



Radyr & Morganstown Community Council

Cyngor Cymuned Radur a Threforgan

Minutes of the ANNUAL MEETING of the COMMUNITY COUNCIL held on Thursday, 11 May 2017 at 7.30pm at the Old Church Rooms.

Present: Cllrs T Davies, H Lloyd Jones, H Jones, R McKerlich, D Suthers, C Morgan and R Vaughan
Clerk: C Mortimer.

Chairman Cllr Tyrone Davies chaired items 1 & 2 of the meeting

1 Declaration of Acceptance of Office

(i) All members present signed and dated the Declaration of Acceptance of Office in the presence of the Clerk/Proper Officer

2 Elect Chair of the Council for 2017/18

Nominations were invited for the position of Chairman

(i) Cllr Ralph Vaughan was proposed, seconded and unanimously voted as Chairman to the Council for 2017/18 and duly signed and dated the Acceptance of Office in the presence of the Clerk/Proper Officer

(ii) Resolved: It was agreed that the Chair be Line Manager to the Clerk

Cllr Ralph Vaughan thanked members for electing him as Chair for the ensuing year. He also wanted to pay tribute to Cllr Tyrone Davies for his Chairmanship and expressed our gratitude, on behalf of all members.

Cllr David Suthers also wanted to pay tribute to Cllr Tyrone Davies for Charing the council through a very difficult year.

Newly elected Chairman Cllr Ralph Vaughan chaired the meeting

3 Elect Vice Chair of the Council

Nominations were invited for the position of Vice Chair

(i) Cllr Huw Jones was proposed, seconded and unanimously voted as Vice Chairman to the Council for 2017/18 and duly signed and dated the Acceptance of Office in the presence of the Clerk/Proper Officer

4 Apologies – there were no apologies.

5 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.

6 Minutes

To receive and note the minutes of the Annual Meeting that was held on 5th May 2016 that were signed on the 19th May 2016.

7 Bank Signatories – Unity Trust Banking

(i) 'Cheque Signatories & Internet Banking Authorisation Form as at May 2017' was received and noted

(ii) Removal of Signatories

Resolved: Council agreed to removing signatories: S McKerlich, M Diment, C St Leger & M Deem

(iii) Additional Signatures

Resolved: Council agreed for two additional signatories: Cllr Helen Lloyd Jones & Cllr Huw Jones

(iv) Transfer of Funds

Resolved: Council agreed to grant delegated powers to the Clerk / RFO to act as a single authority to transfer funds between the deposit and current account.

8 Documents & Policies 2017/18

- (a) Resolved: Council agreed to adopt Item no's 8 (i) – 8 (vi), (ix) & (xxiii)
(b) Resolved: Council agreed that the remaining policies 8 (v) – (viii), (x) – (xxii) will be brought to full council over the course of the next few months for review. The Financial Regulations will be reviewed at the next Finance Committee meeting, and brought back to an ordinary full council meeting
(c) Resolved: Council agreed that Ordinary Council Meetings will commence at 7.00pm
- i. Code of Conduct – The Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2016 (no.2016/84)
 - ii. Good Councillors Guide
 - iii. Standing Orders -
 - iv. Financial Regulations
 - ix. Calendar of Tasks (this document was approved and adopted at Full Council on 20th April 2017)
 - xxiii. Youth Provision Policy & Grant Application Form (these documents were approved and adopted at Full Council on the 20th April 2017)
- v. Anti-Bribery, Fraud and Corruption Policy
 - vi. Anti-Harassment and Bullying Policy (Dignity at Work)
 - vii. Asset Register
 - viii. Capability Policy
 - x. Complaints Policy
 - xi. Disciplinary Rules
 - xii. Disciplinary Procedure
 - xiii. Equality & Diversity Policy
 - xiv. Grievance Procedure
 - xv. Health & Safety Policy
 - xvi. Inventory of Land
 - xvii. Pay Policy
 - xviii. Risk Assessment / Management
 - xix. Sickness Absence Policy & Procedure
 - xx. Social Media Policy
 - xxi. Special Leave of Absence Policy
 - xxii. Stress Management

9. Remuneration

(i) Independent Remuneration Panel (IRP) for Wales

Letter from the Chair of the IRP regarding the Annual Report 2017/18 was received and noted
(ii) IRP Report for 2017/18 (pages 40 – 42 are applicable to community & town councils)
Resolved: Members adopted Determinations 44 - 51 and those members that wished to forego Determination no. 44, 46 & 47 would need to put it in writing addressed to the clerk.
Details of remuneration is required to be published on our website.

