



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Agenda Item 19

Meeting: Full Council
Date: 29 September 2022
Report Author: Clerk to the Council

Forward Work Programme

Introduction

1. Members have approved a forward work programme to set the direction of travel for the Council as a whole.
2. This report describes progress to date in implementing the work programme. The programme will be kept under review and reported to future meetings to ensure that progress is maintained.

Key Issues

3. Progress in relation to each issue is indicated on the attached appendix using a "Traffic Light" scoring system.

Financial Implications

4. None at this stage. Any expenditure would come from approved resources..

Links to Corporate Objectives

5. The Council's Annual Report confirms that the Council's objectives include delivering:
A Prosperous Community. A Resilient Community. A Healthier Community.
A More Equal Community. A Cohesive Community. A Community of Vibrant Culture & Thriving Welsh Language. A Globally Responsive Community.
6. The issues described in this report will help the Council deliver these Wales-wide sustainability goals.

Staffing Implications

7. N/A at this stage.
8. The Council's limited staff resources may bring the need to work in partnership with other bodies to deliver these objectives.

Risk Management Implications

9. Key risks relating to Council services etc. are addressed in the Risk Register.

Legal Implications

10. The Council will need to be satisfied that has the legal powers to deliver the objectives described.

Recommendation

11. It is **recommended** that the progress in delivering the work programme is noted.

Finance Committee	
Review of Financial Regulations	Full Council September 2022
Review of finances to ensure that the Council was not at risk (Amounts above £85,000.)	Preliminary report to Finance Committee 1 September 2022
Review of Grants Procedure	Finance Committee 3 November 2022
Review of procedures for secure storage of key documents.	TO DO (All documents currently held securely)

Environment Committee	
Tree Surveys. Commission/carry out and react to surveys of trees on Council land.	In progress
Windsor Gardens enhancement.	Initial discussion with Leader of Cardiff Council 21 September 2022
Council's vision for Station Road.	Initial discussion with Leader of Cardiff Council 21 September 2022

OCR Board	
Forward work plan.	As per this report initially.
Promote rental opportunities as a community resource.	TO DO
Modernisation of premises	<p>Quotations have been invited for new blinds in the Garth Room and Weir Room</p> <p>An Electrical Inspection Condition Report has been carried out. No significant matters were raised. Details will be reported to the OCR Board.</p> <p>A Fire Safety Risk Assessment has been carried out. Matters raised are being addressed. A number of actions have measures have already been put in place to respond to the findings. Details will be reported to the OCR Board.</p>
Disabled adaptations.	TO DO
Health & Safety Policy (Minute RMCC22 (3) refers.)	TO DO

Publicity and Communications	
Review of the Council's website and consider the creation of a new site.	Report to Full Council September 2022
Review of communications, including social media. Review of feedback mechanisms and evaluation.	Report to Full Council September 2022

Review of Complaints Procedure	Report to Full Council September 2022
Review of Welsh Language Scheme.	Report to Full Council September 2022
Examine the feasibility of separate, dedicated email accounts for Clerk, Assistant Clerk and all Members.	Report to Full Council September 2022
Audit and review of existing IT systems and equipment.	Report to Full Council September 2022
Purchase of equipment to facilitate hybrid meetings	Report to Full Council September 2022
To hold a meeting of the Publicity Group to consider the above issues.	Meeting held 18 August 2022
Youth Work	
Liaison with Cardiff Council to encourage the development of local facilities for young people. Liaison with schools. Consider creation of a Youth Committee. Develop Youth Provision Policy	Work in Progress. Initial Discussion with Leader of Cardiff Council 21 September 2022
Community Planning	
Review of community planning initiatives to update the Village Plan published in 2010.	TO DO