Minutes of the Monthly Meeting of the Council on Monday 5 October 2026 in the Council Chamber at 7.00pm

Present: Mayor Cllr S Foster, Deputy Mayor Cllr DJ Griffiths, Cllr W Chant, Cllr ES Evans, Cllr MC Gray, Cllr FD John, Cllr S Minas, Cllr BT Price, Cllr R Price, Cllr BS Sehmi, and Cllr RJ Thornton; and officers S Mann (Clerk), JE Foster (Deputy Clerk), and W Mann (RFO).

87 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.

RESOLVED: That apologies from Cllr B Lloyd be accepted and approved.

88 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 BT Price declared a personal interest in item 93 (Local Development Plan 3).
b. Cllr R Price declared a pecuniary interest in item 94 (St Justinians Toilet Provision - 2027 Season).
c. Cllr BT Price declared a pecuniary interest in item 94 (St Justinians Toilet Provision - 2027 Season).

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89 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. Cllr ES Evans asked that descriptions in the financial addendum be made clearer for the public (for example, which tax is meant, and which premises a heat and light charge relates to).
b. Cllr R Price stated that he had asked at the meeting on 7 September 2026 for the Llanrhian renewable energy scheme to be included on an agenda, and requested that it be included on the next agenda.

RESOLVED: That the Minutes of the Monthly Meeting of Council held on 7 September 2026 be confirmed as a correct record, in accordance with Standing Order 16(c).

90 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(I)(d).

a. The Mayor reported that the sale of Shalom House to a local person has been agreed and that the legal work is under way.
b. The decision on the Community Warm Spaces Fund application is expected on 21 October 2026. The decision on the South Hook LNG Community Fund applications is still awaited.

c. The Mayor noted the Clerk's clarification of the grant application protocol where a Council applies for more than one grant, and that hall hire costs, which were included in the match funding element of last year's Warm Spaces award, have been included in this year's application as resolved at Minute 76.
d. The Mayor reported that the Staffing Committee and the Finance Committee have each met since the last meeting, and that a Lesotho link group meeting has been attended by some Members.
e. The Mayor reported on civic engagements attended, including the Tenby civic service and a band concert.

91 Action Log: The Action Log records the Clerk's progress on corporate resolutions and matters formally delegated by the Council. It supersedes Matters Arising. No decisions may be taken on the Action Log; matters requiring a formal Council decision are listed as separate agenda items.
RESOLVED: That the Action Log be noted.

92 Public Representations: No public representations were received.

93 Local Development Plan 3 - Presentation by Pembrokeshire Coast National Park Authority
The National Park Authority is preparing LDP 3, which will replace LDP 2 once adopted, and has identified St Davids as a sustainable location for future growth. Officers led by Emma Gladstone, Strategic Policy Manager, to give a brief overview of plan preparation and the evidence on housing need, and to seek Members' views on suitable opportunities for future housing, areas that should be protected, and local issues, constraints or opportunities. Submission of a candidate site does not mean it will be allocated.
RESOLVED: That the presentation be received with thanks, that the Council supports a PCNPA consultation event at City Hall in January 2027, and that Members and the Clerk encourage local landowners to put candidate sites forward to PCNPA.

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94 St Justinians Toilet Provision - 2027 Season
The Council contributed £4,305 towards 2026 provision (Minute 249). The PBOA has thanked the Council. The PBOA taking on full provision depends on securing the field for parking; a response to the PBOA's offer of 5 May 2026 for the field is still awaited. The PBOA has asked the Council to continue its support until this is resolved. The RFO will include a portaloo provision line in the draft 2027/28 budget for Councillors to consider.
RESOLVED: That the PBOA's request be noted and referred to the Finance Committee for consideration in the 2027/28 budget.

95 Accounts
a. Internal Audit – August 2026.
RESOLVED: To approve the Internal Audit report for August 2026.
b. Financial Statements - September 2026.
RESOLVED: To approve the Financial Statements for September 2026.
RESOLVED: That the Bryn Road toilet cleaning contract be referred to the Finance Committee for review, including a cost breakdown per cubicle, the saving from closing cubicles, and a comparison with other providers and councils.

Financial Report September-26

Balance @ Bank on 29-Sep-26 £215,113.80

LGA 1972 SEC 137 25/26 £17690		
Last month's donations		£0.00
2026 / 2027	Total	£1,700.00
Balance available		£15,990.00

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

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Income	
City Hall	£2,975
Whitesands *(Includes Café Rent*	£15,212
Market	£2,050
Finance	£36,000
TOTAL	**£56,237**

Expenditure		**£100+ Items**
City Hall	£6,334	£5,906
Whitesands	£7,965	£7,896
Office & Administration	£1,242	£851
Admin Staff Costs (Inc Hall Manager)	£8,531	£8,531
Street Furniture	£61	£0
Play Area	£0	£0
Events	£1,636	£1,595
Finance	£234	£234
Market	£860	£860
St Justinians	£525	£525
TOTAL	**£27,388** `	**£26,398**

ADDENDUM TO FINANCIAL REPORT TRANSACTIONS £100 PLUS

MONTH Sep-26

		Hall	White Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£3,519	Non Domestic Rates		£3,519								
£108	Water Charges House	£108									
£110	Market Stall Storage Fee										£110
£116	Server / WebPage Support & Mtce (Aug)				£116						
£116	Server / WebPage Support & Mtce (Sept)				£116						
£125	Bouquet for Cllr							£125			
£150	Attendants Fee										£150
£150	Attendants Fee										£150
£150	Attendants Fee										£150
£150	Attendants Fee										£150
£150	Attendants Fees										£150
£200	Hall Signage fitting	£200									
£208	Cllr Allowance				£208						
£230	Fire Arlarms Service	£230									
£234	Bank charges									£234	
£411	September Newsletter				£411						
£469	Planning Pre-application fee		£469								
£500	Caretaker House Valuation Fee	£500									
£525	Toilet Cleaning								£525		
£639	Bat Survey Caretaker House	£639									

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		Hall	White Sands	St F'ture	Office Admin	Admin Staff	Play Area	Events	St Justinians	Finance	Market
£644	Attendants Fees		£644								
£720	Non Domestic Rates Hall	£720									
£760	Attendants Fees		£760								
£935	Attendants Fees		£935								
£1,073	Council Tax Caretaker House	£1,073									
£1,200	Cinema Screen	£1,200									
£1,236	Bryn Road Toilets Cleaning	£1,236									
£1,470	Mayoral Civic Event							£1,470			
£1,570	Attendants Fees		£1,570								
£8,531	Salaries PAYE, NI & Pensions					£8,531					
£26,399		**£5,906**	**£7,896**	**£0**	**£851**	**£8,531**	**£0**	**£1,595**	**£525**	**£234**	**£860**

96 Porthmawr Surf Lifesaving Club - Request for Financial Support

The Club (registered charity 1205583) has requested support with hiring the Fishguard Leisure Centre pool every Sunday over winter, a 20-week booking normally taken in two 10-week blocks. More than 65 children aged 7 to 11 benefit directly, and the Club has nearly 300 members. Annual pool hire costs approximately £2,000. No specific amount has been requested.

RESOLVED: That a grant of £1,000 be awarded to Porthmawr Surf Lifesaving Club towards its

winter pool hire costs, under the General Power of Competence (Local Government and Elections (Wales) Act 2021, Part 2) as adopted at Minute 8 of the Annual Meeting held on 18 May 2026.

97 Bryn Teg Playing Field

Deferred from 7 September 2026. County Councillor Bethan Price requested this item regarding investment in Bryn Teg Playing Field, noting she has written to Henry Tuffnell MP and identified scope for fundraising and grant funding. The Clerk has separately asked Pembrokeshire County Council whether any of its grant schemes could apply, given the land remains in PCC ownership; a definitive answer is awaited.

RESOLVED: That the Clerk researches the ownership, liability and cost implications for the Council of taking on Bryn Teg Playing Field (the whole area, not only the fenced play area), writes to Pembrokeshire County Council to obtain written confirmation of its intentions, including the Section 106 and grant funding position, and reports back when more information is available.

98 Street Name Signs - Contract Review

Further to the Council's resolution of 7 September 2026 rescinding the contract awarded under Minute 109 (3 November 2025), the Clerk has asked the original contractors for updated quotations. These are anticipated before the meeting.

RESOLVED: That consideration be deferred to the next meeting, when further quotations are expected.

99 City Hall Indoor Christmas Lights - Replacement

The indoor Christmas lights used at City Hall for a number of years require replacement.

RESOLVED: That the purchase of replacement City Hall indoor Christmas lights from LITE Ltd be approved in principle at a cost of £2,070.50 (23 cool white icicle lights at £1,541.00, 6 blue icicle lights at £510.00 and 3 power leads at £19.50), plus carriage estimated at £35.00 and VAT, the final colour scheme to be determined by the Christmas Committee.

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100 Christmas Events 2026

RESOLVED: That the following Christmas Events 2026 details, as circulated by the Deputy Clerk for planning, be approved, including entertainment, catering and permission to purchase food and sundries for the Senior Citizens Christmas Lunch:

a. Christmas Tree Lighting Ceremony, Saturday 28 November: a quote has been received for a 22ft tree plus delivery.
b. Civic Reception, Friday 4 December: catering quotes and entertainment to be decided. The Community Award and Outstanding Achievement Award are usually announced at the Civic Reception.
c. December Council meeting, Monday 7 December.
d. Senior Citizens Christmas Lunch, Wednesday 9 December: entertainment, ticket collection at Siop Y Bobol and catering to be confirmed; permission is sought to purchase food and sundries.
e. Window decoration competition: date to be confirmed.
f. Christmas Market: subject to participation numbers.

The Newsletter deadline for the November edition, to publicise these events early, is Thursday 15 October.

101 Newsletter Review

The Council currently receives 350 printed A5 copies of each edition, costing £148.13 for

September 2026. Copies are not posted through letterboxes; they are dropped off at key locations in St Davids for people to pick up.

RESOLVED: That a Newsletter working group, comprising Cllrs FD John, B Lloyd, BT Price and RJ Thornton, be set up to gather information and costings and to bring a recommendation back to full Council for decision.

102 Civic Visit to Twinned Towns

St Davids is twinned with Naas, Ireland, Matsieng, Lesotho, and with Orleat, France. The Mayor has noted that it has been a number of years since a formal civic visit last took place, and has proposed one.

a. Naas: Members noted the continuing contact through the rugby club. It was noted that an event takes place on 11 March each year.
b. Lesotho: the Mayor reported on the Lesotho group meeting on 10 September 2026, and that a visit by the Mayor is being explored independently or with the school, with funding and costs being looked into. The Mayor will report back.
c. Orleat: Members noted that a previous Mayor had visited, and that the link appears to have lapsed on the French side, with no recent contact. Members asked why the Council remains twinned with Orleat. No resolution was proposed.

103 Email Hosting - Migration from Google Workspace to Microsoft 365

The Council's four email accounts are currently hosted on Google Workspace.

RESOLVED: That the migration of the Council's four email accounts to Microsoft 365 be approved, and that Total Tech be appointed as supplier.

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104 City Hall Premises Licence - Sale of Alcohol

The City Hall premises licence (PEMBS/PREM/G/0022), issued by Pembrokeshire County Council, is held by the Council. It authorises indoor plays, live and recorded music, performances of dance and similar entertainment, and facilities for making music and dancing, Monday to Saturday between 10:00 am and midnight, with a maximum occupancy of 180 in the main hall. It does not authorise the supply of alcohol and no Designated Premises Supervisor is named, so alcohol cannot be sold at City Hall under the Council's licence. Adding the sale of alcohol would require a variation application to Pembrokeshire County Council as licensing authority, with a fee based on the premises' rateable value, and either a Designated Premises Supervisor or, if the premises qualify as community premises, an application to disapply that requirement.

RESOLVED: That the Clerk obtains advice and costs from Pembrokeshire County Council Licensing on varying the City Hall premises licence to authorise the sale of alcohol, including the showing of films, and reports back to Council at its next meeting.

105 Electric Vehicle Charging Points - St Davids and Whitesands

Members are asked to consider whether the Council should explore providing public electric vehicle charging points in St Davids and at Whitesands. The Welsh Government has published national standards for public electric vehicle charging infrastructure, covering matters such as charge point speeds, planning requirements and siting. Before any proposal could be brought forward, the following would need to be established: land ownership and permissions at each site; the available electricity supply and connection costs; installation, maintenance and running costs; any grant funding available; the procurement route; and the Council's legal power to charge users, including whether a surplus above cost recovery may be made.

RESOLVED: That the Council explores electric vehicle charging points on land owned by the Council, and that the Clerk reports to a future meeting on the matters set out above before any decision is taken.

106 Staffing Committee Recommendations - One Voice Wales Work Assessment

The Staffing Committee met on 17 and 29 September 2026 and considered One Voice Wales's Executive Summary of Analysis of Councillor and Staff Questionnaires, which is published with this agenda with One Voice Wales's agreement.

RESOLVED: To approve the Staffing Committee recommendation that the One Voice Wales Executive Summary be adopted as a Council directive, and that a scoping meeting be arranged with One Voice Wales on implementation of recommendations 2, 7 and 8, with the resulting cost estimate to be brought back to Council for approval.

107 NJC 2026/27 Pay Award - Implementation

The national pay negotiations have concluded, with a 3.3% increase effective 1 April 2026. In line with Full Council's resolution of 3 November 2025 (Minute 119), following the Staffing Committee's consideration of contractual pay matters on 16 October 2025, NJC pay awards are contractual entitlements under Green Book terms and are implemented administratively, for noting only.

RESOLVED: That implementation of the 2026/27 NJC pay award for staff on Green Book terms be noted.

108 Model Standing Orders 2026 (Wales) - Procurement Wording

One Voice Wales has issued the Model Standing Orders 2026 (Wales), with the only significant changes in the section on Financial Controls and Procurement. Existing Standing Order 22(c) and 22(f), which refer to the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016, would be replaced by wording referring to current procurement legislation. No monetary thresholds change.

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RESOLVED: That the Model Standing Orders 2026 (Wales) wording for Standing Order 22 be adopted, replacing existing paragraphs 22(c) and 22(f), with consequential renumbering.

109 Council Historic Documents

Cllr Thornton has asked Members to consider the future of the encyclopaedia specifically, including its possible sale. Financial Regulation 16.5 requires full Council authority for disposal of moveable property where the item's value exceeds £500. Members may also wish to consider depositing the encyclopaedia with Pembrokeshire Archives, as the Council has done with the St Davids Tithe Map.

RESOLVED: That a valuation of the encyclopaedia be obtained, and that Cllr RJ Thornton takes it to the Pembrokeshire Archivist for assessment and advice.

110 First-Language Welsh Provision at Non-Welsh-Medium Schools

The County Council's policy is to be discussed with the new Ysgol Penrhyn Dewi headmaster, Mr Sion Mason-Evans, and the Governors. Members may wish to invite the new headmaster to attend a Council meeting.

RESOLVED: That the new headmaster be invited to attend the November meeting of Council, so that Members can hear the school’s plans and consider how the Council can assist, including by raising the County Council’s policy with the County Councillor for education, and that Cllr RJ Thornton, as School Governor, be asked to contact the headmaster to extend the invitation.

111 Planning (PCNPA):

a. **NP/26/0432/FUL** Proposed new mixed-use barn for guest activity space and storage/maintenance workshop, new small extension to cottage barn, retrospective change of use of the cottage barn to C1 accommodation, retrospective permission for former greenhouse barn for staff accommodation and retrospective permission for 4 garden type sheds. Carn Nwchwn Farm, St Davids, SA62 6QN. Valid 28 August 2026; comments due by 7 October 2026; case officer Charlotte Broome. The applicants (St Davids Bunk Barns) have advised this is a re-submission and invited Members to a site meeting at 5pm on 28 September. RESOLVED: To support the application.

b. **NP/26/0438/S73** Variation of condition No. 2 of NP/23/0633/FUL - Revised landscaping plan. Tygwyn, St Davids, Haverfordwest, Pembrokeshire, SA62 6PS. RESOLVED: To support the application.

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.

Items for information only

- Cllr S Minas reported on the Working Better Together presentation on winter preparedness, and suggested a Council mailing list, a nominated person on each street.
- Cllr ES Evans asked about the trip hazards at Cross Square. It was reported that the start date was overdue, that work started on 1 October 2026, and that the contractor is collecting like for like replacement slabs from Merthyr Tydfil.
- Cllr FD John asked when the flowers for Cross Square are due. The Clerk to confirm with Pembrokeshire County Council.
- Cllr RJ Thornton asked for the scheduled date for the installation of the new City Hall Christmas lighting hooks. The Clerk will confirm the date with the contractor.
- Cllr BT Price reported that the City Hall kitchen dishwasher is not working and asked for a draining board.

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There being no further business the meeting closed at 9.20pm

Signed …… Date …….

Chair