



## Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

**Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 9 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 16 January 2025**

**Any recommendations below will be submitted to the Council on 16 January 2025**

Present: Councillors David Silver (Chair), Julia Charles, Adam Woodall (in person), Iona Shariff (remotely), also Senior Clerk Julie Thomas

No public participation session took place at the meeting.

Agenda Item	Discussion points	Action	Person/ dates
<b>PUB24/60</b> Apologies for Absence	Councillor Vina Patel (personal)	Cllr Cook sent apologies for non-attendance	
<b>PUB24/61</b> Declarations of Interest	Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest.	None received	
<b>PUB24/62</b> Method of Voting	To confirm that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain."		
<b>PUB24/63</b> Members of the public invited to speak	No members of the public were present.		
<b>PUB24/64</b> Minutes of the previous meeting 28 November 2024  Minutes of the meeting 9 <sup>th</sup> January 2025	The Minutes of the meeting held on 28 November 2024, were confirmed as a true record. The minutes were signed by the chair to be approved at the Full Council on 16 January 2025.  The minutes of this evening's meeting will be reviewed by the Chair, and any proposals to be approved at the Full Council on 16 January 2025.	Clerk to add to Agenda on Full Council meeting 19 <sup>th</sup> January 2025 and distribute the minutes to Council	<b>Clerk (Jan)</b>
<b>PUB24/65</b> Remembrance 2024	To review the success of Events organised or supported by the Council on 10 November 2024 in respect to attendance by members and support from community.		

<ul style="list-style-type: none"> <li>• Act of remembrance</li> <li>• Church Service</li> <li>• Reception (Lawn Tennis Club)</li> </ul>	<p>The event was well received by all who attended.</p> <p>Discussions on how future events should be marketed, monitored, and advertised to be addressed.</p> <p>Historically Environment Committee take the lead on events. Additional advertising of events using Fliers and social media to our community could bring more participation in future.</p> <p>It was noted the Church Service is not organised by the Community Council.</p> <p>The reception was well received and attended by the usual members, but with little participation. It is hopeful next year with more advertising prior to the event it should become more popular</p>	<p>Full Council to approve Environment Committee take the lead on events, providing Publicity with the advertisement details</p> <p>Publicise &amp; reminders from 6 weeks ahead of the event to highlight and remind the community</p>	<p><b>Cllr Shariff (Jan)</b></p> <p><b>Chair/Clerk (Nov/Dec)</b></p>
<p><b>PUB24/66</b> Christmas Events 2024</p> <ul style="list-style-type: none"> <li>• Tree Lighting</li> <li>• Pantomime</li> <li>• Santa Sleigh Run</li> <li>• Christmas Meal</li> </ul>	<p>To review the success of events organized or supported by the Council, attendance from members, support from community</p> <p>Unfortunately, the tree lighting event was cancelled due to severe weather warnings in place.</p> <p>Although the event was not a sell-out the Clerk advised £120 was raised from the sale of tickets and those that attended the event thoroughly enjoyed themselves.</p> <p>The community was thanked via our website and Social media platforms for their contribution and attendance.</p> <p>Money raised at this year's event for Alzheimer's charity was greatly received by the fund organisers.</p> <p>The event was well attended by Councillors and the invited guests.</p> <p>The venue, food and staff also helped to make it an enjoyable evening.</p>	<p>Extra dates to be discussed with the schools for next year's performances &amp; clerk advised to book dates</p> <p>Social media to be updated giving thanks for the donations</p>	<p><b>Cllr Silver (Feb)</b></p> <p><b>Clerk (Jan)</b></p>

	<b>WORK PROGRAMME</b>		
<p><b>PUB24/67</b> Website &amp; Social Media Updates</p>	<p>The new Facebook social media platform that had been set up was discussed, the next stage for third party involvement and administration approval to be taken forward.</p> <p>The council should send articles and comments for the Clerks to upload onto the platform, currently these are not received.</p> <p>When public participation grows on our social media platform, finding a volunteer to run it was suggested, to be monitored going forward.</p>	<p>Page and Group to be updated - Meeting arranged for 24.01.25</p> <p>All members to send to Clerk or Chair</p>	<p><b>Cllr Shariff / Clerk (Jan)</b></p> <p><b>All (ongoing)</b></p>
<p><b>PUB24/68</b> To review and consider findings of One Voice Wales reports</p> <p>(a) OVW Digital Guidance Cloud Storage</p> <p>(b) OVW Digital Health Check</p>	<p>Digital Guidance retention of documentation and statutory duties and the need for an up-to-date list to be introduced were discussed</p> <p>The report had previously been completed and reviewed by the Clerk and Chair of Publicity</p>	<p>Clerk to contact OVW for their approved list and retention timescales</p>	<p><b>Clerk (Jan)</b></p>
<p><b>PUB24/69</b> IT Equipment, wiring and installation updates</p>	<p>Cllr Woodall gave an update that Jellyfish had been booked in to complete the installation in the coming week to the Wi-Fi and network, the delay was due to low stock over the Christmas Period.</p>	<p>Following the installation, Castle room to be set up for permanent meetings equipment</p>	<p><b>Cllr Woodall (Feb)</b></p>
<p><b>PUB24/70</b> E Mail addresses for members' update</p>	<p>365 passwords have now been received from Jellyfish, the roll out of these and training to be provided by Cllr Woodall.</p> <p>Committee group E mails have also been set up to aid sending papers to committee's going forward</p>	<p>Necessary Training and device set up to committee to be rolled out</p>	<p><b>Cllr Woodall (Jan/Feb)</b></p>
<p><b>PUB24/71</b> Future Publicity Arrangements/Events</p>	<p>Future events and arrangements to be provided by Environment committee and passed to the Clerks for reporting and advertising</p>		<p><b>Cllr Shariff / Clerks (Ongoing)</b></p>

<b>PUB24/72</b> Dates of future Meetings	New proposed timetable 2024/25 6:00 – 7:00pm  13 <sup>th</sup> March 2025 10 <sup>th</sup> April 2025 12 <sup>th</sup> June 2025		
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The meeting closed at 18.36 pm.

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE