



# Radyr & Morganstown Community Council

## Cyngor Cymuned Radur a Threforgan

The Old Church Rooms  
Park Road  
Radyr  
Cardiff CF15 8DF

Minutes of the EXTRAORDINARY MEETING of the COMMUNITY COUNCIL held on Thursday, September 1 2016 at 7.45pm at the Old Church Rooms.

Present: Councillors M Diment, S McKerlich, R McKerlich, R Vaughan, D Suthers, H Lloyd-Jones, C St Leger, C Morgan, T Davies

Two members of the public.

In attendance: Helena Fox

### **BUSINESS TO BE TRANSACTED**

**16.356 To receive apologies for absence:** Cllr Hallinan

**16.357 To make declarations of interest:** There were none

**16.358 Meeting adjourned – Members of the public invited to speak:** There were none.

**16.359 To adopt a revised Co-options Policy:** The policy had been circulated in advance. It was **RESOLVED** to adopt the policy.

**16.360 To discuss the cleaning contract for the OCR:** Cllr R McKerlich briefed the meeting on a new contract for the OCR. He explained that as R&MCC moves into a new way of working post-VAT registration and tighter audit requirements this can make things burdensome for the OCR Management Committee. New cleaners were needed for the bigger newer building and to replace the old company. The OCR Management Committee had sought quotes and selected a new company and the company had been authorized by Cllrs R McKerlich, Davies and Diment to bring their equipment into the building. The size of the new contract triggered R&MCC's tender regulations and the contract terms were quite onerous. There is a practical need for cleaning to start as the new term begins next week. Cllr Diment noted that the committee had not been aware that they were breaching financial regulations. The meeting emphasised the great importance of a good working relationship between R&MCC and the OCR Management Committee volunteers.

**16.360.1** After some discussion, it was **RESOLVED** not to sign a contract with CDC Specialists Ltd but to give the company an order for cleaning services starting September 5 2016 on a trial period at a monthly payment of one twelfth of the annual cost of the two year contract which is £704.43 + VAT. If the cleaning standard is satisfactory the arrangement will be agreed for two years with the potential for a third year. If R&MCC wants to end the arrangement, it will discuss possible reimbursement of the company's set up costs. This arrangement enables R&MCC to ensure that the OCR is cleaned without triggering the tendering process. The Clerk will write to CDC Specialists Ltd. on the above terms.

Two members of the public joined the meeting.

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**16.361 To resolve security issues relating to access to the council's computer systems and electronic files; access to the council's new office and all the council's filing cabinets:** Cllr S McKerlich explained that new risk management documents were being worked on which included these security issues. After some discussion the following was resolved:

16.361.1 It was **RESOLVED** to purchase a new computer for the OCR Management Committee to run the OCR front door access software for up to £600. Transferring the software may need support from the software engineers.

16.361.2 It was **RESOLVED** to ask the OCR Management Committee to nominate a key holder for emergency access to the council office.

16.361.3 It was **RESOLVED** that the Chair and Vice Chair have computer passwords for emergency access to the office computer, with other passwords locked away. The Clerk offered to show the Chairman and Vice Chairman the computer filing system and to print off a schedule of the folders and their subfolders.

16.361.4 It was **RESOLVED** to ask Andrew Brotherton to help with IT installations.

**16.362 Date of next Meeting:** will be Thursday September 15 2016