



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

**Minutes of the ANNUAL MEETING of the COMMUNITY COUNCIL held on Thursday 30 July 2020
at 7:00pm.**

**This meeting was held remotely via Zoom in accordance with the Local Authorities
(Coronavirus)(Meetings)(Wales) Regulations 2020**

Present: Cllrs Allan Cook, Julia Charles, Tyrone Davies, Huw Onllwyn Jones, Helen Lloyd Jones, Rod Mckerlich, Clive Morgan, Vina Patel, David Suthers, Ralph Vaughan

In attendance: Lynne Thomas (Clerk), Julie Hopkins (Assistant Clerk)

33 Election of the Chair of Council

The Clerk invited nominations for the election of Chair of Council.

Resolved: Cllr Huw Onllwyn Jones was proposed, seconded and unanimously elected as Chair of the Council for 2020/21.

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.

34 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 of the Council for 2020/21.

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.

35 Apologies for absence

Apologies were received from Michelle Lenton-Johnson

36 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.

37 Minutes of the Ordinary Full Council Meeting on 16 July 2020

The Minutes of the Ordinary Full Council Meeting held on 16 July 2020 were received and approved by Council.

38 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 confirmed the Terms of Reference for the Environment Committee

(iii) Members agreed that the Terms of Reference for Planning Committee would be reviewed by

Committee Members with a report to be made at the Council Meeting in October.

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

(v) Members agreed that the Terms of Reference for the Publicity Group would be reviewed by Group Members with a report to be made at the Council Meeting in October.

(vi) Members noted the contribution of the Road Safety Working Group to road safety improvements now underway. Members agreed that the Road Safety Working Group would end, with current work moving to the Environment Committee to support coordination of place-making projects.

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

(viii) Members agreed that a Terms of Reference for the Old Church Rooms Management Board would be developed by the Interim Board for consideration at the Council Meeting in October.

(ix) Members confirmed the Christmas Events Working Group would continue.

39 Appointment of Members to Committees, Working Groups and External Bodies

The following Members were appointed to Committees, Working Groups 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.

- Finance Committee: T Davies, J Charles, HO Jones, R McKerlich, C Morgan, D Suthers
- Environment Committee: A Cook, HO Jones, H Lloyd Jones, V Patel, R Vaughan
- Planning Committee: HO Jones, H Lloyd Jones, R McKerlich, R Vaughan
- Employment Sub-Committee: T Davies, J Charles, HO Jones, H Lloyd Jones, R McKerlich, C Morgan, D Suthers
- Publicity Group: A Cook, T Davies, HO Jones, H Lloyd Jones, R Vaughan, Clerk to Council
- Youth Engagement Working Group: T Davies, HO Jones, H Lloyd Jones, V Patel
- Christmas Events Working Group: A Cook, J Charles, H Lloyd Jones, Assistant Clerk to Council
- OCR Interim Hall Management Board: A Cook, T Davies, HO Jones, R Vaughan
- One Voice Wales: C Morgan
- North West Cardiff Group: J Charles
- Morganstown Village Hall: R Vaughan, H Lloyd Jones
- 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: HO Jones, H Lloyd Jones

40 Review and adoption of RMCC Standing Orders for 2020/21

RESOLVED: Council re-adopted the RMCC Standing Orders for 2020/21.

A proposal to add a Standing Order concerning Councillors' relations with the press and other media was not considered as written notice from three Councillors had not been duly received.

Members agreed that Publicity Group would review Councillors' relations with the press and other media and provide recommendations to Council.

41 Review and adoption of RMCC Financial Regulations for 2020/21

RESOLVED: Council re-adopted the RMCC Financial Regulations for 2020/21.

42 Review of arrangements with not-for-profit bodies and businesses

(i) Members received and noted a report on current arrangements with not-for-profit bodies and businesses

(ii) Members received a report on retention money held by RMCC in relation to building works at the Old Church Rooms. Members agreed that the Clerk would write to the contractors to resolve the final account and to propose the payment of the retention money less the costs incurred by RMCC in resolving defects and the costs incurred by RMCC for the provision of toilet facilities during the delay in project completion.

43 Review of RMCC Asset Register

Members received and noted the RMCC Asset Register at 30 June 2020.

44 Insurance Policy for 2020/21

Members received and noted the RMCC insurance policy documents from Zurich, as agreed in April 2020 under the temporary delegation of authority during COVID-19 measures.

45 Review of RMCC subscriptions to other bodies

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

46 Review of RMCC Complaints Procedures

(i) Council re-adopted the Complaints Procedure for 2020/21.

(ii) Council re-adopted the Model Local Resolution Protocol for 2020/21

47 Review of RMCC Policies and Practices on Freedom of Information and Data Protection

Council re-adopted the following policies and practices for 2020/21:

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

48 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 2020/21:

- RMCC Social Media Policy
- RMCC Communications Strategy

49 Review of RMCC employment policies and procedures

(i) Council re-adopted the following policies and procedures for 2020/21:

- 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
- (ii) Council received and adopted the RMCC Staff Appraisal Scheme for 2020/21
- (iii) Members agreed that the Employment Sub-Committee would review the role of line manager for the Clerk.

50 Review of other RMCC policies and procedures

(i) Council re-adopted the following policies, procedures and guidance for 2020/21:

- Code of Conduct
- Anti-Bribery, Fraud and Corruption Policy
- 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
- Welsh Language Scheme

(ii) Members agreed that the Youth Engagement Working Group would review and develop recommendations for a Youth Provision Policy.

51 Review of RMCC expenditure under S.137 and Power of Wellbeing powers

(i) Members received and noted correspondence from Welsh Government setting the limit for S.137 expenditure in 2020/21.

(ii) Members received and approved the Clerk's report on expenditure against the S.137 Expenditure Limit to June 2020.

52 RMCC Biodiversity and Resilience of Ecosystems Plan

(i) Members received and approved the RMCC Environment Development Plan 2020-25, as recommended by Environment Committee.

(ii) Members received and approved the RMCC Biodiversity and Resilience of Ecosystems Plan (Environment (Wales) Act 2016 Part 1 – Section 6: The Biodiversity and Resilience of Ecosystems Duty).

53 Dates of Full Council and Committee Meetings in 2020/21

Members noted the following dates for Full Council and Committee Meetings in 2020/21:

- 3 September 2020 – Finance Committee
- 17 September 2020 – Full Council
- 1 October 2020 – Environment Committee
- 15 October 2020 – Full Council
- 5 November 2020: Finance Committee
- 19 November 2020: Full Council
- 3 December 2020: Environment Committee
- 7 January 2021: Finance Committee
- 21 January 2021: Full Council
- 4 February 2021: Environment Committee

- 18 February 2021: Full Council
- 4 March 2021: Finance Committee
- 18 March 2021: Full Council
- 1 April 2021: Environment Committee
- 15 April 2021: Full Council
- 6 May 2021: Annual Meeting of Full Council

54 Any other business

(i) Members were informed that work had begun on the construction of a retaining wall in Pentwyn Park. The Assistant Clerk was thanked for her work on this project.

(ii) Members were informed that urgent roof repairs at the Old Church Rooms had been completed. The Assistant Clerk was thanked for her work on organising the repairs.

(iii) Members agreed that the Chair of Council would write to Royal Mail to urge that the Cardiff North West Delivery Office at Gwaelod y Garth be reopened given its importance to the Radyr & Morganstown community.

Meeting closed at 20:15

Signed

Date