

Welcome to the Martletwy 2026 Annual Report.

This annual report sets out to inform residents of Martletwy, and the authorities, of the actions and endeavours of the Community Council during the period from April 2025, until 31 March 2026. Our report will give an outline of the Council's structure, our Councillors, and an overview of our year.

Introduction

Martletwy Community Council (MCC) has 6 members, known as Councillors. They have all either been re-elected in an uncontested election or been co-opted onto the council through the due process of the Casual Vacancy. The most recent council elections, for those who were re-elected uncontested, were in 2022. All councillors across Wales are bound by a Code of Conduct, and each declared their acceptance of the office, and the rules of office, at the time of their appointment.

A Community Council is part of the local government structure in Wales, working closely with their local authority, in our case Pembrokeshire County Council. The community council follows the governance set out by the administration in the Senedd, the Welsh Government.

Councillors

Unlike representatives of the local authority, members of the Community Council are volunteers. They give their time freely in order to try to enhance and enable the community in which they live.

Each year there will be a Chair and Vice Chair. The election of the Chair occurs annually at the Annual Meeting. Often, they may have held the position of Chair in the previous year, or perhaps Vice Chair. Our Chair for 2025/2026 has been Cllr Elizabeth Williams. The Vice Chair Cllr Victoria Evans.

The roster of councillors for Martletwy Community Council 2025-2026 (in alphabetical order)

Councillor Bruce Carlisle
Cllr Jason Crowther
Cllr Phil Davies (resigned June 2025)
Cllr Victoria Evans (Vice Chair)
Cllr Phillip Eynon
Cllr Adele Newman (co-opted November 2025)
Cllr Elizabeth Williams (Chair)

Meetings

The Council regularly meets in the evening on the first Monday in the month at the village hall in Lawrenny, though the day of the week may change from time to time in order to allow for greater accessibility to members of the public who are unable to join

MARTLETWY COMMUNITY COUNCIL

ANNUAL REPORT 2025-2026

us on a Monday evening. For confirmation of the date and time of each meeting, and a copy of the agenda, we ask everyone to check our community noticeboards in Lawrenny and Martletwy, as well as our website <https://www.martletwycommunitycouncil.gov.uk/> for details.

The council endeavours to meet in a different location at least once a year. This year we held a meeting in the lovely setting at Martletwy Play Area.

Each Town and Community Council is given the opportunity to appoint two Youth Representatives. A Community Youth Representative represents the youth sector and is a 'voice' on the Community Council for local issues affecting young people. Unfortunately, at this time we do not have any Youth Representatives, but if you are interested in this position, please contact the Clerk.

The community council meets approximately ten times per year, according to our predetermined schedule (open to change should the need occur), predominantly on the first Monday of the month at Lawrenny Village Hall. There are no meetings in August or December.

We always endeavour to hold one of the meetings in the summer months in a different location within the ward. Our meetings last approximately 90 minutes and usually commence at 7:30pm. In addition to in person attendance, we also offer hybrid provision, via remote means such as online or by phone. This provision is available to both councillors and public attendees.

Our meetings follow an agenda, previously published on the community noticeboards, and our website prior to the meeting. Public attendees may observe only, with an opportunity for a question at the discretion of the Chair. The format of our meetings is as laid out in our Standing Orders, a document outlining the rules and regulations the community council must follow when in session.

Report on the Year's Activities

During the 12 months spanning the financial year 2025/2026, the community council has been busy working on behalf of the community.

As in previous years, both the local planning authorities, Pembrokeshire County Council and Pembrokeshire National Park, have consulted the community council regarding applications made within the ward. Following Welsh Government planning policy and guidelines, the community council considered each application carefully and sent any comments they had to the planning authorities to assist them in their decision-making processes.

Martletwy also continued to work collaboratively with the local highways team, reporting any maintenance issues they identified, or had reported to them by the public.

MARTLETWY COMMUNITY COUNCIL

ANNUAL REPORT 2025-2026

If you have any highway maintenance issues you can contact your councillors via the [Contact Us](#) form on our website or by [email](#).

Following the previously successful applications for Warm Spaces grants the well-attended local coffee mornings and carers get togethers- both started with the Warm Spaces funding from PAVS - continue to thrive throughout 2026. If you would like to attend, please look out for the posters on the community noticeboards and on our [website](#) for dates and times.

During April 2025 work continued at Martletwy play area installing the items received following the successful grant application for the Orchard Package. Two benches were delivered and located by the trees. A bug hotel was received; this will help to enhance biodiversity in the play area and act as an educational tool. A water butt was sited in a suitable location. Work carried on throughout the year to make the play area as inviting as possible and to encourage flora and fauna and the local wildlife

In May 2025 the community council's focus was on the 80th Anniversary of VE Day, supporting a celebration picnic in the Martletwy play area. The event was well attended and enjoyed by all.

