

CYNGOR DINAS TYDDEWI ST DAVIDS CITY COUNCIL

Minutes of Finance Committee 24th November 2025 @ 10am in the City Hall Drop-in

Present: Cllr Sarah Foster, Cllr David Griffiths; Cllr Bira Sehmi; Cllr Richard Thornton; RFO W Mann.

1 Apologies for Absence: Cllr Samantha Minus

2 Declarations of Interest: None

3 Confirmation of September 2025 Minutes: agreed.

4 Matters Arising

- I. Revaluation of Council Property: the committee noted the anticipation that these will be take place by January 2026 enabling an update of the Asset Register by the end of the financial year.
- II. Preliminary Budget for 26/27 – commenced in September meeting; the committee noted that this will be further reviewed in the committee’s December meeting.
- III. Impact of the Caretaker House Development upon the 26/27 budget. (Cllr Foster pointed out that the agenda item described the Working Groups role as having been “*tasked with of income and expenditure will be available*” did not make grammatical sense. RFO apologised for the incorrect wording – in the rush to prepare the agenda he had not noticed that he had written this and confirmed that the item’s wording should have said: “*tasked with making final recommendations to council when a fuller picture of income and expenditure will be available*”) Committee noted that the preliminary budget will hopefully be able to include updated figures.
- IV. Deposit Account (Lloyds Instant Access Deposit Account) not yet in place -see September meeting AOB. Cllr Thornton (signatory) explained that he had contacted the bank but decided that the interest figures were too low and had not pursued the application.

RFO pointed out that the decision to open the Deposit Account was an instruction by council (14th July item 34) and that this should be carried out.

However there then followed a discussion regarding the merit of the council decision to instruct the signatories to apply for the Lloyds Instant Access Deposit Account. Cllr Foster asked why the council did not just apply for a higher interest account and Cllr Thornton doubted that the council decision in July was the correct one and that he would have preferred that council had opened the CCLA Public Sector Deposit Fund (PSDF) account that he had suggested after having seen it referred to during a training event with OneVoiceWales.

RFO reminded the members of its decision in June and the July resolution by council which was as follows: *(to open) “a Lloyds Instant Access Deposit Account in accordance with Welsh government guidance of prioritising security over yield and to enable the smooth administration of the council’s general reserves once they become divided between two bank accounts.*

The RFO reiterated the advice that was given to the committee in June regarding the lack of Financial Conduct Authority protections in respect of the PSDF and that this council’s

needs were to invest our general reserves where easy access and “flow” between the current account and a deposit account were the significant considerations and that it was these considerations that council decided upon - rather than long-term investments which the PSDF is designed for and where applications have to be made to authorise the selling of shares to withdraw monies from the PSDF.

However, the meeting agreed that it was entitled to change its mind following its decision on 25th June and to disregard the council resolution of 14th July and that the issue should be included in the committee’s next agenda to discuss the matter again.

5 Whitesands Carpark Attendant License (terms and conditions)

The committee resolved to recommend to council that:

- (a) The invitations to tender for the license should not include the specific fixed commission percentages that had been fixed within the license in previous years but that applicants for the license should state the percentage commission that they would be prepared to work for. It was felt that this would enable the council to include more competitiveness into the process.
- (b) That – although not specifically included in the license’ terms and conditions – commissions in respect of Commercial Passes should not be paid to the attendant in the future; historically, this has been the case. The attendant is not involved in the collections of these fees and consequently it was felt that it was inappropriate that any commissions for these passes should be paid, therefore.
- (c) The committee noted up to 2025 that the agreed commission in respect of “non-cars” (para 5(d) has been 20% but that historically the commission paid has been 15% and that this matter should be referred to council regarding any underpayment to the attendant.
- (d) The committee noted that the license wording should also be amended relating to “payment of monies” to show “Post Office” and not “Lloyds Bank PLC” and to reflect the impact of inflation - “£500” to be increased to “£1500”.

The specific paragraphs in the license’ terms and conditions should be amended to reflect the recommendations above as follows:

Terms and Conditions Para 2(c) & (f)

That council should consider the issue of penalty notices and charges. Note – any changes in current policy will have implications for signage and due note should be made with regard to the cost of introducing any third-party enforcement regime.

Terms & Conditions Para 5(d):

The wording “with 15% of car and 20% of all other payments being the amounts paid” should be replaced by “with the agreed (tendered) percentage for all vehicle payments”.

Terms and Conditions Para 5(d)

That this should also include the specific phrase: “All commissions will specifically exclude monies received by council relating to Annual Commercial Passes.”

Terms and Conditions Para 5(f)

The wording “Lloyds TSB Bank PLC” should be replaced with “The Post Office” and “£500” should be replaced with “£1500”.

It was also noted that the bottom of each page of the “terms and conditions” should be noted with the appropriate date.

AOB

NONE