

Minutes of the Monthly Meeting of the Council on Monday 12 January 2026 in the Memorial Hall at 7.00pm

Present: Mayor Cllr DJ Griffiths, Deputy Mayor Cllr S Foster, Cllr W Chant, Cllr ES Evans, Cllr MC Gray, Cllr FD John, Cllr B Lloyd, Cllr S Minas (attending remotely), Cllr R Price, Cllr S Sehmi, and Cllr RJ Thornton; and officers S Mann (Clerk), JS Foster (Deputy Clerk), and W Mann (RFO) (attending remotely).

153 Apologies for Absence: Elected members summoned to this meeting who cannot attend must notify the Clerk in advance. Apologies are formally recorded in the minutes with reasons given and approved by the Council, as required by Standing Order 4 and the Local Government Act 1972. The attendance or absence of council officers is recorded in the minutes but does not require formal approval, as officers are not summoned under statutory requirements.

- a. RESOLVED: That apologies from Cllr BT Price be accepted and approved.

154 Declarations of Interest: Members are requested to declare any personal or prejudicial interests in matters on the agenda in accordance with Standing Order 7(s) and the Council's Code of Conduct. 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 ES Evans declared a prejudicial interest in item 170b and withdrew from the meeting during consideration of this item.

155 Confirmation of Minutes: Minute confirmation is for agreeing that the minutes accurately record the decisions (resolutions) made at the meeting. Amendments to correct any inaccuracy in the draft minutes (including grammatical errors, typos, numbering errors, incorrect recording of decisions, or other errors) must be moved as a motion under Standing Order 14(a)(i).

RESOLVED:

- a. That the Monthly Meeting of Council minutes for Monday 3 November 2025 be approved subject to the following amendments: correction of a typographical error in the Hall Manager entry (noted by Cllr ES Evans). Queries regarding the October minutes were noted, including the reference to Boia Giggs and alignment of the Excel spreadsheet.
- b. That the Meeting of Council minutes for Monday 17 November 2025 were approved as presented.

- c. That the Monthly Meeting of Council minutes for Monday 1 December 2025 were approved, subject to corrections in formatting and numbering.

156 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 were received.

157 Accounts

- a. RESOLVED: To approve the Internal Audit report for November 2025.
- b. RESOLVED: To approve the Financial Statements for December 2025

DRAFT

Financial Report**December-25**

Balance @ Bank on 31-Dec-25 £132,566.24

LGA 1972 SEC 137 25/26 £16927			
Last month's donations			£0.00
2025 / 2026	Total		£2,000.00
Balance available			£14,927.00

LGA 1972 Sec 214 Cemetery Maintenance	
Last month's donations	£0.00
Total Donations 25/26	£2,200.00

Income

City Hall	£0
Whitesands (<i>Includes Café Rent (£2220)</i>)	£2,220
Precept	£20,000
National Eisteddfod Fundraising Receipts (See transfer to Eisteddfod below)	£208

TOTAL £22,428

Expenditure**£100+ Items**

City Hall	£3,518	£3,112
Whitesands	£3,310	£3,238
Office & Administration	£1,509	£1,210
Admin Staff Costs (Inc Hall Manager)	£8,707	£8,707
Street Furniture	£0	£0
Play Area	£4,575	£4,575
Events	£8,042	£7,924
Finance (inc Fund Raising transfer to Eisteddfod)	£312	£312
Market	£110	£110
St Justinians	£0	£0
TOTAL	£30,083	£29,188

Addendum of Items of £100 plus Value is Attached

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

		MONTH				Dec-25			
Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	Justinians	Finance	Market

£6,333	Christmas Lights					£6,333			
£4,575	Playground Fencing				£4,575				
£3,238	Non business Rates	£3,238							
£8,707	Salaries inc Pensions, PAYE & NI			£8,707					
£1,005	Council Tax House								
£995	Mayoral Function Catering					£995			
£854	Newsletter Nov & Dec		£854						
£710	Non business Rates Hall								
£622	Utilities								
£411	Catering Senior Citizens Luncheon					£411			
£325	Pest Control								
£300	Hall Painting								
£240	SLCC Membership Fee		£240						
£208	National Eisteddfod Fundraising Receipts							£208	
£185	Wine Senior Citizens Luncheon					£185			
£150	City Hall Painting								
£116	IT Support		£116						
£110	Market Stall Storage								£110
£104	Bank Charges							£104	
£29,188		£3,112	£3,238	£0	£1,210	£8,707	£4,575	£7,924	£0
									£312
									£110

158 Precept Recommendation for the Financial Year April 2026 to March 2027.

The recommendation by the Finance Committee is that the precept is increased from £60000 to £108000. I have attached a summary of the budget which the committee has scrutinised in detail and as you can see this means that on 31st March 2027 the anticipated deficit for the year will be just £606.

