



Clerc / Clerk: Rhianwen Sheldon

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Cofnodion Cyfarfod y Pwyllgor a Phersonel Cyllid /
Minutes of the Finance and Personnel Committee Meeting
08.04.25 at 7.00 yh/pm.
Cyfarfod Rhithiol ar Zoom/Remote Meeting on Zoom

Presennol:

Cyng G Browne MBE (Cadeirydd), Cyng K Taylor, Cyng N Tuck a Cyng M Swaine-Williams

Ymddiheuriadau: Cyng H Williams

Hefyd yn bresennol: R Sheldon, Clerc.

Mae'r Pwyllgor Cyllid a Phersonel wedi adolygu effeithiolrwydd system rheolaeth fewnol y Cyngor yn unol ag arferion priodol ac yn gwneud yr argymhellion canlynol fel y dangosir yng nghorff y pwyllgor munudau isod.

Present:

Cllr G Browne MBE(Chairman), Cllr K Taylor, Cllr N Tuck a Cllr M Swaine-Williams.

Apologies: Cllr H Williams

Also present: R Sheldon, Clerk.

The Finance and Personnel Committee has reviewed the effectiveness of the Council's system of internal control in accordance with proper practices and makes the following recommendations as shown in the body of the committee minutes below.

1.	Penodi Archwilydd Mewnol Adolygwyd trefniadau archwilio mewnol. Cynigiwyd penodi Bleddyn Rhys, Gwasanaethau Archwilio Mewnol Cyngor Gwynedd ar gost o £260 y dydd ar gyfer 2024/25. Cyn/Eil: MSW / NT	Appoint Internal Auditor Internal audit arrangements were reviewed. It was proposed to appoint Bleddyn Rhys, Gwynedd Council Internal Audit Services at a cost of £260 per day for 2024/25. Prop/Sec: MSW/NT
2.	Cyflwyno Adroddiad Monitro y Clerc ar y Gyllideb 2024/25 Trafodwyr yr adroddiad a fe'e atodir i'r cofnodion hyn ar gyfer cyfeirio. Dangosai'r gyllideb ddiwygiedig ar ôl derbyn incwm grant. <u>Yn gryno:</u> Yr incwm gwirioneddol a dderbyniwyd yn 2024/25 oedd £123,612.61. Cariwyd ymlaen £10,221.68 o 2023/24 ar gyfer prosiectau heb eu cwblhau. Felly roedd cyllid o £133,834.29 ar gael am y flwyddyn. Roedd yr incwm yn cynnwys grantiau o £55,500 ar gyfer prosiectau a gwblhawyd yn ystod 2024/25. Cyfanswm y	To Present the Clerk's Budget Monitoring Report 2024/25 The report was discussed and is appended to these minutes for reference. It reflected on the revised budget following receipt of grant income. <u>In summary:</u> The actual income received for 2024/25 was £123,612.61. £10,221.68 was carried forward from 2023/24. Funds of £133,834.29 was available funds for the year. The income included grant funding of £55,500 for projects completed during 2024/25.

gwariant gwirioneddol yn 2024/25 oedd £131,476.12. Adroddwyd am ganlyniad y prosiectau grant a gwblhawyd yn ystod y flwyddyn ynghyd â throsolwg o gyfrifon mynwent Ynys Wen.			The actual expenditure for 2024/25 totalled £131,476.12 The outcome of the grant projects completed during the year was reported along with an overview of the Ynys Wen cemetery accounts.																																
Cysoniad Banc 2024/25 <table><tr><td colspan="2">Yn gryno</td></tr><tr><td>Yn y Banc 1/4/25</td><td>£59,147.23</td></tr><tr><td>(+) cyfanswm incwm 24/25</td><td>£123,612.61</td></tr><tr><td>(-) Gwariant 24/25</td><td>£131,476.12</td></tr><tr><td>(+) Sieciau heb eu cyflwyno</td><td>£249.60</td></tr><tr><td>Balan syn y Banc 31/3/25</td><td>£51,533.32</td></tr></table>			Yn gryno		Yn y Banc 1/4/25	£59,147.23	(+) cyfanswm incwm 24/25	£123,612.61	(-) Gwariant 24/25	£131,476.12	(+) Sieciau heb eu cyflwyno	£249.60	Balan syn y Banc 31/3/25	£51,533.32	Bank Reconciliation for 2024/25 <table><tr><td colspan="2">In Summary</td></tr><tr><td>In the Bank 1/4/24</td><td>£59,147.23</td></tr><tr><td>(+) total income 24/25</td><td>£123,612.61</td></tr><tr><td>(-) Expenditure 24/25</td><td>£131,476.12</td></tr><tr><td>(+) uncleared cheques</td><td>£249.60</td></tr><tr><td>Balance in the Bank 31/3/25</td><td>£51,533.32</td></tr></table>			In Summary		In the Bank 1/4/24	£59,147.23	(+) total income 24/25	£123,612.61	(-) Expenditure 24/25	£131,476.12	(+) uncleared cheques	£249.60	Balance in the Bank 31/3/25	£51,533.32						
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Cronfeydd wrth Gefn wedi eu Clustnodi Reoedd y Gronfa Busnes Wrth Gefn yn sefyll ar £14,325.73 ar 31/03/2025. Nodwyd bod £7,630 o'r hawliad TAW diweddar yn ddyledus ym mis Ebrill '25 ac ar ôl iddo gael ei ad-dalu, byddai balans Cronfa Busnes wrth gefn yn sefyll ar £21,955.73. Roedd Cronfa wrth Gefn Ynys Wen yn sefyll ar £20,540.00 ar 31/03/2025.			Earmarked Reserves The Business Reserve stood at £14,325.73 on 31/03/2025. It was noted that £7,630 from the recent VAT claim was due in April '25 and once refunded the balance of the Business Reserve Account would stand at £21,955.73 The Ynys Wen Reserve stood at £20,540.00 at 31/03/2025																																
Adroddiad yr Archwilydd 2023/24 Ailymwelwyd ag adroddiadau'r archwilwyr mewnol ac allanol a chadarnhawyd nad oedd unrhyw weired heb eu hystyried.			Auditor's Report 2023/24 The internal and external auditor reports were revisited and it was confirmed that there were no outstanding actions required.																																
Dychweliad Blynyddol Drafft 2024/25 Cyflwynodd y clerc y Datganiadau Cyfrifyddu a Llywodraethu Blynyddol drafft ynghyd â'r esboniad o amrywiadau o'i gymharu â 2023/24. Rhoddwyd esboniad o'r amserlen archwilio a hawliau etholwyr.			Draft Annual Return 2024/25 The clerk presented the draft Annual Accounting and Governance Statements along with the explanation of variances compared to 2023/24. An explanation of the audit timetable and electors' rights was given.																																
Sefyllfa Ariannol 2025/26 Rhoddodd y clerc gadarnhad fod cyllideb cytbwys o £76,330.59 wedi ei osod ar gyfer 2025/26 ynghyd ag £6,078.84 ar gyfer gawith heb ei gwblhau yn 2024/25.			Budget position 2025/26 The clerk confirmed that a breakeven budget of £76,330.59 is set for 2025/26 along with £6,078.84 for uncompleted works brought forward from 2024/25.																																

3.	Adolygu Rheolaeth Ariannol Mewnol Adolygwyd y Gofrestr Risg ariannol gyda diwygiadau: • Hyfforddiant Cyngorwyr – risg wedi'i leihau i ganolig • Diogelwch Adeiladau ac Offer wedi'i leihau i isel • Diogelwch Dogfennau wedi'i leihau i uchel. Camau sy'n ofynnol i liniaru'r holl risgiau. • Asesiadau Risg Iechyd a Diogelwch - Atodlen o asesiadau i'w gweithredu a'u rheoli. Camau sy'n ofynnol i liniaru'r holl risgiau • Polisi Cyfryngau Cymdeithasol. Angen hyfforddiant i sicrhau bod polisi yn cael ei weithredu'n gywir. Cylchredwyd <u>Atodlen o Daliadau Rheolaidd</u> gan gynnwys debydau uniongyrchol amrywiol i'w hadolygu. Trafodwyd gweithdrefnau ar gyfer taliadau. Penderfynodd y Pwyllgor argymhell bod rheolaeth ariannol fewnol effeithiol ar waith	Review Internal Financial Controls The financial <u>Risk Register</u> was reviewed with amendments: • Training of Councillors – risk reduced to medium • Security of Buildings & Equipment reduced to low • Document Security reduced to high. Action required to mitigate all risks. • Health & Safety Risk Assessments - Schedule of assessments to be implemented and controlled. Action required to mitigate all risks • Social Media Policy. Training required to ensure policy implemented correctly. A <u>Schedule of Regular Payments</u> including variable direct debits was circulated for review. Methods and procedure for payments were discussed. The Committee resolved to recommend that effective internal financial control is in place.
4.	Adolygu Rheolau Ariannol Penderfynodd y pwyllgor argymhell cymeradwyo'r Rheoliadau Ariannol heb newidiadau.	Review of Financial Regulations The committee resolved to recommend approval of the Financial Regulations without changes.
5.	Adolygu Rheolau Sefydlog Penderfynodd y pwyllgor argymhell cymeradwyo'r Rheolau Sefydlog heb newidiadau.	Review Standing Orders The committee resolved to recommend approval of the Standing Orders without changes.
6.	Adolygu Cofrestr Asedau Tynnwyd dwy eitem gwerth £2 ac ychwanegwyd asedau newydd gwerth £49,692. Mae'r asedau cyfredol o werth £279,994.	Review Asset Register Two items with value of £2 were removed and new assets valued at £49,692 were added. The current assets are valued at £279,994.
7.	Adolygu Yswiriant Trafodwyd yr yswiriant a ddarparwyd gan Clear Councils a chanfuwyd bod yswiriant digonol mewn lle. Penderfynodd y pwyllgor argymhell aros gyda'r darparwr presennol am y tro.	Review Insurance The insurance cover provided by Clear Councils was discussed and adequate cover was found to be in place. The committee resolved to recommend staying with the current provider for the time being.
8.	Diwygio Cytundeb y Clerc Penderfynodd y pwyllgor ategu llofnodi'r diwygiad i gytundeb cyflogaeth y clerch yn dilyn y newid mewn oriau wythnosol o fis Ionawr 2025.	Clerk's contract amendment The committee supported the sign off on the amendment to the clerk's contract of employment following the change in weekly hours from January 2025
9.	Unrhyw fater arall Adroddwyd bod y Cyngor yn gweithio yn y maes parcio cyhoeddus am ddau ddiwrnod yr wythnos hon. Y clerch i ofyn am wybodaeth am y pwyntiau gwefru trydan Dyddiad arfarniad nesaf y clerch i'w drefnu.	Any other business It was reported the Council were working at the public car park for two days this week. The clerk to request information about the electric charging points. The date of the clerk's next appraisal to be arranged.
	Argymhellion i'r Cyngor	Recommendations to the Council

