

**St Donats Community Council 2024/2025**

<b>Bank Reconciliation at the close of business on 31 March 2025</b>		<b>£2,576.48 ✓</b>
Balance per bank statement of Account dated 31 March 2025	<b>C/A</b>	<b>£2,598.80 ✓</b>
Less Cheque No. 000558		<b>£22.32</b>
<b>Balance at Bank dated 31 March 2025</b>		<b>£2,576.48 ✓</b>

**Balance per Cash Book at 31 March 2025****St Donats Community Council 2024/2025****Summary of Receipts and Payments**

Balance as at 1 April 2024	<b>£3,139.21 ✓</b>
Plus Receipts to 31 March 2025	<b>£5,578.08 ✓</b>
Less Payments to 31 March 2025	<b>£6,140.81 ✓</b>
<b>Balance as at 31 March 2025</b>	<b>£2,576.48 ✓</b>





St Donats Community Council 2024/2025 Audit												
Payments												
Date	Cheque	Payee	Service	Subscrip	Admin.	Salaries	S137	Training	Insurance	Tax	Citr Allow	TOTAL
03.04.24	544	J Griffin - Clerk	Reimbursement - Defib Battery		212.99						41.60	254.59
03.04.24	545	One Voice Wales	Membership 2024/2025	64.00								64.00
15.05.24	S/O	J Griffin - Clerk	Salary - April			215.28						215.28
15.04.24	S/O	HMRC	Tax re Clerk							53.82		53.82
15.05.24	S/O	J Griffin - Clerk	Salary - May			215.28						215.28
15.05.24	S/O	HMRC	Tax re Clerk							53.82		53.82
22.05.24	546	J Griffin - Clerk	Reimbursement - Photo plaque		12.88						2.57	15.45
22.05.24	547	Vision ICT Ltd	Website hosting and support		134.38				241.00		26.88	161.26
22.05.24	548	Zurich Municipal	Insurance 2024/25									241.00
22.05.24	549	H Embling	Internal Auditor		100.00							100.00
17.06.24	S/O	J Griffin Clerk	Salary - June			215.28						215.28
17.06.24	S/O	HMRC	Tax re Clerk							53.82		53.82
15.07.24	S/O	J Griffin Clerk	Salary - July			215.28						215.28
15.07.24	S/O	HMRC	Tax re Clerk							53.82		53.82
15.08.24	S/O	J Griffin Clerk	Salary - August			215.28						215.28
15.08.24	S/O	HMRC	Tax re Clerk							53.82		53.82
04.09.24	550	Notice Board Co	Replacement Notice Board		360.70						72.14	432.84
16.09.24	S/O	J Griffin - Clerk	Salary - September			215.28						215.28
16.09.24	S/O	HMRC	Tax re Clerk							53.82		53.82
02.10.24	551	Vision ICT Ltd	Domain Name Renewal		65.00						13.00	78.00
15.10.24	S/O	J Griffin Clerk	Salary - October			215.28						215.28
15.10.24	S/O	HMRC	Tax re Clerk							53.82		53.82
06.11.24	552	Audit Wales	External Audit 2023/24		200.00							200.00
06.11.24	553	Audit Wales	Additional Audit work 2018/19		945.00							945.00
15.11.24	S/O	J Griffin - Clerk	Salary - November			215.28						215.28
15.11.24	S/O	HMRC	Tax re Clerk							53.82		53.82
04.12.24	554	J Griffin - Clerk	Reimburse SLCC Membership	56.00								56.00
16.12.24	S/O	J Griffin - Clerk	Salary - December			215.28						215.28
16.12.24	S/O	HMRC	Tax re Clerk							53.82		53.82
08.01.25	555	J Griffin - Clerk	Backpay - 04/24 - 01/25			90.70				22.70		113.40
15.01.25	S/O	J Griffin - Clerk	Salary - January			215.28						215.28
15.01.25	S/O	HMRC	Tax re Clerk							53.82		53.82
17.02.25	S/O	J Griffin - Clerk	Salary - February			215.28						215.28
17.02.25	S/O	HMRC	Tax re Clerk							53.82		53.82
05.03.25	556	One Voice Wales	Membership 2025/2026	67.00								67.00
05.03.25	557	Councillor Allowance	Allowances 2024/25								156.00	156.00
14.03.25	Bank	Lloyds Bank	Banking Fee		4.75							4.75
17.03.25	S/O	J Griffin - Clerk	Salary - March			215.28						215.28
17.03.25	S/O	HMRC	Tax re Clerk							53.82		53.82
31.03.25	558	J Griffin - Clerk	Backpay - Feb/March 2025			17.92				4.40		22.32
31.03.25		TOTALS		187.00	2,035.70	2691.98	0.00	0.00	241.00	672.94	156.00	6,140.81
												6,140.81



