

BLAENHONDDAN COMMUNITY COUNCIL

Annual Report 2021

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Introduction

Welcome to this Annual Report

I hope that you will enjoy reading about the work of Blaenhonddan Community Council and the people we serve. This Annual Report describes some of the ways in which we are working to deliver well-being for future generations of Blaenhonddan residents.

The Council works as a corporate body. As Chairman, I am pleased with the way that the elected Members and Officers of the Council have worked closely together this year, to ensure that we deliver services which benefit both our residents and visitors, and thank them publicly for their endeavours in this respect. It has been a particularly challenging year in view of the COVID-19 pandemic and given a number of changes in Member representation, but the operational activities of the Council on behalf of its residents continued, albeit in a slightly curtailed manner.

I would also like to thank the individuals and organisations who have worked with us to improve the wellbeing of the communities in Blaenhonddan, as the Council cannot work alone and relies on their effort and support to make a real difference.

Councillor Gareth Morgan

Chairman

Blaenhonddan Community Council

April 2021

Rhagarweiniad

Croeso i'r Adroddiad Blynyddol

Gobeithio y byddwch yn mwynhau darllen am waith Cyngor Cymuned Blaenhonddan wrth i ni wasanaethu'r trigolion lleol. Mae'r adroddiad blynyddol hyn yn disgrifio nifer o ffyrdd yr ydym yn gweithio dros les tymor hir trigolion Blaenhonddan.

Mae'r Cyngor yn gweithredu fel corff corfforaethol. Fel Cadeirydd, yr wyf yn hapus iawn ar y ffordd mae aelodau etholedig a swyddogion y Cyngor wedi cydweithio'n agos y flwyddyn hon i sicrhau'r gwasanaethau sydd o fudd i drigolion ac ymwelwyr. Hoffwn ddiolch o galon yn gyhoeddus iddynt am eu hymdrechion a'u llwyddiannau. Mae'r flwyddyn hon wedi bod yn hynod o heriol yn sgil y pandemic COVID -19 a'r ffaith y bu nifer o newidiadau ymhlith y cynghorwyr. Mae gweithgareddau'r Cyngor dros y trigolion wedi parhau er y bu rhaid cyfyngu rhywfaint yn y misoedd diwethaf.

Hoffwn hefyd ddiolch i'r unigolion a'r sefydliadau a weithiodd gyda ni i wella lles cymunedau Blaenhonddan. Ni all y Cyngor weithio ar ei ben ei hun ac y mae'n dibynnu ar yr ymdrechion a'r gefnogaeth hyn i lwyddo i wneud gwahaniaeth i'n cymunedau.

Cynghorydd Gareth Morgan

Cadeirydd

Cyngor Cymuned Blaenhonddan

Ebrill 2021

About this Report

This report describes how Blaenhonddan Community Council is contributing to the economic, social and environmental well-being of Blaenhonddan, using principles of sustainability set out within the Well-Being of Future Generations (Wales) Act 2015, which came into effect in 2016. Under the Act, Councils such as Blaenhonddan are required to produce an Annual Report detailing the progress that has been made in meeting objectives contained in the local well-being plan by the Neath Port Talbot Public Services Board. The Plan was published in 2018 and an Annual Report is published each year making reference to the Annual Reports of relevant Town and Community Councils, including Blaenhonddan Community Council.

The Community Council has adapted the well-being goals within the Act to describe its own activities and set objectives. This provides an opportunity to firmly set the Council's achievements and objectives within a sustainability framework. It allows the Council to re-affirm its key objectives, which will help set the direction of its future policy. Individual projects can be tested against these principles to ensure that sustainability is embedded within the Council's decisions and actions. This overarching framework should ensure that Council adopts a way of working that reflects long term thinking, problem prevention, integration, collaboration and public involvement.

This Annual Report covers the Chairman of the Council's year of office which commenced on the date of the Annual Meeting of Council in May 2020 and ran for 12 months. This was a difficult year due to COVID-19 and some of the Council's activities were, unfortunately, curtailed as a result.

The Council's Strategic Plan, which includes the Council's Statement of Well-Being, was approved by Blaenhonddan Community Council at its Annual Meeting on 21 May 2018 and is relevant until a first review in 2022. The Annual Report for 2021 is consistent with the Strategic Plan and reflects its aspirations.

Rowland Lanchbury - Clerk to Blaenhonddan Community Council

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About Blaenhonddan Community Council

The Council as a Corporate Body

A Community Council is a corporate body with a legal existence of its own which is quite separate from that of its Members. 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 body, and it is irrelevant if any particular Member agreed or disagreed with any particular proposal. A Community Council can legally raise money through the Precept – a levy which its residents pay through the Council Tax. It also has a range of powers which allows it to spend this public money on the services which it provides. These may include the provision of Playing Fields, Playgrounds, Public Parks, and Community Centres. Parish/Town Councils were established in 1894 by an Act of Parliament and were further reformed into Community Councils by the Local Government Act 1972, when Wales was divided into communities. The Community Council has a duty to ensure that the rules for the administration of the Council are followed - the Council must appoint a Chair, appoint a Clerk, appoint a Responsible Financial Officer, appoint an independent and competent internal auditor, hold an Annual Meeting of the Council and keep records of all decisions related to Council business.

Council meetings are held once a month on the third Monday, except for August when the Council is in recess, and in December when the meeting is held on the second Monday. There are also Committee meetings held on an ad hoc basis - these are the Resources, Festivals and Open Spaces Committees.

The Community Council is an elected tier of local government. There are eighteen Community Councillors elected as Members of Council to represent around 11,000 residents and they manage a budget of approximately £250,000. Unlike County Borough Councillors, they receive no direct salary, and are only able to accept limited remuneration or expenses. Blaenhonddan councillors have generally opted to forego remuneration and effectively give their services free to the residents they represent.

Blaenhonddan is split into 5 wards - Aberdulais, Cilfrew, Cadoxton, Bryncoch South and Bryncoch North.

Councillors as Individuals

Community Councillors are elected by the electors of the community under Section 16 (2) of the Local Government Act 1972 every 5 years. A Councillor can also be returned by local by-election or co-option. Anyone elected as a councillor cannot act as a councillor until they have signed the formal declaration of acceptance of office. This includes an undertaking to abide by the Code of Conduct that has been adopted by the Council. Members are also required to declare any interests which they have, for example, in any associations or affiliations with groups, bodies or individuals. It is the individual Councillor's duty to declare an interest and leave a meeting if any issue being discussed could be perceived as securing any type of advantage to the Member. Councillors have a duty to act properly and responsibly in their role as a councillor and a responsibility to attend community council meetings when summoned to do so.

When summoned to a meeting, Councillors will have been provided with an agenda, minutes and reports. This allows them to prepare for the meeting and ensure that they are properly informed on the matters to be discussed. They have a responsibility to act on behalf of the whole electorate, take an interest in all issues equally, and represent the views of the wider community in the discussions.

The Chairman

The Chairman is elected by the Members at the Council's Annual Meeting and serves for 12 months. The Chairman is in a position of authority in presiding at meetings of a community council. With the advice of the Clerk, the Chairman is responsible for ensuring that effective and lawful decisions are taken at the meetings of the Council. There are several aspects to being a good Chairman including a commitment to the role, a willingness to appreciate the views and experiences of others and the ability to manage meetings in an orderly manner. It is important that there is mutual respect between the Chair and the Clerk and between the Chair and the other Members. The Chairman has a casting vote in the event of a tied vote. No single individual councillor (including the Chairman) can make a decision on behalf of the Council. The Chairman is responsible for involving all councillors in discussion and for ensuring that Members keep to the point. The Chairman is often the public face of the Council and, in this respect, will be expected to convey the corporate view and not his/her personal view.

The Clerk

The Clerk is employed by the Council to provide administrative and professional support for the Council's activities. Any other members of staff employed by the Council are responsible to the Clerk who is their line manager. The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which discussions can be progressed. The Clerk takes their instruction from the Council and not from any individual Councillor. It is the Clerk's duty to implement the decisions taken by the Council, although certain actions can be delegated by the Council, so that the Clerk may act on their behalf. The Clerk may also be the Council's Responsible Financial Officer. The role involves a broad spectrum of work and responsibilities, including financial management, personnel management, administration, estates management, project management, and health and safety. Whilst it is good practice for the Clerk to consult on the content of an Agenda with the Chair, the Clerk has the final say as the Council's "proper officer" and legal signatory of the agenda. All correspondence for the Council should be addressed to the Clerk.

