

**Minutes of the Annual Meeting of the City Council on Monday 15<sup>th</sup> May 2023 in the Memorial Hall at 6.30pm**

**Present:** Mayor RJ Thornton, Deputy Mayor ES Evans, D Griffiths, J Jeremy, FD John, B Lloyd, BT Price, R Price, BS Sehmi, S Williams, with S Mann, JE Foster (Clerks) and W Mann (Responsible Finance Officer).

Also present were Reverend Canon Sheridan James, Mark Evans, Eliza-Mary Evans, Liliwen Evans, Christopher Taylor and Angus Gaskell.

- 1. Apologies for Absence:** N Walsh and C Plant
- 2. Declarations of Interest:** Members were requested to identify any declarations of personal or prejudicial interests that they might have in relation to items on the agenda.
- 3. Confirmation of Minutes** of the Meeting of 9<sup>th</sup> May 2022 were RESOLVED to be approved.
- 4. Matters arising** from those minutes. There were none.
- 5. Elections:** -
  - 5.1. Mayor: It was RESOLVED to appoint Cllr ES Evans as Mayor.
  - 5.2. Deputy Mayor: It was RESOLVED to appoint Cllr BS Sehmi as Deputy Mayor.
- 6. Appointments:** - The following appointments were RESOLVED to be approved:
  - 6.1. Appointment of ~~Mayor~~ or Consort: Mr Mark Evans
  - 6.2. Mayor's Chaplain: Reverend Canon Sheridan Angharad James. Canon Sheridan accepted the appointment.
  - 6.3. Flagmaster: Malcolm Gray
  - 6.4. Deputy Flagmaster: S Robinson
  - 6.5. Press Officer: Clerk and Deputy Clerk
  - 6.6. Internal Auditor: Paul Evans
- 7. Election to Committees:**
  - 7.1. Finance Committee: Cllr D Griffiths, Cllr R Price and Cllr S Williams.
  - 7.2. Staff Committee: Mayor, Cllr J Jeremy, Cllr F John, Cllr R Thornton and Cllr S Williams.
  - 7.3. St Davids City Council led Groups:
    - 7.3.1. Coffee and Chat: Cllr F John.
    - 7.3.2. Grant Development Committee: Cllr F John, Cllr B Lloyd, Cllr B Price, Cllr R Price, Cllr B Sehmi and Cllr R Thornton
    - 7.3.3. St Davids Day Celebration Group: Chaired by the Mayor - Cllr B Price and Cllr B Sehmi.
    - 7.3.4. Youth Drop In Centre Committee: Cllr F John, Cllr B Price, Cllr B Sehmi and Cllr R Thornton.

## 8. Council Representatives to other Bodies

- 8.1. Bws y Bobol: Cllr B Price and Cllr S Williams.
- 8.2. Dawrog Management Committee: Cllr E Evans and Cllr S Williams.
- 8.3. EcoDewi / Bee Friendly: Cllr B Lloyd, Cllr C Plant, Cllr R Price and Cllr R Thornton.
- 8.4. Music and Arts Festival: Cllr B Lloyd
- 8.5. Naas Twinning: Cllr B Price and Cllr B Sehmi.
- 8.6. One Voice Wales: Cllr J Jeremy and Cllr R Thornton.
- 8.7. Porthstinian Boat Owners Association: Cllr D Griffiths, Cllr F John and Cllr R Price.
- 8.8. Porthclais Harbour Authority: Cllr F John and Cllr R Price.
- 8.9. Porthmawr Surf Life Saving Club: Cllr D Griffiths, Cllr B Lloyd and Cllr B Price.
- 8.10. St Davids Befrienders: Cllr B Price, Cllr B Sehmi and Cllr R Thornton.
- 8.11. St Davids Christmas Tree Association: Cllr E Evans, Cllr B Price, Cllr R Thornton and Cllr S Williams.
- 8.12. St Davids Day Centre for the Elderly: Cllr B Price and Cllr S Williams.
- 8.13. St Davids Matsieng Lesotho Link: Cllr B Price, Cllr B Sehmi and Cllr R Thornton.
- 8.14. St Davids Peninsula Tourist and Traders Association: Cllr R Thornton.
- 8.15. St Davids RFC: Cllr B Lloyd and Cllr R Price.
- 8.16. Ysgol Penrhyn Dewi Governor: Cllr R Thornton.
- 8.17. Oriel Y Parc Stakeholder: Cllr B Sehmi and Cllr S Williams.

