



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

Minutes of the ANNUAL MEETING of the COMMUNITY COUNCIL held on Thursday 17th May 2018 at 7.00pm at the Old Church Rooms.

Present: Cllrs T Davies, H Lloyd Jones, H Onllwyn Jones, R McKerlich, A Thomas Richards, D Suthers, K Ullah, M Vatsaloo, R Vaughan and K Webster  
Clerk: C Mortimer.

*Cllr Ralph Vaughan welcomed everyone to the meeting and chaired the first item.*

### **1 Elect Chair of the Council for 2018/19**

Nominations were invited for the election of Chair

(i) Resolved: Cllr Ralph Vaughan was proposed, seconded and unanimously voted as Chairman to the Council for 2018/19 and duly accepted and signed the Acceptance of Office in the presence of the Clerk/Proper Officer

*The newly elected Chair, Cllr R Vaughan, chaired the meeting.*

### **2 Elect Vice Chair of the Council**

Nominations were invited for the election of Vice Chair

(i) Resolved: Cllr How Onllwyn Jones was proposed, seconded and unanimously voted as Vice Chair to the Council for 2018/19 and duly accepted and signed the Acceptance of Office in the presence of the Clerk/Proper Officer

### **3 Apologies** were received from Cllr C Morgan due to work commitments and Cllr Julia Charles.

### **4 Declarations of Interest**

Councillors were 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.

There were no declarations of interest

### **5 Minutes**

Minutes of the Annual Meeting that was held on 11th May 2017 were received approved and signed as an accurate record.

### **6 Bank Signatories**

Current bank signatories were noted:

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

Additional signatories, as resolved at full council on 15<sup>th</sup> March 2018 (Minute no. 228) are:

Cllr A Thomas Richards, Cllr J Charles, Cllr K Ullah, Cllr M Vatsaloo & Cllr K Webster.

### **7 Documents & Policies 2018/19**

Resolved: Council received and adopted 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 18<sup>th</sup> 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.

*Resolved: Members agreed that the remaining policies and documents, that were adopted in 2017, continue to be adopted and will be reviewed as and when the need arises and/or when changes to legislation:*

- *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 20<sup>th</sup> April 2017 and reviewed & amended 15<sup>th</sup> February 2018 Minute no.198 (i) )*

Resolved: Members agreed that the following documents are to continue be adopted but to be reviewed during 2018/19:

- Calendar of Tasks (approved and adopted at Full Council on 20<sup>th</sup> April 2017 will be reviewed again during 2018/19) – Cllrs R. McKerlich & R. Vaughan to action
- Complaints Policy – Cllr R. McKerlich to action
- Health & Safety Policy
- Social Media Policy - Publicity Committee to action
- Welsh Language Scheme – Cllrs A Richard Thomas & H Onllwyn Jones to action.

*Councillors K Webster & Cllr K Ullah arrived at the meeting*

## **8. Appointment of Representatives to Outside Bodies**

- (i) Resolved : Council agreed nominations for representation on outside bodies as below.
- (ii) Resolved: Council agreed that there will be a separate committee for Planning as below.
- (iii) Resolved: Council agreed that a new Publicity Committee be set up as below.

*It was noted that election of Chairs on the committees for Finance, Environment, Planning, Employment and Publicity will take place at the next respective committee meeting*

<b>Committee or Organisation</b>	<b>Representatives</b>
COUNCIL CHAIR COUNCIL VICE-CHAIR	Cllr Ralph Vaughan Cllr Huw Jones
FINANCE COMMITTEE Normally 5 members plus Chair This committee meets at 7:00pm on the first Thursday of each month except August and December. Agenda and papers go out by email the Friday before.	Committee Chair: Cllr Rod McKerlich until June 2018 meeting  Members: Cllrs T Davies, H Jones, D Suthers, C Morgan & R Vaughan, J Charles

