

Minutes of the Monthly Meeting of the Council on Monday 2 February 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 R Price, Cllr S Sehmi, and Cllr RJ Thornton; and officers S Mann (Clerk), JS Foster (Deputy Clerk), and W Mann (RFO).

176 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 S Minas, and Cllr BT Price be accepted and approved.

177 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 R Price declared a pecuniary interest in item 182.

178 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).

- a. Monthly Meeting of Council on Monday 12 January 2026: RESOLVED to approve the minutes with amendment to include reason for abandonment of painting; and Cllr ES Evans' requested circulation of PCNPA pre-application response.
- b. Extraordinary Meeting of Council on Monday 19 January 2026: RESOLVED to approve the minutes.

179 Matters Arising from Monthly Meeting - Monday 12 January 2026:

- a. Councillor Volunteer Footpath and Pavement Maintenance Initiative (Item 160): County Councillor BT Price has requested councillors provide photos and locations of affected areas to enable referral to the relevant PCC department.
- b. Porthclais Harbour Bathing Water Designation (Item 163): User survey delegated to Cllrs FD John and S Minas. Initiative awaiting commencement when the new season begins.
- c. St Davids and Solva Newsletter Community Survey (Item 165): Survey in progress on distribution and accessibility. Cllr B Lloyd liaising.
- d. Mayoral Honours Board: Cllr FD John offered to collect and transport to Fishguard for updating and assist with installation of old board at Memorial Hall.
- e. Glasfryn Road Street Lighting (Item 168): Health and safety concerns ongoing. County Councillor BT Price is initiating contact with PCC regarding lack of lighting deficiencies and health and safety concerns, referencing the original planning application requirements and her previous concerns for the area.

- f. Cross Square Trip Hazards: (AOB) Contractor contacted in December. Assessment awaited. To be kept on agenda for next meeting.

180 Matters Arising from Extraordinary Meeting - Monday 19 January 2026:

- a. Precept for Financial Year 2026-2027 (Item 175): Approved precept of £108,000 submitted to PCC by 23 January 2026 deadline.
- b. Council Shields: (AOB) Clerk sourcing additional Council Crest Shields as instructed.

181 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.

182 Accounts

- a. RESOLVED: To approve the Internal Audit report for December 2025.
- b. RESOLVED: To approve the Financial Statements for January 2026.

Café rent: Query raised regarding inclusion in monthly accounts. Clerk confirmed that awarded contractors are named in council minutes for transparency and agreed to further verify appropriate accounting treatment.

Warm Spaces grant (£3,500 award): RFO confirmed £2,000 balance remaining, to be spent by 31 March 2026. Clerk to verify eligibility for reallocation to community engagement events.

Financial Report**January-26**

Balance @ Bank on 27-Jan-26 £123,209.40

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	£70
Whitesands (<i>Includes Café Rent (£2220)</i>)	£2,220
St Justinians	£2,067
Market	£144

TOTAL £4,501

Expenditure**£100+ Items**

City Hall	£3,944	£3,616
Whitesands	£64	£0
Office & Administration	£1,414	£865
Admin Staff Costs (Inc Hall Manager)	£2,483	£2,483
Street Furniture	£0	£0
Play Area	£0	£0
Events	£3,778	£3,763
Finance (inc Fund Raising transfer to Eisteddfod)	£0	£0
Market	£110	£110
St Justinians	£0	£0
TOTAL	£11,793	£10,837

Addendum of Items of £100 plus Value is Attached

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

MONTH		Jan-26							
Hall	White Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market

£3,170 Christmas Lighting						£3,170			
£2,483 PAYE & NI & Pensions				£2,483					
£1,236 Bryn Road Toilet Cleaning	£1,236								
£1,005 Council Tax	£1,005								
St Davids Carnival (Road closure									
£642 and Insurance Costs)			£642						
£611 Heat & Light	£611								
Over 60s Luncheon carved turkey									
£593 etc						£593			
£564 Heat & Light	£564								
Photocopier Meterage (Quarterly									
£223 Fee)			£223						
Food Items Warm Places									
£200 Initiative	£200								
£110 Market Stall Storage									£110
£10,837	£3,616	£0	£0	£2,483	£0	£3,763	£0	£0	£110

183 St Justinians Portaloo Provision - 2026 Season

The Clerk's office has had no reports of any problems or issues regarding the provision for the 2025 season and I have attached a summary of receipts and payments below.

The arrangement with the boat owners that contributions would be made on the basis of 50% at commencement and the remaining balance payable at the end has continued and I am pleased to report that the boat owners have cooperated fully in this arrangement.

The net cost to the council for the provision for 2025 was £2033.

As you are all aware the 2025 season was a particularly difficult one for the boat owners and currently there are plans to develop a toilet block "on-site" which will mean that this Portaloo provision will be discontinued in the future.

However, the boat owners anticipate that the toilet block is unlikely to be in place for this year consequently this Portaloo provision will continue to be required for the upcoming season.

Subject to any significant changes - and if agreed by council - I will make the recommended provision arrangement for the 2026 season.

W Mann

RFO

27th January 2026

ST JUSTINIANS TOILET PROVISION 2025 SEASON		
COST SUMMARY INCLUDING VAT		
Portaloo Provision: £2,256	Toilet Cleaning & Servicing: £5,064	Total: £7,320
AGREED BOAT OWNERS APPORTIONED SHARE		
Boat Owners Share	(Two Thirds)	£4,880
AGREED COUNCIL SHARE		
Council Share	(One Third)	£2,440
NET COST TO COUNCIL FOR THE PROVISION		
After Adjusting for VAT Payable & Reclaimable		£2,033

RESOLVED: To approve continuation of the portaloo provision arrangement for the 2026 season on the same terms as 2025.

184 Whitesands Car Park Attendant Licence - Tender Process and Appointment

Following the Whitesands Annual Review and recommendations from the Finance Committee, proposed amendments to the Car Park Attendant Licence terms and conditions have been approved to enable the tender process for 2026–2028. The tender process has now been completed, and the Council is required to review applications and appoint a successful applicant for the position of Whitesands Ticket Attendant for the period 2026–2028.

RESOLVED: To approve tender application received from Mr Peter Lavin at 18% net commission.

185 Whitesands Beach Car Park - Site Management and Enforcement

Request from Cllr BS Sehmi, the Council is asked to consider the introduction of an Overstay Fining System at Whitesands Beach Car Park. As the attendant has no legal power to issue financial penalties a more robust enforcement mechanism is required to ensure the site remains regulated during and outside of operational hours.

RESOLVED: Clerk to coordinate with County Councillor BT Price and PCC highways department regarding car park site management and enforcement.

186 SDF Grant Award - St Davids City Hall Solar Installation

The Council's application for solar panel installation at St Davids City Hall has been approved by the PCNPA's Sustainable Development Fund Committee. A grant award of £17,960 has been offered (Project Ref: SDF/012026/9) towards the total project cost of £22,450, with the Council's match funding of £4,490. Electrify Wales has been awarded the contract for the grant-funded solar panel installation. Advance payment of up to 80% of the grant can be requested if the claim spreadsheet is completed and returned.

RESOLVED:

- a. To approve and authorise the Clerk to sign and return the Grant Acceptance Form to the PCNPA within the fourteen-day deadline.
- b. To request advance grant payment (up to 80%) and authorise the Clerk to submit the necessary claim spreadsheet.
- c. To confirm the Council's commitment to providing the required match funding and note the documentation requirements (receipts, bank statements, evidence of match funding) for project completion.