In addition to the Clerk, Blaenhonddan Community Council also employs 14 part time staff in various capacities.

Functions carried out by the Council

The Council is responsible for six Community Centres at Aberdulais, Cilfrew, Cadoxton, Caewern, Owain Glyndwr in Waunceirch and at Bryncoch. All are available for hire and bookings are made through the Council's Office in Cadoxton.

The Council is also responsible for six playgrounds in those villages and the two sites in Cilfrew and Cadoxton are set within larger parks. Playing field facilities are managed at Cilfrew and Waunceirch. The Council also has an interest in some grazing land, allotments and woodlands which it maintains.

Festival events are normally run by the Council each year. Arrangements are all made by the Council and the "not for profit" events are free. Local charities and groups are encouraged to participate to raise much needed funds and various activities take place.

The Council takes its representative role on behalf of the community seriously and is often consulted by Welsh Government and other public bodies on its views in relation to their policies and activities.

1 A Prosperous Blaenhonddan

This Council has engaged with local business where appropriate and provided opportunities for them to advertise their services to the local community. Commercial activities are also accommodated at the Council's community centres where appropriate.

Through the provision of small grants, Blaenhonddan Community Council has supported a number of local groups and organisations who requested assistance and who meet or support residents in the Council's area. During the 2019/20 financial year, the following were awarded grants –

Ainon Baptist Church

Bryncoch Community Association

Four Senior Citizens Clubs are usually awarded grants but did not meet during 2020/21.

2 A Resilient Blaenhonddan

Blaenhonddan Community Council continues to offer training opportunities to staff and councillors to ensure that best possible service is provided to the public.

The Council retains active membership of One Voice Wales. This ensures that Blaenhonddan has the opportunity to express its views and be represented when policy decisions that may or do affect services provided to the public are being taken by government. Advice and guidance on legislation and procedures is regularly sought to ensure that the Clerk is properly informed on current and new legislation to ensure compliance and advise Council accordingly.

The Council sends representatives to the Neath Port Talbot County Borough Council Community Councils Liaison Forum.

The Council delivered proposals for the improvement of playgrounds in Leiros Parc and Cilfrew having secured external sources of funding, and proposals have benefited local residents and visitors in as sustainable a manner as possible.

New arrangements for grounds maintenance embedded in 2019/20 continued to yield benefits in 2020/21 and have increased staff commitments to the Council's outdoor facilities in response to site management and publicly expressed needs. These deliver value for money, appropriate service specifications and improved services in the management of the Council's estate.

improvements were completed internally at Bryncoch Community Centre, providing a much improved ambience that will help to retain and attract other groups as they return after COVID-19.

3 A Healthier Blaenhonddan

The Council is very aware of the importance of play to the physical, mental, emotional and social well-being of children, and the development of life skills. For this reason, the Council embarked on a programme of improvements to its play facilities in 2014.

Within the last financial year, Blaenhonddan Community Council has ensured that the condition of all of its playgrounds is regularly monitored, and completed improvements at Leiros Parc and Cilfrew. The facilities provide numerous opportunities for social interaction, healthy living activities and play. Further playground upgrades have been discussed with suppliers and may be progressed in 2021/22.

The Council's overall provision of 6 playgrounds and 2 playing fields are constantly monitored, improved and maintained. The playing fields accommodate 6-10 teams for both football and rugby at various stages of the season.

The community centres provide accommodation for dance classes, ballet, line dancing, fitness classes, indoor rugby and three diet plan clubs.

In accordance with Welsh Government regulations and advice, signage and amended operational practices have been introduced at all the Council's facilities, to ensure that the public health messages regarding COVID-19 are disseminated, and to ensure that the health and welfare of our customers is maintained.

4 A More Equal Blaenhonddan

The Council adopted its Equality and Diversity Scheme in July 2017 and strongly supports both equality and diversity in all of its activities

It provides accommodation for various community groups who might not have the opportunity to meet if the council were not providing a venue for their meetings. These include Senior Citizen Groups, parent and toddler and youth activities, along with various fitness, sport and health groups. The Council also works with third party providers and charities who provide services for disadvantaged groups in the community. Where COVID restrictions have allowed, these groups have been supported during the year in their activities.

