

**Cyngor Tref Rhydaman
Ammanford Town Council**



Minutes of the Ordinary Meeting of Ammanford Town Council
on
Monday 31st March 2025 at 6.00pm
Hybrid via Teams and in Ammanford Town Hall

Meeting commenced at 6:00pm

The Chair, Cllr. H. Howells presided over the meeting.

Members Present.

Cllr. H. Howells (HH).
Cllr. M. Griffiths (MG).
Cllr. A. Jones (AJ).
Cllr. C. V. Hope (CVH).
Cllr. D. Harries (DH).
Cllr. C. Evans (CE).
Cllr. Ll. Davies (LD).
Cllr. C. Higgins (CH).
Cllr. J. Owen (JO).
Cllr. N. Morgan (NM).

Also Present:

Mrs. S. Murray – Interim Clerk (SM).
Miss. Ff. Davies – Minute taker.

Apologies for absence.

Cllr. E. John (EJ)

Absence without apologies given.

Cllr. W. Erasmus (WE).

Cllr. L. Brodrick (LB).

Cllr. T. Howells (TH).

Declarations of Interests.

There were no new declarations of interests.

Public participation.

There was no public participation.

CH asked the Chair if it was possible to bring forward the agenda item to agree the recommendations made by the Personnel Committee. The Chair asked all members present if they had any objections with this. All members present had no objections.

Agree recommendations made by the Personnel Committee.

The Chair asked CH, as part of the Personnel Committee if she would like to address the Council with the recommendations made at the Personnel Committee meeting.

CH addressed the Council and gave an overview of the discussion and recommendations made at the Personnel Committee meeting. CH informed the Council that the following objectives would need to be met:

- Well-being Report
- Annual Report
- Annual Meeting Preparation
- End of Year Accounts
- The Annual Return
- Audit Wales recommendations
- Asset Register
- Asset Leases
- Summer event

- Christmas lights appointment
- Winter event
- Section 6 Biodiversity Report

CH informed the Council that the Personnel Committee felt that in order to achieve the above objectives that the following recommendations are made at Full Council:

1. The current Interim Clerk position is extended to 31st of January 2026 and that the hours are increased to 37 hours per week.
2. The current Interim RFO position to become the Deputy Clerk / RFO, extended to 31st January 2026 and that the hours are increased to 30 hours per week.
3. The Council create a new position for a temporary Administration Officer, 20 hours per week at point scale 7 (£13.26 per hour).

CH also informed the Council that the Personnel Committee recommend that the Council appoint CCC Actuary to provide figures for entry into the Dyfed Pension Scheme.

DH proposed that the Council accept the recommendations made by the Personnel Committee. CE seconded the proposal. All members present in favour.

Resolved that the Council accept the recommendations made above by the Personnel Committee.

The Mayor's Report.

A copy of the mayor's report was sent previously to all members of the Council via email by the Interim Clerk.

County Councillor's Report.

The Chair asked Cllr. D. Harries if he had anything to report to the Council.

Cllr. D. Harries informed the Council that he walks through Ammanford Park most evenings. He also informed the Council that during these times there are many nineteen / twenty year olds in the park vandalising some of the areas. DH states that he does ask these individuals to move on, which they do so. DH felt that there is a great need for more lights within the area as this would

deter people from the area in the dark evenings. DH also feels that there is a need for more CCTV coverage to ensure that there are no blind spots within the park.

The Chair asked DH if he can report each incident to the police. DH informed the Council that he reports these incidents in the monthly police meetings. The Chair recommended that each incident is reported instantly through 101 or online.

Interim Clerk's Report.

The Interim Clerk emailed her report to all members of the Council via email prior to the meeting. The Interim Clerk also informed the members present that the empty seat for co-option has now been advertised and that the Mynydd Y Betws grant has been reimbursed.

Confirmation of the minutes of the Extraordinary Council Meeting on 17.02.2025.

AJ proposed that these minutes were a true record. DH seconded the proposal. All members present in favour.

Resolved that the minutes of the Extraordinary Council Meeting on 17.02.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

Confirmation of the minutes of the Full Council Meeting on 24.02.2025.

CH requested that an amendment is made to the minutes as the time that CH lost internet connection and left the meeting was not a true record. CH was not present when the vote took place with regards to the agreeing of the Budget and therefore was unable to cast a vote.

The Interim Clerk informed the Council that this amendment will be made.

CE proposed that these minutes were a true record with the above amendment. AJ seconded the proposal. All members present in favour.

Resolved that the minutes of the Full Council Meeting on 24.02.2025 (prints of which having been previously circulated to members) be taken as read, and

the same are hereby verified, received, and confirmed by all respectively with the above amendments.

Receive and approve Cashbooks and Payments & Receipts for February 2025.

The Interim Clerk previously circulated the Cashbooks and Payments & Receipts for February 2025 to all members of the Council via email prior to the meeting.

CH proposed that the Council accept the Cashbooks and Payments & Receipts for February 2025 as circulated via email from the Interim Clerk. CE seconded the proposal. All members present in favour.

Resolved that the Council accept the Cashbooks and Payments & Receipts for February 2025 as circulated to all members of the Council via email from the Interim Clerk.

Payments to be considered.

The Interim Clerk requested that the Councillors present consider and approve the following payments:

• One Voice Wales Membershiip	£ 1131.00
• SLCC Membership (Interim Clerk)	£ 300.00
• 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 (Pantyffynnon)	£ 866.55
• KD Gardening	£ 921.25

CH proposed that the Council approve the above payments. CE seconded the proposal. All members present in favour.

Resolved that the Council approve the above payments.

To receive and agree a quote for fencing at Pantyffynnon Recreation Ground.

The Interim Clerk stated the following in her report:

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

£4230

Company B

£3282

The Interim Clerk gave the members present an overview of both quotations received.

CH proposed that the Council accept the quote from Company B. DH seconded the proposal. All members present in favour.

Resolved that the Council accept the quote from Company B of £3282

To receive and agree a quote for fencing at Memorial Avenue, Ammanford Park.

The Interim Clerk stated the following in her report:

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

55m of fencing, galvanised, painted & installed.

Company A

£7935 + VAT

Company B

£10695 + VAT

The Interim Clerk gave the members present an overview of both quotations received. The Interim Clerk informed the Council that the National Grid have been in contact with herself regarding the telegraph pole that is leaning on the fence, the National Grid has advised her not to erect the fencing until they have fixed the post.

CH proposed that the Council accept the quote from Company A once National Grid have fixed the leaning post. CE seconded the proposal. All members present in favour.

Resolved that the Council accept the quote from Company A of £7935 + VAT after the National Grid have fixed the leaning post.

6.36pm The Chair declared an interest with the next item on the agenda and left the room.

Cllr. C. Higgins (Vice Chair) presided over the meeting.

To receive and agree a quote for Grounds Maintenance for 2025-2026.

The Interim Clerk stated the following in her report:

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
£48,479.00*

*Company B
£52,836.09*

The Interim Clerk gave the members present an overview of both quotations received. The Interim Clerk informed the Council that she has spoken to the clubs in question. She stated that Pantyffynnon Club would like to keep using Carmarthenshire County Council for the outdoor maintenance work.

6.40 pm Cllr. C. Higgins declared an interest and left the room.

CH proposed that AJ chaired the meeting. DH seconded the proposal. All members present in favour.

Resolved that AJ chaired the meeting.

Cllr. A. Jones presided over the meeting.

The Interim Clerk informed the Council that the fields get cut around ten times a year.

AJ asked the Interim Clerk how committed will the Council be to honour the quotes. If the clubs commit to the agreement, then the Council wouldn't need to outsource as much thus reducing the costs.

CH also asked that if the Council agree to one of these quotes can the Council reduce the number of cuts needed with them if needed?

6.44 pm Cllr. D. Harries, Cllr. M. Griffiths declared an interest with Carmarthenshire County Council and left the room.

AJ stated that he believed that County Council has the expertise to carry out the work needed and that he was concerned that if the Council chose to accept the quote from the independent company, they might not have the same level of expertise.

The Interim Clerk stated that as a Council they have built a good relationship with County Council and that they respond to any requests or queries within a day.

CH stated that she didn't think that Ammanford Town Council would be very responsible if they turned down the quote from County now as it is late within the financial year. CH stated that County would have already employed staff ready for the year.

CH proposed that the Council accept the quote from Company B. CE seconded the proposal. All members present in favour.

Resolved that the Council accept the quote from Company B of £52,836.09

6.50 pm Cllr. H. Howells, Cllr. D. Harries, Cllr. M. Griffiths and Cllr. C. Higgins returned to the meeting.

Cllr. H. Howells (The Chair) presided over the meeting.

To receive and agree a quote for Hanging Baskets & Flowerbeds for 2025-2026.

The Interim Clerk stated the following in her report:

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.

The Interim Clerk gave the members present an overview of both quotations received.

The Chair commended the current work with Ammanford Park.

DH proposed that the Council accept the quote from Company B. CH seconded the proposal. All members present in favour.

Resolved that the Council accept the quote from Company B.

To consider and agree on events for 2025-2026.

The Interim Clerk circulated a list of events on her report via email to all members of the Council. The Interim Clerk informed the Councillors present that she has met with an events organiser. The following events were recommended to the Council:

- ***Ammanford Easter Egg Hunt*** – Easter School Holidays at Ammanford Town Centre. Cost £1095, eligible for SPF funding, application will need to be submitted by 2nd April 2025.
- ***Cartoon Capers in Ammanford*** – April 2025 at Ammanford Town Centre. Cost £6100, eligible for up to £5000 SPF funding, application will need to be submitted by 2nd April 2025.
- ***Ammanford Town Council Vintage Day*** – Date to be confirmed at Ammanford Town Centre. Cost £9560, eligible for up to £5000 SPF funding.

- **Ammanford Superhero Day** – Date to be confirmed. Cost £6150, eligible for up to £5000 SCPF funding.
- **Ammanford Food Festival** – Date to be agreed in September. Cost £8127.50, eligible for SPF funding and potential Conditional Income grant from Welsh Government.
- **Ammanford Christmas Celebration** – Saturday 30th November (TBC). Cost £9000, eligible for up to £5000 SPF funding.
- **Community Extravaganza** – Council to agree details and budget. Any event held in the park would not be eligible for SPF funding.
- **100 year Remembrance of the Ammanford Miner's Strike** – Council to agree details and budget.

CH stated that she really liked all the ideas presented to the Council but expressed concerns with regards to the cost for the consultant fees. CH suggested that the Council apply for the grants and see what gets granted to Ammanford Town Council.

The Interim Clerk informed the Council that she had been in contact with Mr. Burton regarding VE Day. Mr. Burton informed the Interim Clerk that he was disappointed to read in the local newspaper that Ammanford Town Council had made arrangements for VE day without consulting the veterans. The Interim Clerk stated that she has informed Mr. Burton that Ammanford Town Council have not agreed on any events regarding VE Day and apologised to him on behalf of the Council. The Interim Clerk informed the Council that there will be a civic service held on the 4th of May and that Mr Burton along with the veterans and Has Beanz Coffee Bar will organise an event in Ammanford and that they are asking that Ammanford Town Council give a donation of £500 towards the cost.

CH suggested that the Clerk should contact the local newspaper to inform them that no individual Councillor should act or comment on behalf of the Council as this goes against the code of conduct. CH suggested that the Interim Clerk requests that the newspaper contacts the Interim Clerk direct who then in turn can put out a press release if necessary. All Councillors present agreed with this suggestion.

The Interim Clerk will contact the local newspaper on behalf of Ammanford Town Council.

CH proposed that the Council donate £500 to help towards the cost of the VE Day event. MG seconded the proposal. All members present in favour.

Resolved that Ammanford Town Council donate £500 towards the cost of the VE Day celebrations.

To receive Councillor Training dates for March to June 2025.

The Councillor training dates for March to June 2025 have previously been circulated to all members of the Council via email from the Interim Clerk.

The Chair stated that if any Councillor is interested in attending any of the training sessions to contact the Interim Clerk via email.

Planning Consultations.

The Interim Clerk previously circulated the following Planning Consultations to all members of the Council via email.

PL/08979 – Removal / Variation of a condition – 44 Wernolau Road, Ammanford, SA18 2JL. Variation of Condition 2 on PL/05238 (Dormer windows to be added, and external wall finish altered to face brick)

PL/08956– Consent to display an advertisement – 3 High Street, Ammanford, SA18 2NA. 1 non-illuminated fascia.

PL/08988 – Non-Material amendment – Amman Valley Comprehensive School, Margaret Stree, Ammanford, SA18 2NW – Non Material amendment to PL/07936 (reduce the scheme).

PL/09008 – Full planning permission – Ammanford Afc Stadium, Ammanford Recreation Ground, Manor Road, Ammanford, SA18 3AP – Installing a 20ft storage container to store our ground equipment. This puts us in line with other sporting clubs at the Recreation Ground. Ammanford Afc plan on upgrading the light system from halogen to an energy efficient LED system. This is to meet Football Association of Wales Requirements and puts us in line with other sporting clubs in the county.

PL/08744 – Outline planning consent – all matters reserved – Land at Lon Ger Y Coed, Ammanford – The development of 9 no. residential dwellinghouses; with all matters reserved.

PL/08970 – Non-Material Amendment – 21 Iscennen Road, Ammanford, SA18 3BD – Non-Material Amendment to PL/08250 (Proposed rear double storey extension and off street parking).

PL/09067 – Full planning permission – 8-10 College Street, Ammanford, SA18 3AF. – Proposed conversion, alteration and extension from existing ironmongers store to ground floor office and 5 self-contained apartments.

PL/09110 – Provision of a surfaced bus park – Amman Valley Comprehensive School, Margaret Street, Ammanford, SA18 2NW.

Agree the job description for an Administrative Assistant.

The Interim Clerk previously circulated the recommended job description for a temporary administrative assistant to all members of the Council via email in her report.

CE proposed that the Council accept the recommended job description as previously circulated to all members of the Council via email from the Interim Clerk. LID seconded the proposal. All members present in favour.

Resolved that the Council accept the recommended job description as previously circulated to all members of the Council via email from the Interim Clerk.

The Chair closed the meeting at 7.17pm

Signed

Date

(Chair)

Taliadau - Ionawr 2025
Payments - January 2025

Talai / Payee	Natur yr Taliad / Nature of Payment	Pennawd Cyllideb / Budget Heading	Amount	Invoice Date	VAT Reg No	VAT paid
Cloudy It	IT Provision	Software Subscription	£ 169.56	2/1/2025	916888080	£ 28.26
Carmarthenshire County Council Repayment	Repayment plan	Repayment plan ccc	£ 3,333.00	2/1/2025	655602633	£ 666.60
Dinefwr Indoor Bowls Donation	Donation	S137 Donations	£ 500.00	6/1/2025	-	-
HMRC Cumbernauld	PAYE/NI	Salaries/PAYE/NI/Pensions	£ 2,176.94	6/1/2025	-	-
Macintyre Hudson	Payroll	Payroll	£ 54.00	6/1/2025	991254403	£ 9.00
CCC Income account	Replacement of Lanterns	Street lights	£ 354.46	6/1/2025	655602633	£ 59.08
Cloudy It	Domain renewal	Domain & Hosting	£ 67.17	6/1/2025	916888080	£ 11.20
4x4 response wales donation	Donation	S137 Donations	£ 150.00	6/1/2025	-	-
Penninsula	HR services	HR	£ 179.00	13/1/2025	927524217	£ 29.84
Royal British Legion Donation	Donation	S137 Donations	£ 250.00	13/1/2025	-	-
BT Group	Telephone/Internet	Telephone	£ 150.42	20/1/2025	245719348	£ 25.07
Penninsula	HR services	HR	£ 601.06	20/1/2025	927524217	£ 97.51
Penninsula	HR services	HR	£ 259.00	23/1/2025	927524217	£ 43.17
Staff Salary	Salaries	Salaries/PAYE/NI/Pensions	£ 4,007.91	27/1/2025	-	-
Ionos Cloud	Domain	Domain & Hosting	£ 1.80	28/1/2025	752539027	£ 0.30
Ionos Cloud	Web hosting	Domain & Hosting	£ 35.08	28/1/2025	752539027	£ 5.85
Nest	Pension	Salaries/PAYE/NI/Pensions	£ 270.58	29/1/2025	-	-
Bank Charge	Bank Charges	Bank Charges	£ 19.60	31/1/2025	-	-
			£ 12,579.58			£ 975.88

Awdurdodi ar gyfer taliad gan aelodau'r Cyngor
Authorised for payment by members of the Council

.....

Taliadau - Chwefror 2025
Payments - February 2025

Talai / Payee	Natur yr Taliad / Nature of Payment	Pennawd Cyllideb / Budget Heading	Amount	Invoice Date	VAT Reg No	VAT paid
Carmarthshire Repayment plan	SLA Repayment Plan	SLA Repayment plan	£ 3,333.00	3/2/2025	655602633	£ 666.60
Konica Minolta	Printing ink Charges	Printing /Postage and Stationary	£ 87.06	5/2/2025	GB974960763	£ 14.51
KD Gardening Serv	Public Convenience Cleaning /checks	Toilet Checks	£ 964.50	5/2/2025	-	-
Menter Dinefwr	Summer Event ARTS and Crafts	Community Events	£ 150.00	5/2/2025	-	-
Macintyre Hudson	Payroll	Payroll	£ 54.00	5/2/2025	GB991254403	£ 9.00
SFS Sustainable	Fit new privacy lock in toilets/take railings down/concrete repairs	Toilets and Ammanford Park	£ 1,061.96	5/2/2025	GB317938768	£ 176.99
Wrenvale Ltd	Park planters/spring bulbs	Gardening and Plants	£ 2,880.00	6/2/2025	948626381	£ 576.00
Carmarthshire Income inv97861612	Recreation make safe and removed netting and posts	Ammanford Recreation Ground	£ 547.20	6/2/2025	655602633	£ 91.20
HMRC	PAYE/NI	Saleries/HMRC/Pension	£ 1,697.64	6/2/2025	-	-
EDF Energy	Electricity Supply Public Convience Margaret Street	Toilets	£ 128.77	6/2/2025	523041202	£ 6.13
EDF Energy	Electricity Supply Disused Changing Rooms (Recreation ground)	Ammanford Recreation Ground (disused changing rooms)	£ 91.27	6/2/2025	523041202	£ 4.35
Jayne Grazette Postage	Post	Printing /Postage and Stationary	£ 5.35	6/2/2025	-	-
EDF Energy	Electricity Supply Dressing Rooms Pantyffnnon RFC	Pantyffynnon RFC electric	£ 474.97	6/2/2025	523041202	£ 22.62
EDF Energy	Electricity Supply Public Convience Ammanford Park	Toilets	£ 106.02	6/2/2025	523041202	£ 5.05
Penninsula	HR Services	HR	£ 89.50	12/2/2025	927524217	£ 14.92
Penninsula	HR Services	HR	£ 342.06	12/2/2025	927524217	£ 54.34
Penninsula	HR Services	HR	£ 169.50	20/2/2025	927524217	£ 28.25
BT Group	Telephone/Internet	Telephone	£ 150.29	21/2/2025	GB245719348	£ 25.04
CCC Invoice 97861597 SLA	SLA Ground Maintenance 3 quarter charges 2024-2025	SLA - Carmarthenshire County Council	£ 45,881.64	24/02/2025	655602633	£ 7,646.94
ICO	Membership ICO	Subscriptions	£ 47.00	24/02/2025	-	-
Penninsula	HR Services	HR	£ 259.00	24/02/2025	927524217	£ 43.17
Feb staff Salary	Salaries	Saleries/HMRC/Pension	£ 4,007.91	25/02/2025	-	-
KD Gardening Serv	Public Convenience Cleaning /checks	Toilet Checks	£ 846.50	26/02/2025	-	-
Bank Charges	Bank Charges	Bank Charges	£ 10.85	28/02/2025	-	-
			£ 63,385.99			£ 9,385.11

Awdurdodi ar gyfer taliad gan aelodau'r Cyngor
Authorised for payment by members of the Council

.....

.....

.....

Taliadau - Mawrth 2025
Payments - March 2025

Talai / Payee	Natur yr Taliad / Nature of Payment	Pennawd Cyllideb / Budget Heading	Amount	Invoice Date	VAT Reg No	VAT paid
D Wynne Evans SO, Pantyffynon	Repair of Tiles and labour	Maintenance and Repairs Panty	£ 264.00	3/3/2025	124864072	£ 44.00
Cloudy IT	IT Support (Feb)	Software Subscriptions	£ 169.56	3/3/2025	916888080	£ 28.26
Cloudy IT	IT Support	Software Subscriptions	£ 169.56	3/3/2025	916888080	£ 28.26
SLCC	Training Clerk	Staff Training	£ 144.00	3/3/2025	891752783	£ 24.00
Johnny Owen Members Payment	Members payment	Members Payments	£ 83.20	3/3/2025	-	£ -
SLCC	Training Deputy Clerk & RFO	Staff Training	£ 144.00	3/3/2025	891752783	£ 24.00
Carmarthenshire repayment plan	SLA Repayment plan	SLA repayment plan	£ 3,333.00	3/3/2025	655602633	£ 666.60
Nest	Pension	Salaries/HMRC/Pensions	£ 270.58	3/5/2025	-	£ -
EDF 2403513619	Electric	Ammanford Recreation Ground dressing rooms	£ 116.78	3/12/2025	523041202	£ 5.53
EDF 2403513619	Electric	Ammanford Recreation Ground dressing rooms	£ 3.10	3/13/2025	523041202	£ 0.52
Konica Minolta	Printing	Printing/Postage/Stationary	£ 36.14	3/17/2025	GB974960763	£ 6.02
Menter Dinefwr	Donation St Davids Day	Well being and Community engagement and Mayor allowance	£ 575.00	3/17/2025	-	£ -
HMRC	PAYE/NI	Salaries/HMRC/Pensions	£ 1,697.64	3/17/2025	-	£ -
Preventa Pest	3 month invoicepest control	Toilets Pest Control	£ 72.00	3/17/2025	862990876	£ 12.00
Dragon Play	new pedestrian gate childrens play area	Ammanford Park	£ 4,797.60	3/17/2025	318358686	£ 799.60
Macintyre Hudson	payroll	Payroll	£ 54.00	3/17/2025	991254403	£ 9.00
Phase Connections	install and parts for solar lighting in park	MYB Grant	£ 21,335.39	3/17/2025	399761327	£ 3,555.90
EDF 9904020985	Electric Dressing rooms Pantyffynnon 2 months	Dressing Rooms Pantyffynnon	£ 1,015.29	3/18/2025	523041202	£ 47.54
BT Group	Telephone and Internet services	Telephone	£ 151.39	3/19/2025	GB245719348	£ 25.23
Peninsula Business	HR Services	HR Services	£ 259.00	3/19/2025	927524217	£ 43.17
EDF 2528250202	Electric Public Convenience Ammanford Park	Toilets	£ 350.73	3/20/2025	523041202	£ 6.16
EDF 2403513619	Electric Dressing rooms Recreation Ground	Ammanford Recreation Ground dressing rooms	£ 2.78	3/20/2025	523041202	£ 0.46
Peninsula Business	HR Services	HR Services	£ 342.06	3/19/2025	927524217	£ 54.34
Staff Salary	Staff Salary	Salaries/HMRC/Pensions	£ 4,007.91	3/25/2025	-	£ -
Bank Charges	Bank Charges	Bank Charges	£ 9.80	3/31/2025	-	£ -
		Total	£ 39,404.51			£ 5,380.59

Awdurdodi ar gyfer taliad gan aelodau'r Cyngor
Authorised for payment by members of the Council

.....

.....

.....

Ammanford Town Council Cash Book ending 9514
Cash Book for the month of January 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 194,924.81
1/14/2025	Hiscox Insurance over payment	£ 90.94		£ 90.94
1/20/2025	Fallon Linsey	£ 50.00		£ 50.00
1/20/2025	HMRC VAT repayment	£ 9,976.31		£ 9,976.31
1/22/2025	Bowls Payment for Water	£ 20.00		£ 20.00
1/28/2025	Stripe Payments	£ 31.03		£ 31.03
1/28/2025	George Fallon Stall payment	£ 200.00		£ 200.00
	Totals	£ 10,277.34	£ -	£ 205,293.09

Cash Book Summary			
	Cash Inflow	£	205,293.09
	Cash Outflow	£	12,579.58
	Closing Balance	£	192,713.51
	Actual Cash in Bank 31/01/25	£	192,713.51
	Difference	£	-

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
1/2/2025	Cloudy It	£ 141.30	£ 28.26	£ 169.56
1/2/2025	Carmarthenshire County Council Repayment	£ 2,666.40	£ 666.60	£ 3,333.00
1/6/2025	Dinefwr Indoor Bowls Donation	£ 500.00	-	£ 500.00
1/6/2025	HMRC Cumbernauld	£ 2,176.94	-	£ 2,176.94
1/6/2025	Macintyre Hudson	£ 45.00	£ 9.00	£ 54.00
1/6/2025	CCC Income account	£ 295.38	£ 59.08	£ 354.46
1/6/2025	Cloudy It	£ 55.97	£ 11.20	£ 67.17
1/6/2025	4x4 response wales donation	-	-	£ 150.00
1/13/2025	Penninsula	£ 179.00	£ 29.84	£ 179.00
1/13/2025	Royal British Legion Donation	£ 250.00	-	£ 250.00
1/20/2025	BT Group	£ 125.35	£ 25.07	£ 150.42
1/20/2025	Penninsula	£ 503.55	£ 97.51	£ 601.06
1/23/2025	Penninsula	£ 215.83	£ 43.17	£ 259.00
1/27/2025	Salaries	-	-	£ 4,007.91
1/28/2025	Ionos Cloud	£ 1.50	£ 0.30	£ 1.80
1/28/2025	Ionos Cloud	£ 29.23	£ 5.85	£ 35.08
1/29/2025	Nest	£ 270.58	-	£ 270.58
1/31/2025	Bank Charge	£ 19.60	-	£ 19.60
	Totals	£ 4,667.93	£ 975.88	£ 12,579.58

VAT Summary	
VAT Paid	£ 975.88
VAT Received	£ -

Authorised by Chair of Finance
on behalf of Finance Committee
for Ammanford Town Council

Responsible Finance Officer

Ammanford Town Council Cash Book ending 9514
Cash Book for the month of February 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 192,713.51
20/2/2025	ionos			£ 1.80
20/2/2025	ionos			£ 35.08
28/02/2025	Stripe			£ 70.57
	Totals	£ -	£ -	£ 107.45

Cash Book Summary		
Cash Inflow	£	107.45
Cash Outflow	£	63,375.14
Closing Balance	£	129,434.97
Actual Cash in Bank 29/02/25	£	129,434.97
Difference	£	-

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
3/2/2025	Carmarthshire Repayment plan		666.6	£ 3,333.00
5/2/2025	Konica Minolta		14.51	£ 87.06
5/2/2025	KD Gardening Serv		-	£ 964.50
5/2/2025	Menter Dinefwr		-	£ 150.00
5/2/2025	Macintyre Hudson		9	£ 54.00
5/2/2025	SFS Sustainable		176.99	£ 1,061.96
6/2/2025	Wrenvale Ltd		576.00	£ 2,880.00
6/2/2025	Carmarthshire Income inv97861612		£ 91.20	£ 547.20
6/2/2025	HMRC		-	£ 1,697.64
6/2/2025	EDF Energy		6.13	£ 128.77
6/2/2025	EDF Energy		£ 4.35	£ 91.27
6/2/2025	Postage		-	£ 5.35
6/2/2025	EDF Energy		£ 22.62	£ 474.97
6/2/2025	EDF Energy		£ 5.05	£ 106.02
12/2/2025	Penninsula		£ 14.92	£ 89.50
12/2/2025	Penninsula		£ 54.34	£ 342.06
20/2/2025	Penninsula		£ 28.25	£ 169.50
21/2/2025	BT Group		£ 25.04	£ 150.29
24/02/2025	CCC Invoice 97861597 SLA		£ 7,646.94	£ 45,881.64
24/02/2025	ICO		-	£ 47.00
24/02/2025	Penninsula		£ 43.17	£ 259.00
25/02/2025	Feb staff Salary		-	£ 4,007.91
26/02/2025	KD Gardening Serv		-	£ 846.50
	Totals	£ -	£ 9,385.11	£ 63,375.14

VAT Summary		
VAT Paid	£	9,385.11
VAT Received	£	-

Authorised by Chair of Finance
on behalf of Finance
Committee for Ammanford
Town Council

Responsible Finance Officer

Ammanford Town Council Cash Book ending 9514
Cash Book for the month of March 2025

[illegible]

Cash Book Summary		
Cash Inflow	£	1,779.52
Cash Outflow	£	39,404.51
Closing Balance	£	91,809.98
Actual Cash in Bank 31/03/25	£	91,809.98
Difference	£	-

