



Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

5th May 2017

Members of the public and press are entitled to be at the following meeting 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 Tyrone Davies and Members of Radyr & Morganstown Community Council:

I hereby give you notice that the ANNUAL MEETING of the Community Council will be held at the Old Church Rooms on **Thursday May 11, 2017 at 7.30pm**. 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 Declaration of Acceptance of Office**
(i) All members are required to sign and date the Declaration of Acceptance of Office in the presence of the Clerk/Proper Officer
- 2 Elect Chair of the Council**
Nominations required for the election of Chairman
(i) Chair to sign and date Acceptance of Office in the presence of the Clerk/Proper Officer
(ii) To resolve that the Chair be Line Manager to the Clerk
- 3 Elect Vice Chair of the Council**
Nominations required for the election of Vice Chair
(i) Vice Chair to sign and date Acceptance of Office of the Clerk/Proper Officer
- 4 Apologies**
- 5 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/Officers.
- 6 Minutes**
To receive and note the minutes of the Annual Meeting that was held on 5th May 2016 that were signed on the 19th May 2016.
- 7 Bank Signatories – Unity Trust Banking**
(i) To receive and note 'Cheque Signatories & Internet Banking Authorisation Form as at May 2017'.
(ii) Removal of Signatories – A council resolution is required for the removal of signatories: S McKerlich, M Diment, C St Leger & M Deem
(iii) Additional Signatures – A council resolution is required for two additional signatories: Cllr Helen Lloyd Jones & Cllr Huw Jones
(iv) Transfer of Funds – A council resolution is required to grant delegated powers to the Clerk / RFO to act as a single authority to transfer funds between the deposit and current account.

8 Documents & Policies 2017/18

To receive and adopt the following documents and policies for the ensuing year.

- i. Code of Conduct – The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 (no.2016/84)
- ii. Good Councillors Guide
- iii. Standing Orders
- iv. Financial Regulations
- v. Anti Bribery, Fraud and Corruption Policy
- vi. Anti-Harassment and Bullying Policy (Dignity at Work)
- vii. Asset Register
- viii. Capability Policy
- ix. Calendar of Tasks (this document was approved and adopted at Full Council on 20th April 2017)
- x. Complaints Policy
- xi. Disciplinary Rules
- xii. Disciplinary Procedure
- xiii. Equality & Diversity Policy
- xiv. Grievance Procedure
- xv. Health & Safety Policy
- xvi. Inventory of Land
- xvii. Pay Policy
- xviii. Risk Assessment / Management
- xix. Sickness Absence Policy & Procedure
- xx. Social Media Policy
- xxi. Special Leave of Absence Policy
- xxii. Stress Management
- xxiii. Youth Provision Policy & Grant Application Form (these documents were approved and adopted at Full Council on the 20th April 2017)

9. Remuneration

(i) Independent Remuneration Panel (IRP) for Wales

To receive letter from the Chair of the IRP regarding the Annual Report 2017/18

(ii) IRP Report for 2017/18 (pages 40 – 42 are applicable to community & town councils)

Members are requested to consider Determinations 44 - 51 for resolution.

10. Environment Committee

i. Elect a Chair

Nominations required for the election of Chair of the Environment Committee for 2017/18

ii. Committee Members

Nominations required for Committee Members, a minimum of 5

iii. Cycle of Meetings (1st Thursday at 7.00pm)

Members are requested to consider holding Environment Committee meetings every quarter and to accept the proposed cycle of meetings.

- 1st June 2017
- 7th September 2017
- 4th January 2018
- 5th April 2018

11. Finance Committee

i. Elect a Chair

Nominations required for the election of Chair of the Finance Committee for 2017/18

ii. Committee Members

Nominations required for Committee Members, a minimum of 5 Members plus Chair

iii. Cycle of Meetings (1st Thursday at 7.45pm)

Members are requested to consider holding Finance Committee meetings every quarter and to accept the proposed cycle of meetings.

- 1st June 2017(budget against spend)
- 7th September 2017 (budget against spend)
- 4th January 2018 (budget against spend, budget setting & precept for 2018/19)
- 5th April 2018 (budget against spend & end of financial year)

12. Appointment of Representatives to Outside Bodies

Members are requested to consider nominations for representation on outside bodies

13. Cycle of Meetings for Ordinary Full Council Meetings for 2017/18

(i) Ordinary Full Council Meetings

Members are requested to consider and agree the cycle of meetings. Meeting will normally take place on the 3rd Thursday of each month with an exception in November (4th Thursday), with a recess in August and December.