



Cyngor Tref Rhydaman
Ammanford Town Council

**Minutes of the ANNUAL GENERAL MEETING of Ammanford Town
Council held on 19th May 2025 in Ammanford Town Hall
and via MS Teams**

Meeting commenced at 18:00

The Mayor, Cllr. Heulwen Howells presided over the meeting.
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Present:

- Cllr Heulwen Howells (Mayor)
- Cllr Calum Higgins (Deputy Mayor)
- Cllr Anthony Jones
- Cllr Johnny Owen
- Cllr Colin Evans
- Cllr Nigel Morgan
- Cllr Emyr John

Also Present:

- Mrs Sara Murray – Interim Clerk
- Ms Jayne Gazette – Interim Deputy Clerk & Responsible Financial Officer (RFO)

1. Election of Mayor for the Council Year 2025–2026

Resolved: That Cllr Heulwen Howells be elected Mayor for the 2025–2026 Council year.

Proposer: Cllr Anthony Jones

Seconder: Cllr Colin Evans

Vote: All in favour

2. Declaration of Acceptance of Office

Received.

3. Election of Deputy Mayor for the Council Year 2025–2026

Resolved: That Cllr Calum Higgins be elected Deputy Mayor for the 2025–2026 Council year.

Proposer: Cllr Anthony Jones

Seconded: Cllr Heulwen Howells

Vote: All in favour

4. Declaration of Acceptance of Office

Received.

5. Apologies for Absence

Apologies were received from Cllr Llio Davies.

Notice was received from Cllrs Clare Hope and Maria Griffiths that they were delayed in traffic and would be attending the meeting late.

6. Declarations of Interest

Cllr Heulwen Howells declared that her spouse is employed by Carmarthenshire County Council.

7. Confirmation of the Accuracy of Previous Minutes

Cllr Clare Hope joined the meeting at 18:03.

- **Personnel Committee Meeting – 24th March 2025**
 - **Proposer:** Cllr Clare Hope
 - **Seconded:** Cllr Nigel Morgan
 - **Abstained:** Cllr Johnny Owen
 - **Vote:** All in favour
- **Full Council Meeting – 31st March 2025**
 - **Proposer:** Cllr Anthony Jones
 - **Seconded:** Cllr Calum Higgins
 - **Vote:** All in favour
- **Full Council Meeting – 28th April 2025**
 - **Proposer:** Cllr Nigel Morgan
 - **Seconded:** Cllr Anthony Jones
 - **Vote:** All in favour

8. To Consider Councillor Payments in Line with Levels Set by the Independent Remuneration Panel for Wales

The Council noted and considered the payments as set out by the Independent Remuneration Panel for Wales.

9. To Review Delegation Arrangements to Committees and Staff

Existing delegation arrangements were reviewed. No changes were proposed at this time.

10. To Review the Terms of Reference and Delegation Arrangements of Existing Committees

- **Finance** – Approved
- **Personnel** – To meet as required
- **Appeals** – To meet as required
- **Policy** – Annual review agreed, working group to consist of two Councillors and the Clerk

Discussion: It was proposed to restructure the "Assets, Planning & Wellbeing Committee" into three separate committees:

- **Assets**
- **Wellbeing, Community Engagement & Events**
- **Environment & Biodiversity**

The Council noted its obligations under the Well-being of Future Generations (Wales) Act and Biodiversity Duty (Section 6), due by December 2025.

Proposer: Cllr Anthony Jones

Seconder: Cllr Calum Higgins

Vote: All in favour

11. To Appoint Members to Existing Committees

- **Finance:** Cllrs Heulwen Howells, Calum Higgins, Clare Hope, Anthony Jones, Colin Evans
- **Personnel:** Cllrs Heulwen Howells, Anthony Jones, Clare Hope, Nigel Morgan, Colin Evans
- **Appeals:** Cllrs Calum Higgins, Johnny Owen, Emyr John (+ two members to be confirmed)
- **Policy:** To be formed via working group
- **Assets / Wellbeing / Environment Committees:** Deferred pending final terms of reference

Proposer: Cllr Anthony Jones

Seconder: Cllr Calum Higgins

Vote: All in favour

12. To Consider the Appointment of Any New Committees in Accordance with Standing Order 4

The Clerk confirmed that no changes were necessary to Standing Orders, as these had been reviewed in December 2024. During the meeting it was discussed that the creation of committees outlined in point 10 regarding Assets/Wellbeing, Community Engagement & Events/ Environment & Biodiversity, would need standing orders to be reviewed but this can only be completed when the Committees and Term of Reference are completed.

13. To Review and Adopt the Standing Orders and Financial Regulations of the Council

Status: Adjourned

Cllr Maria Griffiths joined the meeting at 18:40.

14. To Review and Adopt the Council's:

- **Annual Report** – Adjourned (to include Wellbeing Section)
- **Training and Development Plan** – Adjourned

The Mayor expressed how important training is for Councilors' and made a request all Councilors' attend once the training and development plan had been reviewed and agreed.

- **Freedom of Information Policy** – Adjourned

Cllr Lyn Brodrick joined 18:56

- **Data Protection Policy**
 - Proposer: Cllr Clare Hope
 - Seconder: Cllr Colin Evans
 - **Vote:** All in favour
- **Code of Conduct for Members**
 - Proposer: Cllr Clare Hope
 - Seconder: Cllr Colin Evans
 - **Vote:** All in favour
- **Financial Assistance Policy** – Adjourned

Discussion was to adjourn but points were raised to add to the policy of up to £1000 maximum allowance per application. The budget set for grants needed to be reconsidered and increased to £10,000. This would need to be raised as a virement and taken from reserves to add to the Grant/s137 budget.

It was also discussed that applications that were successful would need to provide a report on how the money had been spent and show evidence of the objectives achieved with funding.

- **Concerns and Complaints Policy**
 - Proposer: Cllr Clare Hope
 - Seconder: Cllr Colin Evans
 - **Vote:** All in favour
- **Press and Media Policy**
 - Proposer: Cllr Clare Hope
 - Seconder: Cllr Nigel Morgan
 - **Vote:** All in favour
- **Employee Handbook**
 - Proposer: Cllr Clare Hope
 - Seconder: Cllr Nigel Morgan
 - **Vote:** All in favour

15. To Review the Arrangements (Including Legal Agreements) with Other Local Authorities, Not-for-Profit Bodies and Businesses

Status: Adjourned

16. To Review Representation on or Work with External Bodies and Confirm Arrangements for Reporting Back

- **One Voice Wales Area Committee (2)**– Clerk and Mayor (or appointed Councillor if Mayor unavailable)
- **One Voice Wales Larger Council Committee (2)** – Clerk and Mayor
- **Ammanford Task Force (2)**– Clerk and Mayor
- **Fairtrade Association (1)**– Mayor
- **Ysgol Bro Banw Governing Body (2)** – Cllrs Anthony Jones and Cllr Colin Evans
- **Ysgol Feithrin Rhydaman Governing Body Representative (2)** Clerk existing member, TBC
- **Ysgol Gymraeg Rhydaman Governing Body Representative (1)** Cllr Lillo Davies
- **Ysgol Parcyrhun Governing Body Representative (1)** Cllr Clare Hope

17–20. Agenda Items 17–20

Status: Adjourned

21. To Determine the Time and Place of Ordinary Meetings of the Council Up to and Including the Next Annual Meeting

Resolved: That Full Council meetings will be held on the **last Monday of each month at 18:00.**

Proposer: Cllr Anthony Jones

Seconder: Cllr Nigel Morgan

Vote: All in favour

Meeting closed at 19:10.

Signed:

Dated: