Narberth Town Council

Annual Meeting of Narberth Town Council

Meeting Reference: AM 260505
Date: Tuesday 5th May 2026
Time: 19:00hrs
Location: Narberth Community Library, 3 Town Moor Mews, Narberth, SA67 7DF

Present
Cllr. E. Rogers (Mayor)
Cllr. K. Barnes (Deputy Mayor)
Cllr. C. Meredydd
Cllr. G. Meredydd
Cllr. D. Rigby
Cllr. T. Williams-Mason
Cllr. H. Cole
Cllr. N. Makepeace
Cllr. C. Sturman
Cllr. K. Monroe

Apologies for Absence
Cllr. M. Kelly
Cllr. K. Jones

AM260505.01 Election of Mayor for the 2026/27 Municipal Year

It was proposed, seconded and:

RESOLVED: that Cllr. Elizabeth Rogers be elected Mayor of Narberth Town Council for the 2026/27 Municipal Year.

Cllr. Elizabeth Rogers signed the Declaration of Acceptance of Office, duly witnessed by the Proper Officer.

AM260505.02 Appointment of Mayoress

The Mayor announced the appointment of Abby Rogers as Mayoress for the 2026/27 Municipal Year.

AM260505.03 Vote of Thanks to the Retiring Mayor

The Council recorded its thanks to Cllr. Charlie Meredydd for his service as Mayor during the 2025/26 Municipal Year.

AM260505.04 Election of Deputy Mayor for the 2026/27 Municipal Year

Nominations were received for:

a. Cllr. Ceri Barnes
b. Cllr. Tomos Williams-Mason

It was proposed, seconded and:

RESOLVED: that the election be conducted by secret ballot.
Following completion of the ballot process, the Mayor declared Cllr. Ceri Barnes elected as Deputy Mayor for the 2026/27 Municipal Year.

Cllr. Ceri Barnes signed the Declaration of Acceptance of Office, duly witnessed by the Proper Officer.

INITIALS: _____

AM260505.05 Apologies for Absence

Apologies for absence were received from:
Cllr. Melanie Kelly
Cllr. Kirsty Jones

AM260505.06 Declarations of Interest

The following declarations of interest were made:

The Mayor, Cllr. Elizabeth Rogers – Mayoral Allowance item.
Cllr. Charlie Meredydd – Bloomfield House / NDCSA item.
Cllr. Glinys Meredydd – Bloomfield House / NDCSA item.
Cllr. Denise Rigby – Bloomfield House / NDCSA item.

AM260505.07 Public Participation

A member of the public raised concerns regarding attendance levels and abstentions at the Extraordinary Meeting held on 21st April 2026 concerning Bloomfield House financial assistance.

A question was also raised regarding publication of the Council's most recent audit documentation.

The Clerk confirmed that the triennial audit documentation had been published on the Council website and offered to provide assistance following the meeting if required.

AM260505.08 Approval of Minutes

The following minutes were considered:

a) Ordinary Meeting – 3rd March 2026
It was proposed, seconded and:

RESOLVED: that the minutes of the Ordinary Meeting held on 3rd March 2026 be approved.

b) Ordinary Meeting – 7th April 2026
It was proposed, seconded and:

RESOLVED: that the minutes of the Ordinary Meeting held on 7th April 2026 be approved.

c) Extraordinary Meeting – 14th April 2026
During consideration of the minutes, concerns were raised regarding accuracy.

RESOLVED: that consideration of the minutes of the Extraordinary Meeting held on 14th April 2026 be deferred pending further review.

d) Extraordinary Meeting – 21st April 2026
It was proposed, seconded and:

RESOLVED: that the minutes of the Extraordinary Meeting held on 21st April 2026 be approved.

INITIALS: _____

AM260505.09 Review of Committee Structure

Members considered the Council's committee structure for the 2026/27 Municipal Year.
It was proposed, seconded and:
RESOLVED: that the existing committee structure be confirmed for the 2026/27 Municipal Year.

AM260505.10 Appointment of Members to Committees

During discussion, a proposal was raised regarding limiting councillors to membership of no more than two committees.

The Proper Officer advised that such a proposal could not lawfully be resolved immediately without proper agenda notice and further consideration.

Following Proper Officer advice, it was agreed that the matter could be brought forward for consideration at a future meeting.

Members further considered committee memberships.
It was proposed, seconded and:

RESOLVED: that Cllr. Nick Makepeace be appointed to:

- the Planning, Highways & Development Committee; and
- the Amenities, Sustainability & Environment Committee.

AM260505.11 Appointment of Committee Chairs

Members considered the method for appointing committee chairs for the 2026/27 Municipal Year.
Following discussion, it was proposed, seconded and:

RESOLVED: that existing committee chair arrangements be rolled forward for the 2026/27 Municipal Year pending further review.

AM260505.12 Staffing Committee

Members considered arrangements relating to staffing matters.
It was proposed, seconded and:

RESOLVED: that staffing matters be referred to the Finance & General Purposes Committee acting as the Council's staffing committee.

AM260505.13 Clerk's Employment Matters

Members considered referral of Clerk employment matters to the newly established staffing arrangements.
It was proposed, seconded and:

RESOLVED: that Clerk employment matters be referred to the staffing arrangements established under the Finance & General Purposes Committee.

AM260505.14 Appointments to Outside Bodies

INITIALS: _____

The Proper Officer provided guidance regarding liaison roles and potential conflicts of interest where councillors also serve as trustees or office holders within external organisations.

