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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 1st April 2026

To whom it may concern,

I hereby give notice that **Narberth Town Council** will hold a meeting of the **St. Andrew's Churchyard Sub-committee** on **Wednesday, 8th April 2026 at 19:00hrs** at **Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF**.

Any member of the public wishing to join the meeting via remote conferencing must submit a written request to the Clerk no later than 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,

Kris O'Kane (Mr.)
Town Clerk & Responsible Financial Officer

BUSINESS TO BE TRANSACTED

SACS260408.1 Open of meeting, Welcome, and Chair's Remarks

SACS260408.2 Apologies for Absence

SACS260408.3 Declarations of Interest

SACS260408.4 Minutes
To approve the minutes of the Sub-Committee meeting held on 10th February 2026 (SACS 260210) as a true and accurate record.

SACS260408.5 St Andrew's Churchyard Grounds Maintenance Tender 2026
(Primary Decision Item)
To receive an update from the Proper Officer on the tender process and to:

a. Review all valid tender submissions received by the deadline of 31st March **2026**
b. Consider the pricing, specification compliance, and contractor suitability
c. Agree a preferred contractor, subject to contract
or,
d. Make a recommendation to Full Council where required

SACS260408.6 Contract Scope, Standards and Oversight
To consider and confirm:

a. Expected maintenance standards and frequencies
b. Any required clarifications or amendments to the specification
c. Arrangements for contract monitoring and reporting

SACS260408.7 Financial Considerations

To review the financial implications of the tender submissions and confirm affordability within the Sub-Committee's delegated budget.

SACS260408.8 St Andrew's Churchyard – Ongoing Management and Works

To consider any additional matters relating to the ongoing care, maintenance, and management of the Churchyard.

SACS260408.9 Date of Next Meeting

To be confirmed as required.

SACS260408.10 Close of meeting