

Minutes of the Meeting of the Council on Monday 17 November 2025 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 BT Price, Cllr R Price, Cllr S Sehmi, & Cllr RJ Thornton, with S Mann (Clerk), JS Foster (Deputy Clerk), & W Mann (RFO).

121 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 S Minas.

122 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. No declarations made.

123 Confirmation of Minutes for:

- a. Monthly Meeting of Council on Monday 3 November 2025 were deferred pending amendments and queries.

124 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.

125 Annual Review of Whitesands 2025

125a. Responsible Finance Officer Report – Whitesands Car Park Receipts

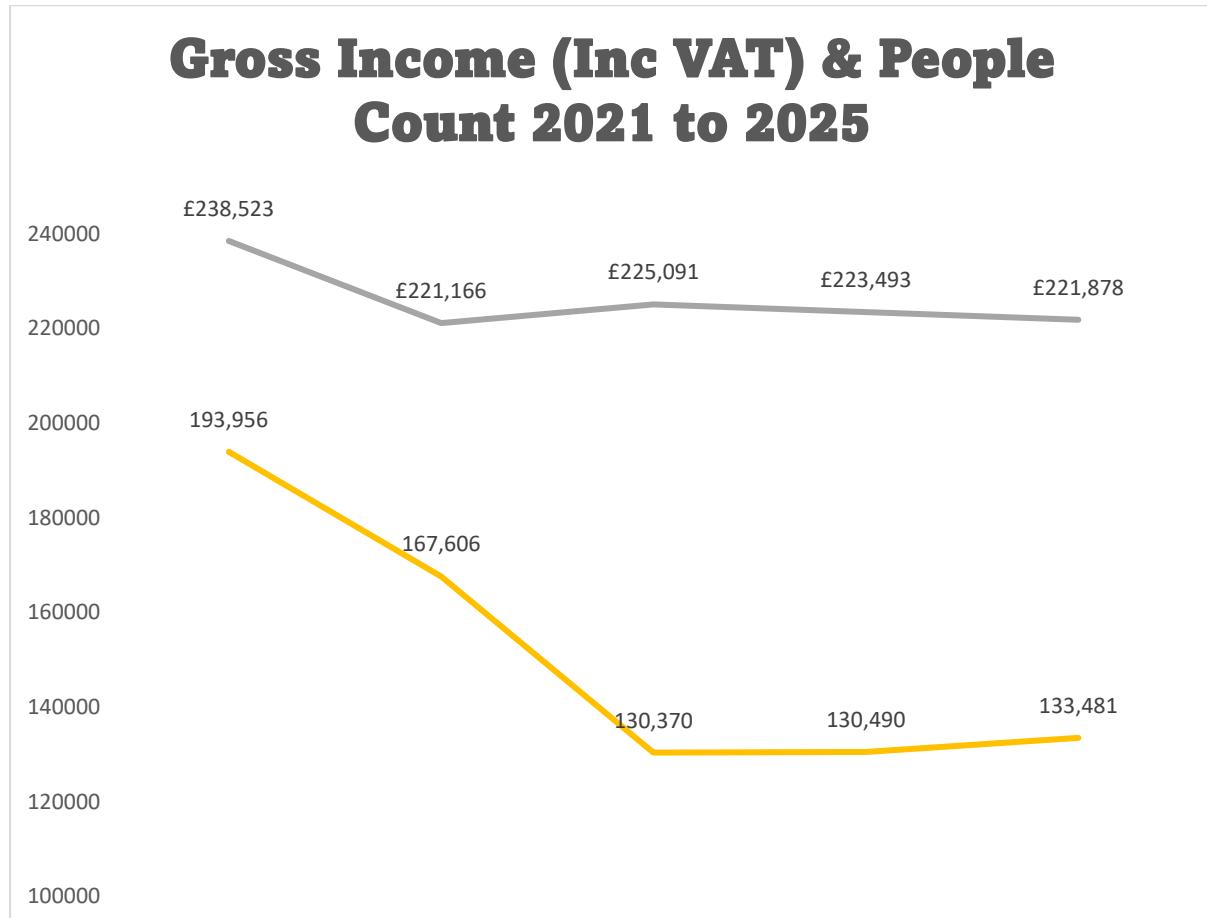
RFO REPORT WHITESANDS CAR PARK RECEIPTS FOR THE 2025 SEASON

The detailed Annual Report for the carpark is included as a separate item.

