



## **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday, 22 June 2017, 7.00pm at the Old Church Rooms.

Present: Cllrs H Lloyd Jones, H Jones(Vice), R McKerlich, D Suthers, and R Vaughan (Chairman)  
Clerk: C Mortimer.

In Attendance: Mr M Diment

*Chairman Ralph Vaughan welcomed everyone to the meeting.*

### **32 Apologies**

Apologies were received from Cllr Tyrone Davies due to attending a school presentation.

### **33 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.

Cllr Huw Jones declared an interest in minute no.48(i) National Eisteddfod Fundraising Committee

Cllr Rod McKerlich declared an interest in minute no.48(viii) St Elmo/Windsor Gardens

### **34 Chairman's Announcements/Reports**

Chair Cllr Ralph Vaughan announced that he had attended along with Cllr Rod McKerlich, Teeny Tots at Radyr Methodist Church to present a cheque on behalf of the council for play and storage equipment. They received a very warm welcome and details and photographs of the event were posted onto Facebook.

The Chair had also attended a very interesting lecture on coal, run by the Radyr & Morganstown Association

*Cllr Rod McKerlich left the meeting to attend to a planning matter.*

### **35 Minutes of the Ordinary Full Council Meeting**

Minutes of the Ordinary Full Council Meeting held on 18/05/2017 were received, approved and signed as an accurate record by the Chair Cllr Ralph Vaughan.

### **36 Minutes of the Finance Committee Meeting**

Minutes of the Finance Committee Meeting held on 01/06/2017 were received, approved and signed as an accurate record by the Chair Cllr Ralph Vaughan.

### **37 Minutes of the Environment Committee Meeting**

Minutes of the Environment Committee Meeting held on 01/06/2017 were received, approved and signed as an accurate record by the Chair Cllr Ralph Vaughan.

### **38 Matters Arising**

There were no matters arising.

*Cllr Rod McKerlich returned to the meeting.*

### **39 County Councillor's Report**

Cllr Rod McKerlich's written report was received and noted. Cllr McKerlich also gave a verbal overview. The report will be published on our website.

### **40 Community Councillors Reports**

Written reports were received from Cllr Huw Hones and Cllr Helen Lloyd Jones and noted. Both Councillors also gave a verbal overview. The reports will be published on our website.

#### 41 Finance

(i) Payment list for May/June 2017 was received and confirmed as an accurate record and authorised by Chairman Cllr Ralph Vaughan, Vice Chair Cllr Huw Jones and Chairman of the Finance Committee Cllr Rod McKerlich.

17-May-17	2429	DD	BT: Phone	151.47
31-May-17	2430	EB	Staff	539.70
31-May-17	2431	EB	Staff	551.44
31-May-17	2432	EB	Staff	165.16
19-May-17	2433	EB	Hourihan Ltd	780.00
04-May-17	2434	EB	Kedel Ltd: Ffordd Las Bench	515.50
19-May-17	2435	EB	CDC: 892	800.00
19-May-17	2436	EB	CDC: 856	65.70
19-May-17	2437	DD	PWLB	2,343.60
19-May-17	2438	EB	Dark Green Media: 320	46.00
19-May-17	2439	EB	DB Site Solutions: RCC-137	1,730.00
19-May-17	2440	EB	JV Graphics: Hi vis jackets	288.00
19-May-17	2441	EB	Elgano: Civic Reception Catering	553.20
19-May-17	2442	EB	Staff	26.81
19-May-17	2443	EB	Staff	6.84
19-May-17	2444	EB	Staff	1.30
23-May-17	2445	EB	Fletchers: Boardwalk materials	400.68
23-May-17	2446	300282	Adam Coleman: Email capacity upgrade	7.19
19-May-17	2447	300279	Pughs Garden Centre: Civic reception	33.27
19-May-17	2448	300280	Inland Revenue: PO Ltd	537.20
23-May-17	2449	300281	ICO: Yearly subscription	35.00
19-May-17	2450	EB	UK Laser Supplies: Brother Ink	150.14
23-May-17	2451	EB	WEL Medical Ltd: AED	1,639.50
03-Jun-17	2452	DD	BT: Phone	165.28
30-Jun-17	2453	EB	Staff	539.70
30-Jun-17	2454	EB	Staff	445.74
30-Jun-17	2455	EB	Staff	164.96
19-May-17	2456	EB	Zurich Insurance renewal	1,632.14
24-May-17	2457	EB	Ex staff: holiday pay	50.60
25-May-17	2458	EB	One Voce Wales: Membership	795.00
01-Jun-17	2459	300283	Teeny Tots: Grant monies	648.79
23-Jun-17	2460	EB	DB Site Solutions	1,005.00
23-Jun-17	2461	EB	CDC: Cleaning 915	30.90
23-Jun-17	2462	EB	CDC: Cleaning 963	800.00
23-Jun-17	2463	EB	Hourihan Ltd: 101384	780.00
23-Jun-17	2464	EB	Dark Green Media: 328	46.00
23-Jun-17	2465	EB	Fletchers Ltd: 2433 Boardwalk Materials	161.16
23-Jun-17	2466	EB	Julie Hopkins: Expenses	25.99
23-Jun-17	2467	EB	Viking Direct: 248899	45.25
23-Jun-17	2468	EB	Chris St Leger: Bird Boxes	157.83
23-Jun-17	2469	EB	Visa Properties: Guide Hall Ground Rent	50.00
23-Jun-17	2470	EB	Viking Direct: 202758	186.92
23-Jun-17	2471	EB	Mike Diment: Bird boxes	25.16
23-Jun-17	2472	300284	R Ford Ltd: Hanging baskets	450.00
23-Jun-17	2473	300285	Inland Revenue: Post Office Ltd	13.20