<b>Committee or Organisation</b>	<b>Representatives</b>
<p><b>ENVIRONMENT COMMITTEE</b> Normally 5 members plus Chair</p> <p>This committee meets at 7:45pm on the first Thursday of each month except August and December. Agenda and papers go out by email the Friday before.</p>	<p>Committee Chair: Cllr Helen Lloyd Jones until June 2018</p> <p>Members: Cllrs R Vaughan, K Webster, K Ullah, M Vatsaloo</p>
<p><b>EMPLOYMENT SUBCOMMITTEE</b></p> <p>To oversee employee issues for the clerk, assistant clerk and handyman. Members ideally to have knowledge of current Employment Law.</p>	<p>Chair Cllr R Vaughan, Vice Chair Cllr H Jones, Chair of Finance: Cllr R McKerlich</p> <p>Members: Cllr C Morgan, Cllr T Davies, Cllr A Thomas Richards &amp; Cllr J Charles</p>
<p><b>PLANNING COMMITTEE</b> Chairman, Chairman Environment + planning rep.</p> <p>This meets if a decision needs to be taken in between council meetings and has delegated powers to do so.</p>	<p>Chair of Environment - to be determined in June 2018 meeting</p> <p>Members: Cllr H Onllwyn Jones, Cllr R McKerlich, Cllr H Lloyd Jones &amp; Cllr A Thomas Richards</p> <p>As and when necessary.</p>
<p><b>OCR MANAGEMENT COMMITTEE</b> 5 members + clerk</p> <p>This committee meets at 7:30pm or as arranged. It is not a formal council meeting but a joint R&amp;MCC/RMA meeting for the purpose of running the Old Church Rooms building. Management agreement states : committee of 12 members of which no fewer than 4 are councillors</p>	<p>Chair: R&amp;MCC for 2018/19 – ADDENDUM Cllr H Onllwyn Jones Vice Chair: RMA for 2018/19 – ADDENDUM Mr Nick Hawkins</p> <p>Members: Cllr H Jones, Cllr R Vaughan &amp; Cllr K Ullah Secretary: ADDENDUM C Mortimer (Chair alternates RMA/RMCC)</p>
<p><b>MORGANSTOWN VILLAGE HALL</b> 3 members</p> <p>Nominated members attend the meetings of the Morganstown Village Hall management committee.</p>	<p>Cllr A Thomas Richards, Cllr R Vaughan &amp; Cllr K Webster</p>
<p><b>WOODLANDS</b> 1 member</p> <p>The Friends of Radyr Woods act on behalf of R&amp;MCC to maintain Radyr Woods. This is a long-established group.</p>	<p>Cllr H Lloyd Jones</p>

<b>Committee or Organisation</b>	<b>Representatives</b>
<p><b>PRIMARY SCHOOLS GOVERNORS</b> (position held for four years)</p> <p>Where there is a CC, that CC has the right to nominate a governor to a primary school, not to a secondary school.</p> <p>WG and Governor Services report that it is not necessary for the Council's representative to be a serving councillor. CC can appoint from between 1-4 years.</p>	<p>Radyr Primary School – Cllr R McKerlich</p> <p>Bryn Deri Primary School – Cllr A Thomas Richards</p> <p>Gwaelod y Garth – Cllr H Onllwyn Jones</p>
<p><b>TWINNING</b></p> <p>This group sets up projects with our French twin St Philbert de Grand Lieu.</p>	<p>Vacant</p>
<p><b>RADYR WEB TEAM COMMITTEE</b></p> <p>R&amp;MCC funds the website and has a number of pages on it.</p>	<p>Cllr T Davies, Cllr H Lloyd Jones &amp; Cllr A Thomas Richards</p>
<p><b>COMMUNITY EDUCATION LINK</b></p> <p>To maintain regular links with schools and library. Meets once a month with Primary schools.</p>	<p>Cllr H Lloyd Jones &amp; Cllr A Thomas Richards</p>
<p><b>WORLD WAR 1 PROJECT</b></p> <p>To develop projects to commemorate WW1 from 2013-2018.</p>	<p>Committee Chairman: Mr M Diment</p> <p>Members: Cllr R Vaughan &amp; Cllr J Charles</p>
<p><b>GE HEALTHCARE ADVISORY COMMITTEE</b> 2 members</p> <p>This is a community liaison group to keep the community up to date with activities at GE. It meets about once a year in the day time.</p>	<p>Cllrs D Suthers &amp; H Lloyd Jones</p>
<p><b>ONE VOICE WALES</b></p> <p>The national body that oversees town and community councils and liaises with WG on our behalf.</p>	<p>Cllr R Vaughan</p>
<p><b>TAFFS WELL QUARRY LIAISON</b> 2 members</p> <p>This is a community liaison group to keep the community up to date with activities at the quarry. It meets about twice a year.</p>	<p>Cllr H Onllwyn Jones &amp; Cllr H Lloyd Jones</p>
<p><b>NORTH WEST CARDIFF GROUP</b></p> <p>This meets to reserve and draft responses to local development. It may have delegated powers to make final decisions eg: of submissions.</p>	<p>Cllr D Suthers, Cllr K Ullah, Cllr M Vatsaloo and Cllr H Onllwyn Jones</p>