## 9. Finance:

- 9.1. Annual Report by the Internal Auditor:

### ***Internal Audit Report for the year to 31/03/2023***

*I am pleased to submit my report for the financial year ended 31/03/2023.*

*The financial year under consideration is the first full 'normal' year experienced since the pandemic.*

*The St Davids peninsula, and in particular St Davids itself gains its income, in the main, from the tourist industry in all its various forms. Whitesands car park and the café and visitor centre provides the nucleus of the Council's income stream, and the year 2022/23 was a profitable one, the summer weather being particularly good with visitor numbers commensurately up.*

*St Davids City Council has never applied a precept on its residents Council Tax, being the only community council in Pembrokeshire able to do this. However, all businesses and everyone else have experienced the difficulties of the increasing costs of living over the past eighteen months, and this year again I stress the need for prudence in future budgeting to ensure that stability is maintained and reserves increased to cater for future capital projects.*

*As far as the internal audit is concerned, I have liaised with the RFO on a monthly basis, examining the bank statements and checking random invoices paid during the month, and all aspects of the accounting systems. I am able to report also that the quarterly requirements of VAT and its payment, and all other aspects of Tax and NIC and pension payments are up to date.*

*I am pleased to report a satisfactory financial position.*

*P L Evans ACIB.*

## 9.2. Annual Report by the Responsible Finance Officer:

***RFO's Report for Year Ending 31<sup>st</sup> March 2023***

*We have at last been clear of the Covid restrictions of the last two years and so 2023 saw the council returning to normality and once again being able to reinstate its normal civic functions.*

*Ironically as the community returned to normality it has been a year of considerable change for the council itself with the departure of the previous Clerk and the arrival of our current Clerk followed by the retirement of our former caretaker and the appointment of our new Hall Manager.*

*The significant costs during the year - notwithstanding £13441 in respect of the Christmas Lights (£15358 in 2022) – was the replacement of the rocking horse costing £6000 in the Memorial Playing field and the new website costing £3000. In addition, we incurred election and councillor-training expenses, advertising costs for Whitesands Attendant contract, Croeswdig Field Tenancy and of course for the Hall Manager post in total amounting to some further £3000.*

*There were some disappointments during the year – significantly the abandonment of the Pump Track following the discovery of Japanese Knotweed and the spiralling costs that arose from this – and of course the publication of our Newsletter was also reduced dramatically.*

*Overall, the Whitesands income was £13000 less than in 2022 which was in some senses was to be expected in that we had anticipated that perhaps a lot of the holidaymakers who came to us in 2022 would return to their habitual holidays abroad in 2023 once all covid restrictions were lifted.*

*To sum up then, we began the year with a balance of £106451 and have finished the year with an increased balance of £125940 which is reassuring. You have reviewed and increased the ticket prices and charges for Whitesands, the Halls and the Market and so going forward into 2024 we should increase our income levels to compensate for the increased costs anticipated in my budget report to you in January.*

*However, I would add this one cautionary note, and this is of course regarding any future decisions relating to the Caretakers House. As you know, whatever you decide regarding the house and its future there will be significant costs. It will be crucial that during 2024 when its future is decided that appropriate and realistic funding is sought to match the inevitable costs.*

*Going forward,*

*I have made one small change to reporting for the 2024 year, at the request of yourselves, that the Market should have its own specific Cost Centre rather than be included with Events. Consequently, the single “Events & Market” Cost Centre that you see in the 2023 accounts will be replaced in the 2024 accounts by two separate Cost Centres; “Events” and “Market”.*

*If any member of the council has any questions regarding the accounts, prepared to 31st March 2023, I am happy to arrange for that. In the meantime, I commend the accounts to you and confirm that all the information requested for inclusion in the External Audit has been prepared and is ready to be sent off for analysis, after acceptance by the council.*

*W Mann*

*RFO*

*30th April 2023*

07/05/2023

St Davids City Council

17:52

Balance Sheet as at 31/03/2023

31st March 2022

31st March 2023

31st March 2022		31st March 2023	
	<b>Current Assets</b>		
108,025	Lloyds Current A/c	127,255	
<u>108,025</u>		<u>127,255</u>	
	<b>108,025 Total Assets</b>		<b>127,255</b>
	<b>Current Liabilities</b>		
1,574	VAT	1,315	
<u>1,574</u>		<u>1,315</u>	
	<b>106,451 Total Assets Less Current Liabilities</b>		<b>125,940</b>
	<b>Represented By</b>		
108,451	General Reserve		125,940
<u>106,451</u>			<u>125,940</u>

The above statement represents fairly the financial position of the authority as at 31/03/2023 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

