



Radyr & Morganstown Community Council Cynor Cymuned Radur a Threforgan

Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday 19th April 2018, 7.00pm at the Old Church Rooms.

Councillors present: J Charles, T Davies, H Lloyd Jones, H O Jones, R McKerlich, D Suthers, C Morgan, A Thomas Richards, K Ullah, R Vaughan (Chairman) and K Webster.

Clerk: C Mortimer.

Chairman Cllr Ralph Vaughan welcomed everyone to the meeting.

240 Apologies – an apology was received from Cllr K Webster who would be arriving later due to a family commitment.

241 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.

Cllr Rod McKerlich declared an in interest in minute no. 247 (iii) Windsor Gardens

Cllr Helen Lloyd Jones declared an interest in minute 247 Penrhys Pilgrimage Project

C Mortimer declared an interest in minute no.267 - incremental increase

242 Meeting was not adjourned – no members of the public were present

243 Chairman's Announcements/Reports

- Chair Cllr Ralph Vaughan and Members congratulated Cllr Rod McKerlich on his appointment of Deputy Lord Mayor of Cardiff for the ensuing year, with his inauguration taking place on the 24th May 2018.
- Cllr Ralph Vaughan had attended a Code of Conduct training session with fellow members Cllr David Suthers and Cllr Helen Lloyd Jones, delivered by Ms Davina Fiore, Cardiff Council's Monitoring Officer.
- It was noted that the Luncheon Club was moving to Radyr Golf Club and it was anticipated that speakers would be invited to speak following the lunch.

244 Minutes of the Ordinary Full Council Meeting

Minutes of the Ordinary Full Council Meeting held on **15/03/2018** were received, approved and signed by the Chair as an accurate record

245 Matters Arising – there were no matters arising

246 Minutes of the Finance Committee Meeting

Minutes of the Finance Committee Meeting held on **08/03/2018** were received, approved and signed by the Chair of Finance Committee as an accurate record.

Cllr Kevin Ullah arrives at the meeting

247 Minutes of the Environment Committee Meeting

(i) Minutes of the Environment Committee Meeting held on 05/04/2018 to include item (ii) Report, were received and noted as an accurate record.

Resolved: Council agreed not to name the lane between Taff Terrace and Woodfield Avenue.

Cllr Rod McKerlich declared an interest in the next item minute no. 247 (iii).

(iii) **Recommendation from Environment Committee:** Council were requested to approve up to £1,000 for the purchase and installation of a metal receiver for the Christmas tree at Windsor Gardens. It was suggested that the cost would be less than £1,000

Resolved: Council agreed to the expenditure up to a maximum of £1,000 to facilitate this project.

(iv) **Recommendation from Environment Committee:** Council were requested to plant a willow at Pentwyn Park close to path in attempt to soak up excess water.

French drains were discussed and it was agreed that further research is required in the first instance in relation to the drainage and ownership.

Resolved: Council approved the spend of £40 for the purchase of a willow tree

248 Finance

Payment list for April 2018 was received and approved.

(ii) Members received and noted banks statements

- Unity Trust Acc. *****326 Statement No's 46 (up to and incl. 28th Feb 2018)
- Unity Trust Acc. *****339 Statement No's 42 (up to and incl. 28th Feb 2018)
- Nat West Acc. *****723 Statement No's 376 & 377 (up to and incl. 28th Feb 2018)

(iii) Balance of Accounts/Reconciliation as at 28th February 2018 was received and approved.

(iv) Council was requested to ratify the spend of £78 for the renewal of Moneysoft Payroll for 2018/19

Resolved: Council agreed to the expenditure of £78 for payroll.

Cllr Kieran Webster arrives at the meeting

249 Financial Assistance Applications – there were none received

250 County Councillor's Report

Cllr Rod McKerlich's written report for April 2018 was received and noted and a verbal overview was received. Appendix A

251 Community Councillors Reports

(i) Cllr Huw Onllwyn Jones' written report was received and noted and a verbal overview was received. It was noted that a paper on the future administration of the OCR will feature on next month's agenda. Cllr Kieran Webster will write a paper on cultural diversity. Appendix B

252 Radon Gas

A response from Cardiff Council was received and noted. In summary it concluded that Radon measurements undertaken in 2015 at our local primary and comprehensive schools were well below the 400 Bqm3 threshold, and there would be no requirement to repeat this exercise. This satisfied the members to not pursue a Radon review at the OCR.

