



**Pendine Community Council Meeting**  
**Wednesday 20<sup>th</sup> September 2023**  
**Llanmiloe Resource Centre**

<b>1</b>	<p><b>Welcome, Apologies and Introductions :</b></p> <p>Present: Andrew Shaw (Chair); Emily Bevan-Jones (Clerk); Sara Bruce-Goodwin(Vice Chair); Steve Rundle; Hayley Thomas (via remote link)</p> <p>Apologies: None</p> <p>5 Members of the Public present.</p>	
<b>2</b>	<p><b>Declarations of Personal Interest:</b></p> <p>Nothing to declare.</p>	<b>All</b>
<b>3</b>	<p><b>To sign as correct minutes of previous meeting:</b></p> <p>Minutes for August 2023 and 5<sup>th</sup> September's extraordinary meeting were accepted as being correct and signed off by all.</p>	<b>All</b>
<b>4</b>	<p><b>Council Finance Report:</b></p> <p>Please see the attached report</p> <p>The Clerk has prepared a new style report that covers each individual account separately to give a more robust image of expenditure from each account. It was requested that an additional feature be included to show what is left of each balance after predicted receipts and payments have been considered.</p>	Clerk
<b>5</b>	<p><b>Slipway Purchase update:</b></p> <p>SBG has been in communication with JCP Solicitors to follow up on the current position of matters. JCP is awaiting final documents from Lewis and Lewis Solicitors. All documents should be available next week to be reviewed.</p>	<b>SBG</b>
<b>6</b>	<p><b>Motorhome Park Status:</b></p> <p>Fencing at the Motorhome park has now been completed along with a new slab for the waste area, signage has been ordered and arranged to be installed on receipt. AS will instruct a contractor to issue electrical certificate and we can then proceed in commissioning and testing the barriers. Once the electrical certificate is issued Pendine Community Council can then progress with applying for the license required in order to run the site. SR queried fee in relation to the license application and was advised there is no</p>	<b>AS</b>  <b>PCC</b>

	<p>associated fee. It is a requirement to have fire equipment in place, electrical certification and all procedural aspects met in order to obtain the license. Lead time for the license to be issued is usually around 1 to 2 weeks.</p> <p>It was discussed that the website will be amended to reflect on how to make bookings for the Motorhome site as well as the potential for a press release to create awareness of the site when it becomes operational.</p> <p>The removal of the covenant on the site is still in negotiations in terms of the suggested wording. At present the wording put forward by the MOD is very restrictive. Pendine Community Council was invited to suggest their own wording which they wish to be considered, SBG has arranged a meeting with John Jones (Land Agent for the MOD) to discuss to wording further and hopefully achieve a satisfactory result for both parties in the meeting arranged for Friday 22<sup>nd</sup> September.</p>	<p><b>SR</b></p> <p><b>HT</b></p> <p><b>SBG</b></p>
<p><b>7</b></p>	<p><b>Christmas</b></p> <p>It was discussed as to whether Pendine Community Council commit to purchasing additional lighting for the community. An individual light costs circa £350. It was then suggested we have a contractor test our existing lights to ensure they are all in working order and to also check to see the compatibility of other Street lamps situated in the village to enable the council to make a decision on how many additional lights to order to expand the existing display. It was suggested that we may require permission to install additional lights, AS will investigate this query and return with a response.</p> <p><b>Action: AS seek confirmation if there is any necessary permission which need to be granted to install additional festive lights.</b></p> <p>HT suggested we look into something more economical in terms of a Christmas Tree installation this year, something that can be reused from year to year. Potential sites for the trees were the village Green by the monument and outside the Beach Hotel. It was also discussed we have an event for the lights to be switched on on the 1<sup>st</sup> of December to bring the community together. In a run-up to the period it was suggested Pendine run a 'Best Christmas Wreath' Competition as well as a "Best Christmas dress" competition. Additional suggestions included having a "Santa" present at the Light switch on to provide something for the children in the community, Carol singing, Mince pies, and mulled wine.</p>	<p><b>All</b></p>
<p><b>8</b></p>	<p><b>Upcoming Events:</b></p> <p>7<sup>th</sup> &amp; 8<sup>th</sup> October – Dredgers beach racing event. They have been invoiced accordingly and we are just awaiting some final pieces of documentation to enable the event to proceed.</p> <p>We have had a request from Locate Productions to film on the beach for a period of four days towards the end of October/ early November. The organisers have already begun the process of seeking approval from the MOD's land agents to acquire a license for the use of the beach. Pendine Community Councils' fees for beach use and documentation requirements have been discussed with the organiser.</p> <p>Hotrods have provisionally booked a date to return to Pendine for 2024. The organisers have asked for dates to be kept confidential until they officially release the dates in the autumn.</p>	<p><b>Clerk</b></p>