**ST DONATS COMMUNITY COUNCIL**  
**ASSET REGISTER as at 31.03.2023**

3 Notice Boards (purchase price unknown)	-	£3.
Lenovo Laptop purchased October 2018	-	£350.
Defibrillator purchased June 2020	-	£995.
Defibrillator Cabinet purchased June 2020	-	£495.
Printer (purchase price unknown)	-	£1.
Notice Board purchased 23.3.2022 for St Donats From Notice Board Company	-	£310.
Notice Board purchased 23.7.2024 for Marcross From Notice Board Company	-	£360.
Value of Assets	-	£2,515.



# Annual Return for the Year Ended 31 March 2025

## Accounting statement 2024-25 for:

Name of body: St Donats Community Council

	Year ending		Notes and guidance
	31 March 2024 (£)	31 March 2025 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	2512	3139	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	5012	5306	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	272	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	2691	3365	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	1694	2776	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3139	2576	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$ .
<b>Statement of balances0</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body at the year-end.
9. (+) Total cash and investments	3139	2576	<b>All accounts:</b> The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	3139	2576	<b>Total balances should equal line 7 above:</b> Enter the total of $(8+9-10)$ .
12. Total fixed assets and long-term assets	2155	2515	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).



## Annual internal audit report to:

Name of body: **St Donats Community Council**

The Council's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2025.

The internal audit has been carried out in accordance with the Council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	✓				
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	✓				
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓				
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	✓				
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	✓				
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.			✓		
7. Salaries to employees and allowances to members were paid in accordance with contracts/ minuted approvals, and PAYE and NI requirements were properly applied.	✓				
8. Asset and investment registers were complete, accurate, and properly maintained.	✓				

\* Please include an explanation for any 'No' answers



	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	✓				
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	✓				
11. Trust funds (including charitable trusts). The Council has met its responsibilities as a trustee.			✓		

For any risk areas identified by the Council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
12.			✓		
13.			✓		
14.			✓		

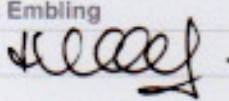
\* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\* If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Council are included in my detailed report to the Council dated \_\_\_\_\_.] \*Delete if no report prepared.

### Internal audit confirmation

I/we confirm that as the Council's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2024-25 and 2025-26. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:	Helen Embling
Signature of person who carried out the internal audit:	
Date:	1.05.2025

\* Please include an explanation for any 'No' answers



## Annual Governance Statement

We acknowledge as the members of the Council, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2025, that:

	Agreed?		'YES' means that the Council:	Toolkit
	Yes	No*		
1. In consultation with the community, we have developed a vision and purpose for the Council and used this vision to inform the Council's plans, budget and activities.	Yes		Has consulted with the community and focussed its activities to meet the community's needs	A, C
2. We have adopted a Code of Conduct for members and officers and implemented an appropriate training plan for members to ensure all councillors understand their role and responsibilities.	Yes		Ensures that councillors understand and are equipped to deliver their roles and responsibilities.	B
3. We have ensured that we electronically publish the information the Council is required to publish by law, on its website at [insert name of website].	Yes		Is transparent about its activities and provides the public with all information required by law	A, C, D, E
4. We have taken all reasonable steps to ensure that the Council complies with relevant laws and regulations when exercising its functions, including employment of staff and payment of allowances to members.	Yes		Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it does so	
5. We have adopted standing orders, financial regulations and terms of reference and ensure that these are followed when conducting business including functions delegated to committees.	Yes		Has adopted rules and procedures to govern how the Council conducts its business including procurement of goods and services.	B, E
6. We have put in place arrangements for: <ul style="list-style-type: none"> <li>Effective financial management including the setting and monitoring of the Council's budget</li> <li>Maintenance and security of accurate and up to date accounting and other financial records</li> <li>Identifying potential liabilities, commitments, events and transactions that may have a financial impact on the Council.</li> </ul>	Yes		Calculated its budget requirement in accordance with the law and properly monitors its financial position throughout the year	D
7. We have maintained an adequate system of internal control and management of risk, including: <ul style="list-style-type: none"> <li>measures designed to prevent and detect fraud and corruption including clearly documented procedures for authorising and making payments</li> <li>assessment and management of risks facing the Council</li> <li>an adequate and effective system of internal audit and reviewed the effectiveness of these arrangements.</li> </ul>	Yes		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge including arranging for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	D, E
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	Yes		Considered and taken appropriate action to address weaknesses /issues brought to its attention by internal and external auditors.	D, E
9. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Public Audit (Wales) Act 2004 and the Accounts and Audit (Wales) Regulations 2014.	Yes		Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit issued by the Auditor General.	E
10. <b>General power of Competence</b> – The Council has resolved to adopt the General Power of Competence set out in Local Government and Elections (Wales) Act 2021	N/A	No	Meets the eligibility criteria to exercise the general Power of Competence	E

