

Clerk's Report – March 2025

I continue to carry out the tasks required to hold Council meetings: administration, preparation of documents and the set-up of video conferencing.

Payments to be considered - **AGENDA POINT 9**

Full Council Meeting 31st March 2025

Payments to be considered

One Voice Wales Membership	-	£1131.00
SLCC Membership (interim Clerk)	-	£300
Splash (Commissioning of Splashpad)	-	£1692.00
Splash (Powder Coating of 3 features)	-	£714.00
CCC (Public Lighting)	-	£1549.54
Preventapest	-	£72.00
SFS (Margaret Street Toilets)	-	£212.40
SFS (Central Park toilets)	-	£103.01
Chubb (H&S at Compound)	-	£32.24
Phase Connections (Emergency call)	-	£120.00
Welsh Water (Pantyyffynnon)	-	£866.55
KD Gardening	-	£921.25

Christmas

As per Financial Regulations framework, I have requested scheme suggestions & quotes from 3 companies in relation to the Christmas Lights 2025-26. I am awaiting the 3rd quote and will report to Council when all information is received.

Future Events – AGENDA POINT 14

As instructed by Council, I have met with an events organiser regarding Community Events for the 2025-26 year who has provided the following costs. For events based in the Town Centre Shared Prosperity Funding is available, which has a **£5,000.00 maximum award per event based on 80% intervention rate**. The costs provided include the completion of all required applications, including SPF, TEN, road closures, event management plan & risk assessments.

1. 🥰 Ammanford Easter Egg Hunt

A Fun-Filled Family Adventure in the Town Centre!

Hop into spring with our Easter Egg Hunt in Ammanford Town Centre! Bring the whole family along for a day of egg-citing fun as we turn the town into a colourful Easter trail full of surprises, laughter, and treats.



Date: Easter School Holidays



Location: Ammanford Town Centre

Cost £1095 eligible for SPF Funding to support event in Town Centre

Application needed to submit by 2nd April to SPF

2. Cartoon Capers in Ammanford!

A Family Fun Day of Animated Adventures

Get ready for a day of laughter, imagination, and colourful fun as Cartoon Capers comes to Ammanford! Join us for a vibrant celebration where your favourite animated characters spring to life in the heart of our town. This is a day the whole family won't want to miss.



Date: April 2025



Location: Ammanford Town Centre

Cost £6100 eligible for SPF Funding up to £5000 to support event if in Town Centre

Application need to be submitted by 2nd April to SPF

3. 🏠 Ammanford Town Council Vintage Day – Event Plan

Step back in time with Ammanford Town Council's Vintage Day!

Join us for a nostalgic celebration of days gone by, as the town centre transforms into a lively hub of vintage charm. Enjoy a fabulous mix of retro music, classic cars, vintage stalls, traditional fairground games, and timeless entertainment for all ages. Whether you're a fan of 40s swing, 50s rock and roll, or simply love the elegance of eras past, there's something for everyone. Dress up in your best vintage attire and soak in the atmosphere – it's a perfect day out for families, collectors, and history lovers alike.



Date & Time

- Date: TBC – Summer 2025
- Ammanford Town Centre (Quay Street)

Cost £9560 eligible for SPF funding up to £5000 to support event

4. 🦸♂️ Ammanford Superhero Day Calling all heroes – big and small!

Get ready for an action-packed day of fun as Ammanford Town Council presents *Superhero Day*! Join us in the town centre for a fantastic celebration of bravery, kindness, and imagination. Come dressed as your favourite superhero and enjoy a day filled with entertainment and character meet-and-greets.

With a costume parade and plenty of photo opportunities, this is a day for families to unleash their inner heroes. Whether you're a fan of comic book legends, movie icons, or everyday heroes – this is your moment to shine!

- **Date:** (To be confirmed)
- **Cost £6150 eligible for SPF funding up to £5000 to support event**

5. 🍴 Ammanford Food Festival- Extravaganza – Event Overview

Get ready to taste your way through Ammanford! The Ammanford Food Festival is a delicious day out for foodies, families, and visitors alike. The town will come alive with mouth-watering smells, sizzling street food, local produce, live music, and foodie fun for all ages.

From artisan cheese and handmade chocolates to global street food and craft beverages, there's something to satisfy every appetite. This event will aim to showcase the very best of local and international cuisine right in the heart of Ammanford.

- **Date:** (To be agreed) September
- **Time:** 11:00 AM – 5:00 PM
- **Cost £8127.50 eligible for SPF funding and potential Conditional Income grant from Welsh Government**

6. 🎄 Ammanford Christmas Celebration – Event Overview

Wrap up warm and step into a winter wonderland as Ammanford comes alive with festive cheer! Hosted by Ammanford Town Council, our annual Christmas Celebration brings the magic of the season to the heart of the town with sparkling lights, joyful entertainment, and fun for the whole family.

Enjoy live performances, a bustling Christmas market, family activities, and the big moment we've all been waiting for – the spectacular Christmas Light Switch-On! With plenty of seasonal treats, music, and Santa himself paying a visit, this is the perfect way to kick off the festive season in Ammanford.



Christmas Event Plan – Ammanford Town Council



Date & Time

- **Date:** Saturday, November 30th (TBC)

- **Time:** 4:00 PM – 7:00 PM (TBC)
- **Christmas Light Switch-On:** 6:00 PM
- **Cost estimate £9000 eligible for SPF funding up to £5000 to support event**

Other optional events:

- **Community Extravaganza** – Council to agree details & budget
Event Any events held in the park, such as Community Extravaganza, would not be eligible for SPF funding.

- **100-Year Remembrance of the Ammanford Miners' Strike – Event Overview**

2025 marks 100 years since the Ammanford Miners' Strike – a pivotal moment in Welsh industrial history that showcased the strength, resilience, and unity of the working-class community. Ideas could include exhibitions, performances, talks, and community gatherings, we will pay tribute to the bravery of the miners and their families, preserving their story for future generations. The day will highlight the historical impact of the strike, the legacy of workers' rights, and the role Ammanford played in shaping labour history.

If held in the Town Centre, event would be eligible for SPF funding up to £5000 to support

Fencing – Pantyffynnon Recreation Ground – **AGENDA POINT 10**

To adhere to the Council's Financial Regulation, quotes have been obtained to stock-proof the Recreation Ground at Pantyffynnon.

The Asset Transfer Agreement dated 29 March 2018 between Carmarthenshire County Council and Ammanford Town Council states under Specific Obligations that Ammanford Town Council are to:

(9) keep all fences and hedges properly trimmed and stockproof, keep all gates in good repair and working order

Company A	Company B
£4230	£3282

Fencing – Memorial Avenue – **AGENDA POINT 11**

As instructed by Council, quotes for galvanised fencing have been obtained.

55m of fencing, galvanised, painted & installed.

Company A	Company B
£7935 + VAT	£10695 + VAT

Ground Maintenance – **AGENDA POINT 12**

As per Financial Regulations framework, quotes were obtained for the ground maintenance to be carried out for the 2025-26 financial year. 4 companies were approached and given the same specification which included grass cutting, litter picking, playing field maintenance of Ammanford Town Council Assets. 2 of the companies failed to respond.

Company A	Company B
£48,479.00	£52,836.09

Sports Clubs

I continue to liaise with the various sports clubs in the town regarding both their ground maintenance and any other issues or requests that arise.

Some of these include the Lease & Licence requests from Ammanford Cricket Club, Pantyffynnon Rugby Football Club and Ammanford Sports Association. I have already met with representatives of 2 of the clubs and further meetings are scheduled.

Ammanford Association Football Club have advised that they will be submitting a planning application to Carmarthenshire County Council as they wish to upgrade their floodlights to LED.