Council was unable to hold its Fun Day in 2020, and other events which were contemplated have been put on hold.

The Council's programme of rolling out building improvements reflects its wish to meet the needs of all groups in the community. Disabled toilet facilities and baby changing facilities are now available at all Council premises except Cilfrew. Use of community centres has been curtailed but potential improvements are still under consideration, particularly in Cilfrew, where there is a lack of facilities in the village and the condition of the present building is a cause for concern.

5 A Blaenhonddan of Cohesive Communities

The Community Council arranges Fun Days as a means of engaging with communities and providing an opportunity for residents to come together at a local venue, but this was not possible in 2020. It did, however, supported the community Christmas trees at a number of locations. The Council is mindful of the importance of Remembrance Sunday to all sectors of its communities, and supported commemoration events held locally.

Council has established good working relationships with the Police and Fire and Rescue Service and engages with local representatives of both to ensure that an exchange of information regarding its communities is always maintained. Representatives attend meetings in local community centres and at the Council's office as appropriate, and have responded to concerns about anti-social behaviour.

6 A Blaenhonddan of Vibrant Culture & Thriving Welsh Language

The Council adopted its Welsh Language Scheme in July 2017, and is supportive of a range of cultural activities. Two of the Council's employees are fluent Welsh speakers and respond to verbal and written enquiries as necessary.

One of the Council's longstanding community centre users is a Welsh medium play group held in the Owain Glyndwr Community Centre during school term times. Various cultural activities are also accommodated, including three choirs and two arts clubs.

Whilst Council is aware that the Welsh language is not the predominant language in the Blaenhonddan area, there are pockets of Welsh language activity and the Council does take its role seriously in promoting and increasing the visibility of the language, in support of Welsh Government aspirations. Following discussions in 2017 regarding the introduction of corporate bilingual signage at Council premises and property, bilingual signs have been erected at various locations. Similar signs will be rolled out elsewhere over a period of time. Bilingual development of the Council's website is continuing. Formal public notices arising, for example, from elections are published bilingually at Council premises, and other opportunities may be explored in future, in accordance with the Council's Welsh Language Scheme aspirations. COVID-19 signs are bilingual where appropriate.

7 A Globally Responsible Blaenhonddan

The Council has worked with Bryncoch Environment Group to raise awareness of environmental matters and appreciates the work that they do in the community. A further community environmental initiative has been supported at Caewern, with financial support from the Community Council, and may be a model for further such initiatives in other villages. Individual members support the Craig Gwladus Country Park and Friends of Craig Gwladus meet in the Cadoxton Community Centre. Discussions continue on an occasional basis with schools and other environmental groups.

Following the Council's second comprehensive survey of all trees situated on Council land in 2020 a limited programme of management and maintenance has been pursued in 2020/21 at appropriate sites, in a sustainable manner, with statutory and biodiversity requirements recognised.

Discussions regarding LED lighting at Owain Glyndwr Community Centre are ongoing, and at Cilfrew Community Centre have been held in abeyance pending a decision as to how to best the fabric of the building in 2021.

The Council recycles its waste and engages with users at community centres regarding waste management. Ink and toner cartridges are disposed of responsibly. Construction materials that can be re-used are retained for that purpose.

8 A Competent Council

The Council is taking steps to satisfy tests of competency.

As a new Council elected in 2017, all councillors were provided with briefing papers to inform them of Council's policies, procedures and administrative arrangements, and where relevant, training opportunities are made known to Members. Casual vacancies in 2020/21 were advertised and filled as soon as practicable and similar briefing and support was provided to new Members. Five vacancies were advertised in view of COVID-19 difficulties and the Council succeeded in co-opting individuals to the roles.

Council is benefitting from the experience of its staff who are provided with training opportunities where relevant. One member of staff left the Council's employ in December 2020, and in view of the restricted activities of the Council due to COVID, Members agreed to defer an appointment until lockdown eases in 2021/22.