\* Please include an explanation for any 'No' answers



## Additional disclosure notes

Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statement and/or the annual governance statement

The following information is provided to assist the reader to understand the accounting statement and/or the Annual Governance Statement

### 1. Expenditure under S137 Local Government Act 1972

Section 137(1) of the 1972 Act permits the Council to spend on activities for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure. Section 137(3) also permits the Council to incur expenditure for certain charitable and other purposes. The maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2024-25 was £10.81 per elector.

In 2024-25, the Council made payments totalling £0. under section 137. These payments are included within 'Other payments' in the Accounting Statement.

2.

## Trust Funds

Trust funds – The Council acts as sole trustee for and is responsible for managing trust fund(s)/assets. We exclude transactions related to these trusts from the Accounting Statement. In our capacity as trustee, we have discharged our responsibility in relation to the accountability for the fund(s) including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✓	Has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.
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## Council approval and certification

The Council is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<b>Certification by the RFO</b> I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Council, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2025.	<b>Approval by the Council</b> I confirm that these accounting statements and Annual Governance Statement were approved by the Council under minute reference:
<b>RFO signature:</b>	<b>Minute ref:</b>
<b>Chair signature:</b>	
<b>Name:</b> Jacqueline Griffin	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>

\* Please include an explanation for any 'No' answers



**ST DONATS AND WICK**

277. The current community council arrangements in St Donats consist of 3 wards: Marcross, Monkash, and St Donats. The community has a total electorate of 338 and is represented by 8 community councillors. The electorate per ward and number of councillors are as follows:

Community Ward	Electorate	Number of Councillors
Marcross	107	3
Monknash	39	1
St Donats	192	4
Total	338	8

278. The current community council of Wick consists of a total electorate of 800 and is represented by 7 community councillors.

Community	Electorate	Number of Councillors
Wick	800	7
Total	800	7

**Representations**

279. During the initial consultation period the Commission received 3 representations concerning the Communities of St Donats, and Wick from: The Vale of Glamorgan Council Cross Party Working Group (VOGCPWG), St Donats Community Council, and Wick Community Council. The representations are published on the [Commission's website](#).
280. During the draft consultation period the Commission received 4 representations concerning the Communities of St Donats and Wick from: VOGCPWG, St Donats Community Council, Wick Community Council and a resident of St Donats. The representations are published on the [Commission's website](#).

**Community ward boundary recommendations**

281. The Commission recommends applying 1 change to the existing community boundaries, which includes the creation of a new community:
- Creation of a new community known as St Donats and Wick
282. The Commission recommends the abolition of the communities of St Donats and Wick and utilise the 2 areas to form the new Community of St Donats and Wick. This involves the creation of a new community which incorporates 2 neighbouring, rural communities. The recommendation was submitted by the VOGCPWG at the initial consultation stage. The Commission agrees that this recommendation provides for more effective and convenient local government. The Commission recommends utilising the existing community ward boundaries of Marcross, Monkash and St Donats and the community boundaries of Wick to create community wards in the new community. The recommendation can be found on the map on page 135.
283. As a result of these recommendations, the electorate within the new Community of St Donats and Wick would be 1,138.
284. The new community ward of Marcross would have 107 electors. The new community ward of Monkash would have 39 electors. The new community ward of St Donats would have 192 electors. The new community ward of Wick would have 800 electors.



### Recommended Names

285. As a result of these recommendations the Commission recommends the new English community name of **St Donats and Wick** with the Welsh community name of **Sain Dunwyd a'r Wig** as recommended by the Welsh Language Commissioner.
286. The Commission recommends retaining the existing English community ward name of **St Donats** and recommends the Welsh community ward name of **Sain Dunwyd** as prescribed in the County Borough of the Vale of Glamorgan (Electoral Arrangements) Order 2021.
287. The Commission also recommends retaining the existing English community ward name of **Wick** and recommends the Welsh community ward name of **Y Wig** as prescribed in the County Borough of the Vale of Glamorgan (Electoral Arrangements) Order 2021.
288. The Commission also recommends retaining the existing English community ward name of **Marcross** and recommends the Welsh community ward name of **Marcroes** as recommended by the Welsh Language Commissioner.
289. Finally, the Commission recommends retaining the existing English community name of **Monknash** and recommends the Welsh community ward name of **Yr As Fawr** as recommended by the Welsh Language Commissioner.

