

To the Members of St Davids City Council

29th January 2025

Dear Member,

You are hereby summoned to attend a meeting of St Davids City Council, convened by the Mayor, Councillor BS Sehmi, to be held in the Memorial Hall, High Street, St Davids on Monday 3rd February 2025 at 7.00pm for the transaction of the business set out in the agenda below.

Yours faithfully,



S. Mann Clerk

AGENDA

Monthly Meeting of the Council on Monday 3rd February 2025 in the Memorial Hall at 7.00pm

Members of the public wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the meeting.

- 1 **Apologies for Absence.** Members are requested to directly inform the Clerk of any absences, in order to formally register their apologies and keep an accurate record of attendance.
- 2 **Declarations of Interest:** Members are 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.
- 3 **Confirmation of Minutes for:**
 - a. Monthly Meeting of the Council on Monday 20th January 2025. **REFERENCE 1**
 - b. Extraordinary Meeting of the Council on Monday 27th January 2025. **REFERENCE 2**
- 4 **Public Representations:** Members of the public in attendance are given reasonable opportunity to make representations about items of business to be discussed.

5 Community Transport - Bws y Bobol Service

To receive Mr. Wyndham Williams of Pembrokeshire Association of Community Transport Organisations (PACTO) regarding the Community Transport Transformation project and potential solutions for the St Davids Peninsula area, following Council's recent enquiry into the historical Bws y Bobol service. To discuss current transport provision gaps and explore future community transport options for the peninsula. **REFERENCE 3**

6 Bryn Road Public Convenience: Asset Transfer and Operational Costs

To receive an update on the pending response from PCC regarding covenant restrictions and asset transfer considerations. The response is expected to be available for review at this meeting, which will inform SDCC's position on PCC's proposed operational cost increase for 2025-26 (from £13,554.00 to £14,272.45).

7 Caretaker House Development Business Plan

To consider the Responsible Financial Officer's report and recommendations regarding the development of a provisional business plan for the Caretaker House project. **REFERENCE 4**

Key Points for Consideration:

- a. Formation of a basic business plan prior to engaging external consultants to avoid unnecessary costs
- b. Proposed committee structure and responsibilities for project development:
 - i. Community Consultation Committee to assess community needs
 - ii. Development Committee to prepare sketch plans and manage project elements
 - iii. Grants Committee to identify and confirm funding sources
 - iv. Finance Committee to oversee costings and ongoing management projections

c. Recommendation:

That Council approves the proposed business planning approach and directs relevant committees to begin work immediately, with monthly progress reports to Council, targeting mid-2025 for Welsh Government borrowing application.

8 Welsh Communities Commission Report - Correspondence

To consider correspondence received from The Language Circle requesting support for the implementation of the Welsh Communities Commission's recommendations through a prepared letter to the Welsh Government. To note that St Davids Ward, with 10-30% Welsh speakers, does not meet the automatic qualification threshold of 40% for designation as an 'area of higher density linguistic significance' under the Commission's recommendations.

- a. Email from The Language Circle dated 21 January 2025. **REFERENCE 5**
- b. Draft letter to Mark Drakeford MP, Cabinet Secretary for Finance and the Welsh Language. **REFERENCE 6**
- c. Welsh Communities Commission Report recommendations summary. **REFERENCE 7**
- d. 2021 Census data for Welsh language use in St Davids Ward. **REFERENCE 8**
- e. **Motion:** Council to consider whether to:
 - i. Support the proposal by sending the prepared letter
 - ii. Draft an alternative response that reflects St Davids' specific linguistic context

9 Christmas Lighting Contract Tender 2025-27

Following Minute 146.b. resolution, the City Council's old-established Christmas Lighting Tender document has been updated to address specific council directives:

- a. Light removal specifications reviewed
- b. Lowest tender selection criteria established
- c. Repairs coverage clause developed
- d. Insurance and public liability terms verified

- e. **Motion:** To confirm the tender documentation meets Council's requirements and proceed with advertisement, with tender responses required by April 28th, 2025.

REFERENCE 9

10 St Davids-Matsieng, Lesotho Link: A Proposed Fun Run on Saturday 15th March 2025

The St Davids-Matsieng Committee proposes hosting a Fun Run on Saturday 15th March 2025 to celebrate Moshoeshoe Day and promote the Civic Link between Matsieng, Lesotho and St Davids, with students from Ysgol Dewi Sant and community members participating, potentially including the First Minister Eluned Morgan, and the St Davids RFC providing stewardship; the Clerk has contacted PCC Highways Department regarding road closure feasibility. **REFERENCE 10 / REFERENCE 11**

- a. **Motion:** To consider the proposal for the St Davids-Matsieng Lesotho Link Fun Run, including seeking City Council support for event endorsement, road closure coordination, cost coverage, and City Hall rental fee waiver.

11 Newsletter

The following items were reviewed at the meeting between Cllr B Lloyd, Deputy Clerk, & Solva Community Council on 24th January 2025:

- a. 2025/26 advertising prices
- b. Advertising uptake and future opportunities
- c. Newsletter layout for advertising
- d. Solva and St Davids distribution future plans
- e. Number of printed copies for St Davids
- f. All-colour Newsletter implementation from April 2025
- g. Advertising payment to St Davids City Council as per MoU

The Deputy Clerk has received confirmation that increasing monthly copies to 1000 will cost £686.75 per 1000 copies, rising from the current £147.53 monthly for 300 copies and £240.00 for editor costs.

