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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. E. Rogers

**Clerk/Clerc Y Dref:**
Mr. K. O'Kane

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Thursday 28th May 2026

I hereby give notice that **Narberth Town Council** will hold an **Ordinary Meeting of the Council** on **Tuesday, 2nd June 2026 at 20:00hrs** at **Queen's Hall, High Street, Narberth, SA67 7AS** 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

**OM260602.01 Apologies for Absence**
To receive and approve apologies for absence.

**OM260602.02 Declarations of Interest**
To receive declarations of personal and prejudicial interests in accordance with the Members' Code of Conduct.

**OM260602.03 Public Participation**
To receive representations from members of the public in accordance with the Council's adopted Public Participation Guidance.

**OM260602.04 Mayor's Announcements / Civic Engagements**
To receive announcements from the Mayor.

**OM260602.05 Minutes**
To approve as a correct record the minutes of:
a) Annual Meeting held on 5th May 2026
b) Extraordinary Meeting held on 14th April 2026

**Extraordinary Meeting – 14th April 2026 – Clerk's Note**

Members will note that at the previous meeting concerns were raised regarding the accuracy of the draft minutes of the Extraordinary Meeting held on 14th April 2026 and consideration was deferred pending further review.

No specific amendments, corrections or proposed wording changes have subsequently been submitted to the Proper Officer for consideration.

In the absence of specific amendments being submitted to the Proper Officer following the previous deferral, there is no identified basis upon which a further delay to approval is recommended.

**OM260602.06 Clerk's Report (CR–OM260602)**

To receive and note updates arising since the previous meeting.

**OM260602.07 Finance**

To consider:

a) Schedule of payments for ratification
b) Schedule of receipts for noting
c) Bank reconciliation summary
d) Budget monitoring report
e) Any urgent expenditure requiring approval

**OM260602.08 County Councillor Reports**

To receive information reports from Pembrokeshire County Councillors.

**OM260602.09 Councillor Reports (Information Only)**

To receive information reports from Councillors.

**OM260602.10 Narberth Community Library – Transfer Documentation and Execution Arrangements**

To receive an update regarding the Narberth Community Library transfer documentation and determine the Council's preferred execution arrangements following correspondence from Hains & Lewis Solicitors and HM Land Registry.

To consider:

a) the issues raised regarding execution of the Transfer documentation;
b) the requirements identified by HM Land Registry;
c) the appropriate authorised signatory arrangements on behalf of the Council; and
d) any associated actions necessary to complete the transfer process.

Supporting document:
CR–OM260602–LIBRARY.TRANSFER.EXECUTION.ARRANGEMENTS

**OM260602.11 Bloomfield House / NDCSA – Governance and Correspondence Update**

To receive an update regarding Bloomfield House / NDCSA funding arrangements following further officer work, external advice and governance review undertaken since the previous consideration of the matter.

To consider:

a) the advice, governance review and funding route identified in relation to the proposed financial support package;
b) the proposed implementation arrangements and associated conditions;
c) any associated financial and governance implications; and
d) whether to approve implementation of the agreed funding payment.

**Supporting document:**
NTC_REPORT–OM260602–
Bloomfield.House.Financial.Assistance.Statutory.Power.and.Implementation.Considerations

**OM260602.12 St Andrew's Churchyard Sub-Committee**

To receive and consider recommendations arising from the St Andrew's Churchyard Sub-Committee relating to:

- Grounds maintenance arrangements;
- Prioritisation of works;
- Future maintenance approach; and
- Associated budget implications.

**OM260602.13 Access to Cash in Narberth**

To consider concerns regarding the recent reduction in public access to cash facilities within Narberth and determine any representations or actions to be taken.

**OM260602.14 Community Noticeboard Proposal**

To consider a proposal regarding potential provision of additional community noticeboard facilities within Narberth.

To consider:

a) the proposal and supporting information submitted;
b) potential locations and practical considerations;
c) ownership, maintenance and responsibility arrangements;
d) any statutory powers or governance implications; and
e) possible next steps, including whether:
   - to take no further action;
   - to request further investigation and costings;
   - to refer the matter to the Community, Events and Tourism Committee for further consideration; or
   - to progress a pilot or formal proposal.

**Supporting document:**
CR–OM260602–COMMUNITY.NOTICEBOARD.PROPOSAL

**OM260602.15 Narberth Eisteddfod Funding Request**

To consider correspondence received from Narberth Eisteddfod Committee and determine any immediate actions pending adoption of a formal Grants Policy and Strategic Funding Framework.

