



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

**Minutes of ANNUAL MEETING of the COMMUNITY COUNCIL held on 6 May 2021 at 7:00pm.**

**This meeting was held remotely via Zoom**

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

Clerk: Lynne Thomas

In attendance: one member of the public

### **18 Election of the Chair of Council**

The Clerk called for nominations for Chair of Council.

Members agreed that Cllr T Davies would act as Chair for the first item.

**RESOLVED:** Cllr HO Jones was duly elected by majority vote as Chair of Council for 2021/22.

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

Cllr HO Jones chaired the remainder of the Annual Meeting.

### **19 Election of the Vice-Chair of Council**

The Chair called for nominations for Vice-Chair of Council.

**RESOLVED:** Cllr V Patel was duly and unanimously elected as Vice-Chair of Council for 2021/22.

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

### **20 Apologies for absence**

None

### **21 Declarations of Interest**

None

### **22 Meeting adjourned: Members of the public invited to speak**

No members of the public wished to speak.

### **23 Minutes of the Ordinary Full Council Meeting on 15 April 2021**

(i) The Minutes of the Ordinary Full Council Meeting held on 15 April 2021 were received and approved by Council.

(ii) Minute No.10(ii): Members agreed to refer the draft RMCC response to the TFW Construction Traffic Management Plan to Planning Committee to be completed.

### **24 Review of Delegations and Terms of Reference for Committees and Working Groups**

(i) Members confirmed the Terms of Reference for the Finance Committee.

(ii) Members agreed that the Terms of Reference for the Environment Committee should be amended to include a requirement for the Committee to consider biodiversity and resilience of

the ecosystem in its recommendations to Full Council. A revised Terms of Reference will be considered at the Council meeting in June.

(iii) Members agreed that the Terms of Reference for the Planning Committee should be amended to include a requirement for the Committee to consider biodiversity and resilience of the ecosystem. A revised Terms of Reference will be considered at the Council meeting in June.

(iv) Members confirmed the Terms of Reference for the Employment Sub-Committee.

(v) Members confirmed the Terms of Reference for the Publicity Group. Members noted that the Group had not met in the last year.

(vi) Members confirmed the Terms of Reference for the Youth Engagement Working Group.

(vii) Members confirmed the Terms of Reference for the Old Church Rooms Management Board.

(viii) Members agreed that the next meeting of the Christmas Events Working Group would consider the future of the Group with a report made to Council in June.

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

The following Members were appointed to Committees, Working Groups and External Bodies.

- 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

## **26 Review and adoption of RMCC Standing Orders for 2021/22**

**RESOLVED:** Council re-adopted the RMCC Standing Orders for 2021/22.

## **27 Review and adoption of RMCC Financial Regulations for 2021/22**

**RESOLVED:** Council re-adopted the RMCC Financial Regulations for 2021/22 as last amended on 18 March 2021.

**28 Review of arrangements with not-for-profit bodies and businesses**

Members received and noted a report on arrangements with not-for-profit bodies and businesses

**29 Review of RMCC Asset Register**

Members received and noted the RMCC Asset Register at 31 March 2021.

**30 Insurance Policy for 2021/22**

Members agreed to renew the RMCC insurance policy with Zurich and instructed the Clerk to pay the renewal premium on confirmation of the updated policy schedule for 2021/22.

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

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

**32 Review of RMCC Complaints Procedures**

(i) Council re-adopted the Complaints Procedure for 2021/22.

(ii) Council re-adopted the Model Local Resolution Protocol for 2021/22

**33 Review of RMCC Policies and Practices on Freedom of Information and Data Protection**

Council re-adopted the following policies and practices for 2021/22:

- RMCC FOI Publication Scheme
- RMCC Information and Data Protection Policy
- RMCC Privacy Notice

**34 Review of RMCC Press/Media and Social Media policies**

Council re-adopted the following policies and agreed that these policies would be reviewed by Publicity Group in 2021/22:

- RMCC Social Media Policy
- RMCC Communications Strategy

**35 Review of RMCC employment policies and procedures**

Council re-adopted the following policies and procedures for 2021/22:

- 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

**36 Review of other RMCC policies and procedures**

(i) Council re-adopted the following policies, procedures and guidance for 2021/22:

- Code of Conduct
- Anti-Bribery, Fraud and Corruption Policy
- The Good Councillors Guide
- Guidance - Use of the title “Councillor”
- Retention Policy
- Remuneration Policy – Annual Report of the Independent Remuneration Panel of Wales
- Welsh Language Scheme

(ii) Members readopted the Email Policy and agreed that this be reviewed during 2021/22.

### **37 Review of RMCC expenditure under S.137 powers**

(i) Members received and noted a report on expenditure under the S.137 limit in 2020/21.

(ii) Members received and noted correspondence from Welsh Government setting the limit for S.137 expenditure in 2021/22.

### **38 RMCC Biodiversity and Resilience of Ecosystems Plan**

Members readopted the Biodiversity and Resilience of Ecosystems Plan (Environment (Wales) Act 2016 Part 1 – Section 6: The Biodiversity and Resilience of Ecosystems Duty) and agreed to review during the year.

### **39 Dates of Full Council and Committee Meetings in 2020/21**

Members noted the following dates for Full Council and Committee Meetings in 2021/22:

- 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

**40 Any other business**

Members agreed to discuss at the following Council Meeting whether meetings would continue to be held remotely or whether a hybrid arrangement would be considered as and when Coronavirus regulations permit.

**Signed .....**

**Date .....**