

## PROJECT SUMMARIES

Organisation	Summary of successful applications	Total Project Cost	Grant awarded
<b>Aberjazz</b>	Aberjazz organises the annual Aberjazz music festival, which runs throughout the August Bank Holiday weekend, coinciding with Fishguard and Goodwick Carnival on Bank Holiday Saturday. The applicant is looking to add a new event their festival 'the Aberjazz Parade', which will take place on Bank Holiday Sunday. Its intention is to extend the carnival atmosphere over 2 days.	2,775.10	2,048.05
<b>Amroth Bowls Club</b>	The applicant will purchase an electronic mat handling unit. This will increase the Clubs ability to engage with older and less abled participants, participation time and coaching opportunities for all ages to combat the impact of second home ownership and its detrimental effect on this coastal isolated communities. This equipment will facilitate more use of the club by groups currently restricted by mobility and strength as the current process requires two able bodied individuals to lay mats out.	5,646.00	4,000.00
<b>Amroth Community Council</b>	The applicant will develop a permanent tribute and commemoration to Exercise Jantzen' the rehearsals for the Normandy D-Day landings. This is to celebrate the important role and contribution that Amroth Community made to the success of the D-Day landings. An interpretive panel will include text and pictures of Exercise "Jantzen" exercise. QR codes will also be installed on the trail referencing other World War Two and historical interests around the village.	3,045.60	2,436.48
<b>Bridge Meadow Trust</b>	The applicant will install a bridge that completes a circular walking route to the North of Haverfordwest. This will improve connectivity in Haverfordwest, and provide social, health, economic and environmental benefits.	79,752.00	30,752.00

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<b>Cruse Bereavement Care</b>	The project applicant will run free events to raise awareness and engage vulnerable older members of communities with high second home ownership. They will offer advice facing bereavement and a chance to discuss issues around death in a relaxed social atmosphere. Training will be provided in Pembrokeshire, for Bereavement Volunteers and Volunteer Supervisors, as well as delivering a programme of speakers to work with communities and volunteers.	8,130.00	3,252.00
<b>Cymdeithas Trewyddel</b>	The applicant will create an outdoor events/social activities space in the grounds of the Old School Hall, Moylegrove, transforming an uneven, unsafe and unsightly area through by resurfacing, introducing fixed and removable seating, planters and a covered structure to house barbecues and serving counter, whilst maintaining its use as a parking area.	5,250.00	4,200.00
<b>Dale Peninsular Paper</b>	The applicant will replace the existing printer to ensure continued and improved development and distribution of the community newspaper. Peninsular Papers involves 32 volunteers editing, printing and distributing 765 community magazines free of charge within the villages of Dale, St Brides, Marloes, St Ishmael's, Walwyn's Castle and Roberston West.	5,250.00	4,200.00
<b>Dale Winter Warmers</b>	The applicant has identified a community project that will establish regular, weekly, informal "get-togethers"/"drop-ins" in Dale during winter months for permanent residents of the village. Activities will be arranged in accordance with the wishes of those attending and will focus on enjoyment, health and well-being. They suggest that it will promote a healthy community, improve social care and ultimately enhance the sustainability of Dale.	4,250.00	3,329.00
<b>Dinas Cross Memorial Playing Field Committee</b>	The applicant will undertake works to improve the drainage of Dinas Memorial Playing Field to enable it to be used all year round. Providing an accessible play and recreation area for all the community.	3,446.00	2,756.80

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<b>East Williamston Community and Hall Association</b>	The project aims to encourage second home owners to become engaged with the community through use of the Community Hall and Community Park to have a positive impact on the local economy. This project will deliver six notice boards at strategic points in the community (adjacent to bus stops (3), on play area, in the community park, on the community hall) to broaden the reach of local information available. For initial impetus they will print and distribute a bi-lingual leaflet about the local amenities including local contact numbers and activities in the Hall and Park to all houses in the area.	21,060.00	15,139.00
<b>Ffrindiau Bro Ingl</b>	The Tanio Draig Tydrath project will help to develop confident Welsh speaking citizen's in the future through supporting pupils and members of the community to use the Welsh language outside of the school. It supports the Welsh Government objective to reach their target of a million Welsh speakers by the year 2050.	8,085.00	6,468.00
<b>Fishguard Sports AFC</b>	The applicant will provide a more welcoming and safe environment to engage more participants throughout the year. Fencing off the bank at the bottom end of the football ground will allow the development of a cricket team and other year round team sports.	19,712.00	5,273.14
<b>Haverhub CIC</b>	To repurpose a Grade II listed building in Haverfordwest town centre - bringing together social, commercial, start-up, historical and leisure sectors. The project will, engage with all ages/interests in a year round town centre location. A multifaceted community project this funding application is specifically from a capital perspective for electrical and mechanical refit and to access revenue funding to employ two part time members of staff.	184,000.00	79,000.00
<b>Hayscastle Community Project</b>	The applicant will produce a community booklet, update the community website and purchase a marquee and display boards to be used at the community centre and at local shows and events. This is proposed to improve communication with all residents, second home owners and visitors to increase local events and community vibrancy.	7,730.72	6,563.22

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<b>Jeffreyston Community Council</b>	A large green area in Jeffreyston is currently unused. The applicant plans to give the village a central social hub again without raising the precept. The aim of enhancing the park is to nurture friendships and with the involvement of volunteers create an environmentally friendly space.	3,111.00	2,388.00
<b>Lamphey Community Council</b>	This project is part of a larger play area enhancement being delivered in the community, as the current play facilities are quite limited. This aspect of the project is to replace fencing and supply and install exercise and additional play equipment. The funding available will only go part way towards the equipment: hence it is Phase 1	25,204.19	15,990.00
<b>Little Haven Short Mat Bowls Club</b>	The project will enable the club to continue functioning despite the age and physical ability of its members by providing and electrically operated winding and storage facility. As most of their members are 70 years and older this is proving to be a difficult and risky operation.	6,006.00	4,816.80
<b>Marloes Village Hall and Recreation Area Committee</b>	To improve community cohesion and information sharing across the entire community the applicant will replace the two existing village notice boards, to ensure a continuation of information across the community.	1,084.00	866.56
<b>Narberth Museum</b>	The Narberth Museum coffee shop is a popular meeting place for all ages. This includes a people suffering from mental or physical health problems, loneliness or social isolation. Many vulnerable residents enjoy the facility which helps strengthen community cohesion adversely affected by the growing numbers second homes. The applicant will employ and train a young person to assist in the development of this facility and service they offer supporting existing volunteers.	1,800.00	1,440.00
<b>Newport and District Community Forum</b>	The project will develop and distribute to all households a 'Handbook for Newport', to increase knowledge and understanding of both residents and second home owners, take-up of, and more appropriate use of, services (more healthy community; improved social care) and improve social capital (self-sustained and more vibrant community)	5,000.00	2,600.00

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Newport Town Council	The applicant is leasing a premise from the PCNPA. The objective of this development is to re-establish a Visitor Centre to support existing/new local businesses. Establish a community and information service, to include Newport Community Library. In future phases the Town Council aspires to create a new community meeting room and Town Council space. This application supports the applicant purchase equipment to support the community information aspect of the development.	27,218.89	18,649.11
Neyland CIC	Neyland CIC is developing 'The Neyland Hub' in partnership with over ten local community organisations and service providers including Pembrokeshire County Council, Hywel Dda University Health Board and Neyland Town Council. This Hub will co-locate statutory, community and voluntary services in modern accessible venue in Neyland. This application is to support a number of discrete elements namely a room partition to encourage maximum room occupancy and diverse usage, external works that enable enhanced accessed and environmental works to the Hub.	2,346,227.00	111,317.00
Neyland Town Council	The applicant seeks to update 14 interpretation boards along Brunel Quay and Westfield Pill nature trail and cycling path. The boards will illustrate the history of Neyland and local wildlife encouraging people to maximise their town experience and encourage use of the nature trail. The trail adds value to the local community and visitor experience. This forms one of a number of opportunities the Town Council are hoping to develop, encouraging people to visit Neyland thus mitigating the impact of second home ownership. The Town Council will take full management and maintenance responsibility of these panels.	7,163.00	5,730.00
Pembroke and Monkton History Association	The statue of William Marshal on horseback will be a life size bronze statue on a stone plinth. It will be located in by the Castle, positioned on the one way traffic system so that all visitors will see the statue as they approach the town. The applicant wants to celebrate and embrace the historical and cultural heritage of Pembroke and its strategic and historical importance to Pembrokeshire.	65,000.00	30,000.00

