

ST BRIDES MINOR COMMUNITY COUNCIL



ANNUAL REPORT 2024/2025

8th September 2025

INTRODUCTION:

This Annual Report covers Councillor Bernard Tiltman's year as Chair of the Community Council, supported by Councillor Shaun Morgan as Vice-Chair, which commenced on the date of the Annual Meeting of the Council in May 2024 and ran for 12 months. This is the Community Council's fourth 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 at 6.00 pm. The December meeting, which is a precept setting meeting, is, dependent on when the date lands, is held on a suitable date. All meeting dates for the year are set at the May Annual Meeting and are published on the council's website. Committee meetings are held on an ad hoc basis and include Finance & Resources and Staff & Disciplinary committees.

OBJECTIVES:

The council's objectives are:

- To serve the St Brides Minor community
- To be a competent council; be open and transparent
- 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. The next local council election will take place in May 2027. Once elected or co-opted, Councillors cannot function 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 Code of Conduct training.

>Wards:

The councillors serving St Brides Minor Community Council at the end of the financial year ending 31st March 2025 were:

Bryncethin:

- Councillor Tracey Miles (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 Dan McConnell (Independent)
- Councillor Tim Thomas (Independent)

- Councillor Ian Curzon (Independent)
- Councillor Callum Booton (Independent)

Note: During 2024/2025 Councillors R Teahan-Dyer, P Ford and J Williams resigned as councillors and only served part of the year. Councillors C Booton, P Deenik and T Miles were co-opted to the vacancies and only served part of the year.

>Chair:

The Chair is elected by the members at the annual meeting held in May each year and holds the position for up one year. The Vice-Chair is also elected at that meeting and holds the position for one year. 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.

STAFF:

Clerk and Responsible Financial Officer:

The Clerk & RFO is employed by the council to carry out its administration work, financial management, asset management, project management 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.

Health & Safety advice and guidance and risk assessment checks are carried out by Councillor I Curzon.

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

Note: All individual councillor contact details can be found on the council's website.

MEETINGS:

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 decide on behalf of the council.

A list of meetings for the year is published on the council's website. The meetings are hybrid meetings (in person or via zoom). If a member of the public wishes to attend a meeting remotely they can contact the Clerk to request the joining instructions.

There is always a Public to Speak agenda item at the Ordinary Council meetings. Members of the public may speak on an item on the agenda within the time limit as set out in the council's Standing Orders which can be found on the council's website.

Within 7 days of a meeting being held a summary of the resolutions of the meeting must be published on the council's website, though these are not yet approved as accurate by full council. Once approved by full council the full minutes are published on the council's website.

>Declarations of Interest:

Councillors must individually make Declarations of Interest in items on any meeting agenda and must decide themselves whether to leave a meeting if an issue being discussed is of personal or prejudicial interest. A full list of declarations made for 2024/2025 can be found on the council's website under Council Details and the Declarations of Interest tab.

>Councillor Attendance at Meetings in 2024/2025:

Annual, Ordinary and Extraordinary Meetings		
	Expected	Present
Councillor C Booton	7	7
Councillor I Curzon	12	10
Councillor E Davies	12	11
Councillor P Deenik	7	4
Councillor R Teahan-Dyer	3	0
Councillor P Ford	3	0
Councillor M John	12	12
Councillor D McConnell	12	8
Councillor S Morgan	12	12
Councillor T Miles	4	2
Councillor T Nicholls	12	9
Councillor T Thomas	12	10
Councillor B Tiltman	12	12
Councillor Y Walton-Davies	12	12
Councillor J Williams	5	2

Councillor M Williams	12	12
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Finance Committee Meetings		
	Expected	Present
Councillor Ian Curzon	2	2
Councillor E Davies	2	2
Councillor S Morgan	2	2
Councillor T Nicholls	2	2
Councillor B Tiltman	2	2
Councillor M Williams	2	2

Note: no staff or disciplinary meetings took place in 2024/2025

FINANCE & ACCOUNTS:

>Audit:

Each year the council's accounts undertake an internal and external audit. In 2023/24 the council received an unqualified 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 2024 which is published on the council's website under the Finance tab, sub folder Audits. There were no issues raised by the Internal or External Auditor.

