



Cyngor Tref Rhydaman

Ammanford Town Council

Minutes of the Annual General Meeting of Ammanford Town Council on Monday 18th

May 2026 at 6:12pm at Ammanford Rugby Club, and via Teams

Chair, Cllr. C Higgins presided over the meeting

Members Present

Cllr H Howells
Cllr C Higgins (Chair)
Cllr A Jones
Cllr C Evans (online)
Cllr C Hope
Cllr D Harries
Cllr E John
Cllr LI Davies
Cllr N Morgan
Cllr P Allchurch
Cllr K McMinn-Davies (online)
Cllr S Evans

Agenda Item AGM 0105182026 Ethol Maer (Cadeirydd y Cyngor)/Election of Mayor
(Chair of the Council)

i) Ethol y Maer ar gyfer y flwyddyn ddinesig 2026/2027/To Elect the Mayor for the
municipal year 2026/2027

ii) Derbyn Datganiad y Maer o Dderbyn Swydd/ To receive the Mayor's Declaration
of Acceptance of Office

Cllr H Howells asked for nominations for Mayor.

Cllr D Harries read aloud a proposal to nominate Cllr C Higgins.

No other nominations.

Resolved unanimously to appoint Cllr C Higgins as Ammanford Town Council Mayor
for municipal year 2026-2027.

ii) Derbyn Datganiad y Maer o Dderbyn Swydd/ To receive the Mayor's Declaration
of Acceptance of Office

Cllr C Higgins read his declaration in Welsh. Cllr H Howells presented Cllr C Higgins
with the Mayor's chain. Cllr C Higgins thanked the councillors and Cllr D Harries.

Agenda Item AGM 0205182026. Ethol Dirprwy Faer (Is-gadeirydd)/ Election of Deputy Mayor (Vice Chair).

i) Ethol y Dirprwy Faer ar gyfer y flwyddyn ddinesig 2026/2027/To elect the Deputy Mayor for the municipal year 2026/2027

Cllr C Higgins asked for nominations for Deputy Mayor.

Cllr C Hope nominated Cllr H Howells, as Cllr H Howells was well respected in the community and would like to see Cllr H Howells support Cllr C Higgins.
No other nominations.

Resolved unanimously to appoint Cllr H Howells as Ammanford Town Council Deputy Mayor for municipal year 2026-2027.

ii) Derbyn Datganiad y Dirprwy Faer o Dderbyn Swydd/To receive the Deputy Mayor's Declaration of Acceptance of Office

Cllr H Howells read her declaration in English. Cllr C Higgins presented Cllr H Howells with the Deputy Mayor's Chain.

Agenda Item AGM 0318052026 Derbyn ymddiheuriadau am absenoldeb/To receive apologies for absence

Cllr W Erasmus was not present and no reasons for absence were given.

Agenda item AGM 0418052026 I dderbyn datganiadau o fuddiant/To receive declarations of interest

The Mayor welcomed new members to Ammanford Town Council.

Cllr K McMinn-Davies declared that she is a councillor on Betws Community Council, but it was clarified that she only needs to declare an interest in individual meetings when agenda points may relate to activities in the other council.

Agenda Item AGM 0518052026 Cadarnhad o gywirdeb y cofnodion/ Confirmation of the accuracy of the minutes:

- i) **Cyfarfod Cyllid 23.06.25/ Finance Meeting 23.06.25**
 - i. Chief Officer clarified that these meetings were not ratified at the time.
 - ii. Cllr C Hope asked for minutes to be checked for spelling accuracy.
Resolved unanimously with checks for spelling that the minutes be ratified.
- ii) **Cyfarfod Cyllid 17.11.25/Finance Meeting 17.11.25**
Resolved unanimously.
- iii) **Cyfarfod Llawn y Cyngor 23.02.26/Full Council Meeting 23.02.26**
Resolved unanimously.
- iv) **Cyfarfod y Pwyllgor Cyllid 09.03.26/Finance Committee Meeting 09.03.26**
Resolved unanimously.

Agenda Item AGM 06182026 Adolygu cylch gorchwyl a threfniadau dirprwyo pwyllgorau presennol: /To review the terms of reference and delegation arrangements of existing committees:

- i) **Cyllid/Finance**
- ii) **Personel/Personnel**
- iii) **Apeliadau/Appeals**
- iv) **Asedau/Assets**
- v) **Yr Amgylchedd a Bioamrywiaeth/Environment & Biodiversity**
- vi) **Ymgysylltu â'r gymuned, Lles a digwyddiadau /Community engagement, Wellbeing and events**
- vii) **Polisi/Policy**

Cllr A Jones asked if anything new needed to be brought to the council's attention. Chief Officer Gazette that policies are standard for councils and recommended by One Voice Wales.

Cllr E John said that the policy should not have the year in the document "15th March [2025]" because it would need to keep being updated.

Council agreed to amend it to just "15th March"

Cllr E John asked if there is any training specific to the Asset Committee. Cllr C Higgins clarified that the training plan is for all committees.

Cllr E John suggested that an up-to-date asset register responsibility should be mentioned on the policy. Chief Officer clarified that there is an up-to-date asset register.

Cllr E John hopes that all councillors have read the policies before the meeting and noted that there are some typos.

Cllr C Higgins said that a fair thing to do, as he did, is raise queries with officers before the meeting so that amendments like typos can be made.

Resolved to accept policies with amendments as requested.

Cllr P Allchurch left the meeting at 18:32.

Cllr P Allchurch returned to the meeting at 18:35.

Agenda Item AGM 0718052026 Penodi aelodau i bwyllgorau presennol/To appoint members to existing committees:

- i) **Cyllid (5)/Finance (5)**
Same members but Cllr Hope to chair
- ii) **Personél (5)/Personnel (5)** Cllr H Howells to be chair and committee members to remain
- iii) **Apeliadau (5)/Appeals (5)** Cllr S Evans, Cllr P Allchurch and Cllr C Higgins to join.
- iv) **Asedau (5)/Assets (5)** Cllr A Evans to remain as Chair, Cllr C Higgins to join everyone else to remain.
- v) **Yr Amgylchedd a Bioamrywiaeth (5)/ Environment & Biodiversity (5)** Cllr C Evans to remain as chair, Cllr LI Davies to join.
- vi) **Ymgysylltu â'r gymuned, Lles a digwyddiadau (5) /Community Engagement, Wellbeing and Events.** Cllr S Evans to join and Cllr C Hope to remain as chair.

vii) **Polisi (5)/Policy (5)**

- a. Cllr C Hope noted that most of the polices fall under Personnel.
- b. Cllr P Allchurch, Cllr A Jones, Cllr Emyr John, Cllr C Higgins, and Cllr N Morgan (chair).
- c. Any policies that mention statutory law need to go to full council.

Resolved unanimously.

Agenda Item AGM 0818052026 Penodi cadeiryddion pwyllgorau/To appoint committee chairs

- i) **Cyllid/Finance** - Cllr Clare Hope
- ii) **Personél /Personnel** Cllr Heulwen Howells
- iii) **Apeliadau /Appeals** Cllr Calum Higgins
- iv) **Asedau /Assets** Cllr Anthony Jones
- v) **Yr Amgylchedd a Bioamrywiaeth /Environment & Biodiversity** Cllr Colin Evans
- vi) **Ymgysylltu â'r gymuned, Lles a digwyddiadau (5) /Community Engagement, Wellbeing and Events** Cllr Clare Hope
- vii) **Polisi /Policy** Cllr Nigel Morgan

The appointment of Chairs to Committees was **Resolved unanimously**

Agenda Item AGM 0918052026 Adolygu cynrychiolaeth ar gyrff allanol neu weithio gyda nhw a chadarnhau trefniadau ar gyfer adrodd yn ôl/ To review representation on or work with external bodies and confirm arrangements for reporting back:

- i) **Pwyllgor Ardal Un Llais Cymru (2) /One Voice Wales Area Committee (2)**
 - a. Mayor and Deputy are usual members.
 - b. **Resolved unanimously.**
- ii) **Pwyllgor Cyngor Ehangach Un Llais Cymru (2) /One Voice Wales Larger Council Committee (2)**
 - a. Mayor and Deputy are usual members.
 - b. **Resolved unanimously.**
- iii) **Tasglu Rhydaman (1) /Ammanford Task Force (1)**
 - a. Cllr H Howells is happy to attend. Mayor and Deputy Mayor will attend based on availability.
 - b. **Resolved unanimously.**
- iv) **Cynrychiolydd Corff Llywodraethol Ysgol Bro Banw (1) /Ysgol Bro Banw Governing Body Representative (1)**
 - a. Cllr C Evans is the current representative, but he hasn't been to a meeting yet but there is one next month. Proposed to keep Cllr C Evans as the representative.
 - Resolved unanimously**
- v) **Cynrychiolydd Corff Llywodraethu Ysgol Feithrin Rhydaman (1) /Ysgol Feithrin Rhydaman Governing Body Representative (1)**

