



**NARBERTH TOWN COUNCIL
CYNGOR TREF ARBERTH**

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



DRAFT MINUTES

Ordinary Meeting of Narberth Town Council

Held at Narberth Community Library, 3 Town Moor Mews, Narberth, Pembrokeshire, SA67 7DF, on Tuesday 1 September 2026 at 19:00hrs.

Document name: NTC-OM-260901-MINUTES
-DRAFT-2026-02

Present (in person or remotely): Cllr E. Rogers — Mayor; Cllr C. Barnes — Deputy Mayor; Cllrs K. Jones, C. Sturman, H. Cole, N. Makepeace, T. Williams-Mason, D. Rigby, C. Meredydd, G. Meredydd, M. Kelly and K. Monroe.

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

MINUTES

OM 260901.01 Apologies for Absence

No apologies for absence were recorded.

OM 260901.02 Declarations of Interest

Members were invited to declare any personal and/or prejudicial interests in respect of items on the agenda.

Cllr H. Cole declared a personal interest in item 16, Oriel Q Gallery CIC, as a neighbour and friend of the gallery. She remained for the discussion and abstained from the decision.

The Mayor, Cllr E. Rogers, and the Deputy Mayor, Cllr C. Barnes, declared personal interests in item 20 arising from their use of civic regalia. They remained for the item.

Cllr T. Williams-Mason declared a personal and prejudicial interest in item 26 by virtue of being the Town Clerk's partner and withdrew before that item was considered.

OM 260901.03 Minutes of Previous Meetings

Council received the minutes of the Ordinary Meeting held on 7 July 2026 and the Extraordinary Meeting held on 19 August 2026.

It was RESOLVED that the two sets of minutes be approved as true and accurate records.

OM 260901.04 Public Participation

A member of the public raised the loss and location of cash machines and the difficulty of obtaining convenient access to cash in Narberth. The representation was noted and was also addressed during the County Councillor reports.

OM 260901.05 County Councillor Reports

Members received reports covering Civic Week and the Carnival; hedges and grounds maintenance; missed refuse collections; parking and road markings; the access-to-cash survey and referral of approximately 300 responses to LINK; the condition, closure and future of Narberth Castle; and speeding concerns at Kiln Park Road and Redstone Road.

It was reported that a Pembrokeshire County Council programme board was being established in relation to the Castle, that the Kiln Park Road speed-survey outcome was awaited, and that contact would be made with GoSafe regarding Redstone Road.

OM 260901.06 Mayor's Announcements

The Mayor congratulated and thanked everyone involved in Civic Week and the Carnival, noting the strong community support, range of affordable activities and favourable weather. The Mayor also referred to a forthcoming civic engagement in St Davids. The update was noted.

OM 260901.07 Clerk's Report and Action Tracker

Council received the Clerk's Report and Action Tracker. Updates included recovery of outstanding meeting records; community-wellbeing actions; cycle stands; the Town Hall clock; grit-bin provision; ElanCity driver-feedback signs; St Andrew's Churchyard works; Force for Nature benches; emergency wildfire-risk measures; bollard and pedestrian-railing repainting; and continuing governance and audit work.

It was RESOLVED that the Clerk's Report and Action Tracker be received and noted.

It was RESOLVED that the alternative siting or use of the two Force for Nature grant-funded benches be referred to the Amenities, Services and Environment Committee for consideration and recommendation.

Action: Town Clerk to continue the recorded workstreams, including recovery of outstanding meeting records and external follow-up, and to return any matter requiring expenditure or a fresh Council decision on a properly worded agenda.

OM 260901.08 Members' Reports (For Information Only)

Members reported continuing public concern about speeding and apparent vehicle racing around the town, involving both cars and a motorcycle. The information was noted.

OM 260901.09 Finance

Council considered the July and August 2026 Finance Report, updated Financial Management System, bank reconciliation, payment schedules, unpaid invoices and reserve schedule. Closing cash at 31 August 2026 was £67,871.57 across the Council's three accounts.

It was RESOLVED that: (i) the Finance Report, updated FMS and detailed reserve schedule be received and noted; (ii) the July payments of £6,787.06 and August payments of £7,281.65 be approved or ratified; (iii) the six unpaid invoices totalling £5,490.23 gross after the Hotel Plas Hyfryd credit note be approved for payment; (iv) the reconciliation at 31 August 2026 to £67,871.57 be accepted, with the formal August statements to be checked and retained when issued; (v) the £14,000 Play Park Committee Community Grant commitment be noted; (vi) the forecast reserve position of £80,578.93 before, and £66,578.93 after, recognition of that commitment be noted, together with the indicative £1,292.64 outside the forecast reserve schedule; and (vii) the outstanding NNDR, VAT and supporting-evidence actions be noted.

