



**St Brides Minor Community Council**  
**Annual Report 2023/2024**

**1<sup>st</sup> July 2024**

## **Introduction:**

This Annual Report covers Councillor Mark John's year as Chairman of the Community Council, supported by Councillor Bernard Tiltman as Vice-Chair, which commenced on the date of the Annual Meeting of the Council in May 2023 and ran for 12 months. This is the Community Council's third 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. 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 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 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 £156 per year to cover copying, printing, telephone calls etc and an attendance allowance of £30 per year. They can also claim £52 a year towards consumables such as printing ink, stationery etc. or claim up to £52 against invoices or receipts for consumables. 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.

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 decide on behalf of the council.

The councillors serving St Brides Minor Community Council in 2023/2024 are:

**Bryncethin:**

Councillor Bernard Tiltman (Independent Labour)

Councillor Jake Williams (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)/Ian Curzon (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 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.

**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, 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](mailto:stbridesminorcc@gmail.com)

Visit us at: [www.stbridesminorcommunitycouncil.com](http://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 currently in correspondence with Dunraven Estates' solicitor on the draft lease of the car park at a peppercorn rent.

### **Finance & Accounts:**

Each year the council's accounts undertake an internal and external audit. In 2022/23 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 31<sup>st</sup> March 2023 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.

**Budget:**

The budget for 2023/24 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. The annual statement following the council's last audit for the year 2022/2023 is also published on our website.

**Income:**

The council's income is made up of its precept - in 2023/24 this was £61,957 and slight increase on the previous year of £59,362. In addition it received income of £3,633.89 from a VAT reclaim, giving a total income for 2023/24 of £65,590.89 excluding reserves.

**Financial Contributions:**

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

In 2023/24 the council donated to the following:

- Provision of children's activity scheme at Easter, Whitsun, autumn half-term and for five weeks of the summer holidays for the children of all 3 wards £3,500
- A donation to the Community Garden £300
- A contribution towards extended hours for Sarn Library £12,080
- A donation to Blue Deltas Jazz Band £50.00
- A donation to Bryncethin RFC to purchase Christmas selection boxes for a Christmas event £350

We also donated £100 each to the following charities: Wales Air Ambulance, Kids Cancer and the armed forces charity SSAFA.

### **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 one representative 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, guidelines, reports and statements are published on its website.

These include:

- Standing Orders
- Financial Regulations
- Social Media Policy

It also annually publishes a Training Plan for all Councillors and Annual Reports and a Biodiversity Report every three years.

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 it provides floral displays in baskets, 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 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.

### **Achievements in 2023/2024:**

In addition to providing the following financial contributions:

- Provision of children's activity scheme at Easter, Whitsun, autumn half-term and for five weeks of the summer holidays for the children of all 3 wards £3,500



- A donation to the Community Garden £300
- A contribution towards extended hours for Sarn Library £12,080
- A donation to Blue Deltas Jazz Band £50.00
- A donation to Bryncethin RFC to purchase Christmas selection boxes for a Christmas event £350

The council also carried out 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
- Installed a bench donated as a memorial in remembrance of Logan Mwangi
- Purchased and installed a bench at Jubilee Crescent
- Removed four unsightly, unused noticeboards across the 3 wards
- Purchased and planted a tree for each ward as part of the Queen's Green Canopy to mark the Queen's Jubilee. These are on land to the side of Nazareth Chapel, Bryncethin Memorial Hall car park and the Cymdda.
- Purchased 3 Community Council noticeboards which will be installed as soon as consent is received from Planning at BCBC.

### Plans for 2024/2025:

- Install a MUGA as a facility for the youth in the community. We are continuing to raise funds and match funding for this project.
- To continue to fund the activity schemes in the school holidays.
- To install 3 Community Council noticeboards which will be located on Blackmill Road, Bryncethin Memorial Hall car park and near the front of Sarn Centre. They will be used to inform the community of our statutory papers and any other relevant community information.
- To improve the Christmas lighting provision in Bryncethin.
- To continue to contribute to provide financial contributions for community events.
- To look at improving the area's biodiversity.
- To install additional benches, one for each ward.
- To install 2 additional defibrillators: one in Bryncethin and one in Bryncoch. We contributed towards part of the one on Sarn Club and we wish to provide at least one in each ward.
- To provide 4 solar lights along the path at Rowan's Lane.
- To continue to represent the community regarding traffic concerns, local developments, planning applications etc.