

**Minutes of the Annual Meeting of the City Council on Monday 12th May 2025 in the Memorial Hall
at 6.30pm**

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

Mayor's Report: The outgoing Mayor, Cllr BS Sehmi, presented a verbal summary of his term in office, expressing appreciation to Council colleagues and staff. Cllr Sehmi highlighted various civic events attended during his Mayoral year and extended best wishes to the incoming Mayor, Cllr David Griffiths. *Note: The full written Mayor's Report (May 2025) is appended to these minutes.*

1 Elections

- a. Appointment of Mayor: Cllr DJ Griffiths
- b. Signing by the Mayor of the City Council of their acceptance of office form.
- c. Appointment of Deputy Mayor: Cllr S Foster

2 Apologies for absence: Cllr W Chant, & Cllr R Price.

3 Declarations of interest: None.

4 Receipt of previous Annual Meeting Minutes: The Minutes of the Annual Meeting held on May 13th, 2024 (approved on June 10th, 2024) were formally received.

5 Matters arising from those minutes: None.

6 Appointments

- a. Appointment of Mayoress or Consort: Mrs K Griffiths.
- b. Mayor's Chaplain: Canon Sheridan James.
- c. Flagmaster: Cllr MC Gray.
- a. Deputy Flagmaster: Mr S Robinson.
- d. Press Officer: Clerks.
- e. Internal Auditor: Mrs A Atherton.

7 Review and adoption of governance documents

- a. Code of Conduct: RESOLVED to be adopted.
- b. Financial Regulations: RESOLVED to be adopted.
- c. Standing Orders: RESOLVED to be adopted.
- d. Terms of Reference for Mayor, Deputy Mayor and Councillors: RESOLVED to be adopted.
- e. Training and Development Policy: RESOLVED to be adopted.

8 Review and adoption of the terms of reference for committees

- a. Finance Committee: RESOLVED to be adopted.
- b. General Purposes Committee: RESOLVED to be adopted.
- c. Market Committee: RESOLVED to be adopted.
- d. Staffing Committee: RESOLVED to be adopted.

9 Appointment of members to existing committees

- a. Finance Committee: Cllrs DJ Griffiths, S Minas, BS Sehmi, & RJ Thornton.
- b. General Purposes Committee: Cllrs DJ Griffiths, S Minas, BS Sehmi, & RJ Thornton.
- c. Market Committee: Cllrs ES Evans, B Lloyd, BT Price & BS Sehmi.
- d. Staffing Committee: Cllrs ES Evans, S Foster, DJ Griffiths, FD John, S Minas, & RJ Thornton.

10 Appointment of any new committees in accordance with standing order 4: None.

11 Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council: The meeting RESOLVED to reduce the ordinary meeting schedule from two meetings per month down to just one meeting per month, the Clerk and Mayor were directed to itemise swift meeting agenda items to accommodate important council decisions. The meeting RESOLVED to approve the release of the specified information for public dissemination:

- a. Ordinary Meeting Schedule 2025-2026:
 - Monday June 2nd 2025

- Monday July 7th 2025
 - Monday September 1st 2025
 - Monday October 6th 2025
 - Monday November 3rd 2025
 - Monday December 1st 2025
 - Monday January 5th 2026
 - Monday February 2nd 2026
 - Monday March 2nd 2026
 - Monday April 13th 2026
 - Monday May 11th, 2026 Annual Meeting and Monthly Meeting
- b. RESOLVED: All ordinary meetings will take place at the Memorial Hall, High Street, St Davids at 7:00pm unless otherwise notified, & Annual Meeting at 6.00pm.
- c. Proposed Committee Meeting Schedule 2025-2026:
- Finance Committee
 - Monday June 23rd 2025 - Q1 Review & Financial Risk Assessment Program.
 - Monday September 15th 2025 - Q2 review and draft budget discussions.
 - Monday November 24th 2025 - Q3 review and draft budget finalisation.
 - Monday January 19th 2026 - Budget implementation review.
 - Monday March 23rd 2026 - Annual risk assessment review.
 - Market Committee
 - Monday November 17th 2025 - Season review and application process planning

- Monday January 26th 2026 - Stall allocation and pre-season preparation.
 - General Purposes Committee
 - Monday October 20th 2025 - Autumn policy review.
 - Monday April 20th 2026 - Spring policy review.
 - Staffing Committee
 - TBC June 2025 – Staff Annual Appraisals.
 - TBC September 2025 - Mid-year staff performance review.
 - TBC October 2025 - Annual salary/increment review.
 - TBC January 2026 - Employment policies review.
- d. All committee meetings will take place at the Drop In Centre, City Hall, High Street, St Davids unless otherwise notified.

12 Review and adoption of the council's annual report**a. Report by the Internal Auditor:**

**1, Maes yr Hedydd
St Davids
Haverfordwest
Pembs. SA62 6QW
Tel: 01437 720941
31/03/2025**

The Mayor and Councillors,
St Davids City Council,
City Hall
St Davids.

Dear Mayor and Councillors,

Internal Auditor's Report for the year to 31/03/2025.

I am pleased to submit my report for the financial year to 31/03/2025.

As we all consider the financial state of the nation and the implications of the latest Spring Statement we wonder on the returns that we can expect in the years to come.

However, the financial year under consideration (24/25) has stood up quite well to the many pressures of which we are all aware. The main source of Council income (Whitesands Car Park) was maintained and the full card payment facilities now fully in place are working well. It remains to be seen how the new tourist season will stand up to the financial pressures that everyone is under.

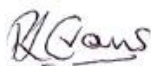
I note that the plans for the redevelopment of the caretaker's house and the City Hall are yet to be finalised, bearing in mind increasing cost estimates as time goes on.

When I reported last year, the Council was considering a precept application. This went ahead and the proceeds duly received.

The Internal Audit was done on a monthly basis once again this year by liaising with the RFO. Examination of the monthly Bank Statements and random invoices checked and explanations received where necessary. The requirements of VAT and HMRC are correctly dealt with, and all paid on time.

I am therefore happy to report a satisfactory position.

As this is my last report to you, I wish the Council every success in all your endeavours in the future.



P L Evans ACIB.

b. Report by the Responsible Finance Officer:

Responsible Finance Officer Annual Report 2025 AGM

The Financial Year ending March 2025 has been another challenging year and I would like to thank the members of the finance committee for their commitment and support during the year.

The council continues to budget for the high cost of heat and light and also the 2022 revaluation of Non-Domestic Rates and the increases in Council Tax continues to impact upon our reserves. To put this in some context – the Non-Domestic Rates and Council Tax bills prior to the revaluation in 2022 were £12,000 per annum and in 2025 this had risen to over £33,000.

Consequently, the council decision to raise a precept of £50,000 for this year was in part to fund this increase in rates but also to anticipate the initial costs relating to the planned development of the empty Caretaker House and the adoption of Bryn Road toilets.

In terms of other income, Whitesands Car Park is the council's main source of trading income. Unfortunately, visitor-numbers continue to be less than they have been historically, thus the decision by council to increase ticket prices in 2023 to maintain the level of receipts has continued to offset the impact of this decline in 2025.

However, although gross carpark receipts for this year compared favourably with 2023 and 2024 the impact of the rises in Non-Domestic Rates mentioned above has meant that net income from the carpark is reduced and will decline further next year when the transitional relief ends.

Next year all transitional Non-Domestic Rates revaluation reliefs will cease, and the Non-Domestic Rates and Council Tax charges are anticipated to increase to approximately £50,000 including the £7,500 Empty Property Premium charged on the Caretaker House whilst it remains empty and unused.

In conclusion then although council reserves have risen from £114,568 in 2024 to £131,127 this is largely because the anticipated start to the development did not take place and for this reason next year will be even more challenging.

In the meantime, I commend the accounts to you and confirm that all the information requested for inclusion in the External Audit has been prepared and is ready to be sent off for analysis, after acceptance by the council.

W Mann

RFO 7th May 2025

c. Approval of the accounts for the year ending 31st March 2025:

04/05/2025

St Davids City Council

08:36

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets			
992	Debtors	3,675	
116,063	Lloyds Current A/c	129,088	
<u>117,055</u>			<u>132,763</u>
117,055	Total Assets		132,763
Current Liabilities			
1,113	Creditors	0	
1,374	VAT Control A/C	1,635	
<u>2,487</u>			<u>1,635</u>
114,568	Total Assets Less Current Liabilities		131,127
Represented By			
114,568	General Reserve		131,127
<u>114,568</u>			<u>131,127</u>

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

St Davids City Council					
Income and Expenditure Account for Year Ended 31st March 2025					
31st March 2024			31st March 2025		
		Operating Income			
	£8,687	City Hall			£13,868
	£218,170	Whitesands			£222,411
	£0	Street Furniture			£5,306
	£0	Office & Administration			£1,850
	£250	Play Area			£250
	£217	Events			£25
	£6,709	St Justinians			£4,067
	£1,053	Finance			£50,400
	£8,061	Market			£10,302
	£243,146	Total Income			£308,479
		Expenditure Summary			
	£88,489	Salaries including PAYE, NI & Pensions			£99,133
		Running Costs			
	£27,046	City Hall			£33,947
	£66,287	Whitesands			£74,430
	£2,301	Street Furniture			£2,828
	£29,563	Office & Administration			£31,279
	£3,444	Play Area			£8,683
	£21,862	Events			£22,887
	£5,220	St Justinians			£6,100
	£4,168	Finance			£6,453
	£6,138	Market			£6,180
	£254,518	Total Expenditure			£291,920
		General Fund Analysis			
	£125,940	Opening Balance			£114,568
	£243,146	Plus : Income for Year			£308,479
	£369,086				£423,047
	£254,518	Less : Expenditure for Year			£291,920
	£114,568				£131,127
	£0	Transfers TO / FROM Reserves			£0
	£114,568	Closing Balance			£131,127

- d. Appointment of council signatories for bank account: Cllrs ES Evans, FD John, & RJ Thornton.
- e. Councillor Allowances: The meeting RESOLVED to proceed with the mandatory procedure for obligatory and discretionary allowance payments. The obligatory and discretionary allowance payments for the year ending March 2025 be made & the payments for the year ending March 2026 are to be made at the end of Council year in April 2026.

13 Mayoral business

- a. Civic Service & Reception scheduled for Sunday, 21st September 2025.
- b. RESOLVED to approve Civic Reception budget of £2,700.

14 Appointment of members to existing St Davids City Council led Groups

- a. St Davids Day Celebration Group: Cllrs ES Evans, DJ Griffiths, & BT Price.
- b. Youth Drop In Centre Group: Cllrs FD John, BT Price, BS Sehmi, & RJ Thornton.
- c. Coffee and Chat: Cllrs FD John, & RJ Thornton.
- d. Dawrog Management Committee: Cllrs ES Evans, & MC Gray.
- e. EcoDewi / Bee Friendly: Cllrs MC Gray, & B Lloyd.
- f. Naas Twinning: Cllrs BT Price, & BS Sehmi.
- g. One Voice Wales: Cllrs S Foster, & RJ Thornton.
- h. Oriel y Parc: Cllrs MC Gray, B Lloyd, BT Price, & BS Sehmi.
- i. Pembrokeshire Peninsular Stakeholder Group: Cllrs S Foster, & BT Price.
- j. Police Surgery: Cllrs FD John, & RJ Thornton.
- k. Porthclais Harbour Authority: Cllr FD John.
- l. Porthmawr Surf Life Saving Club: Cllrs B Lloyd, & BT Price.
- m. Porthstinian Boat Owners Association: Cllr MC Gray.
- n. St Davids Befrienders: Cllrs MC Gray, BT Price, & RJ Thornton.
- o. St Davids Christmas Tree Association: Cllrs ES Evans, MC Gray, BT Price, & RJ Thornton.

- p. St Davids Day Centre for the Elderly: Cllr BT Price.
- q. St Davids Festivals: Cllrs ES Evans, S Foster, & B Lloyd.
- r. St Davids Matsieng Lesotho Link: Cllrs BS Sehmi, & RJ Thornton.
- s. St Davids Peninsula Tourist and Traders Association: Cllr BT Price as County Councillor.
- t. St Davids Penknife Club: Cllrs S Foster, & MC Gray.
- u. St Davids RFC: Cllrs ES Evans, & B Lloyd.
- v. Ysgol Penrhyn Dewi Governor: Cllrs BT Price as County Councillor, & RJ Thornton.

15 Constituents matters

- a. A community member addressed Council regarding non-councillor appointments to the Pembrokeshire Peninsula Stakeholder Group (item 14.k.). It was clarified that agenda item 14 specifically concerns the formal appointment of City Councillors as official Council representatives. RESOLVED to instruct the Clerk to include consideration of non-councillor representative nominations as an agenda item for the next ordinary meeting.
- b. A community member addressed Council regarding interest generated from Council financial reserves during the past year. The Responsible Financial Officer confirmed this matter is under investigation by the Finance Committee. Mayor, Cllr DJ Griffiths, noted the security concerns associated with such investment options for Town and Community Councils.

There being no further business the meeting closed at 7.50pm

Signed

Date

Chair

Appendix A. *This document represents the personal reflections of Cllr BS Sehmi and is included for transparency and reference purposes:*

MAYOR'S REPORT MAY 2025

I was honoured to be selected as the Mayor with my wife Sylvia as the Mayoress in May 2024 and I also thank all the City Councillors for their support. Best wishes to Councillor David Griffiths as the Mayor for 2025. I would like to thank him for his support as the Deputy Mayor.

It has been a great privilege to attend various Civic Receptions, Cathedral, and other notable events throughout the year. The Dragon Parade and The Carnaval, dancing all the way, Coronation of King Charles III, Christmas Celebrations, Remembrance Day, and VE Day as well.

I would also like to thank the First Minister Eluned Morgan MS who invited Councillor Bethan Price and myself to attend the Graham Herd-Wood's City of Portraits Launch event in the Pierhead, Cardiff Bay followed by a visit to see the Welsh Senedd. Thanks to Rachel Thomas (Head Mistress, Ysgol Penrhyn Dewi) who drove us there in the minibus to Cardiff that day accompanied by Simon Pearce, Laurence John (from the Cathedral) and the school pupils.

I also had the opportunity to meet Her Royal Highness, The Princess Royal (Patron of Farms for City Children) who visited Lower Treginnis Farm, which has a special place in my heart as Sylvia's parents farmed there in the past before retiring in early 1970's.

I would also like to thank the Clerks Simon Mann and Jesica Foster, RFO Will Mann and Katie Bolger the Hall Manager for all their hard work in planning and for dealing with my Mayoral and other events.

I presented a bouquet of flowers and card to several couples on their Golden Wedding Anniversaries and awarded trophies for various Annual Events hosted by the City Council.

Love and light to all,

Bira Sehmi