

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

Present: Mayor Cllr ES Evans, Deputy Mayor Cllr BS Sehmi, Cllr W Chant, Cllr DJ Griffiths, Cllr JT Jeremy, Cllr FD John, Cllr B Lloyd & Cllr RJ Thornton with S Mann (Clerk), JS Foster (Deputy Clerk) & W Mann (Responsible Finance Officer (left the meeting at 7.10pm)).

1 Elections

- a. Appointment of Mayor: Cllr BS Sehmi.
- b. Signing by the Mayor of the City Council of their acceptance of office form.
- c. Appointment of Deputy Mayor: Cllr DJ Griffiths.

2 Apologies for absence

- a. Apologies received: Cllr BT Price, Cllr R Price & Cllr S Williams.
- b. Absent without apology: Cllr N Walsh.

3 Declarations of interest: None.

4 Confirmation of minutes: of the Meeting of 15th May 2023 were RESOLVED to be approved.

5 Matters arising from those minutes: None.

6 Appointments

- a. Appointment of Mayoress or Consort: Mrs S Sehmi.
- b. Mayor's Chaplain: Canon Sheridan James.
- c. Flagmaster: Mr M Gray.
- d. Deputy Flagmaster: Mr S Robinson.
- e. Press Officer: Clerks.
- f. Internal Auditor: Mr P Evans.

7 Review of the terms of reference for committees

- a. Caretaker House Committee: It was RESOLVED to defer the item to the agenda for the next meeting.
- b. City Hall Committee: It was RESOLVED to defer the item to the agenda for the next meeting.
- c. Finance Committee: The meeting RESOLVED to approve and adopt the ToR with amendment to increase membership to 5 members.
- d. General Purposes Committee: The meeting RESOLVED to approve and adopt the ToR as presented.
- e. Grants Development Committee: The meeting RESOLVED to approve and adopt the ToR as presented with amendment to item (b).

- f. Market Committee: It was RESOLVED to defer the item to the agenda for the next meeting.
- g. Scout Hut Committee: The meeting RESOLVED to approve and adopt the ToR as presented.
- h. Staffing Committee: The meeting RESOLVED to approve and adopt the ToR with amendments to increase membership to 6 members & Staffing Committee will elect its own Chair.

8 Appointment of members to existing committees

- a. Caretaker House Committee: All councillors.
- b. City Hall Committee: Cllrs W Chant, FD John, B Lloyd, BT Price, BS Sehmi & RJ Thornton.
- c. Finance Committee: Cllrs DJ Griffiths, BS Sehmi, RJ Thornton & S Williams.
- d. General Purposes Committee: Cllrs DJ Griffiths, JT Jeremy, BS Sehmi & RJ Thornton.
- e. Grants Development Committee: Cllrs FD John, B Lloyd, BT Price, BS Sehmi & RJ Thornton.
- f. Market Committee: Cllrs ES Evans, B Lloyd, BT Price & BS Sehmi.
- g. Scout Hut Committee: Cllrs W Chant, JT Jeremy, FD John & B Lloyd.
- h. Staffing Committee: It was RESOLVED to defer the item to the agenda for the next meeting.

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

- a. The meeting RESOLVED to form a Community Engagement Committee & to appoint the following members: Cllrs ES Evans, JT Jeremy, BT Price, & B Lloyd.

10 Review and adoption of appropriate standing orders and financial regulations

- a. Standing Orders: The meeting RESOLVED to approve and adopt the Standing Orders as presented.
- b. Financial Regulations: The meeting RESOLVED to approve and adopt the Financial Regulations as presented.

11 Review and adoption of the council's annual report

- a. The below Annual Report by the Internal Auditor was received and RESOLVED to be approved.

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. The below Annual Report by the Responsible Finance Officer was received and RESOLVED to be approved.

Responsible Finance Officer Annual Report 2024

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. The following accounts for the year ending 31st March 2024 were received and RESOLVED to be approved.

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: It was RESOLVED that councillors ES Evans, JT Jeremy, FD John, and RJ Thornton receive reappointment, continuing their roles from the previous year.
- e. Councillor Allowances: The meeting RESOLVED to proceed with the mandatory procedure for obligatory and discretionary allowance payments that was previously agreed upon in June 2023. The obligatory and discretionary allowance payments for the year ending March 2024 be made & the payments for the year ending March 2025 are to be made at the end of Council year in April 2025.

