

MINUTES OF AN EXTRAORDINARY MEETING OF FULL COUNCIL
held on 25 June 2026 at 6pm in the Old Wool Market and via video conference

Present:	Cllr R Thomas-Turner	Chairman / Mayor
	Cllr A Benson-Davies	Vice Chairman / Deputy Mayor
	Cllr D Thomas-Turner	Sheriff
	Cllr C Black	
	Cllr L Hinksman	
	Cllr K Manikonda (until 7.00pm)	
	Cllr T Moses (until 6.37pm)	
In attendance	Cllr J Odlin	
	Cllr B Simister	
	V Lewis Camacho	Town Clerk/RFO
	E Gear	Deputy Clerk

2935 Apologies

Apologies received: Cllr(s) S Pearce and S Thorley. Absent: Cllr(s) K Blake, R Thomas and S Williams.

2936 Declarations of Interest from Members

<i>Agenda Item</i>	<i>Member</i>	<i>Interest</i>	<i>Nature of interest</i>
4 - Annual Return	Cllr L Hinksman	Personal	Internal Auditor is Trustee of Employer

2937 Statutory Business deferred from Annual Meeting held on 14 May 2026 to coincide with internal audit review and approval of Annual Return for the year ended 31 March 2026

i) Appointment of internal Audit

Noted Internal Auditor appointment letter dated 16 March 2026.

ii) Annual Report 2025-26

Clerk noted that preparation of the new format of Annual Report for 2025-26 agreed by Council was in progress. It was proposed to convene an Extraordinary meeting of Full Council on 2 July 2025. This would allow time to work on the annual report and enable Council to consider another time sensitive matter, which the Chair of Council agreed was acceptable.

Resolved: To convene an Extraordinary Meeting of the Full Council be held on Thursday 2 July 2026.

Proposed: Cllr D Thomas-Turner. Seconded: Cllr J Odlin.
All voted in favour.

iii) Expenditure incurred under S137 of the Local Government Act 1972

The schedule of expenditure totalling £49,168.44 was noted.

iv) Asset Register

The Fixed Assets Register was reviewed and noted. Items and their value discussed included the Sword, and Chains of Office which, in line with the Internal Auditor's recommendation, will be re-valued as soon as practical to ensure that their value is more accurately recorded in the Asset Register following this exercise, particularly in light of an increase in the cost of gold, and that adequate insurance is in place to take into account any changes in value.

v) Internal Controls and Financial Risks Assessment, including delegation arrangements to Committee, Sub-Committees, staff, and other local authorities

Members of Council noted the content of the paper and supporting documents provided by the Clerk and confirmed that they were satisfied that there are adequate internal controls in place.

vi) Insurance arrangements

Council noted the insurance policy schedule for April 2026-27, the same having been approved by Council at the time of renewal.

vii) Banking arrangements and list of authorised signatories

Council reviewed and noted the current list of signatories and authorities which applied to the banking arrangements for both the Town Council and the Bridge Meadow Trust. No changes were recommended.

viii) Direct Debits

The schedule of direct debits was noted by Council. The Clerk proposed that the current use of All-Star Fuel Card, which incurs a commission charge, is terminated on the basis that the Facilities Manager had use of a Charge Card which could be used as an alternative to fuel card when refuelling the Council vehicle.

Resolved: To cancel the All-Star Fuel Card Account.

Proposed: Cllr D Thomas-Turner. Seconded: Cllr A Benson-Davies.

All voted in favour.

ix) Arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses

Council reviewed and noted the updated schedule of agreements and arrangements with partner organisations during the year ended 2025-26.

2938 Annual Return for the year ended 31 March 2026

Council reviewed and approved the Accounting Statement for the financial year 2025–26. Members agreed and noted the explanations provided in support of the Governance Statement. It was noted that the Council's Vision Statements, developed in 2021, continue to inform the Council's work, but that there is a need to develop a longer-term Business Plan in consultation with the community (Point 1). Members also noted that the Council did not meet the eligibility criteria to exercise the General Power of Competence during the period (Point 10).

Council noted the Internal Audit report within the Annual Return and the written report by the Internal Auditor.

Finally, Council reviewed the governance documents requested by Audit Wales comprising a paper on how the Council sets and monitors its Budget and Reserves; and on the Internal Auditor Terms of Reference position, all of which had been reviewed by the PPF Committee.

Cllr L Hinksman declared a personal interest as the Internal Auditor is known to her in his capacity as a Trustee of her employer, Pembrokeshire People First.

Resolved:

1) To approve the Annual Return for the year ended 31 March 2026, including the Accounting Statement for the financial year 2025–26; the Annual Governance Statement; the report of the Internal Auditor, and additional Governance documents requested by Audit Wales.

2) That the Mayor (as Chair of Council) and the Town Clerk/Responsible Financial Officer be authorised to sign and date the Annual Return.

Proposed: Cllr J Odlin. Seconded: Cllr C Black. All voted in favour.

With no further business to consider, the meeting ended at 7.34pm.

Chairman of Council / Mayor		Signed
Proper Officer / Town Clerk		Signed
Date		