9	<p><b>Draft Budget 2024 and Annual report:</b></p> <p>It was discussed that work on the budget for 24/25 will begin shortly, figures on the previous budget will be carefully considered against each account code to enable us to produce a viable budget.</p> <p>Preparations to produce the council's Annual report were discussed and it was agreed that Pendine Community Council would like to provide the opportunity for residents to submit their ideas and comments. The avenue to raise awareness of this will be via the Newsletter and a post on Facebook. Residents will be able to submit their comments directly to the Clerk or to Tony Pugh, who has offered to act as a co-ordinator for those who may wish to communicate anonymously.</p>	<p><b>Clerk</b></p> <p><b>All</b></p>
10	<p><b>Village views on council priorities:</b></p> <p>Members of the public in attendance at the meeting were asked what they would like to see as priorities for 2023. Attendees stipulated they would like to see an event held for Malcolm Cambell's centenary, the comeback of Pendines Music Festival, and additional summer events to aid in bringing the community together. It was also discussed whether we could utilise the Village Green for small events and the Park at St. Margaret's church for small events for the children within the community e.g. Teddy bear picnics.</p> <p>An attendee requested that if possible we look to hold Council meetings within the village to encourage a larger attendance of members of the community. Pendine Community Council is in agreement and will look into how we can achieve this going forward.</p>	<p><b>All</b></p>
11	<p><b>Beach Rules:</b></p> <p>Beach rules were discussed. Next summer season, the council aims to produce a small handbook of beach rules for the Warden and Beach collectors to enable them a quick reference to beach rules in situ.</p> <p>It was suggested we look to implement better signage in relation to dog fouling as this has been an issue as of late.</p> <p>Signage for beach rules and dog fouling will be reviewed and ready for next season.</p>	<p><b>AS/All</b></p>
12	<p><b>Set up a committee to support future events:</b></p> <p>It was discussed what committees would benefit and aid in the organisation of events going forward. The council hopes to implement a committee for Finance, Fundraising, and events.</p> <p>The fundraising committee will assist in raising funds for the RNLI provision and currently, a new defibrillation unit to replace the old unit located at the Pitstop.</p> <p>The events committee will assist in raising funds and the organisation of future events.</p>	<p><b>All</b></p>

13	<p><b>Sign off Annual Return- Accounts:</b></p> <p>A new internal auditor has been allocated to deal with the council's Annual return. An internal auditor engagement letter was signed and approved by both the council and Bevan and Buckland. This engagement letter lays out the council's expectations of what is required to carry out the internal audit to meet local governance guidance.</p> <p>The Clerk gave a breakdown of the Annual return for 22/23 and discussed and explained the content of the cover letter for the late submission. The return has been internally audited and the council and auditor agreed it was a true representation of their activities in the financial year. The accounts have been approved by the council for submission to Audit Wales for the external audit to be carried out.</p> <p>Bevan and Buckland have given Pendine Community Council a capped introductory fee of £500 + VAT for their services. This fee is inclusive of any email/telephone queries throughout the year. Second-year fees are capped at £1,000 + VAT.</p>	<p>Clerk</p> <p>All</p> <p>Clerk</p>
14	<p><b>Website:</b></p> <p>The software used for the website is due to reach its end of life in September. This means the vendor will no longer be able to provide security, updates, or technical support beyond this expiry. It will be necessary for the council to give the approval for the software to be moved over to a new version. Costs are £600 + VAT which also includes the associated USKINNED license. This means the site will be optimised and “tidied” and have newer components. There will likely be an update required in 2025, however, this will be considerably cheaper than the initial update.</p> <p><b>Action: Contact Nextbyte to agree on an update.</b></p>	<p>Clerk</p> <p>All</p>
15	<p><b>Recognition and thanks:</b></p> <p>To the Clerk for her work on the accounts and all the attendees for their contribution. Shane Swale for rectifying an issue with the Parking meter. To Andrew Shaw for assisting with the opening and closing of the beach for the recent fishing competition.</p>	
16	<p><b>AOB:</b></p> <p><b>Election costs:</b></p> <p>The Clerk sought clarification on the costs of holding a local election. The council would be billed once post-5-year term of elections when all town/community councils are up for re-election (this is whether your community is contested or not). Other than this, we will only be billed if there is a casual vacancy i.e. when a seat becomes vacant through resignation/disqualification or the holder passes away – and only if it goes to a full election. If there is no request to hold an election and you co-opt there is no charge.</p> <p>If you are billed the costs are inclusive of: Poll cards and their postage; Postal votes and their postage (both in and out); Hire of polling station and the staffing; General postage;</p>	<p><b>Clerk</b></p>

Ballot paper print charges.

If we were to hold an all-out election, costs would be in the region of £3,500 - £4,000. This figure is highly dependent on the number of candidates on the ballot paper and number of postal votes.

**Action: To find out how much it costs if you are voted in unopposed.**

Defibrillation unit:

Due to the need for a new unit for the cabinet situated outside the Pitstop, it was discussed that as a community we will look to raise funds to reinstate a unit. Local businesses have shown their support and have welcomed the idea to aid in fundraising for the new unit. The formation of the Fundraising committee is a priority to ensure the new unit is in place promptly.

It was also discussed that Pendine Community Council would fund an additional unit at the Motorhome Park site once the works are complete and the site is ready to open.

Parking Permits:

It was brought up by one of the attendees how she had spoken to a number of residents in the community who have withheld from applying for a resident permit due to being uncomfortable with the fact they have been asked to have their photo displayed on it. It was agreed any further passes would not have to have photos displayed.

Removal of flags:

It was discussed that the flags displayed in the village now need to be removed due to the bad weather forecast. They will be removed next week and then re-displayed next year come better weather.

Small Slipway:

AS and SR will be reinstating the timbers on the small slipway as a priority to ensure the village's tidal defenses are in place come winter to protect against high tides.

CCC town forum meeting:

Carmarthenshire County Council recently held a Town forum meeting. No representatives of Pendine County Council were able to attend. For the next meeting, Pendine Community Council will ensure they have a representative present at the next meeting.

**Action: Clerk to acquire materials from the Town forum meeting and circulate to all councillors.**



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