



# Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Finance Sub-Committee Meeting of Ammanford Town Council (ATC)**  
on  
**Thursday 11<sup>th</sup> April 2019, 6pm**  
at the Council Chamber, Town Hall, Iscennen Road, Ammanford SA18 3BE

**Minutes taken by: Interim Clerk, Clare Hope (CH)**

Attendees: Mayor Deian Harries (DH); Deputy Mayor Wendi Mills-Lowe (WML); Councillor Colin Evans (CE); Councillor Gwenllian Harries (GH1); Councillor Marie Griffiths (MG); Councillor Emma Evans (EE); Councillor Gruff Harrison (GH2); Councillor Llio Davies (LD); Councillor Carol Cadman (CC)

Also in attendance Paul Murray, Technical Officer; Lyn Llewelyn RFO

***Mayor DH presiding***

**1. Apologies and reasons for absence**

Councillor Julia Bell – attending another meeting  
Councillor Rhys Fisher – holiday  
Councillor Paula Treharne-Hanbury - working

**2. Declarations of interest**

DH – County Councillor, Member of Ammanford AFC  
CE – County Councillor  
GH2 – Member of Ammanford AFC

**3. To discuss training costs for Clerk**

The Clerk advised it is essential that she starts training to assist with her role. To date this has been difficult to fit in as she has been working so many hours but it is vital that the training is carried out for ATC to be complaint.

CilCA training is £350 plus a registration fee of £375 and the clerk will need time to study.

***Proposed – CE***  
***Seconded – WML***  
***All Agreed***

#### **4. To receive information from the RFO regarding Financial Regulations**

The RFO advised he has received the One Voice Wales Financial Regulations which he feels ATC should adopt. He feels it is best practice and should be observed in accordance with the Standing Orders. Must also be reviewed annually.

*Proposed – CE  
Seconded – CC  
All agreed*

RFO has made contact with RIALTAS to sign up to their software. They are hoping to come to see us in May to show how the system works.

#### **5. To discuss the appointment of Stuart Pollard to carry out internal audit (RFO)**

RFO advised he has looked at previous reports which are really shocking. He is trying his best to put the situation right. He feels that as Stuart was involved in the past two audits it is best to involve him again for 2018/2019.

*Proposed – CC  
Seconded – WML  
All agreed*

#### **6. Payments (RFO)**

Clerk advised ATC have received £500 for Fairground Hire for last year and £10,000 from CCC for the Improvement Grant which was part of asset transfer

CE – asked about reclaiming VAT – The RFO advised he is looking back at this as this is a long job. He is only looking at payments made over £25.

Cheque 2612 – Expenses £1019.06

Cheque 2613 - £198.10 Co-op for Halloween Chocolates

Cheque 2614 – £535

Cheque 2616 - Argos

Cheque 2617 - £1977 Ikea

#### **7. Bank Accounts (RFO)**

##### **a. – To discuss applying for a debit card**

GH1 suggested a limit of use of debit card and asked where it would be stored. Clerk advised in safe. Suggested £1000 spend without authority.

*Proposed – WML  
Seconded – MG  
All agreed*

- b. - To discuss making one account solely for events

*Proposed – WML*

*Seconded – MG*

*All agreed*

- c. - To discuss arranging regular transfers to cover payments made

*Proposed – WML*

*Seconded – CC*

*All agreed*

- d. - To discuss setting up all utility bills to be paid by direct debit

*Proposed – CE*

*Seconded – CC*

*All agreed*

8. To receive an update from the Technical Officer regarding the request for financial assistance from Ammanford Rugby Club

TO advised he has looked in to the rugby club quote and everything is in order

**Proposal to agree £5000 request for financial assistance from Ammanford Rugby Club –  
MG**

**Seconded CE**

**All Agreed**

9. To receive a report from the Technical Officer regarding the Asset Register

TO advised he is still working on this and hopes to have a draft report by the end of May

10. To discuss future of storage containers

The Clerk advised one of the storage units at Corgi can not be used as it cannot be accessed. Wrenvale have offered to pay £1000 for it and transport it to their premises.

CC advised it was bought under grant funding so it might not be in a position to be sold.

The Clerk advised she will check with Caroline Owen (CCC Community Bureau)

11. To receive a Grants Update (Clerk)

**Mynydd Y Betws**

The Clerk advised following a very productive meeting with Caroline Owen, there are two immediate options to apply for grant funding which fit with ATC's plans to become more compliant and open to the community

MYB – Grant is up to £15k. Caroline suggested ATC apply for funding for a new IT system Caroline has advised there will also be funding available from Welsh Church Fund. Quotes for a netbook for each member of staff and each member of Council, with Microsoft licensing for 3 years are £21500. £15,000 would come from MYB, £2500 from Welsh Church Fund, with remainder from ATC.

The Clerk advises this falls within IT budget set for 2019/2020

EE asked if the IT equipment was necessary as it seems like a lot of money

The Clerk advised in order to become fully compliant everyone will need their own hardware which is linked to the same network. Documents can be shared and accessed. The Clerk advised she has recently met with the Head of IT for CCC and they can offer their framework of support to Town & Community Councils for this purpose and some have accepted this already, as have One Voice Wales.

***Proposal to agree to apply for MYB – CE  
Secoded WML***

***In favour – CE, MG, WML, CC, LD, DH, GH1, GH2  
Not in favour – EE***

**TFF**

Caroline has advised the Clerk there is also TFF funding available which could help to appoint a Community Co-ordinator. The role would involve liaising with local groups when they require funding help and going as the point of contact to the Community Bureau. There is £20k available. The Clerk will report back when we are in a position to look at this.

**Community Fund**

The Clerk advised Caroline had told her about a Community Fund where ATC could apply for money in an emergency situation. As the response to the Easter Event had been so popular (over 300 children registered for the Easter Egg hunt), the Clerk discussed this option with the Mayor who supported an application. Within a day the funds of £1000 had been agreed.

**Request from Ammanford AFC to not pay retrospective permit/usage fees for Ammanford Rec to help with maintenance.**

***DH, GH1, GH2, EE left the room as declared an interest or association with Ammanford AFC***

The Clerk advised that prior to the 2018/2019 Season, permit/usage fees should have been agreed with the sports clubs. As this was not done, no formal agreement was ever in place as to how much and on what basis the Clubs would be charged. The Football Club have put some money away but as they are taking over the asset of one of the pitches, they need some financial assistance.

The Clerk advised that CCC have not provided bills for the maintenance work as yet however ATC have received a grant of £31,208 from CCC.

CC – asked how far away are we from completion of asset transfer

TO – advised we are hoping to agree sub-leases before start of Season and formal agreements will be written by our solicitor to ensure ATC are protected with costings going forward

CE – asked the RFO for his opinion. RFO advised he feels ATC should accept the situation as there was no prior agreement in force

The Clerk advised that this will be the same situation for all of the Clubs

***Proposed to not retrospectively charge the sports Clubs for usage of pitches for 2018/2019***

***– CE***

***Seconded WML***

***All agreed***

***DH, GH1, GH2, EE returned to the room***

***CE left the meeting***

## **12. To discuss Office furniture (Clerk)**

The Clerk advised to finish the office, a further 5 chairs are required at a total cost of £300.

***Proposed LD***

***Seconded GH1***

***All agreed***

As there is no access to drinking water the clerk has obtained a quote from Y Fynnon of £69 plus VAT for the year for the rental of a water urn and 18.5 litre bottles of water are £5.10 plus VAT.

***Proposed WML***

***Seconded GH1***

***All agreed***

The Clerk also advised she has sought quotes for a new photocopier/printer and is now recommending using CCC framework. Rental is £977 p/a

***Proposed LD***

***Seconded GH1***

***All agreed***

## **13. To discuss broadband and telephone lines (Clerk)**

The Clerk advised broadband and phone lines are now available in the office. A further line is required at £21 per month plus VAT and the cost of another phone (£100).

***Proposed WML***

***Seconded CC***

***All Agreed***

**14. To discuss Town Wifi fee (Clerk)**

The Clerk advised she has recently had a meeting with Mared Pemberton who is responsible for the town Wifi project. At the moment the beacons are situated at Martin Jones Butcher and Daisy Chain. There is a cost just under £5000 that ATC had agreed to pay so this falls within IT budget

**15. To receive an update regarding business rates for Ammanford Recreational Ground (Clerk)**

The Clerk advised she contacted CCC on receipt of a bill for 2019/2020 as the changing rooms are unused. They have waived fee and will reimburse last year's fee.

***Meeting closed 7.45pm***

Signed:  (Chair)

**Print Name: Wendi Mills-Lowe**

**Date: 17/06/2019**