Item 5

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Ammanford Town Council
Community Engagement Working Group
Grwp Ymgystylltu Cyngor Tref Rhydaman

Terms of Reference
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1) The name of the Association is: -

'Ammanford Town Council (ATC) Community Engagement Working Group' (also referred to as the Working Group within this document)

2) The aims and objectives of the (ATC) Community Engagement Working Group are:

- To maintain and improve the park(s), tennis courts, skate park(s),sporting fields and play area in accordance with the lease as agreed with ATC Councillors.
- To ensure that the recreational facilities are available to the community for the period of the lease. All leasing matters are to be dealt with by ATC Councillors
- To ensure that the parks are a safe space for the community
- To ensure that all facilities are maintained and in good order at all times
- To plan and organise events in support of community engagement
- To encourage the playing of sport and outdoor pursuits encouraging children's youths and adults to spend time outdoors
- To ensure the park(s) remain at the heart of the community as green open space
- To promote the mental and physical wellbeing of the community
- To maintain eco systems and protect the environment
- Promote the aesthetic value of the facility
- Promote the Welsh Language within the parks.

In order to undertake its aims and objectives, the (ATC) Community Engagement Working Group will:

1) Raise funds, apply for grants and accept donations
2) Actively seek new fund-raising opportunities
3) Cooperate with and support other groups with the same common purpose
4) Work closely with local schools, sports associations/clubs harnessing their support
5) Work in collaboration with volunteers and appointed contractors
6) Work in collaboration with the Town Council
7) Be mindful of issues of Social Justice and Inclusion
8) Adopt a progressive approach
9) A formal review of the working group to undertaken after 12 months

3 Membership

'Ammanford Town Council Community Engagement Working Group' will consist of the following members:

The Chair of the Working Group an ATC Councillor will remain the same, requiring knowledge of the origins, progress, and aspirations of the Working Group for the purposes of consistency. There will be another two ATC Councillors who will form part of the Working Group (minimum of 3 Councillors). For the purposes of consistency, the councillors should be familiar with the Working Group, it's aims and objectives and will become permanent members during their term of office.

Parents elected by Local Schools Parents Association to include only 1 parent from participating schools. Election to be in line with the Qualities and Criteria set out in the Working Group's documentation

Only 1 school governor elected from each participating school in the Community in line with the Qualities and Criteria set out in the Working Group's documentation

A maximum of 5 residents whose names appear on the electoral register in line with the Qualities and Criteria set out in the Working Group's documentation. These positions will be advertised locally.

Only 1 representative from each participating sporting organisation/club in line with the Qualities and Criteria set out in the Working Group's documentation

Relevant advisors who have areas of specialist knowledge will be invited to each meeting and will form part of the Working Group and have voting rights

ATC have the right to remove any member of the group due to their mismanagement and non-compliance with the criteria set out in the ATC Working Group document.

4 Finance

i. The bank account will be held in the name of xxxxx with ATC having control of the bank account
ii. The ATC Community Engagement Working Group accounts will be approved and audited and submitted to the Town Council. The accounts will also be subject to scrutiny of ATC approved accountants and submitted to Audit Wales
iii. The Working Group's Financial Year will run from 1st April to the 31st March
iv. Cheques/electronic transfers as payments out of the accounts will require two approved signatories (see Section 9 – Working Group Signatories)
v. The Clerk /Responsible Financial Officer to ATC together with members/councillors of ATC Finance Committee will be responsible for the Working Group's finances and general correspondence. Minute taking will be undertaken by The Clerk
vi. Claim forms for out-of-pocket expenses should be completed and forwarded to the Secretary, and then forwarded to The Clerk. All payments will be made in line with the ATC's expenses policy
vii. The Working Group together with ATC staff members and councillors will discuss budgets at the end of each calendar year

5 Capital Expenditure

Ammanford Town Council as custodians of the parks will be required to authorise all expenditure following recommendations made by the Working Group.

6 Meeting Rules

- There has to be at least 4 persons present at meetings to make decisions.
- Minutes of the meeting will be available online via ATC's website
- All meetings will be at Ammanford Town Hall (if available) or held totally virtually or be hybrid with some members attending remotely.
- Extraordinary Meetings can be called with 'three clear days' notice (excluding Sunday and Bank Holidays) to allow members to discuss/decide upon important issues, with the exception of an 'Emergency Situation' arising, whereby, decisions can be undertaken directly by ATC with no notice required. These decisions can be made via electronic media.
- The Working Group will meet on agreed calendar meetings and to meet bi-monthly (if required).
- There will be an Annual General Meeting each year, notification of which will be provided fourteen days before the scheduled meeting
- Annual General Meetings will be open to members of the public. The Secretary should be notified of any questions to be asked (except finance) at least seven days prior to the meeting

7 Committees and Groups

The following Groups will report relevant information to the Working Group:-

1) Community Members – Maximum of 5
2) Councillors – The chairperson to be an ATC Councillor and a minimum of 2 other councillors
3) Sports Clubs – Maximum of 1 member from each Sports Association
4) School Governors – Maximum of 1 member from the board of governors from participating schools
5) PTA – Maximum of 1 of the public from the PTA from participating schools

8 Governing Body

ATC Councillors who are members of the Working Group will keep ATC informed of all developments on a monthly basis or as and when required.

ATC will be provided each month with the minutes of the Working Group (once agreed as a correct record).

The Terms of Reference are to be agreed by ATC and can be amended only at the Annual General Meeting

9 Working Group Signatories

Authorised signatories for the purpose of signing cheques/undertaking electronic transfers will be two from the following:

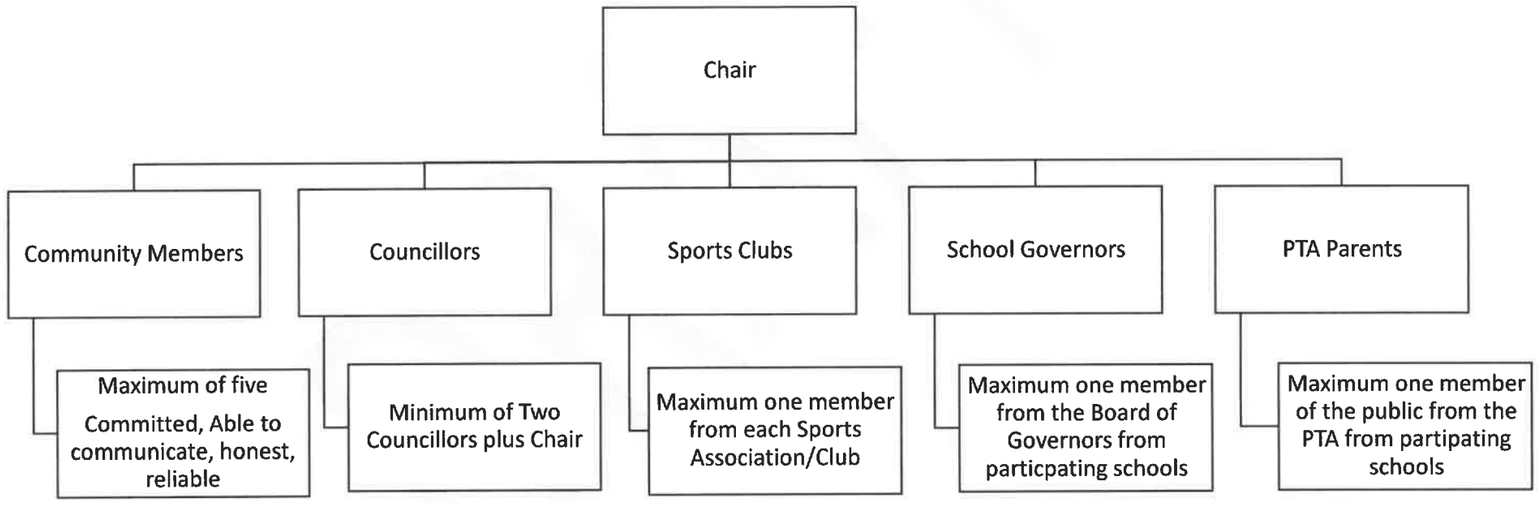
Chair – ATC Councillor

Another named ATC Councillor

3RD Signatory nominated on the account who will be a named member of the group

All cheque books are to be kept by the Clerk

Ammanford Town Council – Community Engagement Working Group Structure - **DRAFT**



