement from Cllr Morgan. He has grown into the role and has a way of ensuring that he brings people along with him.

He provides leadership through listening and engaging. While he has a vision and a passion, he is always open to reason; a 'we can do this if we work together' approach.

Cllr Sloan seconded. Cllr. Morgan has actively contributed to so many projects and I know there are more to come, he said.

All were in favour.

The Mayor announced that Mayor Making would be on 9th May 2025.

He added that it was an honour and privilege to feel members had such confidence in him and to continue to serve the town. I feel very lucky, he added.

181. TO RECEIVE ANY UPDATES FROM COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Cllr Blackhall said that an excellent SEPCHN meeting had taken place recently.

The delay on the new hospital was discussed and the Chief Executive of the health board and other officers were present to contribute in a meaningful way to those discussions

Any delay is dreadful. West Wales has serious need for new hospital and the hope is all political parties take this issue forward rather than use it for point scoring

However, this delay has created the opportunity to create hubs that have a community focus. Tenby is a prime site for provision with a range of services that could be worked around the doctors' surgery and cottage hospital.

The SEPCHN meeting had really good engagement between the members of public and health administrators. Thanks go to former councillor Duncan Whitehurst for continuing in his role as secretary to facilitate these meetings. Some serious questions were asked.

182. TO CONSIDER WAYS IN WHICH THE TOWN CAN MARK THE 80TH ANNIVERSARY OF VE DAY ON 8TH MAY 2025 AND AGREE ACTION IN RESPONSE TO PROPOSALS – CLLR PHILLIPS

Cllr Phillips said progress had been made on the wording of the Armed Forces covenant. The Mayor would sign on behalf of the town and, once returned, an official signing will be organised hopefully to coincide with the VE Day 80 celebrations.

The VE Day 80 celebrations have a suggested format for the day and he suggested a working party be formed with input from the Tenby branch of the British Legion, local schools and others to devise what we can do.

It was noted that 'fish and chips' is to be celebrated. A British staple for over 160 years, the ingredients were not rationed during the war as Winston Churchill felt it helped 'fuel' our war efforts. The possibilities of collaborating with local chip shops on the day was something that could be considered as part of the working party discussions.

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

Due to members being unable to attend the Castle Hill meeting scheduled for 18th February a suggested day of 7th March at 11.30 am has been proposed.

184. DATE AND TIME OF NEXT MEETING

Planning committee – Tuesday 11th March 2025 at 7 pm.

Full council -Tuesday 11th March 2025 at 7.30 pm.

185. TO PROPOSE ANY ITEM FOR THE NEXT AGENDA

Cllr. Phillips proposed the VE Day celebration as standing Agenda item

Cllr. Blackhall proposed ways of engaging with those who put themselves forward for co-option.

186. 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
27TH FEBRUARY 2025

PRESENT:	Cllr Dai Morgan	Mayor (Zoom)
	Cllr Laurence Blackhall	Chair
	Cllr Sam Skyrme-Blackhall	
	Cllr. Emma Lewis	
	Cllr James Phillips	
ALSO PRESENT:	Andrew Davies	Town Clerk
	Sharon Thompson	Assistant to Town Clerk

1. TO RECEIVE APOLOGIES

No apologies received.

(An apology was received from Cllr. Sloan via email during the course of the meeting)

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

None.

3. 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. TO CONSIDER THE TENDERS SUMBITTED FOR THE RENOVATION WORKS TO THE FORMER CAFÉ SPACE

RESOLVED

That the tender for works from Contractor 2 be accepted.

5. TO RESOLVE TO GO BACK INTO PUBLIC SESSION

Proposed by Cllr Blackhall and seconded by Cllr Lewis.

6. TO REVIEW AND ADOPT THE NEW FINANCIAL REGULATIONS FOR COMMUNITY AND TOWN COUNCILS IN WALES

The Clerk explained that the new Financial Regulations were drafted to replace those adopted in 2019.

Cllr. Blackhall explained that One Voice Wales had provided Model Regulations and the council were required to go through the various points to adapt them for TTC use. For ease the Clerk had indicated the areas where the council had the discretion to alter the regulations and had also looked at how they differed from our existing regulations.

Members worked through the regulations line by line making appropriate amendments.

Once completed it was:

RESOLVED

That the new Financial Regulations be adopted.

8. TO CONSIDER A REQUEST FOR GRANT FUNDING BY TENBY DOLPHINS

Cllr. Blackhall said that, regardless of the decision over the grant request, could we please congratulate the Dolphins on their 50th anniversary. He proposed a letter from Mayor be sent.

