



St Brides Minor Community Council
Draft Annual Report 2022/2023

18th August 2023

Introduction:

This Annual Report covers Councillor Martin Williams' year as Chairman of the Community Council, supported by Councillor Mark John as Vice-Chair, which commenced on the date of the Annual Meeting of the Council in May 2022 and ran for 12 months. This is the Community Council's second 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 is held at a slightly later time of 6.30 pm 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 and be inclusive to all
- 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 and an attendance allowance of £30 per year. They can elect not to receive either or both of the payments. A list of payments made each year is published on the council's website in the finance section.

Councillors must also individually make Declarations of Interest and must decide themselves whether to 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 2022/2023 are:

Bryncethin:

Councillor Leigh Thorne (Independent)

Councillor Bernard Tiltman (Independent Labour)

Bryncoch:

Councillor Yvonne Walton-Davies (Independent)

Councillor Mark John (Independent)

Councillor Terry Nicholls (Independent)

Councillor Shaun Morgan (Independent)

Councillor Martin Williams (Independent)

Sarn:

Councillor Emma Davies (Independent)

Councillor Rob Teahan-Dyer (Independent)

Councillor Paula Ford (Labour)

Councillor Elaine Jones (Independent)

Councillor Dan McConnell (Independent)

Councillor Tim Thomas (Independent)

Chairman:

The Chair is elected by the members at the annual meeting held in May each year and holds the position for up to 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 their time of 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 work, 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

Tel: 07949451690

Email: stbridesminorcc@gmail.com

Visit us at: www.stbridesminorcommunitycouncil.com

Council Assets:

The council 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 2021/22 the council received a qualified audit from the Auditor General for Wales. The full Auditor General's report can be seen on the council's Annual Return for the year ended 31st March 2022 which is published on the council's website dated 13th March 2023. The council's internal audit was

carried out and again no concerns or issues were raised, this was dated 21st June 2022 and can also be seen on the Annual Return.

Budget:

The budget for 2022/23 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 2021/2022 is also attached to this document.

Income:

The council's income is made up of its precept - in 2022/23 this was £59,362. In addition it received other income, from VAT reclaims, bank interest and 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 Contributions:

Each year part of the budget is used to make contributions to items in the community:

In 2022/23 the council donated to the following:

- Queen's Jubilee Bookmarks for Bryncethin Primary School Children £286
- Sarn & Bryncwils Club donation to the purchase of Queen's Jubilee mugs for a children's party £150
- Coity Wallia Conservators funding £1,250
- Provision of children's activity scheme at Whitsun, autumn half-term and throughout the summer holidays for the children of all 3 wards £2,800
- Bryncethin Community Centre autumn events £200

- Coronation gifts for Bryncethin Primary School Children and some for older children collected at Sarn Library £1,382

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, BCBC's Town & Community Council Forum and Bryncethin Primary School Board of Governors and has two representatives on the Board of Coity Wallia 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

It also publishes a Training Plan for all Councillors, Annual Reports and a Biodiversity Report.

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 it has a programme of footpath maintenance and an agency agreement with Bridgend County Borough Council, as well as carrying out environmental maintenance of trees and hedgerows grass cutting and provides floral displays in planters and flower beds that encourage bees and aid the environment.

Welsh Language:

The council's Clerk & RFO is a Welsh speaker and can respond to verbal and written communication and we have Councillors that speak Welsh.

Community Engagement:

The council arranges children's activity schemes during the school holidays, contributes to 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 who each month are invited to attend the council's monthly meetings to discuss the month's crime figures. The council also provides a Christmas display of decorations, lights and trees in all 3 wards and in 2022/2023 it further 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 2022/2023:

In addition to providing the following financial contributions:

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- Bryncethin Community Centre autumn events £200
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The council also carried out the following in the community:

- Tree surgery on Heol Canola
- Purchased and installed a replacement bench at Jubilee Crescent
- Purchased and installed a replacement bench at Morse Row
- Purchased and installed a 3 tier planter on Wigan Terrace
- Purchased Queen's Jubilee plaques to plant a tree to commemorate the Queen's Jubilee in each ward
- Purchased and installed additional Christmas lighting column motifs

Plans for 2023/2024:

- Install a MUGA as a facility for the youth in the community.
- To install a bench in memory of Logan Mwangi on the Cymdda.
- To continue to fund the activity schemes in the school holidays.
- To continue to improve the Christmas lighting provision.
- To improve the council's communication with the residents of all 3 wards, particularly those without facilities to view the council's website, through noticeboards in each ward.

- To continue to contribute to provide financial contributions for community events.
- To look at improving the area's biodiversity.
- To continue to represent the community regarding traffic concerns, local developments, planning applications etc.