Argymhelliad 1: Penodi Bleddyn Rhys, Gwasanaethau Archwilio Mewnol Cyngor Gwynedd yn Archwilydd Mewnol i'r Cyngor ar gyfer 2024/25 Argymhelliad 2: Derbyn y wybodaeth monitro cyllideb ar gyfer 2024/25 fel cofnod gwir a chywir o sefyllfa ariannol bresennol y Cyngor Cymuned. Argymhelliad 3: I dderbyn y cysoniad banc ar 31/3/25 fel cofnod gwir a chywir o gyfrifon ariannol y cyngor cymuned. Argymhelliad 4: Cymeradwyo'r defnydd clustnogol cyflwynedig o chronfeydd wrth gefn y cyngor cymuned. Argymhelliad 5: Derbyn y Dychweliad Blynnyddol drafft a'r dogfennau ategol ar gyfer 2024/25 i'w cyflwyno i'r archwilydd mewnol. Argymhelliad 6: I dderbyn sefyllfa gyfredol y gyllideb ar gyfer 2025/26. Argymhelliad 7: Derbyn yr Asesiad Risg Ariannol [8.4.25], yr amserlen reolaidd o daliadau a bod rheolaethau ariannol mewnol effeithiol mewn lle. Argymhelliad 8: Cymeradwyo'r Rheoliadau Ariannol fel y'u hadolygwyd ar 8/4/25 heb newidiadau. Argymhelliad 9: Cymeradwyo'r Rheolau Sefydlog fel y'u hadolygwyd ar 8/4/25 heb newidiadau. Argymhelliad 10: Cymeradwyo'r Gofrestr Asedau sydd â gwerth o £279,994 ar 31/3/25. Argymhelliad 11 I dderbyn bod yswiriant digonol mewn lle ar gyfer y Cyngor gydag Clear Councils. Argymhelliad 12 I gymeradwyo'r diwygiad ffurfiol o gytundeb cyflogaeth y clerc o 11 i 15 awr	Recommendation 1 To appoint Bleddyn Rhys, Gwynedd Council Internal Audit Services as an Internal Auditor for the Council for 2024/25 Recommendation 2: To accept the budget monitoring information for 2024/25 as a true and accurate record of the current financial position of the Community Council. Recommendation 3 To accept the bank reconciliation at 31/3/25 as a true and accurate record of the community council's financial accounts. Recommendation 4: To approve the presented earmarked utilization of the community council's reserves. Recommendation 5: To accept the draft Annual Return and supporting documents for 2024/25 for submission to the internal auditor. Recommendation 6: To accept the current budget position for 2025/26 Recommendation 7: To accept the Financial Risk Assessment [8.4.25], the regular schedule of payments and that an effective internal financial controls are in place. Recommendation 8: To approve the Financial Regulations as reviewed on 8/4/25 without changes. Recommendation 9 To approve the Standing Orders as reviewed on 8/4/25 without changes. Recommendation 10 To approve the Asset Register with value of £279,994 at 31/3/25 Recommendation 11 To accept that adequate Insurance cover is in place for the Council with Clear Councils. Recommendation 12 To approve the clerk's formal employment contract amendment from 11 to 15 hours
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