

TENBY TOWN COUNCIL
MINUTES OF THE TENBY TOWN COUNCIL MEETING HELD 10th May 2016

PRESENT

Councillor L Blackhall	Mayor
Councillor Mrs Lane	
Councillor B James	
Councillor Mrs Brown	
Councillor Dr P Easy	
Councillor W Rossiter	
Councillor Mrs Rossiter	
Councillor Mrs Thomas	
Councillor Mrs Williams	

IN ATTENDANCE:

Mr A. Davies	Clerk to the Council/Financial Officer
Mrs L Hensman	Assistant Clerk

The Mayor welcomed everyone to his first meeting in office and commenced by requesting a proposal to exclude the public from the meeting prior to meeting with Mr Brian Mumby.

Proposed by Councillor Mrs Brown, seconded by Councillor Mrs Thomas and

Resolved that the public be excluded from the meeting during consideration of the following item of business under the Public Bodies (Admission to Meetings) Act of 1960.

The Mayor welcomed and thanked Mr Brian Mumby, Systems Manager Dyfed-Powys Police who attended to disclose information of a confidential nature.

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Rossiter and

Resolved that TTC move back into public session.

15. APOLOGIES

Apologies received from Councillor P Rapi, Councillor T Hallett, Councillor M Evans and Councillor Mrs Durham.

16. DISCLOSURE OF PERSONAL INTERESTS

None noted.

17. ITEMS TO PRESS

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Thomas.

Resolved that items of Correspondence and Committee Minutes other than those items marked Not for Publication be given to members of the Press present.

18. CONFIRMATION OF MINUTES

Resolved that the Minutes of the Tenby Town Council held 19th April 2016 be confirmed and signed as accurate.

19. **MATTERS ARISING**

428 – (419) – Queen’s 90th Birthday Celebration

Councillor Mrs Brown asked the Clerk if the Beacon had been removed following the recent celebration. The Clerk reported he had removed the beacon and stored it in the De Valence building for safe keeping.

428 – (417 and 380) – Heywood Court Play Area

The Clerk reported the two Tenby County Councillors had met with Councillor Blackhall and himself last Friday to discuss Heywood Court Play Area. Councillor Evans said he had not realised the extent of the on-costs highlighted by the Clerk that are incurred for a play area.

The Clerk continued outlining information from Councillor M Williams who explained he was aware Ms L Hambidge, Head of Housing, PCC was looking into play area improvements and maintenance. Recently there had been changes in Social Housing Revenue guidelines, meaning revenue is not collectively put under one large budget head, it is allocated to the housing area budget where the revenue is received from. At present Ms Hambidge was awaiting discussion with Mr Richard Brown, Head of Environmental and now TTC’s liaison link officer to PCC about the play areas. Following the discussion and when she has answers on the matter she will report back to Councillor M Williams and TTC.

Councillor Mrs Brown asked for clarity of where TTC stood now with the discussions being held by PCC on the play areas.

The Clerk stated the support TTC could give was to purchase a piece of equipment for the play park if councillors felt this was something they wanted to do.

Councillor Mrs Brown felt this information needed to be passed onto the residents of Heywood Court so they are aware the Heywood Court play park discussions are now clearly with PCC.

428 – (417 and 378) – Tenby Town Walls

Councillor W Rossiter asked for an update on the town walls. Councillor Mrs Lane said it would be advisable to take the correspondence letter A from Cadw at this point in the meeting. She continued saying it appeared from the letter that Ms P Groom had misunderstood what TTC are asking for. TTC knows that Cadw do not own the town walls and that they are owned by PCC; however TTC do want Cadw to provide a report of what work is needed to be done on the walls and how they can get PCC to carry out the work that is or may be needed.

Councillor Mrs Brown felt a letter should be sent back to Ms P Groom, Cadw and clearly outline what TTC wants from them.

Proposed by Councillor Mrs Thomas, seconded by Councillor Mrs Lane and

Resolved that TTC write to Ms P Groom, Cadw and request they work together with PCC to produce a survey and action plan for Tenby Town Walls. A Copy of the letter to be sent to Mr D Davies, PCC.

435 – Brynhir

The Clerk reported unfortunately PCC cancelled the second scheduled meeting to discuss the Brynhir site and now they will be sending a written statement. Once PCC are further down the line with the preferred developer they will contact TTC to arrange an update meeting.

Councillor Mrs Brown posed the question: Are PCC trying to shut TTC out of the discussions in relation to Brynhir? She continued stating TTC has always wanted to be involved with discussions on Brynhir site as councillors need to be aware of what is happening to be able to answer the general public questions. At the end of the day Tenby people need to know what is happening in their town.

Councillor Mrs Rossiter said ten signs have been put up in the fields and it is heart-breaking to read the messages on them. In addition on a recent visit to the site she personally saw a Heron standing very happily in the middle of the field.

The Mayor said TTC needed to write to PCC saying TTC wants to be involved sooner than later on all matters relating to the Brynhir development. It was

Resolved that TTC write to Mr B Cooke, PCC to explain TTC want to be involved sooner than later on all matters relating to the Brynhir development.

430e – PCC Street care – Paintings –The Esplanade

The Clerk said he had received further communication from Mr M Owen, Street Care, PCC relating to the lady who wished to sell her paintings within a cove on The Esplanade. The lady had stated her paintings are all her own work and no one else sells them in town. A site meeting had been arranged and he would be joining Mr Owen and the lady to discuss the street trading license later in the week.

Councillor Mrs Brown said no disrespect to the person applying for the license as her art work is good; however TTC have made a decision and they need to stand by it.

Councillor Mrs Lane felt other premises are selling artwork, paying rates and perhaps the lady could rent one of the vacant shops.

The Clerk said he would report back to council what decision Mr Owen makes on the matter.

433(iv) – Tenby DVP Trust Accounts

Councillor Mrs Brown said Tenby DVP Trust accounts were still being audited and they will be presented to TTC once completed. The trust AGM had taken place and the officer positions had been filled as follows: Chairman - Councillor P Rapi, Secretary - Mr D Jones, Treasurer - Councillor Mrs Brown and Building/Maintenance - Councillor Blackhall.

436c – Long Course Weekend

Councillor Mrs Lane said before Long Course Weekend arrives she needed to comment on the new electronic information signage used this weekend for the Carten Event. The signage simply

said 'Tudor Square Closed', however it was not closed, it was just not accessible by vehicles. The warning signage transmitted totally the wrong message and consequently affected a lot of businesses on that day. She strongly felt TTC cannot allow this to happen and deter people from coming into Tenby. Concerns relating to the signage were expressed by TTC during initial discussions and the fears expressed at that time were exactly as had occurred from the first day of usage.

Councillor Mrs Rossiter felt the signage and the huge poles holding the sign are unsightly and takes away the visual beautiful floral effect of the 'Welcome to Tenby'. The signage is totally negative and distracts from the positive appeal Tenby people wish to create for people visiting their town.

Proposed by Councillor Mrs Lane, seconded by Councillor Rossiter and

Resolved that TTC write to PCC and make it clear when activating the wording on the sign it never states Tenby is closed. It may have temporary traffic restrictions in place from time to time. In addition perhaps they could contact the Town Clerk to clarify the wording on the signage before putting it into operation.

The Mayor felt perhaps the signage could be used in a positive way to highlight where car parking spaces are available.

Councillor Mrs Lane did have reservations and a fear that the signage may not be updated quickly enough as car park availability changes minute by minute. Ultimately it could result in people leaving town before even trying to access a car park.

20. CONFIRMATION OF AGM MINUTES

The Mayor took the opportunity to thank everyone present for a lovely Mayor Making evening, for their kindness and support.

Resolved that the Minutes of the Tenby Town Council held 6th May 2016 be confirmed and signed as accurate.

21. MATTERS ARISING

The Clerk read out a message from Councillor W Evans, Chairman of Pembrokeshire County Council. It congratulated the Mayor, Councillor Blackhall and his Mayoress on their appointment and for a fabulous Mayor Making event. He said Tenby had a special place in his heart and was in his eyes the 'Jewel in Wales'. He also thanked the outgoing Mayor Councillor Paul Rapi for his friendship and his unique sense of humour during his year of office.

Three additional letters of thanks were received congratulating Councillor Blackhall on his appointment and thanking TTC for their hospitality and hosting a very enjoyable Mayor Making evening.

