



Clerc / Clerk: Rhianwen Sheldon

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Cofnodion Cyfarfod y Pwyllgor Cyllid a Phersonel /
Minutes of the Finance and Personnel Committee Meeting
08.07.25 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, Cyng M Swaine-Williams a Cyng H Williams.

Present:

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

Ymddiheuriadau: Dim

Apologies: none

Hefyd yn bresennol: R Sheldon, Clerc.

Also present: R Sheldon, Clerk.

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.

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.	Cyflwyno Adroddiad Monitro Cyllideb Chwarter 1, 2025/26 Trafodwyd yr adroddiad ac mae wedi'i atodi i'r cofnodion hyn er gwybodaeth. <u>Yn gryno</u> Gosodwyd cyllideb i'w adennill o £76,330.59 ar gyfer blwyddyn ariannol 2025/26. Yr arian sydd ar gael yn y Cyfrif Busnes a gariwyd ymlaen o 2024/25 yw £6,078.84 ac mae £5,125.00 ohono eisoes wedi'i neilltuo ar gyfer atgyweiriadau. Felly, cyfanswm yr arian sydd ar gael yw £82,409.43 am y flwyddyn. Mae'r gyllideb ar gyfer y chwarter cyntaf ar y trywydd iawn gydag incwm o £29,130.02 wediei dderbyn a gwariant o £15,983.44 wedi'i wneud.	To Present the Clerk's Budget Monitoring Report Quarter 1 2025/26 The report was discussed and is appended to these minutes for information. <u>In summary</u> A breakeven budget of £76,330.59 was set for the 2025/26 financial year. Money available in the Business Account carried forward from 2024/25 is £6,078.84 of which £5,125.00 is already committed for repairs. Therefore, the total funds available is £82,409.43 for the year. The budget for the first quarter is on track with £29,130.02 received in income and expenditure of £15,983.44 made.
	Cysoni Banc i 30/06/2025 Balans yn y Banc ar 30/6/25	Bank Reconciliation to 30/06/2025 Balance of Bank Accounts at 30/6/25

	<table><tr><td>Busnes - Cyfrif Elusennol</td><td>£14,886.84</td></tr><tr><td>Busnes - Cronfeydd wrth gefn</td><td>£22,093.31</td></tr><tr><td>Ynys Wen - Elusennol</td><td>£6,822.59</td></tr><tr><td>Cronfa wrth gefn Ynys Wen</td><td>£20,627.56</td></tr><tr><td>Cyfanswm</td><td>£64,430.30</td></tr></table>	Busnes - Cyfrif Elusennol	£14,886.84	Busnes - Cronfeydd wrth gefn	£22,093.31	Ynys Wen - Elusennol	£6,822.59	Cronfa wrth gefn Ynys Wen	£20,627.56	Cyfanswm	£64,430.30	<table><tr><td>Business - Charitable Account</td><td>£14,886.84</td></tr><tr><td>Business - Reserves</td><td>£22,093.31</td></tr><tr><td>Ynys Wen - Charitable</td><td>£6,822.59</td></tr><tr><td>Ynys Wen Reserves</td><td>£20,627.56</td></tr><tr><td>Total</td><td>£64,430.30</td></tr></table>	Business - Charitable Account	£14,886.84	Business - Reserves	£22,093.31	Ynys Wen - Charitable	£6,822.59	Ynys Wen Reserves	£20,627.56	Total	£64,430.30
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	Alldro ariannol a ragwelir ar ddiwedd y flwyddyn Y gyllideb ddiwygiedig ar gyfer y flwyddyn ar ddiwedd chwarter 1 yw £82,408.59 gyda gwariant disgwyliedig o £81,455.59. Fodd bynnag, yr alldro a ragwelir ar gyfer y flwyddyn yw: • Incwm yw £83,147.60 • Gwariant £81,360.97 • Gwarged o £1,786.63	Projected financial outturn at year end The revised budget for the year at the end of quarter 1 is £82,408.59 with anticipated expenditure of £81,455.59. However, the projected outturn for the year is: • Income is £83,147.60 • Expenditure £81,360.97 • Surplus of £1,786.63																				
	Trosolwg o Gyfrifon Ynys Wen Ch1 2024/25 Cadarnhaodd y clerc fod y cyfrif claddu ar y trywydd iawn gyda balansau fel y nodir uchod. Mae'r clerc yn aros am ddyfynbrisiau ar gyfer y gwaith draenio sy'n debygol o fod rhwng £30k a £40k. Byddai'r costau hyn yn cymryd y rhan fwyaf os nad y cwbl o'r cronfeydd wrth gefn y cyngor felly mae angen archwilio llwybrau cyllido ar frys er mwyn i'r gwaith fynd rhagddo yn ystod misoedd yr haf.	Overview of Ynys Wen Accounts Q1 2024/25 The clerk confirmed that the burial account is on track with balances as indicated above. The clerk awaits quotations for the drainage works which are likely to be between £30K to £40k. These costs would take most if not all of the council's reserves therefore funding avenues need to be explored urgently for the work to proceed during the summer months.																				
2.	Penodi trefniadau clerc newydd Cadarnhaodd y clerc nad oedd unrhyw ymholiadau wedi'u derbyn, a'r dyddiad cau yw 16/7/25. Cadarnhawyd bod y swydd yn cael ei hysbysebu ar y wefan, ar y cyfryngau cymdeithasol, drwy Un Llais Cymru a'i e-bostio i'r Awdurdod Lleol i'w hysbysebu ar eu gwefan swyddi. Nodwyd y byddai angen ystyried cyflogi locwm ddiwedd mis Medi. Cytunwyd i hyrwyddo y byddai hyfforddiant ac arweiniad yn cael eu rhoi i'r ymgeisydd llwyddiannus.	Appointment of new clerk arrangements The clerk confirmed that no enquiries had been received the closing date is 16/7/25. It was confirmed that the post is advertised on the website, social media, via Obe Voice Wales and emailed to the Local Authority for advertisement on the jobs website. It was noted that consideration would need to be given to employing a locum at the end of September. It was agreed to promote that training and guidance would be given to the successful candidate.																				
3.	Adolygiad o drefniadau bancio Cynghorodd y clerc, yn unol â'r Rheoliadau Ariannol model newydd, lle mae trefniadau bancio rhyngrwyd yn cael eu gwneud, y dylid penodi clerc fel yr SAC fel y Gweinyddwr Gwasanaeth. Mae angen i'r cyngor nodi o leiaf ddau gynghorydd a fydd yn cael eu hawdurdodi i gymeradwyo trafodion ar y cyfrifon ac y bydd o leiaf dau	Review of Banking arrangements The clerk advised that in line with the new model Financial Regulations, where internet banking arrangements are made the clerk as the RFO should be appointed as the Service Administrator. The council need to identify at least two councillors who will be authorised to approve transactions on the accounts and that a minimum of two people will be involved																				

