

AMMANFORD TOWN COUNCIL
ASSETS COMMITTEE TERMS OF REFERENCE

The Assets Committee will operate within Ammanford Town Council's Standing Orders, Financial Regulations and Local Government Law.

The Committee will elect the Chair at the first meeting following the annual meeting of council.

The Committee will endeavour to ensure their budget is spent by 15th March 2026.

The Committee will meet whenever necessary.

Membership: Maximum of 5

Quorum: 3

The Assets Committee will be responsible for the overall management and maintenance requirements of the following council assets:

- Ammanford Park
- Ammanford Park Playground
- Ammanford Park Splash Pad
- Ammanford Park Bandstand (Grade II listed)
- Ammanford Park Tennis Courts
- Ammanford Park compound & buildings
- Ammanford Park Toilets
- Margaret Street Toilets
- Pantyffynnon Playground
- Carregaman Playground
- Maesycoed Playground
- Norman Road Playground
- Riverway Playground & MUGA
- Pantyffynnon Recreation Ground & Changing Rooms
- Ammanford Recreation Ground to include:
 - Rugby pitch
 - Football pitch
 - Cricket pitch
 - Skate Park
 - MUGA
 - Changing room (disused)
 - Car Park (behind Ammanford RFC clubhouse)
- Memorial Gates (Grade II listed)
- Noticeboard
- CCTV
- Street Lighting
- Bins
- Benches
- De-fibrillators
- Maintenance Machinery and Equipment

The Committee will carry out a review of each asset, at least annually to ensure the following:

- Maintenance programmes are relevant and the council has adequate staffing and equipment in place to implement the plan.
- Risk assessments are in place and are adhered to.
- Staff are using the correct PPE for tasks undertaken.
- In accordance with Health and Safety Law, staff have undertaken the correct training for works required.
- The Committee will oversee any leases and contracts required for the use of Council Assets.
- The Committee will oversee the correct completion of the Community Asset Transfer process.

The Assets Committee has delegated authority to carry out the following:

- To review and implement Service Level Agreements with external bodies.
- To review fees and charges annually.
- To approve the purchase of equipment or works already accounted for in the Council's budget.
- To approve the purchase of any additional equipment or unexpected works required up to the sum of £20,000. Please note in emergency situations this will be delegated to the Clerk.
- Review staffing levels necessary and make recommendations to the Personnel Committee as and when required.

Approved:

Review Date: Annual Council Meeting, May 2026.

AMMANFORD TOWN COUNCIL
ENVIRONMENT & BIODIVERSITY COMMITTEE TERMS OF REFERENCE

The Environment & Biodiversity Committee acknowledges the potential impact of its operations on the natural environment and seeks to minimise these impacts wherever possible. The Committee also seeks to positively benefit the local natural environment through delivering and supporting projects which aim to do so.

The Environment & Biodiversity Committee will operate within Ammanford Town Council's Standing Orders, Financial Regulations and Local Government Law.

The Committee will endeavour to ensure their budget is spent by 15th March 2026.

The committee will determine when and how often it will meet.

Membership: Maximum of 5

Quorum: 3

The Environment Committee shall:

- Elect the Chair at the first meeting following the annual meeting of council.
- Review and reduce the council's carbon and environmental footprint in all aspects of our operations where possible and evolve over time as new information/technology becomes available.
- Improve the council's environmental performance by conserving scarce and precious resources, e.g. energy, water, timber, green/blue space.
- Maintain our assets (buildings & other property) to the highest environmental standards, including energy efficiency, and when there is a new build or other works planned, make recommendations to council to favour the most sustainable construction.
- Encourage contractors & suppliers, acting on our behalf, to take a responsible attitude towards the environment.
- Consider the environmental impact of every planning application and/or development proposal and make recommendations to council to favour those with the lowest impact, e.g. wildlife friendly, carbon neutral/low energy designs.
- Encourage local renewable energy schemes which will benefit the community of Ammanford.
- Make recommendations to council that promote and encourage the use of sustainable transport within the ward (and to those who visit) and support projects which improve such methods, e.g. bus links, cycle paths & car sharing.
- Promote a culture of understanding and participation in environmental & biodiversity issues through education, information and consultation.
- Comply with all relevant legislation in relation to environment and biodiversity and update our policies and practices in line with any changes in legislation.
- Progressively build environmental concerns and sustainability into all our policies.

- Arrange volunteering days to provide opportunities for members of the local community to become involved in improving the environment & biodiversity of the ward.
- Review the Council's Biodiversity Report in accordance with Section 6 of the Environment (Wales) Act 2016.

The Environment Committee has the delegated power to:

- Apply for grants on behalf of the council that may assist in achieving any of the above.
- To agree spend in accordance with the Environment Committee Budget.

Approved:

Review Date: Annual Council Meeting, May 2026

AMMANFORD TOWN COUNCIL
COMMUNITY ENGAGEMENT, WELL-BEING & EVENTS COMMITTEE
TERMS OF REFERENCE

The Community Engagement, Well-being & Events Committee are responsible for overseeing the Council's duties in accordance with the Well-being of Future Generations (Wales) Act 2015.

The Committee will oversee the implementation of the Council's Well-being Plan.

The Committee will operate within Council's Standing Orders, Financial Regulations and Local Government Law.

The committee will determine when and how often it will meet.

The Committee will endeavour to ensure their budget is spent by 15th March 2026.

Membership: Maximum of 5

Quorum: 3

The Community Engagement, Well-being & Events Committee shall:

- Arrange Councillor Surgeries.
- Oversee any requirements for Community Consultations.
- Oversee the publication and distribution of future Council Newsletters.
- Oversee the creation of a Community Volunteering Group.
- Oversee the establishment of support groups as identified by public consultations.
- Oversee the establishment of any community projects as identified by public consultations.
- Oversee the creation of a Community Place Plan.
- Arrange information stands at local events.
- Oversee the ongoing development of the Council's Well-being Report.
- Arrange Council Events.
- Oversee the content and implementation of a new Council website.
- Oversee the establishment of a Youth Council.

The Community Engagement, Well-being & Events Committee has the delegated power to:

- Apply for grants on behalf of the council that may assist in achieving any of the above.
- To agree all spend in accordance with the Community Engagement and Well-being & Events budget.

Approved:
Review Date: Annual Council Meeting, May 2026