Proposed by the Mayor, seconded by Councillor Mrs Thomas and

Resolved that TTC write to County Councillor W Evans, Chairman of Pembrokeshire County Council, thanking him for the commitment and friendship he has brought to the role during his year in office, and wishing him well for the future.

22. CONFIRMATION OF PLANNING MINUTES

Resolved that the Planning Committee minutes be received.

23. RECEIVE NOTES OF THE CHRISTMAS FESTIVITIES MEETING

Councillor Mrs Lane highlighted one item mentioned in the plan of action where it recommended TTC Christmas Lighting committee meet to discuss a previous idea of purchasing an artificial tree that can be used as a Grotto.

Proposed by Councillor Mrs Lane, seconded by the Mayor and

Resolved that the Town Clerk call a Christmas Lighting Committee meeting before the next scheduled Christmas Festivities meeting.

24. PLANNING CORRESPONDENCE

Appendix A – Review prepared by Councillor Dr P Easy

Councillor Dr Easy reported he had read through the multiple PCNPA documents and prepared a synopsis of the information to make it as easy as possible for TTC to understand.

He outlined some details including the following points:

- The PCNPA revision will take place over the next 2-3 years and will be severely revised.
- The items relating to Tenby are also the areas PCNPA are not satisfied with being allocation of Housing Land and Affordable Housing.
- A list of figures relating to current assessment of land and the number of granted planning permission, highlights the fall short of meeting statistics within the development plan. Half of the allocation are not progressing at all and many will never be developed.

He continued outlining that at this stage in time TTC have nothing to do other than return the consultation form. However in due course a Draft PCNPA Development Plan will be submitted and it is at that time councillors, the community and everyone associated with Tenby needs to act. All the identified areas of land for development will be listed and it is at this stage councillors need to be extremely active and speak out to stop the present situation like Brynhir happening again. Land earmarked for development can lay dormant and then be brought to the forefront many years later and for the next generation of people to deal with.

In relation to submitting the consultation forms he said it was a process of tick boxes and proposed the Clerk complete this on behalf of TTC. He quoted the paragraph relating to the role for TTC:

“Town and Community Council and their Councillors can provide a central source of information for their local communities, they can help raise awareness of the Review process and relay local views and opinions back to the Authority”.

Councillor Easy finished by saying the above role was the best role councillors could have.

It was

Resolved that the Town Clerk submit the PCNPA Consultation Forms on behalf of TTC.

25. CORRESPONDENCE

a.Polly Groom,Cadw (via e-mail) – Tenby Town Walls

Discussed earlier in the meeting.

b.Tenby Arts Festival – Support for Arts Festival 2016

Councillors discussed the donation given to Tenby Arts Festival during 2015 in conjunction with information from the Town Clerk.

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Rossiter and

Resolved that under Section 145 Local Government Act 1972 TTC donate £50 to Tenby Arts Festival Children’s Sandcastle competition.

Proposed by Councillor Dr Easy, seconded by Councillor Mrs Thomas and

Resolved that under Section 145 Local Government Act 1972 TTC donate £50 to Tenby Arts Festival for a mention in the 2016 brochure.

c.PCC – Statutory Notice – New Welsh School provision, Haverfordwest

Councillor Mrs Lane said when PCC conducted the New Tenby Primary Welsh and English School consultation, it was highlighted by TTC what would happen when children reached 11 years and had been educated through the medium of Welsh, where would they go to continue their education? It was suggested that an additional Welsh Secondary School may be considered due to the increased pupil numbers created by Tenby Welsh Primary School, to prevent Ysgol Preseli having to accommodate all the additional pupils. However according to the statutory notice it appears that a child wishing to be taught through the medium of Welsh could end up attending three schools. The Tenby Primary from 3-11 years, Haverfordwest Welsh Medium Secondary School from 11-16 years and then Preseli, Crymych for sixth form 16-18 years. She felt this was an unacceptable option to expect a child to undertake.

Councillor Mrs Brown agreed with her fellow councillor as she was concerned about the length of time pupils would spend travelling to these schools.

Councillors discussed all the information available to them.

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Brown and

Resolved that TTC write to Mrs K Evan-Hughes, Director of Education, PCC and ask for information on the provision for pupils through the medium of Welsh following their education at Tenby Welsh Medium School up to the age of 11yrs.

d. HDUHB – Transforming Mental Health Services

Councillors read the information before it was

Resolved that the information be noted.

e. Eastend Flyover Company – Roald Dahl event update

The Clerk explained the Eastend Flyover group had provided an update as promised following their meeting with TTC. Councillor Mrs Brown asked that the dates for the Roald Dahl event be jotted down for the De Valence Trust committee.

The Mayor said he would attend the next Eastend Flyover Company meeting on Thursday 19th May 2016 at 7.30pm. In addition he asked that Councillor Rapi be informed of the information from the group so he could provide his input, as he was unable to attend this meeting due to an official engagement as the outgoing Mayor.

Councillor Mrs Lane proposed TTC office forward a list of Tenby local organisations that the group may like to contact for assistance with the project. It was

Resolved that the Mayor would attend the next Eastend Flyover Company meeting. Councillor Rapi be informed of the information contained in the update to allow him the opportunity to provide his input and thirdly TTC office forward a list to the group of all local Tenby Organisations.

f. Jacqueline Currell – Recent holiday in Tenby

Councillor Mrs Lane said how nice it was to receive a positive letter relating to a recent visit to Tenby. She hoped many people would have the opportunity to see this very positive letter about our town.

26. ACCOUNTS FOR APRIL 2016

The Clerk and Councillors discussed various aspects about the April 2016 accounts which included scheduled payments, un-presented cheques, receipts, account balances, budget monitoring to date and bank reconciliations.

The Clerk pointed out the positive anomaly related to an interest payment in the account which the Auditors noted as well. The money had been received into the account; however the statement had not been received and consequently not entered into the accounts, hence the anomaly.

Councillor Mrs Brown reported that as from the 1st May 2016 the Tenby DVP Trust would now run independently of TTC. The TTC grant would be paid into the trust bank account monthly during the year.

Proposed by Councillor Dr Easy, seconded by Councillor Mrs Thomas and;

Resolved that the accounts for April 2016 including scheduled payments, un-presented cheques, receipts, account balances, budget monitoring to date and bank reconciliations be accepted.

Councillor Dr Easy thanked the Town Clerk for his efficient book keeping.

27. ELECTION OF REPRESENTATIVES ON OUTSIDE BODIES AND COMMITTEES

Councillors went through the Representatives on the Outside Bodies and Committees list, with the following amendments being made:

- Augustus Place Community Centre. Councillor Mrs Lane to be added.
- Tenby Cemetery Management Sub-Committee. Councillor M Evans to be added.
- Tenby Museum. Councillor Dr Easy to be added to increase the representatives to two.
- SEPCHN. Councillor Mrs Brown to be removed and Councillor Mrs Williams be added.
- Tenby Harbour Users. Councillor Mrs Lane to be removed and Councillor B James be added.
- Tenby Leisure Centre. Councillor B James to fill the vacancy. Councillor Mrs Brown requested TTC send a letter of congratulations to the Tenby Leisure Centre Manager following the completion of the new building extension and increased facilities.
- Christmas Lighting Committee. Councillor Mrs Williams to fill the vacancy.
- Tenby Infants and Junior representative to be reviewed once the new school changes have occurred.
- Friend of the Jubilee and all play parks. New Title and Councillor Blackhall to fill the vacancy.
- Policy Committee to be removed from the list as discussion on policies would be made by full council.
- North cliff residents committee to be removed from the list as it is not in existence anymore.
- Tenby Market Hall to be removed as it had been dissolved. The Clerk explained the positive outcome following a recent consultation on the indoor market.

Following discussion it was

Resolved that the Town Clerk write to every committee informing them of their representatives and reminding them to provide notice of forthcoming meetings.

28. SIGNATORIES FOR CHEQUES FOR YEAR 2016-2017

The Clerk outlined the present cheque signatories as Councillor P Rapi, Councillor Hallett,

Councillor Mrs Lane and Councillor Mrs Thomas. Following discussion by Councillors it was proposed by Councillor Mrs Rossiter that TTC four signatories of cheques for 2016/17 are Councillor L Blackhall, Councillor P Rapi, Councillor Mrs Lane and Councillor Mrs Thomas, seconded by Councillor Mrs Brown.

Resolved that TTC four signatories of cheques for 2016/17 are Councillor L Blackhall, Councillor P Rapi, Councillor Mrs Lane and Councillor Mrs Thomas.

29. TTC – THREE WEEKLY MEETING PILOT SCHEME REVIEW

Councillor Mrs Thomas reported she had received information from Councillor Hallett as he was unable to attend due to a holiday that he would like to return to fortnightly meetings and he felt planning committee meetings had disengaged some members of the council.

Councillor Mrs Lane said she had no views either way for the main TTC meetings; however she did feel the planning committee meetings had proved difficult as councillors were often telephoned to be reminded to enable the meetings to be quorate.

Councillor Mrs Brown felt TTC had tried the three weekly meetings and personally felt they were not working. She felt very strongly against the reasoning for commencing the trial as it was implied that the office was 65% process. Secondly she felt councillors were not in contact with each other and therefore she wished to return to fortnightly meetings.

Councillor Dr Easy stated the case for three weekly meetings as some reasons were valid; however he specifically felt more time was allocated to planning with a separate meeting; therefore if planning is returned to main TTC meeting he wished to see more time allocated to each plan. This he felt could be achieved by either starting the meeting earlier or finishing slightly later to give 15-20 minutes to each application.

Councillor Mrs Thomas explained the planning applications are always in the TTC office for councillors to go in and view prior to the meeting as they have one weeks' notice of the agenda.

The Mayor said he did not want TTC meeting to return to the same format as pre the 3 weekly trial and he would liaise with the Town Clerk to allocate one meeting each month to full matters and the other meeting to specifics TTC want to look into and discuss.

Councillor Mrs Lane pointed out that having a full TTC meeting and a General Purpose meeting per month had been tried and caused many problems ratifying resolutions.

Councillor Mrs Rossiter felt the three weekly meeting caused lack of continuity. Missing one meeting meant you could be out of the discussion loop for 6 weeks and this caused its own difficulties.

Councillor W Rossiter asked for planning applications to be on display at the beginning of a meeting.

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Rossiter and

Resolved that TTC return to fortnightly meetings.

The vote resulted in 7 for and 1 against.

a. Calendar of meetings for 2016/7

Proposed by Councillor Mrs Brown, seconded by Councillor Mrs Rossiter and

Resolved that the TTC Calendar dates for the fortnightly council meetings are accepted.

30. REPORTS BY COUNCILLORS ON OUTSIDE BODIES

Councillor Mrs Brown reported the De Valence had been extremely busy with the most people being in the building during the Scooter Rally than any previous event. She praised the staff that worked but sadly more assistance would have been better to allow an earlier finish following the hall turn around.

She felt the whole town benefited from the Scooter Rally event, not just the De Valence and Rugby Club.

The next event will be the NSPCC/ Save the Children Ball on Saturday 21st May 2016.

Councillor Dr Easy reported on the St Teilo's School Governors meeting where he was pleased to say Mrs A Nicholas had been appointed as Head teacher after a long time as acting head. The appointment delay was partially due to her successfully completing the Head teacher Course which she achieved after many weeks of hard work.

Councillor Mrs Thomas said she attended the SEPCHN meeting along with Councillor Mrs Williams. Talks from two specialty nurses took place which were very informative. Members of the network group were delighted with the return of the nurse practitioner led walk in treatment scheme over the Easter period; however at the Hywel Dda meeting later that day it was a different response where it was felt the scheme was set up to fail. The Health Board implied they were told to run the scheme but did not want to do it; therefore sadly it is very unlikely to be continued.

Councillor Mrs Lane reported she personally used the facility twice over the Easter period and found it a wonderful service, especially as she was unable to drive and had no way of attending any out of town facility.

Councillors unanimously agreed they should support the successful MIU trial. It was

Resolved that TTC write to Mrs B Rees, Chairman, Hywel Dda Health Board in total support and praise for the successful walking in MIU scheme over the Easter period and copy all AM's, our MP and PCC Health Representatives into the letter.

Resolved that TTC write and thank the SEPCHN team for their continued work to improve and maintain our health facilities in South East Pembrokeshire.

The Mayor reported he had attended Pembroke Mayor Making whilst his Deputy Mayor Councillor Mrs Lane supported the cyclist taking part in the Carten Event finishing in Tudor Square, where Councillor Mrs Rossiter was present supporting too.

