



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

12th June 2017

Members of the public and press are entitled to be at the following meeting under the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless precluded by the Community Council by resolution during the whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except when invited to speak providing that prior notice has been given to the Clerk by 12 noon on the Friday prior to the meeting.

To: Chairman, Cllr Ralph Vaughan and Members of Radyr & Morganstown Community Council:

I hereby give you notice that the next meeting of the Community Council will be held at the Old Church Rooms on **Thursday 22nd June, 2017 at 7.00pm**. All members of the Council are summoned to attend.

The business to be transacted is set out in the agenda below.

Yours sincerely

Ceri Mortimer
Clerk to the Council

AGENDA

- 1 Apologies**
- 2 Declarations of Interest**
Councillors are 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.
- 3 Chairman's Announcements/Reports**
- 4 Minutes of the Ordinary Full Council Meeting**
To receive, and if approved, to confirm and sign the Minutes of the Ordinary Full Council Meeting held on **18/05/2017**. Chairman to sign
- 5 Minutes of the Finance Committee Meeting**
To receive and if approved, to sign the Minutes of the Finance Committee Meeting held on 01/06/2017. Chair of Council & Finance Committee to sign.
- 6 Minutes of the Environment Committee Meeting**
To receive and note the Minutes of the Finance Committee Meeting held on 01/06/2017.
- 7 Matters Arising**
- 8 County Councillor's Report**
To receive and note Cllr Rod McKerlich's written report
- 9 Community Councillors Reports ***
To receive and note Councillors' written reports

10 Finance

- (i) To receive and confirm payment list for May/June 2017, list includes authorised cheques and direct debits – (Chairman and vice to sign)
As recommended by the Finance Committee on the 1st June 2017, to receive and approve:
- (ii) Budget v Spend as at 31st March 2017
- (iii) Bank Account Balances as at 31st March 2017
- (iv) Following a Finance Committee meeting held on the 01/06/2017, members are requested to discuss earmarking reserves for potential projects.
- (v) The Clerk & Chair of Finance will meet to tailor the Model Financial Regulations to meet the needs of the Council, which will be tabled at the next ordinary full council meeting in July.

11 Cheque Signatories

In line with our Financial Regulations 6.4 and our agreed on-line banking arrangements, cheques for payments can be drawn with the signature of two authorised signatories as opposed to three. A council resolution is required.

12 Audit – Year Ended 31st March 2017

- (i) To receive and note internal auditor BPU's Report, in respect of the internal audit for year ended 31st March 2017
 - (ii) To receive and note significant variances where the percentage is +/- greater than 10%
 - (iii) To receive and note Bank reconciliation which verifies box 9 of the Annual return.
 - (iv) To receive and approve the Annual Return and supporting documents.
- A council resolution is required.
Chairman to sign the Annual Return and the RFO to Certify.

Annual Return approval deadline: 30th June 2017

Annual Return to be received by BDO, our external auditors, by 3rd July 2017.

13 Wales Audit Office

- (i) To receive and note correspondence from Mr Anthony Barrett, Assistant Auditor General for Wales.
- (ii) Members are requested to note page 43 Exhibit 13 – a 4-year plan of future governance themes:

2017-18	2018-19	2019-20	2020-21
Effectiveness of Internal Audit	Compliance with Standing Orders	Use of s137 Local Government Act 1972	Employments of staff
Use of reserves	Delegation to committees	Arrangements for making payments	Well-being of Future Generations

- (iii) Article – Getting ready for the 2017/18 Audit
To receive and note

14 The Old Church Rooms

- (i) Update in relation to letter sent to architect Mr Steven Price, Oriol Design Ltd
- (ii) Draft Hall Management Agreement between The OCR Management Committee and Radyr & Morganstown Community Council, agreed amendments (Finance Committee 01/06/2017):
 - (a) Item 10 – 'The Agreement can be wound up by R&MCC or by the RMA with 3 months' notice.
 - (b) To provide the Chain Room for the sole use of R&MCC during office hours, 9.00 – 5.30 pm Monday – Friday.

15 Valuation Office Agency - Notice of alteration to an existing 2017 rating list entry

To receive and note notification from the Valuation Office of the rateable valuation increase on The Old Church Rooms from £7,000 to £8,700 in 2017

16 Financial Assistance Grants (late application to be tabled at the meeting)

17 Projects

(i) The National Eisteddfod will be held in Cardiff in 2018

Email received. Rates of hire of the OCR for the R&M Fundraising Committee for discussion

(ii) WWI – Mr Mike Diment is Chair of the WWI Committee

Nominations are required for Vice Chair to assist Mr Mike Diment and oversee spend

(iii) Eradication of Japanese Knotweed Programme 2017

Quotation of £85 received. Resolution required.

(iv) Youth Provision Coordinator

To receive response from One Voice Wales

(v) Bench Refurbishment

Quotation of £394 for bench refurbishment received. Resolution required.

(vi) Danybryn Woods

Pathway cut back, cost £60 – for ratification

(vii) Free Planters (2 at the sidings, 1 at Granny Park, 1 at the OCR)

Cost for flowers £80 (£20 per planter) – for ratification

(viii) St Elmo, 36 Heol Isaf Radyr

Email received. Ivy encroaching onto drive from park. Awaiting cost.

(ix) T58 – Dismantle dangerous Oak Tree Radyr Woods, as per tree survey

Members are requested to consider two quotations, one for reduction of crown at £950 or complete removal at £1,600. Council resolution required.

(x) Rear of OCR

Clear vegetation to the rear of the OCR at a cost of £85. For ratification.

(xi) Project Summary

To receive & discuss

18 Policies

As agreed at our Annual Meeting Members are requested to approve and adopt the following policies:

- i. Anti-Bribery, Fraud and Corruption Policy
- ii. Anti-Harassment and Bullying Policy (Dignity at Work)
- iii. Capability Policy
- iv. Complaints Policy
- v. Disciplinary Rules
- vi. Disciplinary Procedure

19 Model Local Resolution Protocol

To receive and note

**20 One Voice Wales' Larger Councils and Innovative Practice Awards Conference
5th July 2017, Hafod a Hendre, Royal Welsh Showground**

To receive and note. Clerk may be attending this event.

21 Any other business/correspondence: Strictly with prior consultation with Chair

22 *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:*

23 Staffing Matters

- (i) Clerk's Job Description – to approve
- (ii) Assistant Clerk's Job Description – to approve
- (iii) Handyman's Job Description – to discuss
- (iv) Clerk & Assistant Clerk are on annual leave. Committee agenda's will be sent out on the 23rd June for Finance & Environment meeting on the 6th July 2017. Office keys and passwords to be handed over to the Chair.

24 Employment Tribunal Hearing & Outcome

25 Social Media – R&MCC Facebook page

Next Meeting dates:

Thursday 6th July 2017 – Finance & Environment Committee Meeting

****PLEASE NOTE CHANGE OF DATE**

****Thursday 27th July 2017 (Windup Event is on the 20th July).**