## Crynant Community Council

Heidi Mortimer, Clerk,

29 The Crescent, Crynant, Neath. SA10 8RT

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***You are hereby summoned to attend a Meeting of the Council at 6:30 pm on Thursday 25th November 2021. To be held at Crynant Community Centre, Woodland Road, Crynant. Please submit apologies directly to the Clerk.***

793: Apologies for absence.

794: To receive declarations of Personal/Prejudicial interest.

795: To adjourn if necessary to receive public questions or statements.

796: To approve and sign the previous Council meeting minutes.

797: Matters arising from the minutes (for information only).

798: To receive Police report.

799: To receive County Councillor Harris report. - Finalise Members Fund applications.

800: To receive a report from any Member concerning meetings at which he or she represented the Council.

801: Clerks report, to include: bank reconciliation; payment authorisations; budget review and precept request 22-23.

802: To receive information, local government elections May 2022

803: Correspondence:

1. Boundary commission - Public hearings.
2. Marie Curie - Annual grant/donation request.

804: Any other business. (to include issues not directly covered under any of the above. These may not be described in the agenda but should be raised with the Clerk prior to the meeting)

805: CONFIDENTIAL MATTERS - To consider passing a resolution under provisions of Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded from the remainder of the meeting.

806: To discuss staffing requirement and structure.

MEMBERS OF THE PUBLIC AND THE PRESS CAN OBTAIN ANY DOCUMENTS REFERENCED ON THE AGENDA FROM THE CLERK PRIOR TO THE MEETING. THE TELEPHONE NUMBER IS 01639 750082 OR E-MAIL crynantcc.clerk@gmail.com

The Press and the Public can also attend the meeting – access details can be obtained from the Clerk prior to the meeting.

**Further information for agenda:**

**To be provided on confirmation of Agenda.**

**Item 802**

**Local Government Elections – Thursday, 5 May, 2022**

On behalf of the Returning Officer I am writing to you with regard to the forthcoming Local Government elections.

You will be aware that all members of Town and Community Councils in Wales are due to retire in 2022 and whole council elections will be held on Thursday, 5 May, 2022, the same day as the County Borough Council Elections.

In preparation for the forthcoming elections I am writing to remind you that the cut-off date for the ‘six month rule’ formally takes effect from Wednesday,10 November, 2021. This means that elections to fill vacancies declared on, or after this date are suspended, but the Town or Community Council **may** co-opt to fill the vacancy if they so wish. Any vacancy not filled via the council’s co-option process must be filled at the next ordinary election, i.e. Thursday, 5 May, 2022.

As you may also be aware, the cost of administering and organising the Local Government Elections will be shared on a 50:50 basis between the appropriate Community Council and the County Borough Council in all cases where dual contested elections take place. In the event that a County Borough seat remains uncontested but the town or community council area is contested then the relevant costs will be borne wholly by the relevant community council and vice versa, subject to a proportionate basic administration fee.

I can confirm that the total shared cost of organising and administering the ordinary election for the **Community of Crynant** in May 2017 was **£70.00**. This was due to the fact that some or all elections within the Community were uncontested resulting in only minimal administration costs.

In terms of providing you with an estimate for the forthcoming local elections to be held on 5 May, 2022, this is not straight forward as it is impossible to accurately assess whether or not the community or community wards within the community/town council area will be contested until much closer to the election date. Please also note additional costs related to Covid-19 public health requirements may also have to be incurred subject to Welsh Government guidance and/or legislation in force at the time of the elections.

Nevertheless, I would advise that you plan for ‘all out’ contests in your community / community wards and budget potentially for an estimate cost of **£3,200**. I must stress this is a provisional estimate and can in no way be guaranteed as the final re-charge figure as the cost of conducting the electoral process can increase or decrease based on electorate size as well as stationery, equipment and postage unit costs. It is also important to highlight that if elections within the community council area remain uncontested then the above mentioned ‘contested’ election costs will not be incurred although a proportionate administration fee will still be payable.

Going forward, I would encourage all Town and Community Council’s to establish or maintain a suitable annual election reserve to apportion funds for potential future casual vacancy by-elections which may occur during the next five year term. The full cost of such casual vacancies remains the responsibility of the individual town or community council. Unutilised reserve funds will also aid the council in preparing to meet apportioned administration costs for the next all out ordinary elections in 2027.

Finally, I would be extremely grateful, in preparation for next year’s local elections if you could bring to the attention of your council that a ‘Be a Candidate’ mini-site will be prepared in due course and published on the [NPTCBC corporate website](https://www.npt.gov.uk/1344). The guidance will be designed and written to explain, simply and straightforwardly the process of standing as a candidate at a Community/Town Council election and/or County Borough Council election. In the interim can I bring your attention to the reference sources available on the [Electoral Commission website](https://www.electoralcommission.org.uk/i-am-a/candidate-or-agent/community-council-elections-wales) which also provide excellent advice for candidates on the process and rules on standing for election.

As we move into the new year, on behalf of the Returning Officer I will also be looking to maintain regular updates for Clerks to Council on preparations for the election process and will continue to engage closely with the Town/Community Council liaison forum. However, if you have any additional questions or require more specific advice in relation to the election process please do not hesitate to contact me directly as your specific point of contact.

**Correspondence (a)**

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| The Boundary Commission for Wales is to hold 5 Public Hearings during the Secondary Consultation Period (11 January to 21 February).  The Public Hearings are an opportunity for the public and interested parties to give oral evidence to the Commission on the Initial Proposals and on representations received by the Commission during the Initial Consultation Period.  The dates and locations of the Public Hearings are as follows:   1. Marine Hotel, Aberystwyth - 13 January 2022 2. Management Centre, Bangor - 19 January 2022 3. Ramada Plaza, Wrexham - 03 February 2022 4. Grand Hotel, Swanea - 10 February 2022 5. Mercure Holland House, Cardiff - 17 February 2022 |
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| [Click here to find the Guide to the Public Hearings on our website.](https://bcommwales.us7.list-manage.com/track/click?u=ccd4436a3b631d92f2c5b5332&id=0c62da6079&e=254ce2f194)  To book a 10-minute speaking slot at a Public Hearing, please email bcw@boundaries.wales with the subject heading "Public Hearings".  Please state in your email which Public Hearing you wish to speak at, and whether you would like a morning, afternoon, or evening slot. |