Relevant new policies have been prepared and adopted at Council and new processes have been put in place to ensure that Council is compliant with Data Protection legislation. A review of records management and archived material is ongoing. In 2020, Council has prepared new Fire Risk Assessments and a Health and Safety Manual which details the Council's policies and procedures in this regard. This has been rolled out to all Members and staff in 2020/21 and placed on the Council's website. Legionella Risk Assessments were undertaken in 2020, and operational control / management arrangements are under consideration for implementation from 2021 on.

The Council's annual budget is in the order of £250k, but Council has effectively maintained its precept at a constant level since 2012, whilst initiating a modest increase in hire charges. In 2020/21, the precept did rise by £10k to £230k. This reflects the

Council's philosophy, sound management and financial systems. Accounts are scrutinised by the regulatory authorities each year, and there were no matters highlighted for attention by the auditors in 2020.

Agendas, minutes, accounts and contact details can be viewed at www.blaenhonddan-wcc.gov.uk

A Charter is in place to govern the Council's relationship with Neath Port Talbot County Borough Council and Members attend the Community Councils Liaison Forum. In accordance with the Charter, services have been engaged from the Information Governance Team and from Legal Services, along with more regular engagement on planning and property matters.

Objectives

As featured above, the Council has adopted the following long term objectives:

To contribute towards the delivery of:

- A Prosperous Blaenhonddan
- A Resilient Blaenhonddan
- A Healthier Blaenhonddan
- A More Equal Blaenhonddan
- A Blaenhonddan of Cohesive Communities
- A Blaenhonddan of Vibrant Culture and Thriving Welsh Language
- A Globally Responsive Blaenhonddan
- A Competent Council

Specifically in 2020/21, the Council planned to focus on the following projects which have largely been delivered, although some tasks will be rolled on to 2021/22 -

- Reviewing its services in view of the impact of COVID-19 on its activities and agreeing a programme to re-establish and sustain future activities
- Finalising its property improvement priorities with particular reference to decisions on Cilfrew Community Centre
- Improving the facilities at playgrounds and playing fields
- Continuing its review and update of Health and Safety, its administrative records and archives.

In 2021/22, the Council will focus on –

- Supporting hirers safely as they return to using facilities following COVID-19 restrictions
- Finalise any potential playground improvements at Leiros Parc and possibly Ynysygerwn
- Agree a way forward and potentially implement improvements at Cilfrew Community Centre
- Establish and implement control measures in the management of water resources at community centres
- Appoint a member of staff to ensure that establishment levels are maintained in the Council's office.

Addendum – Well-being Objectives

In 2019, the Council's Clerk met with officers from Neath Port Talbot CBC regarding the Neath Port Talbot Well Being Plan and indicated in general the steps taken to contribute to its local objectives in the Addendum to its Annual Report. The following Addendum will be forwarded to Neath Port Talbot CBC to update the Council's position in 2021.

Blaenhonddan Community Council Annual Report 2020 Addendum

Contribution towards the objectives in the Well-being Plan

Section 40 of the Well-being of Future Generations (Wales) Act 2015 places a duty on certain community and town councils to take all reasonable steps towards meeting the local objectives in the local well-being plan that has effect in their areas. A community or town council meets those criteria if, for each of the preceding three financial years prior to the local well-being plan for its area being published, either its gross income or its gross expenditure was at least £200,000.

In addition to the Council's achievements towards meeting its own objectives during 2020-2021 it also made a number of contributions to the local objectives in the Public Services Board's Well-being Plan:

Objective	Steps taken to contribute to the local objectives
Supporting children in their early years, especially children at risk of adverse childhood experiences	Provided and improved play provision within its parks and community centres, supported groups that meet children's needs, including those at a disadvantage
Creating safe and resilient communities focusing on vulnerable people	Provided facilities for and services that assist groups that support vulnerable people, maintained facilities in all of its communities, implemented COVID secure measures
Encouraging ageing well	Provided facilities and funding support for bespoke senior citizen groups, and other social groups where older people participate in activities
Promoting well-being through work and in the workplace	Engaged with staff on a regular basis to ensure that working arrangements properly reflect a work life balance, finalised and adopted its Health and Safety policies and procedures
Valuing our green infrastructure and the contribution it makes to our well-being	Maintained green spaces through responsible management, engaged and supported environmental groups.