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<b>Pembroke Dock Town Team</b>	The applicant seeks funding for a Town Champion / Community Engagement Officer for the Town Team. The Town Champion will help to develop and deliver identified projects, secure funding, recruit and support volunteers. The role will work towards a position of self-sufficiency.	21,230.00	15,650.00
<b>Pembroke Town Walls Trust</b>	The applicant seeks to regenerate Pembroke's north walls. They will involve, engage and inform the community, train local volunteers and apprentices to carefully clear and restore them, safeguard biodiversity in the LNR through a phased long-term approach, work in partnership with local stakeholders, and run a programme of events and information.	22,516.19	15,723.27
<b>Pembrokeshire Peoples First</b>	Pembrokeshire People First will offer 10 hours of advocacy a week for a 12 month period, focusing on Financial and Housing support. The post holder will undertake 1 to 1 advocacy cases and campaign about the impact of housing issues on Pembrokeshire People First members in the county. Issues of housing and managing finance are two of the most important issues impacting clients and their support. Through a focussed 10 hour/week post they can support more clients around these particular issues.	9,611.29	7,689.08
<b>Porthmawr Surf Life Saving Club</b>	The applicant is seeking funding for installation costs for a projector and screen to enable them to run lifesaving and first aid courses from their clubhouse. These courses include National Vocation Beach Lifeguards, Nippers and Juniors Beach Lifesaver, First Aid at Work, RLSS Community Defib and RNLI Lifeguard induction training.	949.99	760.00
<b>Saundersfoot Chamber for Tourism</b>	The applicant will provide the infrastructure, training and social media provision to sustain and relaunch the Saundersfoot Programme of Village Major Events	49,555.00	36,243.98
<b>Saundersfoot New Year's Swim</b>	The applicant has identified through lessons learnt in 2018 a focal point for participants is needed on the beach. This will ensure that all communication to participants is delivered from a visible location. They have also identified that swimmers need to be more effectively segregated from spectators, so that swimmers have priority when leaving the beach.	2,858.99	2,287.19

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<b>Saundersfoot Play Group</b>	The applicant wants to expand the childcare provision which they currently offer to enable local parents to access the Welsh Government's 30 hour funded childcare by offering, in cooperation with Saundersfoot School, an all-day wrap-around playschool and day care service.	19,668.39	12,631.39
<b>Save our Skrinkle Play Area</b>	The project will add value to the Skrinkle community by providing essential play equipment to support the wellbeing of families and children in Manorbier. Through the improvement of this recognised community hub the indigenous population are beginning to address the lack of local facilities and services directly resulting from second home ownership. It will help the local community achieve a self-sustained, cohesive, resilient and vibrant community. The project is requesting support to purchase and install a key piece of play equipment a Nursery Rhythme Multiplay System for the toddler park.	13,352.00	9,741.00
<b>Solva Care</b>	The project will add to the existing successful delivery of community led help and support; co-ordination and integration with domiciliary care to secure holistic community based service; developing and delivering preventative health programme; sharing experience / learning to date with others; responding to emerging needs in the Solva community.	46,555.82	34,222.06
<b>Solva Community Council</b>	The development of the Solva AFC Clubhouse - The Shearwater Community Centre is planned in two phases. This application is to support phase 1, the purchase of the clubhouse and parking area. Phase 2 will be to refurbish the Shearwater Community Centre.	25,880.00	20,704.00
<b>SPAN Arts</b>	'Connect and create' is a strategic pan Pembrokeshire intergeneration arts volunteering scheme, providing skills, training and accreditation in creating, producing and promoting the arts across Pembrokeshire. 200 volunteers will gain and share transferrable skills and experience work in communities and contribute to the regeneration and enrichment of life in Pembrokeshire.	65,460.00	45,000.00



