

**Minutes of the Monthly Meeting of the Council on Monday 4 November 2024 in the Memorial Hall at 7.00pm.**

**Present:** Mayor Cllr BS Sehmi, Cllr W Chant, Cllr S Foster, Cllr MC Gray, Cllr DJ Griffiths, Cllr FD John, Cllr B Lloyd, Cllr S Minas, & Cllr RJ Thornton, with S Mann (Clerk), JS Foster (Deputy Clerk), & W Mann (RFO).

**86 Apologies for Absence:** Members were requested to directly inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.

- a. Apologies received for approval: Cllr ES Evans.
- b. Absent without apology: Cllr R Price.

**87 Declarations of Interest:** Members were requested to declare both pecuniary interests (financial interests) and non-pecuniary interests (personal or prejudicial interests) that could influence their decision-making in relation to items on the agenda. This declaration ensures that other councillors and the public are aware of potential conflicts.

- a. Declarations made:
  - i. Cllr S Foster declared a personal interest in item 90a.
  - ii. Cllr BT Price declared a prejudicial interest in Item 96a. and abstained from voting on this item.

**88 Confirmation of Minutes:**

- a. Minutes of the Monthly Meeting of the Council on Monday 7 October 2024 were RESOLVED to be approved, subject to:
  - i. Cllr B Lloyd's request to amend item EcoDewi / Bee Friendly report.
  - ii. Cllr S Foster's request for removal from Scout Hut Committee membership.

**89 Public Representations from members of the public in attendance about any business to be discussed:**

- a. Several community members made representations regarding the Scout Hut:
  - i. Described as a valuable community asset.

- ii. Noted as a unique venue size in St Davids.
- iii. Highlighted as a welcoming space for addressing social isolation.
- iv. Ongoing engagement activities reported to be in development.

## **90 Matters Arising**

### **a. St Davids Scout Hut**

RESOLVED to approve the Scout Hut Committee recommendations:

- i. The City Council to assume responsibility for the Scout Hut building, located on land owned by Pembrokeshire County Council, through a Community Asset Transfer. (*The City Council will act as a holding body for the Scout Hut – Clerk’s italics*).
- ii. The continuing assumption of responsibility of the Scout Hut shall be dependent on the constitution of an appropriate Community Charitable structure to manage the Scout Hut. (*In the event that the community charity management group disbands, the operations of the Scout Hut will cease until a new management group is established – Clerk’s italics*).

### **b. Caretaker House Committee**

RESOLVED to approve report of 21 October 2024 meeting, noting (report attached to these minutes):

- i. To formally acknowledge that while the meeting took place, no official minutes were recorded.
- ii. To approve for inclusion in these minutes a factual record of:
  - 1. Meeting attendance.
  - 2. Items discussed.
  - 3. Follow-up actions required.
- iii. To confirm arrangements ensuring proper minute-taking at all future committee meetings.

**c. Bryn Road Public Convenience Asset Transfer**

- i. The meeting acknowledged the status update regarding PCC's position on freehold transfer anticipated by the time of the meeting had not yet been received.
- ii. The meeting reviewed the 1971 documentation regarding reversionary clause contained in the Original Agreement:
  1. The land was given by the parish council (now St Davids City Council).
  2. It included a reversionary clause stating the land would automatically revert to the parish council if it ceased being used as a public convenience.
  3. The Rural District Council (now Pembrokeshire County Council) paid the parish council's legal fees for this transfer.

**d. Oriel y Parc**

- i. RESOLVED: Clerk to arrange consultation with Oriel y Parc Manager regarding future of the facility.

**e. Newsletter**

- i. RESOLVED to approve scheduling of Newsletter Working Group Meeting to review distribution arrangements for St Davids and community feedback. Working Group membership to include Cllrs MC Gray, B Lloyd, BT Price, & RJ Thornton.

**f. Community Engagement**

The meeting RESOLVED to:

- i. Schedule committee meeting for January 2025.
- ii. Review SDCC Open Day (22 October 2024) community feedback.
- iii. Continue operating open questionnaire with December 2024 cut-off date.

**91 Council Property****a. Caretaker House**

- i. RESOLVED to approve purchase of two dehumidifiers at £200 each.

**b. City Hall**

RESOLVED to approve:

- i. Installation of new main hall clock (budget £30).
- ii. Solar panel planning permission application for PV cells (grant funding dependent).
- iii. Wheelchair provision for premises.

**c. Key Holder Register**

- i. RESOLVED to approve Cllr RJ Thornton's request for Memorial Hall outer door key.

