

**MINUTES OF AN ORDINARY MEETING OF NEYLAND TOWN COUNCIL HELD MONDAY 6TH JULY 2026,
7.00PM AT NEYLAND COMMUNITY HUB**

This meeting was recorded.

IN ATTENDANCE: Cllr. P Hay (Mayor)

Cllr. A Phelan
Cllr. M Harry
Cllr. S Hancock
Cllr. A Thomas
Cllr. A Richards

Miss. Libby Matthews – Town Clerk & RFO (via livestream)

APOLOGIES: None received.

ALSO IN ATTENDANCE: Members of the public.

Meeting Opened: 7.00pm

**4697 - DECLARATIONS OF INTEREST FROM MEMBERS REGARDING THE BUSINESS TO BE
TRANSACTIONED**

Name:	Interest:	Agenda item(s):
Cllr. M Harry	Personal; Non-paid Director of Neyland CIC	N/A
Cllr. S Hancock	Personal; County Councillor, Local Authority Governor.	N/A
Cllr. A Phelan	Personal; Non-paid Director of PAVS	N/A

4698 – MR. LLOYD JONES (THE WALLICH) TO ADDRESS COUNCIL

Mr. Lloyd Jones, of the organisation The Wallich, had attended the meeting to spread the word for the organisation and to request assistance from Council regarding pop-up sessions for members of the public. Mr. Jones informed everyone that the organisation is there to help people who are facing eviction, who are 'sofa-surfing' or who are already sleeping rough outdoors and are homeless. The organisation assists people with support on housing, doctors appointments, keeping on top of bills, money management and much more. He advised that they are governed by grants from Pembrokeshire County Council and currently have a 13 strong conflict resolution team for early intervention and therapeutic services to offer support ahead of crisis point. It was also advised that The Wallich is currently the largest organisation in Wales like this and often, people do not realise what they can offer and how many people

need assistance. Cllr. Harry informed Mr. Jones that, in his capacity as a Director of Neyland Community Hub, he would be more than happy to take his details and assist in hosting a pop-up day at The Hub.

4699 – REPRESENTATION BY MEMBERS OF THE PUBLIC limited to 15 minutes)

Mrs. Tracey Kinnersley addressed Council with a request of an update on traffic calming measures on Kensington Road, as there have been a further two accidents recently on the same stretch of road. Cllr. S Hancock advised Pembrokeshire County Council have been bombarding the Highways Dept and agree that something must be done. He further advised that a Topographical survey of the area from Honeyborough Roundabout through to Kensington Road was currently underway and was gathering data to ensure a proportionate response. Considerations of improvement on the area have included road markings, hatchings, road narrowing's and other possibilities. Cllr. Hancock further advised that he had spoken on the matter with Sean Doble of Dyfed-Powys Police, discussing the possibility of more conspicuous enforcement from the police in regard to speeding, and that there would be consultations and funding beforehand. Overall, it was summarised that changes would be made in the area both physical and in regard to police enforcement.

4700 - TO APPROVE THE MINUTES OF THE ORDINARY MEETING 01.06.2026

There were no amendments requested by Council.

Proposal: To approve the minutes of the Ordinary Meeting of Council 01.06.2026

Proposed: Cllr. A Phelan

Seconded: Cllr. M Harry

All in favour.

RESOLVED: MINUTES OF THE MEETING OF COUNCIL 11.05.2026 ARE APPROVED AS A TRUE RECORD.

4701 – MATTERS ARISING

There were no Matter's Arising.

4702 – ONGOING MATTERS

- a. Public Toilets** – The revised draft lease has been returned to our solicitor to liaise with PCC solicitor. NTC have stated that they categorically need to be indemnified of any asbestos related costings to the building before they will take on the lease.
- b. Belle Vue Field** – Instruction has been given to our solicitor that due to the lease no longer being necessary to the NTC plans for Community Gardens, we would like to rescind our request to obtain a lease for the Belle Vue Field.
- c. ARAP** – No further update.
- d. Website** – No further update.
- e. Kensington Road** – Update given during discussions with members of the public.

4703 – DISCUSSION/APPROVAL OF THE INTERNAL AUDIT REPORT FOR 2025/26

Ahead of the meeting, the Clerk had circulated the completed internal audit report for the running, financial and administrative aspects of the Council. This had been completed by Ms. Julie Burgess of Matthew Craig Associates. The Audit included a detailed Work Programme document and a report which states the following:

Purpose of the Audit

The purpose of the audit was to review the financial propriety and governance arrangements of the Council in accordance with proper practices as set out in the One Voice Wales/SLCC publication “Governance and accountability for local councils in Wales – A Practitioners’ Guide (as amended December 2014)”.

Main Findings

The control objectives tested and proved to be satisfactory can be seen in Appendix A.

