

**Minutes of the Monthly Meeting of the Council on Monday 3 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 BT Price, Cllr R Price, Cllr S Sehmi, & Cllr RJ Thornton, with S Mann (Clerk), & JS Foster (Deputy Clerk).

**100 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. **RESOLVED:** That apologies from Cllr B Lloyd & Cllr S Minas be accepted and approved.
- b. **Noted:** Apologies received from W Mann (RFO).

**101 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. **Item 109:** Deputy Clerk left the meeting, having declared a personal interest
- b. **Item 110:** Cllr BT Price declared a pecuniary interest
- c. **Item 110:** Cllr R Price declared a pecuniary interest
- d. **Item 116:** Cllr BT Price declared a personal interest as School Governor
- e. **Item 116:** Cllr RJ Thornton declared a personal interest as School Governor

**102 Confirmation of Minutes for:**

**RESOLVED:**

- a. Monthly Meeting of Council on Monday 6 October 2025 be approved subject to amendments:
    - Item 85g: Clarify VOA and PCC roles
    - Item 92j: Clarify St Davids volunteers
    - Item 93: Clarify mobility challenges
    - Item 98: Amend deadline
    - Item 99e(iv): Add "to be confirmed"
- Any Other Business: Correct Shalom amount to £3,500

**103 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. Community Member addressed the Council regarding Item 114 (St Davids Day 2026 Grant Funding). The speaker outlined their work with Springboard Plus creative projects, which have included past projects such as The Roundhouse at St Davids, and proposed a bespoke partnership project with Melin Tregwynt textile mill and other Pembrokeshire schools for St Davids Day 2026. The speaker requested that St Davids City Council consider consent and support for the grant application. The speaker agreed to forward detailed information to the Clerk after the meeting.

#### **104 The Pilgrims' Garden, Tyddewi**

The Right Reverend Dorrien Davies, Bishop of St Davids, Arwel Davies, Registrar of the Diocesan Board of Finance and Garden Project Manager, & Marie Parker, EA to the Bishop and Interim Project Coordinator, present to Council and members of the public in attendance.

The Garden Project is establishing a charitable garden in St Davids. A Constitution for a Charitable Incorporated Organisation has been prepared for Charities Commission submission, land ownership has been confirmed, and initial funding secured. Geophysical and archaeological surveys are underway. Bishop Dorrien Davies confirmed the garden will be an inclusive community space. The project will involve collaboration with Ecodewi and local schools.

#### **RESOLVED:**

- a. That Council appoints Cllr BT Price and Cllr MC Gray as St Davids City Council representatives to the Garden Project committee  
Cllr ES Evans requested to be included in the SDCC representatives' shortlist.
- b. That the appointed representatives attend a meeting at Ty'r Esgob, Abergwili on Friday 7 November 2025 at 11:00am
- c. That Council endorses the project and offers future assistance as required  
Cllr BS Sehmi queried progress on this resolution further to meeting at Ty'r Esgob, Abergwili on Friday 7 November 2025 at 11:00am

#### **105 Bryn Road Public Convenience Asset Transfer Complete - Ratification of Cleaning and Maintenance Contract**

Following the recent asset transfer handover meeting on 14 October 2025, the Council has assumed responsibility for the Bryn Road public toilet facilities. The Clerk has received and

provisionally accepted a quotation for ongoing cleaning and maintenance services on a monthly contractual basis. The proposed arrangement (Option 1 at £1,236.34 per month / £14,836.19 per year) includes daily cleaning visits, full maintenance service, and provision of all consumables and equipment. Payment terms are 30 days from invoice date.

The option of engaging a local cleaning provider would require significant additional administrative resources to manage insurance, supplies, maintenance coordination, and contractor oversight. The recommended specialist contractor is an established nationwide organisation with expertise in public convenience facilities management, offering a comprehensive turnkey solution. The quotation is valid for 6 weeks from 14 October 2025.