As recommended by the Finance Committee on the 1<sup>st</sup> June 2017, the following were received and approved:

(ii) Budget v Spend as at 31<sup>st</sup> March 2017

Resolved: Council approved Budget v Spend

(iii) Bank Account Balances as at 31<sup>st</sup> March 2017

Resolved: Council approved balances

(iv) Following a Finance Committee meeting held on the 01/06/2017, members were requested to discuss earmarking reserves for potential projects.

Resolved: Council discussed earmarking reserves

(v) Council agreed to the Clerk & Chair of Finance tailoring the Model Financial Regulations to meet the needs of the Council, which will be tabled at the next ordinary full council meeting in July.

**42 Cheque Signatories**

Resolved: Council agreed that in line with our Financial Regulations 6.4 and our agreed on-line banking arrangements, cheques for payments can be drawn with the signature of two authorised signatories as opposed to three.

**43 Audit – Year Ended 31<sup>st</sup> March 2017**

- (i) Council noted internal auditor BPU’s Report, in respect of the internal audit for year ended 31<sup>st</sup> March 2017
- (ii) Council noted significant variances where the percentage is +/- greater than 10%
- (iii) Council noted bank reconciliation which verifies box 9 of the Annual return.
- (iv) Resolved: Council received and approved the Annual Return and supporting documents and Chairman Cllr Ralph Vaughan and Clerk/RFO signed the Annual Return to certify approval.

*Annual Return approval deadline: 30<sup>th</sup> June 2017 - noted*

*Annual Return to be received by BDO, our external auditors, by 3<sup>rd</sup> July 2017 - noted*

**44 Wales Audit Office**

- (i) Correspondence from Mr Anthony Barrett, Assistant Auditor General for Wales was received and noted.
- (ii) Members noted page 43 Exhibit 13 – a 4-year plan of future governance themes:

2017-18	2018-19	2019-20	2020-21
Effectiveness of Internal Audit	Compliance with Standing Orders	Use of s137 Local Government Act 1972	Employments of staff
Use of reserves	Delegation to committees	Arrangements for making payments	Well-being of Future Generations

(iii) Article – Getting ready for the 2017/18 Audit  
Members received and noted the article.

**45 The Old Church Rooms**

- (i) Update in relation to letter sent to architect Mr Steven Price, Oriel Design Ltd  
Mr M Diment gave Council a verbal update in relation to the snagging list and the works that had been undertaken.
- (ii) Draft Hall Management Agreement between The OCR Management Committee and Radyr & Morganstown Community Council.  
Resolved: Council agreed amendments (a) and (b) as recommended by the Finance Committee Meeting on 01/06/2017:
  - (a) Item 10 – ‘The Agreement can be wound up by R&MCC or by the RMA with 3 months’ notice.
  - (b) To provide the Chain Room for the sole use of R&MCC during office hours, 9.00 – 5.30 pm Monday – Friday.
- (iii) Resolved: Council agreed that Mr M Diment and Mr C St. Leger be appointed as representative of the Community Council on the Old Church Rooms Committee for the ensuing year, due to their wealth of knowledge of the building and refurbishment.