In general terms the gross receipts for the 2025 season are to all intents and purposes similar to the 2024 season – dipping slightly from £223493 to £2221878 - although the overall trend is still downward.

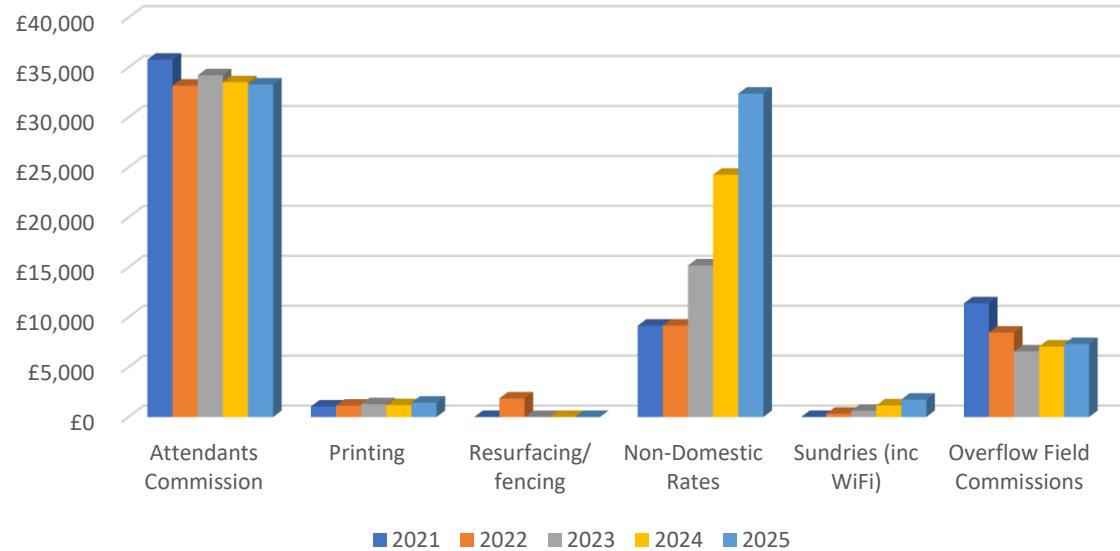
The decision to increase ticket prices in 2023 has continued to offset somewhat the impact of the decline in the visitor count since 2021; for the last three years the visitor count has “levelled off” and albeit to some extent increased marginally in 2025.

The diagram below illustrates this. The counterintuitive trend of the marginal increase in visitors against the marginal decrease in income is largely due to an increase in the number of concessionary tickets issued in 2025.



The “bottom line” figure of course is Net Surplus and as you can see when you compare this figure with last year – despite a similar visitor-count – it has declined. The decline is largely due to the dramatic increase in Non-Domestic Rates since 2022 for which all transitional relief ended in this year. The diagram below illustrates the key costs that the carpark incurs.

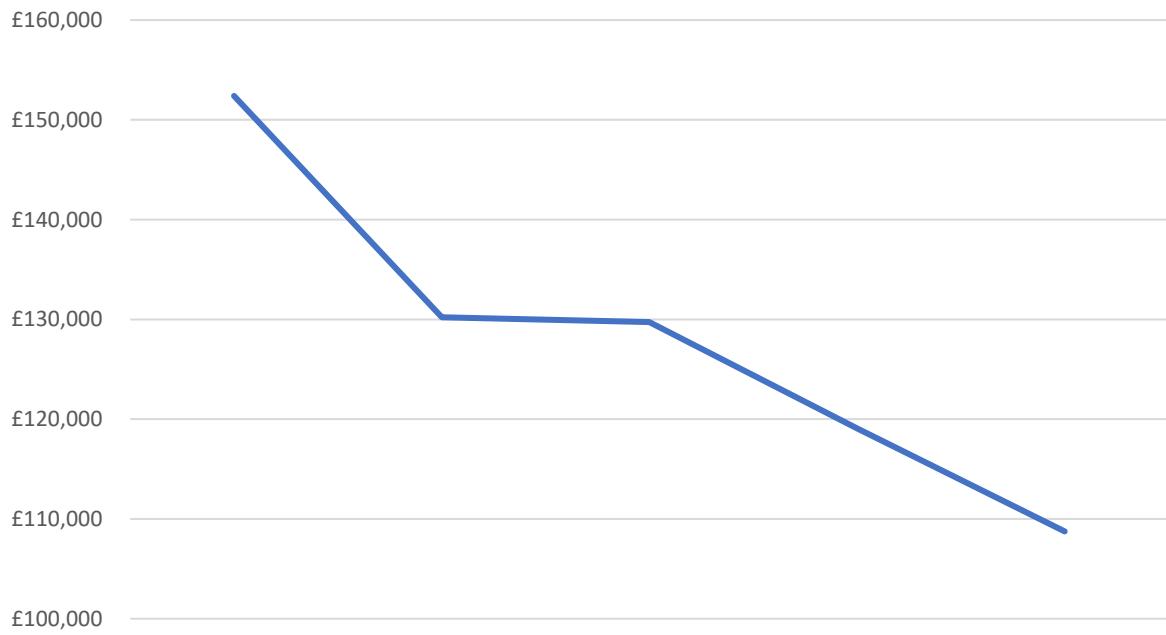
Whitesands Car Park Expenditure Annually



Therefore, despite a relative stabilisation in visitor numbers since 2023 the net income from the car park has declined dramatically during the last five years.

The diagram below illustrates this aspect.

NET SURPLUS DECLINE BETWEEN 2021 & 2025



Whitesands carpark ticket receipts have been the major source of revenue for this council but the conclusion that we can draw from this trend is that the net income parking receipts is probably now at the anticipated levels going forwards.

This decline in the net income has been one of the major reasons why in order to maintain reserves and meet the increased costs in Whitesands plus the increasing costs of heat and light etc the council precepted last year for £50,000 and this year for £60000.

One pleasing aspect to note is that year by year card receipts have increased as a % proportion of the total takings since 2021 - when it was only 10%. Last year and this year the proportion of card receipts has remained high at 56%. The Wi-Fi set-up that the clerk arranged at the start of the 2024 season continues to be successful and has overcome all of the issues that hampered card-payments in the past. Apart from replacing the card-readers ("button-fatigue" due to constant use) there have been no material issues.

As a conclusion then I think that it is probably wise to anticipate that the visitor numbers for this year will represent a level that we should realistically expect and I am anticipating that if this is the case in 2026 I am anticipating that the net income for 2026 season will possibly reflect what has been achieved in 2025.

Will Mann

RFO, 11th November 2025

Cllr ES Evans queried the net surplus figure and requested comparative figures for future annual reviews. The RFO confirmed that comparative figures will be included from next year.

The Council RESOLVED to approve the accounts and report.

125b. Approval of Accounts and Report from the Responsible Finance Officer**WHITESANDS BAY CAR PARK 2025 - ANNUAL INCOME & EXPENDITURE REPORT**

People count	133481
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<i>CURRENT RATES</i>	Activity Summary:
£6	Cars (Main Car Park) £147,708
£6	Car Overflow Field £17,820
£4	Disabled £28,780
£20	Minibuses & Buses (Non Commercial) £1,040
£40	Minibuses & Buses (Commercial) £240
£5	Motorcycles £115
£4	Cars (after 3pm) £0
£15	Residents Passes £8,655
£65	Seasons Tickets £13,325
£40	Season tickets Concessions £920
£25	Weekly Tickets £3,275

Income:	Gross Receipts £221,878.00
	VAT £36,979.67
	Net £184,898.33

Expenses:	Commission -£33,284.70
	Printing -£1,440.00
	Resurfacing/ fencing £0.00
	PCC -£32,376.00
	Sundries (Includes WiFi) -£1,741.00
	Overflow Field -£7,306.20
	Total -£76,147.90

Overflow Field	
(Figures included above)	
Income	£17,820.00
Less VAT	-£2,970.00
Less commission	-£2,673.00
Net	£12,177.00
Due to Overflow Field Owners 60%	£7,306.20
Retained by Council 40%	£4,870.80
Total	£12,177.00

SUMMARY:	
Gross takings	£221,878.00
Less VAT	-£36,979.67
Less Expenses	-£76,147.90
Net Surplus	£108,750.43

125c. Approval of Commission to be Paid to Messrs G and R Nash

The Council has used Nash Bros' Whitesands overflow field for additional parking since 2011 under an informal annual payment arrangement. Audit Wales now requires formal documentation.

