

## Minutes of the Annual Meeting of the City Council on Monday 11<sup>th</sup> May 2020 at 6.30pm by prior electronic submission

**Present:** Mayor MJ Chant, Deputy Mayor BS Sehmi, ES Evans, DJH George, DJ Griffiths, DB Halse, FD John, JG Lloyd, BT Price, RT Thornton, S Williams, AC York with PL Evans (Responsible Finance Officer).

1. **Apologies for Absence:** There were none.
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 13th May 2019 were RESOLVED to be approved.
4. **Matters arising** from those minutes. There were none.
5. **Elections:** -
  - 5.1. Mayor. It was RESOLVED to formally appoint the Mayor Elect, Cllr Bira Sehmi as Mayor of St Davids.
  - 5.2. Deputy Mayor. Cllr Chant proposed Cllr York and was seconded by Cllr Thornton. It was RESOLVED to appoint Cllr Alan York as Deputy Mayor of St Davids.
6. **Appointments:-** the following appointments were RESOLVED to be approved.
  - 6.1. Appointment of Mayoress or Consort: Mrs Sylvia Sehmi.
  - 6.2. Mayor's Chaplain: This item was RESOLVED to be deferred to a following monthly meeting of the City Council.
  - 6.3. Flagmaster: Former M Gray
  - 6.4. Deputy Flagmaster: S Robinson
  - 6.5. Press Officer: Clerk and Deputy Clerk
  - 6.6. Internal Auditor: Mrs K Brown
7. **Election to Committees:**
  - 7.1. Staff Committee:
    - 7.1.1. Staff Performance Review: undertaken by full Council.
    - 7.1.2. Staff Annual Appraisal - Chaired by the Mayor: Cllr Sehmi, Deputy Mayor Cllr York, Cllr Halse, Cllr John and Cllr Price
  - 7.2. City Council led Groups:
    - 7.2.1. St Davids Day Celebration Group – Chaired by the Mayor: Cllr Sehmi, Cllr George, Cllr Price.
  - 7.3. Youth Drop In Centre Committee – Cllr Price, Cllr John, Cllr Thornton, Cllr Sehmi.
  - 7.4. City newsletter – editorial arrangement. Mr Christopher Taylor as editorial assistant - £200 per issue of St David City News.
8. **Council Representatives to other Bodies**
  - 8.1. St Davids Christmas Tree Association – Cllr Price, Cllr Williams, Cllr Thornton, Cllr George, Cllr Griffiths Cllr Evans.
  - 8.2. Dr Jones's Charity – Cllr George, Cllr Williams, Cllr Lloyd.
  - 8.3. Porthclais Harbour Authority – Cllr John.
  - 8.4. Porthmawr Surf Life Saving Club – Cllr York, Cllr Griffiths, Cllr Chant.
  - 8.5. Porthstinian Boat Owners Association – Cllr John, Cllr Griffiths, Cllr Chant.
  - 8.6. St Davids Peninsula Tourist Association – Cllr Evans and Cllr Thornton.

- 8.7. The Dawrog Management Committee – Cllr Evans and Cllr Williams.
- 8.8. Ysgol Penrhyn Dewi Governor – Cllr Halse and Cllr Thornton.
- 8.9. St Davids - Matsieng Lesotho Twinning Group – Cllr Thornton, Cllr York and Cllr Price.
- 8.10. Oriel Y Parc Stakeholder Group – Cllr Williams and Cllr Sehmi.
- 8.11. St Davids Day Centre – Cllr George, Cllr Williams and Cllr Price.
- 8.12. St Davids Community Forum – Cllr Sehmi.
- 8.13. Bws Y Bobl Committee – Cllr George, Cllr Price and Cllr York.
- 8.14. St Davids Music Festival – Cllr John and Cllr Chant.
- 8.15. Rediscovering Ancient Connections – Cllr Chant, Cllr Thornton and Cllr Evans.
- 8.16. One Voice Wales – Cllr Thornton and Cllr Chant.
- 8.17. Bee Friendly Group – Cllr Chant, Thornton and Cllr York.
- 8.18. Naas Twinning – Cllr Chant and Cllr Price.
- 8.19. St Davids RFC – Cllr Chant, Cllr Sehmi, Cllr Price.

## 9. Finance:

9.1. Report by the Responsible Finance Officer:

### **RFO'S Report for year ended 31/03/20**

*In my report at this time last year I drew attention to the uncertainties of Brexit. In the present situation Brexit and its outcomes has been side lined, and we are all faced with even greater uncertainties and outcomes, both personal and as a Council.*

*Last year's report detailed the huge amount of work this Council had undertaken during that year, with capital projects totalling almost £100k, and our cash resources subsequently reduced to £18k.*

*The year under consideration has been a year of consolidation without any capital expenditure other than the treating of the City Hall floor at £5k which had been allowed for.*

*Fortunately, the summer of 2019 was a good one weather wise, which reflected in our receipts for Whitesands Car Park and Café at £185k, an increase of £13k on 2018. After expenses and commission to the Attendant, there was an increased gross surplus of £148k, from which we fund all our overheads. However, our overheads continue to rise disproportionately and the eventual net surplus was only £15.5k which is reflected in the final cash balance.*

*Staff costs with having taken on a part time relief clerk to cover Jessica's maternity leave, rose to £55k, but this should be reduced in the financial year to come.*

*However, Councillors are aware of the additional requests made to us by Pembrokeshire County Council, for which decisions are yet to be made. On the performance as detailed above, we are not in a position to agree to any more liabilities. In fact we should be considering a radical revue of what we fund, especially as the present difficult and unforeseen situation will need a great deal of severe decision making as the future unfolds.*

*My thanks to the Clerks and Councillors for their help and attention throughout the year enabling me to carry out my allotted tasks.*

**P L Evans**

**R F O – 16/04/2020.**

- 9.2. The above Annual report by the Responsible Finance Officer was received and RESOLVED to be approved.
- 9.3. The accounts for the year ending 31<sup>st</sup> March 2020 were received and RESOLVED to be approved.
- 9.4. Appointment of Council Signatories for Bank Account – it was RESOLVED to appoint J George, J Lloyd and D Halse.

**10. Mayor's Business:**

- 10.1. Civic Service & Reception – Owing to the Covid-19 outbreak, it was RESOLVED to temporarily defer the Mayor's Civic Service and Reception.

**11. Extraordinary Business:**

- 11.1. Internal Audit for February 2020. The Responsible Finance Officer reported that the Internal Audit for February 2020 had been completed successfully.
- 11.2. The accounts for March 2020 were RESOLVED to be approved and permission to pay was granted.

**INCOME AND EXPENDITURE MARCH 2020**

**Balance as at 31/03/2020** £  
 Current A/c 37167.16

**INCOME**

Car Park	7449.00
City Hall	552.50
Cafe	2400.00
Market stalls	200.00
Ice Cream tender	6100.00

**Total 16701.50**

LGA 1972 SEC 137 2018/19 £11624	
Last month's donations	1300.00
2019/20 total	8800.00
Balance available	2824.00

LGA 1972 Sec 214 Cemetery	
Total donated 2019/20	1400

**PAYMENTS** £

Admin	3744.50
	249.39
	82.57
	106.80
	59.22

Salaries: Clerk, Asst & RFO  
 Nest Pensions  
 Internet/telephone  
 Website  
 Stationery etc

Whitesands 1352.85

Attendant's commission

Playground  
 Skate Park  
 Hall & House 200.79  
 198.61  
 24.65  
 851.01  
 450.00  
 163.60  
 Mayor/Councillors expenses 1250.00

Caretaker's salary  
 Cleaning materials  
 D/D Boiler service etc  
 Heat & Light  
 Pest Control (Annual fee)  
 Cooker hood repairs  
 Cllrs allowances

St Justinians

Toilet hire  
 Toilet cleaning

Miscellaneous 1221.90  
 15.00  
 27.45  
 99.78  
 250.00  
 - 4 - 280.80

Newsletter  
 Window cleaning  
 Cymanfa Ganu tea  
 PCC ( Council tax (3))  
 Dwr Cymru  
 Market stalls  
 Quickwell toilets

**Total 10628.92**

- 11.4. Internal Audit for March 2020. The Responsible Finance Officer reported that the Internal Audit for March 2020 had been completed successfully.
- 11.5. The accounts for April 2020 were RESOLVED to be approved and permission to pay was granted.

**INCOME AND EXPENDITURE APRIL 2020**

Balance as at : 30/04/2020 £  
 Current A/c 31786.96

<b>INCOME</b>	Car Park	
	City Hall	60.00
	Cafe	2400.00
	Market stalls	
	Chs refund	19.20
	Job Retention Scheme	3953.60
	<b>Total</b>	<b>6432.80</b>

LGA 1972 SEC 137 2018/19 £11624	
Last month's donations	
2020/21 total	
Balance available	

LGA 1972 Sec 214 Cemetery	
Total donated 2019/20	1400

<b>PAYMENTS</b>	£
Admin	3775.06
	88.96
	106.80
	3245.66
Whitesands	200.00
Playground	
Skate Park	
Hall & House	262.06
	175.04
	24.65
	878.53
	385.78
Mayor/Councillors expenses	
St Justinians	
Miscellaneous	47.49
	240.00
	209.16
	155.31
	937.72

Salaries: Clerk, Asst & RFO  
 Nest Pensions  
 Internet/telephone  
 Website  
 HMRC NIC & IT

Attendant's commission

Caretaker's salary  
 Chubb Fire  
 D/D Boiler service etc  
 Heat & Light  
 Renewal Boiler service agreement

Toilet hire  
 Toilet cleaning  
 NHS Flag  
 Gardens maintenance  
 Xmas lights - electricity usage  
 PCC ( Council tax (3))  
 Dwr Cymru  
 PCC ( Council tax (3))

**Total 10732.22**

There being no further business the meeting closed at 7.30pm

Signed .....  
Chair

Date .....