**OM260602.16 Grants Policy and Strategic Funding Framework**

To consider adoption of a Grants Policy and Strategic Funding Framework, including associated grant application, assessment and review arrangements for future financial assistance requests.

Supporting documents:

- CR–OM260602–GRANTS.POLICY.AND.STRATEGIC.FUNDING.FRAMEWORK
- NTC–POL–GRANTS–2026–01 (Draft)
- NTC–FORM–GRANTS–2026–01 (Draft Application Form)
- NTC–APP–GRANTS–2026–A (Draft Assessment Matrix)

**OM260602.17 Narberth in Bloom – Planting Contribution 2026**

To consider a request for financial support towards seasonal planting arrangements within the town centre, including hanging baskets located at:

- High Street / Spring Gardens junction (outside Kooky Poodle); and
- Railings outside JJ Morris / Hill House.

To consider approval of a contribution of £350.00–£400.00 towards planting and associated works.

**OM260602.18 Council Meeting Venues and Meeting Arrangements**

To consider and determine future meeting venue arrangements including:

a) use of the Queen's Hall for Ordinary Meetings of Full Council; and
b) use of Narberth Community Library for Committee and Sub-Committee meetings.

To consider any associated practical, accessibility, operational and cost implications.

**OM260602.19 Review of Finance & General Purposes Committee Chair Arrangements**

To consider the current Chair arrangements for the Finance & General Purposes Committee and determine whether the Council wishes to make any amendment for the remainder of the 2026–27 Municipal Year.

**OM260602.20 Bollard and Cenotaph Memorial Painting Tender**

To receive an update regarding the bollard and Cenotaph memorial painting tender process and determine next steps, including consideration of:

- status of the preferred contractor;
- failure to provide requested documentation and respond to correspondence; and
- whether the Council wishes to withdraw the proposed award and determine alternative arrangements.

**OM260602.21 Town Hall Clock – Repair and Preventative Maintenance**

To receive an update regarding Town Hall clock maintenance matters including:

a) refurbishment and reinstatement of the seized hammer mechanism;
b) removal of nesting material and debris;
c) replacement or repair of protective netting; and
d) associated expenditure and future preventative maintenance arrangements.

**Supporting document:**
CR–OM260602–TOWN.CLOCK.REPAIRS.AND.MAINTENANCE

**OM260602.22 Narberth Community Library – Trade Waste Arrangements**

To consider trade waste arrangements relating to Narberth Community Library, including consideration of the Council's responsibilities under Library lease and operational arrangements.

To consider:

a) ongoing trade waste and recycling requirements;
b) quotation received for 2026–27 service provision;
c) associated financial implications; and
d) approval to enter into the necessary arrangements.

**Supporting document:**
CR–OM260602–TRADE.WASTE.ARRANGEMENTS

**OM260602.23 Churchyard Bench Provision Update**

To receive an update regarding proposed bench provision within St Andrew's Churchyard and determine any required next steps.

Members are advised that review of the historic bench proposals has identified that assets were acquired before key implementation considerations had been fully established, including confirmation of jurisdiction, permissions, installation requirements, financial implications and practical delivery arrangements.

To note:

a) subsequent officer enquiries have identified that installation of new benches and associated hardstanding within St Andrew's Churchyard requires Faculty consent;
b) detailed plans, specifications and siting information would be required;
c) archaeological considerations may arise due to the consecrated nature of the site; and
d) any future installation proposal remains subject to permissions and Council approval.

To consider:

- future intended use and locations for the benches;
- whether further work on a Faculty application should proceed; and
- any associated financial and practical implications.

**OM260602.24 Cox Hill Driver Feedback Sign (DFS) Installation**

To receive an update regarding the proposed installation of the Driver Feedback Sign (DFS) at Cox Hill and determine next steps, including consideration of:

a) installation arrangements and requirements;
b) estimated installation costs and associated expenditure;
c) any permissions or implementation considerations; and
d) whether to approve the proposed installation and associated expenditure.

**OM260602.25 Correspondence**

To receive and note correspondence reported by exception.

**OM260602.26 Date of Next Meeting**

To note that the next Ordinary Meeting of Narberth Town Council is scheduled to be held on:
Tuesday 7th July 2026
**Time:** 20:00
**Venue:** Queen's Hall, High Street, Narberth, SA67 7AS