



Radyr & Morganstown Community Council Cynghor Cymuned Radur a Threforgan

Minutes of the MEETING of the COMMUNITY COUNCIL held on Thursday, 16 July 2015 at 7:30pm at the Old Church Rooms.

Present: Councillors St Leger, Morgan, Evans, Hallinan, Dubberley, R McKerlich, Diment.
David Silver as Chairman of the RMA

In attendance: Helena Fox

14.797 To receive the Chairman's Report: Cllr Hallinan had nothing to report since the July 2 meeting.

14.798 To receive apologies for absence : Cllrs S McKerlich, R Vaughan, T Davies, D Suthers

14.799 To make declarations of interest : There were none.

14.800 To receive the Minutes of the Meeting held on July 2 2015: The Chairman introduced the minutes of the meeting held on July 2 which were proposed as a true record for signature by Cllr Morgan, seconded by Cllr R McKerlich.

14.801 Meeting adjourned – Members of the public invited to speak: David Silver attended on behalf of the Governing Body of Bryn Deri Primary School. With a number of changes to the Governing Body lately the school would like to give it some consistency through Liz Nicholas staying on as a Governor although she has resigned as a community councillor. David Silver reported that Ms Nicholas was keen to stay on.

14.802 To receive notice of a casual vacancy: Cllr Hallinan had received a letter of resignation from Cllr Liz Nicholas on June 29. Cardiff Council's Electoral Officer has been informed and the official notice for an election was posted July 14 with a deadline for people to call an election of August 3.

14.802.1 It was **RESOLVED** to ask Ms Nicholas to continue to complete her term as governor of Bryn Deri Primary School until May 2017 should she wish to do so.

14.803 To receive the Clerk's Report:

- The internal payment system is set up at the bank for moving funds online between the current and deposit accounts. The funds move instantly.
- The OCR project is taking up quite a bit of time but is moving ahead and construction is expected to start on Monday August 3, probably with some equipment arriving in advance.
- The Festival theme for 2016 will be Dahl 100. The Literary Competition may work on this theme too and schools and other youth organizations may make "junk" sculptures to be displayed around the village. The R&M Festival is in May and will be among the first local events to celebrate Dahl's centenary. Dahl Day, his birthday, is on September 13th.
- R&MCC's solicitors had written to the Clerk reporting that the other side re the Easement at Radyr Woods are requesting their full costs rather than the £600 R&MCC agreed in May 2015 The Clerk has asked our solicitor for a breakdown of the costs before a further decision is made.

Cllr Dubberley joined the meeting.

- During the meeting with Marie Rosenthal, Director of Governance and Legal Services at Cardiff Council, on the Charter and other matters she passed on the following information:
 - Councillors contacts online may be c/o the Clerk and do not have to include a personal phone number.
 - CCC will arrange training on the updated Code of Conduct
 - Standards and Ethics Committee will need a new community council representative after May 2017 elections.
 - Hospitality: Community councils must now publish online a register of any gifts councillors receive above a set threshold. Ms Rosenthal suggested that one is set at £25.00 to match Cardiff's. The Clerk will put this on a next agenda to adopt a policy.
 - Gifts to members. If a community council wishes to give a gift to a retiring member this cannot be done out of public money. Members may contribute from their own funds only.

14.804 To receive the County Councillor's Report: The report for July was circulated in advance and is filed with these Minutes.

14.805 To receive Councillors' Reports:

14.805.1 Cllr Diment had worked on the OCR project including a meeting with a kitchen company.

14.805.2 Cllr St Leger had worked on the OCR project and fixed some plumbing problems.

14.805.3 Cllr Dubberley had worked on setting up Sage for the council office.

14.806 To receive Minutes of the Finance Committee meeting held July 2 2015: Cllr Morgan proposed that the Minutes of the meeting held on July 2 be accepted and adopted. Seconded by Cllr Dubberley. All agreed

14.807 To receive Minutes of the Environment Committee meeting held July 2 2015: Cllr St Leger proposed that the Minutes of the meeting held on July 2 be accepted and adopted. Seconded by Cllr Evans. All agreed

14.808 To decide on the type and period of loan from the Public Works Loan Board and receive and update on the OCR project:

14.808.1 Official approval to borrow £200,000.00 from the PWLB has been given by the Minister and the letter received.

14.808.2 It was **RESOLVED** to apply in late August for an EIP loan of £50,000.00 for a period of 20 years with the option to take further loans as needed up to the maximum of £200,000. If PWLB cannot operate in this way the initial loan will be an EIP loan of £150,000 for a period of 20 years.

14.808.3 It was **RESOLVED** to accept the quote of £500.00 + VAT from BPU Chartered Accountants for advice on VAT for the construction project and R&MCC matters generally.

14.809 To consider Standing Order 29e in relation to the OCR project: The Standing Order was considered and on advice of the Clerk and Cardiff Council was found not to be relevant to the OCR project. It was **RESOLVED** to up-date the Standing Order which is out of date but mandatory and to add an annotation to explain its relevance.

14.810 To sign acceptance of the Aggregate Levy Fund Wales Grant:

14.810.1 The acceptance forms were signed by Cllr Hallinan and the Clerk.

14.810.2 It was **RESOLVED** that Cllrs Hallinan, Diment, St Leger, R McKerlich and the Clerk be designated authorised signatories for the grant.

14.811 To approve amendment of the Unity Trust Bank mandate: It was **RESOLVED** to amend the Unity Trust Bank mandate to update it for new Members and the bank form was signed by Cllrs Hallinan and R McKerlich.

14.812 To decide on a grant request from the RMA for a defibrillator for R&M: It was **RESOLVED** to grant £600.00 to the RMA for installation of a defibrillator for Station Road, Radyr.

