

**Cyngor Tref Rhydaman
Ammanford Town Council**



Minutes of the Full Council Meeting of Ammanford Town Council
Held on
Monday 13th August 2025 at 6.00pm
via MS Teams

Meeting commenced at 6:00pm

The Chair, Cllr. H Howells presided over the meeting.

Members Present.

Cllr. H. Howells (HH).
Cllr. A. Jones (AJ).
Cllr. C. V. Hope (CVH).
Cllr. C. Evans (CE).
Cllr. N. Morgan (NM).
Cllr. W. Erasmus (WE).
Cllr. Ll. Davies (LD).
Cllr. M. Griffiths (MG)
Cllr. J. Owen (JO)

Also Present:

Ms Jayne Gazette— Interim Deputy Clerk & RFO.

Minute 1.13825 Apologies for absence.

Cllr. C. Howells (Chair HH) - Holiday
Cllr. E. John (EJ) - Holiday

Cllr. D. Harries (DH) - Medical appointment

Absence without apologies given.

Cllr. L. Brodrick (LB)

Minute 2.13825- Declarations of Interests.

No Declarations of Interest given

Minute 3.13825 - Public participation.

There were no members of the public present.

Minute 4.13825 -To agree Ammanford Town Council Well Being Report 2024-2025

A draft report written by the Deputy-Clerk had been previously circulated to all Members. When compiling the report, the Deputy-Clerk also included the information required to present the Council's Annual Report. It was agreed by all that this was an excellent document which highlighted the Council's achievements and progress against the Carmarthenshire PSB's Well-being Objectives.

Members of the Council thanked the Deputy-Clerk for completing the report and commented on her work.

Cllr. Colin Evans pointed out two small errors which Members agreed should be corrected:

- Page 3 – Councillor's to be changed to Councillors'
- Page 21 – Date stated April 1st 2025 – March 31st 2025, to be changed to April 1st 2024 – March 31st 2025.

Cllr. C. Hope proposed that the Council agrees and publishes the report.

Cllr. C. Evans seconded the proposal.

All Members present voted in favour, other than Cllr. W. Erasmus who abstained.

Resolved – to publish Ammanford Town Council's Annual Report and Progress on Carmarthenshire PSB's Well-being Objectives.

Minute 5.1382025 -To Approve additional signatories for Ammanford Town Council's NatWest Accounts

Due to difficulties recently encountered, the RFO would like two additional signatories to have online access to the Council's Bank Accounts. This is required to assist with the proper authorisation of payments.

Cllr. H.Howells and Cllr. Anthony Jones noted they would be prepared to be the additional signatories.

Cllr. M. Griffiths proposed that Cllr. H Howells and Cllr. A Jones are added as signatories to the Council's bank accounts.

Cllr C. Evans seconded the proposal.

All Members present voted in favor, other than Cllr. W.Erasmus who abstained

Resolved – Cllr. H Howells and Cllr Anthony Jones to be additional signatories for Councils bank account

Minute 6.1382025- To agree one councillor, other than the Mayor, to sign the underlease required for Ammanford Football Club relating to part of Ammanford Recreation ground.

Following correspondence received from the Council's solicitor, Members discussed the lease for the Ammanford Football Club and noted how the original lease had been incorrectly signed by the Mayor, Stephen Davies and the Clerk.

The signatories should be the Mayor and one other Councillor, in the presence of the Clerk.

Cllr A. Jones proposed that Cllr. C Hope signs the document on behalf of Ammanford Town Council.

Cllr C. Evans seconded the proposal.

All Members present voted in favor

Resolved – Cllr. C Hope to sign Ammanford Football Club's original lease, with the Mayor, in the presence of the Clerk (Deputy in this instance).

Cllr L. Davies joined meeting at 18:15 due to technical issues

Minute 7.1382025 - To agree appointment of Interim Clerk & RFO

All Members Present agreed that due to the nature of the discussion to be had, this section would be held in camera.

Ms Jayne Grazette Interim Deputy Clerk & RFO left the meeting at this point

An update was provided by the Chair of Personnel who confirmed that the former Interim Clerk had decided to leave her position to follow new ventures. As a result, the Council needed to formally appoint someone to take up this Interim Position.

The Chair of Personnel advised the Members that the Deputy-Clerk was willing to step-up into the role on a temporary basis and had already been doing so since she returned from annual leave on 28th July 2025.

All Members wished to thank Ms. Grazette for stepping up and her enthusiasm and dedication shown.

Cllr. C Hope proposed that Ms. Jayne Grazette be appointed as Full-time Interim Town Clerk/RFO to Ammanford Town Council until a permanent Clerk/RFO is appointed. Due to it being a combined role, the salary point will be SCP 33 and should be backdated to 28th July 2025. Hours should also be backdated to 37 per week to the same date.

Cllr. Anthony Jones seconded the proposal.

All Members present voted in favour.

Resolved – To appoint Ms. Jayne Grazette as Interim Town Clerk/RFO until a permanent Town Clerk/RFO is appointed.

Minute 8.1382025 - To discuss recruitment and selection for future permanent positions

The Chair of Personnel recommended that a recruitment and selection process for a permanent Clerk/RFO takes place as soon as possible and requested that delegated authority for this process be passed to the Personnel Committee to manage.

Recommendations of successful candidate(s) would be brought back to Full Council for ratification.

Cllr. C Evans proposed the Personnel Committee be granted delegated authority to deal with the recruitment and selection process regarding a permanent Clerk/RFO.

Cllr. N. Morgan seconded the proposal.

All Members present voted in favour.

Resolved – Personnel Committee have delegated authority to carry out the recruitment and selection process of the permanent Clerk/RFO.

The Chair closed the meeting at 6.34pm

Signed

Date

(Chair)