### Consequential Changes

#### Community Council electoral arrangements

290. The recommended community council arrangements in the new Community of St Donats and Wick would consist of 4 wards: Marcross, Monknash, St Donats, and Wick. The community is recommended to have a total electorate of 1,138 and be represented by 9 community councillors.
291. The Commission is required to recommend electoral arrangements for the new community council that would be created following these recommendations. The Commission's recommended electoral arrangements for the community councils can be seen below:

St Donats and Wick Community Council (Rural)								
Existing					Recommended			
Wards	Electors	Community Councillors	Electors per Councillor	Variance (CC)	Electors	Community Councillors	Electors per Councillor	Variance (CC)
Marcross	107	3	36	-53%	107	1	107	-15%
Monknash	39	1	39	-49%	39	1	39	-69%
St Donats	192	4	48	-37%	192	2	96	-24%
Wick	800	7	114	50%	800	5	160	27%
	1,138	15	76		1,138	9	126	

The Commission notes that the Council size policy submitted by VOGCPWG would mean that the Community of St Donats and Wick would be entitled to 8 community councillors which would improve the county wide variance. However, in order to provide effective and convenient local government, the Commission has recommended that the community of St Donats and Wick be represented by 9 community councillors to provide acceptable levels of variance across the community area.



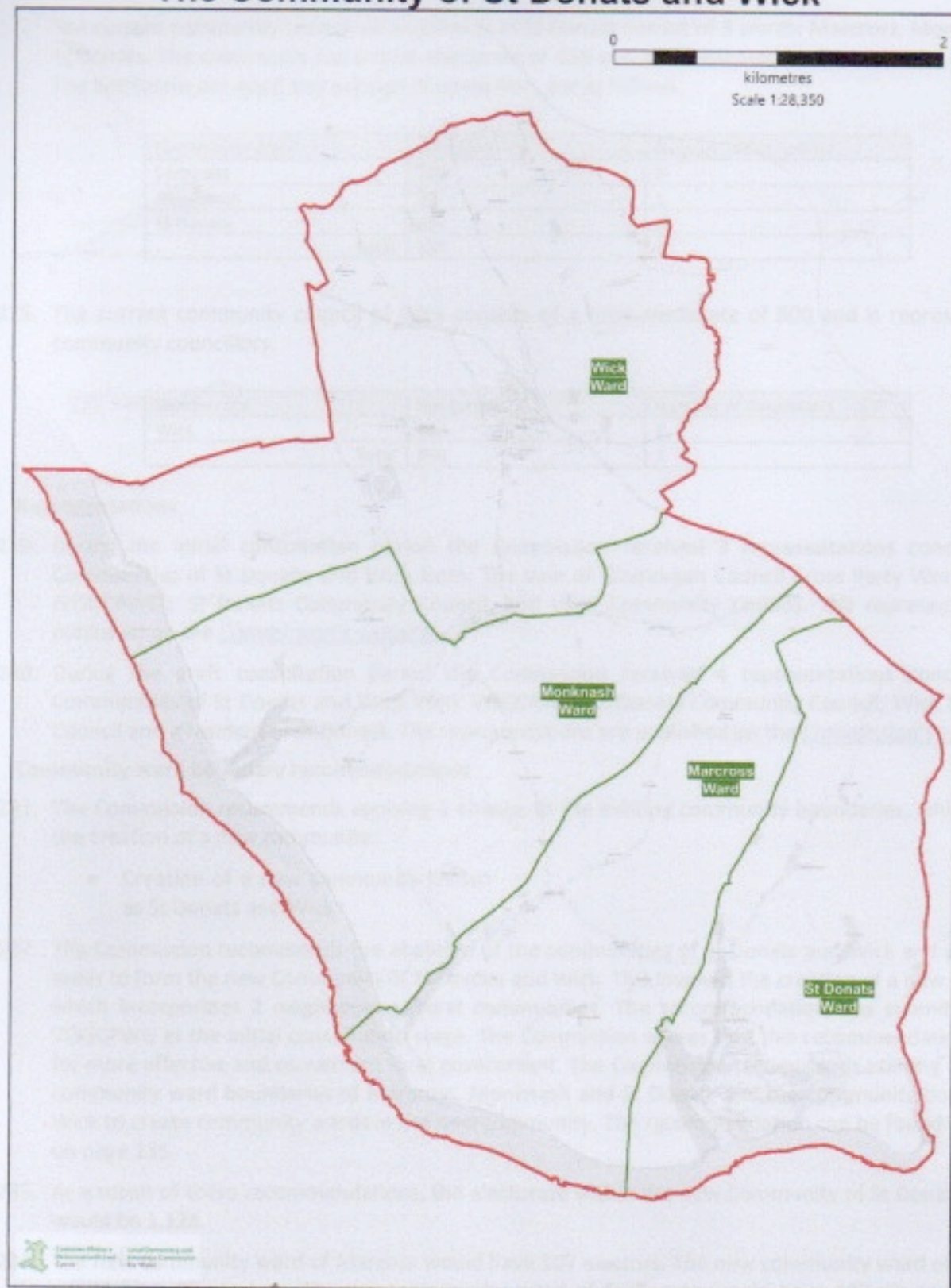
**Principal council electoral ward arrangements**

