

To the Members of St Davids City Council

13 May 2026

Dear Member,

You are hereby summoned to attend the Annual Meeting of St Davids City Council to be held in the Memorial Hall, High Street, St Davids at 6.00pm on Monday 18 May 2026 for the transaction of the business set out in the Agenda.

Yours faithfully,



S. Mann Clerk

**Annual Meeting of the City Council on Monday 18 May 2026 in the Memorial Hall at 6.00pm**

**AGENDA**

**1 Elections**

- a. Appointment of Mayor: *Cllr S Foster (Mayor-Elect)*
- b. Signing by the Mayor of the City Council of their acceptance of office form.
- c. Appointment of Deputy Mayor: *Cllr DJ Griffiths (Deputy Mayor-Elect)*

**2 Apologies for absence**

**3 Declarations of interest**

**4 Receipt of previous Annual Meeting Minutes of 12 May 2025**

**5 Matters arising from those minutes**

**6 Appointments**

- a. Appointment of Mayoress or Consort: *Mrs S De Silva.*
- b. Mayor's Chaplain: *Canon Sheridan James.*
- c. Flagmaster: *Cllr MC Gray.*
- a. Deputy Flagmaster: *Mr S Robinson.*
- d. Press Officer: *Clerks.*
- e. Internal Auditor: *Mrs A Atherton.*

**7 Review and adoption of governance documents**

- a. Code of Conduct
- b. Financial Regulations
- c. Standing Orders
- d. Terms of Reference for Mayor, Deputy Mayor and Councillor

- e. Training and Development Policy
- f. Biodiversity Ecosystem Resilience Plan
- g. Business Continuity Policy
- h. Committees Terms of Reference
- i. Health and Safety Policy
- j. Information & Data Protection Policy
- k. Public Participation at Meetings
- l. Publication Scheme

## 8 General Power of Competence - Initial Adoption

Chapter 2 of the Local Government and Elections (Wales) Act 2021 extends the General Power of Competence to eligible community councils in Wales, enabling them to do anything that individuals generally may do, provided it is not prohibited by other legislation. The Clerk confirms that St Davids City Council meets the three eligibility criteria under Section 30 of the Act as at 18 May 2026: (a) 8 of 12 councillors are elected, satisfying the two-thirds requirement; (b) the Clerk holds the Certificate in Local Council Administration (CiLCA); and (c) the Auditor General for Wales issued unqualified opinions on the Annual Returns for the years ended 31 March 2024 and 31 March 2025, the most recent dated 25 September 2025.

**Decision Required:** That St Davids City Council resolves that it meets the eligibility criteria set out in Section 30 of the Local Government and Elections (Wales) Act 2021 and adopts the General Power of Competence under Section 31(1) of that Act with effect from this meeting.

## 9 Review and adoption of the terms of reference for committees

For each committee, members are asked to review and adopt the Terms of Reference and to agree the membership size for the 2026-2027 municipal year. Suggested membership numbers are shown below for consideration.

- a. Finance Committee - *proposed membership: 4 members.*
- b. General Purposes Committee - *proposed membership: 4 members.*
- c. Market Committee - *proposed membership: 4 members.*
- d. Staffing Committee - *proposed membership: 4 members.*

## 10 Appointment of members to existing committees

- a. Finance Committee: (2025-2026: *Cllrs S Foster, DJ Griffiths, S Minas, BS Sehmi, & RJ Thornton*).
- b. General Purposes Committee: (2025-2026: *Cllrs DJ Griffiths, S Minas, BS Sehmi, & RJ Thornton*).
- c. Market Committee: (2025-2026: *Cllrs ES Evans, B Lloyd, BT Price & BS Sehmi*).

- d. Staffing Committee: (2025-2026: *Cllrs ES Evans, S Foster, DJ Griffiths, FD John, S Minas, & RJ Thornton*).

**11 Appointment of any new committees in accordance with standing order 4**

**12 Determining the time and place of ordinary meetings of the Council up to and including the next Annual Meeting of the Council**

- a. Proposed Ordinary Meeting Schedule 2026-2027:

- Monday 1 June 2026
- Monday 6 July 2026
- Monday 7 September 2026
- Monday 5 October 2026
- Monday 2 November 2026
- Monday 16 November 2026
- Monday 7 December 2026
- Monday 4 January OR Monday 11 January 2027
- Monday 1 February 2027
- Monday 1 March OR Monday 8 March 2027
- Monday 5 April 2027
- Monday 10 May 2027
- Annual Meeting: Monday 10 May 2027

- b. All ordinary meetings will take place at the Memorial Hall, High Street, St Davids at 7:00pm unless otherwise notified.

- c. Proposed Committee Meeting Schedule 2026-2027:

- Finance Committee
  - Monday 22 June 2026 - Review & Financial Risk Assessment Program.
  - Monday 21 September 2026 - Review and draft budget discussions.
  - Monday 23 November 2026 - Review and draft budget finalisation.
  - Monday 25 January 2027 - Budget implementation review.
  - Monday 15 March 2027 - Annual risk assessment review.
- Market Committee
  - Monday 9 November 2026 – Season review and application process planning.
  - Monday 18 January 2027 - Stall allocation and pre-season preparation.
- General Purposes Committee

- Monday 19 October 2026 - Autumn policy review.
- Monday 22 March 2027 – Spring policy review.
- Staffing Committee
  - Monday 21 September 2026 – Staff training and development review.
  - Monday 25 January 2027 - Employment policies review.
  - Monday 12 April 2027 - Staff annual appraisals.
- d. All committee meetings will take place at the Memorial Hall, High Street, St Davids at 6:00pm unless otherwise notified.

### **13 Review and adoption of the council's annual report**

- a. Report by the Internal Auditor:

4 Maes Dyfed  
St Davids  
Haverfordwest  
SA62 6SR  
01437 720316  
07966727607  
31 March 2026

Dear Mayor and Councillors

#### **Internal Auditor's Report for the year to 31/03/2026**

I am pleased to submit my report for the financial year to 31/03/2026.

This is my first report since taking over from Paul Evans on 1 April 2025. The financial state of the country remains a concern, however the last financial year 25/26 upheld well against the many financial pressures. The main source of the Council income (Whitesands Car Park) was maintained as in previous years. The operation of a card machine certainly continues to have been a benefit. Hopefully the upcoming tourist season will prove to be a financial success in terms of income from the carpark.

One of the Council's major expenditures was the refurbishment and refit of the children's playground in New Street, which is a great asset to St Davids. Enjoyed by local children and tourists alike. The internal audit was carried out monthly as in previous years, by liaising with the RFO. The monthly bank statements were examined, and random invoices scrutinised with explanations provided where necessary. The requirements of VAT and HMRC are correctly dealt with and all paid on time.

I confirm that I am happy to report a satisfactory position.

Angela E Atherton BA(Hons) PGDip  
Internal Auditor

b. Report by the Responsible Finance Officer:

**Responsible Finance Officer Annual Report 2026 AGM**

The Financial Year ending March 2026 has been another testing year as the council budgeted for the rising high cost of heat and light and the rising cost of Non-Domestic Rates and Council Tax and declining net receipts from Whitesands carpark.

These costs alone rose from approximately £33000 in 2025 to £49000 for this year and net surplus from Whitesands car parking receipts fell from approximately £119000 for the 2024 season to £109000 for the 2025 season.

In gross terms these factors have contributed to an increased “shortfall” of almost £30,000 in two years - over which council has little or no control. As mentioned in last year’s report these issues have continued to represent possibly the greatest comparative impact on the council budget and planning since 2022 and represent the major factors in the council decision to raise a precept of £60000 for the year.

Council included in its budget the anticipated preparatory costs relating to the planned development of the empty Caretaker House which in the event has not commenced. However, during the year council has undertaken a comprehensive “upgrade” of the Memorial Field playground and an “external facelift” of the City Hall. Both projects were grant-assisted but involved the council in a match-funding commitment which we were able to make because of the unused minimal house development costs that had been originally budgeted for.

Council has completed the acquisition of Bryn Road toilets in an asset-transfer from Pembrokeshire County Council (PCC). At this stage, the cost of the acquisition is relatively unchanged; the revenue expenditure (cleaning and replenishments) following this arrangement is similar to the charges being made by PCC prior to the transfer.

In addition the 2026 year included the cost of the 2025 Café roof repairs of almost £14000 and a deposit match-funding commitment of almost £6000 towards the City Hall solar panel project which will commence during the 2027 year. Council continues to contribute to the cost of the PCC library staff provision.

Council General Reserves at March 2026 is £119,989 and represents approximately four months of the budgeted gross revenue expenditure for 2026/2027 of £360000. This level of General Reserves is just within the minimum range recommended in the Governance and Accountability Practitioners Guide published by One Voice Wales and the Society of Local Council Clerks. Council does not hold earmarked reserves for the anticipated house development and holds no surplus reserves for investment.

The limited general reserves therefore is a significant issue for consideration going forward. Next year will see substantial expenditure on the caretaker house development consequently our management of the general reserves will be a critical factor during the next twelve months or so.

Council did resolve to open an Instant Access Deposit Account in July 2025 and once this has been completed a proportion of the General Reserves can be placed in this account to earn a (minimal) amount of interest. The exact amount to be decided once the account has been opened.

Finally, I would like to thank the members of the finance committee for their commitment and support during the year.

This concludes my report. In the meantime, I commend the accounts to you and confirm that all the information requested for inclusion in the External Audit has been prepared and is ready to be sent off for analysis, after acceptance by the council.

**W Mann**  
**RFO**  
**May 2026**

- c. Approval of the accounts for the year ending 31 March 2026:

06/05/2026

**St Davids City Council**

19:34

**Balance Sheet as at 31st March 2026**

31st March 2025		31st March 2026
	<b>Current Assets</b>	
3,675	Debtors	46,388
129,088	Lloyds Current A/c	72,496
0	VAT Control A/C	5,853
<u>132,763</u>		<u>124,737</u>
	<b>Current Liabilities</b>	
0	Creditors	3,035
1,635	VAT Control A/C	0
0	CLT	1,713
<u>1,635</u>		<u>4,748</u>
	<b>Total Assets</b>	
<b>132,763</b>		<b>124,737</b>
	<b>Total Assets Less Current Liabilities</b>	
<b>131,127</b>		<b>119,989</b>
	<b>Represented By</b>	
131,127	General Reserve	119,989
<u>131,127</u>		<u>119,989</u>

The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_

<b>St Davids City Council</b>				
<b>Income and Expenditure Account for Year Ended 31st March 2026</b>				
31st March 2025				31st March 2026
		<b>Operating Income</b>		
£13,868		City Hall		£32,304
£222,411		Whitesands		£234,425
£5,306		Street Furniture		£60
£1,850		Office & Administration		£2,115
£250		Play Area		£30,637
£25		Events		£238
£4,067		St Justinians		£4,067
£50,400		Finance		£60,400
£10,302		Market		£8,790
<b>£308,479</b>		<b>Total Income</b>		<b>£373,036</b>
		<b>Expenditure Summary</b>		
<b>£99,133</b>		Salaries including PAYE , NI & Pensions		<b>£101,897</b>
		<b>Running Costs</b>		
£33,947		City Hall		£56,777
£74,430		Whitesands		£94,352
£2,828		Street Furniture		£3,244
£31,279		Office & Administration		£41,867
£8,683		Play Area		£41,559
£22,887		Events		£20,733
£6,100		St Justinians		£7,456
£6,453		Finance		£8,355
£6,179		Market		£7,933
<b>£291,919</b>		<b>Total Expenditure</b>		<b>£384,173</b>
		<b>General Fund Analysis</b>		
£114,568		Opening Balance		£131,127
£308,479		Plus : Income for Year		£373,035
£423,047				£504,162
£291,919		Less : Expenditure for Year		£384,173
£131,127				£119,989
£0		Transfers TO / FROM Reserves		£0
<b>£131,127</b>		<b>Closing Balance</b>		<b>£119,989</b>

Date: 01/04/2026

St Davids City Council

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Time: 18:14

**Bank Reconciliation Statement as at 31/03/2026  
for Cashbook 1 - Lloyds Current A/c**

User: WILL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Account	31/03/2026		72,495.51
			<u>72,495.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			72,495.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			72,495.51
		<b>Balance per Cash Book is :-</b>	<b>72,495.51</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

- d. Appointment of council signatories for bank account: *(2025-2026: Cllrs ES Evans, FD John, and RJ Thornton received reappointment)*
- e. Councillor Allowances: *(2025-2026: The meeting RESOLVED to proceed with the mandatory procedure for obligatory and discretionary allowance payments. The obligatory and discretionary allowance payments for the year ending March 2025 be made & the payments for the year ending March 2026 are to be made at the end of Council year in April 2026)*

**14 Mayoral business**

- a. Civic Service & Reception: *(2025-2026: Sunday 21 September 2025)*
- b. Civic Reception budget for approval: *(2025-2026: £2,700)*

**15 Christmas Events 2026**

- a. Christmas Tree Lighting Ceremony - Saturday 28 November
- b. Senior Citizens Christmas Lunch - Wednesday 9 December
- c. Christmas Civic Reception - Friday 4 or Friday 11 December?

- d. Community Award and Outstanding Achievement Award - *NB Usually announced at Christmas Civic Reception*
- e. Window Decoration Competition - Monday 14 December
- f. Christmas Market: Subject to confirmation based on participation numbers.

#### **16 St Davids Day Events 2027**

- a. St Davids Day Dinner - Monday 1 March
  - b. Cymanfa Ganu - Sunday 28 February
  - c. Council Market - Saturday 27 Feb or Monday 1 March
  - d. Window Competition - TBC
- NB Eisteddfod is scheduled to take place on Friday 26 February 2027*

#### **17 Appointment of members to existing St Davids City Council led Groups**

- a. St Davids Day Celebration Group: *(2025-2026: Cllrs ES Evans, DJ Griffiths, & BT Price)*
- b. Youth Drop In Centre Group: *(2025-2026: Cllrs FD John, BT Price, BS Sehmi, & RJ Thornton)*
- c. Coffee and Chat: *(2025-2026: Cllrs FD John, & RJ Thornton)*
- d. Dawrog Management Committee: *(2025-2026: Cllrs ES Evans, & MC Gray)*
- e. Biodiversity: *(2025-2026: EcoDewi / Bee Friendly Cllrs MC Gray, & B Lloyd)*
- f. Naas Twinning: *(2025-2026: Cllrs BT Price, & BS Sehmi)*
- g. One Voice Wales: *(2025-2026: Cllrs S Foster, & RJ Thornton)*
- h. Oriol y Parc: *(2025-2026: Cllrs MC Gray, B Lloyd, BT Price, & BS Sehmi)*
- i. Pembrokeshire Peninsular Stakeholder Group: *(2025-2026: Cllrs S Foster, & BT Price)*
- j. Police Surgery: *(2025-2026: Cllrs FD John, & RJ Thornton)*
- k. Porthclais Harbour Authority: *(2025-2026: Cllr FD John)*
- l. Porthmawr Surf Life Saving Club: *(2025-2026: Cllrs B Lloyd, & BT Price)*
- m. Porthstinian Boat Owners Association: *(2025-2026: Cllr MC Gray)*
- n. St Davids Befrienders: *(2025-2026: Cllrs MC Gray, BT Price, & RJ Thornton)*
- o. St Davids Christmas Tree Association: *(2025-2026: Cllrs ES Evans, MC Gray, BT Price, & RJ Thornton)*
- p. St Davids Day Centre for the Elderly: *(2025-2026: Cllr BT Price)*
- q. St Davids Festivals: *(2025-2026: Cllrs ES Evans, S Foster, & B Lloyd)*
- r. St Davids Matsieng Lesotho Link: *(2025-2026: Cllrs BS Sehmi, & RJ Thornton)*
- s. St Davids Peninsula Tourist and Traders Association: *(2025-2026: Cllr BT Price as County Councillor)*
- t. St Davids Penknife Club: *(2025-2026: Cllrs S Foster, & MC Gray)*

- u. St Davids RFC: *(2025-2026: Cllrs ES Evans, & B Lloyd)*
- v. Ysgol Penrhyn Dewi Governor: *(2025-2026: Cllrs BT Price as County Councillor, & RJ Thornton)*

**18 Constituents matters**