Utilities

I am still awaiting confirmation from CCC that the electricity account for the compound area of the park has been transferred over to Ammanford Town Council.

EDF have now switched the meter in Margaret Street public conveniences to a smart meter and I am awaiting a date for the Park toilets to be changed over to a smart meter.

Playgrounds

The secondary gate for Ammanford playground has now been installed.

The Splashpad maintenance company are currently in the process of repainting 3 pieces of equipment that have been identified during the de-commissioning process as requiring maintenance. A local resident has raised the issue of water pooling on the ground in Ammanford Playground, I am currently investigating this issue.

The gate on the MUGA at Riverway has previously been damaged and taken off its hinges, this has now been removed until it is able to be re-instated.

Ammanford Park

A total of 12 solar lights have now been installed around the park. The lights come on at dusk at 30% capacity for 5 hours at which point they drop to 20% unless they detect movement when the light output temporary increases to 100%. This project has been subsidised by Mynydd Y Betws grant funding. The Monitoring claim form has been submitted to the Bureau. I have spoken with a number of park users who have provided positive feedback.

Unfortunately, there was another instance of vandalism where yet another of the lights in Memorial Avenue have been smashed and an emergency electrician had to be called to make safe. The entire lantern head has had to be removed. This is unrepairable as the lights are made of plastic.

Town Centre

I have spoken with the Town's Regeneration Team at CCC regarding the unused dining pods that were previously being used by Vive le Crepe. They have informed me that they are making enquiries with other businesses in the town to see if they have use for them.

Task Force Meeting 13/3/2025

I attended the recent Task Force meeting on 13th March 2025. The following information was provided:

- Tim Tacluso have now completed their work in the 3 towns (Carmarthen, Ammanford & Llanelli) and are now moving onto the 10 towns – everyone agreed that the paved areas look much improved after being cleaned.
- The 5 large planters at the bottom of Quay Street will be reinstated once the resurfacing work has been completed and these will be maintained going forward.
- They also advised that they are currently rolling out a new digital system & works can be tracked/allocated to operatives' individual tablets.
- CCC also advised that 20% of litter bins (463) are being removed across the county
- Enforcement Team are currently running at 50% capacity, but recruitment is being undertaken.
- CCC have also signed up to a Grassland Management Policy aiming to increase biodiversity & pollinators.
- Nothing to report from Dyfed Powys Police
- CCC – Housing reported that Town Hall proposals are in place which will provide much needed housing in Ammanford. The planning application should be submitted next month with a potential tender date of July and works to commence between October & December. There will be no demolition, and the façade will be kept virtually the same. There will be a further update at the next meeting.
- Hywel Thomas (Leisure/Sports/Community Development) informed the meeting of a current Empowerment programme being undertaken with Year 10 pupils of local schools. The course is 10 weeks and works with those who are at risk of drug/alcohol misuse.
- His department is also looking at holding further street basketball sessions and hopefully street football in the town centre to coincide with the Euros.
- Ammanford Leisure Centre currently has 2193 members. There are currently 715 enrolled on it's Learn to Swim programme.
- They are looking at options for on-site parking.

