



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Summary (Notes) of the ANNUAL COUNCIL MEETING of Radyr & Morganstown Community Council held on 12 May 2022 at 7:00pm.

This meeting was held remotely in accordance with the Local Government and Elections (Wales) Act 2021.

The minutes are subject to confirmation at the Council Meeting to be held on 23 June 2022.

Present: Councillors Julia Charles, Allan Cook, Tyrone Davies, Helen Lloyd Jones, Michelle Lenton-Johnson, Huw Onllwyn Jones, Vina Patel, David Silver, David Suthers, Ralph Vaughan and Martin Williams.

Also: David Collins (Clerk to the Council) and Julie Hopkins (Assistant Clerk)

Absent: None

(No public participation session was held at this meeting.)

1. Election of Chair and Vice Chair

Nominations were invited for the position of Chair of the Council.

It was proposed by Councillor David Suthers, seconded by Councillor Vina Patel and agreed unanimously that Councillor Tyrone Davies is elected as Chairman of the Council for the year 2022/23.

(Councillor Tyrone Davies in the chair)

Nominations were invited for the position of Vice Chair of the Council.

It was proposed by Councillor David Silver, seconded by Councillor Allan Cook and agreed unanimously that Councillor Vina Patel is elected as Vice Chair of the Council for the year 2022/23.

It was **Resolved** that the Chairman and Vice Chair would sign their Declarations of Office as Chairman and Vice Chair on a later date.

All Members had signed their Declaration of Office prior to the meeting.

2. Apologies for Absence

None

3. Declarations of Interest

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest. No declarations were made.

4. Method of Voting

It was **Resolved** that the manner of any voting at this meeting and any subsequent meetings would be by calling each name alphabetically with a response of “for” or “against” or “abstain.”

5. Members of the public invited to speak

No members of the public wished to speak.

6. Vacancy

Members noted that, following the local government elections held on 5 May 2022 a vacancy existed in the Morganstown Ward. The vacancy would be filled by co-option. The Community Council was required need to publish notice of this.

It was **Resolved** that notice to fill the vacancy by co-option for the Morganstown Ward of Radyr & Morganstown Community Council is published as soon as practical.

7. Minutes of the Meeting of Full Council held on 21 April 2022

Councillor Huw Onllwyn Jones introduced the minutes of the above meeting. Councillor Huw Onllwyn Jones proposed to accept the minutes. Councillor Ralph Vaughan seconded.

It was **Resolved** that the minutes of the above meeting are confirmed as a true and accurate record of the meeting.

8. Review of Delegations and Terms of Reference for Committees and Working Groups.

Members considered Terms of Reference for the following:

- (i) Finance Committee
- (ii) Environment Committee
- (iii) Planning Committee
- (iv) Employment Committee

- (v) Publicity Group
- (vi) Youth Engagement Working Group
- (vii) Old Church Rooms Management Board

It was **Resolved** that

- (1) the Terms of reference are approved.
- (2) Annual Accounts are submitted to the Council following internal audit.
- (3) consideration of arrangements in relation to Christmas are deferred to the Environment Committee.

9. Membership of Committees, Working Groups and External Bodies

It was **Resolved** that the following Members are appointed to Committees, Working Groups and External Bodies:

Finance Committee

Chairman of the Council

Councillors Julia Charles, Vina Patel, David Silver, David Suthers and one vacancy.

Environment Committee

Chairman of the Council

Councillors Allan Cook, Helen Lloyd Jones, Huw Onllwyn Jones, Vina Patel and Ralph Vaughan.

Planning Committee

Chairman of the Council

Councillors Allan Cook, Huw Onllwyn Jones and Ralph Vaughan

Employment Committee

Chairman of the Council

Councillors Julia Charles, Michelle Lenton-Johnson, David Silver and one vacancy.

Publicity Group

Chairman of the Council

Vice Chair of the Council

Councillors Julia Charles, Allan Cook and David Silver.

Youth Engagement Working Group

Chairman of the Council

Councillors Michelle Lenton-Johnson, Vina Patel and one vacancy.

Old Church Rooms Management Board

Chairman of the Council

Councillors Allan Cook, Huw Onllwyn Jones, David Silver, David Suthers and Ralph Vaughan.

One Voice Wales

Chairman of the Council (Clerk to also attend meetings).

Radyr Morganstown Local Development Group

Councillors Allan Cook, Huw Onllwyn Jones and Ralph Vaughan.

Northwest Cardiff Group

Councillor Allan Cook.

Morganstown Village Hall

Councillors Allan Cook and Ralph Vaughan.

Friends of Radyr Woods

Chairman of the Council

Councillor Huw Onllwyn Jones.

Bryn Deri Primary School Governing Body

Councillor Helen Lloyd Jones.

Radyr Primary School Governing Body

Rod McKerlich.

Schools Liaison

Councillors David Silver and Helen Lloyd Jones.

Twinning Group

Councillor Allan Cook.

Radyr & Morganstown Good Neighbours Scheme

Councillor Vina Patel.

Taffs Well Quarry Liaison

Councillors Allan Cook, Julia Charles and Vina Patel.