<b>Committee or Organisation</b>	<b>Representatives</b>
Publicity Committee Meets 4 times a year – to publicise work of the Community Council bilingually and to manage social media platform.	Cllrs T Davies, A Thomas Richards, M Vatsaloo & K Webster

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

Ordinary Full Council – 3<sup>rd</sup> Thursday of each month.

Finance Committee – 1<sup>st</sup> 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 1<sup>st</sup> Thursday in June, October, February and April.

Employment Committee – as and when required.

Resolved: Council agreed to the proposed cycle

<b>Date / Day: Thursday</b>	<b>Meeting Type</b>
<b>17<sup>th</sup> May 2018</b>	<b>Annual &amp; Full Council</b>
<b>7<sup>th</sup> June 2018</b> <b>20<sup>th</sup> June 2018 (*WEDNESDAY)</b>	<b>Environment / Planning</b> <b>Publicity</b> <b>Full Council</b>
<b>5<sup>th</sup> July 2018</b> <b>19<sup>th</sup> July 2018</b>	<b>Environment / Planning</b> <b>Finance</b> <b>Full Council</b>
<b>AUGUST</b>	<b>RECESS</b>
<b>6<sup>th</sup> September 2018</b> <b>20<sup>th</sup> September 2018</b>	<b>Environment / Planning</b> <b>Finance</b> <b>Full Council</b>
<b>4<sup>th</sup> October 2018</b> <b>18<sup>th</sup> October 2018</b>	<b>Environment / Planning</b> <b>Publicity</b> <b>Full Council</b>
<b>1<sup>st</sup> November 2018</b> <b>15<sup>th</sup> November 2018</b>	<b>Environment / Planning</b> <b>Finance</b> <b>Full Council</b>

DECEMBER	RECESS
<b>3<sup>rd</sup> January 2019</b> <b>17<sup>th</sup> January 2019</b>	<b>Environment / Planning</b> <b>Finance</b> <b>Full Council</b>
<b>7<sup>th</sup> February 2019</b> <b>21<sup>st</sup> February 2019</b>	<b>Environment / Planning</b> <b>Publicity</b> <b>Full Council</b>
<b>7<sup>th</sup> March 2019</b> <b>21<sup>st</sup> March 2019</b>	<b>Environment / Planning</b> <b>Finance</b> <b>Full Council</b>
<b>4<sup>th</sup> April 2019</b> <b>18<sup>th</sup> April 2019</b>	<b>Environment / Planning</b> <b>Publicity</b> <b>Full Council</b>
<b>2<sup>nd</sup> May 2019</b> <b>16<sup>th</sup> May 2019</b>	<b>Environment / Planning</b>  <b>Annual &amp; Full Council</b>

Meeting closed at 8.50pm

Signed: \_\_\_\_\_ Date: 18<sup>th</sup> May 2017