NARBERTH TOWN COUNCIL
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c/o Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF

EOM

MINUTES

Extraordinary Meeting of Narberth Town Council

Held at Narberth Community Library, 3 Town Moor Mews, Narberth, SA67 7DF on Wednesday 19 August 2026 at 19:00 hrs.

Document name: NTC–EOM260819–MINUTES–2026-08-19

Present:
Cllr Elizabeth Rogers – Mayor and Chair
Cllr Ceri Barnes – Deputy Mayor
Cllr Hilary Cole
Cllr Kirsty Jones
Cllr Charlie Meredydd (attending remotely)
Cllr Glinys Meredydd (attending remotely)
Cllr Nick Makepeace
Cllr Clare Sturman
Cllr Tomos Williams-Mason

Not present:
Cllr Melanie Kelly
Cllr Kelly Monroe
Cllr Denise Rigby

In attendance:
K. O'Kane (Mr.), Town Clerk & Responsible Financial Officer

Members of the public present:
No members of the public were present.

MINUTES

EOM 260819.01 Apologies for Absence

No apologies for absence were received.

EOM 260819.02 Declarations of Interest and Dispensations

Members were invited to declare any personal or prejudicial interests in the business on the agenda.

No declarations of interest or dispensations were received.

EOM 260819.03 Annual Internal Audit and Annual Return 2025/26

Members received the completed internal audit for the financial year ended 31 March 2026 and the Clerk/RFO's report summarising the principal findings and the Council's proposed response. The internal auditor, Bevan Buckland Audit Ltd, had confirmed that assurance could be provided while identifying areas in which records and internal controls should be strengthened.

Each assertion within the Annual Governance Statement for 2025/26 was considered separately. In response to a question, the Clerk/RFO confirmed that the current Mayor and Chair should sign the Annual Return.

It was RESOLVED that the Council's Annual Report 2025/26 be approved.

It was RESOLVED that:

the completed internal audit and the Clerk/RFO's summary of the principal findings be received and noted;

the Council's proposed response be noted and progress be reported to Full Council until the outstanding actions have been completed;

each assertion within the Annual Governance Statement for 2025/26 be approved;

the Accounting Statements for the year ended 31 March 2026 be approved; and

the Chair and Responsible Financial Officer be authorised to sign and return the Annual Return and associated completion documentation.

Action: The Chair and Responsible Financial Officer to sign the Annual Return, and the Clerk/RFO to submit the completed documentation.

EOM 260819.04 Approval of Schedule of Payments

The Clerk/RFO reported that no Schedule of Payments had been presented and no payments required approval at this meeting. No decision was required.

EOM 260819.05 UK Shared Prosperity Fund – Discover Narberth Heritage Trail Pilot

Members considered a proposal to use the Council's additional £2,000 UK Shared Prosperity Fund Communities allocation for a Discover Narberth Heritage Trail pilot, delivered with Narberth Museum. The pilot would comprise up to 12 QR-code locations and up to four A2 interpretation boards, supported by bilingual digital content hosted on the Museum's website, with a proposed launch on Saturday 12 September 2026.

Discussion covered the funding claim and delivery deadline, branding and editorial responsibility, future management of the web content, and accessibility. It was confirmed that Council approval was required before the £2,000 claim could be submitted; expenditure would be limited to the allocation; funder, Council and Museum branding requirements would be followed; and the Museum would host and manage the supporting web page. Members thanked Cllr Kirsty Jones for the work undertaken to develop the proposal.

It was RESOLVED that the Discover Narberth Heritage Trail pilot, its scope, outline budget and timetable be approved; and that Narberth Town Council be authorised to claim the additional £2,000 UKSPF allocation and incur expenditure up to £2,000 solely for the approved project, subject to confirmed UKSPF conditions, the Council's Financial Regulations and satisfactory supporting evidence.

The motion was carried. Cllr Tomos Williams-Mason abstained.

It was RESOLVED that:

the approved project and its £2,000 UKSPF budget be allocated to the Community, Events & Tourism Committee, with delegated authority to manage and deliver the project within the approved scope and budget, including final decisions on sites, stories, designs, quantities, the supporting web page, translation, installation and launch arrangements;

Cllr Kirsty Jones, as Chair of the Community, Events & Tourism Committee, be appointed Member Project Lead to coordinate development and delivery with Narberth Museum and liaise with the PCC/UKSPF team and prospective suppliers, within the decisions of the Council and Committee and without individual authority to bind the Council or incur or approve expenditure;

the Committee be authorised to approve expenditure and supplier appointments within the allocated budget under its Terms of Reference and the Council's Financial Regulations, with all binding orders, contracts, claims and payments passing through authorised officer procedures; and

the Town Clerk/RFO, following consultation with the Member Project Lead where practicable, be authorised to commission goods and services approved by the Committee, issue and submit the Council's invoice or claim, complete monitoring and evidence requirements, process authorised payments and make any non-substantive administrative amendments required by the funder.

The motion was carried. Cllr Tomos Williams-Mason abstained.

Action: The Member Project Lead, Community, Events & Tourism Committee and Clerk/RFO to progress the project and complete the funding, procurement, delivery and monitoring requirements within the approved scope and budget.

EOM 260819.06 Date of Next Meeting: Community, Events & Tourism Committee

Members considered the need for a Committee meeting to progress community Christmas planning and related recommendations.

It was RESOLVED that the next meeting of the Community, Events & Tourism Committee be held on Wednesday 26 August 2026.

Action: The Clerk to issue the agenda and summons for the Committee meeting.

There being no further business, the meeting closed at 19:35 hrs.

Certification of Approval

These minutes are submitted for approval as a true and accurate record of the meeting.

Signed: E M Rogers

Mayor / Chair

Name: Elizabeth Rogers

Date: 01/09/26.