

Minutes of the Monthly Meeting of the Council on Monday 8th January 2024 in the Council Chamber at 7.00pm.

Present: Mayor Cllr ES Evans, Deputy Mayor Cllr BS Sehmi, Cllr DJ Griffiths, Cllr JT Jeremy, Cllr FD John, Cllr B Lloyd, Cllr BT Price, Cllr RJ Thornton, with S Mann (Clerk) (left meeting 9.15pm) & JE Foster (Deputy Clerk) (left meeting 9.15pm).

149 Apologies for Absence: Cllr R Price (Leave), Cllr S Williams, & W Mann (RFO).

150 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: None declared.

151 Confirmation of Minutes for:

Monthly Meeting of the Council on Monday 4th December 2023 were RESOLVED to be accepted subject to amendment: *132 Declarations of Interest Cllr JT Jeremy declared a personal interest in item 148.*

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

St Davids Festival of Ideas Director and Organiser was in attendance and expressed gratitude to the City Council staff & councillors for its recent and ongoing support. During November and December 2023, the Memorial Hall had been provided as a venue free of charge one day per week to serve as a base location for engaging with the community and gathering evidence in support of the 2024 event. The meeting was updated on the rebranding of the event which is now called *Tir & Mor/Land & Sea* and was also presented with a draught program. The presentation was received with great enthusiasm and the meeting expressed its best wishes for the event scheduled March 22nd – 24th – further to item 115.3.

153 Matters Arising

153.1 Divisional Commander Western Division presentation: West Wales Fire and Rescue Service proposals for the future of the communities it serves. The meeting was informed that due to unanticipated circumstances a representative of the Division was no longer available to attend. It was noted the timeline for councillors wishing to contribute via online consultation ends 15th January.

153.2 Community Engagement & CWBR Youth. SDCC's support for the new PLANED bid for Regional Community Youth Voice Participation project to develop this work and better involve young people in the work of the City Council. The Proposed Engagement Event in the City Hall was approved in principle by the meeting, subject to further details being confirmed for full approval at the next meeting. The meeting also noted the RFO's Cautionary Observation that affordability

had not yet been established for the proposed City Hall/Caretaker House development intended for inclusion in the public engagement event.

153.3 Bryn Road Toilets. Update received following PCC Site Inspection Report dated 13th October 2023 & SDCC request for confirmation on presence of RAC; Asbestos Report; Legionella Risk Assessment; Electrical Tests; Covenant Restrictions. It was noted that the additional information that was requested had been expected to be available by the time of the meeting but it had not yet been received. The Clerk was directed to pursue the outstanding information and request a site visit to determine all remedial work required for completion at PCC's expense before the proposed asset transfer on April 1, 2024.

153.4 Memorial Plaque – St Davids Airfield. Email dated 10th December 2023 from plaque designer, Mr Malcolm Gray regarding PCNPA proposal to relocate the recently installed plaque. The meeting noted that the Clerk's office has not received any correspondence from PCNPA since SDCC confirmed to offer its mandate of support and to submit the retrospective planning application that the Memorial Plaque's ongoing presence requires.

153.5 Disclosure and Barring Service (DBS). Statutory requirements for Councillors / Council Staff & Terms of Reference for SDCC. The meeting noted the principles defining statutory requirements for DBS and it was RESOLVED that the Clerk obtain confirmation from SLCC/OVW with regard to legality of SDCC DBS Policy for councillors and council staff in relation with definition of regulated activity & advice on procedural steps in event of positive disclosures and risk assessments.

154 Council Property

154.1 City Hall Annual Gas Service. Following the council's approval of the quotation received for the replacement gas cooker and hood, and subsequent issues with regard to its installation and eventual cancellation, it was RESOLVED to transition from gas to an electric stove at a cost of £649 excluding installation fees.

154.2 Cross Square Market. Further to the SDCC's 4th December decision to continue to store the market stalls in the vacant caretaker house until such time as any development of the house commences and the need for another storage location presents itself & to accept the proposal put forward by Cllr DJ Griffiths to offer his assistance throughout the 2024 season by means of providing a trailer for transporting the stalls to the Cross Square market. Market Manager subsequently approached the Clerk's office with new proposal to store market stalls at alternative location in St Davids including designated trailer for transportation. It was noted that a breakdown of associated costs had been anticipated by the time of the meeting but had not yet been received.