A formal Nash Bros contract is under legal review by external solicitors. The RFO recommends continuing 2025 payments under the established arrangement, with a fully executed contract in place by 1 March 2026 (carpark season start). The ticket attendant contract may require amendment to align with the Nash Bros overflow field agreement.

Insurance verification, solicitor clarifications on field fitness and access security, and routine contract amendments.

RESOLVED:

- i. The Council approved 2025 payment to Nash Bros under the established arrangement (£7,306.20).
- ii. The Council deferred confirmation of formal Nash Bros and ticket attendant contracts until the January 2026 council meeting, pending solicitor clarifications on field fitness and access security. Contracts are to be executed by 1 March 2026 to satisfy Audit Wales requirements and ensure operational alignment.

125d. Pricing Structure 2026

The Council RESOLVED to set the new pricing structure for 2026 as follows:

DAY TICKETS

Cars	£6.50
Cars (after 3pm)	£4
Disabled Badge Holders	£4.50
Motorbikes	£5
Minibuses	£25
Coaches	£50

WEEKLY TICKETS

Cars / Disabled Badge Holders / Motorbikes	£30
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SEASON TICKETS

Cars	£75
Disabled Badge Holders	£45
Residents	£15
Commercial Seasonal Day Pass (Transferable) - Purchase through St Davids City Council Clerk's office	£150

Commercial Seasonal Bay Pass for Overnight Storage (includes one free transferable vehicle pass) - £1000
Purchase through St Davids City Council Clerk's office

125e. Approval Required: Purchase Tickets and Residents' Passes for the 2026 Season

The Council resolved to approve the purchase of car park tickets and residents' passes for the 2026 season.

125f. Approval of Application Form and Advert for Car Park Attendant 2026-28

The Council RESOLVED to approve the application form for the car park attendant position for 2026–2028 and to change the date of the January Monthly meeting from 5 January to 12 January 2026. The tender advert will be published following Finance Committee recommendations, with applicants required to specify their proposed commission percentage on car park income. The Finance Committee will review the commission recommendation (historically 15%) and present recommendations to the 1 December 2025 council meeting. The tender will close on 5 January 2026, with the council decision scheduled for 12 January 2026.

125g. Health & Safety - Review of Council's Risk Assessment for Car Park Attendant Building

The Council noted the risk assessment for the car park attendant building. It was recommended that future risk assessments include colour coding to assist clarity. It was also noted that severity ratings must remain consistent in line with health and safety best practice, with likelihood being the variable element adjusted.

A specific query was raised regarding the gas heater shown in the risk assessment. Clarification is required regarding responsibility for the heater installation, maintenance, and insurance coverage, specifically whether it falls within the building fabric and therefore council insurance responsibility, or whether it is equipment for which the ticket attendant bears responsibility. This matter was deferred pending receipt of insurance company clarification.

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:

- Cllr BT Price raised matters relating to the risk assessments of the painting of the exterior of the City Hall. Cllr FD John requested that a quality check be undertaken before payment is made to the painter.
- Cllr R Price raised a query regarding the forthcoming renewable energy funding deadline from PCNPA and advised that planning permission may be required for solar panelling on the City Hall. It was noted that a Caretaker House site visit was scheduled for 19 November 2025, and this matter be raised with PCNPA at that meeting to clarify the planning requirements. A

working group meeting was suggested to make recommendations to full council/implement the grant application protocol in time for the 5 December application deadline.

- Cllr ES Evans queried the budget for Christmas events and sought confirmation that this would be brought back to Council for approval.
- Cllr W Chant raised the matter of the boundary consultation regarding the application at Llandruidion affecting the area between St Davids and Solva Wards. The Clerk was asked to chase this matter and to resend the letter of objection to the boundary change.
- Cllr BT Price confirmed an October/November email regarding the boundary consultation.

There being no further business the meeting closed at 8:40pm

Signed
Chair

Date