RADYR & MORGANSTOWN COMMUNITY COUNCIL

CYNGOR CYMUNED RADUR A THREFORGAN

AGENDA/NOTES - OCR BOARD MEETING – MONDAY 3rd February 2025 AT 11AM

NOTE THAT ITEM(S) IN RED REQUIRE FULL COUNCIL APPROVAL ON FEBRUARY 20th, 2025

PRESENT: CLLRS COOK (AC), DAVIES (TD), ONLLYWN JONES (HOJ), SILVER (DS), ASSISTANT CLERK JULIE HOPKINS (JH)

ABSENT: – CLLRS HOLMES (JHS) & WOODALL (AW) – both sent apologies

NB: Prior to the meeting AW had sent an email indicating that he would be standing down from the OCR Board due to increasing work commitments. The Board wish to place on record their thanks to AW for his previous contributions to the OCR Board.

NB2: Given the imminent work to install a lift, the OCR Board also wishes to place on record their thanks for the commitment of both JH and our Handyman Karl regarding this project, especially their pro-activity and problem solving.

AGENDA ITEM	DISCUSSION NOTES	DECISIONS/RECOMMENDATIONS	BY WHOM?	BY WHEN?
1. Date of next meeting.		11am at OCR (03/03/25)		
2. Notes of Meeting 6/1/25	Notes from last meeting were accepted.			
3. Action Points	Discussion took place on decisions completed & decisions not yet undertaken – see "Outstanding Action Points" tables below for updated list. Publicising the live OCR usage survey was discussed, for example encouraging groups and users to complete the survey. Hard copies of the survey will be available for those who cannot access the survey via "Smart Survey". It was agreed that the survey should be live until March 31st.	See tables below. HOJ/Board Members	See tables below. By March 31st	See tables below.
4. Increase in Rental April 2025	A letter had been received from the Nursery manager Fiona asking if we could hold off rent increases due to the lift installation works.	The Board resolved that the increases would go ahead as planned as they had been approved by FC and the facilities that the Nursery rents, i.e., the rooms and toilet facilities, are still available despite lift installation. It was agreed that the Chair of the OCR Board should write in response to Fiona on behalf of the OCR Board.	TD	By 7/2/25

4. Lift Project Updates	Discussion occurred on the following: - The building team are on site for the start of the lift installation project today. OCR Board discussed various matters relevant to the project's start. Portable toilets have been delivered and installed. The site is now zoned into two areas – one which can be used and the other which cannot. The site is now closed for parking. Matt, the manager of "Go-To-Play" has communicated with JH about access to his stored materials. It was noted that both "Monkey Music" & "Story Babies" will not be using the buildings during the lift installation but are expected to return soon after. The storeroom to the left of the lift shaft in the Castle Room was designed regarding design. In preparation for lift installation some storeroom tidying has been done. Several photographs produced by "Imaging 2000" are in our possession but not wanted by us.	 JH/AC will liaise with Matt to ensure any necessary solutions are found to any issues Matt has. JH to let these two groups know when the lift is installed. JH/TD to speak with Site Manager/Architect to confirm our wishes. It was agreed to communicate with David Cargill asking him if he wanted these photographs.	 JH/AC JH JH/TD JH	 Asap When lift project is complete. Asap Asap
5. Suggested site layout	This item concerned how the site was to be divided and managed during Lift Installation – this had already been done this morning and was noted by the OCR Board.			

<u>OUTSTANDING</u> ACTION POINTS

No.	Action	What	Who	When	Notes
1	Purchase of Plants for border adjacent to car park.	Our Handyman wishes to acquire and plant these plants to enhance our outside environment. OCR approved purchase of plants up to £300. JH/Handyman to liaise and order appropriate plants. Handyman to plant. NB: Given the disruption due to the lift installation it was agreed that this action should be carried out after the lift is installed.	JH/Handyman	After lift installation.	As this is under £500 approval is not needed from FC.
2	Installation of a lift	To do: - • To hold regular meetings with Hall users to overcome any issues. • To publicise our plans regarding the lift installation to hall users and the community. • When necessary to plan for disrupted Council meetings and employees working from home. • To respond to nursery manager informing her that rental price increases would be going ahead post April 2025. • To liaise with Matt/Go-to-Play about storage concerns. • To confirm Board wishes regarding store to left of lift shaft in Castle room. • Relocating surplus photographs belonging to "Imaging 2000" – write to David Cargill.	OCR Board OCR Board Full Council TD AC TD/JH JH	When necessary When necessary When necessary By 7/2/25 Asap Asap Asap	

3	Smart Survey/Lottery Bid	Publicising the live OCR usage survey was discussed, for example encouraging groups and users to complete the survey. Hard copies of the survey will be available for those who cannot access the survey via "Smart Survey". It was agreed that the survey should be live until March 31st.	HOJ/Board Members	By March 31st	

COMPLETED ACTION POINTS

No.	Action	What	Who	When	Notes
1	Installation of a lift	We have publicised our plans regarding the lift installation to hall users and the community via both email and letter. We obtained a 3rd quote for portable toilets and made a recommendation to FC, which was accepted on 16/01/25. The toilets chosen have been delivered and are being installed as of 3/2/25	JH JH/Board	When definite start date was known January/February 2025	
2	Smart Survey/Lottery Bid	HOJ had prepared a paper for January's FC meeting, which was discussed. The survey concerning OCR and its use is now live via "Smart Survey".	HOJ	January 2025	