The Clerk said that members had seen the grant application but he felt that the request might not be within the terms of the council's powers to support sporting organisations under Section 19 of the Local Government (Miscellaneous Provision) Act 1976.

Under the Act we could provide financing towards venues, instructors, equipment etc. Celebratory hoodies/banners may be stretching things.

Cllr. Blackhall suggested that, if we provided a grant towards the club's running costs, they could finance the hoodies from what they would have had to spend on operating the club.

He proposed making a grant of £1,600 towards the Club's operational costs, seconded by Cllr Phillips.

RESOLVED

That under Section 19 of the Local Government (Miscellaneous Provision) Act 1976, a grant of £1600 be made to Tenby Dolphins to assist them with the operational costs of their club.

MEETING OF THE CHRISTMAS LIGHTS WORKING PARTY

27th FEBRUARY 2025

PRESENT: Cllrs Laurence Blackhall, Cam Skyrme-Blackhall and Phillips; Town Clerk Andrew Davies and Christmas Lighting Contractors Phil Percival, Simon Aspley and Rhys Thomas

PP outlined the concerns he and SA had over the large displays in Tudor Square.

Over the years they had been undertaking the contract to erect and maintain the Christmas Lights, winters have been getting wetter and windier.

This year there had been three major storms during the six weeks the lights were up. With Tudor Square experiencing winds in excess of 70 mph, the big crossroad displays had been 'dancing around' which put great strain on their fixings.

Neither he nor SA were comfortable in continuing to use these displays in the Square due to the potential public risk of the fixings failing.

Also, the storms made it difficult for them to rectify problems if they occurred as they were unable to work at height in such high winds.

LB agreed that this was a safety concern and we had to accept the views of our contractors. He felt we could rethink Tudor Square and wondered if the crossroad panels could be sited at ground level somewhere in the Square.

PP said that this was not possible as they carried too high a voltage and would be a danger to the public if they were touched.

They could however be mounted flat in another higher location, or used in Upper Frog Street. The span between buildings here was far smaller and there was reduced chance of strain.

He did add that we would have to check if they met legal minimum road clearance legislation before we could use them in Upper Frog Street however.

SSB agreed that we could not have the large crossroad in the Square if they posed a potential danger. She asked what PP and SA suggested as an alternative.

PP said that we had 100m of unused waterproof LED festoon in the stores. This was an excellent product and light enough to use on the existing fixings, (festoon had been used across the Square prior to 2019 when the large displays were purchased). It would take about 70m of it to span the Square.

Both LB and JP wondered about using light projection in the Square. PP felt this was a possibility but added that the projector would have to be at least 8 m from the building it was projecting on and we would have to have permission to mount it.

Herein was another problem he and SA had experienced over the years. A number of the buildings which had housed our anchor bolts had been renovated and re-rendered over the years and the building owners had refused the anchor bolts being re-installed.

This had resulted in a number of 'blackspots' in the run of displays, particularly in Upper Frog Street.

It was suggested that we write to the Chamber of Trade to see if they could assist us in resolving this issue.

If they were able to assist, we would need more festoon to fill the gaps but TTC had budgeted for repairs and renewals.

PP also wondered, if we went down the projection route, would we get complaints from those living in properties onto which we projected any displays.

LB felt that the use of light projection was something that could be a long-term aim, requiring more research, possibly involving firms that specialised in it.

He agreed with using the festoon in the Square to create a uniform display from High Street down to the bottom of St Julian Street. The question was over what we did with the redundant crossroad panels.

SSB said that we seemed to concentrate on inside the town walls while White Lion Street and South Parade looked very bare.

The possibility of using the panels on the town walls in White Lion Street and South Parade was suggested but it was agreed that, while a good idea, this would need looking into in more depth as a way to support the panels without attaching them to the town walls was required.

RT said that, in relation to the trees around St Mary's Church, four 6-foot trees and three 3-foot trees would need to be replaced for next year as would some of the lights on others. It was suggested we look into the cost difference of having 'pre-lit' replacement trees.

There were plenty of spare lights for the main tree and the Design Technology Department of Greenhill School, who made the original star for the top, had very kindly agreed to make a new one for this year.

Good afternoon,

The Governing Body of Ysgol Hafan y Mor requested that I write to you in relation to Mr P Rapi's position on their governing body.

They very much would like Mr Rapi to continue on their Governing Body. Mr Rapi's term of office as Additional Community governor came to an end on 17 February 2025. Therefore it is my duty to write to you to request a nomination. As mentioned the governing body consider Mr Rapi a valued member whom is extremely supportive of Ysgol Hafan y Mor.

We would be grateful therefore is you would confirm that you are happy for Mr Rapi to remain in his role as Additional Community governor at Ysgol Hafan y Mor.

Kind regards

Meinir Williams

Meinir Williams
Uwch Swyddog Cymorth Llywodraethwyr / Senior Governors' Support Officer

Tenby Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 03/03/2025			
	Cash in Hand 01/04/2024			308,498.89
	ADD Receipts 01/04/2024 - 03/03/2025			329,601.21
				638,100.10
	SUBTRACT Payments 01/04/2024 - 03/03/2025			296,373.95
A	**Cash in Hand 03/03/2025** (per Cash Book)			**341,726.15**
	Cash in hand per Bank Statements			
	Petty Cash	27/02/2025	1,882.37	
	Barclays - Reserve	27/02/2025	81,708.12	
	Barclays - Premium	27/02/2025	271,508.61	
	Barclays - Current	27/02/2025	1,676.87	
	Credit card	27/02/2025	0.00	
	Barclays - Bond	27/02/2025	0.00	
				356,775.97
	Less unpresented payments			15,049.82
				341,726.15
	Plus unpresented receipts			
B	**Adjusted Bank Balance**			**341,726.15**
	A = B Checks out OK			

Tenby Town Council

Uncashed payments\transfers out (All banks)

(Upto 03/03/2025)

Voucher	Date	Cheque No.	Description	Total	Bank
249	16/01/2023		Wood and paint supplies	42.94	Barclays - Current
295	11/01/2024		Broadband Church House	85.80	Barclays - Premium
296	11/01/2024		Paint for benches	175.00	Barclays - Current
324	05/02/2025		Anti-virus subscription	4.80	Barclays - Current
334	24/02/2025		Blue rolls - AP	35.10	Credit card
336	27/02/2025		Wages Month 11 2024/25	2,567.55	Barclays - Premium
337	27/02/2025		Wages Month 11 2024/25	1,097.49	Barclays - Premium
338	27/02/2025		Wages Month 11 2024/25	1,491.31	Barclays - Premium
339	27/02/2025		Wages Month 11 2024/25	1,362.60	Barclays - Premium
343	03/03/2025		Cooking equipment for Bake Off	122.69	Barclays - Premium
344	03/03/2025		PAYE Month 11 2024/25	1,686.69	Barclays - Premium
345	03/03/2025		De Valence grant and rent	4,555.00	Barclays - Premium
346	03/03/2025		Bedding plants for floral displays	188.86	Barclays - Premium
347	03/03/2025		Donation - Tenby Dolphins	1,600.00	Barclays - Premium
348	03/03/2025		Cooking equipment for Bake Off	33.99	Barclays - Premium
			Total----------	**15,049.82**	

Tenby Town Council

Uncashed receipts\transfers in (All banks)

(Upto 03/03/2025)

Voucher	Date	Cheque No.	Description	Total	Bank

Total----------

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	100.00	2,278.30	2,178.30 (2178%	37,843.38	11,821.08	26,022.30 (68%)	28,200.60
Advertising and Publicity			0.00 (N/A)	300.00	407.00	-107.00 (-35%)	-107.00
Agency Services			0.00 (N/A)			0.00 (N/A)	0.00
Augustus Place	5,000.00	5,826.00	826.00 (16%)	6,756.00	4,142.75	2,613.25 (38%)	3,439.25
Capital Grants			0.00 (N/A)			0.00 (N/A)	0.00
Capital Spending (Asset Purchase)		5,284.92	5,284.92 (528492	112,000.00	1,538.23	110,461.77 (98%)	115,746.69
Christmas Lighting			0.00 (N/A)	17,790.00	16,159.75	1,630.25 (9%)	1,630.25
Civic			0.00 (N/A)	9,740.00	3,129.71	6,610.29 (67%)	6,610.29
Contra/Loans		534.00	534.00 (53400%		590.20	-590.20 (-5902(	-56.20
De Valence Pavilion			0.00 (N/A)	26,000.00	31,000.80	-5,000.80 (-19%)	-5,000.80
Interest on Investments and Accour	2,000.00	3,847.86	1,847.86 (92%)			0.00 (N/A)	1,847.86
Loan Interest and Repayments			0.00 (N/A)			0.00 (N/A)	0.00
Loans for Captial Expenditure			0.00 (N/A)			0.00 (N/A)	0.00
New Cemetery	4,480.00	7,730.00	3,250.00 (72%)	3,600.00	2,050.45	1,549.55 (43%)	4,799.55
Old Cemetery	204.00	204.00	0.00 (N/A)	204.00	204.00	0.00 (N/A)	0.00
Other payments (not listed here)			0.00 (N/A)			0.00 (N/A)	0.00
Precept	278,001.53	278,001.53	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)	3,500.00	3,050.00	450.00 (12%)	450.00
Sale of Assets			0.00 (N/A)			0.00 (N/A)	0.00
Tenancies (Council as Tenant)			0.00 (N/A)	2,400.00	27,240.00	-24,840.00 (-1035%	-24,840.00
Tenanies (Council as Landlord)	21,000.00		-21,000.00 (-100%)			0.00 (N/A)	-21,000.00
Tourism/Regeneration	15,000.00	11,777.28	-3,222.72 (-21%)	110,840.65	53,483.43	57,357.22 (51%)	54,134.50
Town Maintenance	7,500.00	1,678.00	-5,822.00 (-77%)	34,335.00	28,854.72	5,480.28 (15%)	-341.72
VAT recovered			0.00 (N/A)			0.00 (N/A)	0.00
Wages, PAYE, NI, Pension, Expens			0.00 (N/A)	117,688.50	102,625.05	15,063.45 (12%)	15,063.45
NET TOTAL	**333,285.53**	**317,161.89**	**-16,123.64 (-4%)**	**482,997.53**	**286,297.17**	**196,700.36 (40%)**	**180,576.72**

Total for ALL Cost Centres	317,161.89	286,297.17
V.A.T.	12,439.32	10,076.78
GROSS TOTAL	**329,601.21**	**296,373.95**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Admin - Audit fees				3,000.00	3,465.00	-465.00	-465.00 (-15%)
2	Admin - Photocopying charges	100.00	216.40	116.40	1,000.00	1,095.01	-95.01	21.39 (1%)
3	Admin - Course/Training				1,000.00		1,000.00	1,000.00 (100%)
4	Admin - Office Equipment				1,500.00	113.32	1,386.68	1,386.68 (92%)
5	Admin - Equipment maintenance				100.00		100.00	100.00 (100%)
6	Admin - Insurance		2,061.90	2,061.90	15,900.38	500.00	15,400.38	17,462.28 (109%)
8	Admin - Phone/fax and broadbar				880.00	734.61	145.39	145.39 (16%)
9	Admin - Postage				50.00	19.10	30.90	30.90 (61%)
11	Admin - Stationary				150.00	147.36	2.64	2.64 (1%)
12	Admin - Subscriptions				2,871.00	3,664.28	-793.28	-793.28 (-27%)
13	Admin - Travel expenses				150.00	18.45	131.55	131.55 (87%)
75	Admin - Council tax				1,573.00	1,573.60	-0.60	-0.60 (-0%)
91	Admin - Councilor remuneration				6,786.00	312.00	6,474.00	6,474.00 (95%)
100	Admin - Election fees				2,883.00		2,883.00	2,883.00 (100%)
125	Staff welfare					178.35	-178.35	-178.35 (N/A)
	SUB TOTAL	**100.00**	**2,278.30**	**2,178.30**	**37,843.38**	**11,821.08**	**26,022.30**	**28,200.60 (74%)**

Advertising and Publicity

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Civic - Publicity				300.00	407.00	-107.00	-107.00 (-35%)
	SUB TOTAL				**300.00**	**407.00**	**-107.00**	**-107.00 (-35%)**

Augustus Place

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
22	Augustus Place - Maintenance				200.00	410.51	-210.51	-210.51 (-105%)
24	Augustus Place - Tools and equi				100.00	209.96	-109.96	-109.96 (-109%)
25	Augustus Place - Utilities				2,268.00	1,683.11	584.89	584.89 (25%)
26	Augustus Place - Letting Income	5,000.00	5,826.00	826.00				826.00 (16%)
98	Augustus Place - Council tax				1,540.00	1,322.67	217.33	217.33 (14%)
99	Augustus Place - Water rates				240.00	177.50	62.50	62.50 (26%)
101	Augustus Place - Building Contir				2,000.00		2,000.00	2,000.00 (100%)
115	Augustus Place WiFi				408.00	339.00	69.00	69.00 (16%)
	SUB TOTAL	**5,000.00**	**5,826.00**	**826.00**	**6,756.00**	**4,142.75**	**2,613.25**	**3,439.25 (29%)**

Capital Spending (Asset Purcl

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Jubilee Play Park				12,000.00		12,000.00	12,000.00 (100%)
102	Tenby Spaces and Places		5,284.92	5,284.92	100,000.00	1,538.23	98,461.77	103,746.69 (103%)

SUB TOTAL		**5,284.92**	**5,284.92**	**112,000.00**	**1,538.23**	**110,461.77**	**115,746.69 (103%)**

Christmas Lighting

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
27	Christmas Lighting - Maintenanc				13,280.00	14,510.00	-1,230.00	-1,230.00 (-9%)
28	Christmas Lighting - Electricity s				500.00		500.00	500.00 (100%)
29	Christmas Lighting - Tools and E				3,000.00	609.75	2,390.25	2,390.25 (79%)
105	Christmas Lighting - Equipment :				1,010.00	1,040.00	-30.00	-30.00 (-2%)
	SUB TOTAL				**17,790.00**	**16,159.75**	**1,630.25**	**1,630.25 (9%)**

Civic

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
44	Civic - Courses/conferences/trav				150.00		150.00	150.00 (100%)
45	Civic - Entertainment				1,000.00	617.18	382.82	382.82 (38%)
46	Civic - Grants				5,000.00		5,000.00	5,000.00 (100%)
47	Civic - Honoraria				240.00	360.00	-120.00	-120.00 (-50%)
48	Civic - Mayor's Reimbursement I				3,000.00	1,698.03	1,301.97	1,301.97 (43%)
51	Civic - Regalia maintenance				250.00	144.00	106.00	106.00 (42%)
52	Civic - Subscriptions							(N/A)
81	Civic - Plaques					310.50	-310.50	-310.50 (N/A)
94	Civic - Maintenance of Historic A				100.00		100.00	100.00 (100%)
	SUB TOTAL				**9,740.00**	**3,129.71**	**6,610.29**	**6,610.29 (67%)**

Contra/Loans

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
70	Contra		534.00	534.00		590.20	-590.20	-56.20 (N/A)
	SUB TOTAL		**534.00**	**534.00**		**590.20**	**-590.20**	**-56.20 (N/A)**

De Valence Pavilion

		Receipts			Payments			Net Position
Code	**Title**	**Budgeted**	**Actual**	**Variance**	**Budgeted**	**Actual**	**Variance**	+/- Under/over spend
76	DVP - Grant to DVP (Tenby) CIC				26,000.00	27,500.00	-1,500.00	-1,500.00 (-5%)
109	Supplemental grant							(N/A)
124	Office project					3,500.80	-3,500.80	-3,500.80 (N/A)
	SUB TOTAL				**26,000.00**	**31,000.80**	**-5,000.80**	**-5,000.80 (-19%)**

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Interest on Investments and A

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Interest	2,000.00	3,847.86	1,847.86				1,847.86 (92%)
	SUB TOTAL	**2,000.00**	**3,847.86**	**1,847.86**				**1,847.86 (92%)**

New Cemetery

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	New Cemetery - Grounds Maint		310.00	310.00	3,500.00	2,000.00	1,500.00	1,810.00 (51%)
33	New Cemetery - Water charges				100.00	50.45	49.55	49.55 (49%)
34	New Cemetery - Grant of Rights	1,610.00	1,735.00	125.00				125.00 (7%)
35	New Cemetery - Maintenance fe	2,030.00	3,465.00	1,435.00				1,435.00 (70%)
36	New Cemetery - Memorial fees	840.00	2,220.00	1,380.00				1,380.00 (164%)
	SUB TOTAL	**4,480.00**	**7,730.00**	**3,250.00**	**3,600.00**	**2,050.45**	**1,549.55**	**4,799.55 (59%)**

Old Cemetery

		Receipts			Payments			Net Position
Code	Title	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%)**

Other payments (not listed he

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
108	Corporate BBT DI refund							(N/A)
	SUB TOTAL							**(N/A)**

Precept

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
37	Precept	278,001.53	278,001.53					(0%)
	SUB TOTAL	**278,001.53**	**278,001.53**					**(0%)**

Provision for Doubtful Debts

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

SUB TOTAL							(N/A)

S137 Payments

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Civic - S137				3,500.00	3,050.00	450.00	450.00 (12%)
	SUB TOTAL				3,500.00	3,050.00	450.00	450.00 (12%)

Tenancies (Council as Tenant)

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Office Rent				2,400.00	10,740.00	-8,340.00	-8,340.00 (-347%)
110	Cafe space rent					16,500.00	-16,500.00	-16,500.00 (N/A)
	SUB TOTAL				2,400.00	27,240.00	-24,840.00	-24,840.00 (-1035%