Organisation	Summary of successful applications	Total Project Cost	Grant awarded
Span Arts	Span Arts will deliver the second year of the 'Connect and Create' strategic two year pan Pembrokeshire intergeneration arts volunteering scheme. 200 volunteers will gain skills, training and accreditation in creating, producing and promoting the arts across Pembrokeshire. They will share transferrable skills and experience work in communities and contribute to the regeneration and enrichment of life in Pembrokeshire.	130,920.00	36,113.86
St Brynach Church, Nevern	This project follows the restoration of the 12th century Norman Tower of St Brynach Church, Nevern, which entails restoring the 6 bells dating from 1763. In conjunction with this the applicant aims to train a group of bell ringers ready to celebrate the completion of the Tower project. The project aspires to influence healthier communities, safeguarding the environment, raising levels of achievement and helping to create a vibrant community.	56,470.00	11,000.00
St Davids City Council	The applicant will install solar panel safety lighting at the skate facilities and outdoor fitness equipment at Waunfawr playing field. The site being developed has been agreed via community consultation, however street lighting terminates just before the site. This is proving problematic during winter months. For the site to be used year round and for longer access the applicant has identified this project, the installation of 3 solar panel safety lights. These lights would be energy efficient, powered by the sun and require no manual operation as they are activated by light sensors.	5,420.00	4,336.00
St Dogmaels AFC	The project will employ specialist contractors to provide drainage on the St Dogmaels School playing field ensuring more prolonged use by community throughout the year.	8,500.00	6,500.00
Support the Boardwalk, Broad Haven	The project will provide the final stage of the renovation of the accessible, safe-route-to-school, community nature trail 'Slashpond Boardwalk'. It will support the resurfacing of the last section of existing dirt-track dust path with a low boardwalk of Gripdeck; connecting the picnic area with existing boardwalk. This will achieve a year-round, all-weather, complete circular route and an attractive leisure amenity for everyone.	21,900.00	17,520.00



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<b>Tenby Museum and Art Gallery</b>	The applicant will employ a community engagement and events coordinator to work with the local community to develop the museum and its collection focusing upon the development of a cohesive and vibrant community. The new post holder will undertake talks, develop events and activities providing year round social engagement and volunteering opportunities. The year round social engagement will encourage skill development and a sense of well-being through volunteering activities. Additional events throughout the year will support the off-season visitor economy to a coastal town affected by the dominance of second homes.	30,000.00	25,000.00
<b>The Bowen Memorial Hall, Little Haven</b>	The applicant will refurbish and upgrade the facilities within Little Haven Hall with the main focus on installing a new kitchen. This would modernise the current facilities to make the Hall more attractive, welcoming and user friendly.	11,196.55	8,957.24
<b>The Bustop Narberth Youth Project</b>	The applicant will enhance the Bus Stop building and its surrounds which will improve the bottom of the town moor and car park area. They will replace the barbed wire fencing, put in an access pathway, and landscape the grounds planting trees in collaboration with the Friends of Narberth Trees. They will clad the building in the same material as the south end, replace all the exterior doors to make it water tight and prevent heat loss, and build a ramp to gain access for all. Once these improvements have been made they will encourage new users and reintroduce the youth drop-in with a paid youth worker to help engage and inspire the young people of the area.	18,157.77	11,707.77
<b>Transition Bro Gwaun</b>	The applicant aims to build on the success of the Community Fridge and subsequent interest locals are showing in other waste and money saving activities, e.g. clothes exchanges, repairing household items, cookery and preserving sessions and energy advice. This application is to enhance resources and employ a part time co-ordinator to set up an activity programme helping local people reduce waste, save money and gain skills.	16,766.00	10,786.00