No virement or reserve-source allocation was made. A six-month budget and reserves review, including the funding source for the Play Park commitment, will be brought to Council in October.

Action: Town Clerk/RFO to process the approved payments, complete the stated evidence checks and prepare the October six-month review.

OM 260901.10 Financial Regulations 2026 – Revised and Reformatted Regulations

Council considered the revised Financial Regulations, including the Payment Card Protocol and corrections to outdated expenditure limits and cross-references.

It was RESOLVED that the Financial Regulations 2026 be adopted with immediate effect and replace the Financial Regulations adopted on 3 December 2024.

The adopted Regulations require review at least annually.

Action: Town Clerk/RFO to publish and implement the adopted Financial Regulations.

OM 260901.11 Planning Applications

Council considered the three planning applications listed on the agenda.

It was RESOLVED that: (i) application 26/0278/PA, The Studio, Little Greenway, Station Road — NO OBJECTION; (ii) application 26/0295/PA, 2 Leamington Cottages — NO OBJECTION; and (iii) application 26/0338/PA, Grove Furnishers Ltd, Redstone Road, change of use to a dental surgery — NO OBJECTION.

Action: Town Clerk to submit the representations to Pembrokeshire County Council and seek an auditable acknowledgement, using direct email to the relevant case officer in addition to the consultation portal where permitted.

OM 260901.12 Community, Events and Tourism Committee – Appointment of Member

It was RESOLVED that Cllr N. Makepeace be appointed to the Community, Events and Tourism Committee for the remainder of the 2026/27 municipal year. The decision was unanimous.

OM 260901.13 Training and Development Policy, Training Plan and Councillor Training Records 2026/27

Council considered the Training and Development Policy, the 2026/27 Training Plan, the statutory purpose of the plan, role-specific priorities, the proposed training-record verification process and a Council-wide skills self-assessment. The approved training budget is £1,650 and the forecast programme cost presented was £1,611.

It was RESOLVED that: (i) the Training and Development Policy and the 2026/27 Training Plan be adopted, with the Training Plan replacing the November 2022 plan, and the Training Plan published; (ii) the Clerk circulate the training records held and invite corrections or supporting evidence within 20 working days; (iii) a Council-wide skills self-assessment be completed by 31 October 2026; and (iv) the Clerk be authorised to book training identified in the adopted plan within the approved budget and Financial Regulations, with any material change returning to Council. The decision was unanimous.

Action: Town Clerk to circulate available training dates, verify individual records and publish the adopted plan.

OM 260901.14 Annual Register of Members' Interests and Member Allowance Declarations 2026/27

The Clerk reported on the annual update of Members' Register of Interests entries and the issue of 2026/27 allowance declarations, following review of the prior-year payment record. The position was noted.

Action: Town Clerk to issue the 2026/27 forms; all Members to complete and return the forms promptly for retention and publication where required.

OM 260901.15 Grants Policy and 2026/27 Applications

Council reviewed implementation of the adopted Grants Policy and the position of organisations that had previously received recurring donations. Members supported an open, documented and auditable application process, with proportionate assistance for applicants.

It was RESOLVED that: (i) the 2026/27 grant programme be opened and publicised; (ii) organisations seeking Council funding, including previous recurring recipients, ordinarily apply through the adopted Grants Policy and the form appropriate to the amount sought; (iii) the Clerk contact previous recipients and offer reasonable assistance with applications; and (iv) the Council work towards two assessment rounds in a full year, with the present 2026/27 round to be progressed during October/November. Council retained its lawful discretion but did not approve any direct award under this item.

Action: Town Clerk to launch the application round, contact previous recipients and bring eligible applications through the agreed decision route.

OM 260901.16 Oriel Q Gallery CIC – Grant Application

Council considered Oriel Q Gallery CIC's application for £700 towards October and November school and community workshops and a proposed October half-term cultural procession. The Clerk/RFO reported that the requested supporting documents had been received and that sufficient budget provision was available.

It was RESOLVED that a grant of £700 be awarded to Oriel Q Gallery CIC and payment be authorised in accordance with the Council's Grants Policy. Cllr H. Cole abstained by reason of her declared personal interest.