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

Signed :  
Responsible  
Financial

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

## St Davids City Council

## Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	<b>Operating Income</b>	
3,407	City Hall	8,005
233,120	Whitesands	220,067
4,081	Office & Administration	1,271
0	Play Area	3,050
3,160	Events & Market	4,902
0	St Justinians	1,599
0	Finance	955
<b>243,768</b>	<b>Total Income</b>	<b>239,848</b>
	<b>Expenditure Summary</b>	
2,365	Salary - Caretaker	7,826
19,447	Salary - Clerk	21,587
7,496	Salary - RFO	11,198
18,532	Salary - Assistant Clerk	20,464
13,648	Tax & NI	7,600
2,401	Pension contributions	2,406
<b>63,889</b>	<b>Sub Total</b>	<b>71,080</b>
	<b>Running Costs</b>	
18,194	City Hall	18,586
49,995	Whitesands	54,970
3,843	Street Furniture	863
19,071	Office & Administration	25,872
1,426	Admin Staff Costs	265
5,197	Play Area	9,863
20,441	Events & Market	25,810
1,116	St Justinians	5,943
(6,384)	Finance	7,107
<b>176,788</b>	<b>Total Expenditure</b>	<b>220,359</b>
	<b>General Fund Analysis</b>	
39,470	Opening Balance	106,451
243,768	Plus : Income for Year	239,848
<b>283,238</b>		<b>346,299</b>
176,788	Less : Expenditure for Year	220,359
106,451		125,940
0	Transfers TO / FROM Reserves	0
<b>106,451</b>	<b>Closing Balance</b>	<b>125,940</b>

- 9.3. The above Annual Report by the Internal Auditor was received and RESOLVED to be approved.
- 9.4. The above Annual Report by the Responsible Finance Officer was received and RESOLVED to be approved.
- 9.5. The accounts for the year ending 31<sup>st</sup> March 2023 were received and RESOLVED to be approved.
- 9.6. Appointment of Council Signatories for Bank Account: it was RESOLVED to appoint Cllr ES Evans, Cllr J Jeremy and Cllr FD John.

## 10. Mayor's Business:

- 10.1. Civic Service & Reception. Members unanimously agreed to have the Mayor's Civic Service in September. It was RESOLVED for the service to be held at St Davids Cathedral on Sunday 17<sup>th</sup> September 2023 at 11.15am with a reception to follow. The reception details to be confirmed in due course.

## 11. Council Constitution, Procedure and Governance

- 11.1. Councillor Allowances. Annual Report from the Independent Remuneration Panel for Wales pp 10-11 was received by members. The Clerk to circulate Councillor Allowance forms to all members.
- 11.2. Financial Regulations. It was RESOLVED to retain the current Financial Regulations.
- 11.3. Standing Orders. The Clerk advised members that One Voice Wales were in the process of updating the model standing orders and that these would be available in due course. It was RESOLVED to retain the current Standing Orders.

## 12. Constituents matters

- 12.1. Proposed Joint Newsletter for Solva and St Davids – Members were joined by Angus Gaskell Editor for Solva Newsletter who gave a brief overview of how Solva Community Council produce their monthly newsletter. Mr Gaskell explained that the newsletter at present is published 11 months of the year and that there is no January edition. The deadline for submissions was around the 16<sup>th</sup> of each month with the publication going to press around the 22<sup>nd</sup> of the month. Mr Gaskell confirmed that the first edition of the proposed joint newsletter could go ahead in June and that he would extend the deadline for submissions. St Davids City Council would only be allocated 3 pages to start and the number of pages could be increased to 10. Mr Gaskell confirmed that 500 A5 copies were currently printed for Solva Community Council and that the same could be done for St Davids City Council with a small number of A4 copies for accessibility. Furthermore, it was confirmed that the newsletter contained adverts which covered some of the costs of producing the newsletter.
- 12.2. Christopher Taylor thanked the City Council for their support with the plaque in memory of Dr Hicks. Mr Taylor reminded members that the Lesotho school pupils would be arriving in St Davids on Saturday 24<sup>th</sup> June 2023 and that they would be in the parish for a week.
- 12.3. Reverend Canon Sheridan James provided members with a brief introduction about her new role at St Davids Cathedral. Canon Sheridan is the new Canon Pastor for Parish and Pilgrims, having moved from London to St Davids recently to take up the position at the

Cathedral. The post will provide a link for local people. Canon Sheridan said that she was looking forward to being Cllr Evan’s Chaplain, and then gave a prayer and blessing for St Davids City Council.

There being no further business the meeting closed at 7.15pm

Signed .....  
Chair

Date .....