

Interim Clerk's Report – April 2025

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

Agenda Point 8.6

VAT return for Quarter 4 for was submitted to HMRC and payment of £15,741.58 was received by the Town Council on 22nd April 2025.

Agenda Point 10 – Financial Package

As per the recommendations of both the internal auditor & Audit Wales to consider a financial software package and that the Chair of the Finance Committee to be added as a read-only user.

3 quotations have been sought from 3 companies:

Company A

TOTAL (initial payment, excl VAT) £1,046

Monthly Total Thereafter (excl VAT) £79

Monthly Subscription	£79
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Accounts subscription fee per month

Initial Payment

Initial Payment – Accounts (*includes us adding in your budgets, reserves, bank balances to setup your account and all of your training and support forever*)

£1,046

Additional Services

Support via phone and email	FREE – Unlimited	£0
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Access to training via Scribe Academy™	FREE – Unlimited	£0
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Additional Users	FREE – Unlimited	£0
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Data Back-ups	FREE – Daily	£0
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Accounting support	FREE – Daily	£0
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Integrations (MTD, Stripe etc..)	FREE – Unlimited	£0
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*No Minimum term – cancel at anytime

Unlimited users

Company B

TOTAL (initial payment, excl VAT) £2,354

Annual Total Thereafter (excl VAT) £589

Omega Base Software (one off cost)	£756
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Install & set up Omega (one off cost)	£489
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Training full Day (one off cost)	£520
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Omega Base support & maintenance (annual cost)	£589
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*Minimum 3 year contract

Upto 5 users included

Company C

TOTAL (initial payment, excl VAT) £9561

Annual Total Thereafter (excl VAT) £5011

Essentials Package (annual cost)	£2500.00
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Unlimited Read Only MS365 Users –Reporting FREE Accountant access

Includes Asset management application

Deployment (one off cost) £1875.00

To deploy GovFinance in your Microsoft 365 tenant, we will:- Secure necessary permissions.- Set up test and live environments.- Migrate existing financial data.- Conduct rigorous testing.- Complete the final transition to the livesystem.

Training (one off cost) £1500.00

Includes 1 in-person day; the rest delivered online.

Training Overview:Session 1: System Overview-System navigation, data management,analytics. Session 2: Purchase Orders and Invoicing- Ledger differentiation, purchase processes,sales transactions.

Session 3: Cash Management- Journal handling, asset management,budgeting.

Session 4: Next Steps and Year-End Services- Reporting techniques, self-learning resources, year-end preparation.

PrePaid Support (5 hours) (one off cost) £425.00

5 Hours Pre-Paid Support for Standard End User

Monday - Friday (Excluding Bank Holiday)- Access to CloudyIT support desk via email, phone, support tool

In-Person Training **OPTIONAL** (one off cost) £750.00

1 Day in-person training, delivered by a team of GovFinance experts- Designed to complement the existing online training- Supported by pre-training content and videos. Designed to ensure rapid adoption of GovFinance solution.

This quote does not include disbursements for travel, hotel, and food expenses, which will be billed separately at cost. Receipts will be provided upon request.

Bank Feeds & Payments **OPTIONAL** (annual cost) £1995.00

GovFinance Realtime Bank Feed- Link 1-9 Bank Accounts- Authenticate directly with your bank +unlimited transactions- Employ bank-grade security measures- Initiate a direct connection with BusinessCentral & realtime balances- Payment functionality to securely send fundsfrom your Payment Journal to vendors viayour Bank AccountPowered by Open Banking,25% year 1 discount

Automated Invoice and Document Capture **OPTIONAL** (annual cost) £516.00

100 documents per month;- Automated invoice capture and processing- Imports documents via email, scanner, or XML 25% year 1 discount

Agenda Point 11 – Additional Summer Planting

In response to Councillor's requests for additional planting in the town centre, the contractor has provided quotes for additional summer planting in both the park and the town centre.

Basket Tree to hold 10 Baskets (Optional)	£950
10 hanging baskets for tree	£450
3 x Half baskets for Town Centre (brackets are already attached – new inserts required)	£210
Seat/bike planters to be filled with Summer plants @ £25 each (6 in town centre & 2 in Ammanford Park playground)	£200

Beds in front of tennis courts.

To remove existing planting and create an insect friendly, long season flowering area.

To remove and dispose of existing planting	£ 350
Plants for both beds shrubs	£ 1,760
Fertilizer and compost	£ 210
Labour for above	£ 900

Total **£ 3,320**

Agenda Point 12

12.2 & 12.3 Email from CCC circulated to all councillors on 11th March 2025 confirming date required to vacate the Town Hall as 20th June 2025.

Agenda Point 13

Mynydd y Betws Community Benefit Funding aims to provide Capital and Revenue funding for new and innovative projects, which will address the following themes:

- Recreation
- Education
- Health
- Environmental
- Energy Efficiency / Sustainability
- Culture

I have spoken with Caroline Owen at the Bureau who had advised that the closing date for applications will be 2nd May 2025. Applications are available for up to £15,000 – Up to 80% grant.

Cash match funding is required for the additional 20%.

Given the short turn-around time, I suggest the Council submits an application to install additional solar lighting in the park and improve the current lighting scheme in Memorial Avenue.

I have asked a contractor to provide options and costs which I have not yet received at the time of writing this report.

Last MYB application was for £14224.00, total cost of project was £21335.39 inc. VAT

ATC contribution £3555.49

Agenda Point 14

As requested by Council, I have spoken with the events organiser regarding their fees for Community Events for the 2025-26 year and they have advised that they can reduce their fee for each event by £100.

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.

I have forwarded the email from CCC to all councillors on 3rd April explaining the SPF and confirming that the funds have been ringfenced for us should we decide to hold the events and apply for the funding.

The first event would be held on Thursday May 29th during school's half term and would be Ammanford Superhero Day.

The cost quoted was £6150 and is eligible for SPF funding up to £5000 to support event. This cost would now reduce by £100. The fees of £1400 by the event management company are not covered by the SPF funding.

The cost is based on 10 characters attending the event. This amount can be increased, Llanelli Town have 25 characters attending their event this year.

Event Cost £6050 less event management fee of £1400 = £4650

with 80% intervention rate SPF award would = £3720

ATC costs would be £930 plus £1400 management fee

The costs provided include the completion of all required applications, including SPF, TEN, road closures, event management plan & risk assessments.

Agenda Point 17

There are 2 Bank Holidays in May so if the Annual General meeting is to be held on a Monday, the options available are Monday 12th or Monday 19th May 2025.

General Update

Splashpad

The splashpad has been recommissioned and a deep clean will be undertaken on 26th April 2025. During the recommissioning it was identified that the edge of the splashpad has started to lift and requires repair. I have liaised with the Mayor on this Health & Safety issue who has agreed that the repair should be undertaken prior to the Splashpad being opened. The repair is for a 2m2 section of wetpour surface, the cost of the repair is £2352.00 plus vat.

The Splashpad is likely to require additional work in the future.

Christmas

I have requested scheme suggestions & quotes from 3 companies in relation to the Christmas Lights 2025-26. 2 quotes have been received and a 3rd company declined to provide a quote. As per Financial Regulations, as the value of one of the quotes exceeds the tender limits we now need to go out for formal tender.

Fencing – Pantyffynnon Recreation Ground

After contacting the agreed company to undertake the fencing works at Pantyffynnon Recreation Ground, I was informed by the company that they had advised the Council that they mis-quoted due to incorrect measurements being taken. This information was not reported back to me.

I have spoken with the Mayor about this and to avoid any further delay, she agreed that we go ahead with the company selected by Council in March's Full Council meeting. The revised cost is £3635.00 plus VAT. Work is due to commence within the next 7-10 days, exact date TBC.

I have informed the farmer who's land borders the Recreation Ground.

Fencing – Memorial Avenue

The selected contractor has been informed that the Town Council will be proceeding with the works once National Grid have provided an update on the 2 electrical posts.

Following a site visit with National Grid, I have been informed that the leaning post is structurally safe but if the Council wish to proceed with relocating the pole outside of the Memorial Gates then they may look to run the cables underground.

I have sent the quote for relocation of the pole to all councillors and have requested some supplementary information from National Grid which I will circulate when received.

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.

I have emailed CCC regarding the outstanding lease for Pantyffynnon Rugby Football Club on numerous occasions but am yet to receive a response.

As circulated last year, our solicitor has stated that they are not prepared to undertake any additional work until this lease is finalised.

Ammanford Cricket Club have installed water to the square from their clubhouse, I have forwarded their email onto all councillors and CCC.

Car Park behind Ammanford RFC

Works have now been completed to level the surface of the car park. The club have already reported cars accessing the car park in evenings and making 'donuts'.

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.

Playgrounds

There has been a report of graffiti to the tall tower in Ammanford playground. I have contacted DragonPlay for advice on how to best remove this and am awaiting a response.

Following the departure of the Technical Officer I am currently working through the playground reports to identify any outstanding maintenance issues.

On the advice of the Mayor, I have also contacted 2 local councils to establish who carries out their weekly visual inspections.

I continue to liaise with the Mayor and Deputy Mayor following a reported accident in Ammanford playground in January. I have been in regular contact with the insurance company and am now dealing with an FOI regarding this.

Carmarthenshire Area Committee meeting 14.4.25

Due to annual leave, the RFO attended on my behalf - I have circulated the minutes by email to all councillors.

Larger Local Councils Committee – 16.4.25

Due to annual leave, the RFO attended on my behalf - I will circulate the minutes when I receive them.

VE Day – 80th Anniversary

As circulated and advertised on social media, there will be a church service at All Saints Church at 11am on Sunday 4th May, followed by entertainment and refreshments at HazBeans, Ammanford afterwards.

I have ordered a wreath from the Royal British Legion to lay at the memorial gates on the 8th May 2025.