**RESOLVED:**

- a. That Council ratifies the provisional acceptance of the cleaning and maintenance contract with DANFO at £1,236.34 per month until January/February 2026 timeframe
- b. That the Clerk be authorised to finalise the monthly contractual arrangements with the appointed contractor
- c. That a formal tender process be undertaken and reported to Council at its January/February 2026 meeting

**106 Accounts**

**RESOLVED:**

- a. That Council receives and notes the Internal Audit report for September 2025.
- b. That Council approves the Financial Statements for October 2025.

Queries were requested to be passed on to the RFO for explanation including clarity regarding ringfenced grant spending to make clear to members of the public; clarity on acronym/typo SEQ?:

*RFO The entry of £209 relates to the insurance premium for Bryn Road Toilets adoption. All insurance payments for all aspects of council property are allocated to "Office Admin". The description against the £209 payment on the "£100 plus items addendum" was meant to read: "Insurance (Bryn Road 14th et seq"*  
*However the RFO hadn't formatted that cell correctly (not wrapped) and so the description appeared as just "Seq"*

Financial Report			October-25		
<b>Balance @ Bank on</b>	<b>28-Oct-25</b>			<b>£184,706.34</b>	
<b>LGA 1972 SEC 137 25/26 £16927</b>			<b>LGA 1972 Sec 214 Cemetery Maintenance</b>		
Last month's donations		£0.00	Last month's donations	£800.00	
2025 / 2026	Total	£1,500.00	This months Donations	£0.00	
Balance available		£15,427.00	Total Donations 25/26	£800.00	
<b>Income</b>					
City Hall				£190	
Whitesands ( <i>Includes Café Rent (£2200)</i> )				£9,541	
Market				£604	
Play Area (Siop y Bobol Donation)				£250	
<b>TOTAL</b>				<b>£10,585</b>	
<b>Expenditure</b>				<b>£100+ Items</b>	
City Hall		£5,947		£5,475	
Whitesands		£4,619		£4,556	
Office & Administration		£1,630		£1,352	
Admin Staff Costs (Inc Hall Manager)		£9,143		£9,143	
Street Furniture		£147		£134	
Play Area		£0		£0	
Events		£3,494		£3,364	
Finance		£0		£0	
Market		£410		£410	
St Justinians		£300		£300	
<b>TOTAL</b>		<b>£25,690</b>		<b>£24,734</b>	
<b>Addendum of Items of £100 plus Value is Attached</b>					

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS												
				MONTH			Oct-25					
				Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance Market
	£3,238	Non Domestic Rates			£3,238							
	£2,500	Hall Painting		£2,500								
	£9,143	Salaries Inc PAYE,NI & Pensiions						£9,143				
	£1,688	Catering Civic Function								£1,688		
	£1,005	House Council Tax		£1,005								
	£863	Newsletter Sept & Oct					£863					
	£710	Non Domestic Rates Hall		£710								
	£600	Community Event Mozaics								£600		
	£526	Christmas Tree								£526		
	£499	Attendants Fees			£499							
	£414	Attendants Fees			£414							
	£405	Attendants Fees			£405							
	£300	City Hall Painting		£300								
	£300	Portaloo Hire									£300	
	£300	City Hall Painting		£300								
	£280	IT & Website Mtce & Support					£280					
	£279	Community Event Banners								£279		
	£272	Community Event Misc items								£272		
	£269	Heat & Light		£269								
	£220	Fire Equipment Tests etc		£220								
	£209	seq)					£209					
	£171	Water Charges Fountain		£171								
	£150	Attendants Fees										£150
	£150	Attendants Fees										£150
	£134	Street Flowers Bulbs				£134						
	£110	Market Stall Storage										£110
<b>£24,734</b>	<b>£5,475</b>			<b>£4,556</b>	<b>£134</b>	<b>£1,352</b>	<b>£9,143</b>	<b>£0</b>	<b>£3,364</b>	<b>£300</b>	<b>£0</b>	<b>£410</b>

**107 City Hall Caretaker House – Strategic Direction Progress since deferral 6 October & Working****Group Recommendations**

**Original Resolution (6 October 2025):** Resolution 85 deferred strategic direction decision pending further information gathering and Working Group recommendations.