It was with great sadness Martletwy had to say goodbye to Cllr Phil Davies in June 2025, after seven years working tirelessly on behalf of the community. He resigned in order to spend more time working with other community-based organisations, especially the local Young Farmers Club. It was universally agreed by councillors Cllr Davies had been a huge asset to the council and to the community and would be sorely missed. Everyone wished him well and the business of filling the Casual Vacancy began. With the support of the Electoral Office at the local authority, the Notice for the Casual Vacancy was advertised in July 2025.

The Casual Vacancy Notice did not result in the call by residents for an election and the process moved to co-option of an individual. As there were a number of candidates interviews were held in October following the summer recess in August, and a busy September.

Following Cllr Williams' successful bid for the next round of Warm Spaces grant funding the council was awarded £1800 in October 2025 for use by 31st March 2026. The bid was for funds for three events spread across the remainder of the financial year.

At the Ordinary meeting in November 2025, following on from the interviews with prospective candidates for co-option on to the Martletwy Community Council. Councillors agreed all the candidates had been exceptional. A vote took place at the meeting to choose a new councillor. Adele Newman won the vote and was co-opted as the new councillor at the community council.

MARTLETWY COMMUNITY COUNCIL

ANNUAL REPORT 2025-2026

Also in November Cllr Crowther and Cllr Crowther attended the Remembrance Sunday Service in Lawrenny and laid a wreath on behalf of the community council.

Following an extremely encouraging first year, and very positive feedback, December 2025 saw the community council expand its Christmas Tree Initiative, increasing trees provided from one in Landshipping, to three trees provided to the villages of Landshipping, Lawrenny and Martletwy, for display in a central location within each village. Two of the three villages were also supplied with solar lights. It is hoped the third village will take up the offer of solar lights for Christmas 2026. Work is currently ongoing to try to supply the villages with live Christmas trees for future generations.

December 2025 saw the first two events funded by the award of the Warm Spaces grant. A children's Christmas party held at Wild Lakes was enjoyed by all who attended, and the Christmas Lunch for older members of the community at the Snooty Fox public house, was extremely well attended and a great success.

Also in December, the Light Up initiative also continued to grow, with many more residents putting Christmas lights outside their property to add to the festive spirit. Many are using solar lights and hopefully this option will grow as the initiative continues.

It was a busy start to 2026, with the annual precept budget setting for the next financial year keeping councillors very busy at the meeting online in January.

As the 2025/2026 period ended the community council were approached by Lawrenny Community Shop, a community interest organisation, with a request for funding to complete a renewal project, with an additional community space and WC. This matter continues into 2026/2027 as MCC consider how they might assist the project.

Other business throughout the year revolved around dealing with business and correspondence as received. Matters arising were added to the agenda for the consideration of councillors and decisions made in their regard.

Much of the rest of the year is taken up meeting the rules, regulations and guidelines set out by the Welsh Government whilst continuing to work hard to be accessible to all residents.

Policy

Key to the community council's function are the various policies it is expected to adhere to. These include, but are not limited to:

- a. The Training Policy: Ensures councillors have the training required to undertake their role

- b. Annual Reporting: Reports such as the Annual Report, and Section 6 Biodiversity Report are required under Welsh Government legislation. They are updated and maintained throughout the year and sent to the various bodies as required.
- c. Standing Orders: The Standing Orders, Financial Risk Assessment, and Financial Regulations are essential to the operating of the council. These are reviewed annually and re-adopted at the annual meeting of the council held in May each year.
- d. Financial records are maintained throughout the year and reported at ordinary meetings. Annual external financial scrutiny of a community council culminates in an Internal Audit prior to the completed Annual Return being sent to the Wales Audit Office for approval.
- e. Various other policies, to ensure the council can manage its business competently, are updated as and when required.

Reflection

MCC continue to endeavour to engage and support the local community. Through their events, coffee mornings, initiatives, and the creation of a volunteer group, they hope to continue to boost community cohesion, enhance the local offer, and support the villages that make up Martletwy Ward, such as Landshipping, Lawrenny and Martletwy.

The importance of ensuring residents are kept informed of all aspects of Welsh Government and local authority decision making as it affects them also remains firmly at the centre of the community council's work. As a tier one organisation within local authority, town and community councils are at the heart of their communities and are best served to engage with the electorate.

Going Forward

Over the next 12 months, in readiness for the local council elections in 2027, MCC will review its processes. It will carry out a self-assessment using the Finance and Governance Tool Kit (F>K) produced in a collaboration between One Voice Wales and the Society of Local Council Clerks (SLCC). The self-assessment will cover the five key areas as laid out in the F>K as follows:

- Vision, purpose and community planning
- Leadership and people
- Community engagement and partnerships
- Business processes
- Resources and financial management

MARTLETWY COMMUNITY COUNCIL

ANNUAL REPORT 2025-2026

Martletwy Community Council plan to ensure it is in the best position possible to welcome newly elected councillors and to carry on the work already undertaken in the ward to ensure residents are well informed and supported.

June 2026