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
3/3/2025	D Wynne Evans SO, Pantyffynon	£ 220.00	£ 44.00	£ 264.00
3/3/2025	Cloudy IT	£ 141.30	£ 28.26	£ 169.56
3/3/2025	Cloudy IT	£ 141.30	£ 28.26	£ 169.56
3/3/2025	SLCC	£ 120.00	£ 24.00	£ 144.00
3/3/2025	Johnny Owen Members Payment	£ 83.20	£ -	£ 83.20
3/3/2025	SLCC	£ 120.00	£ 24.00	£ 144.00
3/3/2025	Carmarthenshire repayment plan	£ 2,666.40	£ 666.60	£ 3,333.00
3/5/2025	Nest	£ 270.58	£ -	£ 270.58
3/12/2025	EDF 2403513619	£ 111.25	£ 5.53	£ 116.78
3/13/2025	EDF 2403513619	£ 2.58	£ 0.52	£ 3.10
3/17/2025	Konica Minolta	£ 30.12	£ 6.02	£ 36.14
3/17/2025	Menter Dinefwr	£ 575.00	£ -	£ 575.00
3/17/2025	HMRC	£ 1,697.64	£ -	£ 1,697.64
3/17/2025	Preventa Pest	£ 60.00	£ 12.00	£ 72.00
3/17/2025	Dragon Play	£ 3,998.00	£ 799.60	£ 4,797.60
3/17/2025	Macintyre Hudson	£ 45.00	£ 9.00	£ 54.00
3/17/2025	Phase Connections	£ 17,779.49	£ 3,555.90	£ 21,335.39
3/18/2025	EDF 9904020985	£ 967.75	£ 47.54	£ 1,015.29
3/19/2025	BT Group	£ 126.16	£ 25.23	£ 151.39
3/19/2025	Peninsula Business	£ 215.83	£ 43.17	£ 259.00
3/20/2025	EDF 2528250202	£ 344.57	£ 6.16	£ 350.73
3/20/2025	EDF 2403513619	£ 2.32	£ 0.46	£ 2.78
3/19/2025	Peninsula Business	£ 287.72	£ 54.34	£ 342.06
3/25/2025	Staff Salary	£ 4,007.91	£ -	£ 4,007.91
3/31/2025	Bank Charges	£ 9.80	£ -	£ 9.80
	Totals	£ 33,662.62	£ 5,308.33	£ 39,404.51

VAT Summary	
VAT Paid	£ 5,308.33
VAT Received	£ -

Authorised by Chair of Finance
on behalf of Finance
Committee for Ammanford
Town Council

Date of signature

Responsible Finance Officer

Ammanford Town Council Cash Book ending 8573

Cash Book for the month of January 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 1,405.44
31/1/2025	Bank Interest	£ 1.58		£ 1.58
	Totals	£ 1.58	£ -	£ 1,407.02

Cash Outflow		
Date	Transaction Details	NET
	Totals	£ -

Cash Book Summary		
Cash Inflow	£	1,407.02
Cash Outflow	£	-
Closing Balance	£	1,407.02
Actual Cash in Bank 31/01/25	£	1,407.02
Difference	£	-

VAT Summary	
VAT Paid	
VAT Received	

VAT	Total
£ -	£ -

£ -	-
£ -	-

Ammanford Town Council Cash Book ending 8573
Cash Book for the month of February 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 1,407.02
28/2/2025	Interest	£ 1.35		£ 1.35
Totals		£ 1.35	£ -	£ 1.35

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
Totals		£ -	£ -	£ -

Cash Book Summary	
Cash Inflow	£ 1.35
Cash Outflow	£ -
Closing Balance	£ 1,408.37
Actual Cash in Bank 29/02/25	£ 1,408.37
Difference	£ -

VAT Summary	
VAT Paid	£ -
VAT Received	£ -

Cash Book for the month of March 2025

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
Totals		£ -	£ -	£ -

VAT Summary	
VAT Paid	£ -
VAT Received	£ -

Ammanford Town Council Cash Book ending 9522
Cash Book for the month of January 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 192,455.22
31/1/2025	Interest	£ 216.97		£ 216.97
	Totals	£ 216.97	£ -	£ 192,672.19

Cash Outflow		
Date	Transaction Details	NET
	Totals	£ -

Cash Book Summary	
Cash Inflow	£ 192,672.19
Cash Outflow	£ -
Closing Balance	£ 192,672.19
Actual Cash in Bank 31/01/25	£ 192,672.19
Difference	£ -

VAT Summary	
	VAT Paid
	VAT Received

VAT	Total
£ -	£ -

£	-
£	-

Ammanford Town Council Cash Book
Cash Book for the month of February 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 192,672.19
28/2/2025	Interest	£ 184.75		£ 184.75
	Totals	£ 184.75	£ -	£ 184.75

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
	Totals	£ -	£ -	£ -

Cash Book Summary		
Cash Inflow	£	184.75
Cash Outflow	£	-
Closing Balance	£	192,856.94
Actual Cash in Bank 29/02/25	£	192,856.94
Difference	£	-

VAT Summary		
VAT Paid	£	-
VAT Received	£	-

Cash Book for the month of March 2025

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
Totals		£ -	£ -	£ -

VAT Summary		
VAT Paid	£	-
VAT Received	£	-

Ammanford Town Council Cash Book ending 4785

Cash Book for the month of January 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 127.10
31/1/2025	Interest	£ 0.14		£ 0.14
	Totals	£ 0.14	£ -	£ 127.24

Cash Outflow		
Date	Transaction Details	NET
	Totals	£ -

Cash Book Summary		
Cash Inflow	£	127.24
Cash Outflow	£	-
Closing Balance	£	127.24
Actual Cash in Bank 31/01/25	£	127.24
Difference	£	-

VAT Summary	
VAT Paid	
VAT Received	

VAT	Total
£ -	£ -

£	-
£	-

Ammanford Town Council Cash Book
Cash Book for the month of February 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 127.24
28/2/2025	interest	£ 0.12		£ 0.12
	Totals	£ -	£ -	£ 127.36

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
	Totals	£ -	£ -	£ -

Cash Book Summary		
Cash Inflow	£	127.36
Cash Outflow	£	-
Closing Balance	£	127.36
Actual Cash in Bank 29/02/25	£	127.36
Difference		-

VAT Summary		
VAT Paid	£	-
VAT Received	£	-

Ammanford Town Council Cash Book ending 1307
Cash Book for the month of January 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 211.87
Totals		£ -	£ -	£ 211.87

Cash Outflow		
Date	Transaction Details	NET
Totals		£ -

Cash Book Summary			
Cash Inflow		£	211.87
Cash Outflow		£	-
Closing Balance		£	211.87
Actual Cash in Bank 31/01/25		£	211.87
Difference		£	-

VAT Summary	
VAT Paid	
VAT Received	

VAT	Total
£ -	£ -

£ -	-
£ -	-

Ammanford Town Council Cash Book
Cash Book for the month of February 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 211.87
	Totals	£ -	£ -	£ 211.87

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
	Totals	£ -	£ -	£ -

Cash Book Summary	
Cash Inflow	£ 211.87
Cash Outflow	£ -
Closing Balance	£ 211.87
Actual Cash in Bank 29/02/25	£ 211.87
Difference	£ -

VAT Summary	
VAT Paid	£ -
VAT Received	£ -

Ammanford Town Council Cash Book ending 1307
Cash Book for the month of March 2025

Cash Inflow				
Date	Transaction Details	NET	VAT	Total
	Opening Balance			£ 211.87
Totals		£ -	£ -	£ -

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
Totals		£ -	£ -	£ -

Cash Book Summary			
	Cash Inflow	£	-
	Cash Outflow	£	-
	Closing Balance	£	211.87
	Actual Cash in Bank 31/03/25	£	211.87
	Difference	£	-

VAT Summary		
	VAT Paid	£ -
	VAT Received	£ -

Cash Book for the month of March 2025

Cash Outflow				
Date	Transaction Details	NET	VAT	Total
Totals		£ -	£ -	£ -

VAT Summary		
VAT Paid	£	-
VAT Received	£	-

2024-2025 Actual V Budget

	A	B	C	D	E	F	G
1		2024-2025 Actual V Budget					
2	INCOME						
3	Original budget before veriments approved from Qtr 1& 2 Budget review	Income Line	Budget 2024/2025 with adjustments from Veriments	Actual March 2025	% variance to budget		
4	£ 397,646.86	Precept CCC	£ 397,646.86	£ 397,646.86	0%		
5	£ 1,000.00	Bank Interest Received	£ 1,000.00	£ 2,151.06	115%	Over	
6	£ -	Events Income	£ -	£ 1,121.00		no budget was set	
7	£ 2,582.00	Ammanford RFC	£ 2,582.00	£ 2,487.45	3.66%	under	
8	£ 1.00	Pantyffynnon RFC	£ 2,989.82	£ 2,847.45	4.76%	under	
9	£ 770.00	Ammanford Cricket Club	£ 770.00	£ 800.50	3.96%	over	
10	£ 770.00	Wildboar Centurions Cricket Club	£ 770.00	£ 808.50	5%	Over	
11	£ 2,369.00	Ammanford Town Football Club	£ 2,369.00	£ 5,477.00	131.17%	Over	
12	£ -	Ammanford AFC Juniors	£ -	£ 5,477.02		no budget was set	
13	£ 30,000.00	VAT Re-Claim	£ 30,000.00	£ 98,099.91	226.70%	reclaimed 2022/2023 and 2023/2024 plus current year	
14	£ 1,000.00	Tennis Courts	£ 1,000.00	£ 2,204.42	120.40%	First year open	
15	£ -	Other rental Income	£ 1,340.30	£ 1,340.30	0%		
16	£ -	Grant Income	£ -	£ 71,673.73	0%		
17	£ -	Transfer from Reserves LTA Grant previous FY23/24	£ -	£ 191,985.02	0%	not in total as it was transfer from reserves	
18	£ -	Insurance Claim	£ -	£ 19,455.66	0%		
19	£ -	Rebate (Water/Ionos)	£ -	£ 10,641.44	0%		
20	£ -	Bowls Water bill	£ -	£ 20.00	0%	Bowls club invoiced	
21	£ -	Insurance overpayment	£ -	£ 90.94	0%	Over payment	
22	£436,138.86	TOTALS	£ 440,467.98	£ 622,343.24			
23							
24							
25							
26							
27	Expenditure		Budget 2024/2025	Actual	% variance to budget		
28				March 31st 2025			