187 Biodiversity and Ecosystem Resilience Plan

Section 6 of the Environment (Wales) Act 2016 requires the Council to publish a plan setting out how it will maintain and enhance biodiversity and promote ecosystem resilience, and to report on actions every three years. A Biodiversity and Ecosystem Resilience Plan has been prepared to meet these statutory requirements. The plan formalises the Council's existing biodiversity activities, including its Bee Friendly City commitments (achieved 2018), and does not introduce new obligations. The Council's Section 6 Compliance Report 2022-2025 was published in December 2025 as required by the Act.

The Council is asked to:

- a. Note publication of the Section 6 Compliance Report 2022-2025.
- b. Adopt the Biodiversity and Ecosystem Resilience Plan (February 2026) and authorise publication on the Council website and submission to Welsh Government.

RESOLVED: To defer to 2 March meeting pending meetings with Eco Dewi and Dr Beynon's Bug Farm.

188 Annual Report on Progress in Meeting Objectives of the Pembrokeshire Local Well-being Plan 2024-2025

Section 40 of the Well-being of Future Generations (Wales) Act 2015 places a duty on town and community councils with gross income or expenditure of at least £200,000 to:

- a. Take all reasonable steps towards meeting the objectives in the local well-being plan; and
- b. Publish an annual report detailing progress made.

The report details the Council's progress during 2024-2025 in contributing to the three priority areas of the Pembrokeshire Well-being Plan:

- i. Reducing Poverty and Inequalities.
- ii. Strengthening Communities.
- iii. Tackling Climate Change and the Nature Emergency.

The statutory guidance (SPSF 4) requires that the annual report be approved by full Council before publication.

RESOLVED: To approve the Annual Well-being Report 2024-2025 and authorise the Clerk to publish and submit it to the Pembrokeshire Public Services Board.

189 Information and Data Protection Policy

The Council is required to have a current Information and Data Protection Policy to comply with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR). The policy has been developed in accordance with current legislation, including the Data (Use and Access) Act 2025, and guidance from the Information Commissioner's Office. Once adopted, the policy must be published on the Council's website.

RESOLVED: To adopt the Information and Data Protection Policy.

190 Electoral Boundary Review - Response from MS Paul Davies

Following the Council's resolution on 12 January 2026 to seek intervention regarding the Democracy and Boundary Commission Cymru's recommendations to reduce the Council from 12 to 11 councillors, the Clerk has received a response from Paul Davies MS. Mr Davies has offered two options for support: a meeting at his Advice Surgery in Fishguard on Monday 9 February 2026 between 10:30am and 12:30pm, or a formal letter of support to the DBCC on behalf of the Council challenging the methodology and requesting reconsideration of Llandrudion's removal.

RESOLVED: Clerk and Cllr RJ Thornton to attend at 10:30am regarding requesting a letter and discussion with MS Paul Davies.

191 Work Assessment and Job Evaluation - Procurement Update

On 14 July 2025, Council approved a budget of £2,500 and instructed the Clerk to finalise arrangements with One Voice Wales for a staff work assessment. Following this instruction, the Clerk requested a quotation from One Voice Wales on 17 July 2025. One Voice Wales declined on 30 July 2025. Subsequently, following discussions with councillors, an estimate totalling £2,954.25 excluding overnight accommodation (noted as required but not costed) was received in December 2025, and forwarded to the Clerk. This estimate exceeds the approved budget of £2,500. With accommodation costs included, the estimated total contract value is anticipated to exceed £3,000 excluding VAT.

Financial Regulation 5.8 requires the Clerk to seek at least 3 fixed-price quotes for contracts greater than £3,000 excluding VAT. To ensure compliance with Financial Regulations and fairness to all providers, the Clerk has requested fixed-price quotations including all costs from three providers, in coordination with the Mayor and Staffing Committee Chair. The deadline for quotation submissions is 10 February 2026.

RESOLVED: To receive the update and acknowledge the governance procedures adhered to in compliance with Financial Regulations. Clerk to summon Staffing Committee meeting for Wednesday 11 February to review quotes received and make recommendations to full Council. Extraordinary meeting to be called for Monday 16 February. Agenda to be issued Wednesday 11 February, following Staffing Committee meeting.

192 Accessibility of Clerk's Office

Cllr S Foster has raised concerns regarding the accessibility of the Clerk's office, which is located on the first floor of City Hall. Current access is limited due to the absence of a stair lift (installation has been assessed as not possible due to working doors on either side of the first floor landing) and reliance on a doorbell facility, presenting potential barriers for members of the public with mobility difficulties.

RESOLVED: To defer to Staffing Committee with report due 2 March Council meeting.

193 Peninsula Practice Working Group Update

Cllr S Foster presented an update on matters discussed and progress made by the Peninsula Practice Working Group. Cllr S Foster reported current GP has left. New GP appointed commencing end of February. Also appointing two new GPs. Total of five GPs available to call on. Stakeholder group looking at potentially linking with Fishguard. 'Together for Change' appointed to assist at March meeting presentation to Health Board (end of March).

194 Bryn Road Public Convenience

A meeting was held on 21 January 2026 with Danfo at the Bryn Road Public Convenience to discuss potential improvement options. Three proposals have been outlined: conversion of the ladies' block to three unisex toilets with a paid-use facility option (with potential Pride in Place funding); refurbishment of the disabled toilet and creation of a Changing Places facility (with potential Welsh Mencap funding); and conversion of the gents' block to council storage. Project duration is estimated at 12-16 weeks, with temporary portaloos during works scheduled for the out-of-season period. No match-funding or planning permission is required for the proposed works. Danfo will provide detailed designs and costings for the Council's consideration.

RESOLVED: To receive the update and note detailed designs and costings still awaited to be provided by Danfo. Cllr W Chant requested clarification of running costs with any proposed changes further to proposed reduction in toilet facility (removing gents' toilets and general reduction in total toilet provision).

195 Pride in Place Working Group

Cllr B Lloyd has proposed the formation of a Pride in Place Working Group to generate a list of project recommendations for the Council's consideration and submission.

RESOLVED: To approve the formation of a Pride in Place Working Group in accordance with the Council's adopted Terms of Reference and Reporting Form for Working Groups. Expression of Interest to be submitted by 31 December deadline; Ideas to be collected via Warm Spaces attendees. Working group membership to include Cllrs ES Evans, MC Gray, B Lloyd, R Price and RJ Thornton. Total funding pot for Pembrokeshire: £1.5 million.

196 Caretaker House Working Group Report

The Caretaker House Working Group met 23 January and considered matters relating to the redevelopment of the caretaker's house at City Hall.

RESOLVED: To consider and approve the following recommendations from the Caretaker House Working Group:

- i. Abort DPC work locally; all work should be coordinated together as part of the overall development.
- ii. Proceed with the proposal to develop retail units on the ground floor with residential accommodation above with building regulations application.
- iii. Rename Working Group: 18 High Street Working Group, with the membership formalised - six members: Cllrs S Foster, DJ Griffiths, S Minas, R Price, CS Sehmi, and RJ Thornton.
- iv. Clerk with Cllr S Foster to further consult with JCP Solicitors regarding provision for splitting the title.

197 Community Engagement Events

Cllr B Lloyd presented an update on the Council's established biannual schedule of Community Engagement events.

RESOLVED: To approve a single Community Engagement event 17 March (tbc) and working group to coordinate a pre-event meeting asap. Clerk to explore feasibility of transferring Warm Spaces grant award in support for the event.

198 City Hall Booking Form and Fees Cancellation Policy

Instances of long-term bookings being cancelled at short notice have led to concerns and proposals from Councillors to introduce a cancellation fee policy. Additionally, the hire fees are to be reviewed for inclusion in the 2026 booking form.

The Council is asked to:

Approve a cancellation fee policy for City Hall bookings and to agree revised hire fees for the 2026 booking form.

RESOLVED: That the 14-day payment term from booking in terms and conditions stands. Terms and Conditions require amendments. RFO to coordinate with Hall Manager.

199 Memorial Playing Field Official Reopening

Play equipment has been delivered and installation is imminent. The park has been closed longer than anticipated but is expected to reopen within weeks. All works must be signed off by the Play Area Inspector prior to reopening. The Deputy Clerk will seek an update from contractors and contact the school regarding participation.

RESOLVED: To agree a provisional date (tbc) for the official reopening of the Memorial Playing Field with the Mayor and Ysgol Penrhyn Dewi (YPD) pupils, subject to completion of works and Play Area Inspector sign-off.

200 Police Reforms - Community Engagement

Dyfed-Powys Police Chief Constable Ifan Charles has announced sweeping police reforms following a Commons statement by the Home Secretary. The reforms aim to deliver a world-class service whilst addressing evolving crime and technology. Cllr MC Gray has raised concerns regarding these reforms and requested the Council to consider an initiative to ensure the local community's voice is heard.

RESOLVED: Clerk instructed to invite Police Commissioner to future meeting, and to request crime specific statistics for St Davids.

201 Use of WhatsApp for Council Business

Guidance has been received from One Voice Wales regarding legal compliance, governance, and practical implications on the use of WhatsApp for communication between council staff and councillors. OVW has advised that whilst some councils use WhatsApp locally for communication, no formal council business or decision-making should be conducted via such groups, as this would lack transparency, could give rise to allegations of predetermination, and would be subject to Freedom of Information disclosure. OVW does not encourage this practice and recommends that any policy should clearly define permitted use.

RESOLVED: Clerk to investigate existing example policies as identified by One Voice Wales and provide report 2 March meeting.

202 St Davids Day Events 2026

a. St Davids Day Civic Dinner Sunday 1 March 2026

RESOLVED: To approve the quotation received from the Cross Hotel at £41 per head for approximately fifty guests with City Councillors to pay for themselves as resolved 12 January 2026. Deputy Clerk instructed to request additional cost for two-course set meal option. Complimentary wine to be included on each table for guests. Deputy Clerk instructed to seek gifts for civic guests including representatives from Naas, and Lesotho

Matsieng twinned with St Davids. RFO confirmed the budget set for the St Davids Day dinner at £2,000.

b. Cross Square Market Saturday 28 February

RESOLVED: To approve complimentary free usage of market stalls.

c. Window Competition Saturday 28 February – approved.

d. Cymanfa Ganu Sunday 22 February – approved.

203 Letter of Thanks - St Davids Under 14s Team

The Council has received a letter of thanks from the St Davids Under 14s Team acknowledging the Council's donation of £500 towards their tour experience. The letter expresses the team's gratitude for the Council's generosity and support. Received and noted.

204 Planning (PCNPA):

- a. **NP/25/0669/FUL** Extension and conversion of existing building as previous planning permission NP/04/362. Chapel House, Berea, Haverfordwest, Pembrokeshire, SA62 6DJ. 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 RJ Thornton: Lesotho High Commissioner visiting St Davids 14 March, updates to follow.
- Cllr B Lloyd: Whitesands construction works - huge unknown works queried whether the council supported planning permission. Requested the Clerk to investigate, located behind Surf Hut.
- Cllr MC Gray: Glasfryn Road potholes in urgent need of PCC remedial tarmacking. Requested Clerk and County Councillor BT Price to address.
- Cllr FD John: Offered to collect the Mayor Honours Board for delivery to Fishguard for updating. Offered to assist installation of old Mayor Honours Board at Memorial Hall.
- Cllr R Price: Requested update regarding Deputy Lord Lieutenant visit to Buckingham Palace with nominated guests.

Items for the next agenda

- Cllr ES Evans: Requested an item to be placed on the next agenda: Long-Term Empty Property Council Tax Premium relief.

There being no further business the meeting closed at 9:30pm

Signed

Date

Chair