



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of the ANNUAL MEETING of the COMMUNITY COUNCIL held on Thursday, 7 May 2015 at 7:30pm at the Old Church Rooms.

Present: Councillors S McKerlich, St Leger, Nicholas, Suthers, R McKerlich, Evans, Morgan, Vaughan

In attendance: Helena Fox

14.665 Election of new Chairman : Under the Local Government Act 1972 S34(2) this must be the first item on the Agenda for the Annual Meeting.

14.665.1 Cllr R McKerlich proposed Cllr Julia Hallinan; seconded by Cllr Liz Nicholas.

14.665.2 Cllr Suthers nominated Cllr Mike Diment but he had confirmed to the Chairman that he did not want stand.

14.665.3 It was **RESOLVED** that Cllr Hallinan be Chairman for 2015-16. Cllr Hallinan was content to accept the nomination and signed the Declaration of Acceptance of Office. Cllr Hallinan thanked the council and felt honoured to have been elected and have the Council's trust and will do her best to steer the council well over the next year. Cllr Hallinan thanked Cllr Rod McKerlich both for his personal help to her as a new councillor and for his sterling work over the last year.

14.666 Appointment of new Vice-chairman :

14.666.1 Cllr Hallinan nominated Cllr Diment; seconded by Cllr S McKerlich

14.666.2 Cllr Suthers put his name forward and was nominated by Cllr Nicholas; seconded by Cllr Morgan.

14.666.3 A vote was taken and it was **RESOLVED** that the Cllr Diment be Vice Chairman for 2015-16. Cllr Diment was absent and will sign the Declaration of Acceptance of Office in due course.

14.667 To receive apologies for absence : Cllrs Marsh, Davies, Diment

14.668 To receive declarations of interest : There were none.

14.669 To receive the Minutes of the meeting held on April 16 2015 : It was **RESOLVED** that the Minutes of the council meeting held on April 16 that had been duly circulated be taken as read and approved as being correct and signed as such by the Chairman.

14.670 Meeting adjourned – Members of the public invited to speak : There were none.

14.671 To decide on a co-option procedure, if necessary, for the current vacancy : The official deadline for an election to fill the current vacancy is May 12. If no one stands for election the best practice is to advertise and interview candidates. In light of the fact that two candidates were very recently interviewed and both considered good Cardiff Council has confirmed that R&MCC may reasonably invite the recent unsuccessful candidate to apply to be co-opted without advertising again. It was **RESOLVED** to act on Cardiff Council's advice.

14.672 To review the delegation arrangement to committees, sub-committees, employees and other local authorities : It was **RESOLVED** that:

- 14.672.1** The Planning Committee have delegated powers to respond to planning applications where the deadline falls between R&MCC meetings.
- 14.672.2** The Clerk have delegated powers to authorise work on trees and grounds up to £400.00 on land managed by R&MCC.
- 14.673 To make appointments to any new committees, confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and receive nominations to them :** There were none.
- 14.674 To review and adopt appropriate Standing Orders and Financial Regulations :** These had been circulated with the agenda. Standing Orders and Financial Regulations were both last updated in February 2013 and it was **RESOLVED** to review them. Cllrs Hallinan, Suthers and S McKerlich will review the Standing Orders for the June meeting.
- 14.675 To review arrangements, including any charters, with other local authorities and review contributions made to expenditure incurred by other local authorities :** The Charter had been signed in May 2012. It was **RESOLVED** that the Charter be re-adopted. There are no contributions made to expenditure incurred by other local authorities. The Charter will be discussed at the September meeting, after Cardiff Council's review and the appointment of a new Monitoring Officer.
- 14.676 To appoint members to such other organisations, committees, or bodies to which an appointment is possible by way of statute, invitation or membership :** The list of appointments was updated and attached with these Minutes.
- 14.677 To receive nominations to existing committees :** The list of appointments was updated and attached with these Minutes.
- 14.678 To review an inventory of land and assets including buildings and office equipment :** It was **RESOLVED** that the inventory be accepted.
- 14.679 To review and confirm arrangements for insurance cover in respect of all insured risks (renewal date May 21 2013) :** The Clerk reported that the insurance payment for 2015-16 of £1,533.33 had been made at the April meeting as part of the second year of a three-year deal with Zurich Insurance.
- 14.680 To review the Council's and/or employees' memberships of other bodies: OVW and SLCC :** It was **RESOLVED** that membership of One Voice Wales and the Society for Local Council Clerks be approved.
- 14.681 To establish or review the Council's complaints procedure :** The Complaints Policy was last updated in August 2008. It was **RESOLVED** that the policy be re-adopted.
- 14.682 To establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 :** The Freedom of Information Publication Scheme was last updated in December 2008. It was **RESOLVED** that the policy be re-adopted.
- 14.683 To establish or review the Council's policy for dealing with the press/media :** The Communication Strategy was last updated in November 2012. It was **RESOLVED** that the policy be re-adopted.
- 14.684 To appoint an Internal Auditor :** The Clerk reported that a new Internal Auditor may be needed and will seek suggestions.
- 14.685 Date of the next meeting :** 7.30 pm on Thursday 21 May 2015