12 Review and adoption of the council's training plan: The meeting RESOLVED to approve and adopt the Training plan as presented.

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

- a. St Davids Day Celebration Group: Cllrs ES Evans, BT Price & BS Sehmi.
- b. Youth Drop In Centre Group: Cllrs FD John, BT Price, BS Sehmi & RJ Thornton.

14 Appointment of members as representatives to other Bodies

- a. Bws y Bobol: It was RESOLVED to remove this item from the list.
- b. Coffee and Chat: Cllrs FD John & RJ Thornton.
- c. Dawrog Management Committee: Cllrs ES Evans & S Williams.
- d. EcoDewi / Bee Friendly: Cllrs B Lloyd, BT Price & RJ Thornton.
- e. Naas Twinning: Cllrs BT Price & BS Sehmi.
- f. One Voice Wales: Cllrs JT Jeremy & RJ Thornton.
- g. Oriel y Parc: Cllrs BS Sehmi & S Williams.
- h. Pembrokeshire Peninsular Stakeholder Group: Cllr JT Jeremy & BT Price (in her capacity as County Councillor).
- i. Police Surgery: Cllrs FD John & RJ Thornton.
- j. Porthclais Harbour Authority: Cllrs W Chant & FD John.
- k. Porthmawr Surf Life Saving Club: Cllr W Chant.
- l. Porthstinian Boat Owners Association: Cllrs W Chant & DJ Griffiths.
- m. St Davids Befrienders: Cllrs BT Price, BS Sehmi & RJ Thornton.
- n. St Davids Christmas Tree Association: Cllrs ES Evans, BT Price, RJ Thornton & S Williams.
- o. St Davids Day Centre for the Elderly: Cllrs BT Price & S Williams.
- p. St Davids Festivals: Cllrs ES Evans & B Lloyd.
- q. St Davids Matsieng Lesotho Link: Cllrs BS Sehmi & RJ Thornton.
- r. St Davids Peninsula Tourist and Traders Association: Cllr RJ Thornton.

- s. St Davids RFC: Cllrs B Lloyd & BT Price.
- t. Ysgol Penrhyn Dewi Governor: Cllrs BT Price (in her capacity as County Councillor) & RJ Thornton.

15 Determining the time and place of ordinary meetings of the Council up to and including the

next annual meeting of the Council: The meeting RESOLVED to maintain the conventional schedule for council meetings, which shall typically be convened on the first and third Mondays of each month, with the exception of Bank Holidays and the month of August. These meetings are to commence at 7pm and take place within the Council Chamber or Memorial Hall, depending on whichever venue is deemed most suitable. The meeting RESOLVED to approve the release of the specified information for public dissemination:

Monday 3rd June 2024

Monday 17th June 2024

Monday 1st July 2024

Monday 22nd July 2024

No meetings in August 2024

Monday 2nd September 2024

Monday 16th September 2024

Monday 7th October 2024

Monday 21st October 2024

Monday 4th November 2024

Monday 18th November 2024

Monday 9th December 2024

Monday 6th January 2025

Monday 20th January 2025

Monday 3rd February 2025

Monday 17th February 2025

Monday 3rd March 2025

Monday 17th March 2025

Monday 7th April 2025

Monday 28th April 2025

Monday 12th May 2025 – Annual Meeting and Monthly Meeting

16 Mayoral business

- a. Civic Service & Reception: It was RESOLVED to defer the item to the agenda for the next meeting.

17 Constituents matters

- a. A community member provided an account of his recent presence at the King of Lesotho's recent visit to Cardiff, during which the king expressed affection towards St Davids. He also noted that the students of YPD were well-represented during this visit.
- b. The community member updated the meeting on the developments in the Blue Plaque Scheme in Wales and his efforts to formally recognise the contributions of Dr Henry Hicks, a former resident of St Davids.
- c. The community member stated that Oriel y Parc has disregarded all the policies established when the building was originally established. The meeting agreed to include this as an agenda item for a future meeting, referencing an October 2022 report.
- d. Canon Sheridan James conveyed her enthusiasm for serving the new Mayor as Chaplain.

There being no further business the meeting closed at 7.40pm

Signed

Date

Chair