



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Notes of a Meeting of the Old Church Rooms (OCR) Board on Monday 5 January 2026.

The meeting was held in person.

These notes are subject to confirmation at the meeting to be held on 9 March 2026.

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

Present: Councillors Allan Cook (chaired meeting), Julia Charles (Chair of the Council), Tyrone Davies, Joanna Holms (in person).

Also in attendance: J Thomas – Senior Clerk & S Rees – Associate Clerk

Apologies: Cllr Huw Onllwyn-Jones (OCR Board Chair)

Agenda Item	Discussion points	Action	Person/ dates
OCR 25/41 Apologies for Absence	Apologies for absence from Cllr HOJ		
OCR 25/42 Date of Next Meeting	It was confirmed that the next meeting will take place on 9 March 2026 at 10:30am in the Castle Room. Future diary of meetings to be every other month going forward now the lift project has been completed.	Scribe bookings to be deleted for February 2026 Update Diary of meetings	Clerk (Jan)
OCR 25/43 Notes of the previous meeting	The Notes of the meeting held on the 3 November 2025 were discussed and approved by Cllr A Jones To get approval at Full Council the sale of 2 x glass cabinets in Castle room no longer used. Members nominated Cllr A Cook to discuss any OCR notes and actions at each Full Council meeting. Evac chair and door closers in place, please see note 25/50 below for further information	Form for frequent users to write an article for publicising of what they like about the venue and rooms	Associate Clerk (Jan/Feb) Cllr Cook (Ongoing)

	<p>OCR building is a great asset and has been enhanced to a high level for the community, we need to publicise the venues and approach our frequent users to write a note for publication once a month.</p> <p>Network with community.</p> <p>Purchase plastic display folders and approach primary schools to place them on display in folders for parents in the schools as a way of promoting OCR.</p> <p>Cllr Charles to catch up with the other local Community council hubs to discuss the social media platforms</p>	<p>Advertise rooms for more connection and rental income stream</p> <p>Design a leaflet to be distributed within community</p> <p>Reach out to local websites, Radyr Morganstown Facebook pages to arrange meeting with Cllr Charles in order to contribute fully</p>	<p>Associate Clerk (Jan/Feb)</p> <p>Chair & Associate Clerk (Jan/Feb)</p>
OCR 25/44 Action Points	<p>Prior actions: Frames to be displayed in the rooms once notices in English/Welsh translation have been sent to Clerk.</p> <p>Storage - Tower has been donated which has freed up some storage, room needs to be sorted as room for Christmas trees required.</p> <p>Green List – Cllr T Davies advised to members approx. 5 years ago there were plans drawn up for further improvements, an architect was employed to look at stores, cloister, weir room as well as fabric enhancements. No plans were taken forward.</p> <p>An agreed plan for future development needs if required to discuss with all members at Full Council. Discussing what would be most useful and proposed dates, with a view to attract grant funding or access available funds.</p> <p>Precept levels will have an impact and help for grant funding from our wrap around clubs to work together to promote the OCR.</p>	<p>Notice to be sent in English/Welsh</p> <p>5 Year plan historical documents will be sent to clerk to distribute to members</p> <p>Add to Agenda March – OCR & FC</p> <p>To draw up a 3-tier plan of proposals for FC in February on long- Medium and short-term plans. Look at impact and Value for Money</p>	<p>Cllr Cook (Jan)</p> <p>Cllr Davies (Jan/Feb)</p> <p>Clerk (Mar)</p> <p>All (Feb)</p>

	<p>Cllr Cook proposed whilst we draw up the 5 year plan, get prices to improve the Weir room and play area whilst we await funding for the larger improvements</p>	<p>Get approval at Full Council meeting</p>	<p>Cllr Cook (Jan)</p>
<p>OCR 25/45 Improvements Stage 2</p> <p>Evaluation Form</p> <p>Meeting with Hall Users</p>	<p>As above notes, something to take forward to next meeting in a constructive and staged manner. This way changes can be tracked and progressed in a timely fashion.</p> <p>On hold as no positive responses from current users</p> <p>Design a leaflet for room hire and party facilities.</p> <p>Request sent to approx. 14 of our frequent hall users, of which we received two replies with feedback</p>	<p>Leaflet to be set up to advertise rooms for hire for school foyers</p>	<p>Associate clerk (ongoing)</p>
<p>OCR 25/46 Kitchen venue pricing</p>	<p>The following review to hiring the kitchen as a separate venue:</p> <p>Currently hired separately by a cooking group, it was agreed in future the kitchen cannot just be booked as a single session, unless £10 is paid and then £11 from 1st April (two tariffs) the £2 fee per hour is ONLY charged if a room is booked in addition to a room hire.</p> <p>Also, it was discussed to increase charges for room hire on Premium dates i.e. New Years Eve</p>	<p>Letter to be sent to cooking group</p>	<p>Senior Clerk</p>
<p>OCR 25/47 Projector screen</p>	<p>The clerk had sent an e mail to advise the screen had been tested and was working functionally. Cllr Charles had forwarded to the users who were having difficulty and advised we would be happy for them to call for training with the Handyman on site.</p>		
<p>OCR 25/48 Fire risk assessment and ongoing replacement of Fire extinguishers</p>	<p>Fire risk assessment up to date and following their recommendations, All advice has been adhered to and any fire extinguishers have been replaced if needed as per schedule that was sent to members.</p>		

<p>OCR 25/49</p> <p>OCR Checklist for Hirers</p>	<p>Redesign Tick list for users in a more user-friendly way using pictures rather than words to explain how to use the facilities and how to leave them in an acceptable condition.</p>	<p>Assistant Clerk</p>	<p>Assistant Clerk (Jan/Feb)</p>
<p>OCR 25/50</p> <p>Evacuation chair instruction manual</p>	<p>Point 1 – training legal requirements</p> <p>Only to be used by trained users of the castle room, unless in an emergency.</p> <p>Customers using the room should select individuals to be trained.</p> <p>It was noted that the Castle room fire door allows 30 minutes sanctuary for users to call 999 for assistance</p>	<p>Signage to display that Evac Chair is Primarily to be used by somebody trained and qualified in using the evacuation chair.</p> <p>Add to our terms and conditions and website for the Castle room</p>	<p>Associate Clerk (Jan/Feb)</p>

The meeting ended at 11.45 am