Audit Opinion

Assurance can be expressed in the governance arrangements and the financial statements of NTC for the financial year 2025-26 based on the tests conducted.

Acknowledgements

I would like to take this opportunity to thank Libby Matthews, Clerk/RFO for all the help and co-operation provided with the completion of the audit.

As there had been no recommendations noted by the internal auditor, Council had no further comments.



Internal Audit Work
Programme 2026.pdf

4704 – CALL CENTRE APPOINTMENT SYSTEM WITH HYWEL DDA – Cllr. M Harry

Cllr. Harry raised concerns with the inefficiency of the Hywel Dda automated appointment system. Specifically, he himself had an appointment cancelled by Hywel Dda, after waiting several months on the waiting list for the appointment. He was then put back to the bottom of the list to wait a further 5 months for a new appointment, meaning the follow up appointment would now be 9 months from request by the consultant, which he believes is unfair and unethical seeing as how the appointment cancellation was due to sickness absence within Hywel Dda. Cllr. Harry’s concerns were that, if it were unforeseeable and unavoidable to cancel the initial appointment, how would they guarantee it would not happen again and he be sent to the bottom of the waiting list for a third time, for something that was the fault of Hywel Dda.

It was agreed by Council that the Clerk should draft a letter to Hywel Dda and request a simple, honest overview on how the booking system works and query the ethics of such a system that could essentially, double, triple or even more, the waiting time for a person.

4705 - PAYMENTS TO BE APPROVED AND FINANCIAL UPDATE

Council had been circulated, ahead of the meeting, a list of expenditure for June 2026 totalling £13,415.68, a list of income for June 2026 totalling £1,067.43, a copy of the Bank Statement and a full Bank reconciliation, which showed no discrepancies.



Payments June
2026.pdf



Income June
2026.pdf



Barclays View of
accounts.pdf



All Banks Reconciled
30.06.2026.pdf

Council had also received, ahead of the meeting, a list of payments for approval totalling £4,110.37



Payments for
Authorisation 06.07.20

Cllr. Hay queried the support payment to the Carnival Committee of £1000.00, asking why the amount showed twice on our banking statements. The Clerk advised that the first payment was made to a bank account that had, since last year's payment to the carnival Committee, had become obsolete, so the payment had bounced immediately back into NTC's account, shown on the list of income. The Clerk confirmed she then made the payment to the new bank details received by the Carnival Committee and had confirmed that payment had arrived with them securely.

Proposal: To approve the payments & accept the financial information for June 2026.

Proposed: Cllr. A Phelan

Seconded: Cllr. P Hay

All in favour.

RESOLVED: PAYMENTS ARE APPROVED AND FINANCIAL INFORMATION IS ACCEPTED.

4706 - CLERK'S REPORT

The Clerk reported the following to Council:

1. **MUGA** – The Clerk advised she had received a complaint regarding late night noise levels at the MUGA. Cllr. P Hay advised that since the work between PCC and NTC has been completed, the overall usage of the MUGA has improved significantly, with less damage and destruction of the property. He advised he does still keep up regular maintenance himself and that he would speak with Wally (PCC) regarding any solution to late night usage.
2. **Audit Wales** – The Clerk advised that for the Audit year 2026/26, NTC were on rotation for a Full Audit this year. This means a full, in depth audit of all Council governance, financial, legal, employment and management processes. The Clerk advised she was working her way through the Audit and should have it ready to submit soon. She advised that, as this entails a years' worth of paperwork on all Council matters, there would be a potage cost for the materials, but that that should be no more than £30.
3. **Parade Marshall** – The Clerk advised that she had received an email from our current Remembrance Sunday Parade Marshall that due to personal circumstances, she would unfortunately not be available to attend the Remembrance Sunday parade for 2026. The Clerk was advised to contact Milford Town Council to seek a replacement for this year's parade.

4. **Bookers Membership** – The Clerk advised that she had set up a Bookers Membership on behalf of NTC, which will assist when NTC are making large purchases for events (Easter, Christmas etc) and for purchasing supplies for the public toilets. She advised that this comes at no cost to NTC.
5. **Police Statement** – The Clerk advised that following on from the report made to the police against disqualified ex Cllr David Devauden in relation to his continuing harassment and abuse of the Clerk and Councillors, the police had attended her property, and she had given a statement and submitted evidence.

4707 – MAYOR’S UPDATE

The Mayor advised all his updates had been covered during the meeting already.

4708 – EXCHANGE OF INFORMATION AT THE DISCRETION OF THE MAYOR

There was no exchange of information from members of Council.

4709 – DATE OF NEXT MEETING

Due to August being recess, the date of the next meeting was set for Monday 7th September 2026.

Signed: (Mayor/Chair)

Signed: (Clerk/Proper Officer)

Date: