

**Cyngor Tref Rhydaman  
Ammanford Town Council**



**Minutes of the Ordinary Meeting of Ammanford Town Council**  
**on**  
**Monday 28<sup>th</sup> July 2025 at 6.00pm**  
**via Teams**

**Meeting commenced at 6:00pm**

<p><b>The Vice Chair, Cllr. C. Higgins presided over the meeting.</b></p>
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**Members Present.**

Cllr. C. Higgins (CH).  
Cllr. A. Jones (AJ).  
Cllr. C. V. Hope (CVH).  
Cllr. C. Evans (CE).  
Cllr. N. Morgan (NM).  
Cllr. E. John (EJ)  
Cllr. W. Erasmus (WE).  
Cllr. Ll. Davies (LD).  
Cllr. J. Owen (JO).

**Also Present:**

Miss. Ff. Davies (FD) – Acting Clerk and Minute taker.  
Miss. J. Grazette (JG) – Deputy Clerk / RFO.

### **Apologies for absence.**

Cllr. H. Howells (HH) – Away on holiday.  
Cllr. L. Brodrick (LB) – Away for the evening.  
Cllr. M. Griffiths (MG) – Work Commitments.

### **Absence without apologies given.**

Cllr. D. Harries (DH).  
Cllr. T. Howells (TH).

CVH proposed that in the future all apologies should be sent formerly via email to the Clerk. All members present agreed.

### **Declarations of Interests.**

The Vice Chair declared an interest with item 9 (ii) of the agenda.

### **Policing Matters.**

There were no policing matters.

### **Public participation.**

There was no public participation.

### **The Mayor's Report.**

The Vice Chair informed the members present that he had attended the Chairs Chair of Carmarthenshire area which is a forum for Chairs, Vice Chairs and Clerks of Town and Community Councils in Carmarthenshire. The Vice Chair stated that it was very interesting that other Councils faced similar issues that ATC faced.

The Vice Chair asked Cllr. C. V. Hope to explain to the members present how the agenda for the meeting was put together.

CVH informed the members present that due to staffing issues and the fact that ATC doesn't hold a meeting in August, Cllr. H. Howells, in her capacity as the Chair, asked CVH to create the agenda. CVH stated that she had access to the website and was able to issue the correct notice period for the agenda.

CVH also stated that whilst checking the website it came apparent that the Council had not ratified thirteen sets of minutes and this is the reason why they all appear on this evening's agenda.

CVH asked the Vice Chair if item 9. (iii) of the agenda could be adjourned to the end of the meeting as this item would need to be discussed in camera.

The Vice Chair agreed with the adjournment.

The Vice Chair informed the members present that Miss. Ff. Davies has been asked to Clerk and minute the meeting as she has all the relevant qualifications and thanked Miss. Ff. Davies for her time. The Vice Chair also thanked CVH for her time in preparing the agenda and without her, the meeting would not have been able to go ahead.

#### **County Councillor's Report.**

There were no County Councillor's Report to present to the Council.

***6.16pm Cllr. Ll. Davies joined the meeting.***

#### **Confirmation of the minutes of the Emergency EGM on 15.05.2025.**

AJ stated that he recalled that Jonathan Edwards was not in post at the time that this meeting was held and therefore recommended to the Council that this is removed from the minutes.

*CVH proposed that the Council accept these minutes with the above amendment. CE seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Emergency EGM on 15.05.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively with the above amendment.

#### **Confirmation of the minutes of the Annual Council Meeting on 19.05.2025.**

*AJ proposed that these minutes were a true record. CVH seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Annual Council Meeting on 19.05.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Full Council Meeting on 19.05.2025.**

*AJ proposed that these minutes were a true record. NM seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Full Council Meeting on 19.05.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the EGM on 27.05.2025.**

*AJ proposed that these minutes were a true record. CVH seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the EGM on 27.05.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Emergency EGM on 05.06.2025.**

*CVH proposed that these minutes were a true record. AJ seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Emergency EGM on 05.06.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the EGM on 16.06.2025.**

This item of the agenda was adjourned to the next Full Council Meeting as the members present felt that these were not a true representation of the meeting and that they were incomplete.

**Confirmation of the minutes of the Finance Committee Meeting on 23.06.2025.**

This item of the agenda was adjourned to the next Full Council Meeting as CVH was unable to find these minutes on ATC's website.

**Confirmation of the minutes of the Well-being, Community Engagement & Events Meeting on 23.06.2025.**

*CVH proposed that these minutes were a true record. AJ seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Well-being, Community Engagement & Events Meeting on 23.06.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Assets Committee Meeting on 23.06.2025.**

*AJ proposed that these minutes were a true record. CVH seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Assets Committee Meeting on 23.06.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Emergency EGM on 26.06.2025.**

*CVH proposed that these minutes were a true record. CE seconded the proposal. Majority of members present in favour.*

**Resolved** that the minutes of the Emergency EGM on 26.06.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Finance Committee Meeting on 14.07.2025.**

*CH proposed that these minutes were a true record. CE seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Finance Committee Meeting on 14.07.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Assets Committee Meeting on 14.07.2025.**

*CVH proposed that these minutes were a true record. AJ seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Assets Committee Meeting on 14.07.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Confirmation of the minutes of the Personnel Committee Meeting on 14.07.2025.**

*AJ proposed that these minutes were a true record. CVH seconded the proposal. Majority of the members present in favour.*

**Resolved** that the minutes of the Personnel Committee Meeting on 14.07.2025 (prints of which having been previously circulated to members) be taken as read, and the same are hereby verified, received, and confirmed by all respectively.

**Receive June 2025 Cashbooks.**

CVH previously circulated the Cashbooks for June 2025 to all members of the Council prior to the meeting.

*CVH proposed that the Council accept the Cashbooks for June 2025 as previously circulated. AJ seconded the proposal. All members present in favour.*

**Resolved** that the Council accept the Cashbooks for June 2025.

**To receive Quarter One Finance Report 2025-26.**

The Quarter One Finance Report 2025-26 had been circulated to all members of the Council via email prior to the meeting.

*AJ proposed that the Council accept the Quarter One Finance Report 2025-26. NM seconded the proposal. Majority of the members present in favour.*

**Resolved** that the Council accept the Quarter One Finance Report 2025-26.

The Vice Chair thanked the RFO for her work with producing the report.

**To receive a report from the Assets Committee with actions carried out following the meeting held on 14.07.2025.**

The Vice Chair asked the members of the Assets Committee to explain to the Full Council what was discussed and agreed at the meeting.

AJ informed the members present that the Officers at CCC have confirmed that there is a possibility for ATC to receive S106 money for the river way.

AJ asked CVH to explain to the members present what was discussed at the Assets Committee meeting.

CVH reported to the Council on the following:

- **Ammanford Sports Association.**  
The original Asset Transfer Lease has been sent to the solicitors for evaluation. ATC are currently awaiting further advise from the solicitors.
- **Ammanford Town AFC.**  
CCC has advised the Interim Clerk that ATC need their own legal advice. A letter has been sent to Ammanford AFC letting them know that ATC are waiting for legal advice on the matter.

As soon as ATC have received the legal advice this will be presented to the Council.

Cllr. H. Howells has sent a letter to Ammanford AFC.

- **Removal / Replacement of fencing in Ammanford Recreational Ground.**  
CE hand delivered letters to all the properties affected. Not one property had an issue with the removal of the fencing, but some did request that the ball-stop fencing needs to be replaced.

The Assets Committee asked the Interim Clerk to obtain quotes for the ball-stop fencing.

- **Planters and Flowerbeds.**  
Cllr. H. Howells has spoken to Luke Milward at CCC.

Luke Milward is arranging a cleaning team.

- **Street Furniture.**  
Benches that will be situated in the park will be better situated on concrete basis.

CCC are arranging collection of the street furniture purchased during covid and will be placing them in the park.

Cllr. H. Howells is looking into why the furniture had been removed from Quay Street.

The Assets Committee agreed to use recycled composite slats for the spare benches in Ammanford Park Compound.

- **Memorial Gates and Memorial Avenue.**  
ATC have not received a response from CCC to date.

The Vice Chair and AJ thanked CVH for her hard working in putting this report together.

AJ reported to the Council that there is a damaged bench in Pantyffynon that will need to be removed and replaced.

**To discuss Ammanford Town AFC Junior's request to position permanent goal posts on Ammanford Recreational Ground.**

The Vice Chair declared an interest with this item of the agenda and left the meeting.



All members present agreed that AJ was to Chair this item of the agenda.

CVH informed the members present that the Assets Committee had asked the Interim Clerk to send a letter to Ammanford AFC stating that their request for permanent goal posts had been declined due to Health and Safety issues.

Due to staffing issues, Cllr. H. Howells has sent Ammanford AFC the letter detailing all the issues that would arise from having permanent goal posts. There has been no further written correspondence from Ammanford AFC to date.

CVH explained the Health and Safety issues that would arise if the permanent goal posts were put in place on the advice provided from the professionals.

AJ agreed with CVH and stated that ATC should act on the professional advice and guidance provided to them.

WE asked the Council if anyone had checked to see if the person / body that provided the Health and Safety advice was qualified enough to do so as he felt that the caps used when the posts are removed wouldn't cause any issues.

CVH informed the Council that not having the permanent posts will not affect Ammanford AFC Junior's ability to continue playing on the field. Currently their posts are kept in the container, and they can continue to keep the posts in the said container.

*CVH proposed that the Council do not place permanent goal posts on Ammanford Recreational Ground. AJ seconded the proposal. Majority of the members present in favour.*

**Resolved** that the Council do not place permanent goal posts on Ammanford Recreational Ground.

The Vice Chair returned to the meeting and presided over the meeting.

**To discuss alternative premises for Ammanford Town Council's office space.**

This item was adjourned until the end of the meeting so that the Council could discuss everything in camera.

**To discuss the appointment of a consultant to complete the Council's Annual Report / Progress on Well-being Objectives.**

CVH informed the members present that as JG is inundated with work and that there are staffing issues it would be good idea that ATC employ a consultant to complete the Council's Annual Report / Progress on Well-being Objectives. CVH reminded the members present that these reports are statutory and that the Council must make sure that these reports are completed in line with the statutory requirements. CVH stated that there is a consultant available to complete these reports for ATC at a cost of £999 +VAT, the reports will include a full graphics package.

EJ asked the Council where the money will come from to pay for the reports.

CVH stated that there is money available in the Well-being budget and the Staffing budget.

The Vice Chair stated that the Council would need to provide these reports to Audit Wales as part of their Audit and that both reports need to be completed and that he is fully supportive in paying a consultant to ensure that these reports are completed within the correct time scale.

AJ stated that it is important that ATC follow all the regulations and felt that ATC have no choice but to pay a consultant to complete these reports.

*CVH proposed that ATC appoint a consultant to complete the Council's Annual Report / Progress on Well-being Objectives. AJ seconded the proposal. Majority of the members present in favour.*

**Resolved** that the Council appoint a consultant to complete the Council's Annual Report / Progress on Well-being Objectives.

**To receive an update on Events.**

The Vice Chair expressed how pleased he was with the food festival that was organised. The Vice Chair stated that the event was very successful and thanked everyone that was involved. The Vice Chair informed the members present that the Chair passes on her thanks to everyone involved.

The Vice Chair stated that ATC need to start looking at quotes for Christmas lighting.

CVH informed the Council that after speaking to Lyn, it had come apparent that the Interim Clerk has not advertise the sessions that were to be held and as a result the first week has had to be cancelled. The remainder of the sessions have now been advertised and will go ahead as planned.

**To receive Councillor training dates.**

The Councillor training dates have previously been circulated to all members of the Council via email.

CVH informed the Council that this item of the agenda should appear on all future agendas. CVH also informed the members present that she has a Code of Conduct Power point presentation from CCC and that this can be used to deliver the training to all members of the Council. CVH asked the Council if they would like to join the training sessions that will be provided at her workplace around September time.

The Vice Chair stated that the Code of Conduct training should be done every two years, and it would be beneficial for ATC members to complete the training at the same time.

**To receive the Finance & Governance Toolkit for Community and Town Councils.**

The Vice Chair thanked CVH for providing the Financial & Governance Toolkit to all members of the Council and stated that AJ has raised this on numerous occasions with ATC.

CVH stated that she felt that the members of ATC should familiarise themselves with the toolkit and that's why she added the item on to the agenda. CVH informed the members present that there are items that are highlighted in blue on the toolkit which are statutory and that the members of the Council are accountable for these items.

The Vice Chair stated that ATC should use the toolkit as a health check and felt that the toolkit should be on every agenda moving forward.

**To receive notification of the following Licensing Application.**

*Notification of Application for a License: 9 College Street, Ammanford.*

The above notice has been received by all members of the Council via email prior to the meeting.

**Planning Consultations.**

The following Planning Consultations have previously been circulated via email to all members of the Council.

**PL/09562** – Use a spare front room for tattoo removal for pre-booked appointments – 18 Heol Las, Ammanford, SA18 3EB.

**PL/09654** – Change of use to the right-hand side of the Third Floor, Second Floor and part First Floor to residential use – 9 College Street, Ammanford, SA18 3AD.

**PL/09634** – Single storey rear extension to replace existing conservatory – 53 College Street, Ammanford, SA18 2BU.

**PL/09619** – Proposed ground & first floor extensions together with a rear dormer to form a kitchen utility and bedrooms – 28 Llandybie Road, Ammanford, SA18 2DW.

*CE proposed that the remainder of the meeting is discussed in camera. NM seconded the proposal. All members present in favour.*

**Resolved** that the remainder of the meeting is discussed in camera.

**To discuss alternative premises for Ammanford Town Council's office space.**

CVH explained to all members present of the current situation with regards to ATC's office space. CVH informed the members present that ATC's solicitors are currently drafting a lease agreement and the solicitors have informed her that this could take another month. CVH stated that the landlord of the property has kindly offered the staff of ATC temporary office space until the completion of the lease agreement.

An in-depth discussion was had by all members present.

*CVH proposed that ATC accept the temporary office space until the lease agreement has been completed. AJ seconded the proposal. Majority of the members present in favour.*

**Resolved** that ATC accept the temporary office space until the lease agreement has been completed.

***7.44pm Miss. J. Grazette left the meeting and did not return.***

**Personnel Matters.**

The Vice Chair informed the members present of the staffing issues that have occurred within the last week. The Vice Chair also informed the members present that the Chair, CVH and himself have been liaising with Peninsula to resolve the situation as quickly as possible.

CVH explained the situation to all members present and that meetings have been held with Peninsula and that Peninsula will be dealing with everything accordingly.

An in-depth discussion was had by all present.

*CVH proposed that the Council proceed with a settlement offer as suggested by Peninsula. AJ seconded the proposal. Majority of members present in favour.*

**Resolved** that the Council proceed with a settlement offer as suggested by Peninsula.

***The Vice Chair closed the meeting at 8.25pm***

**Signed .....**

**Date .....**

**(Vice Chair)**