Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

Notes of a MEETING of the OCR Board on Monday 1st September 2025

This meeting was held in person

These Notes are subject to confirmation at the meeting to be held on 3rd November 2025

Any recommendations below will be submitted to the Council on 18 September 2025

Present: Councillors Allan Cook, Huw Onllwyn Jones

In attendance: Assistant Clerk Julie Hopkins

Absent: Joanna Holms

Agenda Item	Discussion points	Action	Person/ dates
OCR 25/23 Apologies for Absence	Cllr Julia Charles Cllr Tyrone Davies		
OCR 25/24 Date of Next Meeting	3rd November 2025		
OCR 25/25 Notes of the previous meeting	The Notes of the previous meeting were discussed and agreed: • OCR Defibrillator is now on the outside wall in Cabinet. Sian Davis Save a Life Cymru advised that the cabinet not be locked. • Thanks to St Johns Cymru for donating the cabinet. • Cllr Onllwyn Jones agreed to find a You Tube video by St John's explaining how to use a defibrillator • Cllr Allan Cook has produced a Fire Safety notice for the Castle Room to go on the back of Castle Room door.	This will be monitored Video to be sourced and shared Send Clerk video for upload to RMCC website Booking platform	**Handyman Clerk** **Clerk** **HOJ** **AC** **Clerk**

	• The Fire Safety Notice will be sent to Prodem Fire & Safety for Review • The Broken tables have been disposed of by the Handyman • Further to recent Legionella checks it was recommended to remove the Deadlegs in the cleaning cupboard as they are not used		
OCR 25/26 **Updated Fire Risk Assessment**	An updated Fire Risk Assessment has been produced by Prodem Fire & Safety	The Fire Risk Assessment was noted	**Clerk**
OCR 25/27 **Lift**	When fire checks are carried out by the Handyman the Lift does not need to be reset and will return to the ground level		**Handyman**
OCR 25/28 **Quote for Evac Chair**	A Quote for the Evac Chair had been provided by Prodem Fire & Safety	1 No 5 light weight evacuation chair complete with brackets, dust cover. Signage and user manual £865 plus VAT	**Clerk**
OCR 25/29 **Quote for Fire Door Closers**	A Quote for Fire Door Closers had been provided by Prodem Fire & Safety	3 No Dorgard with Floor Plate £129.50 each plus VAT	**Clerk**
OCR 25/30 **Server Room Storage**	It was agreed that the RCTS could store a small amount of equipment in the Server Room.		**Clerk**
OCR 25/31 **Meeting with Hall Users**	A meeting with Hall Users had been set up for the OCR Improvements Stage 2 in the Weir Room 6pm-8pm	Only two Hall Users attended the Meeting. Jo Soldan Senior Tai Chi and David Cargill RMA The invitation had been sent out on 3 occasions	