



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 4 January 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 4 April 2024

Any recommendations below will be submitted to the Council on 18 January 2024

Present: Councillors David Sliver (Chairman), Julia Charles, Tyrone Davies and Vina Patel
Allan Cook (in person)

Also: Councillor Martin Williams (remote) Councillor Iona Shariff (Remote)

Also: Julie Hopkins (Assistant Clerk) (Remote)

No public participation session took place at the meeting.

PUB23/33 Apologies for Absence

Apologies for Absence were accepted from Councillor Michelle Lenton-Johnson (Illness).

PUB23/34 Declarations of Interest

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest. None were made.

PUB23/35 Members of the Public Invited to Speak

No members of the public were present.

PUB23/36 Minutes of the previous meeting 2 November 2023

The Minutes of the meeting held on 2 November 2023 were confirmed as a correct record. The Minutes were signed by the Chair of Publicity & Communications Committee.

PUB23/37 Remembrance 2023

- (i) The Act of Remembrance was well received by all who attended.
- (ii) The Church Service was well attended.
- (iii) The Reception in the Tennis Club was well received but with very few people attending. Suggestions were made that the Vicar could remind people about the Reception during the Service.

Cllr Shariff asked if everything was documented for the Remembrance Service, and it was confirmed that Ian Ogden had this in hand. A

suggestion was made to meet 2-3 times to go through things before for next year.

Issues to consider include attendance by Members, support from the Community, publicity & Communications.

PUB23/38 Christmas Events 2023

To review the success of Events organised or supported by the Council

- (i) Tree Lighting is a joint event with the RMA and the Council and was well attended. There was a lack of Members to front an RMCC stall and suggestions made were for Member to put this in the diary early.
- (ii) Santa Sleigh Run was well received throughout Radyr & Morganstown.
- (iii) The Christmas Meal was well attended by Councillors and Guests. A few suggestions have been made for next year by some Members.

PUB23/39 Work Programme:

The Assistant Clerk has had some training from Webjects regarding the publishing of Agenda's, Minutes and Notes.

Members discussed setting up a Facebook Page when a new Clerk is appointed.

The Old R&MCC Website still appears to be available to view by members of the public. Members had asked a number of times for this to be closed down or unpublished as soon as possible, but it had not happened. It was agreed that if this were not done by the end of February the Council should take legal advice.

IT equipment and training for Members was discussed.

The Calendar of Events was discussed, and a suggestion was made to publicise each event when they happen.

50th Anniversary of the Council was discussed, and some events have been proposed for Past, Present and Future.

A Safeguarding Policy was discussed, and Cllrs David Silver and Vina Patel will take this forward.

Cllr Allan Cook referred to the Welsh answerphone message on the Office landline and has asked for this to be re-done.

Survey work was discussed, and the Council's Website includes this facility.

Members also discussed the use of SmartSurvey for a short period of time.

It was **Recommended** that:

- (1) progress is noted.
- (2) the Council's former site is deleted as a matter of priority.

PUB23/40 **Dates of future meetings**

It was **Recommended** that a meeting of the committee is held on 4 April 2024 at 6.00 pm on a hybrid basis with physical provision having regard to statutory considerations and Guidance (Local Government and Elections (Wales) Act 2021.)

The meeting closed at 7.00 pm.

SIGNED

CHAIRMAN PUBLICITY AND COMMUNICATIONS COMMITTEE