

SAUNDERSFOOT COMMUNITY COUNCIL



Dear Councillor

You are hereby summoned to attend the Meeting of Saundersfoot Community Council, to be held **online only** on **Thursday 14th November 2024 at 9:30am** to transact the business stated below.

Cllr Alec Cormack
Chair Saundersfoot Community Council

All Saundersfoot Community Council meetings are open for members of the public to either attend the meeting in person or via a live Zoom link. If you wish to join the meeting remotely, please contact the Clerk by 5pm on the day preceding the meeting Email: Clerk@saundersfoot.cc.gov.wales and you will be provided with all relevant information to enable you to log into the meeting.

The Public Participation session will commence at 09:30 am and will not normally exceed 10 minutes in length. Members of the public are welcome to make representation relating to items listed on the agenda only.

Agenda **09:30 on Thursday 14th November 2024**

1 Chair's Welcome to Newly Elected Councillors and Acceptance of their Oaths of Office

2 Apologies for Absence

To receive and record apologies for absence

3 Declaration of Interests

Councillors are asked to declare any personal or prejudicial interests they hold in items on the current agenda

4 To Appoint a Vice-Chair of Council

Nominations sought from Councillors

5 To Appoint an Acting Clerk

Until a new clerk can be recruited

6 Public Participation

To very briefly and anonymously minute any comments made during public participation. This will not be a verbatim record. Potentially libellous, offensive or discriminatory comments will not be minuted.

7 Chair's Report

Community Council Chair to deliver the community council monthly chair's report

8 Minutes of the Community Council meeting [5th September 2024](#)

Approval of draft meeting minutes

9 Minutes of the Community Council meeting [3rd October 2024](#)

Approval of draft meeting minutes

10 Matters Arising from the Minutes (Information Only)

11 Public Participation

To very briefly and anonymously minute any comments made during public participation. This will not be a verbatim record. Potentially libellous, offensive or discriminatory comments will not be minute.

12 Appointment of an Acting Responsible Finance Officer

13 Approval of Revised Bank Mandate (including authorised bank signatories)

14 Approval to Refund a Councillor £6,545.97 for Authorised Council Payments Made While the Council Had Insufficient Bank Signatories

Date	Description	Amount (£)
01/11/2024	Cemetery Contractor Invoice (18)	445.00
31/10/2024	Clerk's Final Salary	3,364.38
30/10/2024	Clerk's Final Expenses	122.59
23/10/2024	Sensory Garden Contractor Invoice (449)	792.00
21/10/2024	Sensory Garden Contractor Invoice (495)	495.00
21/10/2024	General Works Contractor Invoice	792.00
17/10/2024	Cemetery Contractor Invoice (16)	535.00
		6,545.97

15 Invoices Received / Payments to Make

Payments to be acknowledged and/or approved

Description	Amount
Regency Hall Room Hire (3528)	£47.25
ICCM Cemetery Management Training Course	£174.00
	£221.25

16 Bank / Cash Book Reconciliation / 2024-25 Budget

Acknowledgement and/or approval of accounts to be deferred until the RFO has reviewed the bank transactions.

17 Approval to Subscribe to the Xero cloud based Accounting Package

To simplify administration and automate bank reconciliation with a maximum budget of £16/month

18 Approval to purchase a Google Workspace account for the Clerk

To improve email functionality for the Clerk email address and allow Google Sites to be used for the new SCC website when the old PCC site is closed down in March 2025. At a cost of £5/month

19 Planning Applications

Planning Number	Address / Property	Planning Proposal
NP/24/0451/FUL	Old Chemist Inn, The Strand, Saundersfoot, Pembrokeshire, SA69 9ET	General improvements and alterations to basement and ground floor to provide improved bar, kitchen, dining and toilet facilities. Also alterations to front.
NP/24/0505/FUL	15, Scandinavia Heights, Saundersfoot, Pembrokeshire, SA69 9PE	First floor extension, insertion of rooflights and additional glazing to front elevation
NP/24/0520/FUL	Rivers Edge, Westfield Road, Saundersfoot, Pembrokeshire, SA69 9JJ	Erection of Garage Outbuilding
NP/24/0544/FUL	17, Ragged Staff, Saundersfoot, Pembrokeshire, SA69 9HT	Porch and kitchen extension to existing dwelling

20 Licencing Applications (Pembrokeshire County Council)

21 Speed Indicator Signs

Seeking Council approval to Purchase and Install Three Evolis Vision

22 Report from the Cemetery Working Group

To be considered under agenda item 29

23 Consideration of Correspondence

- a. Saundersfoot CP School have asked if the Council would like to nominate a School Governor
- b. VE Day 80 - 8th May 2025
- c. Welsh Air Ambulance Appeal
- d. Autumn Planting in Sensory Garden

24 Christmas Lights Switch on 6th December 2024

25 Pensioners Christmas Lunch 15th December 2024

26 County Councillors Reports (circulated in advance by email)

County Councillor Alec Cormack: Saundersfoot North

County Councillor Chris Williams: Saundersfoot South

28 Election / Co-option Process For Council Vacancies

29 Confidential Correspondence and Matters Arising

Due to the confidential nature of information to be discussed and in accordance with S2 of the Public Bodies (Admission to Meetings) Act 1960, members of the public and press will be requested to leave whilst this item is discussed

30 Date and Time of the next Community Council Meeting

December meeting date to be confirmed at this meeting