

To the Members of St Davids City Council

8 April 2026

Dear Member,

You are hereby summoned to attend a meeting of St Davids City Council, convened by the Mayor, Councillor DJ Griffiths, to be held in the Memorial Hall, High Street, St Davids on Monday 13 April 2026 at 7.00pm for the transaction of the business set out in the agenda below.

Yours faithfully,



S. Mann Clerk

AGENDA

Monthly Meeting of the Council on Monday 13 April 2026 in the Memorial Hall at 7.00pm

Members of the public wishing to attend on a remote basis should notify the Clerk to the Council in advance so that guidance can be provided on how to attend the meeting.

- 1 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.
- 2 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.
- 3 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 2 March 2026: <https://stdavids.gov.uk/wp-content/uploads/2026/03/March-2nd-2026-Minutes-DRAFT.pdf>

- b. Extraordinary Meeting of Council on Monday 16 March 2026:

[https://stdavids.gov.uk/wp-content/uploads/2026/03/March-16th-2026-](https://stdavids.gov.uk/wp-content/uploads/2026/03/March-16th-2026-Extraordinary-Meeting-Minutes-1.pdf)

[Extraordinary-Meeting-Minutes-1.pdf](https://stdavids.gov.uk/wp-content/uploads/2026/03/March-16th-2026-Extraordinary-Meeting-Minutes-1.pdf)

4 Matters Arising from Monthly Meeting Minutes - Monday 2 March 2026 and Extraordinary Meeting - Monday 16 March 2026:

Progress updates will be presented at the meeting. In accordance with best practice governance procedure, Matters Arising is intended to report progress on previously recorded matters only. Any matters requiring formal Council decisions will be included as separate agenda items.

- 5 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.

6 Accounts

- a. Internal Audit - February 2026 **REFERENCE 1**
- b. Financial Statements - March 2026
- c. Accounts Presentation Format - Council Preference. Further to 2 March meeting, Councillors requested that the "£100 plus information" be presented in portrait style for ease of reading and comparison. The current agenda includes this information in portrait format, with the landscape version provided separately as a reference point for comparison.

Decision Required: To confirm preferred format for the accounts presentation going forward - Portrait format; Landscape format.

Financial Report**March-26**

Balance @ Bank on 31-Mar-26 £72,495.51

LGA 1972 SEC 137 25/26 £16927			
Last month's donations			£669.98
2025 / 2026	Total		£2,669.98
Balance available			£14,257.02

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

Income

City Hall	£5,400
Whitesands (<i>Includes Café Rent</i>)	£31,787
Market	£792
Play Area	£30,387
Events	£238

TOTAL £68,604

Expenditure**£100+ Items**

City Hall	£7,491	£7,275
Whitesands	£4,016	£3,675
Office & Administration	£1,460	£1,213
Admin Staff Costs (Inc Hall Manager)	£8,532	£8,532
Street Furniture	£7	£0
Play Area	£35,257	£35,240
Events	£1,996	£1,585
Finance	£857	£847
Market	£893	£860
St Justinians	-£60	£0
TOTAL	£60,449	£59,227

Addendum of Items of £100 plus Value is Attached

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS
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MONTH

Mar-26

White Hall	St Sands	St Furniture	Office Admin	Admin Staff	Play Area	St Events	St Justinians	Finance	Market
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Playground Equipment									
£35,022 Renewals					£35,022				
Solar Panels Installation									
£5,613 Deposit	£5,613								
Salaries PAYE&NI									
£8,532 Pensions				£8,532					
St Davids Day Dinner						£1,135			
£1,135									
Attendants Fees		£844							
£844									
Attendants Fees		£686							
£686									
Attendants fees		£640							
£640									
£549 Light & Heat	£549								
Attendants Fees		£539							
£539									
Parking Permits									
£479 Printing Costs		£479							
Newsletter March				£457					
£457									
Section 137 Grant								£420	
£420									
Clearance for WIFI		£375							
£375									
Heat & Light Warm Spaces		£317							
£317									
£316 items	£316								
Community Engagement Event						£300			
£300									
SPF Grant Expenditure				£271					
£271									
SLCC Annual Subscription				£253					
£253									
Hall Paintwork		£250							
£250									
Section 137 Grant								£250	
£250									
Fire Equipment Testing		£230							
£230									

	White Hall	Sands	St Furniture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
Strimming										
£218 Waun Fawr						£218				
Card Receipts										
£177 Handling Fees									£177	
Attendant										
£150 Fees										£150
Attendants										
£150 Fees										£150
Market Stall										
£150 Repairs										£150
Attendants										
£150 Fees										£150
Attendants										
£150 Fees										£150
Music for Community										
£150 Engagement server & Website							£150			
£116 Management Website					£116					
£116 Management New Card					£116					
£112 Reader		£112								
Market Stall										
£110 storage										£110
£59,227	£7,275	£3,675	£0	£1,213	£8,532	£35,240	£1,585	£0	£847	£860

7 Dolen Cymru Heritage Project - St Davids and Matsieng REFERENCE 2

Dolen Cymru Lesotho has received National Lottery Heritage Fund support to document the St Davids-Matsieng (Lesotho) twinning link through oral histories, artefacts, and exhibitions. Decision Required: To note the project and confirm Council support, including Councillor participation in interviews.

8 Retirement of Headmistress, Ysgol Penfro Dewi - Presentation of City Council Shield

The Headmistress of Ysgol Penfro Dewi is retiring. It has previously been proposed by Cllr RJ Thornton that the City Council Shield to be presented to mark this occasion.

Decision Required: Members are asked to note the retirement and to formally approve the presentation of the City Council Shield to the outgoing Headmistress in recognition of her service.

9 Caretaker House, 18 High Street - Council Tax Update REFERENCE 3

Further to Minute 218 (2 March 2026), council tax on the Caretaker House has at all times been paid by St Davids City Council as part of a 'tied accommodation' arrangement, albeit without a formal contract in place.

PCC Revenue Services has confirmed that a discretionary discount from the 300% Long-Term Empty Property Premium will be applied for up to 12 months from the date works commence.

Decision Required: To note the above and authorise the Clerk to notify PCC Revenue Services when works commence.

10 Whitesands Beach Car Park - Civil Parking Enforcement REFERENCE 4

Correspondence has been exchanged with Pembrokeshire County Council's Public Realm Manager regarding the introduction of civil parking enforcement at Whitesands Beach Car Park. PCC has indicated that a formal lease arrangement and income-sharing agreement would be required. The Clerk has sought initial clarity from PCC on what a typical income split might look like, to allow Members to assess financial viability before committing to a meeting.

Decision Required: To consider PCC's response and to proceed to a meeting with Marc Owen, Public Realm Manager, to discuss the proposed arrangements in detail.

11 Whitesands Car Park: Commercial Bay Allocation - PCNPA Slipway Concession Holder**REFERENCE 5**

Commercial Seasonal Bay Passes for overnight trailer storage at Whitesands Car Park are available to commercial operators along the south-facing fence at £1,000 per bay per season. The pass permits overnight storage only and does not permit on-site trading from vehicles or trailers at any time.

The Council's current Commercial Pass framework does not distinguish between standard Commercial Seasonal Bay Pass holders and a Commercial Pass holder who also holds the PCNPA surf hire concession for the Whitesands slipway. The Council is now asked to consider whether such a distinction should be made. The PCNPA concession holder has operational requirements that differ materially from those of other Commercial Pass holders, specifically the need for proximity to the slipway and a clear and unobstructed line of sight from the slipway to their trailer. These requirements arise directly from the nature of the PCNPA slipway trading licence and cannot be met from the south-facing fence bays in all circumstances. This is a matter of policy for the Council to determine.

For the 2026 season, two Commercial Pass holders have been unable to resolve between themselves which south-facing fence bay each occupies. The matter has accordingly been referred to the Council for decision.

Members should note that the PCNPA concession holder has located their trailer in the bay shown in green on the revised 2026 Whitesands Car Park Commercial Layout Plan attached to this agenda item, pending the Council's decision. The Clerk has confirmed in writing that this location has not yet been formally authorised by the Council.

The Council has sought guidance from its solicitor and insurer in advance of this meeting and members will be updated accordingly.

Decision Required: The Council is asked to consider and approve that with effect from the 2026 season and future seasons the holder of the PCNPA surf hire concession for the Whitesands slipway shall be distinguished from standard Commercial Seasonal Bay Pass holders and shall be authorised to locate their trailer in the dedicated bay shown in green on the revised 2026 Whitesands Car Park Commercial Layout Plan, situated opposite the south-facing fence commercial bays and adjacent to the slipway approach. This location provides the operational proximity and clear line of sight to the slipway required by the nature of the PCNPA concession.

12 Post Office Trading Hours at CK Foodstores, St Davids

From 13 April 2026, the Post Office counter at CK Foodstores will operate four days per week (closed Tuesdays and Thursdays), reduced from six days per week.

CK Foodstores has advised that the reduction is due to operational viability concerns relating to increased operating costs and business performance.

Decision Required: To consider and approve one or more of the following options:

- a. Submit a formal written representation to CK Foodstores regarding the trading hours reduction.
- b. Request further information from CK Foodstores regarding the proposed drop-off locker service and any other alternative services.
- c. Explore the feasibility of alternative Post Office provision in St Davids.
- d. To gather community feedback on the impact of the trading hours reduction.

13 Welsh Ambulance Service - Community Welfare and First Responder Provision

REFERENCE 6.1 / 6.2

Following the Council's resolution in principle at the 2 March meeting to provide a suitable, powered storage location within City Hall to support the local First Responder network, the Clerk has been in correspondence with the Council's insurance brokers, Gallagher/Hiscox, regarding the storage of medication on Council premises. The brokers have confirmed that as the equipment belongs to the Welsh Ambulance Service, it will need to be covered under their own insurance policy. The question of medication storage has been referred to Hiscox for formal consideration, and the Clerk has provided the requested location and security details to assist with that referral. John Morgan has been kept informed throughout and has forwarded the relevant information to his manager at WAST, from whom a response is awaited.

Decision Required: Members are asked to note the update and to consider whether any further action is required pending responses from Hiscox and WAST respectively.

14 Welsh Blood Service - Venue for Blood Donation Sessions REFERENCE 7

The Council has been in correspondence with the Welsh Blood Service since late 2025, following earlier unsuccessful attempts to identify a suitable venue in St Davids for blood donation sessions. Venues considered have included CK's Supermarket, Tŷ y Pererin, City Hall, and Ysgol Penrhyn Dewi. The Welsh Blood Service's Planning Manager has now confirmed that Ysgol Penrhyn Dewi is unable to facilitate sessions at present, and has suggested reviewing the position after the summer. No other venue has yet been confirmed as suitable.

Decision required: To consider whether any further action should be taken — such as identifying and proposing alternative venues — or whether to await the Welsh Blood Service's follow-up contact after the summer.

15 Swimming Pool Provision REFERENCE 8

A resident has requested the Council consider options for providing a new public swimming pool in St Davids, noting the loss of the previous facility, the benefit it provided to residents with limited mobility, and its value to regular visitors.

Decision Required: To consider whether to write to Pembrokeshire County Council urging them to pursue swimming pool provision for the area, and whether to seek inclusion of a public swimming pool as a community benefit in any development at the former Brawdwy site.

16 Biodiversity Plan - Working Group Recommendations

Further to Minute 187 (2 February), the Biodiversity Plan was deferred to allow a working group, led by Cllr Becky Lloyd, to review the draft plan and make recommendations to full Council. The working group has now completed their review and submitted their formal recommendations via the Working Group Reporting Form.

Decision Required: Council to consider and determine what action to take regarding the working group's recommendations for the Biodiversity Plan.

17 St Davids Open Gardens 2026 - Market in Cross Square REFERENCE 9

The organisers of St Davids Open Gardens (13-14 June 2026) have requested that the City Council host a general market in Cross Square over the weekend, as in previous years. They have asked for three stalls to be reserved for event beneficiaries and ticket sales. Council previously approved a reduced market manager fee for the 2025 event.

Decision Required: To approve the hosting of a general market in Cross Square on 13-14 June 2026 and confirm the reservation of three stalls for the nominated beneficiaries.

18 Allocation of Fundraising Days - OYP Car Park, Summer 2026 REFERENCE 10

Pembrokeshire Coast National Park Authority (PCNPA) has invited St Davids City Council to determine the allocation of fundraising days at the OYP car park for summer 2026. A maximum of three days per year are available for local charities and organisations.

Four expressions of interest have been received: EcoDewi CIC; Ysgol Penrhyn Dewi Cyfeillion; The Penknife Club; and St Davids Mini Rugby.

As demand exceeds the available allocation, PCNPA has requested that the Council select which three organisations should be allocated days, following the approach recently adopted for Solva car park.

Decision Required: To determine and confirm which three organisations from those listed above should be allocated fundraising days at the OYP car park for summer 2026, to enable PCNPA to proceed with arrangements.

19 Christmas Lights Fixings - City Hall

Proposal from Cllr RJ Thornton - the current fixings for the City Hall Christmas lights are positioned lower than ideal and require relocation to ensure appropriate placement ahead of the festive season.

Decision Required: To consider and approve proposals for the repositioning of Christmas lights fixings on the City Hall, with implementation to be completed before Christmas 2026.

20 St Davids Bowls Club - Shed Replacement REFERENCE 11

St Davids Bowls Club has requested council approval to replace the existing bowls shed located to the rear of the city hall. The club intends to seek external funding for the project.

Decision Required: To approve St Davids Bowls Club to proceed with replacement of the bowls shed as described.

21 Tir Dewi Farming Charity Donation Request REFERENCE 12

Tir Dewi Welsh farming charity has provided support to farming communities across Wales for ten years. The organisation delivers over 11,000 hours of frontline support annually, addressing challenges including financial uncertainty, regulatory changes, workforce pressures and cost-of-living impacts. Demand for services has increased significantly, whilst the funding environment for community-based organisations has become increasingly constrained.

Decision Required: To consider a request for a charitable donation to Tir Dewi in the range of £500-£1,000 (or alternative level of support) to help sustain their services to Welsh farming communities.

22 Photocopier Upgrade

Further to Minute 236 (2 March), the Council resolved to defer its decision on the photocopier upgrade to allow further consideration of the options presented. Three quotations have been received for a replacement device including a stapling and finishing facility, and all three suppliers have confirmed their quotations remain valid.

Decision Required: To consider the quotations received and approve the preferred option for the replacement of the photocopier.

23 National Eisteddfod 2026

Cllr BT Price has queried the Council's decision regarding an Eisteddfod donation. A review of 2025 minutes shows that whilst the matter was discussed on several occasions (Minute 158 -

20/01/25, Minute 246 - 07/04/25, Minute 268 - 28/04/25, Minute 6 - 12/05/25), no formal resolution approving a financial donation was recorded.

The St Davids Peninsula Appeal Committee has a local fundraising target of £6,000 as part of the overall £20,000 target for the Peninsula area. Note: The Council has separately made a donation of £250 to the Urdd Eisteddfodau (the 11 local Cylch youth Eisteddfodau across Pembrokeshire), which was resolved on 6 October 2025 (Minute 97) and has been paid.

Decision Required: To determine whether the Council wishes to make a financial contribution to the National Eisteddfod 2026 and, if so, the amount.

24 Newsletter

Following the publication of the March edition of the newsletter, complaints were received from residents. The matters raised concerned included the absence of St David's Day content.

Decision Required: Members are asked to consider the complaints and to agree any remedial actions to be applied to future editions of the newsletter.

25 St Davids Day Civic Dinner - Payment Clarification

Resolution 202(a) from the February 2026 Council meeting approved the St Davids Day Civic Dinner quotation at £41 per head, with City Councillors to pay for themselves. Following the event, inconsistent payments have been received regarding whether Councillors' partners should be covered by the Council's budget. Clarification will enable the Responsible Finance Officer to complete the financial records for the event.

Decision Required: To clarify the intended interpretation of Resolution 202(a) to determine whether Councillors' spouses, partners, and family members attending as their guests should be: Covered by the Council's event budget, or Chargeable to the individual Councillor.

26 Annual Meeting of Council - Change of Date

The Annual Meeting of Council is currently scheduled for Monday 11 May 2026. The Mayor has requested that the meeting be moved to Monday 18 May 2026, as the current date creates a scheduling conflict with a formal invitation to attend the Buckingham Palace Royal City Garden Party on Tuesday 12 May.

Decision Required: To approve the rescheduling of the Annual Meeting of Council from Monday 11 May 2026 to Monday 18 May 2026, and to authorise officers to notify all relevant parties and update Council meeting schedules accordingly.

27 Appointment of Mayor Elect and Deputy Mayor Elect

The Annual Meeting of Council will be held in May 2026. In preparation for this meeting, the Council is required to confirm the Mayor Elect and Deputy Mayor Elect, together with other civic appointments, who will take office at that time. In accordance with the Council's Constitution, these confirmations are to be made at this meeting.

Decision Required: To confirm the appointment of the Mayor Elect and Deputy Mayor Elect for the civic year 2026/27.

28 Planning (PCNPA): <https://planning.agileapplications.co.uk/pcnpa/search-applications/>

- a. NP/26/0100/FUL Reconfiguration of existing annex and its incorporation into the host dwelling layout. Demolition of existing rear conservatory and associated WC. Provision of new cladding to existing single storey side extension and amended fenestration throughout together with associated external works. Trevinert Farm House, St. Davids, Haverfordwest, Pembrokeshire, SA62 6QJ.
- b. NP/26/0147/FUL Proposed rear extension, proposed side bathroom extension, proposed porch, internal alteration and new windows and doors. Gorwelion, Caerfarchell, Solva, Haverfordwest, Pembrokeshire, SA62 6XG.
- c. NP/26/0121/FUL Change of use of premises from hairdressing salon (A1) to family friendly coffee bar and children's play room (A3). First floor formerly used as accommodation of tenant. To be used as office and storage of business. 26, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SD.
- d. NP/26/0150/FUL Conversion of garage to office sitting room, with link extension between house & garage. Replace oil central heating with air source unit. Carneithan, Whitesands, Haverfordwest, Pembrokeshire, SA62 6PT.

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
- Items for the next agenda