MINUTES - Draft
Narberth Town Council
Ordinary Meeting of Narberth Town Council

Meeting Reference: OM 260407
Date: Tuesday 7th April 2026
Time: 19:00hrs
Location: Narberth Community Library, Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF.

Present
Cllr. C. Meredydd (Mayor – Chair)
Cllr. E. Rogers
Cllr. G. Meredydd
Cllr. D. Rigby
Cllr. M. Kelly
Cllr. K. Jones
Cllr. Tomos Williams-Mason
Cllr. H. Cole
Cllr. C. Sturman
Cllr. N. Makepeace
Cllr. C. Barnes

Officer in attendance:
Kris O'Kane – Town Clerk & Responsible Financial Officer

In attendance (public gallery):
Mr William Silverstone (NDCSA Trustee)

OM260407.01. Chair's Announcements

The Chair reminded Members of the importance of:

- Appropriate use of Council email communications, including avoiding unnecessary use of "reply all"
- Ensuring that any correspondence issued on behalf of the Council reflects an agreed Council position and is appropriately authorised

OM260407.02. Apologies for Absence

Apologies were received from:
County Councillor M. Tierney
Cllr. K. Monroe

Resolved: Apologies accepted.

OM260407.03. Public Participation

Mr William Silverstone, trustee of the Narberth & District Community & Sports Association (NDCSA), addressed Council regarding:

- A request for financial assistance (grant or loan)
- The financial position of Bloomfield House following recent capital works
- A proposal to explore a Community Asset Transfer (CAT)

Members noted the urgency of the situation.

No decision was taken at this stage, as the matter was not listed for determination on the agenda.

OM260407.04. County Councillor Reports
No County Councillors were present.

OM260407.05. Declarations of Interest
Cllr. C. Meredydd declared an interest in Bloomfield House matters
Cllr. Tomos Williams-Mason declared an interest in a confidential item

OM260407.06. Minutes of Previous Meetings
Ordinary Meeting – 3rd March 2026

Resolved:
That the minutes of the Ordinary Meeting held on 3rd March 2026 be approved as a true and accurate record, subject to minor amendments.

Extraordinary Meeting – February 2026

Resolved:
That approval of the Extraordinary Meeting minutes be deferred pending amendment.

OM260407.07. Finance
The Clerk presented the year-end financial report.
Members noted:

- Closing balance as at 31st March 2026: £83,040
- Accounts fully reconciled
- No virements undertaken during the financial year
- Payment schedule presented for ratification

Resolved:
That Council:

- Note the year-end Finance Report
- Approve the schedule of payments
- Note the reconciled bank position

OM260407.08. Internal Financial Control
Members noted that a formal quarterly internal financial control framework had not been in place during the 2025/26 financial year.

Resolved:
That a quarterly internal financial control framework be implemented from April 2026
That Cllr. H. Cole be appointed to undertake quarterly checks

OM260407.09. Review of Regular Payments
Members reviewed Standing Orders and Direct Debits.

Resolved:
That ongoing payment arrangements be confirmed.

OM260407.10. AGAR Preparation & Audit Timeline
Members noted that:

- The Council has entered the year-end audit process
- AGAR preparation is underway
- Internal audit arrangements will be progressed

Resolved: Noted.

OM260407.11. Triennial Audit Report

Members received the supplementary report outlining the findings of the recent Triennial Audit.

The report identified significant weaknesses in:

- Financial controls
- Audit trail
- Governance processes
- Members acknowledged the seriousness of the findings.

Resolved:
That the report be noted
That a Governance Improvement Programme be progressed

OM260407.12. Risk Assessment

The Clerk presented the Corporate Risk Register.

Resolved:
That the Risk Register be noted
That its ongoing development be supported

OM260407.13. Reserves Policy

Members noted that a reserves strategy had been developed as part of the budget-setting process but had not yet been formally adopted.

Resolved:
That development of a formal Reserves Policy be supported.

OM260407.14. Asset Register

The updated Asset Register as at 31st March 2026 was presented.

Resolved:
That the Asset Register be approved, subject to clarification on valuation methodology where required.

OM260407.15. Clerk's Report

The Clerk presented the written report circulated prior to the meeting.
Members noted updates relating to:

- Year-end and audit preparation
- Governance programme and policy review
- Risk and asset management
- Bloomfield House governance position
- St Andrew's Churchyard tender process
- Pre-election period requirements

Resolved:
That the Clerk's Report be received and noted.

OM260407.16. Policy & Governance Framework

Members noted progress of the Policy Review Task & Finish Group (PRTFG).

Resolved:
That a further meeting be arranged
That draft Standing Orders and Financial Regulations be progressed

OM260407.17. Bloomfield House

Members considered the current position in relation to Bloomfield House, including:

- Existing resolution to explore lease regrant
- Request for Community Asset Transfer
- Request for financial assistance from NDCSA

Resolved:
That an Extraordinary Meeting of Full Council be convened on Tuesday 14th April 2026 at 19:00hrs
That the meeting consider:

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

That the Clerk be instructed to:
Obtain further financial and supporting information from NDCSA
Prepare a report setting out legal and financial options

OM260407.18. St Andrew's Churchyard Sub-Committee

The Chair of the Sub-Committee provided an update on the ground's maintenance tender process.
Members discussed the process for tender evaluation.

Resolved:
That the Sub-Committee proceed with review of tenders
That a recommendation be brought to Full Council for decision

OM260407.19. Annual Meeting Preparation

Members considered arrangements for the Annual Meeting.
Indicative nominations were received:

Mayor (2026/27):
Cllr. E. Rogers
Proposed: Cllr. C. Meredydd (Mayor)
Seconded: Cllr. G. Meredydd (Mayoress)
(Written nomination received prior to the meeting)

Deputy Mayor (2026/27):
Cllr. C. Barnes
Proposed: Cllr. G. Meredydd
Seconded: Cllr. K. Jones
Cllr. Tomos Williams-Mason
Proposed: Cllr. H. Cole
Seconded: Cllr. E. Rogers

Resolved:
That the above nominations be noted
That formal election take place at the Annual Meeting

OM260407.20. Date of Next Meeting
Extraordinary Meeting of Council:
Tuesday 14th April 2026 at 19:00hrs

OM260407.21. Close of Meeting
The meeting closed at 20:49

Signed: .....
(Mayor / Chair)

Date: .....