



Cyngor Tref Rhydaman
Ammanford Town Council
Emergency Extraordinary Full Council Meeting
Monday 13th April 2026
Cllr H Howells Presided over the meeting
Commenced at 18:00

Members' Present

Cllr Heulwen Howells (Chair and Mayor)
Cllr Colin Evans
Cllr Emyr John
Cllr Nigel Morgan
Cllr Llio Davies
Cllr Jonathan Owen

Also, Present

J Gazette – Clerk & RFO
Roisin Finch- Deputy Clerk (Note Taker)
Geena Ware- Estate and Admin Officer

Minute 0113042026. Ymddiheuriadau a rhesymau dros absenoldeb/ Apologies and reasons for absence

Cllr Clare Hope- On Holiday
Cllr Calum Higgins- Work Commitments
Cllr Anthony Jones- Conflict of Interest
Cllr Deian Harries- Annual Leave
Cllr Wayne Erasmus - Other Commitments

Minute 0213042026. Datganiadau diddordeb/ Declarations of interest

No new declarations of interest

18:04 Cllr Nigel Morgan joined meeting.

Minute 0313042026. Participiad cyhoeddus/ Public participation

No Public Present

Agenda item 4&5 to be considered in confidential session under the Public Bodies (Admission to Meetings) Act 1960 s1(2) due to the commercially sensitive nature of the business.

Resolved: Unanimous

Minute 0413042026. Ystyried y brydles arfaethedig ar gyfer llety swyddfa ac, os ystyrir ei bod yn briodol, cymeradwyo telerau'r les ac awdurdodi ei gweithredu/ To consider the proposed lease for office accommodation and, if deemed appropriate, to approve the terms of the lease and authorise its execution

To consider the draft lease for office accommodation and to resolve:

- i) **Cymeradwyo'r telerau'r les fel y'u cyflwynwyd (neu fel y'u diwygiwyd yn y cyfarfod)/To approve the lease terms as presented (or as amended at the meeting).**

Cllr Emyr John asked for confirmation that all counsellor has received and read the lease and asked for a recorded vote- which was agreed by The Chair.

Cllr Emyr John asked for confirmation on the following:-

- (i) The building requires a valid EPC certificate (which is always accompanied by a Recommendations Report). This must be registered and available for anybody to view on the Government website
- (ii) If the EPC rating is less than "C", the property will not be able to be let beyond the 1st April 2027 without energy saving measures being undertaken. These should clearly be the Landlords responsibility, but the Town Council should recognise if the works are not done and a "C" rating is achieved, the Town Council would not be able to sign a further lease beyond next April and would need to vacate
- (iii) We should receive a service charge estimate from the landlord in order to know what the additional costs will be
- (iv) We should ensure that our solicitors have received completed pre contract enquiries from the other side - usual information having to be provided include a copy of the latest boiler check, electrical safety certificate, fire alarm system, asbestos reports and also flag up any disputes - I forgot to ask if there is car

parking and has anybody sought to restrict this but also any flooding, water ingress (flat roof etc - there looks to be damp on the ceilings)

- (v) The lease in Clause 18 says the landlord controls the heating
- (vi) Clause 7.1 prevents sharing of the accommodation
- (vii) The Town Council (as it does not have a residential requirement) would not be able to use the first floor without a change of use - even for storage. This should be applied for otherwise it will have to remain a residential unit and there would be council tax bills to pay
- (viii) As we would not use it as a residential unit, it will be deemed vacant (unless change of use granted) and a premium on top of the usual council tax rate would also be levied. I estimate this would cost £3,000pa
- (ix) The ground floor would command business rates of circa £4,000 to be paid per annum
- (x) I am concerned that we would be taking out of the community of Ammanford a residential unit when they are in short supply and could provide a home for person or persons on the housing list
- (xi) The practicalities of having to step outside on the pavement in order to move between the ground floor and first floor
- (xii) Need an independent valuation to certify that the rent based upon the terms proposed represents market value
- (xiii) That the commencement date of the lease will not be until all issues have been resolved and we then sign the lease when in a position to occupy. We should not pay for space until we can use it.
- (xiv) As occurred with the last accommodation we were looking at, the ability for Councillors to see inside the premises should be arranged.

Cllr Heulwen Howells noted that there are disadvantages and advantages of building but noted that the previous town hall was not the most suitable building. Cllr Howells noted that it was imperative that we look after the welfare of the staff at Ammanford Town Council and the current working from home situation is no longer feasible.

Cllr E John noted clause 7.3 that we cannot share the space.

Cllr H Howell noted that we cannot sign the lease until these amendments have been made.

Action: Chief officer to discuss the points raised with the Landlord and make necessary amendment with solicitors.

- ii) **Awdurdodi dau Gyngorydd i lofnodi'r brydles ar ran Cyngor Tref Rhydaman**/To authorise two Councillors to sign the lease on behalf of Ammanford Town Council
- Resolved** that when the amendment has been made Cllr Howells and Cllr Colin Evans will sign the lease.
- iii) **Awdurdodi'r Prif Swyddog a'r RFO i weithredu fel tyst i weithredu'r les**/To authorise the Chief Officer & RFO to act as witness to the execution of the lease
- Resolved** as this is in the standing orders
- iv) **Dirprwyo awdurdod i'r Prif Swyddog a'r RFO, mewn ymgynghoriad â'r Cadeirydd, i wneud unrhyw fân ddiwygiadau sy'n ofynnol i gwblhau'r cytundeb.**/To delegate authority to the Chief Officer & RFO, in consultation with the Chair, to make any minor amendments required to finalise the agreement.

Cllr John again queried the need for the residential property. Cllr Howells reassured Members that Ammanford Town Council holds a significant amount of items currently in storage and explained that there are confidentiality concerns associated with properties inhabited by residents. Cllr John noted that this may indicate the building is not suitable if it does not provide adequate storage.

Cllr Howells further advised that several alternative buildings have been viewed, all of which were considered unsuitable for use as Council offices. She reiterated the operational need for a dedicated office base.

Cllr John proposed that the Council proceed with a lease for a term of three years, with a break clause after six months. The Mayor indicated agreement with this approach. The Chief Officer will liaise with the landlord and solicitors.

Action: Once lease terms have been agreed, the matter will be brought back to Full Council for further discussion and approval.

18:35 Cllr Nigel Morgan dropped out of signal, but rejoined within the minute

Minute 0513042026. Derbyn diweddariad mewn perthynas â threfniadau llety swyddfa a materion cysylltiedig ac ystyried unrhyw gamau angenrheidiol/To receive

an update in relation to office accommodation arrangements and associated matters and to consider any necessary actions.

The Chief Officer provided a confidential verbal update regarding a matter relating to a third party. Legal advice has been received indicating that progression to formal legal proceedings may be required.

Advice has also been received from the relevant regulatory body confirming that the matter constitutes a data breach and may involve a potential criminal offence.

(i) Cymeradwyo'r dyraniad o hyd at £1,000 o'r gyllideb briodol i'w roi ar gyfrif gyda chyfreithwyr y Cyngor/ To approve the allocation of up to £1,000 from the appropriate budget to be placed on account with the Council's solicitors

Advice has also been received from the relevant regulatory body confirming that the matter constitutes a data breach and may involve a potential criminal offence.

Cllr Emyr John expressed concern regarding the limited information presented and the perceived lack of an audit trail. The Chief Officer and Cllr H. Howells confirmed that a comprehensive audit trail is in place, with full documentation retained confidentially in accordance with legal and data protection requirements.

Resolved: Unanimous. To approve the allocation of up to £1,000 from the appropriate budget to be placed on account with the Council's solicitors.

(ii) Dirprwyo awdurdod i'r Prif Swyddog a'r RFO, mewn ymgynghoriad â'r Cadeirydd, i gyfarwyddo cyfreithwyr a chymryd y camau hynny sy'n angenrheidiol i amddiffyn buddiannau'r Cyngor/ To delegate authority to the Chief Officer & RFO, in consultation with the Chair, to instruct solicitors and take such steps as are necessary to protect the Council's interests.

Resolved: Unanimous. To delegate authority to the Chief Officer & RFO, in consultation with the Chair, to instruct solicitors and take such steps as are necessary to protect the Council's interests.

Chair Cllr H Howells closed the meeting 18:52pm.

Signed Date

(Chair)

Ratified at FCM 29.04.26