The audit for 2024/2025 will be published on the council's website following the conclusion of audit in early autumn 2025. This year the council is receiving a full audit. This is scheduled every 3 years.

>Budget:

The budget for 2024/25 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 shown below:

Staff Costs	£21,100.00
Office Costs	£2,000.00
Member Allowances	£3,200.00
Elections	£1,500.00
Insurance	£1,000.00
Training	£500.00
Memberships/Registrations	£1,300.00
Audit	£500.00
Grants and Donations/S137	£1,000.00
Flowers and Wreaths	£100.00
General Maintenance	£3,000.00
Floral Displays	£8,000.00
Footpaths/Rights of Way	£2,000.00
Environmental Maintenance	£6,000.00
Christmas Lighting	£8,000.00
School Holiday Activity Scheme	£3,000.00
Projects	£20,000.00
Library Services 2024/2025	£14,000.00
*Earmarked Reserve	£3,375.00
General Reserve	£11,500.67
Totals	£110,075.67

>Income:

The council's income is made up of its precept - in 2024/25 this was £67,200. In addition it received additional income of £12,934.38 giving a total income for 2024/25 of £80,134.38, broken down as follows:

Item	Amount
Precept 2024/25	67,200.00
Rights of Way Claim 23/24	915.00

VAT Refund 23/24	4,469.03
Swansea Building Society Interest 23/24	765.01
Refund for cancelled Playscheme Day	200.00
Refund for cancelled One Voice Wales Conference	95.00
Swansea Building Society Interest 24/25	970.64
T&CC Grant Match Funding BCBC 24/25	4,485.70
Rights of Way Claim 24/25	1,034.00
Total Income:	£80,134.38

>Financial Contributions:

Each year the council donates or contributes to services or organisations that benefit the local community. In 2024/2025 the council donated a total of £12,632 to the following:

- Awen Cultural trust for library services £9,332
- Bryncethin RFC & Community Centre towards their Christmas event £350
- Sarn & Bryncwils Club towards their Christmas event £300
- Gateway Church towards their Easter egg community event £250
- Financed a playscheme during the school holidays £2,400

Note: If you'd like to apply for a donation please complete the grant funding application form that can be found on the council's website in the Grant Funding tab.

>Councillor Allowances:

Councillors do not receive a salary but are entitled to claim a one-off payment of £156 per year to cover general expenses, a one-off payment of £52 per year for consumables (printing ink, copying etc.) and an attendance allowance of £30 per year. They can elect not to receive any payments or to receive all or some of the payments. A list of payments made each year is published on the council's website in the finance section. There is no longer a requirement to publish the names of councillors accepting expenses payments.

The Chair allowance is £300 pa and the Vice-Chair allowance is £150 pa.

In 2024/2025 the following allowances were paid:

No of Councillors	General Allowance £156.00	Consumables Allowance £52.00	Chair Allowance £300.00	Vice-Chair Allowance £150.00	Meeting Attendance Allowance £30.00	Other Allowances	Total
4 (2 pro rata)	£468.00	-	-	-	-	-	£468.00
4 (2 pro rata)	-	£156.00	-	-	-	-	£156.00
1	-	-	£300.00	-	-	-	£300.00
3 (2 pro rata)	-	-	-	-	£60.00	-	£60.00
1	-	-	-	-	-	-	£00.00
Total:	£468.00	£156.00	£300.00	£0.00	£60.00	£0.00	£984.00

11 councillors declined their allowances.

COMMUNITY ASSETS:

The council currently manages the car park at Bryncethin Memorial Hall under a 35 year lease from Dunraven Estates at a peppercorn rent.

The council is currently in discussions with the local authority to community asset transfer land next to Sarn Centre to install a MUGA (multi games area), install a footpath and solar lighting behind houses on Blackmill Road and purchase an area of land in Sarn.