**Background:** The property has been vacant since October 2022 and is subject to a 300% Long-Term Empty Property Council Tax Premium. Current annual liability: £10,049.92 per annum (Standard Council Tax £2,512.48 plus 300% Long-Term Empty Premium £7,537.44). Estimated residential reinstatement costs: £60,000.

**Progress Since 6 October:**

- a. VOA Response (28 October): Business Rates reclassification possible for non-residential use, subject to appropriate documentation.
- b. PCNPA Pre-Application (PA/25/0147): Submitted 13 October covering residential, non-residential, and mixed-use options. Site visit requested and awaiting confirmation.
- c. RK Lucas Market Advice (29 October): Preliminary advice obtained at no cost via Cllr Sarah Foster; indicates potential rental income of £750 per month for upstairs residential accommodation with £18k per year for ground floor commercial rent. To be presented at meeting.
- d. Working Group Recommendations (17 October): Three recommendations submitted for approval:
  - i. Expenditure up to £10,000 for DPC and legal advice / drainage – as requested by Cllr S Foster
  - ii. RK Lucas market advice consultation (no cost) / obtain split the cost fee – as requested by Cllr S Foster
  - iii. PCNPA to advise on Change of Use
- e. RFO Borrowing Guidance (26 October): Capital borrowing requires Welsh Government approval, necessitating prior public consultation, business case, planning permission (or confidence of obtaining), and demonstration of public support for precept increases. Process takes approximately 25 working days after application.

**RESOLVED:**

- f. To receive and note the Working Group report, VOA findings, RK Lucas advice, and RFO borrowing guidance
- g. To ratify retrospectively the RK Lucas consultation (29 October)
- h. To approve Working Group recommendations i-iii as detailed above

- i. To defer strategic direction decision pending receipt of PCNPA Change of Use advice and Pembrokeshire County Council response on relief from the 300% Long-Term Empty Property Premium
- j. To note that strategic direction options (Residential reinstatement, Non-residential use, Mixed-use, or alternative proposals) will be formally considered once PCNPA and PCC information is received, with binding decisions subject to completion of public consultation, business case preparation, and Welsh Government borrowing approval (target February/March 2026)

#### **108 Insurance Property Valuation**

**Background:** Following the 6 October 2025 insurance policy renewal (Resolution 90), an urgent comprehensive property valuation is required. Current policy values are based on historical figures from over 20 years ago, creating a material risk of under-insurance.

**RESOLVED:**

That Council approves expenditure for Replacement Cost Assessments from Gallagher:

- a. Report 1 (City Hall Complex, Fountain, Walls, Bryn Road Toilets): £1,545
- b. Report 2 (Car Park Office, Whitesands Café, Well and Wall): £895
- c. Total: £2,440

#### **109 Street Name Signs Maintenance – Deferred 1 September & 6 October**

**Background:** 50 street name signs require maintenance, with 39 in urgent need of restoration due to deterioration. Item deferred from 6 October 2025 pending receipt of additional details / quotations.

**RESOLVED:** That Council approves the quotation received from Pembrokeshire Painter for street name sign maintenance works excluding fingerposts, at a cost of £3950.00.

#### **110 St Justinians - Pembrokeshire Boat Operators Association (PBOA) Request for Support**

**Background:** The PBOA has determined that taking over the old St Davids lifeboat station lease (estimated costs over £280,000) is not viable. The PBOA is now proposing a temporary steel walkway extending over the old ILB slipway as an alternative deepwater access solution, aiming for completion by Easter 2026. The PBOA has requested support with planning applications and funding/grant applications.

**RESOLVED:** That Council agrees to support and assist the PBOA in any way possible with their proposed temporary walkway project and planning applications.

