



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
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Radyr
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Tel: 02920 842213
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6 May 2022

Members of the public and press are entitled to attend meetings of Radyr & Morganstown Community Council unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

Members of the press or public wishing to attend the meeting below should contact the Clerk no later than 1:00pm on the day of the meeting to request the Zoom link and passcode to join the meeting. Please email the Clerk at the following address: clerk@radyr.wales

Dear Members of Radyr & Morganstown Community Council

I hereby give you notice that the **Annual Meeting** of the Community Council will be held on **Thursday 12 May 2022 at 7:00pm**. The meeting will be held remotely via Zoom. All Members of the Council are summoned to attend.

The business to be transacted is set out in the Agenda below.

Yours sincerely

David Collins DMS

Clerk to the Council/Clerc i'r Cyngor (Proper Officer / Swyddog Priodol)

Radyr & Morganstown Community Council

Cyngor Cymuned Radur a Threforgan

6 May 2022

AGENDA

1. Election of the Chair and Vice-Chair of the Council

- (i) Nominations for the Chair of Council are required

The Chair will sign and date the Acceptance of Office in presence of the Clerk/Proper Officer on a later date.

- (ii) Nominations for the Vice-Chair of Council are required

Vice-Chair to sign and date the Acceptance of Office in presence of the Clerk/Proper Officer on a later date.

2. Apologies for absence

Members are requested to notify the Clerk in advance of any apologies for absence and the reason for the absence.

3. Declarations of Interest

Councillors are 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 the Clerk.

4. Method of Voting

To confirm that the manner of any voting at this meeting and any subsequent meetings will be by calling each name alphabetically with a response of "for" or "against" or "abstain."

5. Members of the public invited to speak

(Standing Order 2)

6. Vacancy

Following the local government elections held on 5 May 2022 a vacancy exists in the Morganstown Ward.

The vacancy will be filled by co-option. The Community Council is required need to publish notice of this.

It is **recommended** that a Co-option notice to fill the vacancy for the Morganstown Ward of Radyr & Morganstown Community Council is published.

7. Minutes of the Ordinary Full Council Meeting held on 21 April 2022

To receive and if approved, confirm the minutes of the above meeting.

8. Review of Delegations and Terms of Reference for Committees and Working Groups.

- (i) Finance Committee
- (ii) Environment Committee
- (iii) Planning Committee
- (iv) Employment Committee

- (v) Publicity Group
- (vi) Youth Engagement Working Group
- (vii) Old Church Rooms Management Board
- (viii) Christmas Events Working Group

(Written terms of reference do not appear to be in place for the Group. These will be reported to a future meeting. In the meantime, the Council is asked to confirm that the group remains in place.)

9. Membership of Committees, Working Groups and External Bodies

- (i) to appoint as per attached schedule.
- (ii) to appoint any new committees
- (ii) to receive any reports from Members on external bodies

10. Annual Report 2021/22

To consider the Annual Report

11. Internal Auditor

To confirm the appointment of BPU Chartered Accountants as the Council's internal auditor.

12. Review and adoption of Standing Orders 2022/23

To review the Standing Orders.

13. Code of Conduct

To confirm the Code of Conduct.

14. Review and adoption of Financial Regulations for 2022/23

- (i) To review the Financial Regulations
- (ii) To appoint a member other than the Chairman or a signatory to verify bank statements – Regulation 2.2 refers

15. Bank Signatories

To confirm the following:

Councillors J Charles, V Patel and R Vaughan for on-line banking and David Collins (Clerk) and Julie Hopkins (Assistant Clerk)

Councillors T Davies, H Onllwyn Jones and R Vaughan for cheques (any two to sign)

16. Independent Remuneration Panel for Wales Annual Report 2022

At a meeting held on 21 March 2022, the Council resolved that consideration of Determinations 45 and 49 of the above is deferred to the Annual Council meeting.

45 The payment for members undertaking a senior role is an annual amount of £500 up to 3 senior members who can be any of the following: - Chair, Vice-Chair, Committee Chair etc.

49 Each council can decide to introduce an attendance allowance for members. A member in receipt of financial loss will not be entitled to claim attendance allowance for the same event.

17. Review of Asset Register. 31 March 2022

To consider the Asset Register. (The Register is in draft form and may need further adjustment in relation to any items disposed of in-year.)

18. Insurance Policy

To confirm the renewal of the Council's insurance policy with Zurich for 2022/23 (£1773.29)

19. Review of arrangements with Other Bodies

- (i) To confirm membership of One Voice Wales (£1049) and the Society of Local Council Clerks for 2022/23
- (ii) To receive any reports from Members on external bodies.
- (iii) To review arrangements for reporting back on the work of external bodies
- (iv) To review arrangements with not-for-profit bodies and businesses.

20. Review of Complaints Procedure

- (i) To review the Complaints Procedure
- (ii) To consider adoptions of the revised Model Local Resolution Protocol

(The protocol confirms that repetitive low level and frivolous complaints should now be considered for informal resolution.)

21. Review of Council Policies and Practices on Freedom of Information and Data Protection

- (i) To review the FOI publication scheme
- (ii) To review the Information and Data Protection Policy
- (iii) To review the Privacy Notice.

22. Review of Press/Media and Social Media policies

- (i) To review the Social Media Policy
- (ii) To review the Communications Strategy

23. Review of employment policies and procedures

To review 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

24. Review of other Council policies and procedures:

Anti-Bribery, Fraud and Corruption Policy

Email Policy

The Good Councillors Guide

Guidance – Use of the title “Councillor”

Retention Policy

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

Code of Conduct

Health and Safety Policy – To be developed

Youth Provision – To be developed

25. Biodiversity and Resilience of Ecosystems Plan

To review the Biodiversity and Resilience of Ecosystems Plan

26. Expenditure under S.137 of the Local Government Act (1972)

- (i) To note that the maximum expenditure that can be incurred under both section 137(1) and (3) for the financial year 2022-23 will be £8.82 per elector.

(Section 137(1) of the 1972 Act permits each Community or Town Council to incur expenditure for purposes for which it has no other specific powers if the Council considers that the expenditure is in the interests of, and will bring direct benefit to, the area or any part of it, or all or some of its inhabitants, providing that the benefit is commensurate with the expenditure incurred. Community and Town Councils are also permitted under section 137(3) to incur expenditure for certain charitable and other purposes. Community and town councils exercising the General Power of Competence would not be subject to an expenditure limit. For all other Community and Town Councils the limit set out in this letter will apply. This limit also includes expenditure under powers of Well-being.

- (ii) To note that expenditure incurred during 2021/22 will be identified in the Annual Return which will be submitted to the Council.

27. Dates and times of Full Council and Committee Meetings in 2022/23

To consider the attached schedule of meetings.

Each meeting to take place remotely using a video conferencing facility in accordance with the Local Government and Elections (Wales) Act 2021.