

**Cyngor Tref Rhydaman
Ammanford Town Council**



**Minutes of the Full Council Meeting of Ammanford Town Council on
Monday 23rd February 2026 at 6.00pm via Teams
The Chair, Cllr. H. Howells presided over the meeting.**

Members Present

Cllr H Howells (Chair)
Cllr C Higgins
Cllr A Jones
Cllr C Hope
Cllr C Evans
Cllr E John

Also Present

J Gazette – Chief Officer & RFO
R Finch - Deputy Clerk
G Ware – Estate and Administration Officer / Minute taker

Minute 0123022026 Apologies and reasons for absence

Apologies: Cllr LI Davies – holiday. Cllr D Harries – work commitment.
Absent: Cllr L Brodrick, Cllr J Owen, Cllr N Morgan, Cllr W Erasmus.

Cllr raised that apologies should be sent directly to the clerk formally.

Minute 0223022026 Declarations of interest

No new declarations of interest were made at this point but later in the meeting, Cllr C Hope and Cllr A Jones both declared an interest in the planning application discussions.

Minute 0323022026 Public participation

There were no members of the public present.

Minute 0423022026 To consider policing matters

There is no update on the Dyfed Powys Police website to report.

Minute 0523022026 To receive Mayor's report

Resolved.

Minute 0623022026 To Receive County Councillor Report

In view of the capital inclusion and the exclusion of anything in the Amman Valley, Ammanford in particular, councillors would like to see more from County Councillors Cllr D Harries and Cllr C Evans. Cllr C Hope reported a litter issue to Cllr D Harries, but County Council did not act quick enough, and the Lions have been clearing it today, when it's County's responsibility they are not fulfilling.

Resolved.

Minute 0723022026 To receive Clerk & RFO Report

Resolved.

Minute 0823022026 Confirmation of the minutes of the following meetings

- i) Full Council Meeting - 26th January 2026
 - a. Cllr C Hope asked that the section at the end of the minutes where Cllr W Erasmus made personal comments towards Cllr C Hope be included in the official minutes.
 - b. The numbering of official minutes was clarified - digit one is the agenda item, and the numbers after that are the date. It was explained by Cllr C Hope that it's a format that is pushed by Cloudy, but that doesn't necessarily have to be followed.
 - c. It was raised that page numbers are mandatory on the minute pages, and officers need to go back to include these.
 - d. The latest minutes currently on the website need to be taken down and ensure that the draft watermark is on them.
 - e. These minutes will need to be put on next month's agenda to review.
- ii) EGM - 10th February 2026
 - a. **Unanimously Resolved.**

Minute 0923022026 Finance Update

i) Receive Bank Reconciliation for January 2026

Cllr C Hope raised concerns regarding the difficulty in reconciling the financial statements where figures are not reviewed in sufficient detail.

Cllr C Higgins stated that detailed financial scrutiny should be undertaken by the Finance Committee and clarified that his vote related specifically to receiving the Clerk's reconciliation.

Cllr A Jones requested that digital PDF copies of bank statements be circulated to Councillors to reduce the need for in-person sign-off.

Cllr C Hope further queried whether upcoming payments could be presented to Full Council for approval in advance, rather than retrospectively. It was discussed that, given most invoices are subject to 30-day payment terms, authorising payments at the end of each month may provide improved oversight of forthcoming expenditure.

Resolved:

- That the Clerk investigates the feasibility of circulating digital PDF bank statements to Councillors.
- That the Clerk have Councillors checking 30% of Invoices against Bank Statement each month
- That the role of the Finance Committee in undertaking detailed financial scrutiny be reaffirmed.

- That a report be brought to a future meeting outlining options for the approval of payments in advance, including a proposal for monthly payment authorisation.

Resolved to receive the reconciliation.

ii) Receive January 2026 Cashbooks

Cash books for January had been circulated to all members.

Unanimously Resolved.

iii) Receive Payments and Receipts for January 2026

CLlr E John raised a query regarding the £1,000 allocation for drainage investigation works at Ammanford Recreation Ground. He queried whether this should fall under the responsibility of the County Council rather than the Town Council. It was clarified that the drainage in question is located within land owned by the Town Council (the recreation ground), and not on the public highway, and therefore falls within the Council's responsibility.

CLlr C Hope raised concerns that staff names are currently visible on payment schedules and stated that these should be redacted. The Clerk confirmed that this matter would be addressed.

CLlr A Jones noted that practices vary between councils, with some publishing staff names and others not, and commented that the appropriate protocol is unclear.

CLlr C Hope stated that inclusion of staff names in payment listings could constitute a data protection risk. Whilst overall salary information is a matter of public record, individual monthly payments may vary (for example due to expenses), and therefore should be treated with greater sensitivity and redacted where appropriate.

Resolved:

- That the Clerk reviews and implements appropriate redaction of staff names within payment schedules in line with data protection requirements.
- That clarification on best practice and relevant guidance be sought to ensure compliance with data protection legislation.

Unanimously resolved.

Minute 1023022026 To receive and approve Financial Regulations

The Chief Officer advised that the proposed model had been endorsed by One Voice Wales. The Chief Officer recommended the amended version for adoption by Ammanford Town Council.

CLlr E John queried whether the Council is currently aware of any areas of non-compliance within the proposed regulations and sought clarification on whether there are any aspects where the Council is not presently meeting the required standards.

CLlr C Hope advised that compliance would be monitored through ongoing mentoring meetings with the Chief Officer.

CLlr E John further noted that the document references the Council holding a valid Asset Register. The Chief Officer clarified that the Council currently maintains a working Asset Register, which is in development.

CLlr C Hope acknowledged the point raised and commented that the document reflects standards the Council should be working towards, and that adoption would not place the Council in immediate breach but rather provide a framework for ongoing improvement.

Resolved:

- That the amended governance model/regulations be considered for adoption by the Council.
- That compliance against the standards set out within the document be monitored and developed through ongoing officer and member engagement.
- That further work be undertaken to review and formalise the Council’s Asset Register to ensure full compliance.

Unanimously resolved.

Minute 1123022026 Planning Applications

i) To confirm receipt of planning application

- a. Cllr C Hope declared an interest as relatives live nearby. No other comments made.

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						, SA18 2JB	at rear of		
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ii) To discuss following planning application

Cllr A Jones declared a personal interest in this matter as a Councillor for Llandybie.

Members considered correspondence circulated on 3 February regarding application of SNN/02183, relating to the development of 31 new dwellings and associated street naming proposals.

Cllr E John queried why the proposed estate naming does not follow the existing naming convention of the neighbouring development.

Cllr A Jones advised that a further phase of development is anticipated, which may explain the decision to differentiate the naming of the estate.

Cllr H Heulwen queried whether the development would utilise the same access point. Cllr A Jones confirmed that, at present, there will be a single access via Riverway. Members noted concerns that this route is already busy and may experience increased traffic.

Cllr C Hope queried what provision would be made under Section 6 obligations, particularly in light of potential future phases of the development.

Cllr E John suggested that consideration be given to contacting the Boundary Commission, noting that whilst the development falls within Llandybie, it will have a direct impact on Ammanford residents, particularly in relation to access routes.

Cllr C Hope stated that the Council can influence how any Section 6 contributions may be allocated.

Cllr A Jones advised that the application had previously attracted significant objections but was ultimately approved, referencing the Local Development Plan (LDP), and noted the potential impact on residents.

Cllr Emyr John reminded Members that the development is nearing completion and that the current consultation relates solely to the naming of the estate. He expressed a preference for retaining the name “Dol Y Derwedd.”

Resolved:

- That the Council notes the consultation in respect of street naming under application SNN/02183.

- That the Council supports the retention of the name “Dol Y Derwedd.”
- Those concerns regarding traffic impact and future development phases be noted.
- That further consideration be given to engaging with relevant bodies regarding boundary and infrastructure implications.

Resolved.

Minute 1223022026 To receive an update from Council Solicitor regarding a commercially sensitive matter

In camera vote

Unanimously Resolved.

The Chief Officer reported that contact had been made by the incoming tenant at the office, requesting that any remaining Council property be collected. It was noted that the items available to collect were a board with past mayors and an old notice board with H&S information. The boxes of files were not retrievable.

Members discussed the matter, including the Council’s current position. Clarification was sought regarding legal advice received and the implications where items of a potentially sensitive nature may be involved. It was noted that, notwithstanding the Council’s position, there may be a need to reach a practical resolution with the landlord.

Consideration was given to whether police involvement would be appropriate in facilitating retrieval of Council property. The Clerk advised that initial contact had been made with the police and that the matter had been categorised as a civil issue. Members requested confirmation of the nature of that contact and advised that, where possible, a crime reference number should be obtained for record purposes.

Resolved:

- That the Chief Officer liaises with the Solicitor for access and collection of Council property.
- That clarification be sought regarding the Council’s legal position and any associated risks.

Cllr C Evans dropped out of the meeting 19:00

Minute 1323022026 To receive an update on Community Awards and Financial Assistance Requests

Financial Assistance Requests

Cllr A Jones enquired whether the Finance Committee could consider and determine the grant application. Cllr C Hope suggested that the grant application criteria be reviewed for the next financial year to ensure that applicants for larger projects clearly demonstrate how the remainder of their project funding will be secured.

Cllr E John sought clarification as to whether the current grant would be processed within this financial year. The Clerk confirmed that the intention is for the grant to be administered and concluded within the current financial year, subject to Council approval.

Resolved:

- That the current grant application be progressed within this financial year.
- That the Finance Committee's role in relation to grant consideration be reviewed.
- That the grant application process and criteria be updated for the next financial year to require greater detail on project funding arrangements.

Community Awards

Members discussed the potential to hold the Community Awards Ceremony on the same date as the Mayoral Inauguration, noting that there is likely to be a similar audience for both events. It was considered that combining the events into a single occasion could enhance the overall experience and deliver cost efficiency.

Cllr C Hope suggested the inclusion of a long-service award as part of the Community Awards programme and further proposed that the Rugby Club be considered a suitable venue, given its capacity to accommodate a larger audience.

Members discussed the nomination process and the need for clarity regarding whether Councillors are permitted to submit nominations. It was agreed in principle that, where a Councillor submits a nomination, they should not participate in the assessment panel to maintain transparency and fairness.

Cllr E John raised the importance of managing community expectations and sought clarity on how the Council will communicate the purpose, criteria, and process of the awards to the public.

Resolved:

- That the Community Awards Ceremony and Mayoral Inauguration be considered for delivery as a combined event.
- Those options for an appropriate venue, including the Rugby Club, be explored.
- That the awards framework be developed, including categories such as a long-service award.
- That clear guidance be established regarding Councillor involvement in nominations and assessment panels.
- That a communications plan be prepared to manage community expectations and provide clarity on the awards process.

Cllr H Howells closed the meeting 19:18

Signed as a true and accurate record:

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Chair

Date:

Ratified AGM 18.05.26