#### **111 Establishment of Warm Hub Working Group**

**Background:** St Davids City Council has been awarded £3,500 (additional £500 awarded 24 October) from the SCAF Round 9 Community Warm Spaces Fund for the St Davids Drop In

Centre Winter Warm Hub project. The initiative will run to 31 March 2026, providing 10 hours weekly of warm, safe community space at City Hall to reduce social isolation and support vulnerable residents and unpaid carers. The project builds on the existing Coffee & Chat model and requires mobilisation of committed volunteer time and venue resources. Grant funds must be spent by the project deadline.

**RESOLVED:**

- a. That Warm Hub Working Group be established
- b. Working group members to include: Cllr FD John, Cllr BT Price, Cllr BS Sehmi, & Cllr RJ Thornton, and Hall Manager Katie Bolger
- c. That working group meeting be convened to coordinate events
- d. That criteria for the working group in terms of City Hall complex use for the funding be established by the Clerk
- e. That 10 hours weekly provision through 31 March 2026 within City Hall complex be confirmed

**112 Age Friendly Communities**

**Background:** Age Friendly Communities project (St Davids, Solva, and Llanrhian) aims to support older people to live well across the Peninsula. The project is hosting a key engagement event featuring a visit from Rhian Bowen-Davies, the Older People's Commissioner for Wales, to gather feedback on local issues facing older residents.

**RESOLVED:** That St Davids City Council endorses the Older People's Afternoon Tea event scheduled for 4 November 2025, 2-4pm at City Hall, and the ongoing Age Friendly Communities initiative.

**113 Annual Financial Grants and Donations**

Crucial donations for maintaining vital community infrastructure and supporting local civic and commemorative functions. Expenditures are made under the appropriate statutory powers of the Local Government Act 1972.

**RESOLVED:** That Council approves annual donations for the 2025/2026 Financial Year:

- a. Tretio, Berea & Caerfarchell Chapels (s.214 Amount Donated: £200 per chapel)
- b. St Davids Cemetery (s.214 Amount Donated: £800)
- c. Royal British Legion (Local Branch) (s.137 Amount Donated: £100)
- d. St Davids RAFA Club Remembrance Reception (s.137 Amount Donated: £400)

**114 St Davids Day 2026 Pilot Support Fund**

**Background:** Welsh Government has launched a grant scheme (£1,000-£40,000) to support St Davids Day 2026 celebrations including new and innovative projects, activities and events



(16 Feb - 6 March 2026) promoting Welsh culture, with community-wide benefit. 14 November 2025. Application deadline 14 November 2025 (8 working days from meeting date).

**RESOLVED:**

- a. That Council authorises exploration of grant application proposals by deadline of 14 November 2025
- b. That St Davids Day Celebrations Group meeting be scheduled as soon as possible to determine feasible activities and submit application
- c. That event focus on St Davids Day weekend at City Hall with Welsh cultural and linguistic elements

**115 Councillor Contact Details on Council Website and Newsletter**

**Background:** SDCC website currently lists councillor names with telephone numbers (or "via the City Council" for some), but does not include email addresses or photos. Councillors have requested these details be updated to include email addresses and potentially photos, similar to other town councils' practice, with individual preferences regarding which contact details to share publicly.

**RESOLVED:** That Deputy Clerk confirms councillors' preferences with regard to contact details to be included on website and in newsletter listings (email addresses, photos, telephone numbers, etc).

**116 Ysgol Penrhyn Dewi Cyfeillion Autumn Disco**

**Background:** The Cyfeillion (Ysgol Penrhyn Dewi Fundraising Group) has requested Council support for their 2025 Autumn Disco event 31 October 2025 at City Hall. The group organises free community events for children but faces increasing financial challenges as a fundraising organisation.

**RESOLVED:** That Council retrospectively approves waiving of City Hall hire fee for 31 October 2025 Cyfeillion Autumn Disco (free community children's event).

