



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

### **Summary of the Annual Meeting held on Thursday 6 May 2021 at 7:00pm.**

#### **Present:**

Present: Cllr Allan Cook, Cllr Julia Charles, Cllr Tyrone Davies, Cllr Huw Onllwyn Jones, Cllr Helen Lloyd Jones, Cllr Rod McKerlich, Cllr Clive Morgan, Cllr Vina Patel, Cllr David Suthers, Cllr Myles Vatsaloo, Cllr Ralph Vaughan, Michelle Lenton-Johnson

#### **Apologies for absence:**

None

#### **Declarations of Interest:**

None

#### **Decisions taken at the meeting**

##### **Election of Chair of Council:**

Cllr Huw Onllwyn Jones was elected as Chair of Council for 2021/22. Cllr Jones will sign the declaration of office in the presence of the Clerk/Proper Officer at a later date.

##### **Election of Vice-Chair of Council:**

Cllr Vina Patel was elected as Vice-Chair of Council for 2021/22. Cllr Patel will sign the declaration of office in the presence of the Clerk/Proper Officer at a later date.

##### **RMCC Response to Transport for Wales Construction Traffic Management Plan (Morganstown)**

Members agreed to refer work on completing the RMCC response to the TfW Construction Traffic Management Plan to Planning Committee. This response will highlight concerns regarding the traffic management plan for the construction compounds in Morganstown for the planned electrification of the railway line.

##### **Terms of Reference for Committees and Working Groups:**

Members confirmed the Terms of Reference for the following Committees and Working Groups: Finance Committee; Employment Sub-Committee; Publicity Group; Youth Engagement Working Group; Old Church Rooms Management Board

Members agreed that the Terms of Reference for Environment Committee and Planning Committee would be amended to include a requirement for the Committees to consider biodiversity and resilience of the ecosystem in their work.

Members agreed that the future of the Christmas Events Working Group would be considered at the next meeting of the Group.

##### **Appointment of Members to Committees, Working Groups and External Bodies:**

Members agreed the following appointments for 2021/22:

- Finance Committee: T Davies, J Charles, HO Jones, C Morgan, V Patel, D Suthers
- Environment Committee: A Cook, HO Jones, H Lloyd Jones, V Patel, R Vaughan, M Vatsaloo, K Webster

- Planning Committee: A Cook, HO Jones, M Vatsaloo, R Vaughan, K Webster
- Employment Sub-Committee: T Davies, J Charles, C Morgan, D Suthers
- Publicity Group: A Cook, T Davies, HO Jones, H Lloyd Jones, V Patel
- Youth Engagement Working Group: HO Jones, H Lloyd Jones, M Lenton-Johnson, V Patel, M Vatsaloo
- Christmas Events Working Group: A Cook, J Charles, HO Jones, H Lloyd Jones, M Lenton-Johnson, V Patel, Assistant Clerk to Council
- OCR Management Board: A Cook, T Davies, HO Jones, D Suthers, R Vaughan
- One Voice Wales: C Morgan
- North West Cardiff Group: J Charles, K Webster
- Morganstown Village Hall: H Lloyd Jones, R Vaughan, K Webster
- Friends of Radyr Woods: T Davies, H Lloyd Jones, R Vaughan
- Primary School Governors: R McKerlich (Radyr Primary), H Lloyd Jones (Bryn Deri Primary)
- Schools Liaison: H Lloyd Jones, C Morgan
- Twinning Group: A Cook
- Taffs Well Quarry Liaison: H Lloyd Jones, K Webster
- RMCC-RMA Liaison Committee: A Cook, HO Jones, D Suthers

**Review and adoption of policies, procedures and plans:**

Members re-adopted the following policies, procedures and plans for 2021/22

- RMCC Standing Orders
- RMCC Financial Regulations
- Code of Conduct
- Complaints Procedure
- Model Local Resolution Protocol
- Freedom of Information Publication Scheme
- Information and Data Protection Policy
- Privacy Notice
- Social Media Policy
- Communications Strategy
- 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
- RMCC Staff Appraisal Scheme
- Anti-Bribery, Fraud and Corruption Policy
- Email Policy

- The Good Councillors Guide
- Guidance – Use of the title “Councillor”
- Retention Policy
- Remuneration Policy
- Welsh Language Scheme
- Biodiversity and Resilience of Ecosystems Plan

Members agreed that the following policies would be reviewed in 2021/22: Social Media Policy; Communications Strategy; Email Policy

Members agreed to review the Biodiversity and Resilience of Ecosystems Plan in 2021/22

#### **RMCC insurance policy for 2021/22**

Members agreed to renew the RMCC insurance policy with Zurich

#### **Review of RMCC subscriptions to other bodies**

Members confirmed subscriptions to One Voice Wales and the Society of Local Council Clerks.

#### **Council and Committee Meetings in 2021/22**

Members agreed the following dates for Full Council and Committee meetings:

- Thursday 20 May 2021 at 7:00pm: Full Council
- Thursday 3 June 2021 at 6:30pm: Finance Committee
- Thursday 3 June 2021 at 7:30pm: Environment Committee
- Thursday 17 June 2021 at 7:00pm: Full Council
- Thursday 1 July 2021 at 7:00pm: Environment Committee
- Thursday 15 July 2021 at 7:00pm: Full Council
- Thursday 2 September 2021 at 7:00pm: Finance Committee
- Thursday 16 September 2020 at 7:00pm: Full Council
- Thursday 7 October 2021 at 7:00pm: Environment Committee
- Thursday 21 October 2021 at 7:00pm: Full Council
- Thursday 4 November 2021 at 7:00pm: Finance Committee
- Thursday 18 November 2021 at 7:00pm: Full Council
- Thursday 6 January 2022 at 7:00pm: Finance Committee
- Thursday 20 January 2022 at 7:00pm: Full Council
- Thursday 3 February 2022 at 7:00pm: Environment Committee
- Thursday 17 February 2022 at 7:00pm: Full Council
- Thursday 3 March 2022 at 7:00pm: Finance Committee
- Thursday 17 March 2022 at 7:00pm: Full Council
- Thursday 7 April 2022 at 7:00pm: Environment Committee
- Thursday 21 April 2022 at 7:00pm: Full Council
- Thursday 12 May 2022 at 7:00pm: Annual Meeting of Full Council

Members agreed to discuss in June whether meetings would continue to be held remotely or whether a hybrid arrangement would be considered as and when Coronavirus regulations permit.

**Other matters:**

The following matters were also noted at the meeting:

- Report on arrangements with not-for-profit bodies and businesses
- RMCC Asset Register at 31 March 2021
- RMCC subscriptions to One Voice Wales and the Society of Local Council Clerks
- RMCC expenditure under Section 137 of the Local Government Act (1972)

**Note:** This Meeting Summary aims to provide key information to the public on decisions made at Community Council meetings as soon as is reasonably practicable and within seven working days of the meeting. The full and official record of Council Meetings (the Minutes) is usually approved by Members at the following Council Meeting and is published shortly after.