

Minutes of the Monthly Meeting of Council on Monday 1st September 2025 in the Memorial Hall at 7.00pm

Present: Mayor Cllr DJ Griffiths, Deputy Mayor Cllr S Foster, Cllr W Chant (joined the meeting at 7.55pm), Cllr MC Gray, Cllr FD John, Cllr B Lloyd, Cllr BT Price, Cllr R Price (left the meeting at 7.40pm), Cllr S Sehmi, & Cllr RJ Thornton, with S Mann (Clerk), & W Mann (RFO).

56 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.

- a. Apologies were received and approved from Cllr ES Evans, & Cllr S Minas.

57 Declarations of Interest: Members are requested to identify any personal, pecuniary (financial), or prejudicial interests that might affect their decision-making on agenda items. Members are reminded that they should withdraw from discussions where their interest could reasonably be viewed by a member of the public, with knowledge of the facts, as significant enough to prejudice judgment. This procedure maintains public confidence in the Council's decision-making process.

- a. Cllr B Lloyd declared a personal interest in item 69
- b. Cllr BT Price declared a personal interest in item 69
- c. Cllr R Price declared a personal interest in item 70
- d. Clerk declared a personal interest in item 77
- e. RFO declared a personal interest in item 77
- f. Clerk declared a pecuniary interest in item 78
- g. Cllr MC Gray declared a personal interest in item 79c

58 Confirmation of Minutes for:

- a. Monthly Meeting of Council on Monday 14th July 2025: RESOLVED to approve.
- b. Extraordinary Meeting of Council on Wednesday 16th July 2025: RESOLVED to approve.

59 Public Representations: Members of the public may address the Council regarding matters already listed on this agenda only, in accordance with Section 48 of the Local Government and Elections (Wales) Act 2021 and Standing Orders section 7. This is distinct from formal presentations by invited speakers on specific agenda items. Public representation is limited to 20 minutes total; 3 minutes per speaker; directed to Chair only. Public participation in debate is not permitted as Council meetings are formal decision-making forums where elected Councillors deliberate and vote on behalf of the community. Questions requiring detailed responses should be submitted to the Clerk outside of meetings.

- a. No public representations made.

60 Working Group Governance (Deferred from 14th July 2025)

Background: At the 14th July meeting, Council resolved to defer items 38a and 38b, instructing the clerk to verify procedures of other Parish and Community Councils regarding formal and informal working group arrangements.

Verification Completed: Following Council's instruction, expert validation was sought from One Voice Wales. Mid & West Wales Development Officer Alun Harries assessed the Terms of Reference as "impressive and represent a very professional approach to this area of work. They certainly provide clarity in relation to the role of working groups and how they report back to the City Council about their work." (17th July 2025)

- a. **Adoption of Terms of Reference for Working Groups**

Benefits of Adoption:

- i. Provides clear framework for effective working group operation
- ii. Ensures compliance with legal and financial requirements
- iii. Enables structured reporting that supports Council decision-making
- iv. Facilitates proper oversight of expenditure and procurement processes

RESOLVED to approve the adoption of Terms of Reference for Working Groups as professionally endorsed by One Voice Wales.

b. Adoption of Working Group Reporting Form

Purpose: Implement structured reporting procedures that complement the Terms of Reference, enabling working groups to effectively communicate findings and recommendations to Council.

RESOLVED to approve the adoption of Working Group Reporting Form as professionally endorsed by One Voice Wales.

61 City Hall Redevelopment - Pre-Application Site Visit Authority

Background:

- 17th February 2025: Council Resolution 195 approved pursuing planning consultation with PCNPA
- 28th April 2025: Council RESOLVED to approve £355 for comprehensive pre-application including site meeting for full City Hall complex redevelopment (paid 14th May 2025)
- July 2025: PCNPA offered site meeting dates (28th July 11:30am or 29th July 2:00pm)

Current Status: The Clerk circulated PCNPA's scheduled site visit dates to Councillors, limited responses were received to confirm Council representation to proceed with the scheduled meeting.

Key Consideration: The 28th April approved pre-application covers the entire City Hall complex redevelopment including commercial elements, disabled lift, solar panelling, and enhanced community facilities as per Council's formal resolution.

Decision Required:

- a. Option A: Confirm 28th April 2025 resolution and authorise Clerk to reschedule PCNPA site meeting with designated representatives
- b. Option B: Rescind 28th April 2025 resolution (requires 9 of 12 councillors within statutory six-month period) and determine use of committed £355 fee (refund/alternative application)

RESOLVED to approve Option B to rescind the 28th April 2025 resolution. Clerk directed to undertake the formal procedure by disseminating the formal procedure document required for nine Councillors to sign and submit to Council under Standing Order 11.

62 Bryn Road Public Conveniences - Asset Transfer

HM Land Registry Transfer Form TR1 received for transfer of public conveniences on north side of Bryn Road from Pembrokeshire County Council to St Davids City Council. Transfer includes restrictive covenant preventing disposal within 10 years without PCC consent and requires Council execution as deed. Council to consider acceptance of transfer terms and authorise execution of legal documents.

RESOLVED to approve the asset transfer terms including restrictive covenant preventing disposal within 10 years without PCC consent.

63 Street Name Signs Maintenance

Background: 53 street name signs throughout the city require maintenance, with approximately 39 signs in urgent need of comprehensive restoration due to deterioration.

Decision Required: Authorise expenditure and implementation approach for street signage maintenance. The meeting acknowledged that two quotations had been received despite attempts to obtain additional quotations. Councillors informed the meeting that a new round of Enhancing Pembrokeshire Grant funding had been announced that day. The meeting RESOLVED to defer the item pending additional quotations being obtained and directed the Clerk to submit an Expression of Interest for Enhancing Pembrokeshire Grant funding by the 26th September deadline to cover the costs of the Street Signage project.

64 Community Engagement Event - 27th September 2025

Background: Clerk secured £1,990.56 SPF (Shared Prosperity Fund) funding for a community engagement event to be held at City Hall on Saturday 27th September 2025.

Decisions Required:

- a. Authorise expenditure of £1,990.56 SPF funding for event costs including food, drink, materials, entertainment, and associated expenses
- b. Determine organisations to invite based on desired community engagement outcomes and objectives

The Community Engagement Working Group presented its report of its Friday 19th August meeting including preliminary schedule of activities, food and drink, and organisations to attend. The meeting RESOLVED to approve the schedule in principle to be developed in coordination with the Deputy Clerk. The budget for the event is secured and will be awarded retrospectively after the event.

65 Accounts

- a. Internal Audit – June 2025
- b. Financial Statements – July 2025

The accounts were RESOLVED to be approved.

66 Accounts

- a. Internal Audit – July 2025
- b. Financial Statements – August 2025

The accounts were RESOLVED to be approved.

Financial Report			July-25			
Balance @ Bank on	31-Jul-25			£158,419.92		
LGA 1972 SEC 137 25/26 £16927			LGA 1972 Sec 214 Cemetery Maintenance			
Last month's donations		£0.00	Donated 25/26	£0.00		
2025 / 2026	Total	£0.00	Inc Arrears to 2024	£800.00		
Balance available		£16,927.00	Total donated 25/26	£800.00		
Income						
City Hall					£3,625	
Whitesands <i>(Includes Café Rent (£2100))</i>					£35,737	
Market					£875	
Street Furniture						
TOTAL					£40,237	
Expenditure				£100+ Items		
City Hall		£9,287		£8,854		
Whitesands		£9,904		£9,694		
Office & Administration		£5,993		£5,637		
Admin Staff Costs (Inc Hall Manager)		£8,523		£8,523		
Street Furniture		£621		£550		
Play Area		£218		£218		
Events		£246		£208		
Finance		£1,305		£1,305		
Market		£860		£860		
St Justinians		£600		£600		
TOTAL		£37,557		£36,448		
Addendum of Items of £100 plus Value is Attached						

