



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
Park Road
Radyr
Cardiff CF15 8DF

Tel: 02920 842213
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27 April 2023

Members of the public and press are entitled to attend meetings of Radyr & Morganstown Community Council in person or via remote means 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. Members of the public may attend in person or remotely.

Members of the press or public wishing to access the remote meeting below should contact the Clerk no later than 1:00pm on the day of the meeting to request the Zoom link and passcode to join the meeting. Please email the Clerk at the following address: clerk@radyr.wales

Dear Members of Radyr & Morganstown Community Council

I hereby give you notice that the **Annual Meeting** of the Community Council will be held on **Thursday 4 May 2023 at 7:00pm**. The meeting will be held in person at the above venue and remotely via Zoom. All Members of the Council are summoned to attend. The business to be transacted is set out in the agenda below.

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Yours sincerely

David Collins DMS

Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)

Radyr & Morganstown Community Council

Cyngor Cymuned Radur a Threforgan

AGENDA

1. Election of the Chair and Vice-Chair of the Council

- (i) Nominations for the Chair of Council are required

The Chair will sign and date the Acceptance of Office in presence of the Clerk/Proper Officer.

- (ii) Nominations for the Vice-Chair of Council are required

2. Apologies for absence

Members are requested to notify the Clerk in advance of any apologies for absence and the reason for the absence.

3. 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 the Clerk.

4. Method of Voting

To confirm that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain."

5. Members of the public invited to speak

6. Vacancies

No responses have been received to notification of vacancies in Radyr North and Morganstown. The Council is able to fill the vacancies by co-option. Arrangements will be reported to the next Council meeting.

7. Minutes of the Ordinary Full Council Meeting held on 20 April 2023

To receive and if approved, confirm the minutes of the above meeting.

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

- (i) Finance Committee
- (ii) Environment and Regeneration Committee
- (iii) Planning Committee
- (iv) Employment and Allowances Committee
- (v) Publicity and Communications Committee

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

To confirm that annual accounts are submitted to the Council following internal audit.

9. Membership of Committees, Working Groups and External Bodies

- (i) to appoint as per attached schedule.
- (ii) to appoint any new committees
- (iii) review of arrangements with external bodies and reports back from Members

10. Annual Report

This will be reported to the meeting of 18 May 2023

11. Internal Auditor

To confirm the appointment of BPU Chartered Accountants as the Council's internal auditor.

12. Review and adoption of Standing Orders 2023/24

In the light of changes introduced by the Local Government and Elections (Wales) Act 2021 and the need for all councils to become accustomed to how these changes affect normal working, One Voice Wales will produce a revision of model standing orders. This will allow Councils to review their governance structure in the light of the content of the new model. In the meantime, the Council is asked to confirm the existing Standing Orders, which can be viewed [here](#).

The Council has resolved that the quorum for committees shall be no less than three.

13. Code of Conduct

To confirm the [Code of Conduct](#).

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

(1) The Council approved revised [Financial Regulations](#) on 20 April 2023. Council is asked to confirm.

(2) To appoint a member other than the Chairman or a signatory to verify bank statements – Regulation 2.2 refers (Currently Councillor Allan Cook)

15. Bank Signatories: Unity Trust Bank

To confirm the following:

Councillors Julia Charles, Vina Patel, David Silver and one other to be appointed in place of the late Councillor Vaughan for on-line banking and David Collins (Clerk) and Julie Hopkins (Assistant Clerk).

16. Cheque Signatories: Unity Trust Bank

To confirm the following:

Councillors Tyrone Davies, Huw Onllwyn Jones, David Silver and one other to replace the late Councillor Ralph Vaughan for cheques (any two to sign)

(Signatories for any additional accounts to be opened in the future will be appointed at the appropriate time.)

17. Review of Asset Register

The 2021/22 Asset Register is attached. Any significant items purchased during the year (such as IT equipment,) will be added. Any significant disposals will also be recorded.

The final register which will inform Box 12 of the Accounting Statements 2022-23.

18. Insurance Policy

To confirm the renewal of the Council's insurance policy with Zurich for 2023/24 (£2136.56 inc. tax)

19. Review of arrangements with Other Bodies

- (i) To confirm membership of One Voice Wales (£1159) and the Society of Local Council Clerks for 2023/24.
- (ii) To receive any reports from Members on external bodies.
- (iii) To review arrangements for reporting back on the work of external bodies
- (iv) To review arrangements with not-for-profit bodies and businesses.

20. Review of Complaints Procedure

To review the Complaints Procedure.

During 2022/23, the agreed a revised definition: *A complaint* is an expression of dissatisfaction about the council's action or lack of action or about the standard of a service, whether the action taken or the service was provided by the council itself, a member acting on behalf of or could be perceived as acting on behalf of or a body acting on behalf of the council.

The Council has also agreed that the Complaints Policy is reviewed to reflect Best Practice, and to include clear advice for complainants about complaints would be dealt with.

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

- (i) To review the FOI publication scheme
- (ii) To review the Information and Data Protection Policy
- (iii) To review the Privacy Notice.

22. Review of Press/Media and Social Media policies

- (i) To review the Social Media Policy
- (ii) To review the Communications Strategy

23. Review of employment policies and procedures

To review 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

24. Review of other Council policies and procedures:

Anti-Bribery, Fraud and Corruption Policy
Email Policy
Retention Policy
Welsh Language Scheme (amendment: At present the Council has one Welsh speaking member of staff.”)
Health and Safety Policy – To be developed
Youth Provision – To be developed

25. Biodiversity and Resilience of Ecosystems Plan

To review the Biodiversity and Resilience of Ecosystems Plan

26. Expenditure under S.137 of the Local Government Act (1972), Power of Well-being and General Power of Competence

The maximum expenditure that can be incurred under both section 137 for the financial year 2022-24 will be £9.93 per elector. Expenditure under s.137 is identified in the annual Accounting Statements. However as the Council resolved to exercise the General Power of Competence on 21 July 2022, s 137 no longer applies to the Council from that date.

The ‘well-being power’ introduced by the Local Government Act 2000 has been repealed.

It is **recommended** that the Council reaffirms its eligibility to exercise the General Power of Competence during 2023/24 on the basis that it continues to meet the eligibility criteria.

27. Dates and times of Full Council and Committee Meetings in 2023/24

To confirm the attached schedule of meetings, previously agreed on 16 February 2023.

The meetings will take place in person at the Old Church Rooms, Park Road, Radyr, Cardiff CF15 8DF and remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.