**117 Christmas Events 2025**

**RESOLVED:**

- a. Community Award & Outstanding Achievement Award
  - i. Nomination forms to be distributed at: Scout Hut, Butchers, CK's Supermarket, Coffee & Chat sessions, Farmers Arms pub
  - ii. Voting criteria established (number of votes and merit of nominations)
  - iii. Awards to be voted on 1 December and presented at Civic Reception on Friday 5 December 2025
  - iv. Honours board to be obtained (cost TBC)
- b. Christmas Civic Reception - Friday 5 December 2025
  - i. Catering: Quotations for approximately 100 guests (Christmas hot rolls, mince pies, mulled wine) - cost TBC
  - ii. Entertainment: No cost - secured at no charge
  - iii. Honours board - cost TBC
- c. Window Decoration Competition

- i. Competition to continue without prize money. Winners to receive certificates, bottle of wine and chocolates - cost TBC
- d. Other Christmas Events
  - i. Christmas Tree Lighting: Saturday 29 November 2025 - confirmed
  - ii. Christmas Tree: Gower Christmas Trees - £526
  - iii. Senior Citizens Lunch: Wednesday 10 December 2025 (entertainment, free catering from Cllr N Walsh, tickets via Siop Y Bobol) - food/sundries cost TBC
  - iv. Christmas Market: Thursday 11 & Saturday 20 December - stallholder numbers TBC

#### **118 Christmas Lighting Emergency Response Protocol**

**Background:** The General Purposes Committee discussed emergency procedures for the Christmas lighting display at their recent meeting and approved to recommend protocol to ensure effective response to any incidents during the festive period.

**RESOLVED:** That Christmas Lighting Emergency Response Protocol be approved as presented.

#### **119 Contractual Pay Matters and Staffing Committee Terms of Reference**

**Background:** The Staffing Committee met on 16 October 2025 and considered contractual pay matters deferred from the 1 September 2025 Full Council meeting, receiving SLCC employment law advice.

**RESOLVED:**

- a. To note implementation of contractual pay matters (NJC 2025/26 Pay Award and contractual salary progression).
- b. That amendments to Staffing Committee Terms of Reference be deferred to the Staffing Committee for review.

#### **120 Planning:**

NP/25/0506/FUL Extension to curtilage of domestic property. The proposed new garden area is to the north and west of the property and will include a wild flower meadow and vegetable patches. The land in question is currently farmed as a silage field. Awelfor, Berea, Haverfordwest, Pembrokeshire, SA62 6DL. 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:

- Cllr MC Gray: A Community Member bereavement. Action: Clerk to send condolence card.
- Cllr S Foster: A councillor has recently experienced a bereavement. Action: Clerk to send condolence card to councillor.
- Cllr S Foster: Concerns raised regarding mobility scooter access at the recently installed crossing at Oriol y Parc, with reports of installation issues affecting larger mobility vehicles.

- Cllr BT Price: Request for the newsletter to include Christmas closure dates for the Council Office.
- Cllr BT Price: Clarification regarding Shalom facility - nursing services continue to operate until 31 December.
- Cllr S Foster: Request for a standing item to be added to future agendas regarding Primary Care Services in St Davids as a work in progress matter.
- Cllr ES Evans: Updates requested on the following matters for future meetings: Welsh Blood Service, Porthclais water testing / bathing water designation. Cllr ES Evans requested full list of updates.
- Cllr FD John: Concerns raised regarding trip hazards at Cross Square.
- Cllr S Foster: Bell ringing to take place at Porthgain Tower on 11 November at 11:00 hours (Remembrance Day).
- Cllr BT Price: Information regarding Brawdy Remembrance service and Day Centre event on Remembrance Sunday. Councillors confirming attendance at Remembrance Sunday service: Cllr S Foster, Cllr R Price, Cllr BT Price, Cllr ES Evans, Cllr BS Sehmi, Cllr RJ Thornton.

There being no further business the meeting closed at 9:15pm

Signed .....  
Chair

Date .....