



## **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday, 27<sup>th</sup> July 2017, 7.00pm at the Old Church Rooms.

Present: Cllrs T Davies, H Lloyd Jones, R McKerlich, D Suthers, and R Vaughan (Chairman)  
Clerk: C Mortimer.

*Chairman Cllr Ralph Vaughan welcomed everyone to the meeting.*

### **56 Apologies**

Apologies were received from Cllr H O Jones due to family holiday and Cllr C Morgan due to work commitments.

### **57 Declarations of Interest**

Councillors were reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and Clerk.

There were no declarations

### **58 Chairman's Announcements/Reports**

Chairman Cllr Ralph Vaughan had attended Danybryn Cheshire Home Open Day at Miskin Manor. Danybryn is a local home, with nursing care, providing a range of services for adults with physical disabilities. The majority of their income is generated from will donations and there are many volunteers within the community that help by giving their time and/or fund-raising activities.

Cllr Ralph Vaughan along with the Clerk had attended an OCR Meeting on the 24<sup>th</sup> July. The Clerk had been nominated as Secretary (ex-officio) on this committee

### **59 Minutes of the Ordinary Full Council Meeting**

Minutes of the Ordinary Full Council Meeting held on 22/06/2017 were received, approved and duly signed as an accurate record by the Chair Cllr Ralph Vaughan.

### **60 Minutes of the Finance Committee Meeting**

Minutes of the Finance Committee Meeting held on 06/07/2017 were received, approved and duly signed as an accurate record.

### **61 Minutes of the Environment Committee Meeting**

Minutes of the Environment Committee Meeting held on 01/06/2017 were received, approved and duly signed as an accurate record.

Recommendations received from the Environment Committee:

(i) Windsor Gardens

Resolved: Council ratified 3 days work to be undertaken at £90 per day.

(ii) Clerk to contact Cardiff Conservation volunteers to confirm that coppicing is required at Pentwyn & Danybryn

(iii) Blue plaque scheme to commemorate First Minister of Wales the late Mr Rhodri Morgan – Cllr H Lloyd Jones to research further.

(iv) Members noted the official opening of the board walk will be sometime in May 2018.

### **62 Matters Arising – there were no matters arising**

### **63 County Councillor's Report**

Cllr Rod McKerlich's written report was received and noted. The report will be available on the website. Cllr Rod McKerlich was thanked by the Chair for his update.

### **64 Community Councillors Reports**

There were no Councillors' written reports received

**65 Finance**

(i) Payment Schedule for July 2017, which includes authorised cheques, Bacs payments and direct debits were received, approved and signed by the Chair Cllr R Vaughan and Chair of the Finance Committee, Cllr R McKerlich.

	Voucher	Cheque	SPEND FOR JULY 2017	
17-Jul-17	2474	DD	BT: Phone	151.56
31-Jul-17	2475	EB	Salaries	539.90
31-Jul-17	2476	EB	Salaries	445.74
31-Jul-17	2477	EB	Salaries	165.16
28-Jul-17	2478	EB	CDC: Cleaning 978	33.90
28-Jul-17	2479	EB	CDC: Cleaning 1009	800.00
28-Jul-17	2480	EB	Dark Green Media: 333	46.00
05-Jul-17	2481	EB	SLCC: Local Council Admin Book	78.40
05-Jul-17	2482	EB	Mike Diment: Payment to Robinsons Waiter Service Civic Reception	100.00
28-Jul-17	2483	EB	Hourihan Ltd: 101391	780.00
28-Jul-17	2484	EB	Julie Hopkins: Stamps	7.80
28-Jul-17	2485	EB	Julie Hopkins: Makro Civic Reception	15.34
28-Jul-17	2486	EB	Orange Forestry: T58 Radyr Woods	1,140.00
28-Jul-17	2487	EB	Julie Hopkins: Postage to HMRC	1.75
28-Jul-17	2488	EB	CDC: 986	23.40
05-Jul-17	2489	EB	Ceri Mortimer: Stationery/Postage BDO	75.29
28-Jul-17	2490	EB	Viking Direct: 354281	34.04
28-Jul-17	2491	EB	Cardiff Council: Waste	76.18
28-Jul-17	2492	EB	Bibby Factors: Prodem Fire Inspection	182.27
28-Jul-17	2493	EB	Chris St Leger: OCR Doorbells	28.23
28-Jul-17	2494	300286	Inland Revenue: PO Ltd	255.40
30-Jun17	2495	EB	Bank Service Charge	28.50
28-Jul-17	2496	EB	Cardiff Conservation Volunteers: Boardwalk Radyr Woods	600.00
28-Jul-17	2497	EB	DB Site Solutions	1,290.00
28-Jul-17	2498	EB	Julie Hopkins: Batteries	4.38
28-Jul-17	2499	EB	KT Electronics: Loop system	648.00
			<b>TOTAL SPEND FOR JULY 2017</b>	<b>7,551.24</b>

(ii) Account Summary for June 2017 was received approved and signed by the Chair Cllr R Vaughan and Chair of Finance Cllr R McKerlich

(iii) Reconciliation for June 2017 was received approved and signed by Chair Cllr R Vaughan & Chair of Finance Cllr Rod McKerlich.

