Cyngor Tref Rhydaman
Ammanford Town Council

Minutes of Asset Transfer Sub-Committee Meeting of Ammanford Town Council (ATC)
on
Thursday 11th April 2019, 5pm
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 Colin Evans (CE); Councillor Gwenllian Harries (GH); Councillor Marie Griffiths (MG)

Also in attendance, Paul Murray (Technical Officer); Martin Williams (Health & Safety Expert)

Deputy-Mayor WML presiding

1. **Apologies and reasons for absence**
   Councillor Julia Bell – attending another meeting

2. **Declarations of interest**
   DH – County Councillor, Member of Ammanford AFC
   CE – County Councillor

3. **To receive a report from Martin Williams regarding Health & Safety**
   The Clerk had previously circulated copies of the Risk & Actions Register, Client Function and Health and Safety Policy 2019 that Martin has produced. Martin advised he has a background in construction and the fire authority.

Mayor Deian Harries joined the meeting

Mayor Deian Harries presiding

Martin advised that H&S is a steep learning curve but it is a legal requirement and is necessary for insurance purposes. If something were to happen, ATC has to be able to show it has the building blocks in place to help meet the legal obligations.

TO – feels every member should be aware of their responsibilities

CE – asked how often the documents should be reviewed, MW advised annually

MW - advised the Mayor and Clerk should sign, the Members have a collective responsibility to ensure the document is complaint and updated

CE – advised that even though the Mayor will be signing, ATC still need to have legalities in place

MW – advised it is a living document

Proposal to adopt the Health & Safety Policy as written by Martin Williams – CE
Seconded MG
All agreed

4. To receive an update from the Technical Officer regarding Ammanford Park

Lease

TO advised lease documents have been received from ATC solicitors and are ready to be signed. This must be in front of all members. CCC are not prepared to change the contents of the side letter for the repairs to the wall behind the bandstand. There has been a delay with CADW and a bat survey is being carried out next month. It is likely that the work will commence shortly after.

MG – advised young people are running up the side of the damaged wall so her boss will be sending a letter in for us to forward to CCC

DH – asked who owns the wall. The Clerk advised, Jonathan Fearne, Head of Property CCC has advised it is the Church but CCC have agreed to carry out the repairs

Toilets – there are 2 options:

1) CCC to open and clean, Monday to Friday, would be £3580 for 2019. DANFO would be required to close each day and open/close/clean on weekends at a cost of £2100

Option One – Total cost is £5680

2) DANFO to open/close and clean costs are £140 per week, Monday – Sunday, 9am – 6pm.

Option Two – Total cost is £4200

DH – asked do the toilets need a second clean during the day? The Clerk advised she was not aware they get that dirty but she would monitor. Might need to look at this during the Summer Holidays.

DH – asked about signage, TO advised signage will be looked at on completion of park lease.

Proposal to agree DANFO quote – GH
Seconded – CE
All agreed

DH – asked about the playground, is it ok?

TO – advised he has received annual reports for the playgrounds and these will be circulated for discussion in the next meeting

DH – asked if flooring is in the inspections, TO advised yes

CE – asked if annual inspections will need to be paid for by CCC?

TO – advised yes, however fortnightly inspections will be the responsibility of ATC, in order to comply with health and safety and insurance obligations. The TO advised he is currently obtaining expert quotes for these inspections.

CCTV Ammanford Park/Rec

TO advised he has spoken with PC Chapman and the current situation is that either the cameras are switched off or ATC need to consider a quotation for CDS to move/renew the equipment – agreed to put on agenda for next full council meeting.

5. To receive an update from the Technical Officer regarding Pantyffynon Rec

TO - advised ATC solicitor has sent final lease documents to Pantyffynon RFC solicitor for their approval. No written confirmation has been received as yet but completion is expected shortly.

TO – advised himself and the Clerk have met with the Club Chairman, Mr Neil James

Clerk – advised within the body of the lease, ATC have protected the rights of Ammanford AFC Juniors to continue to play football at Pantyffynon Rec and both parties are to come to an agreement over costings.