He continued saying he attended the Pembroke and Pembroke Dock Civic Services last Sunday rounding off a very busy first weekend in office.

Tenby Civic Service date will be Sunday 25th September 2016 at 10am in St Mary's Church.

31. MEDIA ITEMS

Councillor Mrs Rossiter noted the railing by the new pelican crossing along Narberth Road had been used for advertising banners and felt this would distract drivers from the crossing. It was unanimously felt banners on this site would not be allowed and the Town Clerk said he would remove the offending banner.

32. FINANCIAL OFFICER/CLERK'S ITEMS

a. Determination of Remuneration of Members

The Clerk reported the Independent Remuneration Panel for Wales has outlined a range of permissive powers for town and community councils in relation to remuneration of members. He outlined each point requires a formal decision of the council as to whether or not to authorise whether these payments should be made.

Councillor Mrs Brown felt TTC should accept all nine points listed for remuneration of councils in case any are needed by any member of the council during the year.

The Clerk pointed out that historically only the Mayor in office had been granted remuneration for their civic duties, being point 4.

The Mayor felt points 3, 4 and 5 should be adopted.

Following further in depth discussion and guidance from the Clerk it was

Resolved that TTC accept the following nine remuneration points.

Resolved that each application will be assessed and only actioned following approval at a full TTC meeting.

- 1. The Town Council are authorised to make a payment to each of their members of a maximum amount of £100 per year for costs incurred in respect of telephone usage, information technology consumables etc.**
- 2. The Town Council are authorised to make an additional annual payment, not exceeding £500, to up to three members in recognition of specific responsibilities.**
- 3. The Town Council are authorised to provide a civic allowance to the mayor/chair and**

deputy mayor/chair of the council at an amount that they deem appropriate to undertake the functions of that office

4. **The Town Council are authorised to make payments to each of their members in respect of travel costs for attending approved duties both within and outside the area of the council. Such payments must be the actual costs of travel by public transport (on production of receipts) or the HMRC mileage allowances as below:**
 - **45p per mile up to 10,000 miles in the year**
 - **25p per mile over 10,000 miles**
 - **5p per passenger per mile (passenger supplement)**
 - **24p per mile for private motor cycles**
 - **20p per mile for bicycles**

5. **The Town Council are authorised to reimburse subsistence expenses to their members for attending approved duties outside of the area of the council at the maximum rates set out below on the basis of receipted claims:**
 - **£28 per day allowance for meals including breakfast where not provided**
 - **£200 London overnight**
 - **£95 elsewhere overnight**
 - **£30 staying with friends and/or family overnight**

6. **The Town Council are authorised to pay an Attendance Allowance to each of their members for attending approved duties outside the area of the council as follows:**
 - **£16.23 for a period not exceeding 4 hours**
 - **£32.46 for a period exceeding 4 hours but not exceeding 24 hours.**

7. **The Town Council are authorised to pay a Financial Loss Allowance to each of their members where such loss has actually occurred for attending approved duties outside the area of the council as follows:**
 - **£30.05 for a period not exceeding 4 hours**
 - **£60.11 for a period exceeding 4 hours but not exceeding 24 hours**
 - **£60.11 plus such amount as is payable above as appropriate for a period exceeding 24 hours**

(Councillors are eligible for either 6 or 7 but not both for the same approved duty)

8. **The Town Council are authorised to provide for the reimbursement of necessary costs for the care of dependent children and adults (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on presentation of receipts from the carer.**

9. **The Town Council are authorised to provide for the reimbursement of necessary cost for the care of personal assistance needs (provided by informal or formal carers) up to a maximum of £403 per month. Reimbursement shall only be made on presentation of receipts from the carer.**

b. New Model Financial Regulations

The Clerk explained he had received notification late the previous evening that the New Model

Financial Regulations from the Welsh Assembly had been recalled as they required amending so it is specifically related to Wales. Therefore they will be circulated again in due course.

