



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 8 January 2026 at 6:00 pm

This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and remotely in accordance with the Local Government and Elections (Wales) Act 2021

These minutes are subject to confirmation at the meeting to be held on 12th March 2026

Any recommendations below will be submitted to the Council on 22 January 2026

Present: Councillors, David Silver, Allan Cook Julia Charles (in person)

Absent: Councillor Iona Shariff

No public participation session took place at the meeting.

Agenda Item	Discussion points	Action	Person/ dates
PUB25/47 Apologies for Absence	No Apologies received		
PUB25/48 Declarations of Interest	Members were asked to declare any personal and/or prejudicial interest they had and give details of their interests.	None received	
PUB25/49 Method of Voting	To confirm that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain."		
PUB25/50 Members of the public invited to speak	No members of the public were present or requested to join remotely.		
PUB25/51 Minutes of the previous meeting November 2025	The minutes of the meeting held on 13 November 2025 were confirmed as a true record, with an adjustment to the apologise for absence as the chair was present. The minutes will be signed by Cllr. Silver with recommendations to be approved at the Full Council on 22 January 2026. It was RESOLVED that the minutes are confirmed as a true and accurate record of the meeting once the adjustment for absence is made.		

	WORK PROGRAMME		
PUB25/52 Website & Social Media Updates –	<p>Post had been publicised promoting panto and Christmas lights switch on, the chair thought we were not pro-active In publicising these events more, and clarification sought over who will take photos to publicise at future events. Sleigh Ride is usually photographed by David Cargill but unfortunately, he was not present. A de-brief has been completed by the clerks of what went well or needed attention for next year's events. This will be used as a template going forward.</p> <p>Station Road Event– didn't go ahead due to poor weather conditions again, it was suggested to look at using Morganstown Venue and the Tree in Granny Park this would facilitate the choir.</p> <p>The designated Charity was happy with the Sleigh Ride donation but it was difficult to stop to get the donations along the route. Suggested we set up a mobile phone tap and pay.</p> <p>Christmas events and de-brief of 2025 to be discussed in September meeting.</p> <p>Panto – Peter Pan to be approved as 2026 Pantomine. Maximum seats 102 – need to check with entertainers if they are bringing family in addition. It worked extremely well with the ticket sales moving them to on-line and through the estate agents.</p> <p>E Mails for councillors are now all moved to @radyr.wales and no community council business is to be sent to personal accounts going forward.</p> <p>New bus is now running, but it is running early and late, so it is not sticking to timetable Suggested event of "Walking the Perimeter" as a way engaging locals</p>	<p>Associate clerk to take over the publicising and taking photos with the photographer</p> <p>Advertise on tickets photos will be taken so community are aware</p> <p>Look at different areas to promote the event in case of bad weather.</p> <p>To discuss with the RMA and get confirmation</p> <p>Add to the agenda</p> <p>Tickets to be stopped day before event to stop late sales of tickets</p> <p>Put link to new timetable on social media</p> <p>Add to Events to be discussed at FULL COUNCIL</p>	<p>Associate Clerk & Organisers (ongoing)</p> <p>Cllr Silver Cook (ongoing)</p> <p>Associate Clerk (Sep)</p> <p>Cllr Silver (Dec)</p> <p>Associate Clerk (Jan)</p> <p>Associate Clerk (Feb & Mar)</p>

	Cllr Charles & Cllr Shariff had submitted and promoted their Bio's.	Cllr Silver & Cllr Cook	
PUB25/53 Future Publicity Arrangements / Events & Articles	Marketing Calendar – How and where to be advertised List of events have been shown on the Calender of events for some of the events	Update calender	Associate Clerk
PUB25/54 Events Planner – risk assessment	Evaluation risk assessment template: - Cllr Silver reviewed the OVW risk assessment, which is not useful, it was suggested by members that the Station Road, Fete and Party In the park assessments could be used as a template Civic reception – members suggested we have the reception in the Church and get approval from Full Council	Outdoor events must have a risk assessment, and the MOT is to be confirmed for the Santa sleigh Get approval at Full Council	Cllr Cook (Jan)
PUB25/55 Social media re-launch	The Page and Group was discussed as it is currently set up. It was suggested we have a page to advertise our information and the group for others to join and make comments and advertise. A brand-new message cannot be set up by members of the public, but they can comment on the page against our posts. We should encourage engagement and reaction. The other local groups in the area have a large following, we are not looking to duplicate this, we want to be specifically community based. To make it more interactive with engagement we need to allow people to join and comment, only advertise those who live in the area, you can join if you work in the area but not live. This is set up by the administrators. Any highjacked posts get deleted and blocked. Negative comments on local businesses are not allowed, but recommendations when positive are permitted. Allow comments and police these, any new post to be approved initially.	Meeting to discuss and set parameters. Send invite last Thursday of January to members Arrange to Network and meet the businesses, schools and groups to promote our platform and network.	Associate Clerk (Ongoing) Associate Clerk / Clerk & members (29 Jan)

	<p>Join chat GBT at £25 a month for posters and re-wording</p> <p>Who we allow to join, who we allow to post, geographical area, set parameters</p>	<p>Do report to give to Publicity members on 29th January meeting</p>	<p>Associate Clerk (29 Jan)</p>
<p>PUB25/56 Dates of future Meetings</p>	<p>To note the date of the next Publicity committee meeting will take place on 12 March 2026</p>		

The meeting closed at 7.00pm

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE