

To the Members of St Davids City Council

8th May 2023

Dear Member,

You are hereby summoned to attend the Annual Meeting of St Davids City Council to be held in the Memorial Hall, High Street, St Davids at 6.30pm on Monday 13th May 2024 for the transaction of the business set out in the Agenda.

Yours faithfully,



S Mann

Clerk to the City Council

Annual Meeting of the City Council on Monday 13th May 2024 in the Memorial Hall at 6.30pm

AGENDA

1 Elections

- a. Appointment of Mayor:
- b. Signing by the Mayor of the City Council of their acceptance of office form.
- c. Appointment of Deputy Mayor:

2 Apologies for absence

3 Declarations of interest

4 Confirmation of minutes: of the Meeting of 15th May 2023. **REFERENCE 1**

5 Matters arising from those minutes

6 Appointments

- a. Appointment of Mayoress or Consort:
- b. Mayor's Chaplain:
- c. Flagmaster:
- d. Deputy Flagmaster:
- e. Press Officer:

- f. Internal Auditor:

7 Review of the terms of reference for committees

- a. Caretaker House Committee:
- b. City Hall Committee:
- c. Finance Committee: **REFERENCE 2**
- d. General Purposes Committee: **REFERENCE 3**
- e. Grants Development Committee: **REFERENCE 4**
- f. Market Committee:
- g. Scout Hut Committee: **REFERENCE 5**
- h. Staffing Committee: **REFERENCE 6**

8 Appointment of members to existing committees

- a. Caretaker House Committee:
- b. City Hall Committee:
- c. Finance Committee:
- d. General Purposes Committee:
- e. Grants Development Committee:
- f. Market Committee:
- g. Scout Hut Committee:
- h. Staffing Committee:

9 Appointment of any new committees in accordance with standing order 4

10 Review and adoption of appropriate standing orders and financial regulations

- a. Standing Orders:
- b. Financial Regulations:

11 Review and adoption of the council's annual report

a. Report by the Internal Auditor:

1, Maes yr Hedydd

St Davids

Haverfordwest

Pembs. SA62 6QW

Tel: 01437 720941

29/04/2024

The Mayor and Councillors,

St Davids City Council

City Hall St Davids.

Dear Mayor and Councillors,

Internal Auditor's Report for the year to 31/03/2024.

I am pleased to submit my report for the financial year ended 31/03/2024.

The year under consideration was a challenge to all aspects of the tourism industry as the area continued to recover from the pandemic. There were pressures on all financial considerations, but the Whitesands Car Park income, from which the City Council derives its main source of income, stood up quite well with prudent pricing and the introduction of full card payment facilities.

The City Council has in front of it the need to finalise plans to redevelop the now vacated caretaker's house and other alterations to the City Hall, and with these items in mind has to carefully plan for the future.

St Davids City Council did not apply a precept in 2023/24 in line with previous practice, but is likely to impose this levy for the next financial year.

As far as the Internal Audit is concerned, I have liaised with the RFO on a monthly basis, again this year. The monthly bank statements have been examined and random invoices checked or examined and queries raised for explanations where considered necessary. Most of the regular payments are now made by Direct Debit. I am happy to report that the requirements of VAT and quarterly payments to HMRC are correctly dealt with and made on time.

I am happy to report a satisfactory position.



P L Evans ACIB.

b. Report by the Responsible Finance Officer:

Responsible Finance Officer Annual Report 2024 AGM

Councillors,

The Financial Year ending March 2024 has turned out to be particularly challenging. The council has not only had to continue to budget for the high cost of heat and light but also following a national revaluation exercise by the Valuation Office Agency the council has to cope with a huge increase in the cost of Non-Domestic Rates -and also to a lesser extent Council Tax.

The impact of this revaluation in this financial year (despite transitional relief) has increased these costs from approximately £12000 to £21000. Going forward as the transitional relief is phased out these will increase to £30000 in 2025 and finally to approximately £40000 from 2026 onwards.

Additionally, during the course of the year, the council has needed to recruit a new caretaker. The council salaries bill has increased as a consequence, but this was a natural expectation given the long-standing arrangements in former years which had included the provision of the Caretaker House.

In early 2023 in anticipation of these cost rises the council made a decision to increase the charges at Whitesands Car Park. Unfortunately, visitor numbers declined in the 2023 season and as a consequence – despite the increased charges – our income “plateaued”.

This meant that we were not generating the additional income to compensate for these rising costs. As a consequence, council reserves by the end of this year had reduced – decreasing from £125940 at March 2023 to £114568 at March 2024.

This in itself would not represent an issue of concern (in 2022 council reserves were £106451) if there was a clear indication that future “trading” receipts would continue to grow to meet these costs. Unfortunately – because of the disappointing Car Park receipts for the 2023 season – it is only prudent to anticipate that this is not assured.

These increasing headline costs are revenue costs essential for this council to function and as we move forward into the 2025 year the council will be faced with additional revenue costs relating to the anticipated adoption of Bryn Road toilets and also costs in respect of the Caretaker House.

The adoption of Bryn Road toilets is an additional layer of costs which inevitably is being “forced downwards” onto community and town councils such as St Davids. As local authorities and unitary authorities struggle with their budgets local councils such as this are being asked to protect amenities in our communities that might otherwise be lost and of course this comes with a cost.

The impact of the increases outlined above means that between the years ending March 2023 and March 2025 revenue costs will have risen in total by £49092. These increases alongside the anticipation that council’s “trading” income might not rise sufficiently in the future to meet these costs was the backdrop to your precept consideration of £50,000 in the 2025 budget presented in January of this year.

The application of the precept means that the council will have sufficient income to meet its revenue costs and to maintain its reserves during the 2025 financial year.

The 2025 budget includes provision for some preliminary development costs or other costs in respect of the Caretaker House and so from a fiscal planning perspective this council will need to not only consider the development of the house but also its due care and maintenance while it remains unoccupied and unused.

Finally, I would just like to add that this year council will be the subject of a full audit. Audit Wales has introduced a program of full audits on a three-yearly cycle. The program was introduced in 2021 and so this year St Davids - for the first time – will be subject to this full audit and will include all aspects of council governance.

During the course of the year the clerk’s office has been establishing a robust committee structure of meetings and reporting to demonstrate sound governance. This has of course included the Finance Committee which during the course of the year has met and minuted its procedures diligently. I would like to take this opportunity to thank the members of the finance committee for their professional approach to this and for their commitment and support during the year.

This concludes my report. 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 7th May 2024

c. Approval of the accounts for the year ending 31st March 2024:

02/05/2024

St Davids City Council

11:09

Balance Sheet as at 31/03/2024

31st March 2023

31st March 2024

		Current Assets			
	0	Debtors	992		
	127,255	Lloyds Current A/c	116,063		
	<u>127,255</u>		<u>117,055</u>		
		127,255 Total Assets			117,055
		Current Liabilities			
	1,315	VAT	1,374		
	0	Creditors	1,113		
	<u>1,315</u>		<u>2,487</u>		
		125,940 Total Assets Less Current Liabilities			114,568
Represented By					
	125,940	General Reserve			114,568
	0	Earmarked Reserves			0
	<u>125,940</u>				<u>114,568</u>

The above statement represents fairly the financial position of the authority as at 31/03/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

St Davids City Council			
Income and Expenditure Account for Year Ended 31st March 2024			
31st March 2023			31st March 2024
		Operating Income	
£8,005		City Hall	£8,687
£220,067		Whitesands	£218,170
£1,271		Office & Administration	£0
£3,050		Play Area	£250
£4,902		Events	£217
£1,599		St Justinians	£6,709
£955		Finance	£1,053
£0		Market	£8,061
£239,848		Total Income	£243,146
		Expenditure Summary	
£71,080		Salaries including PAYE , NI & Pensions	£88,489
		Running Costs	
£18,586		City Hall	£27,046
£54,970		Whitesands	£66,287
£863		Street Furniture	£2,301
£25,872		Office & Administration	£29,563
£265		Admin Staff Costs	£0
£9,863		Play Area	£3,444
£25,810		Events	£21,862
£5,943		St Justinians	£5,220
£7,107		Finance	£4,168
£0		Market	£6,138
£220,359		Total Expenditure	£254,518
		General Fund Analysis	
£106,451		Opening Balance	£125,940
£239,848		Plus : Income for Year	£243,146
£346,299			£369,086
£220,359		Less : Expenditure for Year	£254,518
£125,940			£114,568
£0		Transfers TO / FROM Reserves	£0
£125,940		Closing Balance	£114,568

- d. Appointment of council signatories for bank account:
- e. Councillor Allowances:

12 Review and adoption of the council's training plan REFERENCE 7

13 Appointment of members to existing St Davids City Council led Groups

- a. St Davids Day Celebration Group:
- b. Youth Drop In Centre Group:

14 Appointment of members as representatives to other Bodies

- a. Bws y Bobol:
- b. Coffee and Chat:
- c. Dawrog Management Committee:
- d. EcoDewi / Bee Friendly:
- e. Naas Twinning:
- f. One Voice Wales:
- g. Oriel y Parc:
- h. Pembrokeshire Peninsular Stakeholder Group:
- i. Police Surgery:
- j. Porthclais Harbour Authority:
- k. Porthmawr Surf Life Saving Club:
- l. Porthstinian Boat Owners Association:
- m. St Davids Befrienders:
- n. St Davids Christmas Tree Association:
- o. St Davids Day Centre for the Elderly:
- p. St Davids Festivals:
- q. St Davids Matsieng Lesotho Link:
- r. St Davids Peninsula Tourist and Traders Association:
- s. St Davids RFC:

t. Ysgol Penrhyn Dewi Governor:

15 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council REFERENCE 8

16 Mayoral business

a. Civic Service & Reception:

17 Constituents matters