



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

The Old Church Rooms
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11 April 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 Cllr R Vaughan and Members of Radyr & Morganstown Community Council

I hereby give you notice that the next Ordinary Full Council Meeting of the Community Council will be held at the Old Church Rooms on **THURSDAY 18 April 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. Apologies

2. 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.

3. Meeting adjourned: Members of the public invited to speak

4. Chairman's Announcements/Reports

5. Minutes of the Ordinary Full Council Meeting

To receive, and if approved, to confirm and sign the Minutes of the Ordinary Full Council Meeting held on 21 March 2019 (Chairman to sign).

6. Matters Arising

7. Finance

(i) To receive and approve the balance of accounts & reconciliation at 31 March 2019.

(ii) To receive, approve and sign the payment schedule for March 2019 (Chair to sign).

(iii) To receive and note Bank Statements (any member to sign).

- Unity Trust Acc. *****326 Statement No. 63-64
- Unity Trust Acc. *****339 Statement No. 54-55
- Nat West Account Statement for March 2019

(iv) To consider new banking arrangements for OCR transactions:

(a) To set up a new bank account in order to deposit the accumulated funds currently held in the OCR Nat West Account.

(b) To allocate the existing Nat West account to the management of OCR payments and receipts, with a balance of usually no more than £5,000 held for payments.

A Council Resolution is required

(v) To consider correspondence from Tri-Aqua Cleaning Ltd on an increase in cleaning charges at the Old Church Rooms in line with the increase in the National Living Wage from April 2019.

(vi) To approve expenditure of £68 plus VAT to renew the subscription to Moneysoft Payroll software.

8. Financial Assistance Applications (late applications to be tabled)

9. Accountancy Services 2019/20 – Hourihan Ltd

Council is requested to consider confirming the ongoing appointment of Hourihan Ltd to provide accountancy and payroll services as per existing terms and conditions.

A Council Resolution is required.

10. Year ended 31st March 2019 Annual Return – Hourihan Ltd

Council is requested to consider confirming the appointment of Hourihan Ltd to undertake the necessary year end work for the internal and external audit.

A Council Resolution is required.

11. Notice of audit for the financial year ended 31st March 2019

(i) To receive and note correspondence from the external auditor BDO LLP, setting out the arrangements for the statutory external audit for 2018/19 together with the Annual Return form.

Key dates as follows:

Notice of Appointment of Date for Exercise of Electors' Rights To be displayed in a conspicuous place and on Council website	No later than 16 June 2019
Statutory deadline for RFO & Council to approve Annual Return	30 June 2019
Posting Annual Return and supporting documents to BDO LLP	No later than 1 July 2019
Appointed Date for the exercise of elector's rights to inspect the annual accounts	1 July 2019 to 26 July 2019
Council to publish certified Annual Return	30 September 2019

(ii) To note dates for the internal audit by BPU, set as 13 to 14 May 2019

12. Payment to Members - 2019/20

(i) To note the payment of £150 to all members as a contribution to costs and expenses, unless declined in writing, in line with Determination 40 in the Annual Report of the Independent Remuneration Panel for Wales (February 2019):

Determination 40: All community and town councils must make available a payment to each of their members of £150 per year as a contribution to costs and expenses.

(ii) To note the payment of up to £500 to up to five Members in specified roles in recognition of specific responsibilities, in line with Determination 42 in the Annual Report of the Independent Remuneration Panel for Wales (February 2019).

Determination 42: Community and town councils in Groups B or C can make an annual payment of up to £500 each to up to 5 members in recognition of specific responsibilities. This is in addition to the £150 payment for costs and expenses.

13. Review of Risk Assessment

To receive an update from the Risk Assessment Working Group

14. Environment

To receive an update on environment matters from the Chairman.

15. Planning Applications

(i) To receive a report from Cllr A Thomas-Richards, Chair of the Planning Committee

(ii) To ratify the R&MCC response to Planning Application 19/00642/MJR (District Centre design code)

16. County Councillor's Report

To receive and note Cllr R McKerlich's report for April 2019

17. Local Democracy and Boundary Commission Review of Electoral Arrangements for the City of Cardiff

To consider the Review and needs in Radyr and Morganstown. Comments have been invited by the Commission by 24 June 2019.

18. Review of Polling Districts, Polling Places and Polling Stations

To note correspondence from the Electoral Registration Office at Cardiff Council on the Review of Polling Districts, Polling Places and Polling Stations. Comments have been invited by 10 May 2019.

19. Community Councillors' Reports

To receive and note Councillors' written reports

20. Old Church Rooms

To receive an update on OCR projects from Cllr HO Jones.

21. Report from the Road Safety Working Group

To receive a report from Cllr K Webster.

22. Radyr and Morganstown Websites

(i) To receive a report from Cllr HO Jones on the RMCC website and R&M Community website.

(ii) To consider a proposal from the Radyr & Morganstown Association on the future of the R&M Community website.

23. R&MCC representative on Governing Body of Bryn Deri Primary School

A replacement R&MCC Governor is required. The next meeting of the Governing Body is the 15th of May at 7pm. The 2019/20 dates will be set at that meeting.

24. Radyr Parish Council War Records 1914-

To consider placing the War Records, which record the servicemen from R&M who joined up and served in WW1, in the Glamorgan Archives.

25. Any other business/correspondence: Strictly with prior consultation with Chair.

26. Next Meeting dates:

Thursday 2 May 2019: Environment Committee, Finance Committee

Thursday 16 May 2019: Annual and Ordinary Full Council