	berson yn rhan o unrhyw broses gymeradwyo ar-lein. Gall y Clerc fod yn llofnodwr awdurdodedig, ond ni ddylai unrhyw lofnodwr fod yn rhan o gymeradwyo unrhyw daliad iddynt eu hunain. Mae'r llofnodwyr awdurdodedig ar gyfer sieciau ac awdurdodi debydau uniongyrchol ac ati yn aros yn ddigyfnewid. Cytunodd y pwyllgor i gyflwyno'r Cynghorydd G Browne MBE a'r Cynghorydd N Tuck f awdurdodi trafodion electronig ar gyfrifon banc y cyngor.	in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves. The authorised signatories for cheques and authorising direct debits etc remain unchanged. The committee agreed to put forward Cllr G Browne MBE and Cllr N Tuck to authorise electronic transactions on the council's bank accounts.
4.	Uwchraddio TG / Offer Cyfarfod Hybrid Amlinellodd y clerc y gofynion offer a'r costau ar gyfer uwchraddio TG sy'n addas ar gyfer cyfieithu ar y pryd hybrid ac effeithiol. Mae cronfeydd wedi'u cynnwys yng nghyllideb 2025/26 ar gyfer yr uwchraddio. Cytunwyd i'r clerc ddarparu adroddiad llawn i'r cyngor llawn ar gyfer y cyfarfod nesaf.	IT Upgrade/Hybrid Meeting Equipment The clerk outlined the equipment requirements and costs for an IT upgrade suitable for hybrid and effective simultaneous translation. Funds have been included in the 2025/26 budget for the upgrade. It was agreed for the clerk to provide a full report to the full council for the next meeting.
5.	Prydlesi Parc Mwd Clwb Pêl-droed Iau y Fali Adolygwyd y brydles gan y pwyllgor parciau ar 25/26/25 a gwnaed diwygiadau i'r ddogfen. Trafodwyd gwelliannau ynghyd â'r angen i gryfhau'r cymalau diogelu o fewn y cytundeb. Y clerc i gwblhau'r drafft terfynol ar gyfer cyfarfod y Cyngor ar 16/7/25 Grŵp Cymunedol y Fali Cadarnhaodd y clerc fod y grŵp cymunedol wedi ysgrifennu i ildio'r brydles ar yr ardal chwarae a'r holl gyfrifoldeb am yr offer ardal chwarae. Byddant yn parhau i gynnal diwrnodau hwyl a gweithgareddau ym Mharc Mwd ynghyd â photiau blodau a choeden Nadolig yn y pentref. Aelodau i benderfynu yn y cyfarfod nesaf a ddylid cadw'r cynhwysydd grwpiau ar y parc. Cadarnhaodd y clerc fod asesiad risg wedi'i orchymyn gan ROSPA i roi arwydd o wir gyflwr yr ardal paly. Cytunwyd bod angen cryfhau cymalau diogelu hefyd yn y polisi gosodiadau. Mae angen diffinio cyfrifoldeb y cyngor yn glir. Nodwyd bod angen egluro'r cyfrifoldeb am y diffibriliwr yn y parc. Y clerc i gynghori'r cyngor yn y cyfarfod nesaf.	Parc Mwd Leases • Valley Junior Football Club The lease was reviewed by the parks committee on 25/26/25 and amendments made to the document. Amendments were discussed along with the need to strengthen the safeguarding clauses within the agreement. The clerk to finalise the final draft for the Council meeting on 16/7/25 • Valley Community Group The clerk confirmed that the community group had written to relinquish the lease on the play area and all responsibility for the play area equipment. They will continue to hold fundays and activities at Parc Mwd plus flower pots and Christmas tree in the village. Members to decide at the next meeting whether to keep the groups container on the park. The clerk confirmed that a risk assessment had been ordered from ROSPA to give an indication of the true condition of the play area. It was agreed that safeguarding clauses had also needed to be strengthened in the lettings policy. The responsibility of the council needs to be clearly defined. It was noted the responsibility for the defibrillator at the park needs to be clarified. The clerk to advise the council at the next meeting.
6.	Unrhyw fater arall Dim	Any other business None

	Argymhellion i'r Cyngor Recommendation 1: I gymeradwyo sefyllfa y gyllideb ar 30/6/25. Recommendation 2: I gymeradwyo'r cysoni banc ar 30/6/25. Recommendation 3: Cymeradwyo'r gyllideb ddiwygiedig a'r alldro ariannol a ragwelir ar gyfer 2025/26 Recommendation 4: Cymeradwyo'r Cyngorydd G Browne MBE a'r Cyngorydd N Tuck fel cynghorwyr a enwir i awdurdodi trafodion electronig ar gyfrifon banc y cyngor.	Recommendations to the Council Recommendation 1: To approve the budget position at 30/6/25. Recommendation 2: To approve the bank reconciliation at 30/6/25. Recommendation 3: To approve the revised budget and projected financial outturn for 2025/26 Recommendation 4: To approve Cllr G Browne MBE and Cllr N Tuck as named councillors to authorise electronic transactions on the council's bank accounts.
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