6. To agree letter of intent to sub-lease area of Ammanford Recreational Ground to Ammanford Rugby Club

The Clerk advised she has written the following letter for approval which has been agreed by ATC's Solicitor:

Ammanford Town Council, Town Hall, Iscennen Road, Ammanford SA18 3BE
Tel: 01269 839570
Email: clerk@ammanfordtowncouncil.co.uk

16th April 2019

Dear Mr Jones & Committee Members,

Sublease of Playing fields at Ammanford Recreational Ground

We write further to our discussions in respect of progress of the grant of a lease, of two pitches at Ammanford Recreational Ground.

We would like to reassure you that it is Ammanford Town Council's intention to grant you a long lease of 98 years of the two pitches in accordance with the lease terms agreed.

The Members' of Ammanford Town Council formally ratified this intention in a Full Council Meeting held today.

Unfortunately, the completion of the sublease with yourselves has been delayed as a result of the delay in Ammanford Town Council registering our lease of Ammanford Recreational Ground from Carmarthenshire County Council.

Please do not hesitate to contact the Clerk should you require any further information.

Yours faithfully

Clare Hope
(Interim Clerk)

Deian Harries
(Mayor)

Proposal to agree to send letter of intent to sub-lease area of Ammanford Recreational Ground to Ammanford Rugby Club – CE
Seconded – WML
All agreed

TO – advised in an email dated 5th April 2019, ATC solicitor has advised the land registry are due to register the land within the next 10 days.

TO – advised the draft underleases have now been prepared and cannot be released until the registration process has been completed. ATC is also awaiting a plan from Ammanford Sports Association outlining the areas which each sporting organisation wishes to incorporate into their lease. Brian Davies has agreed to co-ordinate this.

TO – advised a request had been received from the Fair to use the Rec

Proposal to agree for Fair to use Ammanford Rec – MG
Seconded – WML
All agreed

7. To consider quotes for works from Wrenvale:

a) ***Hanging Baskets***

WRENVALE NURSERIES & LANDSCAPES
85 HEOL-CAE-GURWEN,
GWAUN-CAE-GURWEN,
AMMANFORD,
CARMARTHENSHIRE
SA18 1HG
TEL/FAX 01269 826700
email:wrenvale@aol.com
www.wrenvale.co.uk
Vat Reg No 948 6263 81
Proprietor: Nigel Sheldon

12th March 2019

Ammanford Town Council

Hanging Baskets

10 New small baskets for posts	£ 30.00
5 Brackets for above	£ 27.50
10 Baskets @ £ 18.50	£ 185.00
20 Small Baskets @ £ 12.50	£250.00

Water and feed £ 30 per watering 3 watering per week required.

Proposal to agree Wrenvale quote for Hanging Baskets – WML
Seconded – MG
All agreed

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b) ***Flower Beds***

WRENVALE NURSERIES & LANDSCAPES
85 HEOL-CAE-GURWEN,
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Ammanford Town Council

Flower Beds

To supply and erect wooden surrounds using railway sleepers to beds and secure. This will give an edge to the beds, stop grass creep and give a classic uniform appearance. 58 Railway sleepers in total. To supply andfill beds with 20m^3 of screened top soil.	£ 4,300.00
To prepare beds in Spring and Autumn, Soil test beds and fertilize as necessary, supply and plant beds on 2 occassions.	£ 4,800.00
To water above during dry periods. (We have our own equipment)	£ 50.00 per watering

Proposal to agree Wrenvale quote for Flower Beds – WML
Seconded – MG
All agreed

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c) **Roadside Beds**

WRENVALE NURSERIES & LANDSCAPES
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To prepare, supply and plant the beds below including bed preparation, fertilizer and soil test. Spring and Autumn.

Rotary Club Sign Bed Plants, labour and maintenance	£850
Bed Opposite Wilkinsons Plants, labour and maintenance	£850
Bed on Entrance to Tesco Plants, labour and maintenance	£240
Water, per occasion	£30

WML – advised she has been approached by Ammanford Lions to take over the big flower bed by Wilkinsons as it is their 50-year anniversary. All agreed and WML will liaise with the Lions.

Proposal to agree Wrenvale quote for Roadside Beds (not including Wilkinsons) – MG
Seconded – CE
All agreed

Clerk - advised WML had mentioned planters in Quay Street. TO has obtained quotes £690/£720 per planter

Clerk – advised BIFFA lorries are reversing up Quay Street on busy mornings so planters could get in way. Also advised it was dangerous as lots of pedestrians around.

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d) **Maesycoed Playground**

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Vat Reg No 948 6263 81
Proprietor: Nigel Sheldon

Apply Glyphosate over area and remove dead vegetation.	£60.00
Cut back overhanging branches	£150.00
Form concrete pads and re-set seat	£150.00

Proposal to agree Wrenvale quote for Maesycoed Playground – MG
Seconded – CE
All agreed

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e) **Ammanford Park – Splash Pads**

WRENVALE NURSERIES & LANDSCAPES
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Vat Reg No 948 6263 81
Proprietor: Nigel Sheldon

Apply Glyphosate to splash pad	£30.00
Deep clean splash pad (start, middle and end of Season)	£180.00
Power wash plash pad weekly Use Byotrol disinfectant	£60.00 per week
Litter pick site and collect bins Morning & Evening	£40 per day

WML – advised in the past, it has been covered in leaves, will it be cleaned daily? TO advised he will advise Wrenvale accordingly

Proposal to agree Wrenvale quote for Maesycoed Playground – MG
Seconded – WML
All agreed

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8. To receive information from the Technical Officer regarding Electrical/Water Testing and Fire Inspections

TO – advised after a meeting with Sue Iannucci of Came & Company Local Council Insurance Brokers, the following testing and inspection regimes must be put in place:

Electrical Testing – annually
Legionella Testing – twice a year
Fire – annually
Trees – annually with an interim inspection at 6 months
Playgrounds – fortnightly
General inspection of parks – weekly

9. To consider Park Inspections quotation

TO – advised ATC is currently awaiting a quotation for these inspections from CCC. In addition a quote has been obtained from Kompan Ltd, who currently provide this service to Llandybie Community Council.

10. To discuss request for a bin to be sited at Riverway playground

TO – advised a request dated 2nd April 2019 has been received from a resident living in close proximity, for a litter bin to be placed on the railings of the playground. This would replace one that was previously removed. A similar request has already been made and heard in the last full council meeting, however as the resident has written in again, the TO requested the Members discuss this once more.

MG – advised this has already been voted on and agreed that another bin is unnecessary

CE – confirmed there was a bin sited in this position under the remit of CCC but it was never replaced when the park was upgraded.

WML – feels there is no need for another bin and if dog excrement is put in there it is a health and safety hazard

WML – does however feel that a dog bin needs to be placed somewhere around the area but the park is the wrong place

MG – feels it is up to CCC to site another bin

Proposed not to site another bin at Riverway Playground – MG
Seconded – CE

All agreed

11. To discuss the current insurance policy

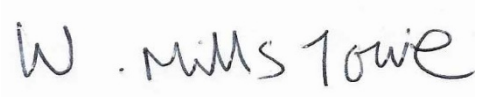
TO advised a total overhaul of the current policy is required in order to bring the policy up to the required standard. This will require the creation of an accurate asset register complete with financial costings. Work has commenced on the preparation of this document and is expected to be completed in draft form by the end of May.

The Asset Register will comprise of the following elements:

1. Land which ATC is responsible for
2. List of buildings
3. List of plant and machinery
4. List of playgrounds and equipment
5. Inventory of what street furniture is contained within each park etc
6. Footway lighting register
7. Office furniture and fittings
8. Mayor's Chains etc

Clerk – advised that Events also need to be itemised and the Easter event cost an extra £55 to insure

12. To discuss a request regarding land at Ammanford Recreational Ground from a Resident
This item was adjourned to the next meeting as this meeting had run considerably over time

Signed:  **(Chair)**

Print Name: Wendi Mills-Lowe

Date: 17/06/2019