- Elinos Walters then spoke about the possibility of setting up some walks in Ammanford in partnership with the Countyside Team/Actif and local community groups/individuals. The hope is that they can create some walking trails.
- A triathlon will be held again in Ammanford in April.
- There were 787 visits to the Hwb in Ammanford during January & February 2025.
- Retailers are being asked to list on CCC's website for free, currently only 7 food & drink retailers have listed.
- The members agreed that a Chamber of Trade was needed in Ammanford.
- Highways updated members about the 20mph review, 1604 people had commented which was being reported to Cabinet.
- Highways will undertake resurfacing works throughout 2025-26.
- Cllr C Evans raised concerns that had been reported to him regarding the need for yellow lines outside the flats opposite the fire station, residents are struggling with visibility when exiting the premises as cars are parked obstructing their view. Cllr Evans had also been contacted about the parking situation on Station Road due to the number of vehicles being parked on the road by private businesses.
- Luke Milward advised that the wifi scheme in the town was closed and that beacons are being removed. Without the necessary IT support, this is now a security risk. Other towns have reported an improvement in anti-social behaviour since the removal of WiFi.
- The interim Clerk then raised queries over the old Sophia Nails building – this is still with the insurance company & SWTRA. Confirmation was given that the shelter in Carregamman car park is being painted, then Heol Wallasey and then the railings on the square will be painted. The resurfacing works are due to be finished by the end of March/beginning of May. The Enforcement Team are currently dealing with the Post Office building. The interim Clerk gave a brief update regarding the installation of solar lighting in Ammanford Park, potential events and the work that the council has & continues to undertake. The members thanked the interim Clerk and commended the Council and staff for their continued engagement.
- Tessa Bufton informed the members that they are still awaiting the Economic Vision Statement.
- Luke Milward updated members regarding the resurfacing works, the works to be undertaken at the railway crossing, the next round of funding for refreshing town centres will re-open on 1st April 2025.
- Sarah from Menter Dinefwr reported on the success of the St Davids Day event in the town centre and again thanked Ammanford Town Council for their support. The winner of the St David's Day competition was Tenovus. The next Tak Force meeting will be on 20th May 2025.

Correspondence

Request from Ammanford Cricket Club to hold a charity day in Ammanford Park on 24.08.25

Email from Ammanford Cricket Club advising that they will be using 'NV Play' to record Senior Games in the park.

Request from Ammanford AFC requesting support from the Town Council in changing the current halogen floodlights to LED floodlights. This is to meet Football Association of Wales Infrastructure Criteria I.14. The project will involve changing the current 20 x Halogen Lights, and replacing with 28 x LED lights. The club will shortly be applying for full planning permission to accompany this project.

Request from Ammanford AFC Juniors to hold summer football camps in Ammanford Recreation Ground in August.

Request from RugbyTots to hold sessions in Ammanford Park or Recreation Ground every Tuesday between 4-6pm from May until end of July.

Request from Betws CC to borrow gazebos for VE Day celebrations on 5th May 2025.

Resignation

Resignation was received from the Council's Technical Officer on Monday 24th March 2025.

The Mayor has thanked him for his service to Ammanford Town Council and its residents, for his dedication to the Town and wished him well in his future endeavours.

SUPPLEMENTARY TO CLERKS REPORT

Agenda Point 13

The council has 10 hanging baskets and 9 raised flower beds in the park.

We had 2 companies who provided quotes:

Company A) Planting of flower beds (As required) £250.00 per bed - Price of bulbs/plants will be additional, subject to council's requirements

Weeding of flower beds (As required) £250.00 per bed

Hanging baskets £25.00 per basket

Company B) Planting of flower beds (twice a year) £2400 per occasion

Weeding of flower beds (As required) £400

Hanging baskets £65 per basket

Watering of hanging baskets Twice a week at £30 per occasion from

1st week of June to last week of October

Agenda Point 18

Draft Job Description for Administrative Assistant

25 hours per week to include occasional evening work. The ability to speak Welsh is desirable.
Pay to be agreed by councillors.

Responsibilities:

Answering & directing phone calls.

Responding to emails & other correspondence.

Managing diaries, scheduling meetings and appointments.

Maintaining and organising physical & digital files.

Typing and preparing documents.

Minute taking at meetings.

Ordering & managing office supplies.

Skills:

Strong organizational and time management skills.

Proficiency in office software (e.g., Microsoft Office).

Excellent communication and interpersonal skills.

Ability to multitask and prioritize tasks effectively.

Attention to detail and problem-solving abilities.

Following a meeting with the Mayor, she has approved that a local deputy Clerk will undertake the minute taking at Monday's meeting.