Tenanies (Council as Landlorc

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Shared office space	21,000.00		-21,000.00				-21,000.00 (-100%)
	SUB TOTAL	21,000.00		-21,000.00				-21,000.00 (-100%)

Tourism/Regeneration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Tourism - Promoting Tenby				1,500.00	1,475.20	24.80	24.80 (1%)
84	Park and Ride provision				1,000.00	1,000.00		(0%)
88	Special Projects within the comn	15,000.00	698.30	-14,301.70	87,840.65	22,836.92	65,003.73	50,702.03 (49%)
89	Ironman				5,000.00	5,000.00		(0%)
95	Consultancy fees and specialist				1,000.00	70.00	930.00	930.00 (93%)
103	Warm Rooms funding							(N/A)
111	Tourism - Steam Punk		1,355.00	1,355.00		5,416.00	-5,416.00	-4,061.00 (N/A)
112	Repair Cafe					148.29	-148.29	-148.29 (N/A)
116	Library provision				13,000.00	12,999.99	0.01	0.01 (0%)
117	D. D ay 80th Anniversary				1,500.00	24.71	1,475.29	1,475.29 (98%)
118	Community Festival					68.00	-68.00	-68.00 (N/A)
119	Nights Out events		1,379.28	1,379.28		180.00	-180.00	1,199.28 (N/A)
120	Books for a Brighter Future		3,500.00	3,500.00		3,528.00	-3,528.00	-28.00 (N/A)
121	Time out For Carers		1,984.20	1,984.20				1,984.20 (N/A)
122	Doing the Small Things		2,735.00	2,735.00		540.00	-540.00	2,195.00 (N/A)
123	Community Engagement		125.50	125.50		196.32	-196.32	-70.82 (N/A)
	SUB TOTAL	15,000.00	11,777.28	-3,222.72	110,840.65	53,483.43	57,357.22	54,134.50 (43%)

Tenby Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Town Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Town maintenance - Floral displ	5,000.00	1,552.50	-3,447.50	16,500.00	10,615.37	5,884.63	2,437.13 (11%)
56	Town maintenance - Play area		25.50	25.50	1,500.00	4,562.50	-3,062.50	-3,037.00 (-202%)
57	Town maintenance - Tools and e		100.00	100.00	1,000.00	507.24	492.76	592.76 (59%)
96	Town maintenance - Specialist n	2,500.00		-2,500.00	2,500.00	1,334.61	1,165.39	-1,334.61 (-26%)
104	Jubilee Play Area CCTV				1,000.00		1,000.00	1,000.00 (100%)
113	Maintenance - UFS Toilets				11,835.00	11,835.00		(0%)
	SUB TOTAL	**7,500.00**	**1,678.00**	**-5,822.00**	**34,335.00**	**28,854.72**	**5,480.28**	**-341.72 (-0%)**

VAT recovered

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

Wages, PAYE, NI, Pension, Ex

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Admin - Wages				103,981.21	90,551.94	13,429.27	13,429.27 (12%)
15	Augustus Place - wages				4,797.61	4,022.56	775.05	775.05 (16%)
16	Town maintenance - wages				8,909.68	8,050.55	859.13	859.13 (9%)
	SUB TOTAL				**117,688.50**	**102,625.05**	**15,063.45**	**15,063.45 (12%)**

Summary

NET TOTAL	**333,285.53**	**317,161.89**	**-16,123.64**	**482,997.53**	**286,297.17**	**196,700.36**	**180,576.72 (22%)**
V.A.T.		12,439.32			10,076.78		
GROSS TOTAL		**329,601.21**			**296,373.95**		