- 14.813 To receive an update on the review of Internal Audit:** Cllr Hallinan reported that she and Cllr Davies had checked that the IA Programme met the standards required in the Practitioners' Guide Wales.
- 14.814 To receive an update on a new Internal Auditor:** It was **RESOLVED** to appoint BPU Chartered Accountants as Internal Auditor for 2015-16. The Clerk will send a letter of appointment with a copy of the Internal Audit Programme.
- 14.815 To approve a Co-options Policy:** It was **RESOLVED** to adopt the policy. Candidates for co-option will clearly be given the option to stay or leave during the vote to co-opt. Cllr Evans recommended keeping the process as friendly as possible within the regulations. The policy may be reviewed later in the year.
- 14.816 To adopt amended Financial Regulations:** It was **RESOLVED** to adopt the amended policy.
- 14.817 To adopt a Grant Application Policy:** It was **RESOLVED** to adopt the amended policy and post online.
- 14.818 To receive an update on the work of the NWC Group**
- 14.818.1** The final consultation ends on July 23 on the Matters Arising Changes (MAC) Schedule, ie all the points the Inspectors asked Cardiff to answer during the Examination earlier this year. The Clerk had prepared the response for R&MCC and NWCG working with members of the NWCG, Llandaff Society, Cardiff Civic Society and Mark Drakeford's office. A template response has been prepared for residents and publicised on the website, Facebook and Twitter.
- 14.818.2** It was **RESOLVED** that the Clerk and Cllr David Suthers will attend a meeting of all Cardiff's community councils called by Lisvane Community Council to discuss the LDP.
- 14.818.3 To discuss costs of new entrance signs to R&M:** It was **RESOLVED** to get a detailed break-down of the signs' materials and design from Cardiff Council and also an up-dated quote from Centregreat. The latest quote from Cardiff was double what was expected to amount to £4,880.
- 14.819 To receive an update on the WW1 project:** Cllr Diment noted that WW1 materials need to be removed from the OCR during construction. Cllr McKerlich might be able to house some items.
- 14.819.1** The National Museum Cardiff: R&MCC's Heritage Assistant has been liaising with NMC over training for local people in conservation of WW1 artefacts. A current proposal is to run a session in the OCR in the autumn which will include a lecture on the Welsh involvement at Memetz Wood followed by a hands-on practical conservation session. The costs for this are covered by the HLF grant.
- 14.819.2** Cardiff Story Museum have suggested that R&M materials may be able to be included in their exhibition at the Senedd in Cardiff Bay.
- 14.820 To receive an update on the insurance claim re Windsor Gardens:** There was nothing to report.
- 14.821 To receive an update on the Blue Plaque for Roald Dahl in Radyr:** R&MCC has budgeted £500.00 for a blue commemorative plaque to be unveiled during Festival 2016. Allan Cook is arranging this and has the permission of the house owners. The probable cost of the plaque, including fixings, is £300.00. Cllr Diment offered to help with the fixing if needed.
- 14.822 To receive an update on the Charter with Cardiff:** Marie Rosenthal, Cardiff Council's Director of Governance and Legal Services met with representatives of five of the six community councils.
- 14.822.1** A draft update of the Charter will be prepared and circulated. It is proposed to include a trial use of Members Enquiry Line for the six Clerks. It is hoped to have the revised Charter at

the September main meeting. The Clerk asked that Cardiff consider how to manage communication re the huge development in NW Cardiff over the coming 20-30 years.

14.823 To receive an update on Registers of Interest from Cardiff Council: Registers of interest do not have to be published online because Cardiff Council now says that Welsh Government are wrong in their interpretation of the new Act.

14.823.1 It was **RESOLVED** that all R&MCC councillors complete a Register as best practice and these will be kept by the Clerk on file.

14.824 To decide on attendance of the Cardiff Standards & Ethics Conference on 20.10.15: Each community council is offered 1 free place which includes a reception at the Mansion House evening of 19th. Other places are £75 each. Conference will include a workshop specifically for community councils. It was **RESOLVED** that Cllr Hallinan attend.

14.825 To decide on attendance at the OVW Annual Conference 3.10.2015: Information on the conference was received.

14.826 To decide on any Planning Matters: There were no comments to make.

14.827 To be advised of any correspondence:

- Ombudsman: Annual Report 2014-15
- One Voice Wales AGM of Area Committee: 20.7.2015
- Evans & Jones: Easement at Radyr Woods

14.828 To sign cheques and approve payments for July 2015: The following payments were approved:

Voucher	Cheque	SPEND FOR JULY 2015	
1980	DD	Gas	463.01
1981	DD	Electricity	
1982	DD	Phone	
1983	EB	Helena Fox	2,064.94
1984	EB	Julie Hopkins	220.04
1985	EB	Bob Webber	162.32
1986	EB	Thomas Wood	180.55
1987	EB	Lloyds Commercial Finance	693.60
1988	EB	Pension	883.51
1989	EB	Dark Green Media	46.00
1990	EB	DB Site Solutions	1,065.00
1991	EB	CCC: Waste	23.66
1992	300099	Clive Morgan	13.50
1993	300100	David Warren	64.34
1994	300101	RMA/OCR	45.81
1995	300102	Julia Hallinan	29.68
1996	300103	Prodem Fire & Safety	174.35
1997	300104	Adam Colman	14.26
1998	300105	PSW Services	131.04
1999	300106	Inland Revenue: Post Office Ltd	813.06
		TOTAL SPEND FOR JULY 2015	7,088.67

14.829 Date of next Meeting will be on Thursday September 17 2015