



Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
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13th April 2018

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 their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. 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.

The total period of time which is designated for public participation in accordance with our Standing Orders is at the Chairman's discretion. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 5 minutes.

Dear Chairman Cllr R Vaughan and Members of Radyr & Morganstown Community Council

I hereby give you notice that the next Ordinary Full Council Meeting of the Community Council will be held at the Old Church Rooms on **Thursday 19th April 2018 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 Meeting adjourned: Members of the public invited to speak

4 Chairman's Announcements/Reports

5 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 **15/03/2018** - Chair to sign.

- 6 Matters Arising** (that are not on the minutes)
- 7 Minutes of the Finance Committee Meeting**
To receive, and if approved, to confirm and sign the Minutes of the Finance Committee Meeting held on **08/03/2018** Chair of Finance to sign.
- 8 Minutes of the Environment Committee Meeting**
To receive, and if approved, to confirm and sign the following:
(i) Minutes of the Environment Committee Meeting held on 05/04/2018
(ii) Appendix A – Report
Chair of Environment to sign
- Recommendation from Committee:** Council are requested to approve up to £1,000 for the purchase and installation of a metal receiver for the Christmas tree at Windsor Gardens
- 9 Finance**
(i) To receive and approve payment list for April 2018. List includes authorised cheques, bacs payments and direct debits (Chairman & Chair of Finance to sign).
(ii) To receive and note banks statements (any member to sign).
 - Unity Trust Acc. *****326 Statement No's 46 (up to and incl. 28th Feb 2018)
 - Unity Trust Acc. *****339 Statement No's 42 (up to and incl. 28th Feb 2018)
 - Nat West Acc. *****723 Statement No's 376 & 377 (up to and incl. 28th Feb 2018)
(iii) To receive, note and approve
 - Balance of Accounts/Reconciliation as at 28th February 2018 (Chair of Finance)
(iv) Council is requested to ratify the spend of £78 for the renewal of Moneysoft Payroll for 2018/19
- 10 Financial Assistance Applications**
- 11 County Councillor's Report**
To receive and note Cllr Rod McKerlich's written report for April 2018
- 12 Community Councillors Reports** - To receive and note Councillors written reports
- 13 Radon Gas** - To receive and note response from Cardiff Council
- 14 Review of Community and Town Council Sector in Wales**
(i) To receive and approve R&MCC's response to the Independent Review Panel
- 15 Project: Laying of paving slabs to replace chippings to the front of the OCR**
(i) To note, following the original contractors withdrawal to undertake the work, Voyle Construction have submitted a quote, bringing the total number of quotations received to 4. Expenditure has been previously approved by Full Council. Voyle's quotation has been approved by the OCR Hall Management Committee and subject to a satisfactory risk assessment and insurance, it is anticipated that the work will be undertaken in readiness for the festival.
- 16 Project – Installation of retaining wall to the side of the OCR**
Installation of retaining wall and face brick, stepped to marry in with existing wall to the side of the OCR for the purpose of holding back the banking and keeping the emergency exit clear for the safe evacuation of hall users.
Copies of a risk assessment and public liability insurance will be obtained prior to work commencing.
Three quotes have been obtained and will be tabled.
A council resolution is required to select a contractor.

- 17 R&MCC Publicity**
To receive discussion paper
- 18 Festival Stall** - Members are invited to front the stall.
- 19 Freedom of Information Request** - To receive and note
- 20 NJC National Pay Award 2018/19 2019/20** – to be tabled or deferred
An agreement has been reached for the national pay award for staff employed under NJC terms and conditions.
The new pay rates are applicable from 1 April 2018 and 1 April 2019.

A council resolution is required to accept pay award for all three members of staff.
- 21 Accountancy Services 2018/19 – Hourihan Ltd, Chartered Accountants & Management Consultants**
Council is requested to consider approving the reappointment of Hourihan Ltd to provide accountancy and payroll services as per existing terms and conditions, dated 20th April 2017.
A council resolution is required.
- 22 Year ended 31st March 2018 Annual Return – Hourihan Ltd**
Council is requested to consider approving the reappointment of Hourihan Ltd to undertake the necessary year end work for the internal and external audit.
A council resolution is required.
- 23 General Data Protection Regulations (GDPR)**
To receive:
(i) Quotation from Microshade
(ii) To receive Clerk's report and recommendation in relation to the appointment of a DPO for 2018/19
(iii) To receive and approve Privacy Notice which will be communicated in an appropriate manner whilst conducting Community Council business
(iv) To receive and approve the Data Protection Policy, a copy of which will be published on our website. The policy will be reviewed in light of any changes to guidance from the ICO or other advisory bodies.
(v) 'GDPR Consent to hold Contact Information' forms – to be approved and sent to all volunteers/contacts prior to the 25th May 2018.
- 24 Any other business/correspondence:** Strictly with prior consultation with Chair
- 25 Next Meeting dates:**
Thursday 3rd May 2018 7.00pm Finance Committee 7.45pm Environment Committee
Thursday 17th May 2018 - 7.00pm Annual and Ordinary Full Council
- 26 Resolution required for the Exclusion of Press & Public**
- 27 Handyperson Appointment**
Council is requested to ratify:
(i) Appointment of Mr Karl Craddock
(i) Contract of employment
- 28 Clerk's Incremental increase from April 2018**
Council is requested to consider approving the Clerk's incremental increase in line with her contract of employment.
A council resolution is required.