



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

**Minutes of an ANNUAL COUNCIL MEETING held on 4 May 2023 at 7:00pm**

**This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and remotely in accordance with the Local Government and Elections (Wales) Act 2021.**

**These minutes are subject to confirmation at the Council Meeting to be held on 25 May 2023.**

Present: Councillors Julia Charles, Allan Cook, Tyrone Davies, Helen Lloyd Jones, Michelle Lenton-Johnson, Huw Onllwyn Jones, Vina Patel, and David Silver (all in person) and Martin Williams (remotely).

Also: David Collins (Clerk to the Council)

Absent: None

(No public participation session was held at this meeting.)

### **RMCC23/1 Election of Chair and Vice Chair**

Nominations were invited for the position of Chair of the Council.

It was proposed by Councillor Huw Onllwyn Jones, seconded by Councillor Allan Cook and **Resolved** unanimously that Councillor Tyrone Davies is elected as Chairman of the Council for the year 2023/4.

*(Councillor Tyrone Davies in the chair)*

The Chairman signed the Declaration of Office.

Nominations were invited for the position of Vice Chair of the Council.

It was proposed by Councillor Huw Onllwyn Jones that Councillor Helen Lloyd Jones is elected as Vice Chair. Councillor Helen Lloyd Jones declined the nomination. The proposal was not seconded.

It was proposed by Councillor Helen Lloyd Jones and seconded by Councillor Allan Cook that Councillor Vina Patel is elected as Vice Chair of the Council for the year 2023/24.

Councillor Huw Onllwyn Jones expressed concerns about Councillor Vina Patel's suitability for the post of Vice Chair. He referred to complaints made about him by her to the Public Services Ombudsman for Wales. He questioned whether she would remain impartial if required to chair Council meetings.

Following a vote (7 for, 1 against, 1 abstention) it was **Resolved** that Councillor Vina Patel is elected as Vice Chair of the Council for the year 2023/24.

The Vice Chair signed the Declaration of Office.

**RMCC23/2 Apologies for Absence**

None

**RMCC23/3 Declarations of Interest**

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest. No declarations were made.

**RMCC23/4 Method of Voting**

It was **Resolved** that the manner of any voting at this meeting and any subsequent meetings would be by show of hands and calling each name alphabetically with a response of “for” or “against” or “abstain.”

**RMCC23/5 Members of the public invited to speak**

No members of the public wished to speak.

**RMCC23/6 Vacancy**

Members noted that, no responses had been received to notification of vacancies in Radyr North and Morganstown. The Council could now fill the vacancies by co-option. Arrangements would be reported to the next Council meeting. Members discussed the potential to draw attention to the vacancies in The Chain.

In discussing the vacancies, Members were pleased that former Councillor David Suthers had attended the recent Civic Reception.

It was **Resolved** that notice to fill the vacancy by co-option for the Morganstown Ward of Radyr & Morganstown Community Council is published as soon as practical and arrangements are reported to the next Council meeting.

**RMCC23/7 Minutes of the Meeting of Full Council held on 20 April 2023**

The Chairman introduced the minutes of the above meeting.

In relation to Minute RMCC22/229 (Minutes of the Ordinary Meeting of Council held on 16 March 2023), the Clerk confirmed that information about the use of Welsh on the new Grant Form had been passed to Councillor Vina Patel as part of the continued development of grant handling procedures. He also confirmed that information about proposals for Station Road had been passed to Cardiff Council officials.

Councillor Huw Onllwyn Jones proposed to accept the minutes. Councillor David Silver seconded.

It was **Resolved** that the minutes of the above meeting are confirmed as a true and accurate record of the meeting.

**RMCC23/8 Review of Delegations and Terms of Reference for Committees and Working Groups**

Members considered Terms of Reference for the following:

- (i) Finance Committee
- (ii) Environment & Regeneration Committee
- (iii) Planning Committee
- (iv) Employment & Allowances Committee
- (v) Publicity and Communications Committee
  
- (vi) Youth Engagement Working Group
- (vii) Old Church Rooms Management Board

It was **Resolved** that:

- (1) the Terms of Reference are approved.
- (2) the Terms of Reference are submitted to each of the above bodies to keep under review.
- (2) Annual Accounts are submitted to the Council following an internal audit.

