



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of the ANNUAL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday 16 May 2019 at the Old Church Rooms at 7:00pm.

Present: Cllrs Huw Onllwyn Jones, Julia Charles, Tyrone Davies, David Suthers, Myles Vatsaloo, Ralph Vaughan

Clerk: Lynne Thomas

Cllr Ralph Vaughan welcomed everyone to the meeting and chaired the first item

25 Election of the Chair of Council

Nominations were invited for the election of Chair of Council.

Resolved: Cllr Huw Onllwyn Jones was proposed, seconded and unanimously elected as Chairman to the Council for 2019/20.

Cllr HO Jones duly accepted and signed the Acceptance of Office in the presence of the Clerk/Proper Officer

Cllr Jones chaired the remainder of the Annual Meeting.

26 Election of the Vice-Chair of Council

Nominations were invited for the election of Vice-Chair of Council.

Resolved: Cllr Helen Lloyd Jones was proposed, seconded and unanimously elected as Vice-Chair to the Council for 2019/20.

Council resolved that Cllr H Lloyd Jones would sign the declaration of office in the presence of the Clerk/Proper Officer at a later date.

27 Apologies for absence: Cllrs Helen Lloyd Jones, Rod McKerlich, Clive Morgan, Angharad Thomas-Richards Kevin Ullah, Kieran Webster.

28 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 Clerk.

None received

29 Minutes of the Ordinary Full Council Meeting on 18 April 2018

The Minutes of the Ordinary Full Council Meeting held on 18/04/2019 were received, approved and signed by the Chairman.

30 Minutes of the Finance Committee Meeting on 2 May 2019

The Minutes of the Finance Committee Meeting held on 02/05/2019 were received,

approved and signed by the Chairman.

31 Minutes of the Environment Committee Meeting on 2 May 2019

The Minutes of the Environment Committee Meeting held on 02/05/2019 were received, approved and signed by the Chairman.

Members received and discussed correspondence from a resident regarding the disturbance caused by some young people gathering at the disabled bench in Radyr Woods. Members agreed that the Chair and Vice-Chair of Council would look into options for moving the bench including consultation with young people.

32 Review of Delegations and Terms of Reference to R&MCC Committees and Working Groups

(i) Members received and approved a Terms of Reference for the Finance Committee

(ii) Members received and approved a Terms of Reference for the Environment Committee

(iii) Members received a document setting out procedures for the Planning Committee. Members agreed that the procedures will form the basis of the Terms of Reference. Cllr HO Jones will draft a Terms of Reference, in liaison with other Members, to be considered at the Council Meeting in June.

(iv) Members agreed that a Terms of Reference for the Employment Sub-Committee is required. Cllr J Charles will draft the Terms of Reference to be considered at the Council Meeting in June.

(v) Members agreed that a Terms of Reference for the R&MCC Website Editorial Board is required. Cllrs HO Jones and T Davies will draft a Terms of Reference to be considered at the Council Meeting in June.

(v) Members agreed that the Chair should discuss the Terms of Reference for the Road Safety Working Group and the future of the Group with Cllr K Webster.

33 Appointment of Members to R&MCC Committees and External Bodies

The following Members were appointed to R&MCC Committees and External Bodies. Council agreed that Members absent from the Meeting would be invited to indicate which Committees and Bodies they wish to serve on. The full Appointments list will be finalised at the Council Meeting in June.

- Finance Committee: Cllrs T Davies, J Charles, HO Jones, R McKerlich, C Morgan, D Suthers
- Environment Committee: Cllrs HO Jones, H Lloyd Jones, K Ullah, M Vatsaloo, R Vaughan
- Planning Committee: Cllrs HO Jones, A Thomas-Richards, M Vatsaloo
- Employment Sub-Committee: Cllrs T Davies, J Charles, HO Jones, H Lloyd Jones, R McKerlich, D Suthers
- R&MCC Website Editorial Board: Cllrs T Davies, HO Jones, H Lloyd Jones, Chair of Environment Committee, Clerk to Council
- Road Safety Working Group: Cllrs HO Jones, M Vatsaloo
- OCR Hall Management Committee: Cllrs HO Jones, R Vaughan
- One Voice Wales: Cllr C Morgan
- North West Cardiff Group: Cllr K Ullah
- Morganstown Village Hall: Cllr R Vaughan

- Friends of Radyr Woods: Cllr R Vaughan
- Taffs Well Quarry Liaison: Cllr HO Jones

The Chair will write to the Chair of Governors at Bryn Deri Primary School to request information on the dates of Governors meetings and the work involved.

34 Review and adoption of R&MCC Standing Orders for 2019/20

Resolved: Council adopted the R&MCC Standing Orders (last adopted in March 2019) for 2019/20.

35 Review and adoption of R&MCC Financial Regulations for 2019/20

Resolved: Council adopted the R&MCC Financial Regulations (last adopted in March 2019) for 2019/20.

36 Review of arrangements with external not-for-profit organisations

(i) Members noted arrangements with the Radyr & Morganstown Association for the management of the Old Church Rooms. Members received an update from the Chair on progress on the renewal of the OCR Hall Management Agreement.

(ii) Members noted arrangements with the Friends of Radyr Woods (Radyr Woods Wardens) and acknowledged their work on maintaining Radyr Woods.

37 Report on R&MCC representation on external bodies

Cllr D Suthers reported that he has been a Community Council representative on the GE Healthcare Advisory Committee but that the Committee has not met. Members agreed that Clerk should contact GE Healthcare to find out whether the Committee still exists.

38 Review of R&MCC Asset Register

Members received and noted the R&MCC Asset Register. Members congratulated the Clerks on their work on updating the Register.

39 Insurance Renewal 2019/20

Members received and noted insurance policy renewal documents from Zurich. Finance Committee agreed to recommend that Council renews its insurance policy with Zurich at a cost of £1,910.14 for 2019/20 and that a full review of costs and coverage be conducted for 2020/21.

Resolved: Council resolved to renew its insurance policy with Zurich at a cost of £1,910.14 for 2019/20 and to conduct a full review of costs and coverage for 2020/21.

40 Review of R&MCC subscriptions to other bodies

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

41 Review of R&MCC Complaints Procedure

(i) Members agreed to review the Complaints Procedure in 2019/20. Cllr T Davies will review the Complaints Procedure (last reviewed in 2015) and report to Council.

(ii) Members agreed to adopt the Model Local Resolution Protocol for 2019/20 (last adopted in May 2018)

42 Review of R&MCC Policies and Practices on Freedom of Information and Data Protection

Members agreed to adopt the following policies and practices for 2019/20 (last adopted in May 2018)

- R&MCC FOI Publication Scheme
- R&MCC Data Protection Policy and Privacy Scheme

43 Review of R&MCC Press/Media and Social Media policies

Members agreed to review the R&MCC Press/Media and Social Media policies in 2019/20. The R&MCC Website Editorial Board will review policies and procedure and report to Council.

44 Review of R&MCC employment policies and procedures

Members agreed to adopt the following policies and procedures for 2019/20 (last adopted in May 2018):

- 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

45 Review of other R&MCC policies and procedures

(i) Members agreed to adopt the following policies, procedures and guidance for 2019/20 (last adopted in May 2018):

- Anti-Bribery, Fraud and Corruption Policy
- Code of Conduct
- Email Policy
- The Good Councillors Guide
- Guidance: Use of the title "Councillor"
- Retention Policy
- Remuneration Policy – Annual Report of the Independent Remuneration Panel of Wales
- Risk Management
- Youth Provision Policy

(ii) Members agreed to review the following policies in 2019/20

- Health and Safety Policy: Cllr K Ullah will be asked to assist the review
- Welsh Language Policy: Cllr HO Jones will review the policy and report to Council

46 Review of R&MCC expenditure under S.137 and Power of Wellbeing powers

- (i) Members received and noted a report on S.137 expenditure in 2018/19
- (ii) Members received and noted correspondence from Welsh Government setting the limit per elector for S.137 expenditure in 2019/20.

47 Dates of Council meetings in 2019/20

Members agreed the following dates for Council meetings in 2019/20

- 6 June 2019 – Environment Committee
- 20 June 2019 – Full Council
- 4 July – Finance Committee
- 18 July – Full Council
- August: Recess
- 5 September 2019: Finance Committee, Environment Committee
- 19 September 2019: Full Council
- 3 October 2019: Environment Committee
- 17 October 2019: Full Council
- 7 November 2019: Finance Committee
- 21 November 2019: Full Council
- December: Recess
- 2 January 2020: Finance Committee, Environment Committee
- 16 January 2020: Full Council
- 6 February 2020: Environment Committee
- 20 February 2020: Full Council
- 5 March 2020: Finance Committee
- 19 March 2020: Full Council
- 2 April 2020: Environment Committee
- 16 April 2020: Full Council
- 7 May 2020: Annual Council Meeting
- 21 May 2020: Full Council

48 Any other business

Cllr D Suthers congratulated the new Chair on his handling of the Annual Meeting and wished him well for the future.

The Chain of Office is to be formally passed from Cllr R Vaughan to Cllr HO Jones

Meeting closed at 20:05

Signed

Date