2024-2025 Actual V Budget

	A	B	C	D	E	F	G
29	Administration						
30							
31		Insurance	£ 10,000.00	£ 13,174.56	32%	over	
32		Audit and Accountancy Fee	£ 20,000.00	£ 7,981.20	40%	under	
33		Telephone	£ 1,500.00	£ 1,806.89	20%	over	
34		Website Hosting	£ 500.00	£ 60.00	88%	under	
35		domain & hosting	£ 500.00	£ 454.26	9%	under	
36		printing,postage & Stationary	£ 500.00	£ 376.28	25%	under	
37		equipment leasing	£ -	£ -	-		
38		HR & Health and Safety fees	£ 16,261.00	£ 15,247.76	6%	under	
39		software subscriptions and support	£ 3,368.40	£ 2,375.14	29%	under	
40		subscriptions	£ 1,200.00	£ 1,323.00	10%	over	
41		Health & Safety Testing/Reports	£ 3,000.00	£ 2,690.58	10%	under	
42		Electrical Testing	£ -	£ -			
43		Affiliations	£ -	£ -			
44		Elections	£ -	£ -			
45		Miscellaneous Expenses	£ -	£ -			
46		Legal Fees	£ 6,760.00	£ -	0%	no spend	
47		rent and utilities for premises	£ 12,000.00	£ -	0%	no spend	
48							
49		Total	£ 75,589.40	£ 45,489.67			
50							
51			Budget 2024/2025	Actual			
52				Mar-25			
53	Staff Costs						
54		Salaries/HMRC/Pension	£ 85,000.00	£ 77,163.04	9%	under	
55		Payroll Bureau	750	£ 1,092.00	46%	over	
56		Staff Training	3500	£ 1,069.00	69%	under	
57		Staff Expenses	1500	£ 74.00	85%	under	
58		Staff Stationary	-				
59		Total	£ 90,750.00	£ 79,398.04			
60							
61			Budget 2024/2025	Actual			
62				Mar-25			
63	Members Expenses						

2024-2025 Actual V Budget

	A	B	C	D	E	F	G
64		WFHA Members Allowance	£ 2,340.00	£ 800.80	66%	under	
65		Members Reimbursement of Consumables	£ 780.00	in above			
66		Members Financial loss payment	£ 1,000.00	£ -	0%		
67		Members Care/PA Allowance	£ 1,000.00	£ -	0%		
68		Members Senior Role Allowance	£ 1,500.00	£ -	0%		
69		Members Training	£ 3,500.00	£ 80.00	92%	under	
70		Total	£ 10,120.00	£ 880.80			
71							
72							
73			Budget 2024/2025	Actual			
74				Mar-25			
75							
76	Chair Allowance	Mayors Payment	£ 1,500.00	£ -	0%		
77		Deputy-Mayors Payment	£ 500.00	£ -	0%		
78		Mayors Civic	£ 1,000.00	£ 300.92	70%	under	
79		Total	£ 3,000.00	£ 300.92			
80							
81			Budget 2024/2025	Actual			
82				Dec-24			
83	Open Spaces						
84							
85		street lighting	£ 354.46	£ 1,835.42	417%	over	
86		flower boxes & Wildflowers	£ 9,740.00	£ 12,942.50	33%	over	
87		Christmas lights	£ 23,672.30	£ 23,672.30	0%		
88		Repairs and maintenance					
89		SLA- Carmarthenshire County Council	£ 60,000.00	£ 45,881.64	24%	under	
90		Re-payment plan CCC	£ 39,996.00	£ 39,996.00	0%		
91		Toilets	£ 22,000.00	£ 17,881.09	19%	under	
92		defrillators	£ 1,000.00	£ 1,141.48	14%	over	
93		CCTV	£ 6,000.00	£ 9,658.56	61%	over	
94		Total	£ 162,762.76	£ 153,008.99			
95							
96							
97			Budget 2024/2025	Actual			
98				Mar-25			

2024-2025 Actual V Budget

	A	B	C	D	E	F	G
99	Parks						
100		Ammanford Recreation Ground (unused changing room)	£ 3,000.00				
101		Electric		£ 1,081.90			
102		Water		£ 1,377.85			
103		Maintenance and Repair		£ 547.20			
104				£ 3,006.95	0.23% over		
105		Pantyyffynnon RFC	£ 8,298.30				
106		Electric		£ 5,788.56			
107		Water		£ 664.26			
108		Maintenance and Repair		£ 264.00			
109				£ 6,716.82	19% under		
110							
111		Tennis Courts					
112		Total	£ 11,298.30	£ 9,723.77	14% under		
113							
114							
115							
116			Budget 2024/2025	Actual March 2025			
117	Playground Maintenance						
118		Ammanford Playground	£ -	£ 7,421.42			
119		River Way					
120		Pantyyffynnon					
121		Maes y coed					
122		Carreganaman					
123		Norman Road					
124		Skate Park/Muga					
125		Ammanford Central Park					
126		Lighting Grant MYB	£ 21,335.39	£ 21,335.39	0%		
127		Splashpads	£ 18,000.00	£ 17,139.52	4.8%	under	
128		Jet wash					
129 *							
130		Total	£ 39,335.39	£ 45,896.33	17% Over		
131							
132							
133			Budget 2024/2025	Actual			

2024-2025 Actual V Budget

	A	B	C	D	E	F	G
134				Mar-25			
135	Capital Projects						
136		cap investment earmarked for parks	£ 35,000.00	£ -	0%		
137		Total	£ 35,000.00	£ -	0%		
138							
139							
140			Budget 2024/2025	Actual			
141				Mar-25			
142	Church Clock						
143		All Saints Church	£ 350.00	£ 372.00			
144		Total	£ 350.00	£ 372.00	6.3%	over	
145							
146							
147			Budget 2024/2025	Actual			
148				Mar-25			
149	Grants						
150		S137	£ 5,000.00	£ 5,045.85			
151		Total	£ 5,000.00	£ 5,045.85	0.92%	over	
152							
153			Budget 2024/2025	Actual			
154				Mar-25			
155	Community Development	section 6 biodiversity	£ 3,000.00	£ -	0%		
156		well-being & Community Engagement	£ 3,000.00	£ 1,602.40	46.6%	under	
157		Community Events	£ 21,327.70	£ 21,327.70	0%		
158		Total	£ 27,327.70	£ 22,930.10			
159							
160		Grand Total	£ 460,533.55	£ 363,046.47			
161							
162							
163		Actual Income/Expenditure		£ 259,296.77			



Ammanford Town Council Quarter 4 Financial Report

1. Executive Summary

This Quarter 4 Financial Report covers the period from 1 April 2024 to 31 March 2025. It summarises Ammanford Town Council's financial performance, highlighting key variances in income and expenditure, the end-of-year financial position, outstanding obligations, and preparations for the year-end accounts.

2. Summary of Financial Position

Budgeted Income: £440,467.98 (after Virements agreed in Q1&Q2 review)

Total Income (Actual): £622,343.24

Budgeted Expenditure: £460,533.55

Total Expenditure (Actual): £363,046.47

Net Income Over Expenditure: £259,296.77

Please refer to the 2024-2025 Actual v Budget Monitoring Sheet when looking at variances. Each line item has a Row reference (e.g. R5) corresponding to the monitoring form. Virements are also identified against the line item.

3. Key Income Variances

Income Line	Budgeted	Actual	Variance	Notes
Bank Interest (R5)	£1,000.00	£2,151.06	115%	Over – higher return on interest
Events Income (R6)	£0.00	£1,121.00	–	No budget was set
Ammanford Town FC (R11)	£2,369.00	£5,477.00	131%	Payments from previous year
VAT Reclaim (R13)	£30,000.00	£98,099.91	226.7%	Covers 2022–2025
Tennis Court (R14)	£1,000.00	£2,204.42	120.4%	First year of operation
Insurance Claim (R18)	£0.00	£19,455.66	–	Damage to roof (disused



				changing room)
Transfer from Reserves (R17)	£0.00	£191,985.02	–	Transfer only, not included in income total
Grant Income (R16)	£0.00	£71,673.73	–	Grants for Tennis Court and Town Centre Event

4. Key Expenditure Variances

This report outlines the key expenditure variances for the financial year ending March 31st, 2025. The table below highlights budget lines that show significant variances from the approved budget, either over or under the allocated amounts.

Expenditure Line	Budgeted	Actual	Variance
Insurance (R31)	£10,000.00	£13,174.56	32% over
Audit and Accountancy Fee (R32)	£20,000.00	£7,981.20	40% under
Telephone (R33)	£1,500.00	£1,806.89	20% over
Website Hosting (R34)	£500.00	£60.00	88% under
domain & hosting (R35)	£500.00	£454.26	9% under
printing, postage & Stationary (R36)	£500.00	£376.28	25% under
HR & Health and Safety fees (R38)	£16,261.00	£15,247.76	6% under
software subscriptions and support (R39)	£3,368.40	£2,375.14	29% under
Subscriptions (R40)	£1,200.00	£1,323.00	10% over
Health & Safety Testing/Reports (R41)	£3,000.00	£2,690.58	10% under
Salaries/HMRC/Pension (R54)	£85,000.00	£77,163.04	9% under
WFHA Members Allowance (R64)	£2,340.00	£800.80	66% under



Members Training (R69)	£3,500.00	£80.00	92% under
Mayors Civic (R78)	£1,000.00	£300.92	70% under
Street lighting (R85)	£354.46	£1,835.42	417% over
Flower boxes & Wildflowers (R86)	£9,740.00	£12,942.50	33% over
SLA - Carmarthenshire County Council (R89)	£60,000.00	£45,881.64	24% under – final payment under review
Toilets (R91)	£22,000.00	£17,881.09	19% under
Defibrillators (R92)	£1,000.00	£1,141.48	14% over
CCTV (R93)	£6,000.00	£9,658.56	61% over
Parks (R100 – R111)	£11,298.30	£9,723.77	14% under
Playground Maintenance (R118 – R128)	£39,335.39	£45,896.33	17% over



5. Expenditure Summary by Category

5.1 - Administration

Total Spend: £45,489.67 out of £75,589.40 budgeted

Underspend: 40%

- Insurance (R31):
Over by 32% - Increase due to revaluation and higher insurance rates. Plan to seek new quotes for 2025–2026.
- Audit Fees (R32):
Under by 60% - Only internal audit costs incurred. External audit invoice pending; funds should be earmarked.
- Website Hosting (R35):
88% under – Transferred to Cloudy IT as central supplier.
- Legal Fees/Rent (R46/47):
No spend – Legal and rent fees to be carried forward to 2025–2026.

5.2 - Staff Costs (R53)

£79,398.04 vs £90,750.00 – 13% under overall. Payroll over slightly; training and expenses are under.

5.3 - Members (R64–R78)

Members: £880.80 (91% under), Chair: £300.92 (31% under)

5.4 - Open Spaces (R85–R93)

£153,008.99 vs £162,762.76 – 6% under overall

- Street Lighting (R85):
417% over – Related to unpaid charges from 2023–2024.
- CCTV (R93):
61% over – Upgrades due to vandalism.
- Wildflowers (R86):
33% over – Extra planting work and advance payments for 2025.

5.5 - Parks (R100–111)

£9,723.77 vs £11,298.30 – 14% under



5.6 - Playgrounds (R118–R128)

£45,896.33 vs £39,335.39 – 17% over (Ammanford Park £7,421.42 and Solar lights for Park £21,335.39 to be completed. Splashpads under 4.8%)

5.7 - Capital/Clock/S137 Grants

No spend on capital (£35k). Church Clock £372 (6.3% over), Grants £5,045.85 (0.92% over)

5.8 - Community Development

£22,930.10 vs £27,327.70 – 16% under (Biodiversity unspent, well-being under 46.6%)

6. Bank Reconciliation and Cash Position

Account 11019514 (31/03/2025): £91,809.98

Account 11019522 (31/03/2025): £193,061.69

Account 11034785 (31/03/2025): £127.50

Account 11048573 (31/03/2025): £1,409.86

Account 71561307 (31/03/2025): £211.87

Reserves to be Earmarked and approved by Council

1. General Reserves - £132,548.95
2. Legal fees - £6,750.00
3. Audit and Accountancy -£7,891.20
4. SLA Grounds Maintenance - £7,804.02
5. Dis-used changing rooms - £19,455.56
6. Parks - £35,000.00
7. Capital Projects - £77,170.87

Total **Cash Position as of 31st March 2025 £286,620.90**



7. Outstanding Payments and Debtors (please see Appendix A for a break down)

Total Outstanding for March 2025: £18,191.41

Creditors Owing to Council: £37,995.38

8. Grants and Earmarked Funds

Grant Income Received: £71,673.73

Use: LTA Grant for Tennis Courts, Event Grant for Town Centre

Earmarked Projects: Listed under reserves

9. Asset Register Update

The asset register is being updated to reflect recent revaluations. A re-design of the register is being completed to ensure the information included is what will be needed for internal audit in April 2025. Final Asset Register will be presented to Council at Full Council meeting end of April

10. Preparation for Year-End Accounts

Year-end accounts are currently in draft.

Internal Audit scheduled for 25/04/2025

Audit Wales submission deadline: 30 June 2025

Planned Full Council approval: End of May 2025

11. Conclusion

The Council ends the financial year with a positive net income of £259,296.77. This surplus is attributed to VAT reclaims, outstanding Grants, Insurance claim. Water rebate, outstanding payments owed to Ammanford Town Council and under-expenditure across multiple areas. A forward plan is required to strategically allocate underused budgets, including biodiversity projects and capital investments. Outstanding liabilities and earmarked reserves should be managed carefully to ensure continued financial stability and compliance with audit timelines.

Appendix A: Breakdown of Debtors and Creditors



Outstanding Payments

Creditors	Amount	Details
Chubb	£32.24	Waiting for the new bill not in council name - outstanding
CCC	£9,364.82	Outstanding SLA payment, queries about charges - outstanding
Action Surveillance	£90.00	Feb 2025 to Feb 2026 - Paid in April
CCC	£91.37	Ground maintenance Pantyffnnon – Paid in April
CCC	£390.29	Make safe post to ball stop fencing – Paid in April
Cloudy IT	£284.48	Charges for Feb and March 2025 – Paid in April
MHA	£54.00	Payroll services March 2025 – Paid in April
HMRC	£1,697.64	Payments for March 2025 – Paid in April
Minute taking and writing	£160.00	Paid in April
EDF (Pantyffynnon)	£100.21	Electricity – Paid in April
Splash	£1,692.00	Paid in April
Splash	£714.00	Paid in April
CCC	£1,549.54	Lighting/electricity – Paid in April
KD Gardening Services	£921.25	Paid in April
Phase Connections	£120.00	Call-out – light in memorial walk
SFS	£103.01	Gents toilet repair – Paid in April
SFS	£212.40	Ladies toilet repair – Paid in April
EDF (Pantyffynnon)	£466.83	To be recharged to Club – Paid in April
EDF	£4.79	Electric – Recreation Ground – Paid in April
EDF	£142.54	Electric – Public Convenience – Paid in April
Total Outstanding	£18,191.41	



Monies Owing to Ammanford Town Council

Debtors	Amount
MYF	£14,224.00
VAT return Qtr 4	£15,741.58
AFC Seniors	£643.35
AFC Juniors	£2,405.89
Ammanford Cricket	£629.20
Pantyffnon RFC	£1,886.04
Ammanford RFC	£2,465.32
Total Owed	£37,995.38

Follow up on the failures in financial management and governance – Ammanford Town Council

Audit year: 2018-19 to 2023-24

Date issued: March 2024

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000.

The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and Audit Wales are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to Audit Wales at infoofficer@audit.wales.

We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

Mae'r ddogfen hon hefyd ar gael yn Gymraeg. This document is also available in Welsh.

The Auditor General audits local government bodies in Wales, including unitary authorities, police, fire and rescue authorities, national parks and community councils.

Beyond local government, the Auditor General is the external auditor of the Welsh Government and its sponsored and related public bodies, the Senedd Commission and National Health Service bodies in Wales.

Audit Wales is the non-statutory collective name for the Auditor General for Wales and the Wales Audit Office, which are separate legal entities with their own legal functions. Audit Wales is not a legal entity. The Auditor General has the auditing and reporting functions described above. The Wales Audit Office's main functions are to provide staff and other resources for the exercise of the Auditor General's functions, and to monitor and advise the Auditor General.

Contents

I have now completed the audits of Ammanford Town Council's accounts up to and including the 2023-24 accounts. I have prepared this report to highlight issues identified by my audit after the issue of a report in the public interest in 2023.

Summary report

Introduction	4
Key findings	5
Recommendations	6

Detailed report

Although it has failed to meet the statutory timetable for each year, the Council has now prepared accounts up to and including the 2023-24 financial year but needs to publish the accounts online	8
---	---

A lack of clarity in the terms of engagement with a firm of accountants engaged to assist with the accounts resulted in additional cost to the Council	10
--	----

Significant deficiencies in the Council's accounting records mean that I am unable to conclude on whether or not the accounts for 2018-19 to 2021-22 properly present the Council's income and expenditure	12
--	----

Appendices

Appendix 1 – Recommendations from the published public interest report	15
--	----

Summary report

Introduction

- 1 In September 2023, I issued a report in the public interest to draw attention to serious failures in governance and financial management by Ammanford Town Council (the Council) . In particular I reported on:
 - The Council's failure to prepare annual accounts as required by law and thus its failure to account for almost £800,000 collected from local taxpayers from 2016-17 to 2020-21;
 - The Council's failure to maintain proper and complete accounting records;
 - The Council members' collective failure to recognise and take appropriate action on issues raised by its internal auditor,
 - The Council's disregard of a draft document setting out my initial audit findings that was issued to the Council in September 2021.
- 2 Immediately prior to the publication of the report in the public interest and subsequently, I have undertaken further work at the Council in relation to the 2018-19 to 2021-22 accounts. The Council approved the 2022-23 and 2023-24 accounts on 29 July 2024 and shortly after provided the relevant information for audit. I have now completed my audit work on all outstanding financial years.
- 3 This report summarises my findings from my audit work for the outstanding financial years.

My audit work

- 4 My audit work on town and community councils focusses on an annual return completed by the councils and submitted to auditors working on my behalf. The annual return contains the annual accounting statements that the council is required by law to prepare and an annual governance statement which sets out how the council has managed its financial affairs.
- 5 Due to the issues identified and reported in the public interest I have undertaken a more extensive audit than in usual. My audit work has included following up the Council's progress in addressing the recommendations made in my public interest report and additional work related to the preparation of the accounts. The recommendations made in the public interest report are set out in Appendix 1 along with my assessment of the progress made by the Council.
- 6 The Council considered the report in a public meeting held on 25 October 2023. It is important to highlight that the Clerk and Responsible Financial Officer (Duncan Morgan) was on a long-term absence from 06 April 2023 and did not return to work. The Council dismissed the Mr Morgan on 12 April 2024. We refer to Mr Morgan as the former Clerk for the remainder of this report.
- 7 I express my thanks to the Councillors and Mrs Clare Hope for their assistance during the audit. Mrs Clare Hope was the interim Clerk between December 2018 to

December 2019 and had been requested by the Council to provide assistance during the former Clerk's sickness absence. The issues identified for the 2018-19 and 2019-20 financial years arose in the period when she was not employed as clerk.