ACHIEVEMENTS IN 2024/2025:

The council arranges children's activity schemes during the school holidays, contributes to the local primary school children for special public and royal events and Christmas time. 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 2024/2025 provided additional Christmas lighting column motifs in the Bryncethin ward.

A list of donations can be seen in the Financial Contributions area of the Finance section above.

The council also provided the following in the community:

- Grass cutting at: the Cymdda, top of Cymdda, Vale View, next to Nazareth Chapel, Heol Laethog and Sarn Cemetery (this is in addition to BCBCs cemetery cutting)
- Footpath maintenance at: Pen-y-Cae, behind Bryncethin Industrial Estate, Cefn Carfan steps, under the motorway bridge to the Cymdda, Leyshon Way, Heol Llansantffraid, Tyn-y-Coed Close, behind Williams Crescent and Heol Llan
- Footpath maintenance and weed killing at: The Green leading to Heol Canola, Keens Place leading to Adams Avenue, Williams Crescent and Elm Rise leading to Rees Row
- Purchased 3 benches, 1 for each ward, which were installed in 2025.
- Installed 3 noticeboards, 1 in each ward.
- Installed solar lighting along the footpath at Rowan's Lane, Bryncethin

PLANS FOR 2025/2026:

- Install a MUGA as a facility for the youth in the community. We are continuing to negotiate a lease as part of an asset transfer of land to the side of Sarn Centre for this purpose.
- To install a footpath with solar lighting to the rear of houses on Blackmill Road to enable residents to safely access the village

- To consider the creation of a digital footpath map in collaboration with neighbouring councils
- To consider a community bus service in collaboration with neighbouring councils
- To continue to fund the activity schemes in the school holidays
- To continue to provide the Christmas lighting in all wards
- To contribute towards a sports kit for Bryncethin Primary School
- To continue to contribute to provide financial contributions for community events.
- To look at improving the area's biodiversity.
- To install 2 additional defibrillators: one in Bryncethin and one in Bryncoch.
- To continue to represent the community regarding traffic concerns, local developments, planning applications etc.

MEMBERSHIPS AND REPRESENTATIVES:

The council maintains an annual membership of One Voice Wales, the Town and Community Council sector's voice which consults 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. The council is also a member of the Society of Local Council Clerks.

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 BCBC's Town & Community Council Forum, 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 by full council and new process have been put in place to ensure the council is data compliant.

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

These include:

- Standing Orders
- Financial Regulations
- Social Media Policy
- Training Plan
- Annual Reports
- Biodiversity Reports

COMMUNITY ENGAGEMENT:

The council arranges children's activity schemes during the school holidays, contributes to the local primary school children for special public and royal events and Christmas time; it is also mindful of the importance of Remembrance Sunday and places two remembrance wreaths each year. In addition it has funded and created a remembrance area in Sarn Cemetery. 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 2023/2024 it funded further adaptation of lighting columns in the Bryncethin ward with the intention of providing additional column motifs for Christmas 2024.

WEBSITE:

The council's website can be found at: www.stbridesminorcommunitycouncil.com

All council documents can be found on the website along with the council's accessibility statement.

TRAINING:

Each year the council must write an annual training plan for council members and this can be found on the council's website.

REMEMBRANCE:

The council has a remembrance area in Sarn Cemetery and is mindful of the importance of Remembrance Sunday and places two remembrance wreaths each year at the Bryncethin and Aberkenfig memorial services.

To commemorate the 80th Anniversaries of VE and VJ day in 2025 the council has drafted an Armed Forces Covenant and is awaiting the go ahead to publish it on their website, purchased and installed large poppies which were placed on lighting columns in the wards, purchased Lamp Lights of Peace which were lit in each ward on both anniversary days and planted red, white and blue flowers in the flower beds and planter to mark the occasions.

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

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 conducting environmental maintenance of trees and hedgerows grass cutting and it provides floral displays in baskets, planters and flower beds that encourage bees and aid the environment.