Radyr Morganstown Community Council – Radyr & Morganstown Association

Chairman of the Council

Councillor Vina Patel.

Friends of Bethel Chapel

Councillors Julia Charles, Allan Cook, David Silver and one vacancy.

10. Annual Report 2021/22

Members consider the above Annual Report.

It was **Resolved** that the Annual report is approved.

11. Internal Auditor

It was **Resolved** that that the appointment of BPU Chartered Accountants as the Council's internal auditor is confirmed.

12. Review and adoption of Standing Orders 2022/23

Members undertook a review of Standing Orders.

It was **Resolved** that the Standing Orders are confirmed subject to an amendment to clarify the arrangements whereby members of the public can gain remote access to meetings.

13. Code of Conduct

Members considered the existing Code of Conduct.

It was **Resolved** that the the Code of Conduct is confirmed.

14. Review and Adoption of Financial Regulations for 2022/23

Members undertook a review of the Financial Regulations.

It was **Resolved** that:

- (1) the Financial Regulations are approved.
- (2) Councillor Allan Cook is appointed to verify bank statements and bank reconciliation in accordance with Financial Regulation 2.2.

15. Bank Signatories

It was **Resolved** that:

- (1) Councillors Julia Charles, Vina Patel, David Silver and Ralph Vaughan are appointed as signatories for on-line banking. David Collins (Clerk) and Julie Hopkins (Assistant Clerk) to be responsible for the processing of payments.
- (2) Councillors Tyrone Davies, Huw Onllwyn Jones, David Silver and Ralph Vaughan for cheques (any two to sign).

16. Independent Remuneration Panel for Wales Annual Report 2022

At a meeting held on 21 March 2022, the Council resolved that consideration of Determinations 45 and 49 of the above is deferred to the Annual Council meeting.

It was **Resolved** that:

- (1) no action is taken in relation to Determination 45.
- (2) consideration of Determination 49 is deferred for a further report.

(Councillor Tyrone Davies left the meeting at this point.)

(Councillor Vina Patel in the chair.)

17. Review of Asset Register. 31 March 2022

Members considered the Asset Register. Members noted that the Register required adjustment in relation to items disposed of in-year.

It was **Resolved** that the Asset Register, as amended, is approved.

18. Insurance Policy

It was **Resolved** that to confirm the renewal of the Council's insurance policy with Zurich for 2022/23 (£1773.29).

19. Review of arrangements with Other Bodies

Members reviewed arrangements in relation to membership of One Voice Wales (£1049) and the Society of Local Council Clerks for 2022/23.

It was **Resolved** that Membership of One Voice Wales and the Society of Local Council Clerks is confirmed.

20. Review of Complaints Procedure

Members considered arrangements in relation to the handling of complaints.

It was **Resolved** that:

- (1) consideration of the Council's Complaints Procedure is deferred.
- (2) the revised Model Local Resolution Protocol is adopted.

21. Review of Council Policies and Practices on Freedom of Information and Data Protection

Members considered policies in relation to the above.

It was **Resolved** that the FOI publication scheme, Information and Data Protection Policy and Privacy Notice are approved.

22. Review of Press/Media and Social Media policies

Members undertook a review of the Social Media Policy and Communications Strategy.

It was **Resolved** that consideration is deferred to the Publicity Group.

23. Review of Employment Policies and Procedures

Members undertook reviews of the following policies and procedures:

Anti-Harassment and Bullying Policy

Capability Procedure

Disciplinary Procedure

Disciplinary Rules

Equality and Diversity Policy

Grievance Procedure

Pay Policy

Sickness Absence Policy and Procedure

Special Leave of Absence Policy

Stress Management Policy

Staff Appraisal Scheme

It was **Resolved** that the above policies and procedures are confirmed.

24. Review of other Council Policies and Procedures.

Members undertook reviews of the following policies and procedures:

Anti-Bribery, Fraud and Corruption Policy

Email Policy

The Good Councillors Guide

Guidance – Use of the title “Councillor”

Retention Policy

Welsh Language Scheme (amendment: At present the Council has one Welsh speaking member of staff.”)

It was **Resolved** that:

- (1) the above policies and procedures are confirmed, subject to an amendment to the Welsh Language Scheme to confirm that the Council has one Welsh speaking member of staff.
- (2) a further review of the Welsh Language Scheme is undertaken.
- (3) a Health & Safety Policy and Youth Provision Policy is developed.

25. Biodiversity and Resilience of Ecosystems Plan

Members reviewed the Biodiversity and Resilience of Ecosystems Plan.

It was **Resolved** that the Plan is confirmed.

26. Expenditure under S.137 of the Local Government Act (1972)

Members considered arrangements in relation to the above.

It was **Resolved** that:

- (1) the Council notes that the maximum expenditure that could be incurred under both section 137(1) and (3) for the financial year 2022-23 was £8.82 per elector.
- (2) the Council notes that note that expenditure incurred during 2021/22 would be identified in the Annual Return which would be submitted to the Council.

27. Dates and times of Full Council and Committee Meetings in 2022/23

Members considered a schedule of meetings for the year.

It was **Resolved** that the dates and times of meetings are agreed. Each meeting to take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.

The meeting closed at 8.25 pm