



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

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6 March 2025

Members of the public and press are entitled to attend meetings of Radyr & Morganstown Community Council in person or via remote means unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion. Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Members of the public may attend in person or remotely.

Members of the press or public wishing to access the remote meeting below should contact the Clerk no later than 1:00pm on the day of the meeting to request the Zoom link and passcode to join the meeting. Please email the Clerk at the following address: [clerk@radyr.wales](mailto:clerk@radyr.wales) to obtain the link.

Dear Members of Radyr & Morganstown Community Council

I hereby give you notice that a Publicity and Communications Committee Meeting of the Community Council will be held on **Thursday 13 March at 6:00 pm**. The meeting will be held remotely via Zoom. All Members of the Committee are summoned to attend. The business to be transacted is set out in the agenda below.

Yours sincerely

Julie Thomas  
Senior Clerk to the Council Radyr & Morganstown Community Council/  
Uwch Clerc y Cyngor Cymuned Radur a Threforgan  
(Proper Officer / Swyddog Priodol)

## **AGENDA**

### **(1) Apologies for absence**

Apologies to be submitted in advance to the Clerk.

### **(2) Declarations of Interest**

Councillors are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution, and the Code of Conduct for both Councillors and the Clerk.

### **(3) 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."

### **(4) Members of the Public Invited to Speak.**

(Standing Orders and Local Government & Elections (Wales) Act 2021.)

### **(5) Minutes of Previous Meetings January 2025**

To confirm the attached minutes of the previous meeting held on 9<sup>th</sup> January 2025 was approved by the Full Council on 16 January 2025.

### **(6) NALC Retention of Documents Timescales**

Minute PUB24/68 - To review and approve the attached at Full Council on 20 March 2025

### **(7) Policies for review and approval at the Full Council 17<sup>th</sup> April 2025**

(7.) Information & Data Protection Policy

(8.) Privacy Notice

(23) E Mail Policy

(27) Retention Policy

## **WORK PROGRAMME**

**(8)** Website & Social Media updates – Facebook Group review and actions

- Journalists

**(9)** IT Equipment Wiring and installation update

**(10)** E Mail addresses for member's update

- Cllr Woodall to update current situation with the @radyr e mail addresses

**(11)** Software Teams & Co-pilot for minute taking and action writing

**(12)** Future Publicity Arrangements/Events

RMA FESTIVAL 3<sup>rd</sup> May 2025

Members are asked to determine whether or not to participate in the above event on 3<sup>rd</sup> May 2025 and indicate if we would like a staff, table and gazebo.

**(13) Dates of future meetings**

10 April 2025  
12 June 2025  
10 July 2025