



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a ANNUAL GENERAL MEETING held on Thursday, 21 May 2026 at 6:30pm

This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and made available remotely in accordance with the Local Government and Elections (Wales) Act 2021

These Minutes are subject to confirmation at the Council Meeting to be held on 18 June 2026

Present: Councillors: J Charles, D Silver, T Davies, A Cook, L Fear, in person I Shariff & M Williams

Absent: Councillors: V Patel, H Lloyd-Jones, J Holms, H Onllwyn Jones

Guests: Richard Davies PCSO

Also: E Winter - Senior Clerk, S Rees - Assistant Clerk

Agenda Item	Discussion points	Action	Person/ dates
26/01 Apologies for Absence	Apologies from Cllrs H Lloyd Jones, J Holms, and H Onllwyn Jones noted		
26/02 Declarations of Interest	None Received		
26/3 Method of Voting	It was resolved that the manner of any voting at this meeting and any subsequent meetings will be a show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain"		
26/4 Confirmation of Chair and Vice Chair Announcements	Confirmation of Cllr Julia Charles as Chair Confirmation of Cllr Allan Cook as Vice Chair The co-option of Lauren Fear took place at the AGM rather than FC	Cllr Fear signed the appropriate papers	Clerk to update members list and refer to electoral services for any further actions

26/5 Members of the public invited to speak	None present PCSO Davies arrived early for full council meeting. He was present for some of the AGM but did not participate until FC		
26/6 Review of Committees and Working Groups	Cllr T Davies proposed movement of some councillors to Finance Committee from Environment Committee. This would allow an even balance of councillors across both committees. Suggested Cllr V Patel to be added to Finance Committee and removed from Environment Committee Cllr L Fear asked to join Finance Committee and Publicity Committee	Committee Membership database to be updated	Clerk
26/7 Membership of external bodies	Proposed Cllr L Fear to be representative for Board of Governors for Radyr Primary School	Updated list of memberships of committees and bodies to be provided at next FC for review and clarification. It will then be added to members contacts on the website to replace existing information	Clerk to update following decisions of Chairs of Committees during June committee meetings
26/8 Annual Report	To be reviewed and agreed	Clerk, Chair and Finance committee Chair to review	Clerk/Chair and Finance Committee Chair
26/9 Internal Audit	To be started w/c 25/05/2026 BPU visit on site Original dates of the 6 th May and 19 th May postponed	Clerk to assist BPU	Clerk
26/10 Review and Adoption of Standing Orders	Review of documents to be put forward throughout the next year Cllr Davies proposed that the standing orders for the main committees need to show that items need to be discussed at committee's first before full council rather than going straight to full council	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr

26/11 Code of Conduct	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/12 Review and adoption of Finance Regulations for 2026/27	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/13 Terms of Reference for Committees and Working Groups	Cllr Davies suggested to offer resident support in contacting the correct owner of the road at Transport for Wales, due to pot holes	Response to resident offering support	Clerk
26/14 Bank Signatories	Cllr Davies suggested to be put to OCR Board Agenda to review there are enough to authorise online and sign cheques	To be added to the OCR Board Agenda	Clerk
26/15 Cheque Signatories	See above 26/14 During a discussion about the Civic Ceremony and planning events in advance, Cllr Charles proposed an article to be submitted and asked for assistance from Cllr Silver and Cllr Cook to add to article and submit to the Radyr Chain due to Chair holidays at the time of the deadline date	Article to be prepared and presented by 15 th June 2026	Cllr Charles Cllr Silver Cllr Cook
26/16 Fixed Asset and Risk Assessment registers	On receipt of Planning permission submissions, confirmation from councillors on how they wish to receive them.	Planning permission submissions to be collated and issued weekly to Cllrs	Clerk/Assistant Clerk
26/17 Review of arrangements with Other Bodies	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/18 Review of Complaints procedure & model local Resolution Protocol	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/19 Review of Council Policies and Practices on Freedom of Information	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr

26/20 Review of Press/Social media, communications strategy and policies	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/21 Review of Policies and Procedures	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/22 Review of other Council policies and procedures	Review of documents to be put forward throughout the next year	Cllrs to be asked to assist in review of documents	Clerk/relevant cllr
26/23 Dates of Next Council Meeting	To note that the next council meeting will take place on 18 th June 2026 at 7:00pm 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 19:10

SIGNED:

CHAIR: Cllr Julia Charles
VICE CHAIR: Cllr Allan Cook