Minutes
Narberth Town Council
Minutes of the Extraordinary Meeting of Full Council

Document reference: EOM260414
Held on: Tuesday 14 April 2026
Location: Narberth Community Library, 3 Town Moor Mews, Narberth, SA67 7DF

EOM260414.01 Present

Cllr. C. Meredydd (Mayor – Chair, until Item 04)
Cllr. E. Rogers (Deputy Mayor – Chair from Item 04)
Cllr. C. Barnes
Cllr. H. Cole
Cllr. C. Sturman
Cllr. T. Williams-Mason
Cllr. K. Jones
Cllr. N. Makepeace
Cllr. D. Rigby
Cllr. K. Monroe *(arrived late)*

In attendance:
Town Clerk & Responsible Financial Officer

Also present:
County Councillor M. Tierney
County Councillor E. Morse
Members of the public

EOM260414.02 Apologies for Absence

Cllr. M. Kelly
(Apology for lateness received from Cllr. K. Monroe, who joined the meeting after commencement.)

EOM260414.03 Declarations of Interest

Cllr. C. Meredydd declared a personal interest as a trustee of the Bloomfield Centre and confirmed that he had sought advice in relation to his position.

Cllr. D. Rigby declared a personal interest due to her husband being a named trustee of the Bloomfield Centre.

Cllr. G. Meredydd (Chair of the Bloomfield Trustees) was present in the public gallery and indicated her interest in that capacity.

Cllr. G. Meredydd remained seated in the public gallery and did not participate as a Member of the Council.

Cllr. C. Meredydd withdrew from the Council table and moved to the public gallery, remaining in the meeting room, and did not participate in any vote.

EOM260414.04 Chairing Arrangements

Cllr. C. Meredydd vacated the Chair.
Cllr. E. Rogers assumed the Chair for the remainder of the meeting.

EOM260414.05 Bloomfield House (Single Agenda Item)

The Chair introduced the item and provided background, including:

- Bloomfield House is owned by the Town Council and has been operated for over 40 years by trustees for community use
- The existing lease term is approaching expiry (less than 9 years remaining)
- Advice had previously been received indicating that a longer lease is typically required to enable access to grant funding
- The matter had been under consideration by Council for a number of months

The item comprised:

- A request for a Community Asset Transfer (CAT)
- A request for financial assistance (grant or loan)

EOM260414.06 Public Participation

Given the single-issue nature of the meeting and significant public attendance, the Chair, with advice from the Proper Officer, permitted limited public questions to assist understanding.

Questions raised included:

- The definition and implications of a Community Asset Transfer
- Trustee roles and responsibilities
- The financial position of the organisation, including reserves

The Proper Officer confirmed:

- Trustee responsibilities include governance, financial management and operational oversight
- Relevant financial information is publicly available via the Charity Commission
- The Council had received financial information within a limited timeframe

It was also noted that:

- The organisation reported approximately £360,000 in unrestricted reserves at the last annual return
- The issue presented was a cash flow challenge rather than insolvency

EOM260414.07 Community Asset Transfer

Members considered the request to progress a Community Asset Transfer. Key points raised included:

- General support for maintaining Bloomfield as a community asset
- Recognition that a CAT process is formal and requires legal and valuation input
- A view that the process could be progressed without delay, with detail to follow
- A view that further understanding of the implications would be beneficial

The Proper Officer advised that:

- A CAT process is governed and requires professional input
- Valuation and legal considerations would form part of the process

- Council could resolve to progress the process, rather than determine the final outcome

RESOLUTION 1

RESOLVED:
That the Council agrees to progress a Community Asset Transfer process in respect of Bloomfield House and instruct the Clerk to seek appropriate legal and professional advice.

Named Vote Recorded:

For: Cllr. C. Barnes, Cllr. H. Cole, Cllr. C. Sturman, Cllr. K. Jones, Cllr. N. Makepeace, Cllr. E. Rogers, Cllr. K. Monroe

Abstention: Cllr. T. Williams-Mason

No vote recorded: Cllr. D. Rigby

Not present for the vote:
Cllr. C. Meredydd (declared interest; withdrew)

EOM260414.08 Request for Financial Assistance

Members considered a request for financial assistance.
It was confirmed that:

- A request had been made for £25,000, with a preference for a grant
- The request related to a cash flow shortfall, including approximately £16,000 of immediate creditor pressure
- The shortfall followed capital works undertaken in anticipation of grant funding which had not been secured

Further information provided indicated that:

- The organisation remained operational and able to meet ongoing costs
- Future projections indicated improved income
- The issue was a short-term cash flow gap

Member Discussion
Members discussed:

- The importance of the Bloomfield Centre to the community
- The distinction between grant and loan support
- The timing and sufficiency of financial information
- The need to ensure lawful and properly evidenced decision-making

The Proper Officer advised that:

- Section 137 was the most appropriate statutory basis
- The Council is subject to an annual cap under Section 137
- Care should be taken to ensure compliance with audit and governance requirements

A number of Members confirmed that they had not had sufficient time to fully review the financial information provided.

RESOLUTION 2 – FINANCIAL ASSISTANCE (IN PRINCIPLE)
RESOLVED:
That the Council acknowledges the request and confirms its willingness in principle to consider financial support under Section 137, subject to further consideration.

Named Vote Recorded:
For: Cllr. C. Barnes, Cllr. H. Cole, Cllr. C. Sturman, Cllr. K. Jones, Cllr. N. Makepeace, Cllr. E. Rogers, Cllr. K. Monroe

Abstention: Cllr. T. Williams-Mason

No vote recorded: Cllr. D. Rigby

Not present for the vote:
Cllr. C. Meredydd (declared interest; withdrew)

RESOLUTION 3 – FURTHER MEETING

RESOLVED:
That an extraordinary meeting of the Council be convened at the earliest opportunity to consider the request in full, limited to determining the amount of any financial assistance.

Named Vote Recorded:

For: Cllr. C. Barnes, Cllr. H. Cole, Cllr. C. Sturman, Cllr. K. Jones, Cllr. N. Makepeace, Cllr. E. Rogers, Cllr. K. Monroe

Abstention: Cllr. T. Williams-Mason

No vote recorded: Cllr. D. Rigby

Not present for the vote:
Cllr. C. Meredydd (declared interest; withdrew)

EOM260414.09 Next Steps
It was agreed that:

- A further extraordinary meeting would be convened urgently
- The purpose of that meeting would be solely to determine the amount of financial support
- Members would review all financial documentation in advance
- The further extraordinary meeting would take place on Tuesday 21 April 2026 at 19:00

EOM260414.10 Close of Meeting
The Chair thanked Members and attendees and closed the meeting at 20:10.