



# Cyngor Tref Rhydaman Ammanford Town Council

**Minutes of Full Council Meeting of Ammanford Town Council (ATC)  
on  
Monday 9<sup>th</sup> March, 6.00pm  
at the Council Chamber, Town Hall, Iscennen Road, Ammanford SA18 3BE**

**Minutes taken by: Clerk, Duncan Morgan (DM)**

Attendees: Councillor Julia Bell; Councillor Llio Davies (LD); Councillor Stephen Davies (SD); Emma Evans (EE); Councillor Deian Harries (DH); Councillor Gwenllian Harries (GH); Councillor Rhodri Jones (RJ); Councillor Helen Rees (HR)

**Minutes taken by: Clerk Duncan Morgan (DSM)**

***Mayor Julia Bell (JB) presiding***

**1) Apologies and reasons for absence**

Councillor Rhys Fisher – Illness  
Councillor Gruff Harrison – Family illness  
Councillor Colin Evans – Long term ill health

**2) Declarations of interest**

Councillor Deian Harries – County Councillor and Ammanford AFC  
Councillor Rhodri Jones – Ammanford AFC  
Councillor Stephen Davies – Ammanford AFC

**3) Matters arising from the public (as per Standing Orders 3(e);(f);(g);(h))**

**None**

**4) Minutes**

4.1 To receive, verify and sign the minutes of the Full Council Meeting of Ammanford Town Council held on 3<sup>rd</sup> February 2020, at Ammanford Town Hall

Proposed – RJ

Seconded – EE

All agreed

***Resolved – To agree the minutes of the Full Council Meeting of Ammanford Town Council on 3<sup>rd</sup> February 2020***

4.2 To receive, verify and sign the minutes of the Finance Committee of Ammanford Town Council on held 13<sup>th</sup> February 2020 at Ammanford Town Hall

Proposed – DH

Seconded – RJ

All agreed

***Resolved – To agree the minutes of the Finance Committee of Ammanford Town Council on 13<sup>th</sup> February 2020***

4.3 To receive, verify and sign the minutes of the Full Council Meeting of Ammanford Town Council held on 27<sup>th</sup> February 2020 at Ammanford Town Hall

Proposed – DH

Seconded – LD

All agreed

***Resolved – To agree the minutes of the Full Council Meeting of Ammanford Town Council on 27<sup>th</sup> February 2020***

**5) Matters arising from Minutes – For Information only**

**Current Meeting Point 4.2 Finance Committee Minutes –**

Reference Point 4 (on Finance Committee Minutes minutes) SD stated – It should be minuted that despite previous requests to the former management no tracking of the budget was undertaken on a regular basis.

Reference Point 5 (SD requested) (on Finance Committee Minutes minutes) on third paragraph to be amended and noted that no budget has been allowed for the Tennis Courts in this financial year.

**6) Correspondence Requiring a Response**

**6.1** Request/Correspondence received from local resident regarding lease/purchase of a parcel of land from Ammanford Town Council – Clerk to seek advice from Solicitor and Carmarthen County Council for advice on this matter in the first instance

**6.1** Letter received from BLAS requesting donation – Clerk to respond asking for more detail on use of donation and copy of bank accounts/statements

**6.2** Letter received from Cheryl Dulake of CIC requesting volunteers and financial assistance, but no amounts mentioned, for Mural project on Margaret Street toilets Ammanford. – Clerk to respond requesting estimated costs and timescales for project.

Provided that adequate information received a motion was placed in front of the Council that volunteer support and funding be provided

Proposed – SD

Seconded – LD

All agreed

**6.3** Letter received from ICO dated 18 Feb 2020 requesting further information – Clerk to respond accordingly

**7) Correspondence – For Information Only**

7.1 Letter received from Noah's Ark requesting donation – No response required as aforementioned not a locally based charity

7.2 Letter received from Cruse requesting donation – No response required as aforementioned not a locally based charity

#### **8) Bank Accounts Update**

Moving forward towards online banking. Forms have to be completed and signed.

Additional signatories are to be added to the bank accounts.

In order to comply with ATC procedures - No transfer of funds/monies/payment of bills and accounts to be undertaken without prior approval of 2 authorised signatories. Proforma to be designed and used for all transactions to ensure compliance.

#### **9) Website Update**

Further to the Clerk's report at Full Council Meeting on 3<sup>rd</sup> January 2020 it was passed that ATC needed a more corporate yet user friendly website, however, 3 quotations were requested for compliance with all Council's Procurement Standing Orders.

Three quotations have been sought namely:-

Widbury Media – Set up Fee of £199 and then £39/month hosting fees

Radio Carmarthen (Nation Digital) - £2,499 Set Up and then £29/month hosting fees

Emma Richards - Costs for this website would be £8.50/month with ATC having all rights to the website

An additional one-off fee for the purchase of the ammanfordtowncouncil.org.uk domain is estimated at £10.00. The ammanfordtowncouncil.co.uk domain will remain live and transfer over to ammanfordtowncouncil.org.uk

At present this seems to be the best solution in view of the timescales involved.

There may also be some compliance issues with the current website.

The website is now 70% to 75% complete and it is hoped to get the website on line by mid March 2020.

#### **10) To Discuss Temporary Roles for Ammanford Town Council**

It has been identified by One Voice Wales that ATC needs additional resources to aid the Clerk to undertake their duties effectively.

The following posts have been identified:-

Facilities Officer – temporary post equating to 10 hours per week – Undertake compliance

Administrative Assistant – temporary post equating to between 10 to 15 hours per week -

Undertake clerical duties to assist the Clerk.

Members have to agree salary.

OVW have now placed a "round robin" email request for admin help.

Two people have responded so far.

Mr Gary Evans - Clerc / Clerk

Cyngor Cymuned Llanddarog Community Council

Joy Waters – Clerk & RFO to a few Community Councils.

Clerk is to pursue this matter further to attain further information regarding availability and experience of the above mentioned.

### **11) Co-option of new Councillors**

In order to comply with legislation the clerk has liaised with One Voice Wales(OVW) regarding the appropriate procedures to be undertaken regarding the election process to nominate councillors via the Co-option process and timescales involved before the new councillors can be elected into office.

OVW advised that a secret ballot would be the best option for nominating the Councillors by Co-option and that the Councillors could take up office with immediate effect following their successful election.

A secret ballot was held with the councillors present in the meeting being handed their ballot papers.

The Successful Councillors were as follows:-

#### Myddynfych Ward

Emyr John

Stephen Roberts

#### Pantffynnon Ward

Geraint Jones

Alexander Smith

There was a majority vote with all councillors present in the meeting voting for the four councillors listed above. The above councillors are to take up office with immediate effect.

### **12) To Agree and Ratify Working Group Criteria/Policy for Events**

As there was no current policy devised and was in the process of being completed it was discussed that different working groups were to be approached.

Groups suggested were Brownies, Scouts other groups to be approached in due course.

LD – To approach/liaise with the above mentioned.

This agenda item is to be treated as one of constant development in order to build up and develop working partnerships with ATC.

A vote of thanks was given to LD for her hard work on achieving a successful Dydd Gwyl Dewi Event.

It included working in partnership with 4 local schools, Menter Bro Dinefwr empowering people within the community.

Cost of this event was £300.

The Clerk is to write a letter of thanks to the partnerships involved in this event.

When completed the Clerk to provide members/councillors a draft copy of the Working Group Policy for comment.

### **13) To discuss and approve events budget for forthcoming events**

Owing to lack of members on Events Committee there is a need to increase this to its full capacity of 7 members.

Once this has been undertaken the detail of the allocation of the budget to each individual event can be undertaken.

The Budget for Eisteddfod on 20<sup>th</sup> June 2020 was to be fixed at £50.

Owing to £50k budget allocation savings had to be achieved based on last year's spend all events to include:-

Big Day Out

Outdoor Cinema  
Twrch Trwyth  
Halloween

**14) To discuss forthcoming events**

The events discussed were:

Big Day Out  
Outdoor Cinema  
Twrch Trwyth  
Halloween

It was discussed that Alex Smith (newly elected councillor) could join the events committee owing to his previous experience.

**LD leaves meeting at 19:12**

Mike Stephens of Celts – Needs to be discussed further but from initial feedback received by the Clerk he is not to be endorsed by ATC.

Money raising methods to aid financing events such as sponsorship for local companies and entrance fees to the events.

From ‘lessons learned’ from previous years a plan scheduled is be devised to establish timelines to ensure that key milestones are met.

ATC to temporary procure the services of a Project Manager (PM) within next two weeks timescales permitting) with the proviso of providing and embedding a Plan/Schedule for this year’s events.

**Meeting Suspended at 19:18  
to allow members of public to leave meeting  
Meeting reconvened at 19:21**

**15) Pensions Update**

Owing to the nature of the content of the discussion certain information cannot be reported.

**EE leaves at 19:40  
EE returns at 19:42**

A solution was reached to the matters discussed

Proposed – SD  
Seconded – DH  
All agreed

***Meeting closed at 20:00***

**Signed:** ..... (Chair)

**Print Name:** .....

Date: .....

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