10. Environment Committee

i. Elect a Chair

Nominations were invited to the position of Chair of the Environment Committee for 2017/18
Resolved: Cllr Helen Lloyd Jones was nominated, seconded and unanimously voted as Chair of the Environment Committee for the ensuing year.

ii. Committee Members

Nominations were invited for Committee Members, a minimum of 5
Resolved: All six members agreed to be committee members until co-option of new members

iii. Cycle of Meetings

Resolved: Council agreed that meetings continue to be held on the 1st Thursday of each month at 7.45pm

11. Finance Committee

i. Elect a Chair

Nominations invited to the position of Chair of the Finance Committee for 2017/18
Resolved: Cllr Rod McKerlich was nominated, seconded and unanimously voted as Chair of the Finance Committee for the ensuing year.

ii. Committee Members

Nominations were invited for Committee Members, a minimum of 5 Members plus Chair
Resolved: All six members agreed to be committee members until co-option of new members

iii. Cycle of Meetings

Resolved: Council agreed that meetings continue to be held on the 1st Thursday of each month at 7.00pm

12. Appointment of Representatives to Outside Bodies

Members are requested to consider nominations for representation on outside bodies

Committee or Organisation	Representatives
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 Members: T Davies, H Lloyd Jones, H Jones, R McKerlich, D Suthers, C Morgan & R Vaughan
ENVIRONMENT COMMITTEE Normally 5 members plus Chair 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.	Committee Chair: Cllr Helen Lloyd Jones Members: T Davies, H Lloyd Jones, H Jones, R McKerlich, D Suthers, C Morgan & R Vaughan
EMPLOYMENT SUBCOMMITTEE To oversee employee issues for the clerk, assistant clerk and handyman. Members ideally have knowledge of current Employment Law.	Chair Cllr R Vaughan, Vice Chair Cllr H Jones, Chair of Finance: Cllr R McKerlich Members: Cllr C Morgan & Cllr T Davies
PLANNING COMMITTEE Chairman, Chairman Environment + planning rep. This meets if a decision needs to be taken in between council meetings and has delegated powers to do so.	Chair Cllr R Vaughan, Chair of Environment Cllr H Lloyd Jones, Members: Cllr H Jones & Cllr R McKerlich
OCR MANAGEMENT COMMITTEE 5 members + clerk This committee meets at 7:30pm or as arranged. It is not a formal council meeting but a joint R&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	Chair: RMA Vice Chair: Cllr Ralph Vaughan Members: Cllr H Jones & Cllr D Suthers (Chair alternates RMA/RMCC)
MORGANSTOWN VILLAGE HALL 2 members Nominated members attend the meetings of the Morganstown Village Hall management committee.	Cllr C Morgan & Cllr R Vaughan
WOODLANDS 1 member The Friends of Radyr Woods act on behalf of R&MCC to maintain Radyr Woods. This is a long-established group.	Cllr H Lloyd Jones
PRIMARY SCHOOLS GOVERNORS (position held for four years) Where there is a CC, that CC has the right to nominate a governor to a primary school, not to a secondary school. 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-	Radyr Primary School – Cllr R McKerlich (until co-option of further members) Bryn Deri Primary School – Cllr R Vaughan Gwaelod y Garth – Cllr H Jones It was agreed to appoint both governors for the full

Committee or Organisation	Representatives
4 years.	term of the community council until 2017.
TWINNING This group sets up projects with our French twin St Philbert de Grand Lieu.	Vacant – to be brought to an ordinary meeting following co-option of further members
RADYR WEB TEAM COMMITTEE R&MCC funds the website and has several pages on it.	Cllr T Davies & Cllr H Lloyd Jones
COMMUNITY EDUCATION LINK To maintain regular links with schools and library	Cllr H Lloyd Jones & Cllr C Morgan
WORLD WAR 1 PROJECT To develop projects to commemorate WW1 from 2013-2018.	Committee Chairman: Mr Mike Diment Members: To be deferred until co-option of further members
GE HEALTHCARE ADVISORY COMMITTEE 2 members This is a community liaison group to keep the community up to date with activities at GE. It meets about twice a year in the day time.	Cllr D Suthers
ONE VOICE WALES The national body that oversees town and community councils and liaises with WG on our behalf.	Cllr C Morgan
TAFFS WELL QUARRY LIAISON 2 members This is a community liaison group to keep the community up to date with activities at the quarry. It meets about twice a year.	Cllr H Jones & Cllr H Lloyd Jones
NORTH WEST CARDIFF GROUP This meets to reserve and draft responses to local development. It may have delegated powers to make final decisions eg: of submissions.	Cllr David Suthers

13. Cycle of Meetings for Ordinary Full Council Meetings for 2017/18

- (i) Resolved: Council agreed to the cycle of Ordinary Full Council Meetings to be held on the 3rd Thursday of each month.

Chairman Cllr Ralph Vaughan thanked all members for their attendance.

Meeting closed at 8.50pm

Signed: _____ **Date:** 18th May 2017