

To the Members of St Davids City Council**27 May 2026**

Dear Member,

You are hereby summoned to attend a meeting of St Davids City Council, convened by the Mayor, Councillor S Foster, to be held in the Council Chamber, High Street, St Davids on Monday 1 June 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 1 June 2026 in the Council Chamber 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. [Annual Meeting of Council on Monday 18 May 2026: DRAFT.](#)
 - b. [Monthly Meeting of Council on Monday 18 May 2026: DRAFT.](#)

4 Matters Arising from Monthly Meeting Minutes - Monday 18 May 2026: 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.

- a. **Whitesands Car Park - Management of Commercial Parking Permits** - PCNPA response to commercial trailer/trading query awaited. Trailer belonging to the refunded Commercial Pass holder removed from Whitesands Car Park 20 May. The planning enforcement officer has been reported as conducting a site visit.
- b. **Deep Space Advanced Radar Capability (DARC) - Cawdor Barracks: PCC Planning Application** - Formal objection submitted to PCC 19 May. Completed.
- c. **Accounts - RFO Outstanding Queries** - RFO written response sent 19 May. Completed.
- d. **Maes Glasfryn - Legal Instruction** - Deferred from the 18 May 2026. All parties have been corresponding with regard to progressing the matter since the 18 May meeting, however no substantive update is available at this stage and accordingly this item is not included on the agenda for the 1 June 2026 meeting.
- e. **Caerfarchell Village Green - Management Proposals** - Decision confirmed and community member volunteers notified; hay cut and long-term management plan progressed.
- f. **City Hall Solar Panel Installation - Scaffolding** - Electrify Wales and scaffolding contractor appointment confirmed 20 May. Completed.
- g. **St Davids Tithe Map and Historic Documents** - Transfer to Pembrokeshire Archives and digitisation/grant funding opportunities progressed 22 May.
- h. **St Davids RFC - Waun Fawr Playing Fields** - Letter sent to Les James (Co-President, St Davids RFC) confirming Council's decision and collaborative approach 22 May.
- i. **Eisteddfod y Garreg Las 2026 - Letter of Thanks** - Letter of thanks noted. Completed.

5 Mayor's Announcements and Reports from Members Representing the Council

The Mayor may make announcements on any relevant matters, correspondence received, or progress on previously resolved items. Members who represent the Council on any outside body, group, or organisation and who have a report to present may also do so under this item. This item is for information only. In the interests of transparency and public notice, no decisions may be taken under this item; any matter requiring a formal Council decision must be submitted to the Proper Officer and listed as a separate agenda item in accordance with Standing Orders 13(b) and 19(1)(d).

6 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.

7 Address to Council - Mrs Rachael Thomas, Headteacher, Ysgol Penrhyn Dewi VA

Mrs Rachael Thomas has dedicated much of her teaching career to the St Davids peninsula, having taught at Ysgol Dewi Sant before becoming Headteacher of the newly formed Ysgol Penrhyn Dewi VA when it was established in 2018 through the merger of Ysgol Dewi Sant, Ysgol Bro Dewi, and Ysgol Solva. Mrs Thomas will retire at the end of the current academic term. Prior to her departure, she has requested the opportunity to address the Council.

8 Workplace Assessment and Meeting Frequency

At the Annual Meeting of 18 May 2026, discussion arose regarding the possibility of reintroducing a second ordinary meeting per month. As the Council's ongoing workplace assessment is directly relevant to any such decision, this item is brought to the attention of the Council to ensure that the assessment process and its implications are fully considered before any determination on meeting frequency is made.

To note that:

- a. The workplace assessment commissioned by the Council is ongoing and has not yet been completed;
- b. The assessment is based upon the current meeting schedule of one ordinary meeting per month, reflecting the position since the discontinuation of the second monthly meeting in May 2025;
- c. During the 2025-26 Mayoral year, six Extraordinary Meetings were called as required, demonstrating that the existing framework provides sufficient flexibility to deal with Council business as it arises;

Decision Required: In light of the above, the Council is invited to note that it would be appropriate to await the completion of the workplace assessment, and consideration of its findings by the Staffing Committee, staff, and full Council, before any decision is taken regarding meeting frequency.

9 Accounts

- a. Internal Audit - April 2026 **REFERENCE 1**
- b. Financial Statements - May 2026

Financial Report

May-26

Balance @ Bank on 26-May-26 £155,158.55

LGA 1972 SEC 137 25/26 £17690			
Last month's donations			£0.00
2026 / 2027	Total		£1,000.00
Balance available			£16,690.00

LGA 1972 Sec 214 Cemetery Maintenance	
Last month's donations	£0.00
Total Donations 26/27	£0.00

Income

City Hall	£490
Whitesands (Includes Café Rent	£11,762
Market	£1,542

TOTAL £13,794

Expenditure

		£100+ Items
City Hall	£10,277	£10,109
Whitesands	£1,922	£1,868
Office & Administration	£4,088	£3,788
Admin Staff Costs (Inc Hall Manager)	£2,477	£2,477
Street Furniture	£0	
Play Area	£0	
Events	£0	
Finance	£0	
Market	£560	£560
St Justinians	£450	£450
TOTAL	£19,774	£19,252

Addendum of Items of £100 plus Value is Attached

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

MONTH May-26

Hall	White Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinian s	Finance	Market
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£4,945	Bryn Road Cleaning Fees Jan to April	£4,945							
£2,477	PAYE & NI & Pensions			£2,477					
£1,708	Cllr Allowance 25/26		£1,708						
£1,322	Warm Spaces Return of unused Grant	£1,322							
£1,073	Council Tax House	£1,073							
£1,000	Architect Fees Sketch Drawings	£1,000							
£875	Architect Fees Survey Drawings	£875							
£708	Cllr Allowance 25/26		£708						
£677	Attendants Fees		£677						
£450	Cleaning Charges						£450		
£438	May Newsletter		£438						
£422	Attendants Fees		£422						
£420	Attendants Fees		£420						
£398	Heat & Light	£398							
£350	Café Electrics / Wiring Condition Survey		£350						
£269	Heat & Light	£269							

	White Hall	Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market	
£208					£208						
£208					£208						
£208					£208						
£208					£208						
£150										£150	
£150										£150	
£150										£150	
£118			£118								
£110										£110	
£108			£108								
£102					£102						
£19,251		£10,109	£1,868	£0	£3,788	£2,477	£0	£0	£450	£0	£560

10 Councillor training programme 2026-27 REFERENCE 2

Following the successful delivery of bespoke in-person training on Module 4 (Understanding the Law) and Module 6 (Local Government Finance) in January 2026, the Council is invited to consider further training under its Training and Development Policy (readopted 18 May 2026, annual budget £3,500).

Decision required: Council is invited to:

- a. Approve a programme of bespoke in-person training sessions beginning with Module 1 (The Council), followed by Module 2 (The Councillor) and Module 5 (The Council Meeting), with expenditure from the Training and Development Policy budget.
- b. Nominate up to 2 councillors per eligible module under the One Voice Wales Free Webinar Places Scheme, and authorise the Clerk to submit the Free Places Form accordingly.

11 Cross Square Trip Hazards - Remedial Works Quotation

Deferred from the Monthly Meeting of 18 May 2026 pending receipt of a contractor's quotation. The quotation is anticipated to be received prior to the meeting and will be circulated to councillors in advance. The quotation is expected to include options for both immediate remediation of the identified trip hazards and more comprehensive resurfacing works.

Decision Required: The Council to consider the quotation and determine the preferred course of action.

12 Correspondence Received - DARC Project: Accuracy of PARC Publications

A letter has been received from a member of the public raising concerns about the accuracy of claims in PARC's publication 'The Case for Calling-in DARC Radar' regarding the Council's voting record on the DARC proposal.

Decision Required: Members are asked to consider whether the Council wishes to write to PARC requesting that future publications accurately reflect the Council's voting record on the DARC proposal.

13 Welsh Flag Bunting - High Street (Summer 2026)

To consider authorising expenditure for the purchase and erection/dismantling of Welsh flag bunting along the High Street for July-August 2026, to mark the National Eisteddfod in Pembrokeshire and the Commonwealth Games.

For reference, the Coronation Street Party (May 2023) incurred costs of £973.57 (300m bunting £573.57 + cherry picker hire £400.00), covering the High Street and Cross Square.

Decision Required: Members are asked to authorise expenditure accordingly.

14 City Council Congratulations Card

The Council does not currently have a bespoke congratulations card for use on appropriate occasions.

Decision required: To consider commissioning a bespoke congratulations card for St Davids City Council, with 250 copies printed at a cost of up to £500, and to authorise the Clerk to proceed accordingly.

15 Council Photography

A professional photography session for councillors has been suggested, with two potential outputs: individual photographs for display in City Hall alongside committee details, and a group photograph for general use. A photographer has offered to attend at no cost.

Decision required: To consider whether to arrange a councillor photography session and, if agreed, to authorise the Clerk to confirm a date and obtain costs for framing and display in City Hall.

16 Donated Commemorative Display - St Davids Fire Station Opening, 1959

A framed commemorative display relating to the opening of St Davids Fire Station on 15th April 1959 has been donated to the Council by a local resident. The display contains a ceremonial opening key, a formal invitation from the County of Pembroke Fire Brigade Committee, Pembrokeshire Fire Brigade uniform buttons and badge, and a handwritten biographical note relating to Alderman I. O. Martin, Chairman of Pembrokeshire County Council, who performed the opening ceremony. The items are in good condition and represent a piece of local civic history.

Decision Required: Council is asked to decide whether to (a) retain and display the items at the Council office; (b) offer the collection to St Davids Fire Station; (c) deposit the collection with Pembrokeshire Archives.

17 Adoption of One Voice Wales TOIL Policy

Members are asked to consider and resolve to adopt the One Voice Wales Time Off in Lieu (TOIL) Policy.

18 Appointment of members to existing St Davids City Council led Groups - *Deferred item Annual Meeting 18 May 2026*

- a. St Davids Day Celebration: *(2025-2026: Cllrs ES Evans, DJ Griffiths, & BT Price)*
- b. Youth Drop In Centre: *(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)

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

- a. NP/26/0231/FUL Change of Use of the ground floor from a GP surgery (D1) and merge with existing first floor apartment to create a larger single dwellinghouse (C3a). Creation of an attached short-term holiday let (C6). Eryl Mor, 36, New Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SS.
- b. NP/26/0233/FUL Alterations and Extension to listed Building, change of use outbuilding to Micro-Bakery (Low volume). Manor House, 19, High Street, St Davids, Haverfordwest, Pembrokeshire, SA62 6SB.

Any Other Business

Advisory (5 minutes): The Council cannot transact any business which is not included on the agenda. An exchange of urgent information may be raised, but no formal decisions should be taken and no expenditure approved.

- a. Items for information only
- b. Items for the next agenda