



**St Brides Minor Community Council**  
**Annual Report 2021/2022**

11<sup>th</sup> April 2022

## **Introduction:**

This Annual Report covers Councillor David Lewis' year as Chairman of the Community Council, supported by Councillor Janice Lewis as Vice-Chair, which commenced on the date of the Annual Meeting of the Council in May 2021 and ran for 12 months. This is the Community Council's first Annual Report.

A Community Council is a corporate body and its lawful acts, assets and liabilities are its own and not those of its individual members. Any decisions taken by the Community Council are the responsibility of the whole council regardless of voting on a particular issue. The Community Council raises its money through the Precept - a levy which its residents pay through the Council Tax. It has powers which allows it to spend this public money on the services which it provides.

Council meetings are held on the second Monday of the month at 6.00 pm at Sarn Life Long Learning Centre, Merfield Close or can be joined via zoom. The exceptions to this are that the council is in recess in August and in May it may be held at a slightly later time in order for its Annual Meeting to take place first. The December meeting, which is a precept setting meeting, is held on a different date. Committee meetings are held on an ad hoc basis and include Finance & Resources and Staff & Disciplinary committees.

## **Objectives:**

The council's objectives are:

- To continue to serve the St Brides Minor Community
- To be a competent council
- To offer equal opportunities
- To be globally responsible and environmentally friendly

## **Councillors:**

St Brides Minor Community Council serves 3 wards - Bryncethin, Bryncoch and Sarn and is served by 13 Councillors who are either elected or co-opted. A local election takes place every 4 or 5 years. Once elected Councillors cannot act as a councillor until they've signed a formal declaration of acceptance of office form. They also undertake to abide by the Code of Conduct that has been adopted by the Council and must undertake training on the Code of Conduct. At present this is the only mandatory training they must undertake.

Councillors do not receive a salary, but are entitled to claim a one-off payment of £150 per year to cover copying, printing, telephone calls etc. They can elect not to receive the payment. A list of payments made each year is published on the council's website.

Councillors must also individually make Declarations of Interest and must leave a meeting if an issue being discussed is of personal or prejudicial interest. When summoned to a meeting councillors will be provided with an agenda, minutes of the last meeting and relevant reports or papers associated with the items being discussed to enable them to prepare for a meeting properly as they are acting on behalf of the electorate and represent the views of the community in discussions. No single councillor can make a decision on behalf of the council.

The councillors serving St Brides Minor Community Council in 2021/2022 are:

### **Bryncethin:**

Councillor Gary Thomas (Labour)

Councillor Mark John (Independent)

### **Bryncoch:**

Councillor Yvonne Walton-Davies (Independent)

Councillor Janice Lewis (Labour)

Councillor Dhanisha Patel (Labour)

Councillor Tim Thomas (Independent)

Councillor Martin Williams (Independent)

**Sarn:**

Councillor Paul Davies (Independent)

Councillor Paula Ford (Labour)

Councillor Elaine Jones (Independent)

Councillor David Lewis (Labour)

Councillor Mel Nott OBE (Labour)

Councillor Yvonne Nott (Labour)

**Chairman:**

The Chair is elected by the members at the annual meeting held in May each year and holds the position for two years. The Vice-Chair is also elected at that meeting and holds the position for the same number of years. It is the council's practice that the Vice-Chair on completion of two years' service moves on to become the Chair. The Chair holds a casting vote in the event of a tied vote, but cannot make decisions on behalf of the council.

**Clerk and Responsible Financial Officer:**

The Clerk & RFO are employed by the council to carry out its administration, financial management, asset management, project management, health & safety and other professional duties.

St Brides Minor Community Council does not employ any other members of staff. The Clerk takes instruction from the whole council and not individual members.

The Clerk is the council's 'Proper Officer' and all correspondence should be sent to the Clerk.

**Council Contact Details:**

Ann Harris

Clerk & Responsible Financial Officer to St Brides Minor Community Council

c/o Sarn Lifelong Learning Centre, Merfield Close, Sarn, Bridgend CF32 9SW

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Visit us at: [www.stbridesminorcommunitycouncil.com](http://www.stbridesminorcommunitycouncil.com)

**Council Assets:**

The council leases land in Bryncoch from Bridgend County Borough Council and charges a peppercorn rent to the Community Garden Committee who run an allotment facility at the site.

It currently manages the car park at Bryncethin Memorial Hall and in recent years has resurfaced the car park. It is in the process of completing an agreement with Dunraven Estates to lease the car park at a peppercorn rent.

**Finance & Accounts:**

Each year the council's accounts undertake an internal and external audit. In 2020/21 the council received an unqualified audit from the Auditor General for Wales who raised no concerns or issues with the council's accounting process and accounts. The full audit statement is published on the council's website and is dated 11<sup>th</sup> February 2022. The council's internal audit was carried out and again no concerns or issues were raised, this was dated 19<sup>th</sup> June 2021.