Tenby Town Council

PAYMENTS LIST

4 March 2025 (2024-2025)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
341	Admin - Phone/fax and broadb	01/02/2025		Barclays - Current		Telephone services	Talk Talk	S	30.65	6.13	36.78
321	Office Rent	03/02/2025		Barclays - Premium		De Valence grant and rent	Tenby DVP CIC	Z	895.00		895.00
320	Admin - Wages	03/02/2025		Barclays - Premium		PAYE Month 10 2024/25	HMRC	X	1,686.49		1,686.49
321	Cafe space rent	03/02/2025		Barclays - Premium		De Valence grant and rent	Tenby DVP CIC	Z	1,500.00		1,500.00
317	Library provision	03/02/2025		Barclays - Premium		Library provision	Pembrokeshire County Cou	Z	4,333.33		4,333.33
318	Office project	03/02/2025		Barclays - Current		Waste and recycling provision	PDWC	S	300.00	60.00	360.00
319	Office project	03/02/2025		Barclays - Current		Poster Kit	UK Point of Sale Group Ltd	S	166.80	33.36	200.16
321	DVP - Grant to DVP (Tenby) CI	03/02/2025		Barclays - Premium		De Valence grant and rent	Tenby DVP CIC	E	2,160.00		2,160.00
323	Augustus Place - Water rates	03/02/2025		Barclays - Current		Water charges AP	Dwr Cymru	Z	19.00		19.00
324	Admin - Subscriptions	05/02/2025		Barclays - Current		Anti-virus subscription	BCC IT	S	4.00	0.80	4.80
325	Books for a Brighter Future	06/02/2025		Barclays - Premium		Books for a Brighter Future	Tredeml Print	Z	3,528.00		3,528.00
326	Town maintenance - Specialist	06/02/2025		Barclays - Current		Bedding plants for floral display	Danuta Nash	S	237.65	47.54	285.19
329	Tenby Spaces and Places	11/02/2025		Barclays - Current		Broadband Church House	Telemat	S	34.00	6.80	40.80
327	Contra	11/02/2025		Barclays - Premium		Seagull bags	Pembrokeshire County Cou	S	62.00	12.40	74.40
328	Augustus Place WiFi	11/02/2025		Barclays - Current		Broadband Augustus Place	Telemat	S	34.00	6.80	40.80
331	Christmas Lighting - Maintenan	13/02/2025		Barclays - Premium		Christmas tree lights	Smart Gardens	Z	1,230.00		1,230.00
334	Augustus Place - Tools and equ	24/02/2025		Credit card		Blue rolls - AP	Amazon	S	29.24	5.86	35.10
333	Civic - Mayor's Reimbursement	25/02/2025		Barclays - Current		Poppy Project	Shane Roberts	Z	100.00		100.00
332	Town maintenance - Tools and	25/02/2025		Barclays - Current		Drill bits	Jewson	S	16.52	3.30	19.82
335	Town maintenance - Floral disp	25/02/2025		Barclays - Current		Bedding plants for floral display	Danuta Nash	X	85.69		85.69
342	Admin - Phone/fax and broadb	26/02/2025		Barclays - Current		Telephone services	Vodafone Limited	S	35.60	7.12	42.72
330	Augustus Place - Utilities	26/02/2025		Barclays - Current		Electricity Augustus Place	Engie Power Limited	L	176.29	8.81	185.10
336	Admin - Wages	27/02/2025		Barclays - Premium		Wages Month 11 2024/25	Employee 106	X	2,567.55		2,567.55
337	Augustus Place - wages	27/02/2025		Barclays - Premium		Wages Month 11 2024/25	Employee 110	X	386.70		386.70
337	Town maintenance - wages	27/02/2025		Barclays - Premium		Wages Month 11 2024/25	Employee 110	X	710.79		710.79
338	Admin - Wages	27/02/2025		Barclays - Premium		Wages Month 11 2024/25	Employee 113	X	1,491.31		1,491.31
339	Admin - Wages	27/02/2025		Barclays - Premium		Wages Month 11 2024/25	Employee 114	X	1,362.60		1,362.60
							Total		**23,183.21**	**198.92**	**23,382.13**

Tenby Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
127	Augustus Place - Letting Incom	03/02/2025		Petty Cash		Hall Hire	Macular Society	X	8.00		8.00
144	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Slimming World	X	128.00		128.00
146	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Tenby Male Choir	X	128.00		128.00
147	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
147	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
147	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
147	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Augustus Place Art Group	X	16.00		16.00
148	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Meeting Group	X	32.00		32.00
149	Augustus Place - Letting Incom	04/02/2025		Barclays - Current		Hall Hire	Discofit	X	16.00		16.00
142	Augustus Place - Letting Incom	05/02/2025		Petty Cash		Hall Hire	Karate Club	X	56.00		56.00
143	Augustus Place - Letting Incom	18/02/2025		Petty Cash		Hall Hire	Steps to Health	X	24.00		24.00
145	Augustus Place - Letting Incom	19/02/2025		Barclays - Current		Hall Hire	Tenby Project	X	135.00		135.00
151	Tourism - Steam Punk	21/02/2025		Barclays - Current		Steampunk stall	A Kenward	Z	130.00		130.00
152	Tourism - Steam Punk	21/02/2025		Barclays - Current		Steampunk stall	Alexandra Whiteleg	X	150.00		150.00
153	Community Engagement	21/02/2025		Barclays - Current		Grant - Climate Conversations :	WCW Climate Conversatior	Z	125.50		125.50
150	Augustus Place - Letting Incom	27/02/2025		Petty Cash		Hall Hire	Macular Society	X	8.00		8.00
							Total		**1,004.50**		**1,004.50**

Risk Management Assessment

Introduction

The Council is expected to carry out an annual assessment of the financial and other 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 and De Valence building insured by Tenby Town Council.
	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. 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.
	Financial loss due to banking error	Monthly bank reconciliations and balancing of accounts.
	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.

		All transactions authorised by two councillors against invoices and approved by Council.
	Financial controls and records	Monthly reconciliation prepared by Clerk. Accounts subject to monthly Council, and annual Internal and External Auditor, scrutiny.
	Comply with Customs and Excise Regulations	Use help line when necessary. VAT 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 and OVW
Payroll	Loss of data on PC due to system fault	Cloud back up 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. Any town council event e.g Christmas Lights switch on, is provided with its individual risk assessment
	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.

	Action against the Council for Libel or slander	Risk covered by Council's insurances. Member awareness via the Code of Conduct; proper conduct at meetings by Chair and professional advice of Clerk.
	Failure to represent community interest adequately in relation to matters likely to impact significantly on the Town e.g. reduction of facilities and/or quality of life	Council recognised by other agencies for consultation and information. Membership of SLCC and OVW
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 Valence and Augustus Place. Staff trained in safe manual handling and working at height.
	Compensation claim by employee (or contracted person) in respect of injury sustained in the cause of employment/engagement	Potential liabilities, including cost covered by insurances (£10 million)
Legal Liability	Ensuring activities are within legal powers	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.
	Council processes not in place or reviewed regularly	Regular review of all policies introduced
	Proper and timely reporting via the Minutes	Council meets regularly and always receives and approves Minutes of meetings held in 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 – new Ashes Burial section identified and work in progress.
	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.
	Works by contractors	Council insured public liability (£10 million) Contractors to also have own insurance

Report of the Town Clerk

11th March 2025

The Independent Remuneration Panel for Wales have released their annual report for the Financial Year 2025/26 which sets the range and maximum level of allowances payable for the financial year.

As members are aware, at present the town council has the discretion to determine annually what payments they will make to members in relation to their duties as councillors, other than those the panel have mandated.

The Panel has resolved that their determinations for the 2024/25 Financial Year in respect of Town and Community Councils in Wales will remain unchanged for 2025/26.

This will be the final year that the Panel produce a report and make determinations as their functions transfer over to the Democratic Boundary Commission Cymru from 1 April 2025.

Based on last year's determinations, the council has resolved that payments and reimbursements to councillors will be as follows:

- A payment of £156 a year (equivalent to £3 a week) is made to all councillors towards the extra household expenses (including heating, lighting, power, and broadband) of working from home. While this is mandatory, the option for members to decline the payment by advising the appropriate officer in writing that they do not want to take it remains.
- The Council will enable members to claim full reimbursement for the cost of their office consumables on presentation of receipts to the RFO.
- The Council has decided not to introduce an attendance allowance for members. As the payment for attendance is optional, the council, at its first Annual Meeting, should formally revisit and decide whether or not to make these payments.
- No annual payment of £500 each to a minimum of 1 and a maximum of 5 members in recognition of specific responsibilities will be made.
- Payments to each of their members in respect of travel costs for attending approved duties will be allowed subject to attendance being given prior approval by the whole Council.
- Reimbursement of subsistence expenses to its members if a particular duty requires an overnight stay will be allowed subject to attendance being given prior approval by the whole Council.
- Financial loss compensation to each member for attending approved duties, where such loss has actually occurred, will be allowed subject to attendance being given prior approval by the whole Council.
- Payment for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal

assistance needs up to a maximum of £403 per month is mandated for every member if they are eligible to claim, and wish to do so.

- There will be no payment to the Civic Head or Deputy Civic Head (this does not affect the Mayor's Reimbursement budget for expenditure incurred in their role as the town's ceremonial leader).
- Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is Leader, Deputy Leader or Executive Member) can only receive travel and subsistence expenses and reimbursement of costs of care; if they are eligible to claim, and wish to do so.

RECOMMENDATION

Members are requested to resolve to accept the determinations of the Independent Renumeration Panel for Wales

REASON FOR THE RECOMMENDATION

To comply with the requirements of the Independent Remuneration Panel for Wales under the Local Government (Wales) Measure 2011.