



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

The Old Church Rooms  
Park Road  
Radyr  
Cardiff CF15 8DF

11<sup>th</sup> April 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 Tyrone Davies 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 April 20, 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 Apologies**
- 2 Declarations of Interest**
- 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 **16/03/2017**. Chairman to sign
- 5 Matters Arising**
- 6 Minutes of the Finance Committee**  
To receive and note the minutes of the Finance Committee meeting held on **06/03/2017**
- 7 Minutes of the Environment Committee**  
To receive and note the minutes of the Environment Committee meeting held on **06/03/2017**
- 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) Payments**  
To receive and confirm payments list for April 2017, list includes authorised cheques and direct debits – (Chairman and vice to sign)

**(ii) Year Ended 31<sup>st</sup> March 2017**

There are a few items to be finalised up to the end of March, therefore the end of year figures for 2016/17 will be presented at the next meeting.

**(iii) Payroll Software for April 2017 – March 2018**

A council resolution is required to purchase annual payroll software at a cost of £65.00

**11 Responsible Financial Officer (RFO)**

Council are required to appoint the Clerk as RFO in place of Cllr Rod McKerlich for 2017/18

**12 Notice of annual audit of accounts for the year ended 31<sup>st</sup> March 2017**

(i) To receive and note correspondence including appendices 1-8 from the external auditor BDO LLP, outlining the audit arrangements for 2016/17

(ii) To receive and note BDO Audit Spring Briefing – March 2017  
Members are to note the themes for 2016/17 and 2017/18

(iii) Summary of Timescale following Internal Audit – to note.

Notice of Appointment of Date for the Exercise of Electors' Rights	22 May – 4 June 2017
Appointed date set for the exercise of elector's rights to inspect the Annual Return for year ended 31 <sup>st</sup> March 2017	5 June – 30 June 2017
Statutory deadline for RFO & Council to approve Annual Return	30 June 2017
Date by which BDO LLP are to receive approved Annual Return	3 July 2017
Council to publish certified Annual Return	30 September 2017

**13 Calendar of Tasks for 2017/18**

To receive and approve Calendar of Tasks for business continuity in the absence of staff.

**14 Revised Application for Grant/Financial Assistance for 2017/18**

To receive and approve revised application for grants/financial assistance, which has been adapted for the inclusion of youth provision.

**15 Radyr & Morganstown Community Council Election**

To note 2 uncontested wards in Radyr North and Radyr South. There were no nominations for Morganstown.

**16 Old Church Rooms Building Refurbishment/Extension**

(i) to receive update following architect and builder's site visit

**17 May Festival Arrangements**

**18 Projects**

**(i) Project Summary**

To receive & discuss

**(ii) Boardwalk**

Council to ratify increase in boardwalk expenditure from £6071.30 to £6335.30 (increase of £264)

**(iii) Flowering Baskets**

Council are requested to rescind minute no.110(16/02/2017) the grant of £187.50 to R&M Association and recommended to adopt the annual flowering basket as an annual community council project at a cost of £375.

**19 Planning Applications (late applications will be tabled at the meeting)**

To receive and discuss:

**20 Any other business/correspondence: Strictly with prior consultation with Chair**

**21 Next Meetings to note:**

- Thursday 11<sup>th</sup> May 2017 at 7.30pm – Annual Meeting
- Thursday 18<sup>th</sup> May 2017 at 7.30pm – Ordinary Full Council

**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 Personnel Matters**

**(i) Assistant Clerk's Contract of Employment**

To receive and approve the Assistant Clerk's contract of employment (Chair to sign)  
A council resolution is required

**(ii) Local Government Pension Scheme**

To receive and approve the Assistants Clerk's enrolment into the Cardiff and Vale of Glamorgan Pension Fund. The employer's contribution is 26% for February & March 2017 and 25% from April 2017.

A council resolution is required for the Assistant Clerk to join the scheme and it be backdated to February 2017, in line with the Clerk's.