## Appendix 1

Organisation	Summary of successful applications	Total Project Cost	Grant awarded
VC Gallery	The VC Gallery will contract a volunteer and digital marketing manager to increase their digital exposure, and enable them to have a greater impact within their community. The role will include identifying hard to reach isolated service users, communicate more efficiently, improving their reach and expanding their support network. This will help them to keep their community well informed of events and opportunities.	24,000.00	19,200.00
Wolfscastle PTA	The project will increase the provision of after school care for pupils. This provision will be bilingual and linked to the curriculum and school improvement plan. It will create a social space for new and existing parents to develop their Welsh and learn about the culture of the community.	2,457.00	1,021.00
Ysgol Llanychlwydog PTA	The project will see pupils from Ysgol Llanychlwydog collaborating with Welsh Learners from the area in the school for formal and informal Welsh lessons, to involve Welsh learners in the activity of the school to improve the school garden with the help of the learners. The project aims to introduce the Welsh language to learners in the area and help build stronger relationships between the school and members of the community. Improving the school garden would improve the environment for pupils and for the whole community as the garden is outside the school gates and is seen by everyone in the community. The project aims to help create a cohesive community by working on common goals and improving the environment in the area.	2,000.00	1,550.00
<b>TOTAL</b>		<b>3,451,371.49</b>	<b>717,559.00</b>

## AMOUNT OF FUNDING AVAILABLE TO EACH AREA 2019-20

Area	2019-20 Total Dwellings per Community	2019-20 No of Second Homes in Community	2019-20 Second Homes % of Total Community Dwellings	2019-20 Second Homes in Community as indicative % of total Second Homes in Pembs	2018-19 underspend rollover into 2019-20	2019-20 allocation	Total available 2019-20
Tenby	2733	493	18.04%	13.00%	58,692	95,058	153,750
Saundersfoot	1532	292	19.06%	7.80%	36,623	57,035	93,658
The Havens	732	211	28.83%	5.60%	8,511	40,948	49,459
Newport	746	194	26.01%	5.20%	11,286	38,023	49,309
St Davids and Cathedral Close	1037	170	16.39%	4.60%	26,203	33,636	59,839
Fishguard and Goodwick	2780	125	4.50%	3.40%	9,978	24,861	34,839
St Dogmaels	785	115	14.65%	3.10%	14,763	22,668	37,431
Amroth	703	105	14.94%	2.80%	15,902	20,474	36,376
Milford Haven	6981	102	1.46%	2.70%	21,603	19,743	41,346
Pembroke	3873	99	2.56%	2.70%	3,839	19,743	23,582
Solva	476	93	19.54%	2.50%	3,693	18,280	21,973
Lamphey	731	91	12.45%	2.40%	0	17,549	17,549
Pembroke Dock	4680	91	1.94%	2.40%	0	17,549	17,549
Haverfordwest	5831	84	1.44%	2.30%	16,670	16,818	33,488
Dinas Cross	474	79	16.67%	2.10%	0	15,355	15,355
Llanrhian	493	76	15.42%	2.00%	14,119	14,624	28,743
Manorbier	646	63	9.75%	1.68%	125	12,284	12,409
Nevern	444	59	13.29%	1.58%	3,973	11,553	15,526
Penally	461	55	11.93%	1.47%	10,547	10,749	21,296
Dale	145	53	36.55%	1.40%	4,785	10,237	15,022

## Appendix 2

Area	2019-20 Total Dwellings per Community	2019-20 No of Second Homes in Community	2019-20 Second Homes % of Total Community Dwellings	2019-20 Second Homes in Community as indicative % of total Second Homes in Pembs	2018-19 underspend rollover into 2019-20	2019-20 allocation	Total available 2019-20
East Williamston	925	52	5.62%	1.40%	1,527	10,237	11,764
Narberth	1402	49	3.50%	1.30%	7,315	9,506	16,821
Nolton and Roch	512	47	9.18%	1.26%	10,376	9,213	19,589
Marloes and St Brides	193	45	23.32%	1.21%	5,783	8,848	14,631
Mathry	293	45	15.36%	1.21%	7,825	8,848	16,673
Pencaer	238	44	18.49%	1.20%	7,655	8,774	16,429
Stackpole and Castlemartin	326	40	12.27%	1.10%	7,485	8,043	15,528
Brawdy	356	35	9.83%	1.00%	5,784	7,312	13,096
Cilgerran	729	38	5.21%	1.00%	8,505	7,312	15,817
Kilgetty/Begelly	1085	35	3.23%	1.00%	6,804	7,312	14,116
Neyland	1676	37	2.21%	1.00%	734	7,312	8,046
Angle	200	30	15.00%	0.80%	4,763	5,850	10,613
Carew	680	28	4.12%	0.80%	5,954	5,850	11,804
Llangwm	407	28	6.88%	0.80%	5,103	5,850	10,953
Martletwy	286	29	10.14%	0.80%	4,933	5,850	10,783

