



Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
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14 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 an Ordinary Meeting of the Community Council will be held on **THURSDAY 20 APRIL 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.

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. Apologies for absence

To be submitted in writing to the Clerk in advance.

2. 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.

3. 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."

4. Members of the public invited to speak.

(Standing Order 3 and Local Government and Elections (Wales) Act 2021)

5. Chairman's Announcements

(i) Since the last time I reported to you I have undertaken the following on behalf of the Council:

- Met with the Clerk a number of times to discuss and help progress council matters.
- Attended an Environment Committee meeting, in conjunction with other cllrs.
- Attended two Old Church Rooms Management Committee meetings, in conjunction with other cllrs.
- Met/spoke with cllrs who requested a conversation.
- Wrote to David Suthers expressing our immense gratitude for his years of service on our Community Council.
- Wrote to Rachel Phillips expressing our gratitude for her service on our Community Council.
- Attended an Employment Sub-Committee meeting, in conjunction with other cllrs.
- Attended a meeting with Peter Bradbury (Cardiff Cllr) to discuss a potential Youth Project, in conjunction with the clerk.

Councillor Tyrone Davies

(ii) To approve the Chairman's attendance at events.

6. Vacancy: Radyr North Ward and Morganstown

Notice of the above vacancies was published on 3 April 2023. If an election is to take place it must be requested by 24 April 2023.

7. Minutes of the Ordinary Meeting of Council held on 16 March 2023

To receive and, if approved, confirm the attached Minutes of the above Council Meeting. Chairman to sign.

8. Management Accounts

(1) To consider the attached Management Accounts 31 March 2023. Variances are reported. Members monitor income and expenditure to monitor budgets during the year. Budget

headings will incur income and expenditure as the year progresses and details will be monitored and reported. The accounts for the period ended 31 March 2023, are subject to final accounting adjustments.

(2) To confirm urgent expenditure authorised by the Clerk in accordance with Financial regulations:

- (i) Additional expenditure re audit – total £1385
- (ii) Sundries – total £881

9. Bank Statements: 31 March 2023

- | | |
|----------------------------------|---|
| (a) Unity Trust Account *****326 | Unity Current Account T2. Statement 122 |
| (b) Unity Trust Account *****011 | Old Church Rooms. Statement 40 |
| (c) Unity Trust Account *****339 | Instant Access. Statement 103 |

The attached statements have been by Councillor Allan Cook in accordance with Financial Regulations. Any exceptions arising from this verification will be reported.

10. External Audit 2021/22: Update

This has now been completed. A copy of the Statement of Accounts, which includes the audit opinion, is attached. The results have been published. An unqualified audit opinion has been given.

11. Governance Arrangements:

(1) Financial Regulations 2023

Following a review of the regulations, a revised copy is attached. This follows consultation with the Chairman of the Council and the Chair of the Finance Committee. Key changes are highlighted below:

Budgetary Control and Authority to Spend

The threshold for the Clerk to spend within approved budgets is increased from £500 to £1,000. The threshold for the Clerk to approve urgent expenditure has been similarly increased.

(2) Standing Orders

In the light of changes introduced by way of the Local Government and Elections (Wales) Act 2021 and accounting for the need for all councils to become accustomed to how these changes affect the everyday working of councils, 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 confirms that the quorum for committees shall be no less than three.

12. County Councillors' Report

To consider the attached report.

13. Environment Committee Minutes 6 April 2023

To receive and if approved, to confirm the recommendations of the committee at the meeting held on 6 April 2023. A copy of the minutes is attached.

14. Employment Committee Minutes 14 April 2023

To receive and if approved, to confirm the recommendations of the committee at the meeting held on 14 April 2023. A copy of the minutes is attached.

15. Publicity Group: Progress

To note progress as below.

Separate email addresses for Clerks	This been introduced and is in use.
Social Media	The Council's Twitter account has 304 followers (14 April 2023)
Mobile Phone	A phone for office use has been purchased and is in use.
Laptops	New laptops have been purchased for the Clerks and are in use.
Hybrid Meetings	Equipment has been purchased to support hybrid meetings and is in use.
Pop-up Banners	These are being ordered.
Website	Work is in hand to migrate to the new site. See also below.
Other projects	Remaining projects will be examined during 2023/24

16. Website Domain name

On 19 January 2023, Members accepted a quotation from Webjects to provide a new website. Earmarked Reserves would be used to meet the one-off costs. These costs have been paid.

On 16 February 2023, the Council approved an arrangement whereby Ongoing maintenance costs would be paid in 2023/24. (L1)

The original quotation was based upon the continued use of the original domain name. On 16 March 2023, the Council approved the use of a new domain name (radyrandmorganstownc.org). This makes a clean break with the former site and makes transition to the new site easier. Visitors to the old domain would be routed to the new site.

An additional cost would be incurred however, as set out below:

- £27.99+VAT pa Management of domain – Cost to be renewed either yearly or by-yearly.
- £66+VAT pa (Standard admin charge) – This falls outside the website maintenance agreement as it does not cover domains.

These costs would be included in the yearly renewal for the Council and the current invoice would need amending. The revised total annual cost to the Council would be £2073.99 plus VAT. (L1)

This change to the scope of the agreed work requires Council approval.

The price could have been rectified as this is a change to the scope of the project but this will remain the same as a goodwill gesture on the part of Webjects.

17. Society of Local Council Clerks (SLCC): Branch Chair Role

The Clerk has been invited to chair meetings of the local branch of the SLCC. Meetings usually take place in the afternoons. There are usually two to three meetings a year lasting about two hours each.

It is **recommended** that the invitation is accepted.

18. Old Church Rooms (OCR) Board

- (1) To consider the attached report of the Board.
- (2) To consider the projects referred to in the report.
- (3) The proprietor of the proposed burger bar at the OCR has asked if the Council would be willing to submit the paperwork for the planning application required for this use. Members are asked to consider the request. Cardiff Council has been asked to comment. They are unable to advise on arrangements between the Council and a third party. The applicant does not need to be the owner.
- (4) To approve payment of the final gas bill to EDF of £631.27 for the period 2 February 2023 to 19 March 2023. This is based on an estimate. The reading will be checked and any adjustments reported.

19. Radyr and Morganstown Festival

To confirm arrangements for the Council's participation in the above, including the Civic Service and Reception on 30 April 2023.

The Chairman has invited former Councillor David Suthers to attend the Reception.

20. Forward Work Programme: Progress

This will be reported to a future meeting.

21. Date of Next Meeting

The Annual Council meeting will take place on 4 May 2023. (Hybrid basis)

22. Exclusion of the Press & Public

In view of the confidential nature of the business to be transacted, it is **recommended** that the following matters be considered in private and that the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960 be exercised.

23. Renewal of Fascia and Bargeboards

To consider the attached report and approve the use of Earmarked Reserves for these purposes.