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

						MONTH	Jul-25				
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£8,523 Salaries, PAYE, NI & Pensions						£8,523					
£6,777 Bryn Road PCC Charges	£6,777										
£3,238 Non Domestic Rates			£3,238								
£1,708 Councillor Expenses					£1,708						
£1,649 Attendants Fees			£1,649								
£1,476 Attendants Fees			£1,476								
£1,285 24/25 External Audit Fee					£1,285						
£1,116 Attendants Fees			£1,116								
£1,005 Council Tax House	£1,005										
£904 Newsletter June & July					£904						
£887 Attendants Fees			£887								
Cemetery Mtce Grants from 2021											
£800 to 2024 Caerfarchell										£800	
£762 Attendants Fees			£762								
£710 Non Domestic Rates	£710										
£600 St Justininas Toilet									£600		
£550 Street Flowers				£550							
£436 Newsletter August					£436						
£358 SUMUP Monthly Charges										£358	
£271 Video Conferencing Equipment					£271						
£218 Grass Cutting							£218				
£208 Councillor Expenses					£208						
£208 Councillor Expenses					£208						
		Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£208 Councillor Expenses					£208						
£208 St Davids Tidy Posters Design								£208			
£207 British Gas	£207										
£158 Photocopier Lease Charges					£158						
Annual Fire Extingisher Inspection . Service & Replacements	£155										
£150 Attendants Commercial Pass Commission			£150								
£150 Attendants Commercial Pass Commission			£150								
£150 Attendants Fees											£150
£150 Attendants Fees											£150
£150 Attendants Fees											£150
£150 Attendants Fees											£150
£150 Attendants Fees											£150
£148 Bank Charges										£148	
£144 Clerk FILCA Course Fee					£144						
Additional Card Readers For Car Park	£133		£133								
Additional Card Readers For Car Park	£133		£133								
£110 Market Stall Storage											£110
£108 Website Management & Mtce					£108						
£36,448	£8,854	£9,694	£550	£5,637	£8,523	£218	£208	£600	£1,305	£860	

[illegible]

[illegible]

67 Pembrokeshire Streetscape Enhancement Scheme - Community Engagement on Colour Selection

Background: Council Resolution 40 (14th July 2025) approved the City Hall Paint Project with £2,501 match funding commitment, accepting total project responsibility of £7,500. Grant application for £4,999 submitted to PLANED and currently with recommendation panel for decision.

Current Status: Application remains under consideration by PLANED recommendation panel. Project completion deadline: 31st October 2025.

Decision Required: Approve community consultation on colour selection contingent upon grant award notification.

The meeting RESOLVED to include the colour scheme consultation in the upcoming Community Engagement event on 27th September along with PCNPA guidance on approved colour schemes to be obtained by the Clerk in readiness for the 27th September event.

68 Freedom of the City Awards - Community Recognition Framework

Background: Cllrs S Foster and R Price have requested Council establish a framework for recognising exceptional community achievements through civic honours.

Previous Award: On May 2, 2020, 948 Squadron Air Cadets were awarded the Freedom of the City of St Davids recognising their 70 years of community association and service.

Current Recognition Proposals: Wales rugby internationals Jasmine Joyce and Lisa Neumann (both achieving 50th cap) suggested for sporting distinction and community representation.

Legal Authority: Section 249(5) Local Government Act 1972 permits councils to admit "persons of distinction" as honorary freemen by two-thirds majority vote at specially convened meeting.

Decision Required: To approve development of formal community recognition framework and consider immediate nominations.

- Meeting adjourned at 19:40 in response to emergency fire report at neighbouring High Street property and resumed at 19:55.
- Cllr R Price left the meeting at 19:40
- Cllr W Chant joined the meeting at 19:55

The meeting RESOLVED to direct the Clerk to develop a framework for future approval following further research required, to include preliminary title "City Council Outstanding Achievement Award" with the aim of presenting the award at the upcoming Civic Reception in conjunction with the City Council's established Community Award.

69 Mobile Sauna Proposal - Whitesands Beach Carpark

Background: Council has received a proposal to operate a year-round mobile wood-fired sauna at Whitesands Beach Carpark using a converted horsebox trailer. The proposal follows the established drive-on, drive-off daily trading model currently used for the ice cream van concession, with daily setup and removal from the carpark.

Decision Required: To consider approval of the mobile sauna concession proposal with focus on community benefit delivery and appropriate licensing terms within existing daily trading framework.

The meeting RESOLVED to approve the proposal subject to an annual review during 2026.

70 Porthmawr Surf Lifesaving Club - Swimming Lessons Funding Request

Background: Porthmawr Surf Lifesaving Club (registered charity 1205583) requests financial assistance for winter swimming lessons at Fishguard Leisure Centre. Annual pool rental costs

approximately £2,000 for 20-week programmes serving 20-30 children weekly across St Davids peninsular area.

Decision Required: To provide Section 137 contribution to Porthmawr SLSC and appropriate amount.

The meeting RESOLVED to approve a donation under Section 137 of £1,000 in addition to free use of the City Hall for a fundraising event.

71 St Davids RFC Under 13s Tour - Donation Request

Background: St Davids RFC Under 13s team (20 players) has received invitation from Naas RFC, Ireland for rugby tour including matches and Gaelic football activities. Total tour cost exceeds £10,000. RFC seeks Council financial contribution toward tour costs, noting Council has previously sponsored RFC tours. Team is also fundraising through sponsored walks and bag packing events. Tour provides first-time travel opportunity for many young players, strengthens long-standing international club partnership, and includes educational cultural activities.

Decision Required: To incur Section 137 expenditure to St Davids RFC Under 13s tour, appropriate amount within statutory limits, and confirm expenditure provides commensurate community benefit.

The meeting RESOLVED to approve a donation under Section 137 of £500 in proportion to the commensurate community benefit.

72 Memorial Playing Field Fencing - Enhancing Pembrokeshire Grant

Background: Following July 14th Resolution 41, Council approved play equipment upgrade under Enhancing Pembrokeshire grant funding (total grant award: £28,936; project cost: £39,787; Council match funding commitment: £10,851). The fencing component was deferred pending additional quotes for September consideration.

Decision Required: To approve fencing contractor to complete Memorial Playing Field upgrade project within Enhancing Pembrokeshire grant requirements and approved budget parameters.

The meeting acknowledged that two quotations had been received despite attempts to obtain additional quotations. RESOLVED to approve the quotation received from AJD Landscaping at a cost of £4,575.44.

73 Letter of Thanks - Grove Hotel Licence Application

Community members have thanked the Council for distributing the Grove Hotel licence variation application and calling the Extraordinary Meeting on 18th August. The application has been withdrawn (confirmed 21st August), with future events operating under Temporary Event Notices which have different regulations. Community members have requested investigation of the marquee's permanent status and regulatory compliance.

The meeting received and acknowledged the letter of thanks.

74 Pavement Safety Complaint - Heol Dewi

A resident has complained to PCC about deteriorating pavement conditions on Heol Dewi, citing safety concerns including broken surfaces, puddles, narrow walkways, and poor drainage affecting pedestrian access, particularly for elderly residents and wheelchair users. PCC has acknowledged the complaint and indicated pavement replacement work is planned. Council to consider supporting resident's concerns or taking further action.

County Councillor Bethan Price agreed to address the ongoing residential concerns further to Pembrokeshire County Council remit and requested immediate future involvement of such

complaints being received by the SDCC ahead of Council meetings. The meeting RESOLVED to direct the Clerk to address the matter and involve Cllr BT Price in further correspondence when proceeding with electronic format where cc function permits moving forward as the compliant had been received in handwritten format.

75 Christmas Events 2025

- a. Community Award? NB Usually announced at Christmas Civic Reception
- b. Christmas Tree Lighting Ceremony – Saturday 29th November.
- c. Christmas tree – enquiry made, and cost awaited.
- d. Senior Citizens Christmas Lunch – Wednesday 10th December.
 - i. Entertainment to be confirmed – Previous years Hand Bell ringers to commence the lunch, followed by the Ysgol Penrhyn Dewi school children performing their nativity, and then Director of Music, Simon Pearce accompanied by several scholars have provided music.
 - ii. Tickets – to be available to collect in Siop Y Bobol (same as previous years)?
 - iii. Catering arrangements tbc (Former City Councillor Walsh kindly provided the catering for the past 3 years free of charge).
 - iv. Permission to purchase of food and sundries.
- e. Civic Reception – NB Event merged with St Davids Day Dinner this year as the Civic was postponed in December 2024 due to bad weather.
- f. December council meeting – Monday 1st December or Monday 8th December? To be confirmed.
- g. Window decoration competition – Date to be confirmed.
- h. Christmas Market: Subject to confirmation based on participation numbers.

The meeting RESOLVED to approve the item as listed subject to:

- Confirmation of former Cllr N Walsh agreement as with past years (item 74d.iii)
- To separate the Civic Reception from the St Davids Day Civic Dinner (item 74e)
- Monthly Council meeting date for 8th December 2025 (item 74f)

76 St Davids Day Events 2026

- a. St Davids Day Dinner - NB Event merged with Christmas Civic Reception this year as the Civic was postponed in December 2024 due to bad weather.
- b. Cymanfa Ganu – Sunday 22nd Feb or Sunday 1st March.
- c. Council Market – Saturday 28th Feb or Sunday 1st March. Consider approval of free pitch provision for stallholders, consistent with previous years.
- d. Window Competition – date to be confirmed
- e. Cawl Crawl - Suggested in lieu of cawl competition
- f. NB Eisteddfod is scheduled to take place on Friday 27th Feb and Siop Y Bobol ladies would like to host their annual Croeso Cymreig a Lluniaeth Ysgafn in the City Hall on Saturday 28th Feb

The meeting RESOLVED to approve all items as presented and to proceed with a Cawl Competition in 2026, subject to promoting the event earlier than in previous years to ensure adequate competitor entry levels for the event to proceed.

77 Owain Glyndŵr Day (16 September 2025)

Background: The Council has received a request from a member of the public, to consider marking Owain Glyndŵr Day on 16 September 2025, specifically by raising a flag. The request notes Owain Glyndŵr's historical ties to the local area. The day is recognised by official bodies;

for example, the Welsh Government's Hwb educational platform has promoted the day as a significant historical event to be commemorated.

Decision Required: To resolve purchase and to raise a flag to mark Owain Glyndŵr Day.

The meeting RESOLVED to approve the purchase of the Owain Glyndŵr Flag to be raised on 16th September and purchase of Welsh Dragon bunting. Flag Master Cllr MC Gray to coordinate with the Deputy Clerk.

78 Local Government Pay Settlement 2025/26

Trade unions have accepted the 2025/26 pay negotiations with 3.2% increase on scale points 2-43 (to be applied to all scale points up to 62). GMB and UNISON accepted while UNITE declined but insufficient votes for industrial action. Settlement allows implementation of pay award with backdating to 1 April 2025. Council to note settlement terms and authorise implementation, including arrangements for backpay to ex-employees who request it.

The meeting RESOLVED to defer the item to the Staffing Committee for review and recommendations to full Council for approval.

79 Clerk Salary Progression - CILCA Qualification

Following Clerk's successful completion of CILCA qualification (confirmed with Staffing Committee January 2025, Ascentis Awarding Body certificate received May 2025), Council to approve contractual salary progression and effective date in accordance with Financial Regulations para 11.3.

The meeting RESOLVED to defer the item to the Staffing Committee for review and recommendations to full Council for approval.

80 Planning

- a. NP/25/0393/FUL 9, Maes Y Mynach, St Davids, Haverfordwest, Pembrokeshire, SA62 6QG. PCNPA cannot confirm that SDCC's comments will be taken into consideration as the application may have already been determined by 3rd September. The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. RESOLVED to support the application.
- b. NP/25/0183/FUL Proposed retrospective tractor shed extension. Carnhedryn Uchaf, Solva, Haverfordwest, Pembrokeshire, SA62 6XT. The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. RESOLVED to support the application.
- c. NP/25/0336/FUL Rear extension to include creation of Juliette balcony, front porch, extension to rear of existing garage, and installation of roof light to rear. September Cottage, Lower Moor, St. Davids, Haverfordwest, Pembrokeshire, SA62 6RP. The City Council considered the proposal was deemed unlikely to have a detrimental visual or environmental impact on the surrounding area. RESOLVED to support the application.

Any Other Business

Advisory (5 minutes): Members are reminded: lengthy detailed reports must be submitted to the Clerk for formal agenda inclusion – further to 3rd March 2025 resolution 209; information-only items require written documentation as Council meetings are formal decision-making forums where elected Councillors deliberate and vote on behalf of the community.

Information submitted prior to this meeting - these items are for information only and do not require Council decisions - can be found in Supporting Documents:

- Items for information only

- Cllr FD John requested the Clerk to chase up the Bug Farm to cut the Glasfryn Road Fishguard Road Entrance wild meadow area – Clerk agreed/confirmed the SDCC/PCC/Bug Farm/EcoDewi agreement involves the cut at the end of August.
- Cllr B Lloyd informed the meeting of One Voice Wales Biodiversity Officer to assist Town and Community Councils with Biodiversity Grant funding and requested the Clerk to enquire.
- Cllr B Lloyd raised concerns with regard to the poorly maintained wall at the High Street/New Street benches and suggested PCC should address this.
- Cllr FD John raised concerns with regard to the Cross Square fountain area manhole cover in need of replacement.
- Items for the next agenda
 - Cllr S Foster requested to include in the next meeting agenda the matter of assisting elderly residents in St Davids with a City Councillor initiative to cut back overgrown footpaths and pavement areas for members of the community with overgrown vegetation from resident garden areas into the paths and pavement areas.
 - Cllr S Foster requested the Newsletter to be included in the next meeting agenda further to community engagement with regard to distribution of monthly newsletters around St Davids. The Clerk confirmed that the Newsletter community engagement questionnaires had been collected by Solva Community Council earlier that day and would be compiled for review at the next meeting on 6th October.

There being no further business the meeting closed at 8:45pm

Signed
Chair

Date