292. The Commission is required to consider the consequential changes to principal council electoral wards that would occur following these recommendations.
293. As the Communities of St Donats and Wick are currently within the electoral ward of St Bride's Major, the Commission recommends that the electoral ward of St Bride's Major is made up of the new Community of Ewenny and St Bride's Major which are considered on page 131 and the new Community of St Donats and Wick.

Consequential Changes to Electoral Ward Arrangements								
Existing					Recommended			
Wards	Electors	Councillors	Electors per Councillor	Variance	Electors	Councillors	Electors per Councillor	Variance
St Bride's Major	3,745	2	1,873	-3%	3,745	2	1,873	4%
	3,745	2	1,933		3,745	2	1,800	



## The Community of St Donats and Wick





Item 14.1

Date/Dyddiad: 8 May 2025  
Ask for/Gofynwch am: Mrs. Lisa Chichester  
Telephone/Rhif ffon: (01446) 704691

The Vale of Glamorgan Council  
Dock Office, Barry Docks, Barry CF63 4RT  
Tel: (01446) 700111

My Ref/Cyf: P/DC/LMC/2023/01270/FUL  
e-mail/e-bost: LMChichester@valeofglamorgan.gov.uk

Cyngor Bro Morgannwg  
Swyddfa'r Doc, Docks'r Barri, Y Barri CF63 4RT  
Ffôn: (01446) 700111

[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

VALE of GLAMORGAN



The Clerk  
Mrs Jackie Griffin  
St Donats Community Council  
41 The Verlands  
Cowbridge  
CF71 7BY

Dear Sir/Madam

### Town and Country Planning Act 1990 (As Amended) - Section 78 Appeal

Council Reference: 2023/01270/FUL  
PEDW Reference: CAS-04133-Y8N3X7  
Appeal Start Date: 8 May 2025  
Site: Land at Ffynnon Y Capel, St. Donats, CF61 1ZB  
Proposal: Controlled dog walking/exercise field. Pre booked appointments, with one in, one out control.

Appeal by: Elizabeth Sian Jones

I am writing to inform you that an appeal has been made to Planning and Environment Decisions Wales (PEDW), formerly the Planning Inspectorate in respect of the above site. The appeal follows the decision of this Council to refuse planning permission for the development described above. The appeal is to be determined on the basis of an exchange of **written statements** by the parties, and a site visit by an Inspector from PEDW.

Any written comments that you may have already submitted on the planning application have been forwarded to PEDW and copied to the appellant and will be taken into account by the Inspector in determining the appeal. Should you wish to withdraw any previous comments you must notify PEDW by 5 June 2025. If you wish to make any new representations, please use the forms below and send them directly to **PEDW, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ**, quoting the reference CAS-04133-Y8N3X7. You can also make your representations by email to [PEDW.Casework@gov.wales](mailto:PEDW.Casework@gov.wales). Such comments must not exceed 3000 words and be submitted no later than 5 June 2025. Any representations received after the deadline will not normally be seen by the Inspector and will be returned to you.

You can get a copy of the PEDW leaflet 'A Guide to Engaging with PEDW' from PEDW at the address given above or online at <https://www.gov.wales/planning-appeals-guidance-engaging-planning-and-environment-decisions-wales>

A copy of the appeal decision can be obtained by making a request in writing to PEDW at the address given above. If you wish to inspect any document in connection with this appeal, it is available online using the following link:

<https://planningcasework.service.gov.wales/>

Yours faithfully