



Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

13th May 2018

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 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 17th May 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 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
- 2 Elect Vice Chair of the Council**
Nominations required for the election of Vice Chair
(i) Vice Chair to sign and date Acceptance of Office in the presence of the Clerk/Proper Officer
- 3 Apologies**
- 4 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.

5 Minutes

To receive, approve and sign the minutes of the Annual Meeting that was held on 11th May 2017. (Chair to sign)

6 Bank Signatories

Current bank signatories are:

Cllr R McKerlich, Cllr R Vaughan, Cllr H L Jones, Cllr H O Jones, Cllr T Davies & Cllr C Morgan.

To note additional signatories, as resolved at full council on 15th March 2018

Minute no. 228: Cllr A Thomas Richards, Cllr J Charles, Cllr K Ullah, Cllr M Vatsaloo & Cllr K Webster.

7 Documents & Policies 2018/19

A Council resolution is required to receive and adopt the following documents and policies for the ensuing year.

- i. Standing Orders – last reviewed May 2017
- ii. Model Financial Regulations & Amendments – last reviewed and amended 18th January 2018 Minute No. 173 (i) to be reviewed again May 2018
- iii. Risk Assessment/Management – last reviewed in November 2017, to be reviewed again May 2018
- iv. Retention Policy – a new policy for adoption
- v. Asset Register – adopted in March 2018 for 2017/18 to be adopted for 2018/19 in May 2018
- vi. Inventory of Land – to receive and note.

The remaining policies and documents were adopted in 2017 and will be reviewed as and when the need arises and/or when legislation changes.

- *Anti-Bribery, Fraud and Corruption Policy (June 2017)*
- *Anti-Harassment and Bullying Policy (Dignity at Work) (June 2017)*
- *Capability Policy (June 2017)*
- *Code of Conduct (Adopted May 2017)*
- *Disciplinary Rules (June 2017)*
- *Disciplinary Procedure (June 2017)*
- *Equality & Diversity Policy (July 2017)*
- *Good Councillors (May 2017)*
- *Grievance Procedure (July 2017)*
- *Model Local Resolution Protocol (June 2017)*
- *Sickness Absence Policy & Procedure (July 2017)*
- *Special Leave of Absence Policy (July 2017)*
- *Stress Management (July 2017)*
- *Youth Provision Policy & Grant Application Form (approved and adopted at Full Council on the 20th April 2017 and reviewed & amended 15th February 2018 Minute no.198 (i))*

To be reviewed during 2018/19:

- Calendar of Tasks (approved and adopted at Full Council on 20th April 2017 will be reviewed again during 2018/19)
- Complaints Policy
- Health & Safety Policy
- Social Media Policy
- Welsh Language Scheme

8. Appointment of Representatives to Outside Bodies

(i) Members are requested to consider nominations for representation on outside bodies.

(ii) To determine whether there will be a separate committee for Planning.

(iii) To determine a new Publicity Committee.

To note: Election of Chairs on the committees for Finance, Environment, Planning, Employment and Publicity will take place at the next respective committee meeting

9. Cycle of Meetings (recess in August and December)

Ordinary Full Council – 3rd Thursday of each month.

Finance Committee – 1st Thursday in May, July, September, November, January and March

Environment Committee – 1st Thursday of each month

Planning Committee – to be determined

Publicity Committee – suggested dates 1st Thursday in June, October, February and April.

Employment Committee – as and when required.