## Appendix 2

Area	2019-20 Total Dwellings per Community	2019-20 No of Second Homes in Community	2019-20 Second Homes % of Total Community Dwellings	2019-20 Second Homes in Community as indicative % of total Second Homes in Pembs	2018-19 underspend rollover into 2019-20	2019-20 allocation	Total available 2019-20
Camrose	856	23	2.69%	0.60%	4,083	97,908	Funding applications up to £5,000 per area up to the 2019-20 allocation, plus underspend from 2018-19
Crymych	865	23	2.66%	0.60%	3,572		
St Florence	386	21	5.44%	0.60%	4,083		
St Ishmaels	247	24	9.72%	0.60%	2,852		
Eglwysrw	350	20	5.71%	0.50%	4,253		
Lampeter Velfrey	525	20	3.81%	0.50%	3,402		
Burton	575	18	3.13%	0.48%	3,062		
Maenclochog	352	18	5.11%	0.48%	3,062		
Cosheston	373	16	4.29%	0.43%	3,062		
Hundleton	373	16	4.29%	0.43%	3,062		
Mynachlogddu	233	16	6.87%	0.43%	3,062		
St Mary Out Liberty	324	16	4.94%	0.43%	3,232		
Templeton	491	16	3.26%	0.43%	3,062		
Hayscastle	218	13	5.96%	0.40%	4,253		
Llawhaden	291	15	5.15%	0.40%	2,892		
Wiston	505	15	2.97%	0.40%	2,211		
Puncheston	252	14	5.56%	0.37%	2,552		
Letterston	591	13	2.20%	0.35%	1,871		
Llanstadwell	419	13	3.10%	0.35%	2,552		
Rudbaxton	611	13	2.13%	0.35%	1,531		
Boncath	348	12	3.45%	0.32%	1,361		
Clydau	324	10	3.09%	0.26%	2,211		
Johnston	939	10	1.06%	0.26%	2,041		

## Appendix 2

Area	2019-20 Total Dwellings per Community	2019-20 No of Second Homes in Community	2019-20 Second Homes % of Total Community Dwellings	2019-20 Second Homes in Community as indicative % of total Second Homes in Pembs	2018-19 underspend rollover into 2019-20	2019-20 allocation	Total available 2019-20
Manordeifi	261	10	3.83%	0.26%	1,871		
Walwyns Castle	136	10	7.35%	0.26%	721		
Clynderwen	415	9	2.17%	0.24%	1,021		
Cwm Gwaun	128	9	7.03%	0.24%	661		
Scleddau	478	9	1.88%	0.24%	2,722		
Wolfscastle	292	9	3.08%	0.24%	0		
Caldey	23	7	30.43%	0.18%	1,191		
Herbrandston	191	7	3.66%	0.18%	1,021		
New Moat	188	7	3.72%	0.18%	1,361		
Uzmaston, Boulston & Slebech	334	6	1.80%	0.16%	1,361		
Hook	394	5	1.27%	0.13%	1,021		
Jeffreyston	242	5	2.07%	0.13%	1,361		
Llanddewi Velfrey	183	5	2.73%	0.13%	1,021		
Llandissilio West	222	5	2.25%	0.13%	510		
Spittal	217	5	2.30%	0.13%	1,361		
Freystrop	253	4	1.58%	0.11%	851		
Tiers Cross	235	4	1.70%	0.11%	340		
Merlins Bridge	984	3	0.30%	0.08%	510		
Ambleston	153	2	1.31%	0.05%	170		
Rosemarket	240	2	0.83%	0.05%	340		
<b>Totals</b>	<b>61,608</b>	<b>3730</b>			<b>£438,598</b>	<b>£731,212</b>	

## PROCUREMENT GUIDELINES

The table below shows a summary of value bandings and where they need to be advertised

Requirement	Value (Excl. VAT)	Procurement procedure
All	Up to £4,999	<ul style="list-style-type: none"> <li>• A minimum of 3 quotes must be received and retained.</li> <li>• Best value for money must be obtained and reasonable care taken to obtain good, services or works of appropriate quality at a competitive price.</li> <li>• Records of decision making must be retained for audit and claim purposes.</li> </ul>
All	£5,000 – £24,999	<ul style="list-style-type: none"> <li>• A minimum of 3 written Quotations must be sought from competitive sources. The quotes must be based on the same specification and evaluated on a like for like basis.</li> <li>• A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</li> </ul>
All	£25,000 - £74,999	<ul style="list-style-type: none"> <li>• A minimum of 3 written Quotations must be sought from competitive sources. The quotes must be based on: <ul style="list-style-type: none"> <li>○ the same specification</li> <li>○ the same evaluation criteria and evaluated on a like for like basis. It is best practice to establish an evaluation panel.</li> <li>○ the same closing date</li> </ul> </li> <li>• A documented record of the quotes sought, the evaluation process and the decision to award must be recorded.</li> </ul>
Goods and Services (Goods Are material items i.e. equipment, food, vehicles etc. Services Are tasks undertaken by people i.e. consultancy services, translation services etc.)	£75,000 - £173,934	<ul style="list-style-type: none"> <li>• A minimum of 4 competitive tenders must be sought with a minimum of 3 tenders received.</li> <li>• All those tendering must be provided with the same information: <ul style="list-style-type: none"> <li>○ the same specification requirements</li> <li>○ an outline of the evaluation criteria against which the contract will be awarded and</li> <li>○ the same closing date for receipt of tenders, after which no submissions will be accepted</li> </ul> </li> <li>• The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded. It is best practise to establish an evaluation panel to evaluate tenders.</li> </ul>



Requirement	Value (Excl. VAT)	Procurement procedure
Works (Works include landscaping, construction, building works etc.)	£75,000 – £4,348,350	<ul style="list-style-type: none"> <li>• A minimum of 4 competitive tenders must be sought with a minimum of 3 tenders received.</li> <li>• All those tendering must be provided with the same information: <ul style="list-style-type: none"> <li>○ the same specification requirements</li> <li>○ an outline of the evaluation criteria against which the contract will be awarded and</li> <li>○ the same closing date for receipt of tenders, after which no submissions will be accepted</li> </ul> </li> <li>• The evaluation process you follow must be consistent with the original evaluation criteria outlined and an evaluation report produced detailing on what basis the successful tender was awarded.</li> <li>• It is best practise to establish an evaluation panel to evaluate tenders.</li> </ul>
Goods and Services	Above £173,934	<ul style="list-style-type: none"> <li>• If a contract for Goods or Services is likely to exceed £173,934 the applicant must inform PCC to confirm whether the contract will be subject to EU Public Procurement Directives.</li> </ul>
Works	Above £4,348,350	<ul style="list-style-type: none"> <li>• If a contract for Works is likely to exceed £4,348,350 the applicant must inform PCC to determine whether the contract will be subject to EU Public Procurement Directives.</li> </ul>

## Avoiding conflicts of interest in procurement

We recognise it is possible applicants or persons connected with them (such as relatives, business partners or friends) may wish to tender for a contract being offered by the applicant.

This is acceptable, but applicants will need to ensure that the tendering process is undertaken in an open, transparent and in a fair manner, as outlined above, which does not give one person or company tendering any advantage over another, which arises from the process. If an applicant / developer or any person connected with them, has an interest in any of the potential bids for a contract offered:

- That applicant / developer, person or party with an interest must declare that interest in writing.
- That person or party with an interest should take no part whatsoever in any of the tender evaluation procedures.

Please contact the Regeneration Team on 01437 775536 or [enhancing.pembrokeshire@pembrokeshire.gov.uk](mailto:enhancing.pembrokeshire@pembrokeshire.gov.uk) for further procurement guidance and information.