154.3 Library. The quotation received from SHM Electrical Services for the replacement light fitting was RESOLVED to be approved by the meeting at a cost of £204.

154.4 Whitesands Carpark. Overflow Field Income Share – correspondence with proprietors of overflow field regarding SDCC request to review the existing arrangement was noted by the meeting.

155 Grant Funding

Pembrokeshire Association of Voluntary Services: Capital funding up to £1500 for communities wishing to improve outdoor spaces – deadline 22nd January. The meeting noted that the existing bench designer had been contacted by the Clerk to see what information was still available from the original project.

156 St Davids Day 2024

The following dates were RESOLVED to be approved:

156.1 Council Dinner – Friday 1st March. The Clerk's office was instructed to obtain quotations for the event to be considered at the next meeting.

156.2 Council Market – Friday 1st March.

156.3 Window Competition - scheduled to begin 20th February and judging to take place 1st March.

156.4 Cawl Competition – Saturday 2nd March (Dragon Parade 2nd March).

156.5 Cymanfa Ganu – Sunday 25th February.

157 Correspondence

157.1 Email dated 17th December from community member expressing concerns with regard to the Solva & St Davids Newsletter publication. The meeting noted the email and RESOLVED that the Clerk would provide a full response as appropriate.

157.2 Letter dated 14th December from community member thanking the council for the Senior Citizens Christmas Lunch on Wednesday 13th December 2023. The meeting took note of the letter.

158 Donations

158.1 Contribution to Cemetery Upkeep and Maintenance. Correspondence received from St Davids Cathedral thanking the City Council for its ongoing contributions. The meeting took note of the letter.

158.2 St Davids Basketball Group. Breakdown of associated costs to assist further consideration of SDCC donation – further to item 114.1. The meeting RESOLVED that the Clerk would request the itemised cost of Training Bibs for the council to consider & offer to use City Hall free of charge as a fundraising venue.

159 Staff Matters

By virtue of The Public Bodies (Admission to Meetings) Act 1960, press and public excluded from discussions on this item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

159.1 Staff Point Scales. It was RESOLVED that the item be moved to the end of the meeting when it was subsequently deferred to the next meeting. Clerk & Deputy Clerk left the meeting while the item was being discussed.

160 Accounts

160.1 Internal Audit for November 2023 was reported to have been completed successfully.

160.2 Financial Statements for December 2023. The accounts for December 2023 were presented to the meeting and it was RESOLVED to be approved with permission to pay.

Financial Report			December-23		
Balance @ Bank on	22-Dec-23				£140,993.57
LGA 1972 SEC 137 23/24 £12738			LGA 1972 Sec 214 Cemetery Maintenance		
Last month's donations		£0.00	Total donated 23/24		£1,000.00
2023 / 2024	Total	£900.00			
Balance available		£11,838.00			
Income					
City Hall					£142
Whitesands (Includes Café Rent (£2100))					£2,100
Market					£104
St Justinians					£476
TOTAL					£2,822
Expenditure					
				£100+ Items	
City Hall (ex Hall Manager Salary)		£5,669			£5,073
Whitesands		£8,603			£8,603
Office & Administration		£376			£236
Admin Staff Costs (Inc Hall Manager)		£7,867			£7,867
Street Furniture		£51			£0
Play Area		£196			£196
Events		£11,827			£11,524
Finance		£200			£200
Market		£0			£0
St Justinians		£0			£0
TOTAL		£34,789			£33,699
Addendum of Items of £100 plus Value is Attached					

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS													
									MONTH		Dec-23		
				Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£2,850	Gudel Wall Repairs			£2,850									
	New Cooker - item cancelled												
	- Refund receivable in												
£1,294	January			£1,294									
£606	Heat & Light			£606									
£206	Pembs C C			£206									
£117	British Gas			£117									
	Pre-planning Fee Trade												
£250	Concessions				£250								
£6,568	Overflow Field Commission				£6,568								
	Part Payment Cafe Railings												
£1,785	Repairs				£1,785								
£236	SLCC Subscription						£236						
	Grass Mowing /Trimming												
£196	Waun Fawr								£196				
£6,300	Christmas Lighting									£6,300			
£4,275	Christmas Lighting									£4,275			
	Turkeys etc for Christmas												
£448	dinner									£448			
	Wines etc for Christmas												
£317	dinner									£317			
£184	Christmas Decorative Items									£184			
	Cemetery Donation											£200	
£7,867	Salaries & Wages etc							£7,867					
£33,699				£5,073	£8,603	£0	£236	£7,867	£196	£11,524	£0	£200	£0

161 County Councillors Report

County Councillor Bethan Price reported to the meeting that the St Davids Recycling Centre was once again under threat of impending closure. Cllr Price agreed with the meeting that the City Council should endorse a letter on behalf of the community to prevent the closure. The Recycling Centre plays a crucial role in the community, and its closure would have a devastating impact on the area it serves.

Councillor Price also reported that the recent inclement weather had caused a notable rise in the number of potholes on the roads in the area and that subsequently she had been managing the high volume of reports from members of the community. Councillor Price also mentioned that these reports have been forwarded to the relevant departments for immediate maintenance work.

Councillor Price informed the meeting of a proposal that local charity, Shalom House Palliative Care & Charity Shop visit a council meeting to inform both the council and the local community about the charity's activities in the area – in light of the forthcoming Shalom House & Paul Sartori *Light up a Life* Concert in St Davids Cathedral 27th January 2024.

162 Reports from Members representing the Council:

- 162.1 Bws y Bobol: Nothing to report.
- 162.2 Coffee and Chat: Attendance is high.
- 162.3 EcoDewi / Bee Friendly: The recent meeting was a great success.
- 162.4 Grants Development Committee: Next meeting date tbc.
- 162.5 Music and Arts Festival: Cathedral Festival 2024 has been confirmed. Members requested that the group be renamed *St Davids Festivals*.
- 162.6 One Voice Wales: Next meeting 30th January.
- 162.7 Oriel Y Parc: Nothing to report.
- 162.8 Police Surgery: Progressing in general (recent incident reported during AOB items for information only. *See below*)
- 162.9 Porthclais Harbour Authority: Members recalled reports about recently stolen engines.
- 162.10 Porthstinian Boat Owners Association: Nothing to report.
- 162.11 Porthmawr Surf Life Saving Club: Sessions taking place at Fishguard Swimming Pool during winter months.
- 162.12 St Davids Befrienders: Progressing.
- 162.13 St Davids Celebrations Group: Next meeting date tbc.
- 162.14 St Davids Christmas Tree Association: Nothing to report.

- 162.15 St Davids Day Centre for the Elderly: Activity has resumed after xmas break.
- 162.16 St Davids Matsieng Lesotho Link: Coffee Morning fundraiser 27th January.
- 162.17 St Davids Peninsula Tourist and Traders Association: Nothing to report. It was reported that the group was to be given a new name.
- 162.18 St Davids RFC: According to reports, the senior team has been performing exceptionally well.
- 162.19 Youth Drop In: Activity recommencing after xmas break 9th January.
- 162.20 Ysgol Penrhyn Dewi Governor: School term has resumed after xmas break.

Planning: Details of these can be found on the PCC NPA website.

163 NP/23/0621/S73 Variation of Condition no. 2 of NP/23/0269 – Change to design. 11 High Street, St Davids, SA626SB. The City Council considered that the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. It was RESOLVED to support the application.

AOB

Items for information only:

- Clerk announced that a notice for the casual vacancy would be released on Monday, January 15th.
- Cllr BT Price requested an update on the reported security breach - where a member of the public was found unsupervised in the Council Chambers during the Xmas Lighting Ceremony 2nd December 2023 - included in 4th December meeting AOB, and the clerk agreed to send a round-robin to all councillors to request that those who have a City Council premises key that they confirm the reason for possessing the key and provide any additional relevant information so that it can be reviewed in light of the Key Management Policy adopted by SDCC October 2nd 2023 – as per item 2.1.2:
Key Holder is an individual who has been authorised temporary loan of a key in order to carry out specific tasks and duties and has signed for each loan. Key Holders must return loaned keys on cessation of their specific task or duties. Key Holders may be members of staff.
- Cllr RJ Thornton reported additional electrical issues to be addressed as part of the new electric cooker installation later that week.

Items for the next agenda:

- Cllr FD John expressed concerns regarding the safety of children crossing at the junction between Warpole Court and Caerfai Road and urged the council to act towards potential installation of safety measures.

- Cllr ES Evans proposed that the council review the current spending limit contained within the Standing Orders of the council and the addendum of transactions reported in the monthly financial report.

There being no further business the meeting closed at 9.30pm

Signed

Date

Chair