Key findings

- 8 Although the Public Interest Report was published in September 2023, the Council was aware of my findings since September 2021. Prior to this Public Interest Report the Council received internal audit reports which highlighted similar deficiencies.
- 9 The 2004 Act requires the Council to make up its accounts to 31 March each year and to submit the accounts to me for audit. Before the accounts are submitted for audit, the 2014 Regulations require that the following certification and approval process is followed:
 - The Responsible Financial Officer must certify that the accounts properly present its receipts and payments and its financial position; and
 - The Council must approve the accounts at a meeting of the Council.This process must be completed by 30 June immediately following the year end.
- 10 The Council failed to comply with these requirements for both the 2019-20 and 2020-21 accounts which were only approved by the Council in February 2022. I have not seen evidence showing that the Council approved the 2021-22 accounts but an annual return was found during the audit which had been signed by the Clerk dated 27 September 2022.
- 11 My audit work identified significant deficiencies in the Council's financial systems and financial management. As a consequence of this, I will issue a qualified audit opinion on the accounts for 2018-19, 2019-20, 2020-21 and 2021-22 for the following reasons:
 - the Council has not maintained proper and complete accounting records;
 - the Council has been unable to provide contractual documentation or supporting documentation to evidence that it has followed its standing orders and financial regulations.
 - adequate information has not been provided to Councillors regarding the approval of payments made and I have been unable to confirm whether the payments were made were done so under proper authority.
- 12 The Council provided the 2022-23 and 2023-24 accounts in the form prescribed by the 2014 Regulations in July 2024.
- 13 In addition to presenting the accounts for a given year, the Annual Return requires the Council to make a formal declaration in relation to the arrangements it has in place for its governance and financial management. This is referred to as the Annual Governance Statement.

- 14 I consider it important to note that the standards required to be disclosed by the Annual Governance Statement are the minimum standards that the electors of Ammanford Town Council should expect to be upheld.
- 15 I draw attention to the fact that the Council has, by its own admission, failed to meet these standards and has provided negative responses to many of the aspects of proper governance covered by the Annual Governance Statement.
- 16 What is clear to me is that since 2016, even though its failings and deficiencies have been brought to its attention by both internal and external audit, the Council's past officers and its members have failed to ensure that it has established proper standards of financial management and governance.
- 17 In failing to properly address the issues raised in the Public Interest Report and internal audit reports, Council members have not sufficiently recognised or acted upon issues in relation to the adequacy of their governance arrangements.
- 18 The detailed findings set out in the next section of this report set out the deficiencies and weaknesses in the Council's arrangements that have been apparent to me during the audit.

Recommendations

- 19 I am making a further three recommendations to the Council as set out in Exhibit 1 below. The seven recommendations raised within the public interest report are set out in Appendix 1.

Exhibit 1: Recommendations

I am making three further recommendations to assist the Council to improve its financial management and governance arrangements

Recommendations	
RF1	The Council should review and maintain a contract register for all contractual obligations and communicate this to the Council members.
RF2	The Council should ensure all contracts are awarded in line with its Standing Orders and Financial Regulations and maintain adequate accounting records demonstrating compliance.
RF3	The Council should ensure it uses official communication channels for Council business.

Next steps

- 20 The Council should now review its progress against the recommendations made in the public interest report and the additional recommendations in this report to ensure it fully addresses the deficiencies identified.

Richard Harries

Director – Audit Services

For and on behalf of the Auditor General for Wales

Detailed report

Although it has failed to meet the statutory timetable for each year, the Council has now prepared accounts up to and including the 2023-24 financial year but needs to publish the accounts online

In my report in the public interest, I drew attention to the fact that the Council had failed to prepare accounts on a timely basis from 2016-17 to 2020-21

- 21 I draw attention to paragraphs 30 to 44 of the public interest report.
- 22 Section 13 of the Public Audit (Wales) Act 2004 (the 2004 Act) and Regulation 15 of the Accounts and Audit (Wales) Regulations 2014 require the Council, by 30 June each year, to prepare and approve accounts and to submit those accounts for audit.
- 23 The Council must then publish its audited accounts, including on its website, by 30 September. If the audit is incomplete the Council must publish a notice explaining this.

Although the 2021-22 accounts do not appear to have been approved and 2022-23 and 2023-24 accounts were late, all outstanding accounts have now been submitted for audit,

- 24 In its November 2023 response to my public interest report, the Council noted that it was taking action to complete the outstanding 2022-23 accounts and to ensure that the 2023-24 accounting data was brought up to date with a view to approving the 2023-24 accounts by 30 June 2024.
- 25 Exhibit 3 below updates the table included in the public interest report and sets out the dates on which the RFO and the Council provided the necessary approval of the annual accounts.
- 26 The Council provided an Accounting Statement for 2021-22. Notwithstanding that it has been certified by the former Clerk, I have been unable to determine if this was approved by the Council.
- 27 Although the statutory date for approval of the 2023-24 accounts was not achieved, the table does demonstrate a significant improvement over previous years.
- 28 The Council should now ensure that the 2024-25 and subsequent years' accounts are prepared on a timely basis.
- 29 I note that the Council has not yet published the 2021-22 to 2023-24 accounts on its website.

Exhibit 3: approval of the annual accounts

The Council has now prepared and submitted for audit all outstanding annual accounts.

Financial year	Date RFO certification	Date approved by Council	Date signed by Chair
2018-19	16/02/2022	28/02/2022	28/02/2022
2019-20	16/02/2022	28/02/2022	28/02/2022
2020-21	16/02/2022	28/02/2022	28/02/2022
2021-22	27/09/2022	Not approved	Not signed
2022-23	29/07/2024	29/07/2024	29/07/2024
2023-24	29/07/2024	29/07/2024	29/07/2024

Source: Audit Wales analysis

A lack of clarity in the terms of engagement with a firm of accountants engaged to assist with the accounts resulted in additional cost to the Council

- 30 The Council commissioned LHP Accountants (LHP) to prepare its accounting statements for the 2018-19 to 2021-22 financial years. However, it is unclear whether this commission was approved by the Council or whether the commission secured value for money.

The Council's accounts must be prepared in accordance with proper practices

- 31 For community councils in Wales, proper accounting practices are defined by Regulations as the One Voice Wales/SLCC publication 'Governance and Accountability for Local Councils in Wales: A Practitioners' Guide' (the Practitioners' Guide).
- 32 The Practitioners' Guide sets out a simple format for the annual accounting statement that is to be included in a proforma annual return.

A lack of clarity of the terms of engagement for LHP may have led to a significant increase in the cost of services provided to the Council

- 33 I am informed that the Council engaged LHP in order to prepare the annual accounts for audit. However, for the three financial years between 2018-19 to 2020-21 the firm LHP accountants prepared accounting statements that were not in the form prescribed by the regulations.
- 34 However, there is a lack of clarity of the terms of engagement.
- 35 LHP provided the Clerk with a proposal document which details the services that they will provide. The proposal stated the services would be for "Annual Accounts – Prior Years" and that they would "conduct our audit in accordance with International Standards on Auditing".
- 36 I was also provided with an engagement letter that referred to different services to those included in the proposal as it states that the firm would not be carrying out any audit work. The schedule of services within the letter of engagement are ambiguous and vague and do not set out clearly what the Council was agreeing to.
- 37 In my public interest report, I noted that the Auditor General's certificate for the 2018-19 to 2020-21 accounts had been signed by a third party. I have now established that the signature was by one of LHP's accountants. This provides further evidence of the lack of clarity and understanding of the Council's requirements to prepare the returns.

- 38 I have not been able to identify when, or if, the Council approved the appointment of LHP. It does not appear that the Council followed any form of procurement process.
- 39 In the initial proposal, LHP set out that the cost of the proposed services would be £1,500. In fact, the total cost to the Council for preparing the accounts was £4,500. It is unclear why the final costs were three times the original estimate.
- 40 Therefore, I am unable to conclude whether or not the Council had established proper arrangements to secure value for money.
- 41 Further to this, the Council had transitioned to a different accounting system which was not approved by the Council.

Significant deficiencies in the Council's accounting records mean that I am unable to conclude on whether or not the accounts for 2018-19 to 2021-22 properly present the Council's income and expenditure

The Council has significantly changed its accounting system twice since 2018-19

- 42 The Accounts and Audit (Wales) Regulations 2014 sets out the Council's responsibility to maintain proper accounting records. I set out in the public interest report, the deficiencies I had identified in relation to the 2016-17 and 2017-18 accounting records.
- 43 In 2018-19, the Council maintained its cashbook in the form of an electronic Excel workbook. From 2019-20 the Council has used the Rialtas accounting system. The 2019-20 and 2020-21 annual returns reconciled back to reports that were obtained from the Clerk's mailbox however the 2021-22 annual return did not reconcile back to the accounting system noting that total other payments are understated by £2000.
- 44 The Council explained that the Clerk has since tried moving to another accounting system (Xero) for the 2022-23 financial year. It also became apparent that the Council is in dispute with the providers of the Rialtas system regarding providing sufficient notice to terminate their contract.

My audit has identified several significant weaknesses and omissions in the Council's records.

- 45 During the course of the 2018-19 and 2021-22 audits, my audit team sought to establish that the annual accounts properly reflected the underlying cashbook analysis. The audit team identified that:
- The accounts for 2018-19 did not agree to the underlying records;
 - The Council was unable to provide explanations for the variances;
 - The Council did not keep appropriate payroll records;
 - The payroll records that the Council did keep did not reconcile back to the accounting system and cashbook; and
 - Payments paid via payroll such as allowances for mobile phones and working from home allowances are not included within the Clerks contract of employment.
 - There were missing invoices or supporting documentation.

- 46 For 2018-19, the then Responsible Financial Officer (Mr Lyn Llewellyn) prepared cashbooks in the form of a comprehensive Excel workbook incorporating all bank accounts held by the Council. The internal auditor identified a small number of duplicated entries and arranged for these to be corrected before my audit commenced.
- 47 Mrs Hope had contacted the accounting firm that had prepared the annual accounts to obtain copies of the records sent to the firm and what other information was available. The accounting firm was unable to provide the information at the time of my audit and confirmed that they did not have the source data for the 2020-21 financial year.
- 48 It was noted that the former Clerk had used their personal e-mail address to communicate with a personal e-mail address of the accountant that was preparing the accounts on behalf of the Council. This poses an unnecessary security risk to the Council's data and may have contributed to the accounting firm being unable to provide accounting records back to the Council.

The Council has insufficient records to support expenditure and is unable to demonstrate that payments have been approved

- 49 My public interest report set out my concerns over the Council's use of a £5,000 cash withdrawal and the lack of sufficient supporting records. Mrs Hope has subsequently provided a detailed record (a petty cash log) and supporting receipts for all except one transaction. Notwithstanding that this record was not provided to me by Mr Morgan, Mrs Hope provided evidence demonstrating that Mr Morgan had signed for receipt of the petty cash log. However, it remains my view that there are significant risks arising from the use of large sums of cash and the Council should ensure that cash transactions are kept to a minimum.
- 50 In relation to other payments, the Council was able to provide accounting records for most of the transactions tested for the 2018-19 to 2021-22 financial years. However, it remains the case that a significant number of transactions could not be verified and in some cases, these transactions were not reported to the Council.
- 51 These unapproved payments include payments made to previous members and officers of the Council.
- A payment to the previous Clerk (Annette Bell)¹ for "expenses" totalling £2,844.49.
 - A payment to SSE Enterprises for "Christmas Lights" totalling £6,432.58
 - A payment to Julia Bell (a previous Councillor and previous Mayor) for "Mayors and Deputy Mayors" allowance totalling £2,277.64.

- 52 Annette Bell initially denied receiving a payment for £2,844.49. However, we obtained from the bank a copy of a paid cheque for £2,844.49. The cheque was made payable to “Antoinette Bell” and was countersigned by two Councillors.
- 53 Annette Bell later acknowledged that she had in fact received the payment, stating that this was for reimbursement of out of pocket expenses. She provided a heavily redacted personal bank statement showing a number of transactions that she stated were incurred on behalf of the Council. Annette Bell attests that no Councillor would sign a cheque without a schedule being attached with receipts for the services purchased and that receipts were provided to the Councillors at the time of the cheque was written. Nevertheless, I could find no supporting receipts during the audit.

Contract record keeping and thus contract management is poor

- 54 The audit team attempted to trace back expenditure transactions to original contracts and how those contracts were awarded, and it became immediately apparent that it would not be possible to confirm the expenditure to original documentation.
- 55 The Council has a Service Level Agreement (SLA) with Carmarthenshire County Council (the Unitary Authority) for the maintenance of recreation grounds and parks that are owned by the Council. However, a copy of this SLA was not provided and it is unclear from the inspection of invoices what the SLA covers. It was later noted that the Council had paid £9,920 for services with a third party (Shapewright Services Ltd) for services that should have been included within the SLA. The payment was never reported to the Council.

The lack of available records and the uncertainties around the expenditure incurred by the Council means I am unable to conclude on whether or not the accounts for 2018-19 to 2021-22 properly present the Council's income and expenditure

- 56 The deficiencies reported above mean that there are significant gaps in the Council's accounting records. I cannot conclude on whether or not the Council's accounts for 2018-19 to 2021-22 are a complete and accurate record of the Council's income and expenditure. I will therefore issue a qualified opinion on whether these accounts present fairly the Council's income and expenditure.

Appendix 1

Recommendations from the published public interest report

Recommendations	
R1	The Council should establish appropriate procedures to ensure that its annual accounts are prepared and approved by 30 June each year
R2	The Council should review its accounting records, including the form of accounts and supporting accounting records, and establish arrangements to ensure that these are properly maintained
R3	The Council should review its procedures for using petty cash and ensure petty cash is used only for small value transactions
R4	Cheque signatories should ensure that they do not sign cheques drawn for cash or cheques that do not have the payee recorded on the cheque itself
R5	The Council should review the information published on its website and ensure that it complies with the requirements of the Local Government (Democracy)(Wales) Act 2013
R6	The Council should review the internal audit report received for the 2016-17 and 2017-18 financial years and the report received for the 2018-19 financial year and ensure it takes appropriate action to remedy the deficiencies identified by the internal auditor
R7	The Council should ensure that in future years, the Auditor General's audit certificate is not completed by a third party



Audit Wales

1 Capital Quarter

Cardiff CF10 4BZ

Tel: 029 2032 0500

Fax: 029 2032 0600

Textphone: 029 2032 0660

E-mail: info@audit.wales

Website: www.audit.wales

We welcome correspondence and telephone calls in Welsh and English.
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.



**Ammanford Town Council
Cyngor Tref Rhydaman**

28th April 2025

Ms Joyce Watson MS

Member of the Senedd for Mid and West Wales
Welsh Parliament
Cardiff Bay
CF99 1SN

Dear Ms Watson,

Re: Proposed Redevelopment of Ammanford Town Hall and Relocation of Town Council Offices

I write to you on behalf of Ammanford Town Council to express our strong concerns regarding the proposed conversion of Ammanford Town Hall and the consequential impact on our ability to serve the people of Ammanford.

The Town Council was formally informed of the proposed redevelopment at a meeting held in December 2024. Prior to this, there were only informal discussions which, while appreciated, cannot be equated to a formal consultation.

At present, the Council have been advised by Carmarthenshire County Council (CCC) that they will need to vacate the Town Hall by no later than Friday 20th June 2025.

We wish to place on record that Ammanford Town Council is officially opposed to its eviction from the Town Hall premises – a building from which we have operated for over 50 years. This space has been essential for delivering services and representation for the people of Ammanford.

This situation is particularly concerning given the timing. The Council has recently emerged from a difficult period, having been the subject of a highly critical Audit Wales report.

Over the past year, significant work has been undertaken to address those findings, and Ammanford Town Council is now in a vastly improved position. We have ambitious, carefully planned projects underway that directly benefit local residents, including investment in parks, young people's activities, a skate park, and new wellbeing areas.

All of this progress is now in jeopardy. The sudden and inadequately explained eviction, coupled with the lack of viable alternatives, undermines the Council's ability to deliver for our community. This also has serious implications for the Council's precept and therefore local taxpayers.

Furthermore, the Council was dismayed by the press release issued by the Deputy Leader of CCC and Board Member, which we believe contains misrepresentations of the situation. The statement claimed that “Members of the Ammanford Town Council have been a part of the discussions regarding the proposals” and that “better alternative options” had been offered for relocation. In fact, only one option – a bar area on the first floor of the Amman Centre – was presented, and this was unanimously deemed unsuitable by the Town Council. There is no dedicated parking, no disabled access, and no office provision that meets the Council’s operational needs. A formal apology or a substantiated statement is respectfully requested to address the misleading nature of the original communication.

It should also be noted that most of the information we have received to date has come through the building’s caretaker, not through official communication channels. We believe this to be wholly inappropriate for such a serious matter. At a recent meeting, it was requested that all future correspondence be made in writing and sent directly to the interim Clerk for proper dissemination among councillors. We must insist that this be followed in the interest of transparency and effective communication.

We also seek clarity on several matters:

1. **Condition Report** – A formal, updated condition report of the Town Hall is required. We understand the last full report was completed in 2022 and indicated £700,000 in required works. We request access to the latest high-level review.
2. **Consultation Process** – While three informal meetings were held over the past year, this does not constitute a formal consultation. We request a formal process now be undertaken.
3. **Cost-Benefit and Impact Analysis** – We request sight of any reports on the cost-benefit of the closure, including impact on footfall and wider regeneration, particularly in light of the unpublicised Ammanford Masterplan.
4. **Asset Transfer** – The Town Council formally requests consideration of an asset transfer of the Town Hall back to the community. If this is to be refused, we request a clear and detailed explanation of the rationale behind this.
5. **Use of Other Assets** – We ask for confirmation of any other suitable premises in Ammanford that could accommodate the Town Council, and whether any other public assets are being considered for disposal in the area.
6. **Task Force Oversight** – The closure of Ammanford Town Hall was never raised in relevant Task Force meetings. We ask for an explanation as to why such a significant issue was omitted.

It was also disappointing that senior CCC officers, including the Chief Executive, were not present at earlier stages to engage in open dialogue. A face-to-face meeting with Ms Wendy Walters would, in our view, have been both appropriate and constructive.

Finally, we would like to stress that Ammanford Town Council is supportive of new affordable housing where appropriate. We suggest that the Amman Centre itself, already within CCC ownership and in need of investment, could be upgraded for such purposes. This would allow for new homes while preserving the historic Town Hall for continued civic use.

We are committed to working collaboratively, but this must be underpinned by open, honest and respectful communication. We ask for your support in facilitating this and in advocating for a pause in the current decision-making process, to allow for full and proper consultation with all stakeholders, including the people of Ammanford.

For reference, please see attachment which provides a brief history of the Town Hall, Ammanford.

Yours sincerely,

Mrs Sara Murray

Interim Clerk to the Council
Ammanford Town Council

Custodians of Ammanford Town Hall.

History

Following significant population growth, largely associated with the anthracite coal mining industry, Ammanford Urban District Council was established in 1903.^[1]

The new building was designed by the borough architect, W. H. Lock-Smith, in the Neo- Georgian Style, built in red brick and was completed in 1964.

The design involved a symmetrical main frontage of 13 bays facing onto Iscennen Street, with the end two bays at each end projected forward as pavilions.

The central bay featured a recessed doorway with a French door and Balcony above, the surround being in green stone.

The other bays were all fenestrated with sash windows. Internally, it accommodated the council chamber, offices, and the town library.

Portraits of two miners, John Williams and Sammy Morris, who fought for the International Brigades in the Spanish Civil War and who died at Brunete in July 1937, were placed on the wall in the council chamber after the end of that war.

The building continued to serve as the offices of the urban district council for much of the 20th century but ceased to be the local seat of government when the enlarged Dinefwr Borough Council was established in 1974.

Dinefwr Council continued to use the town hall for the delivery of local services, and Ammanford Town Council established its offices and meeting place in the building.

1996

Another local government reorganisation splits Dyfed County Council back into its former 'Shire' Counties of Carmarthen, Pembroke and Ceredigion (the former Cardiganshire). The Borough and District Councils of Dinefwr, Carmarthen and Llanelli lose their powers and are absorbed into the reconstituted unitary authority of Carmarthenshire County Council.

Towns ratepayers already paid for their Town Hall, not to be disposed of in short sightedness of Carmarthenshire County Council.

Home of democracy will be required well into the future.

70-80 Jobs already relocated from Town Hall / Children's services building next door.