



## **Radur & Morganstown Community Council Cynghor Cymuned Radur a Threforgan**

Minutes of the ANNUAL MEETING of the COMMUNITY COUNCIL held on Thursday, 5 May 2016 at 7.30pm at the Old Church Rooms.

Present: Cllrs. St Leger, S.McKerlich, Diment, Vaughan, Morgan, Davies, Suthers and R. McKerlich.

In attendance: Andrea Redmond, Julie Hopkins, Assistant Clerk

Members of Public in attendance: Dr Janet Harwood & Professor Adrian Harwood

**16.190 To agree remuneration for the Minutes Clerk: RESOLVED:** to agree the remuneration for the temporary Minutes Clerk as £88.40.

**16.190 To elect a new Chairman:** Cllr R McKerlich proposed that Cllr T Davies be nominated as Chairman, this was seconded by Cllr Suthers. This was voted upon and the vote was carried. **RESOLVED:** that Cllr T Davies be elected as Chairman of R&MCC, the acceptance of office was signed and witnessed.

Cllr Davies stated that he was willing to accept the position with a number of conditions, he would need support due to his work commitments and wanted to reassure members that his term would be based on harmony and collaboration of all Councillors; if he considered there were any Code of Conduct issues he would approach Councillors individually in the first instance. Cllr Davies had prepared a document on how he sees the Council going forward and would be circulating this with the papers for the meeting scheduled for the 19 May 2016.

**16.191 To appoint a new Vice-Chairman:** Cllr S McKerlich proposed that Cllr Diment be nominated as Vice Chair, this was seconded by Cllr St Leger. This was voted upon and the vote was carried. **RESOLVED:** that Cllr Diment be elected as Vice Chairman of R&MCC, the acceptance of office was signed and witnessed.

**16.192 To receive apologies for absence:** Apologies had been received from Cllrs Helen Lloyd Jones and Julia Hallinan.

**16.193 To receive declarations of interest:** No declarations of interest were received. It was noted that all Cllrs should sign new declaration forms for the forthcoming year.

**16.194 Meeting adjourned – Members of the public invited to speak:** Dr Janet Harwood & Professor Adrian Harwood were in attendance. Dr Harwood stated that events on the website had suggested that the Community Council was not functioning properly and wanted an explanation of what was happening; Dr Harwood also added that the draft minutes had been changed and subsequently not been published so that the public could not access them. Cllr Davies explained that the Community Council had not felt that the minutes were an accurate reflection of the meeting, and therefore they were amended; he added that the Council had felt that since October, the minutes hadn't fairly represented the views of the Council as a whole and therefore minutes had been requested back to the meetings for the whole of the Council to approve prior to publication. It was also noted that all other Community Council's in Cardiff wait for minutes to be approved prior to publication; all minutes would be up to date and available by the next meeting and before the Auditor comes in.

Dr Harwood asked for an explanation as to the conduct during the January meeting where the public were excluded and also asked why the February meeting had been cancelled. Cllr Davies explained that the February meeting had been cancelled by the Chair at the time against the wishes of the majority of Cllrs, with no consultation with any Cllrs including the Vice Chair, the meeting was cancelled on the Friday afternoon, which was the latest time in the statutory requirements to formally call a meeting.

With regards to the January meeting it was explained that it was within the Standing Orders of the Council to exclude members of the public, particularly when sensitive issues about members of the Council were to be discussed. An explanation of the events leading up to the meeting was provided including the production of an email which was published on the website, which caused concern and to discuss these matters the public had been excluded from the meeting.

Dr Harwood noted that the minutes of the meeting held on 7 April stated that there would be a mediated meeting and asked for an update on this. Cllr Mckerlich stated that the then Chair had written and published those minutes but she had not been at the meeting. It was noted that the mediated meeting had not yet happened.

Dr Harwood noted the resignation of Community Cllrs and asked if letters of resignation had been received, it was noted they had not.

Dr Harwood asked about Complaints and if there were any minutes available. Cllr Morgan advised that complaints are dealt with by a panel of 3 Cllrs, the matter was finished and they had not heard that it had been taken any further, the minutes would be agreed at the next meeting.

Cllr Davies assured Dr Harwood that the running of the Council would be very different going forward and that the 2 vacancies would be advertised; information would be timely and accurate and available to the public once approved

The Assistant Clerk left the meeting

- 16.195 To review the delegation arrangement to committees, sub-committees, employees and other local authorities:** The list of appointments was updated and is attached with these minutes.
- 16.195.1 Planning Committee:** The Planning Committee have delegated powers to respond to planning applications where the deadline falls between R&MCC meetings.
- 16.196 To make appointments to any new committees, confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and receive nominations to them:** There were none.
- 16.197 To review and adopt appropriate Standing Orders and financial regulations, 2016-2017:** Members discussed Standing Orders and Financial Regulations and it was **RESOLVED:** that both needed to be reviewed via a Task & Finish Group, the membership of which would be determined at the June meeting.
- 16.198 To review arrangements, including any charters, with other local authorities and review contributions made to expenditure incurred by other local authorities:** **RESOLVED:** to liaise with other Community Councils to review the charter with Cardiff Council.
- 16.199 To appoint members to such other organisations, committees or bodies to which an appointment is possible by way of statute, invitation or membership:** This has been dealt with under item 16.195.
- 16.200 To receive nominations to existing committees:** This has been dealt with under item 16.195.
- 16.201 To review an inventory of land and assets including buildings and office equipment:** Members considered that this needed to be updated due to the development of the new

building. **RESOLVED:** to task the Environment Committee to determine a date for a Walk scrutiny in the summer with a visual check in June.

- 16.202 To review and confirm arrangements for insurance cover in respect of all insured risks:** Members were advised that the insurance was due to be renewed in two weeks' time, contact had been made with Zurich Insurance with regards to the insurance being enhanced to take into account the development at the OCR. **RESOLVED:** to come back to Finance Committee.
- 16.203 To review the Council's and/or employees' memberships of other bodies: OVW and SLCC:** **RESOLVED:** to continue with the payments.
- 16.204 To establish or review the Council's complaints procedure:** **RESOLVED:** that the Complaints procedure be reviewed via a Task & Finish Group in the summer.
- 16.205 To adopt the revised Code of Conduct 2016 Guidance:** **RESOLVED:** to accept the Code of Conduct 2016 Guidance and that all Cllrs should sign new forms.
- 16.206 To adopt the Local Government Model Code of Conduct as amended 1.4.2016:** **RESOLVED:** to adopt the Local Government Model Code of Conduct as amended 1.4.2016
- 16.207 To establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998:** **RESOLVED:** that the policy be readopted.
- 16.208 To establish or review the Council's policy for dealing with the press/media:** **RESOLVED:** to establish a Task and Finish group to review the Press/Media Policy.
- 16.209 To re-appoint as auditors BPU Chartered Accountants:** **RESOLVED:** to re-appoint as auditors BPU Chartered Accountants.
- 16.210 To agree dates for all main and sub-committee meetings:** **RESOLVED:** that the meeting schedule remain the same for the forthcoming year with no meetings being held in August and December.
- 16.211 The date of the next meeting will be 19 May 2016 at 7.30pm.-**