**RMCC23/9 Membership of Committees, Working Groups and External Bodies**

It was **Resolved** that:

- (1) the following Members are appointed to Committees, Working Groups and External Bodies:
- (2) each committee chair is appointed by the committee or group and reported back to the Council for confirmation.
- (3) any additional Members are appointed following the co-option process referred to above.
- (4) Members appointed to outside bodies are asked to report back to the Council on issues arising.

**Finance Committee**

Chairman of the Council  
Councillors Julia Charles, Huw Onllwyn Jones, Vina Patel, and David Silver.

### **Environment & Regeneration Committee**

Chairman of the Council  
Councillors Allan Cook, Helen Lloyd Jones, Huw Onllwyn Jones, Michelle Lenton-Johnson, and Vina Patel

### **Planning Committee**

Chairman of the Council  
Councillors Allan Cook and Huw Onllwyn Jones

### **Employment & Allowances Committee**

Chairman of the Council, Vice Chair of the Council and Chair of the Finance Committee  
Councillor David Silver

### **Publicity and Communications Committee**

Chairman of the Council  
Vice Chair of the Council  
Councillors Allan Cook and David Silver

### **Youth Engagement Working Group**

Chairman of the Council  
Councillors Michelle Lenton-Johnson, Vina Patel

### **Old Church Rooms Management Board**

Chairman of the Council  
Councillors Allan Cook, Huw Onllwyn Jones, and David Silver

### **One Voice Wales**

Chairman of the Council (Clerk to also attend meetings)

### **Radyr Morganstown Local Development Group**

Councillors Allan Cook and Huw Onllwyn Jones

### **Northwest Cardiff Group**

Councillor Allan Cook.

### **Morganstown Village Hall**

Councillors Allan Cook and Helen Lloyd Jones

### **Friends of Radyr Woods**

Chairman of the Council  
Councillor Allan Cook

### **Bryn Deri Primary School Governing Body**

Councillor Helen Lloyd Jones

### **Radyr Primary School Governing Body**

Rod McKerlich

### **Schools Liaison**

Councillors Allan Cook and David Silver

### **Twinning Group**

Councillor Allan Cook

**Radyr & Morganstown Good Neighbours Scheme**

Councillor Vina Patel

**Taffs Well Quarry Liaison**

Councillors Allan Cook, Julia Charles, and Helen Lloyd Jones

**Radyr Morganstown Community Council – Radyr & Morganstown Association Liaison Committee**

Chairman of the Council

Councillor David Silver

**Friends of Bethel Chapel**

Councillors Julia Charles, Allan Cook and David Silver

**Standards & Ethics Committee**

Councillor Julia Charles (appointed by Cardiff Council)

**RMCC23/10 Annual Report 2022/23**

It was **Resolved** that the Annual report is submitted to the next Council meeting.

**RMCC23/11 Internal Auditor**

It was **Resolved** that that the appointment of BPU Chartered Accountants as the Council's internal auditor is confirmed.

**RMCC23/12 Review and Adoption of Standing Orders**

Members noted that a new set of Model Standing Orders were awaited from One Voice Wales. The Model would reflect recent legislative changes.

It was **Resolved** that the existing Standing Orders are confirmed, pending a new Model from One Voice Wales, subject to the deletion of Standing Orders 4 (d) (vi) and (vii) to be replaced with "each committee to appoint its own chair."

**RMCC23/13 Code of Conduct**

Members considered the existing Code of Conduct.

It was **Resolved** that the the Code of Conduct is confirmed.

**RMCC23/14 Review and Adoption of Financial Regulations**

Members undertook a review of the Financial Regulations

It was **Resolved** that:

- (1) the Financial Regulations are approved
- (3) Councillor Allan Cook is appointed to verify bank statements and bank reconciliation in accordance with Financial Regulation 2.2.

### **RMCC23/15 Bank Signatories**

It was **Resolved** that:

- (1) Councillors Julia Charles, Vina Patel, David Silver, and Michele Lenton-Johnson are appointed as signatories for on-line banking. David Collins (Clerk) and Julie Hopkins (Assistant Clerk) to be responsible for the processing of payments.
- (2) Councillors Tyrone Davies, Julia Charles, Huw Onllwyn Jones, and David Silver for cheques (any two to sign)

### **RMCC23/17 Review of Asset Register. 31 March 2023**

Members considered the Asset Register 2022/23. Members noted that Register required adjustment in relation to items purchased and disposed of in-year.

It was **Resolved** that the final Asset Register, is reported to a future meeting.

### **RMCC23/18 Insurance Policy**

It was **Resolved** that to confirm the renewal of the Council's insurance policy with Zurich for 2023/24 (£2136.56 inc. tax)

### **RMCC23/19 Review of arrangements with Other Bodies**

Members reviewed arrangements in relation to membership of One Voice Wales and the Society of Local Council Clerks for 2023/24.

Members also considered oral updates in relation to the work of various outside bodies.

It was **Resolved** that:

- (1) Membership of One Voice Wales and the Society of Local Council Clerks is confirmed.
- (2) Members appointed to outside bodies are asked to report back to the Council on issues arising, including any not-for-profit organisations and the work of any relevant businesses.

### **RMCC23/20 Review of Complaints Procedure**

Members considered arrangements in relation to the handling of complaints. A revised definition of a complaint had also been approved.

A revised Model Local Resolution Protocol had been agreed.

It was **Resolved** that:

- (1) the Council's Complaints Procedure is approved.
- (2) an updated Procedure, to include a flowchart, is published.
- (3) adoption of the revised Model Local Resolution Protocol is adopted.

**RMCC23/21 Review of Council Policies and Practices on Freedom of Information and Data Protection**

Members considered policies in relation to the above.

It was **Resolved** that the FOI publication scheme, Information and Data Protection Policy and Privacy Notice are approved.

**RMCC23/22 Review of Press/Media and Social Media policies**

Members undertook a review of the Social Media Policy and Communications Strategy

It was **Resolved** that:

- (1) the above policies and strategies are approved, subject to further review by the Publicity and Communications Group.
- (2) relationships with the press are reviewed as part of the above and review of Standing Orders.

**RMCC23/23 Review of Employment Policies and Procedures**

Members undertook reviews of the following policies and procedures:

Anti-Harassment and Bullying Policy

Capability Procedure

Disciplinary Procedure

Disciplinary Rules

Equality and Diversity Policy

Grievance Procedure

Pay Policy

Sickness Absence Policy and Procedure

Special Leave of Absence Policy

Stress Management Policy

Staff Appraisal Scheme

Members noted the advice of the Clerk in relation to review of the Training Plan.

It was **Resolved** that:

- (1) the above policies and procedures are confirmed.
- (2) the Training Plan is reviewed once vacancies on the Council had been filled.

**RMCC23/24 Review of other Council Policies and Procedures.**

Members undertook reviews of the following policies and procedures:

Anti-Bribery, Fraud and Corruption Policy

Email Policy

Retention Policy

Welsh Language Scheme (amendment: At present the Council has one Welsh speaking member of staff.”)

It was **Resolved** that:

- (1) the above policies and procedures are confirmed, subject to an amendment to the Welsh Language Scheme to confirm that the Council has one Welsh speaking member of staff.
- (3) a further review of the Welsh Language Scheme is undertaken.
- (4) a Health & Safety Policy and Youth Provision Policy is developed.

**RMCC23/25 Biodiversity and Resilience of Ecosystems Plan**

Members reviewed the Biodiversity and Resilience of Ecosystems Plan.

It was **Resolved** that:

- (1) the Plan is confirmed.
- (2) Monitoring is undertaken by the Environment & Regeneration Committee.

**RMCC23/26 Expenditure under S.137 of the Local Government Act (1972). Power of Well-being and General Power of Competence.**



Members noted that the maximum expenditure that could be incurred under section 137 for the financial year 2022-24 would be £9.93 per elector. Expenditure under s.137 was identified in the annual Accounting Statements. However, as the Council had resolved to exercise the General Power of Competence on 21 July 2022, s 137 no longer applied to the Council from that date. The 'well-being power' introduced by the Local Government Act 2000 had also been repealed.

It was **Resolved** that the Council reaffirms its eligibility to exercise the General Power of Competence during 2023/24 on the basis that it continues to meet the eligibility criteria.

#### **RMCC23/27 Dates and times of Full Council and Committee Meetings in 2023/24**

Members considered a schedule of meetings for the year.

It was **Resolved** that:

- (1) the dates and times of meetings are agreed, subject to the addition of a Full Council meeting on 14 March 2024. Each meeting to take place in person and remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.
- (2) a meeting of the Publicity and Communications Group is held in the near future.

The meeting closed at 8.08 pm.

SIGNED

CHAIRMAN RADYR & MORGANSTOWN COMMUNITY COUNCIL