**d. Cross Square Weekly Market**

RESOLVED to:

- i. Approve and adopt Market Stall Allocation Policy.
- ii. Schedule Market Committee Meeting to review Market Manager recommendations for 2025 season.
- iii. Increase Market Manager weekly wage from £125 to £150 per market day.

**e. Memorial Bench Policy**

- i. RESOLVED to approve and adopt Memorial Bench Policy.

**f. Whitesands Beach House Café**

- i. RESOLVED that the quotation for box profile roof repair in the amount of £14,624.10, submitted by the approved contractor HMBS, be approved.

**92 Christmas Events 2024****a. Lighting Ceremony (30 November)**

- i. RESOLVED to approve PCC traffic management quotation for Cross Square road closure at £275

**b. Christmas Tree**

- i. RESOLVED that the quotation for Cross Square Christmas Tree in the amount of £295, submitted by Newbridge Nursery, be approved.

**93 Administrative Matters for approval**

**a. Annual Staff Pay Award 2024**

- i. RESOLVED to defer to Staffing Committee

**b. Sales Ledger Software**

- i. RESOLVED to approve RFO request for the purchase of RIALTAS Ledger Software, at a cost of £966 for initial installation and first-year support, and £222 for subsequent annual support and maintenance.

**94 Annual Donations for Approval**

- a. RESOLVED to approve:
  - i. Tretio, Berea & Caerfarchell chapels (£200 each)
  - ii. St Davids cemetery (£800)
  - iii. Royal British Legion (£100)

**95 Accounts**

- a. RESOLVED to approve:
  - i. Internal Audit for September 2024.
  - ii. Financial Statements for October 2024.

Financial Report			October-24		
<b>Balance @ Bank on</b>			<b>29-Oct-24</b>		
			<b>£200,685.31</b>		
<b>LGA 1972 SEC 137 24/25 £16485</b>			<b>£16,485.00</b>		
Last month's donations			£400.00		
2024 / 2025			Total		
			£3,670.00		
<b>Balance available</b>			<b>£12,815.00</b>		
<b>LGA 1972 Sec 214 Cemetery Maintenance</b>			<b>£0.00</b>		
Total donated 24/25			£0.00		
<b>Income</b>					
City Hall					
Whitesands ( <i>Includes Café Rent (£2100)</i> )					
Market					
Play Area (Siop y Pobol Donation)					
<b>TOTAL</b>					
<b>£14,861</b>					
<b>Expenditure</b>					
<b>£100+ Items</b>					
City Hall (ex Hall Manager Salary)					
Whitesands					
Office & Administration					
Admin Staff Costs (Inc Hall Manager)					
Street Furniture					
Play Area					
Events					
Finance					
Market					
St Justinians					
<b>TOTAL</b>					
<b>£23,850</b>					
<b>£22,902</b>					
<b>Addendum of Items of £100 plus Value is Attached</b>					

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS													
						MONTH						Oct-24	
			Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market	
£6,777	Bryn Road Toilets Charge		£6,777										
£586	Hall boiler Service		£586										
£120	Replacement Locks		£120										
£109	PC Support (late September)					£109							
£108	PC Support					£108							
£400	137 Donation										£400		
£110	Market Stall Storage											£110	
£307	Bank Charges										£307		
£125	Photocopier Lease Charges					£125							
£200	Fire Extinguisher checks		£200										
£300	Toilet Hire									£300			
£255	Utilities		£255										
£179	Utilities		£179										
£2,426	Non Domestic Rates			£2,426									
£350	Council Tax		£350										
£579	Non Domestic Rates		£579										
£125	Attendants Fees											£125	
£125	Attendants Fees											£125	
£125	Attendants Fees											£125	
£510	Attendants Fees			£510									
£423	Attendants Fees			£423									
£405	Attendants Fees			£405									
£398	Attendants Fees			£398									
£7,573	Salaries, PAYE, NI & Pensions						£7,573						
£286	Fountain Repair				£286								
<b>£22,901</b>			<b>£9,047</b>	<b>£4,162</b>	<b>£286</b>	<b>£342</b>	<b>£7,573</b>	<b>£0</b>	<b>£0</b>	<b>£300</b>	<b>£707</b>	<b>£485</b>	

**96 Correspondence****a. Cruise Ship Fishguard (13 October)**

- i. RESOLVED not to approve request for 2025 season financial support. Clerk to confirm council's restricted position.

**b. Simffoni Mara (21 October)**

- i. RESOLVED not to approve financial support request for 26th October Cathedral event.

**c. Community Member (22 October)**

- i. RESOLVED Clerk to arrange meeting with all parties regarding Premier Inn grass verge, Fishguard Road: Community member; City Council; PCC Highways Department; St Davids Bug Farm; Eco Dewi.

