

**ORDINARY MEETING**  
**MONDAY 1 JUNE 2026 at 7.30PM, LAWRENNY VILLAGE HALL**

**NOTE OF PROCEEDINGS**

In attendance: Cllr V Evans (Chair); Cllr B Carlisle, Cllr J Crowther, Cllr Eynon, Cllr Newman  
Also in attendance: L Lesnianski (Clerk)

Apologies received: Cllr L Williams; Cllr D Clements

Declarations of interest: None

Public Attendance: A representative from Lawrenny Shop Committee.

With the agreement of all present proceedings were recorded.

**Decisions made (by Agenda reference):**

**2. Minutes of Previous Meeting:** The minutes of the May Ordinary meeting were approved by council with one amendment. Whilst it was correctly recorded Cllr Evans had offered apologies, further down it also listed Cllr Eynon and Cllr Newman. Clerk to change first page and email to councillors. On this basis the content of the minutes were taken as correct and signed by the Chair as an accurate record.

**3. Matters Arising:**

*a. Lawrenny Shop:* Cllr Evans proposed the community council make a purchase of goods for Lawrenny Community Shop specified by them, to assist in finishing the project, cost covered by £300 granted at last month's meeting. Cllr Crowther seconded the proposal. All voted in favour. Clerk to contact the supplier of a quote recently supplied to Lawrenny Shop and ask for a proforma to be sent over for payment.

**6. Finance:**

*6.a. Financial Report:* The Clerk presented the financial report for the period 1<sup>st</sup> May to 31<sup>st</sup> May 2026 Approved unanimously. Balances as at 31<sup>st</sup> May £12,395.65.

*6.b. Invoices and Remittance:* Clerk presented email correspondence from PAVS with regard the unspent element of funds granted to Martletwy Community Council for our Community Warm Spaces project through the Supporting Community Action Fund. A total of £1800 was allocated. £258.92 remained unspent. This is to be returned. Cllr Evans proposed returning the funds. Cllr Crowther seconded the motion. All voted in favour. Clerk to action repayment.

*6.c. Clerk Salary:* Council confirmed they had previously approved Clerk's salary report for May 2026.

*6.d. Annual return:* The clerk presented the completed Annual Return for the year ending 31<sup>st</sup> March 2026, including the Internal Auditor's section completed and signed. Councillors inspected the Annual Return, its content and the Internal Auditor's section. Cllr Evans proposed approving the annual return for 2025/2026. Cllr Carlisle seconded the motion. All voted in favour. Clerk to action preparing to send bundle to Audit Wales.

*6.e. Insurance Premium:* The clerk confirmed the annual insurance premium had been paid to Zurich Insurance.

**7. Community**

*7.b.ii Martletwy Play area – benches and tables:* Cllr Crowther confirmed he would collect the damaged benches as soon as possible. He has been trying to get there. Cllr Carlisle has sourced a recycled plastic picnic bench available to purchase. It is virtually brand new. The price is £350. The clerk researched the cost of new recycled plastic picnic benches. The cheapest available was £430 + delivery. After general discussion, Cllr Crowther proposed the bench sourced by Cllr Carlisle should be purchased for use at Martletwy play area as soon as possible. Cllr Newman seconded the proposal. All voted in favour of acquiring the picnic table as it was good value, and by purchasing a nearly new bench ensured it was repurposed within the play area.

*7.b.iii. Information Boards:* The clerk shared correspondence from a member of the community who had re-raised the matter of replacing the information board situated just outside the Martletwy play area. Councillors agreed there were no funds available this year for replacing the Martletwy information board or producing new boards in Landshipping and Lawrenny. Cllr Crowther suggested looking into the use of QR codes, linked to local information. The clerk will investigate access to QR codes for businesses. It was agreed the Community Council would facilitate the project, but others would need to contribute if they wished it to proceed. This would be a useful addition to the community. It was acknowledged this solution would not be suitable for everyone and boards would be useful. The cost of a proposal to create three new information boards would be considered before the budget setting for the 2027/2028 financial year.

**8. Community Council Policy**

*8.a. Council and Councillor contact details:* Cllr Crowther agreed to be the next councillor to try to set up a council email address with Cllr Evans' assistance.

*8.c. Postal Address for Council:* Clerk confirmed she is finalising an arrangement with the community shop. Cllr Evans' proposed accepting the offer from their committee. Cllr Carlisle seconded the motion. All voted in favour. Clerk to action.

**13. Date of next Meeting:** Monday 27<sup>th</sup> July. Venue to be confirmed.

The rest of the meeting comprised of normal matters and community council business.

Meeting Closed: 20:22