Item 8

Ammanford Town Council

Grounds Maintenance SLA 2022/23

Site	Cost
Ammanford Park	£13,029.12
Ammanford Recreation Ground	£10,226.32
Pantyffynnon Recreation Ground	£6,251.44
Playgrounds - Grounds Maintenance	£4,983.68
Playground Inspections / Equipment Maintenance	£3,219.84
Total	£37,710.40

Ammanford Park

Description	Quantity	Frequency / Time of year	Rate	Cost
Grass Cutting Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Cut grass 15mm - 30mm to all amenity areas.	16	01 Apr - 30th Sept	248	£3,968.00
Fertiliser / Selective Weedkiller An application of liquid fertiliser and selective weed killer shall be applied prior to the planting of summer bedding to all grassed areas within the park.	1	May	290	£290.00
Litter Collection Remove all litter, glass, tins, stones, animal faeces and other debris from the whole site excluding those area previously mentioned in the bill of	107 42	01 Apr – 31st Oct / Daily 01 Nov – 31st Mar / Twice weekly	31 31	£3,317.00 £1,302.00
Shrub Bed Maintenance Prune shrubs according to pruning schedule as per species requirements by removing any suckers, dead wood, etc. Remove growth that encroaches onto paths, roads, signs etc. Remove arisings to an approved waste disposal site.	1	01 Nov - 31 Jan	558	£558.00
Prior to the following work the bed (s) are to be cleared of all litter, glass, tin`s, stones, animal faeces and other debris which will be disposed of to an approved waste disposal site.		Included above	0	£0.00
Apply an approved MAPP herbicide to the shrub beds in accordance with the manufacturer's label / specification. Do not apply during adverse weather conditions.	1	June - July	250	£250.00
Keep all shrub beds clear of leaves during October and November. Beds to be cleaned at regular intervals throughout this period. All resulting material to be either composted or removed to an approved waste disposal site.	1	01 Oct - 31st Nov	250	£250.00
Beds without bark mulch are to be weeded on four occasions evenly spaced between March and October Remove arisings to an approved waste disposal site.	4	01 Mar – 31st Oct	125	£500.00
Tennis Courts During April, all surfaces of the tennis court are to be brushed to remove debris. All arisings are to be disposed of to an approved waste disposal site.	1	April	124	£124.00
During April, the Tennis Courts are to be re-marked using a sutible paint.	3	April	124	£372.00

During the season i.e. May to September (monthly), clean all surfaces of the tennis courts by brushing and removing all debris from site and dispose of to an approved waste disposal site.	5	May - Sept	124	£620.00
During the Autumn all fallen leaves and other debris are to be removed from the surface of the court(s). All arisings to be disposed of to an approved waste disposal site.	2	Autumn	124	£248.00
When instructed apply a MAPP approved liquid moss killer to the court area in accordance with the manufacturers recommended rate of application and in accordance with the manufacturers label / specification.	2	Once April / Once October	150	£300.00
Herbicide Application Apply a MAPP approved total herbicide to the edges of safety surfacing, pathways, posts and fence lines. Application to be in accordance with the manufacturers recommended rate of application and in accordance with the manufacturers label / specification. Do not apply during adverse weather conditions.	1	Late May or early June	150	£150.00
Hedge Maintenance Using suitable powered or hand tools, trim hedges into an even shape. Collect and remove the resulting debris from site and dispose of to an approved waste disposal site. Site to be left in a clean and tidy condition.	1	July	279	£279.00
Item total				£12,528.00
Carmarthenshire County Council Annual Validation (4%)				£501.12
Total 2022/23				£13,029.12