**Budget:**

The budget for 2021/22 includes the council's general reserve and some earmarked reserve for resolved matters carried forward. The full budget is published each year on the council's website and is attached to the end of this document. The council has maintained its precept at a constant level in recent years. The annual statement following the council's last audit for the year 2020/2021 is also attached to this document.

**Income:**

The council's income is made up of its precept - in 2021/22 this was £59,362. In addition it received other income, from VAT reclaims, allotment garden rent, Rights of Way footpath funding and a Rights of Way agency agreement with Bridgend County Borough Council which is a payment made to the community council for the maintenance of its rights of way footpaths.

**Financial Donations:**

Included in its budget each year is a sum for financial donations to be used following receipt of requests from the community.

In 2021/22 the council donated to the following:

- Cancer Information Support & Services
- Marie Curie
- Noah's Ark Hospital

- Children's Air Ambulance Wales
- Bridgend Carers Centre
- Sarn & Bryncwils Social Club
- Macmillan

### **Memberships and Representatives:**

The council maintains an annual membership of One Voice Wales, the Town and Community Council sector's voice which liaises with the Welsh Government. This membership ensures that the council's opinions on consultations by the Welsh Government is heard, it provides appropriate training for staff and councillors, including Code of Conduct training which is mandatory. It also gives the Clerk/council guidance on legislation and procedures and ensures the council is compliant with new legislation.

In addition a councillor is representative on the One Voice Wales area committee, the larger council's committee and the national conference.

The council is also represented by one of its councillors on the Bridgend County Borough Council Forum and the Coity Wallia Board of Conservators.

### **Policies and Guidelines:**

New policies are prepared and adopted at council and new process have been put in place to ensure the council is data compliant.

All the council's policies and guidelines are published on its website.

These include:

- Standing Orders
- Financial Regulations

- Social Media Policy
- Privacy Policy

Agendas, Minutes, Accounts and Contact Details are also available on the council's website.

### **Global Responsibility:**

The Council recycles its waste paper and ink and toner cartridges are disposed of responsibly. In addition, a programme of footpath maintenance and an agency agreement with Bridgend County Borough Council as well as environmental maintenance of trees and hedgerows and grass cutting and floral displays that encourage bees and aid the environment are a priority.

### **Welsh Language:**

The council's Clerk & RFO is a Welsh speaker and can respond to verbal and written communication in Welsh.

### **Community Engagement:**

The council arranges children's activity schemes during the school holidays, children's events at Halloween and Christmas time and is mindful of the importance of Remembrance Sunday. The Chair and members attend Remembrance services within St Brides Minor and the local area. The council has good relationships with local organisations including Coity Wallia Board of Conservators and Commoners, V2C, BCBC and South Wales Police including the local PCSOs. The council also provides a Christmas display of decorations, lights and trees in all 3 wards and in 2021/2022 it improved its provision in the Bryncoch and Sarn wards. The council also financially supports the cost of Sarn Library Services and the work of the Coity Wallia Board of Conservators.



### **Achievements in 2021/2022:**

- To provide a remembrance memorial and reflective area within the St Brides Minor Community. This was achieved within Sarn Cemetery with the installation of a bilingual remembrance plaque, two remembrance benches and path and dropped kerb work to ensure the area is accessible to all.
- To improve the provision of facilities within Sarn Cemetery. This was achieved with the installation of dropped kerbs and new water taps to make the facilities accessible to all, provided a new bin and a flower preparation area.
- To improve the environmental provision within St Brides Minor. This was achieved with floral display baskets, flower beds, grass cutting, footpath maintenance, weed spraying, tree and hedge maintenance. The council also agreed to take part in a litter education scheme called Love It, Don't Trash It, working in partnership with Bridgend County Borough Council.
- To improve the footpath network. This was achieved by working in partnership with Bridgend County Borough Council by project managing and procuring the footpath work at Parc Tyn y Coed.
- To improve the bus shelter provision within St Brides Minor. In 2020/2021 the council funded bus shelter refurbishments in Bryncethin, Bryncoch and Sarn. In 2021/2022 the council funded another two bus shelter refurbishments in Bryncethin and Sarn.

### **Plans for 2022/2023:**

- To further improve the footpath network by working in partnership with Bridgend County Borough Council by project managing and procuring footpath work on Coity Wallia Common to the footpath from Heol Spencer to Cwmbleri Cottages.
- To further improve its provision of Christmas decorations and lights in the Bryncoch and Sarn wards in 2022/23.
- To consider replacing the raised beds at the Community Gardens.
- To increase its children's activity scheme provision in 2022/2023.