**d. Councillors S Minas & BT Price (28 October)**

- i. RESOLVED to approve sending formal thank you letter to Boia Festival organiser & team. Action: Clerk.

**97 County Councillors Report****a. Councillor Bethan Price reported on:**

- i. PCC consultation with Nun Street residents.
- ii. Whitesands wheelchair provision developments for 2025.
- iii. St Davids Waste and Recycling Centre upcoming PCC policy meeting (12th November).

**98 Reports from Committees**

- a. Caretaker House Committee: Next meeting TBC.
- b. City Hall Committee: Next meeting TBC.
- c. Community Engagement Committee: Next meeting January 2025.
- d. Finance Committee: Cllr DJ Griffiths reported on recent meeting.
- e. General Purposes Committee: Next meeting TBC.



- f. Grants Development Committee: Next meeting TBC.
- g. Market Committee: Next meeting TBC.
- h. Scout Hut Committee: Cllr MC Gray formally appointed.
- i. Staffing Committee: Next meeting November 2024.

#### **99 Reports from Members representing the Council**

- a. Coffee and Chat: Christmas lunch upcoming.
- b. EcoDewi / Bee Friendly: Referenced earlier in the meeting.
- c. One Voice Wales: Upcoming meetings noted.
- d. Pembrokeshire Peninsular Stakeholder Group: Cllr DJ Griffiths reported on recent meeting.
- e. Police Surgery: Nothing to report.
- f. Porthclais Harbour Authority: Nothing to report.
- g. Porthstinian Boat Owners Association: Season ended, parking challenges noted.
- h. Porthmawr Surf Life Saving Club: Winter swimming commenced.
- i. St Davids Befrienders: Progressing.
- j. St Davids Christmas Tree Association: Events being finalised.
- k. St Davids Day Celebrations Group: Next meeting in three weeks.
- l. St Davids Day Centre for the Elderly: Recent lunch success reported.
- m. St Davids Festivals: Tir a Mor March 2025 arrangements in progress.
- n. St Davids Matsieng Lesotho Link: Recent rugby event success noted.
- o. St Davids Peninsula Tourist and Traders Association: AGM scheduled for 27th November.
- p. St Davids RFC: Flood lighting installation commenced.
- q. Youth Drop In: Growing attendance reported.
- r. Ysgol Penrhyn Dewi Governor: Nothing to report.

**100 Planning**

- a. The City Council considered the proposals were deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. RESOLVED to support all applications:
- i. **NP/24/0525/FUL** Construction of new stair access tower and associated first floor terrace. 10 - 11, First Floor Flat, Cross Square, St Davids, Haverfordwest, Pembrokeshire, SA62 6SE
  - ii. **NP/24/0526/LBA** Construction of new stair access tower and associated first floor terrace. 10 - 11, First Floor Flat, Cross Square, St Davids, Haverfordwest, Pembrokeshire, SA62 6SE
  - iii. **NP/23/0246/FUL** Change of use of pitch & putt area & expansion with 10 self-contained bespoke mobile lodges/caravans & car parking together with ecological enhancements. Tretio Caravan & Camping Park, St Davids, Haverfordwest, Pembrokeshire, SA62 6DE

**Any Other Business****Items for information only:**

- Cllr S Minas requested Clerk to verify Grove Hotel tree removal planning application.
- Cllr FD John volunteered to remove Save Saint Davids Surgery signs.
- Cllr FD John suggested Soldier silhouette to be displayed for Remembrance Sunday (10th November).
- Members were requested to confirm attendance at Remembrance Sunday parade & Cathedral service.

There being no further business the meeting closed at 9.55pm.

Signed .....

Date .....

Chair

*(The following addendum is supplementary to item 90b.):*

**Summary Report of the Caretaker House Committee meeting 21st September 2024 commencing 7pm in Council Chambers.**

No minute-taker was appointed on the night consequently I have prepared a summary of the discussions; to be circulated to the councillors present to concur or add to for the record.

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All councillors present apart from (apologies received) Cllrs W Chant and D Griffiths plus W Mann RFO

No proposals were made relating to any of the items discussed and no resolutions were passed

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In general terms the meeting discussed the two agenda items.

**a. To discuss and prepare examples of alternative ideas for Community Consultation.**

The meeting agreed that the clerk be asked to amend or add to the "Community consultation Questionnaire" that had been prepared by himself and Cllr Sehmi in time for the community meeting to be held on 22nd December at 2pm

**b. To prepare alternative considerations for the development of the Caretaker House based upon outline costs and usage for consultation with the community.**

The meeting agreed that a sub-committee should be formed to prepare outline business plans of alternative development ideas.

**The meeting closed at 8:30pm**

**W Mann RFO**

**22nd October 2024**