

**Minutes of the Extraordinary Meeting of the Council on Monday 27th January 2025 in the Council Chamber at 7.00pm.**

**162 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 DJ Griffiths, & Cllr BT Price.
- b. Absent without apology: Cllr FD John.

**163 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: None.

**164 Public Representations from members of the public in attendance about any business to be discussed:** None.

**165 Whitesands Car Park Mobile Trading Arrangements**

The Council considered the advertisement of mobile trading arrangements for concession tenders for the upcoming trading season(s).

**RESOLVED:**

a) To issue one-year tenders for the following concessions:

- i. Surf equipment hire
- ii. Water sports equipment hire
- iii. Deck chair hire

b) Location and Space Allocation:

- i. Concessions to be located along the south-facing fence
- ii. Two standard spaces to be allocated per concession to mitigate health and safety concerns
- iii. Spacing between units to allow for safe customer queuing and operations

c) Documentation Requirements:

- i. Council reviewed the draft basic risk assessment to be included in the tender application pack as a basic guide only
- ii. Successful applicants must submit their own comprehensive Risk Assessment in accordance with Health and Safety Executive guidelines
- iii. Risk Assessment submissions must include a risk assessment matrix and address all basic points outlined in the provided guide
- iv. Incident Report Book and RIDDOR reporting to be included in Risk Assessment requirements
- v. Valid Public Liability Insurance to be maintained throughout the tender period
- vi. Waste Management clause requiring all waste to be taken off site
- vii. Access clause to be included to mitigate loss of income from access issues

**NOTE:** Although not on the agenda, the Council noted that the traditional three-year Ice Cream Concession tender documents have been amended to specify a mobile ice cream van that drives on and off site each trading day, as confirmed by PCNPA that no planning permission is required for this specific type of mobile trading unit. This principle applies to the new tender opportunities under discussion at the meeting. The Council considered that preference should be given to local/Welsh ice cream producers when selecting the winning ice cream tender.

There being no further business the meeting closed at 7.50pm.

Signed .....

Date .....

Chair