Action: Town Clerk/RFO to notify the applicant, confirm the organisational payee details and administer the award in accordance with the Grants Policy.

OM 260901.17 Christmas Lights Consultation

With the agreement of Council and at the request of the Member who had placed the item on the agenda, this matter was considered together with item 18.

OM 260901.18 Narberth – Together at Christmas: Community Christmas Programme

Council received the Community, Events and Tourism Committee update on a broader community Christmas programme and the draft public questionnaire. Members requested a single final questionnaire bringing together the two working drafts and strengthening the quantitative value-for-money questions.

It was RESOLVED that the Chair and Deputy Chair of the Community, Events and Tourism Committee be authorised to finalise the questionnaire, provide it to the Clerk by 17:00hrs on 2 September 2026 and enable its prompt publication through the Council's channels.

Council then considered a separate motion concerning the existing Christmas-lighting agreement. An amendment removed the opening statement that the existing arrangements be retained for Christmas 2026. The amendment was carried, with Cllr C. Barnes abstaining. Council then considered the amended substantive motion.

It was RESOLVED that: (i) the Council explore terminating the existing lighting agreement before the 2027 payment falls due; (ii) the RFO confirm and report the exact termination, return and comparative saving figures before any further decision; and (iii) if termination is subsequently approved, the Community, Events and Tourism Committee develop alternative options informed by the consultation and report them to Full Council. The amended motion was carried.

The resolution did not terminate the agreement or approve a replacement scheme. No separate programme budget of up to £12,000 and no immediate purchase under the programme were authorised at this meeting.

Action: CET Chair and Deputy Chair to finalise the questionnaire; Town Clerk to publish it; RFO to verify and report the contract figures before the 2027 payment date.

OM 260901.19 Audit Findings – Bloomfield House Insurance

Council considered the audit finding that the Council, as asset owner, should examine independent insurance protection for Bloomfield House in addition to the tenant's existing obligations and cover.

It was RESOLVED that the Clerk/RFO be authorised to establish the appropriate buildings, contents and liability cover, clarify its interaction with the lease and the tenant's insurance, obtain quotations and report back before a policy is placed. The decision was unanimous.

Action: Town Clerk/RFO to obtain the necessary information and quotations and report the recommended arrangements and cost to Council.

OM 260901.20 Civic Regalia – Town Crier’s Role, Ceremonial Dress and Mayoral Robes

Members discussed the condition, fit, provenance and future care of the Town Crier’s ceremonial dress and the need for an inventory of the Town Crier’s and Mayor’s regalia. The present Town Crier was to be involved in any development of replacement attire.

It was RESOLVED that the Council investigate appropriate updated ceremonial dress for the Town Crier, together with the care, repair, storage and future replacement requirements for the civic regalia, and bring a costed proposal back to Council. One Member voted against the motion.

No expenditure was authorised at this meeting. Members also requested that the formal status and expectations of the Town Crier’s role be clarified in future work.

Action: Town Clerk to coordinate an inventory and condition check, consult the current Town Crier and obtain information sufficient for a costed future proposal.

OM 260901.21 Correspondence

The Clerk reported receipt of two written complaints containing personal information. The complaints would be acknowledged, assessed and routed through the appropriate complaints or conduct procedure. Council noted receipt; no determination was sought or made.

OM 260901.22 Items for the Next Agenda

A matter concerning the Community Library was requested for a future agenda. Members were reminded that further requests could be submitted to the Clerk, subject to Standing Orders and proper agenda formulation.

OM 260901.23 Date of Next Meeting

It was announced that the next Ordinary Meeting would take place on Tuesday 6 October 2026 at 19:00hrs at Narberth Community Library.

OM 260901.24 Exclusion of the Public and Press

It was RESOLVED that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded for the remaining business because it concerned confidential tenant and commercial information and the remuneration and terms of employment of an individual employee.

PART II – CONFIDENTIAL BUSINESS

OM 260901.25 Bloomfield House – Confidential Landlord and Tenant Matters

This item was not considered before the meeting closed.

OM 260901.26 Implementation of the Independent Job-Evaluation Recommendation for the Town Clerk and Responsible Financial Officer

The Clerk and Cllr T. Williams-Mason withdrew before this item was considered. The confidential proceedings and resolution are recorded in the separate supplementary Part II minutes.

There being no further business, the Mayor closed the meeting at approximately 21:32hrs.

Certification of Approval

These minutes were approved as a true and accurate record of the meeting at the meeting held on [date of approving meeting].

Signed:

Mayor / Chair

Name:

Date:
