



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

### **Minutes of the ORDINARY FULL COUNCIL MEETING of the COMMUNITY COUNCIL held on Thursday 16 May 2019 at the Old Church Rooms at 8:05pm.**

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

Clerk: Lynne Thomas

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

**50 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

**51 Meeting adjourned: Members of the public invited to speak**

Members of the Radyr & Morganstown Association (RMA) attended the meeting and were invited to speak by the Chair. Mr D Silver (RMA Chairman) referred to the proposal made by the RMA to take over the ownership of the Radyr & Morganstown Community website and asked for Council to consider and reach a decision at the meeting.

**52 Radyr & Morganstown Community website**

(i) Members agreed to move the discussion of the future of the Radyr & Morganstown Community website to earlier in the meeting to respond to the request made by the RMA.

The Chair reported on progress made on resolving concerns about the Community Council material posted on the Community website. Copies of all Community Council files on the website have been made and archives of the Community website have been identified.

Members agreed the following:

- Ownership of the Community website will be passed to the RMA.
- The Clerk will liaise with the RMA to arrange and implement the transfer.
- The Community Council material on the website will be removed.
- A link to the Community Council's website will be included on the Community website and vice versa.
- A link to the OCR Hallmaster booking system will be included on the Community Council website. The current booking system shall remain on the Community website

to cater for bookings for events up to the end of August. Events to be held from September onwards shall be booked via Hallmaster.

(ii) The Chair provided a report on the development of the RMCC website. A subscription to SmartSurvey is being arranged. Members agreed that a trial survey should be conducted to test the survey system. A draft of the survey will be circulated to Members for comments and suggestions.

(iii) Cllr HO Jones and Nick Hawkins of the RMA agreed to write a report on the future of the websites for publication in the Radyr Chain.

### 53 Finance

(i) Members received and approved the balance of accounts & reconciliation at 30 April 2019, signed by the Chair

(ii) Members received and approved the payment schedule for April 2019, signed by the Chair. Members agreed that the names of individuals should not be included in the payment schedules to be published with the Minutes.

(iii) Members received and noted the following bank Statements, signed by the Chair:

- Unity Trust Acc. \*\*\*\*\*326 Statement No. 65
- Unity Trust Acc. \*\*\*\*\*339 Statement No. 56
- Nat West Account Statement for April 2019

(iv) Members received and approved the List of Variable Direct Debits for 2019/20, signed by the Chair.

(v) Members received and approved List of Regular Payments for 2019/20, signed by the Chair.

### 54 Finance Committee

(i) **R&MCC Petty Cash Procedures: Authorised Volunteers:** Finance Committee agreed to recommend to Full Council that RMA Members on the OCR Hall Management Committee be designated as Authorised Volunteers for purposes of the petty cash arrangements under Financial Regulation 6.21, to come into effect on the signing of the new Hall Management Agreement.

**Financial Regulation 6.21:** The Clerk/Assistant Clerk may provide petty cash to officers for the purpose of defraying minor operational and other expenses. The Clerk/Assistant Clerk may provide petty cash to a member or authorised volunteer for the purpose of defraying minor expenses associated with approved Council business and activities, with the approval of two of the following members: (i) Chair to the Council; (ii) Vice-Chair to the Council; (iii) Chair of the Finance Committee; (iv) Chair of the Planning Committee; (v) Chair of the Environment Committee.

**Resolved:** Council gave approval for RMA volunteers on the OCR Hall Management Committee to be Authorised Volunteers for purposes of the petty cash arrangements under Financial Regulation 6.21, to come into effect on the signing of the new Hall Management Agreement.

(ii) **R&MCC Risk Assessment Schedule:** The Risk Assessment Working Group has reviewed the R&MCC Risk Assessment Schedule and have proposed abbreviating the document to

make it simpler to use. Finance Committee agreed to recommend to Full Council that the Risk Assessment Schedule last updated in May 2018 remain in place until the Risk Assessment Working Group have completed work on proposals to abbreviate the schedule in 2019/20. Members agreed that the Risk Assessment Schedule last updated in May 2018 remain in place until the Risk Assessment Working Group have completed work on proposals to abbreviate the schedule in 2019/20.

**55 Payment to Members – 2019/20**

Members received a report from the Clerk on Members Payments for 2019/20. Members agreed to delay the payment for 2019/20 pending the outcome of an application by One Voice Wales to HMRC and to review the position again at the end of September 2019.

**56 Environment Committee**

(i) Members received the Environment Committee Report for May 2019. Members thanked Cllr Helen Lloyd Jones for her work as Chair of the Environment Committee.

(ii) Members considered a request from the Radyr Beaver Scouts for permission for them to put up dog poo bag holders in Pentwyn Park and Windsor Gardens. The Chair will contact Radyr Beaver Scouts to learn more about what they would like to do.

**57 Planning Applications**

Members received and noted a report from the Chair of the Planning Committee.

**58 Old Church Rooms**

The Chair reported on progress with works at the Old Church Rooms.

- Repairs to the roof and guttering are scheduled to start on 28 May
- The Hall Management Committee will consider the choice of flooring for the Garth Room following recommendations from the preferred supplier.
- Invitations to quote for the retaining wall will be sent out in June.
- A new piano for the Garth Room is needed.

**59 Next Meeting dates:**

Thursday 6 June 2019: Environment Committee

Thursday 20 June 2019: Full Council

**Meeting closed at 20:50pm**

**Signed** .....

**Date** .....