



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Notes of a Meeting of the Old Church Rooms (OCR) Board on Monday 9 March 2026.

The meeting was held in person.

These notes are subject to confirmation at the meeting to be held on 13 April 2026.

Any recommendations below will be submitted to the Council on 19 March 2026.

Present: Cllr Huw Onllwyn-Jones (OCR Board Chair), Julia Charles (Chair of the Council), Tyrone Davies, Allan Cook (in person).

Also in attendance: J Thomas – Senior Clerk

Absent: Cllr Joanna Holms

Agenda Item	Discussion points	Action	Person/ dates
OCR 25/51 Apologies for Absence	Apologies for absence – none received		
OCR 25/52 Date of Next Meeting	It was confirmed that the next meeting will take place on 13 April 2026 at 10:30am in the Castle Room.		
OCR 25/53 Notes of the previous meeting	<p>The Notes of the meeting held on the 4 January 2026 were discussed and approved by Cllr Davies and Cllr Cook</p> <p>Amendment to minutes to advise Cllr Cook will only do meeting updates to Full Council when Chair is absent.</p> <p>Discussed the Lottery grant fund, to get in contact to enquire about a bid to fund the next OCR improvements.</p> <p>Discussed how the venues are now being more utilised to support the next funding process.</p> <p>The Clerk advised the Cooking group now pays full room rates for use of the kitchen.</p>	<p>Welsh version of fire notice to be sent to Clerk.</p> <p>Clerk to send English version.</p> <p>Contact Lottery to discuss process and requirements</p> <p>Send list of bookings from Nov to Feb of venue use</p>	<p>HOJ Clerk (Mar)</p> <p>HOJ (Mar)</p> <p>Clerk (Mar)</p>
OCR 25/54 Improvements Stage 2 a. Immediate development of	<p>Improvements Stage 2:</p> <p>a) Soft play area quotations had been shared with the Board – joint funding from users of the children’s play area so we can discuss needs. Plus, Weir room upgrade,</p>	HOJ to talk to lottery to see what is available.	HOJ (Mar)

<p>Weir Room & Play area b. Future Development c. Hirer checklist feedback form d. Leaflet advert rooms & poster for schools' foyer</p>	<p>was decided to hold until we receive lottery advise on options available.</p> <p>b) 3 Tier plan and timeframe discussions are no longer up to date but had been shared for plans to be re-assessed.</p> <p>c) Hirer checklist already displayed in frames.</p> <p>d) Feedback of use of room leaflet – adjustment to under your details 'add organisation' and attach to the bookings/invoice going forward</p> <p>Cllr Cook advised Morganstown Village Hall may ask for a grant, it was agreed to discuss at Full Council in March</p>	<p>Julia and Huw to do a walk through next week to update the plan to submit to Full Council</p> <p>To add to Full Council agenda in March</p>	<p>HOJ/JC (Mar)</p> <p>Clerk (Mar)</p>
<p>OCR 25/55 Terms of reference policy update</p>	<p>Reviewed by members, to be approved at Full Council.</p>	<p>Add to Full Council agenda</p>	<p>Clerk (Mar)</p>
<p>OCR 25/56 Roof repairs – Bell Tower</p>	<p>Ask for quotation for the repairs, the last repair should have lasted more than 5 years, and special treatment advised would last 10 years. Search for the contract previously kept with prior Assistant Clerk</p>	<p>Contact original roofing company to check work and advise on guarantee</p>	<p>Clerk (mar)</p>
<p>OCR 25/57 Social media advert outlines – approval room hire</p>	<p>The meeting room poster and the children's party leaflet were reviewed and it was agreed that they should be distributed into school foyers to help increase interest in room bookings, after the adjustments were completed and re-approved with Board.</p> <p>Once updates corrected, proceed to order leaflets for events, fete, schools etc; 2000 leaflets from local printers, after checking the holders for sizes.</p> <p>The Board gave thanks to the assistant clerk for her hard work and skills demonstrated in producing these leaflets</p>	<p>Huw to translate in Welsh once amendments are done</p> <p>Get printed and distribute to Schools, events i.e., Fete, OCR foyer, School foyers, Library</p>	<p>Asst Clerk HOJ (Mar-Apr)</p>
<p>OCR 25/58 RMCC flag replacement</p>	<p>The clerk advised the flag has perished due to weather, discussed the order of new or to find the spare flags ordered some time ago.</p>	<p>Source flags in stock room and give to handyman</p>	<p>Clerk (Mar)</p>
<p>OCR 25/59 Flip chart board Castle room</p>	<p>Discussions on the supply of equipment but not on stationery were agreed on by the board members.</p>		
<p>OCR 25/60 Green bin recycling bags future needs</p>	<p>Clerk advised CCC are no longer issuing the green big recycling bags we use for the bin in Granny Park and for the OCR building.</p>	<p>Add to agenda for environment</p>	<p>Clerk (Apr)</p>

The meeting ended at 11.31 am