The Clerk said he had been made aware that when the document is re submitted each individual council will have the opportunity to mix and match sections of the document with their present financial regulations. He advised councillors' to consider formulating a sub-committee to discuss the financial regulations once the documentation is received.

c. Auditor General consultation on New Audit Approach

The Clerk explained the Welsh Assembly had also changed the way audits are carried out and now they will be reviewing the documentation as well, following the internal and external audit. Only then will the accounts be signed off each year.

d. TROT – Application for cross road banner for Tenby 10k

Councillor Mrs Lane reported the owner of Floral Corner was happy for the lightweight banner to be erected; however he felt the opposite premises owner should be contacted for their permission. It was

Resolved that the Town Clerk would check with the relevant business before the Tenby 10k banner request is submitted.

e. PACTO – Let's Talk Transport event, 25th May, Crundale.

The Mayor said if any councillor is interested in attending the PACTO transport meeting please inform the TTC office. However he felt the Town Clerk should offer it to Councillor Hallett to attend when he returns from his holiday as he has attended in past years. It was

Resolved that the Town Clerk ask Councillor Hallett if he wished to attend the PACTO let's talk transport event on the 25th May 2016 in Crundale.

f. PCNPA – Notice of Appeal – Tower Cottage, Lower Frog Street.

The Clerk outlined the notice of appeal relating to Tower Cottage, Lower Frog Street and explained Mr C Fecci was present in the chamber and had provided TTC with a letter supporting his appeal. Councillors listened to the information provided by Mr Fecci however the Mayor explained that there was very little TTC could do at this stage it was in the hands of the Welsh Assembly appeals officer. It was

Resolved that TTC note the information and await the official report from PCNPA following the appeal process.

g. Pembrokeshire Carers Group – The Big Carers Tea Break

The Clerk said he had been asked by the Pembrokeshire Carers Group to make councillors aware of the afternoon tea break at Giltar Hotel, Tenby on the 27th May 2016, from 11am to 3pm. The

Mayor said he would attend the event as TTC representative.

Resolved that the Mayor will attend the Big Carers Tea Break on Friday 27th May 2016 at the Giltar Hotel.

h. Tenby Walking Football – Thank you

The Clerk reported he had received a thank you from the Over 50's Walking Football Group for the donation towards their hall hire fees. They extended a warm welcome to anyone who wanted to join their sessions on Saturday mornings from 11am. They would now be known as Tenby Cloggers.

33. DATE AND TIME OF NEXT MEETING

Resolved that the next meeting will take place on Tuesday 24th May 2016 at 7.30pm.

34. ITEMS FOR THE NEXT AGENDA

Castle Hill – Councillor Mrs Thomas.

35. PRIVATE AND CONFIDENTIAL

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Thomas.

Resolved that the Council (or Committee) moves into private session under the Public Bodies (admission to Meeting) Act of 1960 by virtue of the business to be transacted would be prejudicial to members of the Public.

36. MINUTES

Resolved that the Private and Confidential Minutes of Tenby Town Council Meeting held 19th April 2016 be confirmed and signed as accurate.

37. MATTERS ARISING

441 – (423 and 412) – Tenby Cemetery Fencing

The Clerk reported he was still persevering with chasing quotes for the Tenby Cemetery Fencing from local contractors.

442 – Assistant Mace Bearers

Councillor Mrs Lane felt following previous discussions it would be a good idea to have a few names and contact details of local people who may be willing to act as stand in Mace Bearers when the presently elected Mace Bearers are unavailable. It was felt that the position would not be formally advertised; however if any person expressed an interest the names should be passed to the Mayor or Councillor Mrs Lane who will formulate a list and discuss the options further.

443 – New Financial Regulations

The Mayor said as Councillor Mrs Durham had mentioned previously he was also mindful of employees needs during transitional financial changes by TTC and asked the Town Clerk to ensure his staff are not experiencing difficulties and offer assistance as and if needed.

38. FINANCIAL OFFICER/CLERK’S ITEMS

a. To confirm the Internal Auditors for 2016/17

The Clerk informed councillors that Ashmole & Co have been TTC auditors’ since 2001 and have provided a very efficient and professional service; however new audit requirements are that councilors have oversight of, and officially approve, an official letter from the Auditors stating what services they propose to undertake as part of the Internal Audit process.

Proposed by Councillor Mrs Lane, seconded by Councillor Mrs Thomas and

Resolved that the letter from Ashmole & Co stating the proposed services for the 2016/17 contract be accepted and signed and they be appointed as TTC Internal Auditors for 2016/17.

Mayor _____

Town Clerk _____

Date _____