Narberth Town Council

Draft Minutes - Extraordinary Meeting of full council

Doc. Ref.: MINUTES.DRAFT-NTC.EOM.260219-Extraordinary.Meeting-19th.February.2026
Extraordinary Meeting of Narberth Town Council (EOM 260219)
Held: Thursday 19th February 2026 at 19:00hrs
Venue: Narberth Community Library, 3 Town Moor Mews, Narberth, SA67 7DF

Chair: The Deputy Mayor, Cllr E. Rogers
Clerk/RFO: Mr. K. O'Kane

Present:
Cllr. E. Rogers (Deputy Mayor – Chair)
Cllr. H. Cole
Cllr. T. Williams-Mason (remote)
Cllr. K. Jones
Cllr. C. Sturman
Cllr. C. Barnes
Cllr. D. Rigby

In attendance:
K. O'Kane – Town Clerk & Responsible Financial Officer

Apologies for Absence:
Cllr. C. Meredydd (Mayor)
Cllr. G. Meredydd
Cllr. N. Makepeace
Apologies were accepted.

Absent:
Cllr. K. Monroe
Cllr. M. Kelly

EOM260219-01 Declarations of Interest
Cllr. D. Rigby declared a personal interest on the basis that her husband is Treasurer of the Narberth & District Community & Sports Association (NDCSA).

No further declarations were made.

EOM260219-02 Bloomfield House – Lease Position
The Council considered the request from the Narberth & District Community & Sports Association (NDCSA) in relation to a potential new lease arrangement for Bloomfield House.

The Clerk confirmed that two representatives of NDCSA had been invited to attend the meeting to assist Members with clarification if required.

One apology for non-attendance was received. No NDCSA representatives were present.

The Council further noted that written correspondence had been received from the Chair of NDCSA in advance of the meeting and had been circulated to Members as part of the agenda pack.

Clerk's Procedural Advice
The Clerk advised Members that:

- The Council could not resolve to grant a lease extension at this stage.
- The lawful next step, should Members wish to proceed, would be to instruct solicitors to begin due diligence.
- This would include:
    - Independent professional valuation,
    - Legal advice,
    - Review of trustee authority and governance documentation,
    - Confirmation of competence to enter into any surrender and re-grant arrangement.
- Any decision must be taken in accordance with the Council's fiduciary duty as custodian of a public asset.

Member Discussion
Members engaged in detailed discussion.

Cllr. H. Cole
Cllr. Cole acknowledged Bloomfield House as a valued community facility.
However, she emphasised:

- The Council's role as custodian of public funds and assets.
- The absence of documentary evidence presently before Council regarding:
    - Detailed repair schedules,
    - Costings,
    - Identified grant streams,
    - Confirmed funding strategy.
- The financial implications of incurring legal and valuation costs.
- The necessity of undertaking full due diligence before any commitment is made.

Cllr. Cole stated that she would only be comfortable proceeding following receipt of formal legal advice.

Cllr. T. Williams-Mason
Cllr. Williams-Mason stated that his scrutiny was not intended as criticism of NDCSA or the work undertaken at Bloomfield House.
He emphasised:

- The distinction between community sentiment and the Council's legal obligations as landlord.
- That the matter must be considered as a property and governance decision.
- The importance of:
    - Reviewing the charity's governing documentation,
    - Confirming trustee authority,
    - Ensuring legal competence to enter into a new lease arrangement.
- That any alteration of the lease structure without full legal clarity could expose the Council to risk.

He requested that it be minuted that his scrutiny was undertaken solely in discharge of the Council's duty of due diligence.

Cllr. K. Jones
Cllr. Jones highlighted:

- Bloomfield House's status as a community asset.
- NDCSA's responsibility under the existing lease for maintenance and repair.
- The implications of lease length for eligibility for major capital grants.
- That professional due diligence would appropriately be undertaken by the Council's solicitors.

Cllr. C. Sturman
Cllr. Sturman noted:

- That Bloomfield House had historically saved the Council significant maintenance expenditure.
- That due diligence was necessary.
- That the process should include clarity on indicative timescales in order to avoid ongoing uncertainty.

Cllr. D. Rigby
Cllr. Rigby confirmed that they agreed with both Cllr. K. Jones and Cllr. C. Sturman.

Cllr. C. Barnes
Cllr. Barnes expressed support for obtaining legal advice and stated that the Council's solicitor would be expected to advise appropriately should any irregularities arise.

Resolution
RESOLVED (unanimously):

1. That the Town Clerk be instructed to:
    - Engage the Council's solicitors to commence the legal process necessary to explore the granting of a new lease to NDCSA;
    - Obtain an independent professional valuation of the property;
    - Request confirmation of trustee authority and governance position as required;
    - Seek formal written legal advice prior to any further Council decision.
2. That the Clerk request from the solicitors an indicative timescale for completion of the legal and valuation stages.
3. That a further report be presented to Full Council upon receipt of:
    - Legal advice,
    - Valuation,
    - All relevant due diligence documentation.

No commitment to grant a lease extension or surrender and regrant was made at this meeting.

Voting
The resolution was carried unanimously by a show of hands.
Cllr. T. Williams-Mason confirmed agreement verbally owing to joining remotely.

Meeting Closed
The meeting closed at 19:49hrs.

Signed: _____
(Chair)

Date: _____