**46 Valuation Office Agency - Notice of alteration to an existing 2017 rating list entry**

Council received and noted notification from the Valuation Office of the rateable valuation increase on The Old Church Rooms from £7,000 to £8,700 in 2017.

**47 Financial Assistance Grants**

There were no applications received.

**48 Projects**

*Cllr Huw Jones declared an interest in the next item and therefore played no part in the ensuing discussion.*

**(i) The National Eisteddfod will be held in Cardiff in 2018**

Correspondence was received and noted, rates of hire of the OCR for the R&M Fundraising Committee were discussed.  
Resolved: Council agreed to fund up to three events for the R&M Eisteddfod Fundraising committee.

*Cllr Huw Jones returned to discussions.*

**(ii) WWI – Mr Mike Diment is Chair of the WWI Committee**

Nominations were invited for the position of Vice Chair on the WWI Committee, to assist the Chair Mr Mike Diment, and oversee spend.

Resolved: Council agreed to Cllr Ralph Vaughan be appointed as Vice Chair of the WWI Committee.

**(iii) Eradication of Japanese Knotweed Programme 2017**

Resolved: Council agreed the quotation of £85 for the eradication of knotweed for 2017.

**(iv) Elderly Provision Coordinator**

Response from One Voice Wales was noted

(a) Resolved: Council supported the invitation to tender to provide services for the elderly

**(v) Bench Refurbishment**

Resolved: Council agreed quotation of £394 for bench refurbishment.

**(vi) Danybryn Woods**

The cost of £60 to cut back the pathway was ratified.

**(vii) Free Planters (2 at the sidings, 1 at Granny Park, 1 at the OCR)**

It was agreed that it was too late in the season to purchase flowers for the planters for this year.

*Cllr Rod McKerlich declared an interest in the next item and therefore played no part in the ensuing discussion.*

**(viii) St Elmo, 36 Heol Isaf Radyr**

Resolved: Council agreed to removal of Ivy that was encroaching onto the drive from the park.

*Cllr Rod McKerlich returned to discussions.*

**(ix) T58 – Dismantle dangerous Oak Tree Radyr Woods, as per tree survey**

Resolved: Council considered both quotations and agreed to the sum of £950 for the reduction of the crown.

**(x) Rear of OCR**

Council ratified the urgent work to clear vegetation to the rear of the OCR at a cost of £85

**(xi) Project Summary – this item was deferred**

**49 Policies**

Resolved: Council agreed to adopt the following policies for the ensuing year 2017/18, with the exception of iv. Complaints Policy:

- i. Anti-Bribery, Fraud and Corruption Policy - adopted
- ii. Anti-Harassment and Bullying Policy (Dignity at Work) - adopted
- iii. Capability Policy - adopted
- iv. Complaints - Council agreed to defer the complaints policy for a working group to review as it was felt that there needed to be in place 3 stages of resolution.
- v. Disciplinary Rules - adopted
- vi. Disciplinary Procedure - adopted

**50 Model Local Resolution Protocol**

Resolved: Council agreed to adopt the model protocol for minor complaints.

**51 One Voice Wales' Larger Councils and Innovative Practice Awards Conference  
5<sup>th</sup> July 2017, Hafod a Hendre, Royal Welsh Showground**

Received and noted.

**52 Any other business/correspondence:** Strictly with prior consultation with Chair

- **Facebook page** – Council agreed that the Clerk set up a Facebook page for R&MCC
- **Co-option** - Agreed date to discuss candidates: Tuesday 4<sup>th</sup> July 2017, 7.00pm.

**Next Meeting dates:**

*Thursday 6<sup>th</sup> July 2017 – Finance & Environment Committee Meeting - noted*

*Thursday 27<sup>th</sup> July 2017 (Windup Event is on the 20<sup>th</sup> July) - approved*

Public Meeting Closed.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_