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NARBERTH / ARBERTH
TOWN COUNCIL / CYNGOR TREF

All replies to the Clerk / Danfoner Pob gohebiaeth at y Clerc:
Narberth Town Council Office C/O Narberth Community Library,
3 The Town Moor Mews, Pembrokeshire, SA67 7DF

Tel/Ffôn: *01834 504020* / ***Email/Ebost:*** *clerk@narberthtowncouncil.gov.wales*

Mayor / Maer: Cllr. C. Meredydd **Clerk/Clerc Y Dref:** Mr. K. O'Kane

Wednesday 29th April 2026

I hereby give notice that **Narberth Town Council** will hold the **Annual Meeting of the Council** on **Tuesday, 5th May 2026 at 19:00hrs** at **Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF**. This will be a **hybrid meeting**, and members may attend either in person or remotely via video conferencing.

Members of the public wishing to attend remotely should contact the Clerk by 1:00pm on the day of the meeting. All members are summoned to attend for the purpose of considering and resolving the business to be transacted as set out hereunder.

Yours faithfully,

K. O'Kane (Mr.)
Town Clerk & Responsible Financial Officer
Proper Officer to Narberth Town Council

BUSINESS TO BE TRANSACTED

AM 260505.01 **Election of Mayor (Chair of Council)**
To receive nominations and elect the Mayor of Narberth Town Council for the 2026/27 Municipal Year.

Declaration of Acceptance of Office
The newly elected Mayor to sign the Declaration of Acceptance of Office.

AM 260505.02 **Vote of Thanks to the Retiring Mayor**
To receive and consider a Vote of Thanks to the retiring Mayor for their service during the 2025/26 municipal year.

AM 260505.03 **Election of Deputy Mayor**
To receive nominations and elect the Deputy Mayor for the 2026/27 Municipal Year.

Declaration of Acceptance of Office
The newly elected Deputy Mayor to sign the Declaration of Acceptance of Office.

AM 260505.04 **Apologies for Absence**
To receive apologies.

AM 260505.05 **Declarations of Interest**
To receive disclosures of personal and prejudicial interests in accordance with the Code of Conduct.

AM 260505.06 Public Participation
Members of the public may address the Council for up to 10 minutes in total.
Each speaker is limited to approximately 2–3 minutes.

AM 260505.07 Minutes
To approve the minutes of the previous meeting(s) as a correct record.

GOVERNANCE & ANNUAL BUSINESS

AM 260505.08 Review of Committee Structure
To consider and confirm the Council's committee structure for the 2026/27 Municipal Year.

AM 260505.09 Appointment of Members to Committees
To appoint Members to the following committees:
- Finance & General Purposes Committee
- Planning, Highways & Development Committee
- Amenities, Sustainability & Environment Committee
- Community Events & Tourism Committee
- St Andrew's Churchyard Sub-Committee

AM 260505.10 Appointment of Committee Chairs
To determine the method for appointment of Committee Chairs:
- Election by each Committee at its first meeting; or
- Appointment by Full Council

AM 260505.11 Establishment of Staffing Committee
To consider the establishment of a Staffing Committee to oversee employment matters relating to the Clerk and any other staff, and to approve its Terms of Reference.

AM 260505.12 Clerk Employment Matters
To consider matters relating to Clerk pay, overtime, and working hours (full time hours from 1st May as proposed prior), and to determine an appropriate course of action, including referral to the Staffing Committee for further consideration and recommendation.

AM 260505.13 Appointment to Outside Bodies
To appoint Council representatives to outside bodies, including:
- One Voice Wales Area Committee
- Any other relevant organisations or partnerships

AM 260505.14 Schedule of Meetings 2026/27
To consider and approve the schedule of Ordinary Meetings and Committee meetings for the forthcoming municipal year.

AM 260505.15 Review of Standing Orders
To confirm that the Council's Standing Orders have been reviewed and to resolve their adoption for 2026/27, noting that a full revision is in progress.

AM 260505.16 Review of Financial Regulations
To confirm that the Council's Financial Regulations have been reviewed and to resolve their adoption for 2026/27, noting that a full revision is in progress.

AM 260505.17 Review of Asset Register
To review and confirm the Council's Asset Register.

AM 260505.18 Review of Insurance Cover
To review and confirm the Council's insurance arrangements for 2026/27.

AM 260505.19 Review of Subscriptions
To confirm continued membership of:
- One Voice Wales
- Society of Local Council Clerks

FINANCIAL & CIVIC MATTERS

AM 260505.20 Democratic and Boundary Commission Cymru (DBCC) – Member Remuneration Determinations 2026/27

To consider the Clerk's Report and determine the application of Member remuneration options for the 2026/27 Municipal Year in accordance with the determinations issued by the Democratic and Boundary Commission Cymru.

AM 260505.21 Civic Allowance – Mayor

To consider and adopt a formal policy in respect of the Mayor's Civic Allowance, including payment amount and schedule.

AM 260505.22 Banking & Financial Authorisations

To review and confirm:

- Bank signatories
- Online banking authorisation arrangements
- Payment controls

AM 260505.23 St Andrew's Churchyard Grounds Maintenance Contract – Appointment of Contractor

To consider the recommendation of the St Andrew's Churchyard Sub-Committee and to ratify the appointment of a preferred contractor following the completed tender process.

AM 260505.24 Bloomfield House – Financial Assistance (NDCSA)

To consider a proposal for financial assistance.

OFFICER GOVERNANCE

AM 260505.25 Matters for Information

i. **Clerk's and Financial Reports**

The next full Clerk's and Financial Reports will be presented to the Ordinary Meeting in June.

ii. **Mayoral Invitation – Post-Meeting Refreshments**

Members are reminded of the Mayor's invitation to attend refreshments following the meeting.

AM 260505.26 Date of Next Meeting

Tuesday 2nd June 2026

Public Participation Notice

Members of the public are advised that the opportunity to speak is limited to the agenda item titled **"Public Participation"**, which is restricted to a maximum of **10 minutes in total**.

No public contributions will be permitted at any other point during the meeting.

Guidance on how to participate in a meeting is:

- Available in the public gallery on the evening of the meeting
- Published on the Council's website and social media platforms
- Available upon request from the Town Clerk

Please note that this meeting may be recorded for the purpose of minute taking.
Any recordings will be held securely by the Council in accordance with data protection legislation and will be retained only until the minutes have been formally approved by Full Council, after which they will be deleted.