



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Notes of a Meeting of the Old Church Rooms (OCR) Board on Monday 7th September 2026.

The meeting was held in person.

**These notes are subject to confirmation at the meeting to be held on 5th October 2026.
Any recommendations below will be submitted to the Council on 23 July 2026.**

Present: Cllr Onllwyn-Jones, Cllr Charles

Also in attendance: Karl Craddock (Handyman), Samantha Rees, Esther Winter

Absent: Joanna Holms

Agenda Item	Discussion points	Action	Person/ dates
OCR 26/17 Apologies for Absence	Apologies for absence from Cllr T Davies		
OCR 26/18 Minutes of 29 th June 2026	The Notes of the meeting held on the 29 th June 2026 were discussed and approved.		
OCR 26/19 OCR Job List	Handyman provided insight into works proposed on draft job list. -Welcome sign in main entrance -built in cupboard under the stairs with fire doors, move to storage cupboard in main entrance -Bluetooth speaker system, disco lights. -Waiting to ensure the leak has been fixed before repairs to Garth Room Ceiling -Vinyl flooring to be sealed -Stage edge to be boxed in, and varnished -Small bins to be added to the downstairs toilets -new main bin in main toilets -Scrubable paint to be in Weir Room -More frames to be purchased for signage. -Locksmith for cabinet in castle room -Rendering quote for outside wall -Competition/project to be proposed to local schools for wall decoration -Paint storage box to be purchased -Bike racks to be put outside -Mats under the stage to be disposed of -Electrician for new hand dryer quote	Breakdown of costs of the small jobs to be completed by Handyman. Approach flooring installation company Contracts to be drawn up for regular users of the rooms Email to regular users to ensure storage is cleared	Handyman/clerk/asst clerk

	-Fire guard door stops to be put on the doors in the Garth room -Signage to be sourced for outside railing -Skip hire for clearing under the stage		
OCR 26/20 Payment Policy	Payment Policy agreed with the removal of 'deposit will be deducted from total hire fee'	Amendments to be made	Asst Clerk/Clerk
OCR 26/21 Fire Risk Assessment	Report was discussed, no major problems. Proposed target of all points to be acceptable by next assessment.	Ensure all unacceptable points are upgraded to acceptable	Asst Clerk/Clerk
OCR 26/22 Bell Tower	Work completed	Confirm length of guarantee	Asst Clerk/Clerk
OCR 26/23 Room Rate Reduction	Confirmed the policy of Charity offering free service to be offered the room hire for free.	To be recommended to Full council 17/09/2026	Asst Clerk/Clerk
OCR 26/24 Boiler Service	This has been booked in line with the correct timescales		
OCR 26/25 PAT Testing January 2027	This has been booked in line with the correct timescales		
OCR 26/26 Fire Extinguisher and Fire Alarm Service	This has been booked in line with the correct timescales	Hi Vis Jackets to be purchased for fire wardens. Arrange a fire drill. Fire warden training to be booked	Asst Clerk/Clerk
OCR 26/27 Morganstown Village Hall	Cllr Cook has arranged a further meeting with Trustees		

The meeting ended at 12:18pm