The impact of the increase of the precept from £60000 to £108000 on households in each Council tax band is illustrated in the table below.

For example, for a household in Council tax band D the recommended precept will represent a monthly increase of £2.92.

	£60,000		£108,000	
BAND	ANNUAL PRECEPT COUNCIL TAX	Additional Amount Monthly	ANNUAL PRECEPT COUNCIL TAX	Additional Amount Monthly
A	£29.14	£2.43	£52.46	£4.37
B	£34.00	£2.83	£61.20	£5.10
C	£38.86	£3.24	£69.94	£5.83
D	£43.71	£3.64	£78.69	£6.56
E	£53.43	£4.45	£96.17	£8.01
F	£63.14	£5.26	£113.66	£9.47
G	£72.86	£6.07	£131.14	£10.93
H	£87.43	£7.29	£157.37	£13.11

The major consideration by the committee was the need to maintain Council general (revenue) reserves within an accepted range of between three to twelve months of gross expenditure. This is requirement outlined in the recommended guidelines provided by Welsh Government and outlined in the statutory accounting practices for community Councils in Wales.

Impact of budget deficit and precept increase on reserves.

Based upon our current reserves (at December 2025) and the anticipated income and expenditure between January 2026 and 31st March 2026 the anticipated deficit on 1st April is calculated to be £29243.

The diagram below shows the values of Council reserves on 31st March of each year from 31st March 2022 and includes the anticipated reserves on 31st March 2026 and the impact of the 2026/ 2027 budget recommendation on reserves on 31st March 2027.

The figures on the left illustrate how reserves are maintained at £101278 by March 2027 following the precept recommendation and the diagram on the right illustrates the impact if the precept is not increased.

ILLUSTRATION OF THE IMPACT OF PRECEPT UPON RESERVES at 31st MARCH 2027					
Increasing Precept from £60000 to £108000				Not increasing Increasing Precept from £60000	
Mar-22			£106,451	Mar-22	£106,451
Mar-23			£125,950	Mar-23	£125,950
Mar-24			£114,568	Mar-24	£114,568
Mar-25			£131,127	Mar-25	£131,127
Mar-26	Anticipated Projection	-£29,243	£101,884	Mar-26	Anticipated Projection -£29,243 £101,884
Mar-27	Anticipated Projection	-£606	£101,278	Mar-27	Anticipated Projection -£48,606 £53,278

Conclusion

Without an increase in the precept the anticipated Council reserves in March 2027 will have fallen to £53278 which would have been significantly below the statutory guidelines of at least one third of gross revenue expenditure.

RESOLVED: To defer this item to the Extraordinary Meeting of Council scheduled for Monday 19 January 2026, to allow for comprehensive consideration of Finance Committee information and available options.

159 Governance Procedures: Minute Confirmation, Matters Arising, and Any Other Business (Deferred: 1 December 2025)

Following recent council meetings, questions have arisen regarding the appropriate scope and procedures for minute confirmation, the use of Matters Arising as a standard agenda item, and the management of Any Other Business items. These matters relate to compliance with good governance practice and the Council's Standing Orders.

St Davids City Council has based its Standing Orders on the One Voice Wales Model Standing Orders 2023, and guidance from established sources such as Arnold Baker's Local Council Administration indicates best practice in these areas.

The Council resolved on 3 March 2025 to limit agenda items to important council decision items only, in order to ensure that meeting time is focused on substantive council business. However, there has since been a proposal to reintroduce Matters Arising as a standard agenda item, and questions have arisen regarding what constitutes appropriate amendments to minutes during the confirmation process.

The Clerk has sought guidance from One Voice Wales on these matters, specifically:

- a. Whether Matters Arising should routinely appear as a standard agenda item

- b. The appropriate scope of minute amendments at the confirmation stage
- c. How requests to amend minutes should be managed to include details that were not recorded during the meeting

One Voice Wales has been asked to provide guidance on these governance matters, with a response expected by the time of the meeting. It is proposed that the Council receives this external guidance and formally considers its approach to these procedures in light of best practice recommendations.

RESOLVED: To introduce a Matters Arising from those Minutes item in the agenda, presented in bullet-point format to report progress on previously recorded matters.