12 2024 Whitesands Ice-Cream Trading Concession – Payment Default. Consideration to waive the outstanding invoiced amount.

There is an outstanding balance of concession fees in respect of the month of October in respect of the 2024 Ice-Cream concession. The concession-holder has requested that council “waive” the amount because no trading took place in October.

See the attached schedule showing details of invoices and payments. There is an outstanding balance of £871.38 (effectively the amount due for the month of October). **REFERENCE 12**

The tender for the 2024 season from April to October was for the amount of £6100 and would be invoiced on a monthly basis: as £871.42 for April and then as £871.43 for the months of May to October.

See the acknowledgement of this arrangement by the concession-holder.

REFERENCE 13 / REFERENCE 14

There has been no further response from the concession-holder. No further payment has been received. **REFERENCE 15**

The issues for consideration are:

- a. Whether by agreeing to an annual concession based upon the 2023 tender for the months April to October the concession-holder has committed to payment for all of the months April to October that are included in concession.

or

- b. that because the concession-holder has agreed to a monthly invoicing arrangement whereby “neither (the concession-holder) nor this council commits to an arrangement that we cannot fulfil it seems appropriate that this council invoices you on a monthly basis for this season's tender” would have an expectation that if it did not trade in October that it would not be charged for October.

13 Whitesands Beach House Café Remedial Work

- a. Quotations anticipated by the time of the meeting.

14 Internal Auditor Vacancy

- a. Governance and Accountability for Local Councils in Wales – Practitioners Guide: published by One Voice Wales and the Society of Local Council Clerks - proper governance arrangements. **REFERENCE 16**
- b. Quotation Received. **REFERENCE 17**

15 St Davids Day Events

- a. Cawl Competition (22nd February)
 - i. Allocation of donation proceeds to local charity/group.
- b. St David's Day Dinner (2nd March)
 - i. Catering quotes received. **REFERENCE 18 / REFERENCE 19**

16 Accounts

- a. Internal Audit for December 2024.
- b. Financial Statements for January 2025.

Financial Report		January-25	
Balance @ Bank on	27-Jan-25		£136,851.49
LGA 1972 SEC 137 24/25 £16485		£16,485.00	
Last month's donations		£0.00	
2024 / 2025	Total	£3,800.00	
Balance available		£12,685.00	
LGA 1972 Sec 214 Cemetery Maintenance			
	Total donated 24/25		£1,200.00
Income			
City Hall			£365
Whitesands (<i>Includes Café Rent (£2220)</i>)			£2,220
TOTAL			
			£2,585
Expenditure			
			£100+ Items
City Hall (ex Hall Manager Salary)		£1,845	£1,587
Whitesands		£7,119	£7,060
Office & Administration		£1,265	£1,002
Admin Staff Costs (Inc Hall Manager)		£9,195	£9,195
Street Furniture		£125	£125
Play Area		£0	£0
Events		£645	£621
Finance		£0	£0
Market		£110	£110
St Justinians		£0	£0
TOTAL		£20,304	£19,700

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS											
											MONTH
											Jan-25
	Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market	
Salaries, Pensions, PAYE £9,195 & NI					£9,195						
Whitesands Overflow £7,060 Field Commitment		£7,060									
Annual subscription £764 Website & IT Support				£764							
£466 Utilities	£466										
Christmas Lunch Catering £390							£390				
£350 Council Tax	£350										
£306 Utilities	£306										
£241 Utilities	£241										
SLCC Annual Subscription £238				£238							
£231 ETTS							£231				
£224 Performing Rights	£224										
£125 Shelter			£125								
£110 Market Stall Storage											£110
£19,700	£1,587	£7,060	£125	£1,002	£9,195	£0	£621	£0	£0	£110	

17 County Councillors Report**18 Reports from Committees**

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

19 Reports from Members representing the Council

- a. Coffee and Chat:
- b. EcoDewi / Bee Friendly:
- c. One Voice Wales:
- d. Pembrokeshire Peninsular Stakeholder Group:
- e. Police Surgery:
- f. Porthclais Harbour Authority:
- g. Porthstinian Boat Owners Association:
- h. Porthmawr Surf Life Saving Club:
- i. St Davids Befrienders:
- j. St Davids Christmas Tree Association:
- k. St Davids Day Celebrations Group:
- l. St Davids Day Centre for the Elderly:
- m. St Davids Festivals:
- n. St Davids Matsieng Lesotho Link:

- o. St Davids Peninsula Tourist and Traders Association:
- p. St Davids RFC:
- q. Youth Drop In:
- r. Ysgol Penrhyn Dewi Governor:

20 Planning

- a. **NP/25/0020/FUL** Widen existing field access, lay track and hardstanding and erect animal welfare building. Field west of Carnhedryn Uchaf, Carnhedryn, Haverfordwest, Pembrokeshire, SA62 6BX

Any Other Business

Items for information only / Items for the next agenda