- a. Cllr A Jones recommended Chief Officer reach out to find out names on school bodies.
- b. Cllr K McMinn-Davies was asked if interested in being the representative for **Ysgol Feithrin Rhydaman**
- c. Clarification around what language the meetings are held in.

Resolved unanimously.

vi) **Cynrychiolydd Corff Llywodraethol Ysgol Gymraeg Rhydaman (1)**

/Ysgol Gymraeg Rhydaman Governing Body Representative (1)

- a. Cllr LI Davies is current representative. Proposal to keep the same.

Resolved Unanimously

vii) **Cynrychiolydd Corff Llywodraethu Ysgol Parcyrhun (1)/**

Ysgol Parcyrhun Governing Body Representative (1)

Cllr C Hope is the current representative but didn't have an invite.

Cllr S Evans was voted to represent the Council on **Ysgol Parcyrhun**

Resolved Unanimously

Query about Ysgol Dyffryn Aman – a representative hasn't been invited. Cllr C Higgins is on the YDA governing body, but he isn't there as an official town council representative.

Agenda Item AGM 1018052026 Adolygu a mabwysiadu'r Cyngor/ To review and adopt the Council's:

i) **Adroddiad Blynyddol Drafft /Draft Annual Report**

Cllr C Hope wants to adjourn the decision. She thinks the photos should change – preferably only images from Ammanford and the remembrance photo needs to be of the mayor not the groups participating.

Resolved unanimously.

Agenda Item AGM 1118052026Adolygiad o bolisiâu'r Cyngor /Review of Council Policies

i) **Pecyn Cymorth Cyllid a Llywodraethu Rhan 1 /Finance and Governance Tool Kit Part 1**

ii) **Pecyn Cymorth Cyllid a Llywodraethu Rhan 2 /Finance and Governance Tool Kit Part 2**

Cllr A Jones suggested the doc be taken to finance committee, but it was clarified that it needs to be full council. Cllr C Hope suggests it goes into an action plan and schedule summarised and shown to council.

Chief Officer said she will have to report in format as requested Action Plan and scheduled summarised.

Council understands that they are adopting the document as an evolving document.

Cllr C Hope expressed the importance of

Proposing the draft part 1 & 2

Resolved unanimously.

iii) **Cynllun Lles Cymunedol /Community Wellbeing Plan**

- a. Cllr C Hope said there are not enough examples of spending the budget, i.e automatically giving money to Dawnsywyr Penrhyd and Menter for regular annual events. Bring consistency to the plan.
- b. Cllr C Higgins expressed concern that decisions at AGM have been deferred before. Cllr C Hope said that the team is different to before and this can be discussed at full council in June.

Resolved unanimously.

iv) **Cynllun Ymgysylltu â'r Gymuned /Community Engagement Plan**

It was Resolved unanimously to defer.

v) **Cynllun asesu risg blynyddol a rheoli risg/ Annual risk assessment & risk management scheme.**

Adoption of the Financial Register was **Resolved unanimously.**

iv) **Cod ymddygiad i aelodau/ Code of Conduct for members**

v) **Polisiâu diogelu data (GDPR)/Data protection (GDPR) policies.**

vi) **Cynllun cyhoeddi a rhyddid gwybodaeth / Publication scheme & freedom of information.**

Cllr E John said that there are spelling mistakes in the Data Protection Policy. These are to be corrected, but the decision can still progress.

It was Resolved unanimously to adopt Code of Conduct, GDPR policy and Publication Scheme & freedom of information

vii) **Rheolau Sefydlog /Standing orders**

It was proposed to adjourn for new model this was **resolved unanimously**

viii) **Cynllun hyfforddi 2024-2027 /Training plan 2024-2027**

Chief Officer will cross reference the training plan to the Committees and Members to ensure that the Councillors are aware of the training they should attend.