Ammanford Recreation Ground

Description	Quantity	Frequency / Time of year	Rate	Cost
Grass Cutting Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Cut grass 15mm – 30mm to all amenity areas.	10	01 Apr - 30th Sept	124	£1,240.00
Litter Collection Remove all litter / glass / tins / stones / animal faeces and other debris from the whole site excluding those areas previously mentioned in the bill of quantities. The site must be left clean and tidy and all resulting waste must be disposed of to an approved waste disposal site. Price to include the emptying of all litter bins within the site(s).	104	1st Apr - 31st Mar / Twice weekly	31	£3,224.00
Herbicide Application Apply a MAPP approved total herbicide to the edges of the safety surfacing / pathways / posts and fence lines. The application is to be in accordance with the manufacturers recommended rate of application and in accordance with the manufacturers label / specification. Do not apply during adverse weather conditions.	1	Late May or early June.	175	£175.00
Artificial Cricket Pitch Mark out cricket pitch in accordance with the laws of the game prior to the start of the season.	1	April	47	£47.00
Roll cricket pitch prior to the start of the season.	1	April	62	£62.00

Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site.	18	01 Aug - 31st Aug / Weekly	0	£0.00
Cut grass 15mm - 30mm to cricket outfield	18	1st May - 31st Aug / Weekly	46.5	£837.00
Mark out boundaries of cricket pitch in accordance with the laws of the game using an approved white marking paint.	18	1st May - 31st Aug / Weekly	33	£594.00
Football Pitch Maintenance				
Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Maintain the height of the grass at 20mm - 50mm during the growing season, leaving arisings lie.	16	Regularly throughout the year dependent upon the weather	31	£496.00
Prior to the start of the season, the pitch will be set out in accordance with laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	1	July	186	£186.00
Maintain the pitch markings throughout the season in accordance with the laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	20	1st Aug - 31st May	36	£720.00
During the playing season the tru-grooming of the pitch will be carried out when conditions allow.	2	Once November / Once February	45	£0.00
During the playing season spike the pitch as and when ground conditions allow.	2	Once November / Once February	46.5	£0.00
On one occasion when directed, the pitch shall be vertidrained to a depth determined by the machine operator.	1	When directed	250	£250.00

An application of liquid fertiliser and selective weed killer shall be made outside the playing season to tie in with the end of season renovations.	1	June	175	£175.00
Overseeding of the pitch will be carried out after the playing season using an approved seed mixture. The seed shall be drilled into the surface in accordance with the suppliers recommended rate of application.	1	Apr - June	693	£0.00
Apply 60 tonne of sand to pitches, filling hollows after the playing season.	1	During off season	2035	£0.00
Rugby Pitch Maintenance				
Prior to mowing the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Maintain the height of grass at 20mm - 50mm during the growing season, leaving arisings lie.	16	Regularly throughout the year dependent upon the weather	31	£496.00
Prior to the start of the season, the pitch will be set out in accordance with laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	1	August	186	£186.00
Maintain the pitch markings throughout the season in accordance with the laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	20	1st May - 31st August	36	£720.00
During the playing season the tru-grooming of the pitch will be carried out when conditions allow.	2	Once November / Once February	45	£0.00
During the playing season spike the pitch as and when ground conditions allow.	2	Once November / Once February	46.5	£0.00
On one occasion when directed, the pitch shall be vertidrained to a depth determined by the machine operator.	1	When Directed	250	£250.00
An application of liquid fertiliser and selective weed killer shall be made outside the playing season to tie in with the end of season renovations.	1	June	175	£175.00

Overseeding of the pitch will be carried out after the playing season using an approved seed mixture. The seed shall be drilled into the surface in accordance with the suppliers recommended rate of application.	1	Apr - June	693	£0.00
Apply 60 tonne of sand to pitches, filling hollows after the playing season.	1	During off season	2035	£0.00

Item total		£9,833.00
Carmarthenshire County Council Annual Validation (4%)		£393.32
Total 2022/23		£10,226.32

Pantyffynnon Recreation Ground

Description	Quantity	Frequency / Time of year	Rate	Cost
Herbicide Application Apply a MAPP approved total herbicide to the edges of the safety surfacing, pathways, posts and fence lines. Application to be in accordance with the manufacturers recommended rate of application and in accordance with the specification / label.	1	Late May or early June.	125	£125.00
Grass Cutting Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Cut grass 15mm - 30mm to all amenity areas.	10	1st Apr - 30th Sept	62	£620.00
Litter Collection Remove all litter, glass, tins, stones, animal faeces and other debris from the whole site excluding those areas previously mentioned in the bill of quantities. Site must be left clean and tidy and all resulting waste must be disposed of to an approved waste disposal site. Price to include the emptying of all bins within the site (s)	52	1st Apr - 31st Mar / Weekly	31	£1,612.00
Football Pitch Maintenance Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Maintain the height of the grass at 20mm - 50mm during the growing season, leaving arisings lie.	16	Regularly throughout the year dependent upon the weather	31	£496.00
Prior to the start of the season, the pitch will be set out in accordance with laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	1	August	186	£186.00

Maintain the pitch markings throughout the season in accordance with the laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	20	1st May - 31st August	36	£720.00
During the playing season the tru-grooming of the pitch will be carried out when conditions allow.	2	Once November / Once February	45	£0.00
During the playing season spike the pitch as and when ground conditions allow.	2	Once November / Once February	46.5	£0.00
On one occasion when directed, the pitch shall be vertidrained to a depth determined by the machine operator.	1	When Directed	250	£250.00
An application of liquid fertiliser and selective weed killer shall be made outside the playing season to tie in with the end of season renovations.	1	June	175	£175.00
Overseeding of the pitch will be carried out after the playing season using an approved seed mixture. The seed shall be drilled into the surface in accordance with the suppliers recommended rate of application.	1	Apr - Jun	693	£0.00
Apply 60 tonne of sand to pitches, filling hollows after the playing season.	1	During off season	2035	£0.00

Rugby Pitch Maintenance

Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Maintain the height of the grass at 20mm - 50mm during the growing season, leaving the arisings lie.	16	Regularly throughout the year dependent upon the weather	31	£496.00
Prior to the start of the season, the pitch will be set out in accordance with laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	1	August	186	£186.00
Maintain the pitch markings throughout the season in accordance with the laws of the game. Only an approved white marking liquid shall be used and the width of line should not exceed 80mm.	20	1st May - 31st August	36	£720.00

During the playing season the tru-grooming of the pitch will be carried out when conditions allow.	2	Once November / Once February	45	£0.00
During the playing season spike the pitch as and when ground conditions allow.	2	Once November / Once February	46.5	£0.00
On one occasion when directed the pitch shall be vertidrained to a depth determined by the machine operator.	1	When Directed	250	£250.00
An application of liquid fertiliser and selective weed killer shall be made outside the playing season to tie in with the end of season renovations.	1	During off season	175	£175.00
Overseeding of the pitch will be carried out after the playing season using an approved seed mixture. The seed shall be drilled into the surface in accordance with the suppliers recommended rate of application.	1	Apr - Jun	693	£0.00
Apply 60 tonne of sand to pitches, filling hollows after the playing season.	1	During off season	2035	£0.00

Item total		£6,011.00
Carmarthenshire County Council Annual Validation (4%)		£240.44
Total 2022/23		£6,251.44

Playgrounds - Grounds Maintenance

Description	Quantity	Frequency / Time of year	Rate	Cost
Grass Cutting Prior to mowing, the site is to be cleared of all litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved disposal site. Cut the grass 15mm - 30mm to all amenity areas.				
Carregamman Playground	10	1st April - 30th September	17	£170.00
Maesycoed Playground	10	1st April - 30th September	17	£170.00
Pantyffynnon Playground	10	1st April - 30th September	31	£310.00
Riverway Playground	10	1st April - 30th September	31	£310.00
Litter Collection Remove all litter / glass / tins / stones / animal faeces and other debris from the whole site excluding those areas previously mentioned in the bill of quantities. Site must be left clean and tidy and all resulting waste must be disposed of to an approved waste disposal site. Price to include the emptying of all bins within the site (s)				
Carregamman Playground	52	Weekly	17	£884.00
Maesycoed Playground	52	Weekly	17	£884.00
Pantyffynnon Playground	52	Weekly	17	£884.00
Riverway Playground	52	Weekly	17	£884.00
Herbicide Application Apply a MAPP approved total herbicide to the edges of the safety surfacing, pathways, posts and fence lines. Application to be in accordance with the manufacturers recommended rate of application and in accordance with the specification / label.				
Norman Road Playground	1	Late May or early June.	39	£39.00
Carregamman Playground	1	Late May or early June.	39	£39.00
Maesycoed Playground	1	Late May or early June.	39	£39.00

Pantyffynnon Playground	1	Late May or early June.	39	£39.00
Riverway Playground	1	Late May or early June.	39	£39.00
Hedge Maintenance Using suitable power tools or hand tools, trim hedges into an even shape. Collect and remove the resulting debris and dispose of to an approved waste disposal site.				
Carregamman Playground	1	July	31	£31.00
Maesycoed Playground	0	NA	NA	£0.00
Pantyffynnon Playground	0	NA	NA	£0.00
Riverway Playground	0	NA	NA	£0.00
Norman Road Playground - Shrub Bed Maintenance Prune shrubs according to pruning schedule as per species requirements by removing any suckers, dead wood, etc. Remove growth that encroaches onto paths, roads, signs etc. Remove arisings to an approved waste disposal site.	1	01 Nov - 31 Jan	31	£31.00
Prior to the following work the bed(s) are to be cleared of any litter / glass / tins / stones / animal faeces and other debris which will be disposed of to an approved waste disposal site.	1	Included above	0	£0.00
Apply an approved MAPP herbicide to the shrub beds in accordance with the manufacturers label / specification. Do not apply during adverse weather conditions.	1	June - July	39	£39.00
Keep all shrub beds clear of leaves during October and November. Beds to be cleaned at regular intervals throughout this period. All resulting material to be either composted or removed to an approved waste disposal site.	2	October - November	0	£0.00
Beds without bark mulch are to be weeded annually on four occasions evenly spaced between March and October. Remove arisings to an approved waste disposal site.	4	March - October	0	£0.00
Item total				£4,792.00

Carmarthenshire County Council Annual Validation (4%)		£191.68
Total 2022/23		£4,983.68

Playgrounds - Inspections

Description	Quantity	Frequency / Time of year	Rate	Cost
Inspection The following playgrounds are to be inspected on a weekly basis for any wear or damage to its equipment, seats, benches, fences, litter bins, gates, hard standing areas, manhole covers and safety surfacing.				
Ammanford Park Playground	11	Monthly	36	£396.00
Ammanford Recreation Ground Skate Park & Scansis Pitch	11	Monthly	36	£396.00
Carregamman Plaground	11	Monthly	36	£396.00
Maes Y Coed Playground	11	Monthly	36	£396.00
New Road, Pantyffynnon Playground	10	Monthly	36	£360.00
Norman Road Playground	11	Monthly	36	£396.00
Riverway Playground	10	Monthly	36	£360.00
Ammanford Recreation Ground Skate Park & Scansis Pitch	11	Monthly	36	£396.00
Reporting Record sheets are to be completed on each site visit and any defects are to be reported to the clerk on a monthly basis, or sooner if the need arises. A copy of the inspection sheet must be provided to the clerk on a monthly basis.		Included in the above cost		
Ammanford Park Playground	52	Weekly	0	£0.00
Ammanford Recreation Ground Skate Park	52	Weekly	0	£0.00
Ammanford Recreation Ground Scansis Pitch	52	Weekly	0	£0.00
Carregamman Playground	52	Weekly	0	£0.00
Maes Y Coed Playground	52	Weekly	0	£0.00
New Road, Pantyffynnon Playground	52	Weekly	0	£0.00
Norman Road Playground	52	Weekly	0	£0.00
Riverway Playground	52	Weekly	0	£0.00
Defects Once a major defect is found, isolate the defective equipment immediately to prevent access to users. Erect danger notices, take photographs and report immediately. (Provisional)		Any additional works are to be agreed and charged ad-hock		
Ammanford Park Playground	1	n/a	0	£0.00

Ammanford Recreation Ground Skate Park	1	n/a	0	£0.00
Ammanford Recreation Ground Scansis Pitch	1	n/a	0	£0.00
Carregamman Playground	1	n/a	0	£0.00
Maes Y Coed Playground	1	n/a	0	£0.00
New Road, Pantyffynnon Playground	1	n/a	0	£0.00
Norman Road Playground	1	n/a	0	£0.00
Riverway Playground	1	n/a	0	£0.00
Oiling and Greasing All moving parts are to be oiled or greased in accordance with the manufacturer's recommendations on a quarterly basis.				
Ammanford Park Playground	0	Quarterly	45	£0.00
Carregamman Playground	0	Quarterly	31	£0.00
Maes Y Coed Playground	0	Quarterly	31	£0.00
New Road, Pantyffynnon Playground	0	Quarterly	31	£0.00
Norman Road Playground	0	Quarterly	31	£0.00
Riverway Playground	0	Quarterly	31	£0.00
Item total				£3,096.00
Carmarthenshire County Council Annual Validation (4%)				£123.84
Total 2022/23				£3,219.84

Item 11

Ammanford Town Council Asset Register 8-3-2023						
Garden Machinery						
Asset/Serial Number	Quantity	Description	Date Bought	Cost When Purchased (ExVAT)	Cost When Purchased (Inc VAT)	
4601200002	1	Stihl MM55 Engine Unit & Wheel Kit	23/06/2017	£308.00	£369.60	
46017404602	1	Stihl KB-MM bristle brush attachment (wheel kit)	08/07/2017	£116.26	£139.51	
42432000006	1	Stihl 92 C-E long reach 145 degree hedge trimmer	23/06/2017	£584.00	£700.80	
4244011162	1	Stihl BR 430 blower (63.3cc)	08/07/2017	£373.50	£448.20	
4244011162	1	Stihl BR 430 blower (63.3cc)	08/07/2017	£373.50	£448.20	
	1	Honda EU70is Generator	2017	£5,250.00	£6,300.00	No purchase cost available. Value based replacement cost listed on honda website
Sub Total				**£7,005.26**	**£8,406.31**	
Office Equipment						
	1	Russell Hobbs Kettle	24/03/2019	£20.82	£24.98	
	1	Bush M5085UCL Fridge	24/03/2019	£91.66	£109.99	
	1	AH 4 Double Hook Chrome Hooks	24/03/2019	£9.99	£11.99	
	1	AH Tea/Coffee Sugar Stacker	24/03/2019	£15.00	£18.00	
	1	Storepak Strong Archive Pack	24/03/2019	£23.32	£27.98	
	2	160 litre Storage Box	24/03/2019	£53.32	£63.98	
	5	84 Litre Storage Box	24/03/2019	£83.25	£99.90	
	1	Floor Standing Electronic Steel Safe	24/03/2019	£58.33	£70.00	
	1	Master Lock Key Cabinet	24/03/2019	£25.00	£30.00	

	1	HP Officejet Pro 7720 MFD	24/03/2019	£108.32	£129.98	
	3	Double Sided Easel	24/03/2019	£46.23	£55.48	
	8	6Ft Folding Tables	14/04/2019	£266.56	£319.87	
	42	GUNDE folding chair in black	12/04/2019	£210.00	£252.00	
	1	ERIK file cabinet 41x104 white	21/03/2019	£66.67	£80.00	
	4	DOKUMENT NN letter tray silver-colour	21/03/2019	£31.68	£38.02	
	4	DRÖNA box 33x38x33 white	21/03/2019	£9.16	£10.99	
	1	KVISSLE letter tray white	21/03/2019	£15.83	£19.00	
	2	KALLAX insert w 1 shelf 33x33 white	21/03/2019	£15.00	£18.00	
	2	KALLAX insert w door 33x33 white	21/03/2019	£15.00	£18.00	
	2	KALLAX shelving unit 77x147 white	21/03/2019	£66.68	£80.02	
	2	DETOLF N gls-dr cb 43x163 white	21/03/2019	£100.00	£120.00	
	3	IVAR cabinet w doors 80x83 white	21/03/2019	£162.51	£195.01	
	4	ERIK drawer ut/3drw/cstrs 41x57 white	21/03/2019	£150.00	£180.00	
	8	SKRUVSTA swivel chr Flackarp medium grey GB	21/03/2019	£500.00	£600.00	
	4	BEKANT cr tbl tp rt 160x110 oak veneer	21/03/2019	£333.36	£400.03	
	6	SUMMERA drop file patterned 16-p	21/03/2019	£32.52	£39.02	
	1	OMP Office Chair	16/01/2020	£181.42	£217.70	
	2	LenovoThink Pad P15 Laptops	21/02/2023	£2,086.00	£2,503.20	
	1	Lenovo ThinkPad E14 Laptop	21/02/2023	£699.00	£838.80	
				£5,476.63	**£6,571.96**	
Civic Badges						
	1	Mayor's Chain & Case		£9,000.00		Based on valuation
	1	Deputy Mayor's Chain		£6,000.00		Based on valuation
				£15,000.00		
			Date Asset Transferred			
Parks,Playgrounds, Splash Parks & Skate Parks			04/06/2019			

Ammanford Park Play Ground						
	1	Wooden Bench		£400.00		
	1	Metal Seating Bench		£400.00		
	1	Wooden Cloverleaf Design Picnic Table		£1,000.00		
	1	Bear Design Litter Bin		£500.00		
	5	Galvanised Metal Cycle Racks		£1,750.00		
	1	Proludic Basket Swings with 2 Swings (currently removed for safety)		£1.00		
	1	Record SSS Activity Trail		£1.00		
	1	See Saw		£1.00		
	1	Ledon Spring Aeroplane		£1.00		
	1	Record RSS Metal Spinning Roundabout (removed for safety)		£1.00		
	1	SMP (Playgrounds Ltd) Junior Multi Play		£1.00		
	1	Metal Spinner Bowl		£1.00		
	1	Record RSS Metal Frame 1 bay 2 Cradle Seat Swing		£1.00		
	1	Proludic Fit Point Outdoor Multi Gym		£1.00		
	1	Sutcliffe Metal Junior Multi Play including Slide		£1.00		
	1	Sutcliffe Play Panel		£1.00		
				£4,061.00		
Ammanford Splash Park						
	1	SSP Water Play Ship Design Play Activity Equipment		£1.00		
	2	Wooden 2 Bench Seat Picnic Table		£800.00		
	1	Composite Base for Splash Play Area		£1.00		
	1	Square Metal Black Painted Litter Bin		£1.00		
				£803.00		
Ammanford Recreation Ground						
		Goal Posts		£4,500.00		

Total				**£4,500.00**		
Property			Date Asset Transferred	Sum Insured	Calculated Value	
	1	Toilet block - Margaret Street	05/06/2014	£252,692.00	£1.00	
	1	Changing Rooms, Ammanford Rec	29/03/2019	£281,190.00	£1.00	
	1	Garage, Ammanford Park	04/06/2019	£281,190.00	£1.00	
	1	Maintenance Shed/Workshop	04/06/2019	£112,476.00	£1.00	
	1	Toilet block - Ammanford Park	04/06/2019	£252,692.00	£1.00	
		Gates and Fences	04/06/2019	£56,238.00	£1.00	
		Fixed Outside Equipment	04/06/2019	£29,244.00	£1.00	
		Street Furniture	04/06/2019	£281,190.00	£1.00	
		War Memorials	04/06/2019	£0.00	£1.00	
		Playground Equipment	04/06/2019	£843,570.00	£1.00	
					£10.00	
Additional Equipment						
				Value ex. VAT	Value inc VAT	
	6	Gazebos and sidewalls		£3,825.00	£4,590.00	
		Goal Posts Located at Ammanford Recreation Ground		£4,500.00	£5,400.00	
	6	Christmas Tree Fence Panels		£585.00	£702.00	
Total				**£8,910.00**	**£10,692.00**	
Public Lighting						
	28	Various Locations (valued at £1 each)			**£28.00**	

Grand Total				**£45,793.89**	**£50,072.27**	
Note						
The community assets are given a nominal value of £1 i.e. Parks and fixed equipment located at the park						
Civic Chains - Their insurance value is used as a basis for valuing						
Advice from One Voice Wales is that the Council should record a £1 nominal value for the park						
and equipment inherited on Asset Transfer as they are a community asset and should show a community value only.						
All park equipment is only insured for public liability and not for replacement cost or cost of damage/vandalism						
This document is currently under development and based on information currently available						

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