Cyngor Tref Rhydaman

Minutes of Asset Transfer Sub-Committee Meeting of Ammanford Town Council (ATC)
on
Monday 4th March 2019 at 6pm
at the Council Chamber, Town Hall, Iscennen Road, Ammanford SA18 3BE

Minutes taken by: Interim Clerk, Clare Hope (CH)

Attendees: Mayor Deian Harries (DH); Deputy Mayor Wendi Mills-Lowe (WML); Councillor Gwenllian Harries (GH); Councillor Carol Cadman (CC); Councillor Paula Treharne-Hanbury (PTH); Councillor Llio Davies (LD)

Also in attendance: Technical Officer, Paul Murray (TO); Responsible Finance Officer, Lyn Llewellyn (RFO)

Mayor Deian Harries presiding

1. **Apologies and reasons for absence**
   Councillor Marie Griffiths - illness
   Councillor Emma Evans - illness
   Councillor Colin Evans – other meeting
   Councillor Julia Bell - personal
   Councillor Gruff Harrison – football match
   Councillor Rhys Fisher – football match
   Councillor Helen Rees – will be attending late

2. **Declarations of interest**
   DH – County Councillor

3. **To receive a report from the Technical Officer regarding the present position**
   The TO advised the Clerk and himself have received a number of items of paperwork from ATC's new solicitor, Michelle Valerio of John Morse Solicitors. Michelle has put together a course of action for each site. The TO advised he will give a brief outline of the sites, however if Members would like a more detailed explanation of each site, to speak to the Clerk.

   Ammanford Park – The TO advised the current proposal is to complete by end of March. The lease, licences and registrations will all be reviewed and new licences put together in relation to Ammanford Cricket Club.

   CCC Solicitor has confirmed we are close to completion. There are 3 outstanding issues:

   1. Works to Bandstand

2. Library staff car park access
3. Site Valuation

CC asked what was happening about the wall alongside the cricket club. TO advised this is being dealt with alongside bandstand.

Ammanford Recreational Ground – The TO advised that Michelle is putting proposals together for Ammanford AFC, Ammanford RFC. Permit changes still need to be sorted out to also include Ammanford CC. We will also need to consider other occupants.

Pantyffynnon Recreational Ground – Same as above

Playgrounds – Inspections are taking place by CCC but TO will carry out own inspections and price up and works that need to be carried out

Land Registry – Some assets still need to be registered

List of Assets – TP is working with Clerk to put this together

Valuation of Assets – TO is exploring whether CCC can arrange, if not Michelle will arrange

Communication with Sports Clubs – As of today the Club's have been made aware Michelle is instructed to act on ATC behalf

Transfer of Files – Previous solicitors have sent Michelle a letter advising ATC owe them money. TO suggests we pay the outstanding fee so he can collect the files from ATC's previous solicitor and delivers them to Michelle.

Issue with Manhole at Ammanford Rec – TO advised on Friday 1st March 2019, he was contacted in the evening by the Clerk as a young lad had fallen down a manhole in The Rec. The clerk had been sent some pictures of the manhole but it did not identify the exact location.

TO attended Ammanford Rec and established it was outside Ammanford Bowls Club. He feels it is likely that someone has driven over it and because it is light-duty it has broken the concrete surround. The TO stood on it and it flipped over.

The TO went in to the Bowls Club and phoned a Committee member who confirmed it was the responsibility of CCC and he would report it to them. The TO cordoned off the area to ensure nobody else sustained an injury and sent photos to the Clerk of the cordon.

The Clerk advised that this has raised an issue which needs to be addressed. The Clerk finished work that day at 4.30pm but checked her emails when she returned home. This was when she became aware of the issue. She immediately contacted the boy's family and the TO. As a result, both members of staff worked until 7.30pm. The Clerk advised ATC need to look at an "out of hours" way to be contacted as staff cannot be expected to be on call 24 hours a day, seven days a week.

TO suggested we look in to using Careline which is the option CCC use at the moment. All out of hours calls are diverted to them. They would have a list of ATC contacts who could give them the go ahead to get works instructed.



WML asked how much this would cost. TO unsure. Agreed the clerk should make enquiries with Careline

ACTION – Clerk to contact Careline and obtain prices for Out of Hours Calls

PTH advised a manhole was damaged outside her property and she contacted 101 as felt the emergency services needed to be aware too and it shows action has been taken.

RFO advised in GCG the Chair tends to sort out these matters

Health & Safety Legislation – TO advised he has obtained a quote to carry out H&S Reports. The work has been commissioned and he is expecting it to start imminently.

DH asked what ATC's position is with regard to our current insurance policy. The Clerk advised she does not believe it covers all assets and does not offer full level of cover in some areas. Eg Ammanford Park Toilets is Buildings cover only so in the event of a fire, ATC would have to replace contents. The Clerk will work with TO and RFO to review the current policy and areas that need to be addressed.

ACTION – Clerk, TO, RFO to address insurance policy

Ammanford Park Toilets Blockage – TO confirmed blockage has been cleared. He was present when Welsh Water put a camera down there and there is a build up of fat in the avenue which is from the food outlets in College Street.

DH asked if ATC parks are safe – TO advised we are awaiting annual reports

TO advised he met one of the Members in Riverway MUGA to carry out an inspection. He is awaiting quotes for a net to go over the top of the MUGA.

WML asked if the bucket swing in Ammanford Park has been replaced. TO advised it hasn't, he will chase. WML advised Gareth Howells had previously said it was removed due to a manufacturing fault.

ACTION – TO to chase pp of bucket seat swing in Ammanford Park

Signed: ..... **(Chair)**

Print Name: .....

Date: 11.3.19