(iv) Bank Statements were received approved and signed by Chair of the Finance Committee, Cllr Rod McKerlich.

(v) Model Financial Regulations

Resolved: Council approved the Clerk's report tabled at the meeting in relation to amendments to the Model Financial Regulations on 'Budgetary control and authority to spend' and 'Contracts'.

**66 Financial Assistance Grants**

(i) **Application No. 2 - Radyr Rangers Football Club**

Resolved: Council agreed to grant £1,000 to Radyr Rangers FC towards their sporting equipment.

(ii) **Application No. 3 Ty Gwyn Farm Young Riders Club**

Resolved: Council agreed to grant 1/3 of the requested grant to match the membership number of children from Radyr & Morganstown. Therefore £107 was granted to Ty Gwyn Young Riders Club as a contribution towards a horse jump.

- 67 Policies**  
Resolved: Council approved and adopted the following policies that were deferred from the Annual Meeting
- i. Equality & Diversity
  - ii. Grievance
  - iii. Pay Policy
  - iv. Sickness Absence Policy & Procedure
  - v. Special Leave of Absence Policy
  - vi. Stress Management
- Cllr R McKerlich recommended that a Complaints Policy be deferred to a future meeting and Council agreed that Cllr Rod McKerlich review the policy to include a 3-phase approach:  
(i) Informal (ii) Formal (iii) Appeal.
- 68 Request for Permission to use Pentwyn Park for a Forest School Initiative**  
Correspondence from Ms Juliette Thomas was received, discussed and deferred for further information: (i) insurance to indemnify the council (ii) risk assessments (iii) commercial enterprise (iv) sanitation. It was recommended and agreed that Ms Thomas be invited to a meeting to discuss further.
- 69 Old Church Rooms**  
(i) To receive Annual Gas Safety Report  
Council noted the Gas Report and the actions of the OCR Management Committee in moving the paint from the boiler room into the garage. Members were appalled that packaging was left in the boiler which then became scorched. It was noted that the boiler is to remain in situ.  
(ii) Members received a verbal update from Chair Cllr Ralph Vaughan in relation to the OCR Hall Management Committee meeting held on Monday 24<sup>th</sup> July 2017.
- (a) Resolved: Council agreed that the cleaning not be compromised and increase the clean from 2 to 3 days per week, Monday Wednesday & Friday during the school holidays.
- (b) Resolved: Council agreed to the spend of £6k for the maintenance of the bath stone and gravelled area.
- Council also agreed to the following
- Weir Room to be booked for interviews and potentially for all Community Council meetings.
  - Clerk to enquire about the installation of a loop system in the Weir Room and costs
  - To change the upstairs unisex WC to a female only toilet in line with current legislation and following reports that females using the unisex room felt uncomfortable sharing the facility.
- 70 Cardiff County Council**  
(a) Correspondence from Monitoring Officer, Davina Fiore was received and the following documents were noted.  
(i) Member Induction Programme – Code of Conduct training dates  
(ii) Role Description of Cardiff Council’s Standards & Ethics Committee  
(iii) Background Information for Nominations  
(iv) Standards & Ethics Committee – Expression of Interest – Nominations invited  
Resolved: Council nominated Cllr Helen Lloyd Jones as a member to this committee  
(v) Local Resolution Protocol – *It was noted that R&MCC adopted the One Voice Wales model at our last meeting on the 22<sup>nd</sup> June 2017.*  
(vi) Community Council Charter – item deferred.
- 71 Welsh Government Statement - Review of the Community Council Sector**  
Council received and noted Written Statement by Mark Drakeford AM
- 72 One Voice Wales Conference & AGM – 30<sup>th</sup> September 2017, Welsh Showground, Builth Wells**  
Council noted, guest speakers at the conference: Mark Drakeford AM, Cabinet Secretary for Finance and Local Government and Huw Vaughan Thomas, Auditor General for Wales.  
Members to advise Clerk if they are attending.
- 73 Any other business/correspondence:** Strictly with prior consultation with Chair  
(i) Resolved: Council agreed to the spend of £100 for daffodil & £100 for snow drops.  
(ii) Resolved: Council agreed to the spend of £310 for the purchase of a HP PageWide Pro 477dw Thermal Inkjet and £112.24 for a 3-year 24 hour next business day support/replacement.

**74**     **Resolution required: Exclusion of Press and Public – By virtue of The Public Bodies (Admission to Meetings) Act 1960, the press and public are excluded from discussions on the following item on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted:**

**75**     **Staffing Matters**

(i) Update on job description

Resolved: Council agreed that Cllr Rod McKerlich contact Ms Cerys Ashley, HR Consultants agreed rate.

**Next Meeting dates:**

*4<sup>th</sup> September 2017 (Monday) Co-option interviews (changed from Tuesday 5<sup>th</sup>)*

*7<sup>th</sup> September 2017 – Finance & Environment Committee Meetings 7.00pm & 7.45pm*

*21<sup>st</sup> September 2017 – Ordinary Full Council 7.00pm*

**Meeting closed at 8.45pm**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_