Cllr E John asked who will complete the facilities training. Chief Officer assured that Estates comes under Estate & Admin Officer role.

It was **resolved unanimously** that the training plan be adopted.

ix) **Cynllun Iaith Gymraeg /Welsh Language Scheme**

It was **resolved** to adopt the Welsh Language Scheme

Agenda Item AGM 1218052026 Adolygiad o Restr Tir ac Asedau /Review of Inventory of Land and Assets

- a. Cllr C Hope suggested the council get an independent valuation of the assets. Llanon and Llanedi use Rhys Richards, it may cost £2000 at first, then £700 going forward. Chief Officer took a note to look at this.

Agenda Item AGM 1318052026 Adolygiad Yswiriant /Insurance Review

Cllr A Jones clarified that it's due in June, Chief Officer said that the information wasn't ready to present to Council. It was requested but as the renewal was not due until 28th June 2026 we would have to wait for information.

On insurance doc there is a Penycae Swansea – address should be Pantyfnnon.

Cllr C Hope raised key person's cover, if it's not in the policy - if they aren't going to have it, they need a clerk's year's salary in reserves. Chief Officer to look at the inclusion.

Agenda Item AGM 1418052026 Adolygiad o Danysgrifiadau /Review of Subscriptions

- i) **Aelodaeth Un Llais Cymru /One Voice Wales Membership**
- ii) **Swyddfa'r Comisiynydd Gwybodaeth /Information Commissioners Office**
- iii) **Prif Swyddog/Aelodaeth RFO i Gymdeithas Clercod Cyngorau Lleol /Chief Officer/RFO membership to Society of Local Council Clerks**
- iv) **Aelodaeth Dirprwy Glercod Cymdeithas Clercod Cyngorau Lleol /Deputy Clerks membership to Society of Local Council Clerks**
- v) **Gweledigaeth TGCh /Vision ICT**
- vi) **TG cymylog /Cloudy IT**
- vii) **Ysgrifennydd /Scribe**

Discussion around usefulness, no need to vote on each subscription.

Resolved Unanimously

Agenda Item AGM 1518052026 Ystyried Taliadau Cyngorwyr yn unol â'r lefelau a nodwyd gan Banel Taliadau Annibynnol Cymru a elwir bellach yn Gomisiwn Democratiaeth a Ffiniau Cymru (DBCC) /To consider Councilor Payments in line with levels set out by the Independent Remuneration Panel for Wales now called The Democracy and Boundary Commission Cymru (DBCC)

Resolved unanimously to adopt Councillor Payments in line with the Democracy and Boundary Commission Cymru (DBCC) as outlined in table circulated to Councillors.

Agenda Item AGM 1618052026 Trefniadau Bancio a Llofnodwyr /Banking Arrangements and Signatories

The following councillor was proposed to be added to signatories Cllr H Howells

Resolved Unanimously

Cllr E John asked if another member of staff be added as a signatory. Discussion had that this doesn't need to be done.

Resolved Unanimously

Agenda Item AGM 1718052026 Cadarnhau Trefniant Dirprwyo'r Cyngor /Confirmation of Council Delegation Arrangement

Cllr C Hope said that the delegations should be used more frequently rather than delaying decisions. The purpose of the council is to review things that weren't in the original budget.

Resolved Unanimously

Agenda Item AGM 1818052026 Adolygiad o wariant y Cyngor o dan adran 137 o Ddeddf Llywodraeth Leol 1972 /Review of the Council's expenditure under Section 137 of the Local Government Act 1972

Chief Officer talked through the donations in 2025-26. Councilors expressed they want a written report against the annual budget. Chief Officer to circulate a report.

Vote to note that the information given but report required

Agenda Item AGM 19108052026Pennu amser a lle cyfarfodydd cyffredin y Cyngor hyd at gyfarfod blynyddol nesaf y Cyngor /To determine the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

It was **resolved** Council meetings will stay at 6.00pm the last Monday of each month. Exceptions will be where there is a bank holiday this meeting will fall on a Tuesday after the last Monday of each month.

It was **resolved unanimously** that the date for next year's AGM must be 14 days after the local election. Date for the AGM in 2027 was decided as Monday 17th May.

Mayor Cllr Calum Higgins closed the meeting at 19:40.

Ratified at Full Council Meeting 29th June 2026

Minute Number 8.FCM29062026(ii)