160 Councillor Volunteer Footpath and Pavement Maintenance Initiative – Insurance Coverage Confirmation (Deferred: 1 December 2025)

The Council has sought confirmation of insurance coverage for a proposed community initiative where Councillors would volunteer to assist elderly residents & those with mobility challenges with light gardening work on private property. Key Points:

- a. Public Liability and Personal Accident cover confirmed for volunteer Councillors
- b. Hand tools (secateurs, shears, hand saws) are covered; battery-powered equipment requires confirmation of competency and appropriate PPA
- c. Policy excess is £250
- d. No additional premium required
- e. Recommended actions: DBS checks, written work plans with residents, risk assessments, and notification to residents' own insurers

RESOLVED: To refer this matter to PCC as the relevant authority, and to liaise with County Councillor BT Price regarding the outcome.

161 City Hall Painting Project - Paint Colour for Doors (Deferred: 1 December 2025)

The City Hall painting project requires selection of a paint colour for the doors. Cllrs S Foster and S Minas to present colour options.

RESOLVED: To abandon the proposal for selection of paint colour for the City Hall doors.

162 Whitesands Car Park Attendant Licence – Amendments to Terms and Conditions and Tender Process (Deferred: 1 December 2025)

Further to Whitesands Annual Review 17 November, Finance Committee 24 November proposed amendments to the Whitesands Car Park attendant licence terms and conditions to enable the tender process for 2026–2028 to proceed.

Recommendations for Council consideration:

- a. Tender invitations should request applicants to specify their proposed NET commission percentage rather than including fixed percentages, to demonstrate a more competitive process.
- b. Commission payments from Commercial Passes should be specifically excluded from future licence arrangements.
- c. The attendant's commission is to be calculated as a flat percentage rate on NET parking fees received (excluding Commercial Passes), moving away from the previous arrangement which provided different commission rates for cars versus other vehicles.
- d. Council to review penalty notices and charges framework.
- e. Approval of specific wording amendments to licence Terms and Conditions paragraphs 2(c), 2(f), 5(d) and 5(f), including: replacement of commission language with "agreed (tendered) percentage"; explicit exclusion of Commercial Pass commissions; replacement of bank details (Lloyds TSB to The Post Office); and amendment of bond requirement (£500 to £1500).
- f. Licence dates to be included at the foot of each page.

RESOLVED: To approve the proposed amendments to the Whitesands Car Park Attendant Licence terms and conditions, and to authorise the tender process for 2026–2028 to proceed.

163 Porthclais Harbour Bathing Water Designation (Deferred: 1 December 2025)

St Davids City Council is exploring an initiative to have Porthclais Harbour officially designated as a bathing area by Natural Resources Wales, which would enable regular water quality monitoring and testing. As part of the Welsh Government's application requirements, a user survey must be conducted during the bathing season (15 May - 30 September) to record bather numbers (one photograph per survey day & average of 100 bathers per day) on multiple days across various months (average of 20–30 photos total), particularly during peak times. The survey requirements include recording the number of people who swim (fully submerge their body, face and trunk in water), taking photographs from a distance showing bathing activity (ensuring people cannot be identified), and recording dates, times and locations focusing on peak usage periods. Organised events and group swims cannot be included in the survey data. The Clerk contacted Porthclais Harbour kiosk operatives requesting their assistance; however, they are unable to conduct the survey due to their location away from the harbour.

RESOLVED: To delegate actions regarding the Porthclais Harbour bathing water designation to Councillors FD John and S Minas, and to review the clarified requirements at a future meeting.

164 St Davids City Council Electoral Boundary Review - Implementation and Transition Planning

The Democracy and Boundary Commission Cymru has recommended reducing St Davids City Council from 12 to 11 councillors, effective 6 May 2027. St Davids submitted formal objections in March 2025 citing lack of consultation, new housing developments, seasonal tourism impacts, and concerns about maintaining service delivery. Welsh Government has confirmed these concerns were considered in the decision-making process and has encouraged Pembrokeshire Council to begin transition discussions with community councils.

RESOLVED: To involve Ms Paul Davies to challenge the loss of Llandruidion on the grounds of insufficient consultation with residents and to query the methodology employed in the Electoral Boundary Review decision.

165 St Davids and Solva Newsletter - Distribution and Accessibility

Community members' concerns have been raised regarding the availability and accessibility of the St Davids and Solva Newsletter. Hard copies are reportedly in short supply, with stocks at the main distribution point (CK's) depleting within days. The electronic version is not published until late in the following month. Previously, the newsletter was distributed quarterly to all households by volunteers and made available at multiple nodal points. Current distribution arrangements differ between Solva (where household distribution continues) and St Davids (where it does not). Accessibility issues are particularly acute for residents who do not use social media platforms, which are currently relied upon as an alternative information channel.

RESOLVED: To consult the community via online survey and hard copy form, circulating the results widely to inform the community of costs relating to increased printed copy distribution. Cllr B Lloyd to assist in this process. The results are to be included in the Newsletter as soon as possible.

166 Bryn Road Public Convenience - Future Development Opportunities and Pride in Place Strategy

Following the successful asset transfer of Bryn Road toilet facilities, potential for adaptive reuse of the site has been identified. Initial discussions suggest renovating the gents' facilities (smaller space with flat roof) for alternative council use such as storage, whilst converting the larger ladies' block (with 7-8 existing cubicles and superior space) into an improved unisex public toilet facility. The recently published Pride in Place Strategy (25 September 2025 Pride in Place Strategy) emphasises community control of local assets and provides potential funding opportunities for community infrastructure improvements. The strategy supports exactly this type of innovative, community-led solution to maintaining and enhancing local public facilities. A specialist survey and feasibility assessment is scheduled for 21 January 2026 to establish costings and development options.

RESOLVED: To approve the investigation of Pride in Place funding opportunities and to receive the preliminary feasibility assessment from the scheduled site survey on 21 January 2026.

167 St Davids City Council Contribution to Christmas Tree Association

Proposal received from Cllr FD John to consider St Davids City Council's financial contribution to the Christmas Tree Association.

RESOLVED: That no financial contribution is required, as the Christmas Tree Association is self-funded.

168 Glasfryn Road Street Lighting - Health and Safety Concerns

Proposal received from Cllr FD John to consider St Davids City Council's potential intervention in addressing street lighting deficiencies, further to concerns raised regarding low visibility at night time on Glasfryn Road, creating potential health and safety risks for residents and users of the road.

RESOLVED: To instruct the Clerk, in conjunction with County Councillor BT Price, to apply considerable pressure and undertake negotiations with the relevant authority to address the identified health and safety concerns relating to street lighting on Glasfryn Road.

169 St Davids Day Events 2026

a. Council Dinner

RESOLVED: To approve the Council Dinner scheduled for 28 February 2026, and to authorise the Clerk to obtain quotations for the event. Councillors are to pay for their own attendance.

b. Council Market

RESOLVED: To approve the Council Market event scheduled for 28 February 2026.

c. Window Competition

RESOLVED: To approve the Window Competition event scheduled for 28 February 2026.

d. Cawl Competition

RESOLVED: To cancel the 2026 Cawl Competition.

e. Cymanfa Ganu

RESOLVED: To approve the Cymanfa Ganu event scheduled for 22 February 2026.

170 Planning (PCNPA):

- a. **NP/25/0656/FUL** Installation of an external battery unit to supplement the existing electrical supply to the hotel. Twr-y-felin Hotel, Ffordd Caerfai, St Davids, Haverfordwest, Pembrokeshire, SA62 6QT. 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/25/0680/FUL** Proposed single storey Sun Room extension to South west elevation. Upper Harglodd, St Davids, Haverfordwest, Pembrokeshire, SA62 6BX. 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/25/0691/FUL** Use of chalet as dwelling. Highney, Rhodiad, Haverfordwest, Pembrokeshire, SA62 6PW. 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.
- d. **NP/25/0717/FUL** The creation of a new door opening in place of an existing window in the Windmill tower office. Twr-y-felin Hotel, Ffordd Caerfai, St Davids, Haverfordwest, Pembrokeshire, SA62 6QT. 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.
- e. **NP/25/0718/LBA** The creation of a new door opening in place of an existing window in the Windmill tower office. Twr-y-felin Hotel, Ffordd Caerfai, St Davids, Haverfordwest, Pembrokeshire, SA62 6QT. 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.

171 Planning (PCC):

- a. **25/0753/PA** Alterations to dwellinghouse. MIN YR AFON, Ysgeifiog, SOLVA, Haverfordwest, SA62 6XS. 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 3 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: Offered to coordinate with the Clerk to arrange for the Council's Mayoral Honours Board to be transported to Fishguard for updating.
- Cllr R Price: Regarding the upcoming St Davids Day events and planned meetings with Oriol y Parc and other stakeholders, requested the Deputy Clerk to liaise with St Davids RFC.
- Cllr ES Evans: Requested an update on trip hazards at Cross Square. The Clerk confirmed that an assessment from a contractor is awaited.

Items for the next agenda

- Cllr B Lloyd: Regarding the biannually scheduled Community Engagement Events, requested the Clerk to verify the Council's approved schedule and place this item on the next agenda.
- Cllr S Foster: Requested the Clerk to place the following items on the next agenda: Shalom update; Peninsula Practice Working Group update; Caretaker House progress; and accessibility of the Clerk to the public, specifically regarding ground floor access (stairway and current doorbell facility).
- Cllr BS Sehmi: Requested the Clerk to place the Whitesands overstay fining system on the next agenda.

DRAFT

There being no further business the meeting closed at 9:20pm

Signed
Chair

Date