



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
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10 May 2019

Members of the public and press are entitled to be at the following meeting under the Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by Local Government Act 1972 Section 100 unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. The period of time designated for public participation in accordance with our Standing Order shall not exceed 15 minutes unless directed by the Chairman. A member of the public shall not speak for more than 5 minutes.

Dear Chairman and Members of Radyr & Morganstown Community Council

I hereby give you notice that the **ANNUAL MEETING** of the Community Council will be held at the Old Church Rooms on **Thursday 16 May 2019 at 7:00pm**. All Members of the Council are summoned to attend.

The business to be transacted is set out in the Agenda below.

Yours sincerely

Lynne Thomas
Clerk to the Council

AGENDA

1. Election of the Chair of Council

Nominations for the Chair of Council are required

Chair to sign and date the Acceptance of Office in presence of the Clerk/Proper Officer

2. Election of the Vice-Chair of Council

Nominations for the Vice-Chair of Council are required

Vice-Chair to sign and date the Acceptance of Office in presence of the Clerk/Proper Officer

3. Apologies for absence

4. 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 the Clerk.

5. Minutes of the Ordinary Full Council Meeting on 18 April 2019

To receive, and if approved, to confirm and sign the Minutes of the Ordinary Full Council Meeting held on 18 April 2019 (Chairman to sign).

6. Minutes of the Finance Committee Meeting on 2 May 2019

To receive, and if approved, to confirm and sign the Minutes of the Finance Committee Meeting held on 2 May 2019.

7. Minutes of the Environment Committee Meeting on 2 May 2019

To receive, and if approved, to confirm and sign the Minutes of the Environment Committee Meeting held on 2 May 2019.

8. Review of Delegations and Terms of Reference for Committees and Working Groups

- (i) Finance Committee
- (ii) Environment Committee
- (iii) Planning Committee
- (iv) Employment Sub-Committee
- (v) R&MCC Website Editorial Board
- (vi) Road Safety Working Group

9. Appointment of Members to R&MCC Committees and External Bodies

As per attached schedule

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

To review and confirm the R&MCC Standing Orders as adopted on 21 March 2019

A Council Resolution is required

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

To review and confirm the R&MCC Financial Regulations as adopted on 21 March 2019

A Council Resolution is required

12. Review and confirm arrangements with external not-for-profit organisations

- (i) Old Church Rooms Hall Management Committee
- (ii) Radyr Woods Wardens

13. Report on R&MCC representation on external bodies

To receive any reports from Members on RMCC representation on external bodies.

14. Review of R&MCC Asset Register

To review and confirm the R&MCC Asset Register.

15. Insurance Renewal for 2019/20

To receive and note insurance policy documents from Zurich and the renewal premium of £1,910.14. 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 insurance coverage and costs be conducted for 2020/21 (Minute Number 11, 2 May 2019)

A Council Resolution is required

16. Review and confirm R&MCC subscriptions to other bodies

- (i) One Voice Wales
- (ii) Society of Local Council Clerks

17. Review of R&MCC Complaints Procedure

- (i) To review the Complaints Procedure
- (ii) To review the Model Local Resolution Protocol last adopted in May 2018

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

- (i) To review the FOI publication scheme
- (ii) To review the Data Protection Policy and Privacy Notice

19. Review of R&MCC Press/Media and Social Media policies

To review policies and practices for dealing with the Press/Media and Social Media

20. Review of R&MCC employment policies and procedures

To review policies and procedures for R&MCC staff, last reviewed and adopted in May 2018, as per attached list.

21. Review of other R&MCC policies and procedures

To consider any other R&MCC policies to be reviewed during 2019/20, as per attached list.

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

- (i) To review expenditure incurred in 2018/19 under section 137 of the Local Government Act 1972 or the Power of Wellbeing.
- (ii) To receive notification of the Section 137 expenditure limit for 2019/20

23. Dates and times of Full Council and Committee Meetings in 2019/20