

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.

Adopted: 16th June 2025
Reviewed: 19th May 2026
Next Review Date: AGM 2027