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

EOM

AGENDA & SUMMONS

Extraordinary Meeting of Narberth Town Council

To be held exclusively online via Microsoft Teams on Tuesday 20 October 2026 at 7.00 pm.

Document reference: NTC–AGENDA–EOM–2026–10–20
Notice and summons issued: Thursday 15 October 2026

I hereby give notice that the Mayor has convened the meeting specified above.

Members of Narberth Town Council are hereby summoned to attend for the purpose of considering and resolving the business set out in the agenda below.

This meeting will be held exclusively online. There will be no physical meeting venue.

Members of the public and press may attend remotely using the Microsoft Teams joining details below. Public attendees will join with microphones muted and cameras switched off. Council members and authorised participants may speak during the formal business. A member of the public who wishes to ask a question during public participation must contact the Clerk in advance at clerk@narberthtowncouncil.gov.wales. The Clerk will arrange speaking access for that item.

This meeting will be recorded by Narberth Town Council. The recording may include the displayed names, voices and images of anyone who speaks or enables their camera. Members of the public who do not wish to appear in the recording should keep their cameras switched off and remain muted. Anyone who speaks during the meeting will be included in the recording.

TEAMS MEETING JOINING DETAILS:

Joining link:	https://teams.microsoft.com/meet/364531994770169?p=SXobqnJGpgmQegpZJG
Meeting ID:	364 531 994 770 169
Passcode:	qa9Bv6Q7

Yours faithfully,

K. O'Kane (Mr.)
Town Clerk & Responsible Financial Officer
Proper Officer to Narberth Town Council

BUSINESS TO BE TRANSACTED

EOM 261020.01 Apologies for absence

To receive apologies and consider approval of reasons for absence.

EOM 261020.02 Declarations of interest

To receive declarations of personal and prejudicial interests relating to business on the agenda and note any relevant dispensations.

EOM 261020.03 Public participation

To receive representations from members of the public concerning business on this agenda, in accordance with the Council's Standing Orders.

EOM 261020.04 Christmas lighting resolutions of 13 October 2026 - supplier response and procedural position

To receive Blachère's written response and the Clerk's report on the status of resolutions EOM 261013.04 and EOM 261013.05, together with any procedural advice received from One Voice Wales and/or SLCC.

To note which conditions attached to the resolutions can or cannot be satisfied and which separate decisions remain capable of implementation.

To receive clarification of Standing Order 7 concerning previous resolutions and the procedure applicable to any proposal to reverse an earlier decision.

EOM 261020.05 Lamp-post lighting display for Christmas 2026

To note Blachère's confirmation that neither a full nor partial exchange of the existing motifs from its UK Pre-Loved stock can be accommodated for Christmas 2026.

To confirm arrangements for the existing 32-motif display, including consideration of the positioning or grouping of existing motifs, subject to installer confirmation, practical requirements and approved budget.

To agree the process and timetable for considering a future refresh within the existing contractual arrangements.

EOM 261020.06 Replacement conical feature tree outside Hill House

To receive any confirmation from Blachère concerning availability, prices and technical requirements for the preferred five-metre warm-white conical fir tree and the three-metre alternative.

To consider the options and determine whether to proceed, taking account of the contractual position concerning the existing feature; the proposed hire period and total financial commitment; delivery, installation, ballast, electrical and safety requirements; and available approved budget.

To approve any expenditure, identify the budget provision and specify the scope and conditions of any delegated authority for implementation.

EOM 261020.07 **Real Christmas tree in Market Square**

To receive an update on sourcing, quotations and practical arrangements for the proposed real Christmas tree.

To consider and determine the location, necessary permissions, support or anchoring, lighting—including possible reuse of existing lights—installation, maintenance, removal and safety arrangements.

To approve expenditure, identify the budget provision and specify responsibility and any delegated authority for implementation.

EOM 261020.08 **Christmas lights switch-on event**

To determine whether the Council will organise, support or participate in a Christmas lights switch-on event in 2026.

To consider and agree the proposed date, location and scope; the organising body and lead responsibility; the respective roles of CET, councillors, the Clerk, contractors and any external partners; the budget and funding source; necessary permissions, insurance and safety arrangements; and any delegated authority, reporting requirements and matters requiring further Council approval.

EOM 261020.09 **Publication of the Christmas survey results and public communications**

To agree the practical arrangements and publication date for the question-by-question Christmas survey results, subject to removal or redaction of personal and confidential information, in accordance with the resolution of 13 October 2026.

To approve an accompanying factual summary of the Council's decisions and the confirmed position for Christmas 2026, including Blachère's response.

To confirm responsibility for preparation, checking and publication, including CET's role, and agree any further public statement.

EOM 261020.10 **Financial controls, implementation and supplier communications**

To confirm the total financial implications of decisions made under this agenda, identify the approved budgets to be used and determine any expressly proposed budget adjustments.

To agree implementation responsibilities, deadlines and the scope, financial limits and conditions of any delegated authority.

To agree arrangements for future communications with Blachère, ETTS and other suppliers, including reporting relevant member enquiries and ensuring that formal instructions, orders and contractual commitments are issued through the Clerk within approved authority.

EOM 261020.11 Officer briefing - motions, project proposals and delegated authority

To receive a briefing from the Clerk on existing procedural and financial requirements and supporting good-practice guidance, with reference to the Council's Standing Orders, Financial Regulations, The Good Councillor's Guide for Community and Town Councillors and the Finance and Governance Toolkit for Community and Town Councils.

The briefing will address:

- Members' entitlement to bring forward motions and proposals, including the requirement under Standing Order 9(b) to submit written notice of a motion's wording to the Proper Officer at least seven clear days before the meeting, subject to the separate provisions governing amendments and motions without notice.
- The Clerk's role in reviewing proposed business for procedural compliance, legal powers and financial implications.
- The importance of submitting fully costed proposals and supporting information in sufficient time for verification, including where the wider subject is already scheduled for consideration.
- The need for quotations, supplier availability and other material information to be checked for accuracy and continuing validity before presentation, avoiding reliance on outdated information and unnecessary use of officer and meeting time.
- The importance of expressly defining and recording project responsibilities, approved expenditure, conditions, delegated authority and reporting requirements.

This item is for receipt of the Clerk's briefing only, and no decision will be taken. Following the briefing, the Chair will invite brief questions of clarification relating directly to its contents, in accordance with Standing Orders. The item will not be opened to substantive debate. Any question requiring further information or a detailed response may be submitted in writing to the Clerk for a formal written response.