253 Review of Community and Town Council Sector in Wales

(i) Resolved: Council approved and agreed to Cllr H O Jones' paper in response to the Independent Review Panel consultation. Cllr H O Jones will submit our response directly to the Welsh Government.

254 Project: Laying of paving slabs to replace chippings to the front of the OCR

(i) Council noted that following the original contractors withdrawal to undertake the work, Voyle Construction have submitted a quote, bringing the total number of quotations received to four. Expenditure has been previously approved by Full Council.

Voyle's quotation has been approved by the OCR Hall Management Committee and subject to a satisfactory risk assessment and insurance, it is anticipated that the work will be undertaken in readiness for the festival. In line with our Financial Regulations and for reasons of accountability and that the power of spend cannot be delegated to a committee, it was reiterated that the Community Council would have the final say on awarding contracts and not the OCR Hall Management Committee.

Resolved: Council accepted Voyle's quotation and agreed that they undertake the work.

255 Project – Installation of retaining wall to the side of the OCR

Installation of retaining wall and face brick, stepped to marry in with existing wall to the side of the OCR for the purpose of holding back the banking and keeping the emergency exit clear for the safe evacuation of hall users.

Copies of a risk assessment and public liability insurance will be obtained prior to work commencing. Three quotations have been invited.

Resolved: Council agreed that the specification be drawn up and given again to the three contractors and request further quotations.

256 R&MCC Publicity

A discussion paper was received and Cllr T Davies gave a verbal overview. It was agreed that at the May Annual meeting a new Publicity Committee be set up.

257 Festival Stall - Members were invited to front our stall on Saturday 5th May.

Cllrs Rod McKerlich, Tyrone Davies, Angharad Thomas Richards and Huw Onllwyn Jones expressed an interest. Times will be defined.

258 Freedom of Information Request

This item was received and noted.

259 NJC National Pay Award 2018/19 2019/20

An agreement has been reached for the national pay award for staff employed under NJC terms and conditions.

The new pay rates are applicable from 1 April 2018 and 1 April 2019.

Resolved: Council agreed to accept the national pay award for all three members of staff for 2018/19 and 2019/20.

- 260 Accountancy Services 2018/19 – Hourihan Ltd, Chartered Accountants & Management Consultants**
Resolved: Council agreed to the reappointment of Hourihan Ltd to provide accountancy and payroll services as per existing terms and conditions, dated 20th April 2017.
- 261 Year ended 31st March 2018 Annual Return – Hourihan Ltd**
Resolved: Council approved the reappointment of Hourihan Ltd to undertake the necessary year end work for the internal and external audit.
- 262 General Data Protection Regulations (GDPR)**
 Council received the following:
 (i) Quotation from Microshade was noted
 (ii) Clerk's report and recommendation in relation to the appointment of a DPO for 2018/19 was received and noted.
Resolved: Council agreed to appoint the services of a DPO for the ensuing year.
 (iii) A Privacy Notice was received and approved, which will be communicated in an appropriate manner whilst conducting Community Council business
 (iv) A Data Protection Policy was received and approved, a copy of which will be published on our website. The policy will be reviewed in light of any changes to guidance from the ICO or other advisory bodies.
 (v) 'GDPR Consent to hold Contact Information' forms – were received and approved and will sent to all volunteers/contacts prior to the 25th May 2018.
- 263 Any other business/correspondence:** Strictly with prior consultation with Chair
- Holding a public meeting was discussed. It was suggested that an engagement meeting may be more beneficial. A date to be determined.
- 264 Next Meeting dates - were noted**
 Thursday 3rd May 2018 7.00pm Finance Committee 7.45pm Environment Committee
 Thursday 17th May 2018 - 7.00pm Annual and Ordinary Full Council
- 265 Resolved: Exclusion of Press & Public**
- 266 Handyperson Appointment**
Resolved: Council ratified the following items (i) (ii) and (iii)
 (i) Appointment of Mr Karl Craddock
 (ii) Contract of employment for Mr Karl Craddock.
 (iii) Provision of Hi-Viz protective clothing to include jacket, waistcoat, trousers, footwear, goggles, hard hat, heavy duty gloves and tools.
- The Clerk declared an interest in the next item and left the meeting*
- 267 Clerk's Incremental increase from April 2018**
 Council was requested to consider approving the Clerk's incremental increase in line with her performance and contract of employment.
Resolved: Council agreed the incremental increase from April 2018.

Meeting closed: 9.00pm Signed: _____ Chair