Discussion took place regarding future liaison arrangements and reporting mechanisms.

No formal appointments were made.

AM260505.15 Schedule of Meetings 2026/27

Members noted the draft schedule of meetings for the 2026/27 Municipal Year.
No formal resolution was made at this stage.

AM260505.16 Review of Standing Orders

Members considered the annual review of Standing Orders.
It was proposed, seconded and:

RESOLVED: that the existing Standing Orders be reviewed and reaffirmed pending ongoing work by the Policy Review Task & Finish Group.

AM260505.17 Review of Financial Regulations

Members considered the annual review of Financial Regulations.
It was proposed, seconded and:

RESOLVED: that the existing Financial Regulations be reviewed and reaffirmed pending ongoing work by the Policy Review Task & Finish Group.

AM260505.18 Review of Asset Register

The Clerk advised that work on the Asset Register remained ongoing.
It was proposed, seconded and:

RESOLVED: that consideration of the Asset Register be deferred pending completion of ongoing work.

AM260505.19 Review of Insurance Arrangements

Members considered the Council's insurance arrangements.
It was proposed, seconded and:

RESOLVED: that the Council's insurance arrangements for 2026/27 be approved.

AM260505.20 Review of Subscriptions

Members considered renewal of the Council's subscriptions.
It was proposed, seconded and:

RESOLVED: that the Council renew subscriptions to:

- One Voice Wales; and
- the Society of Local Council Clerks.

AM260505.21 Democratic & Boundary Commission Cymru (DBCC) Member Remuneration Determinations 2026/27

INITIALS: _____

Members considered the application of the DBCC remuneration determinations for 2026/27.

It was proposed, seconded and:
RESOLVED: that the Council adopt the standard DBCC basic member allowance arrangements for 2026/27.

Members further considered senior responsibility allowances.
It was proposed, seconded and:

RESOLVED: that no Senior Responsibility Allowances be paid to committee chairs for the 2026/27 Municipal Year.

AM260505.22 Mayoral Civic Allowance

The Mayor declared an interest in this item.

Members considered arrangements for the Mayoral Civic Allowance.
Following discussion, it was proposed, seconded and:

RESOLVED: that:
the Mayoral Civic Allowance for 2026/27 be set at £1,500; and
the Deputy Mayor Allowance be set at £500.

AM260505.23 Banking & Financial Authority Arrangements

Members considered banking and signatory arrangements.
It was proposed, seconded and:

RESOLVED: that:
Chris Walters be removed as an authorised signatory from relevant Council bank accounts; and
Cllr. Elizabeth Rogers be added as an authorised signatory to the Unity Trust Reserve Account.

Members further confirmed interim financial control arrangements pending implementation of NatWest Bankline.

AM260505.24 St Andrew's Churchyard Grounds Maintenance Contract

The Clerk provided clarification regarding governance and legal delegation considerations associated with the Churchyard maintenance arrangements.
It was proposed, seconded and:

RESOLVED: that ratification of the grounds maintenance tender award be deferred pending clarification of the Council's legal position and delegated authority arrangements.

AM260505.25 Bloomfield House Financial Assistance (NDCSA)

Cllrs. Charlie Meredydd, Glinys Meredydd and Denise Rigby, declared prejudicial interests in this item and withdrew from the meeting room for the duration of the item
Cllr. Clare Sturman proposed that Narberth Town Council award a one-off grant of £15,000 to the Narberth & District Community & Sports Association (NDCSA) in support of the upkeep and maintenance of the Bloomfield Centre, in addition to the previously budgeted £3,000 support allocation.

The proposal was seconded by Cllr. Kelly Monroe.

The Proper Officer reiterated previous written advice provided to Members regarding:

- statutory powers;
- Section 137 limitations;
- governance considerations;
- audit risk;
- evidential requirements; and
- the need for lawful expenditure authority.

The Proper Officer confirmed that this advice remained unchanged and advised that independent legal and governance advice would be sought prior to any payment being processed.

Extensive discussion took place regarding:

- the Council's powers;
- use of reserves;
- previous Council resolutions;
- governance and audit considerations;
- community benefit; and
- the status of information received from NDCSA.

Following debate, the motion was put to a vote.

Members indicated that they wished to proceed to determination of the matter notwithstanding the advice provided by the Proper Officer.

For: 4
Against: 2
Abstentions: 0

RESOLVED: that Narberth Town Council award a one-off grant of £15,000 to the NDCSA in support of the upkeep and maintenance of the Bloomfield Centre, subject to confirmation of lawful authority and compliance with all applicable statutory and financial requirements.

AM260505.26 Clerk's Report

To save time at the Annual Meeting, the Clerk advised that no formal Clerk's Report would be presented.

It was agreed that the Clerk's Report be deferred to the next Ordinary Meeting.

AM260505.27 Date of Next Meeting

The next meeting of Narberth Town Council was confirmed as Tuesday 2nd June 2026.

The meeting closed at **20:20**.

INITIALS: _____

CERTIFICATION OF APPROVAL

These minutes were approved as a correct record of the meeting.

Approved at: _____

Date of approval: _____

Minute reference: _____

Signed: _____
Chair / Mayor

Date: _____

Legal declaration:

In accordance with the Local Government Act 1972, Schedule 12, paragraph 41, the signing of these minutes by the person presiding at the meeting at which they are approved confirms them as an accurate record of the proceedings.

INITIALS: _____