



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 04 June 2026 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 2nd July 2026

Any recommendations below will be submitted to the Council on 18 June 2026

Present: Councillors, David Silver, Allan Cook, Lauren Fear

Absent: Councillor Vina Patel

No public participation session took place at the meeting.

| Agenda Item | Discussion points | Action | Person/ dates |
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| PUB 26/01 Nominations of Chair | Nominations for Chair of Publicity and Communications | Cllr David Silver was elected Chair, having been nominated by Cllr Allan Clark and seconded by Cllr Lauren Fear. | |
| PUB26/02 Apologies for Absence | Apologies received from Cllr Julia Charles and Cllr Iona Shariff | | |
| PUB26/03 Declarations of Interest | Members were asked to declare any personal and/or prejudicial interest they had and give details of their interests. | None received | |
| PUB26/04 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." | Agreed | |
| PUB26/05 Members of the public invited to speak | No members of the public were present or requested to join remotely. | None Present | |
| PUB26/06 Minutes of the previous meeting 12 March 2026 | The minutes of the meeting held on 12 March 2026 were confirmed as a true record. The minutes were signed at the Full Council meeting In March. It was RESOLVED that the minutes are confirmed as a true and accurate record of the meeting. Cllr Silver Advised on the following : | | |

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| | <ul style="list-style-type: none"> A publicity walk was held to promote the bus route and was well attended. | | |
| PUB26/07 Terms of reference | Approved at AGM any terms of reference can be changed | None | |
| PUB26/08 Re Launch Poster | <p>The re-launch poster was shown, but it was felt that it contained too much information for Social Media, But suitable as a Poster at full size. . It was suggested that two separate posters be produced: one with minimal information for Social Media (which could include a link for the more detailed version) , and Seperate more detailed version for Events ,.</p> <p>Notifications for events organised by the RMA will be provided by the RMA.</p> | <p>Produce revised poster and link nand create Welsh Version</p> <p>Liase with Rma to co ordinate events</p> | <p>Asst Clerk</p> <p>Asst Clerk</p> |
| Social Media Re Launch | <p>Suggested Social media activity will be deferred until September due to administrative pressures. It was agreed that the Facebook guidelines would be reviewed in September.</p> | <p>Revisit in Sept meeting</p> | <p>Asst Clerk Clerk</p> |
| Bio Article | <p>Members noted that the biographies of all Councillors had been reviewed and updated as required. Cllr Allan Cook's biography is now live on the website.</p> <p>It was agreed that no further action would be taken until September. Cllr Lauren Fear offered to provide</p> | <p>Cllr L Fear to provide Biography and media to be updated to website</p> | <p>Asst Clerk Clerk</p> |

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| <p>Co Option Article Advert</p> | <p>additional information for inclusion in her biography.</p> <p>The Clerk reported that the co-option documentation and relevant regulations had been received. The Clerk will now proceed with the co-option process in accordance with the prescribed procedures and requirements.</p> | <p>Adding co option to website</p> | <p>Clerk</p> |
| <p>Post Office Closure</p> | <p>The proposed petition regarding the recent Post Office closure was discussed. Members agreed that clarification was required regarding the intended recipients of the petition and the methods by which it would be promoted. It was agreed that the completed petition would be submitted to Morrisons, the Post Office, and the CDR company that owns the Morrisons site. Further details regarding publicity and distribution are to be confirmed.</p> <p>It was noted that, as part of the Post Office consultation process, the Post Office would be contacting individual local businesses to ascertain whether they would be interested in taking on the Post Office franchise and providing services within the community.</p> <p>Cllr Lauren Fear proposed the preparation of a template letter regarding the Post Office closure for publication on the Council's website and social media platforms, enabling members of the community to submit representations. Due to the urgency of the matter, this action was authorised by Councillor Allan Clark in his capacity as Deputy Chair. Councillor Fear further proposed that representations should also be made directly to key stakeholders and relevant organisations on behalf of the Radyr and Morganstown Community Council (RMCC). Members agreed that any such correspondence should also be</p> | <p>Updates for PO closure to be added to Social Media as appropriate.</p> <p>Upload letter and template to Media , post out letters.</p> | <p>Asst Clerk</p> <p>Asst Clerk Clerk</p> <p>Asst Clerk</p> |

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| | <p>publicised through the Council's communication channels to ensure that the community is kept informed of the Council's actions and representations on their behalf</p> <p>It was agreed that the Council would be pleased to publicise the Active Travel Consultation on behalf of Cardiff Council through its website and social media channels, in order to raise awareness and encourage community participation in the consultation process</p> | <p>Social media and Website to be kept updated</p> <p>Upload To Website and Social Media</p> | <p>Asst Clerk</p> |
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The meeting closed at 19.02 pm

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE