

# Cyngor Cymuned Trefriw Community Council

Mrs Vikki Teasdale, Clerc a Swyddog Cyllid / Clerk and Finance Officer

Angorfa Trefriw Conwy LL27 0JJ

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## Minutes of the Meeting of the Council held on 14<sup>th</sup> December 2021 at 7.00pm online via Skype as permitted by The Local Government and Elections (Wales) Act 2021

Present: Cllr Kim Ellis (Chair), Cllr Jasmine Kelly (Vice-Chair), Cllr Idris Bowen and Cllr Gill Scheltinga

In attendance: C. Cllr Tomos Jones and Vikki Teasdale (Clerk/RFO)

### Nodwch os gwelwch yn dda:

Gweler y crynodeb atodol am gyfieithiad Cymraeg o brif benderfyniadau'r Cyngor a'u gweithrediadau cysylltiedig

	<u>Agenda Item/Discussion</u>	<u>Action/Resolution/Update</u>
144.	<b>To confirm that a Quorum of elected members is present/Cadarnhau bod yr aelodau etholedig sy'n bresennol yn ffurfio cworwm</b>	<b>RESOLUTION</b> A quorum was confirmed by the Chair
145.	<b>Apologies/Ymddiheuriaday LG Act 1972 Sch 12 par 20</b> To accept apologies and consider approving reasons for absence/Derbyn ymddiheuriadau ac ystyried cymeradwyo rhesymau dros absenoldeb The Chair confirmed that Cllr Lucy Williams had recently given birth to her second child and it was agreed by those present to formally congratulate Cllr Williams and her family on the safe arrival of their new baby daughter.	<b>RESOLUTION</b> Council resolved to receive and accept the apologies from Cllr Rebecca Lloyd, Cllr Stephen White and Cllr Lucy White. Cllr Gareth Siddorn was also not in attendance.
146.	<b>Declarations of Interest/Datgan Buddiannau LG Act 2000 s50 Local Authorities (Wales) Order 2008/788</b> To disclose personal and financial interest in items of business listed below/Datgan diddordeb personol ac ariannol yn y materion wedi eu rhestru isod	No interests were declared
147.	<b>Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 ("the Act")</b> It was recommended and proposed by the Clerk that, in accordance with the Act that the public and the press be excluded from the meeting during the consideration of item number 163 on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted	<b>RESOLUTION</b> Council resolved to accept the Clerk's recommendation that the public and press be excluded from the meeting during consideration of agenda item 163
148.	<b>Minutes/Cofnodion LGA 1972, Sch 12 par 41(1)s</b> To receive, approve and sign as a correct record the minutes of the Council meeting held on 9 <sup>th</sup> November 2021	<b>RESOLUTION</b> The Council resolved that the minutes of the meeting held on 9 <sup>th</sup> November 2021 be accepted and signed by the Chair as a true record

149.	<p><b>Chair's Announcements/Cyhoeddiadau y Gadeiryn</b> The Chair confirmed to members that the Clerk would be on annual leave from 22<sup>nd</sup> December 2021 to 4<sup>th</sup> January 2022 inclusive. It was agreed that during the absence, Cllrs Ellis and Kelly would be first points of contact and the Clerk was instructed to add their details to the out of office messages. It was accepted by those members present that other Councillors could be called upon, during the Clerk's period of absence, to assist if required.</p>	<p><b><u>ACTION</u></b> Cllrs Ellis and Kelly to act as first points of contact during the Clerk's period of annual leave</p>
<p>150. 150.1 150.2  150.3 150.4  150.5</p>	<p><b>Finance</b> Council to discuss and question as required all financial transactions as detailed within Appendix 1. Council moved to vote and it was unanimously agreed by those members present that all transactions within Appendix 1 be deemed as approved and the Clerk be authorised to make all payments as detailed. The Clerk further advised that virements in the sum of £130 and £20 respectively would be required to fully meet payments 2021-22/77 and 2021-22/78 as making the payments would exceed the allocated budget amount. The Clerk recommended to Council that an overall virement of £150 be made, and re-allocated as appropriate, from the budget line for the Village Hall Operational Costs (22) given the large underspend due to the Hall being closed and/or having limited use following the pandemic. Council to acknowledge scrutiny and acceptance of the previously circulated HSBC bank statement and corresponding reconciliation for the current account for the period 1<sup>st</sup> to 30<sup>th</sup> November 2021 Council confirmed receipt of the completed 2021 year-end audit paperwork as circulated, acknowledging the level of work that had been undertaken by the Clerk to again obtain the unqualified audit. All members present specifically requested that their sincere thanks to the Clerk be recorded. The Clerk advised that the statutory Notice of Conclusion and Rights of Inspection would need to be published, however, given the delay in receiving the completed audit documentation from Audit Wales the 14-day period would cover a large proportion of the Clerk's annual leave. The Clerk recommended to Council that the Notice be published as soon as practicable but providing for the 14-day period to commence on Wednesday, 5<sup>th</sup> January 2022 to coincide with the Clerk's return to work. The Clerk confirmed that following on from the November meeting, they had contacted the contractor who previously undertook work along the Gower Road footpath to ask that they provide an indicative quote for the tree works identified as requiring attention from a health and safety issue. The Clerk confirmed to members that the quote received included not only the felling works, but also the cost to chip and remove the timber, was £400. It was agreed following a short discussion that the works be instructed at the earliest opportunity given the recent stormy weather. The Clerk advised that there would not be sufficient monies held within the relevant budget code to meet the payment and that a further virement of £400 would be required with the Clerk proposing that this also be taken from the budget line for the Village Hall Operational Costs (22)</p>	<p>No objections or concerns were made in respect of the contents of Appendix 1 and the document was accepted <b><u>RESOLUTION</u></b> Council resolved to approve all transactions within Appendix 1 <b><u>ACTION</u></b> Clerk to arrange the payments as detailed within Appendix 1  <b><u>RESOLUTION</u></b> Council resolved to accept the Clerk's proposal and the virement of £150 was authorised  <b><u>RESOLUTION</u></b> Council accepted the documents as circulated and raised no observations or concerns  <b><u>RESOLUTION</u></b> Council unanimously approved and accepted the completed Annual Return for the year ending 31<sup>st</sup> March 2021 <b><u>RESOLUTION</u></b> Council resolved to accept and agree to the Clerk's proposal that the 14-day period for electors to inspect the completed Annual Return would commence on 5<sup>th</sup> January 2022 <b><u>ACTION</u></b> Clerk to prepare and publish the statutory notice as per the agreed inspection timescales  <b><u>RESOLUTION</u></b> Council resolved to accept the Clerk's proposal and a further virement of £400 was authorised  <b><u>ACTION</u></b> Clerk to instruct the contractor to attend to the tree safety works at the earliest opportunity</p>

<p><b>150.6</b></p>	<p>The Clerk referred Council to the updated 2022/23 draft budget (version 2), Appendix 4, that now incorporated those amendments that had been agreed at the November meeting and invited those members present to scrutinise and question as appropriate. The Clerk advised members that they would propose the following, further amendments for Council's consideration:</p> <ul style="list-style-type: none"> <li>– Training budget to be increased to £300 taking into account the upcoming elections in May 2022 where new councillors may be appointed who would require additional support and training</li> <li>– Insurance budget to be increased to £750 taking account of any small fluctuation given that the five-year long term agreement fixed only the amount of discount applied rather than fixing the premium over the term</li> <li>– Audit fees to be increased to £550 to reflect the transactional audit fee that Audit Wales could charge in 2022/23 as the Community Council had been notified that a more in depth audit could be undertaken for the 2021/22 year end accounts. The indicative costs provided in 2020/21 would suggest that the fee would be in the region of £250, however, this would be much higher given that the fee would be charged on a time recording basis. The suggested uplift would also cover any increased fees charged by the Council's internal auditor</li> <li>– Village Festivities budget to be increased to £300 as the Community Council could not guarantee that a Christmas tree would be again donated next year. It was hoped that Council could obtain sponsorship for the tree in line with other local town and community councils but the amount would offset the costs of purchasing a tree should this be necessary</li> <li>– Removal of the previously agreed £1,000 additional reserve towards the potential asset transfer of the public toilets on Gower Road given that there was no clear appetite by residents for the Community Council to accept the transfer. The Community Council's approach would, at most, be to offer Conwy County Borough Council a contribution towards the running costs which the current reserve held should cover and still leave a residual balance</li> <li>– The virement of the £2,000 translation services reserve to the cemetery extension works as the cost to provide a full translation service would greatly exceed this amount year on year and with the Community Council's currently having two fluent Welsh speaking councillors, Council were able to provide a sufficient translation service both at meetings and also with the key decision summary which is now routinely included within the formal meeting minutes.</li> </ul>	<p><b>RESOLUTION</b> Council resolved to accept and agree to all the Clerk's proposals</p> <p><b>ACTION</b> Clerk to incorporate the agreed amendments and continue to update the draft Budget for Council's final consideration at the January 2022 meeting (Agenda item)</p>
<p><b>150.7</b></p>	<p>In accordance with Council's Donation policy, the requests received during the previous six-month period were considered with Council agreeing to make a donation of £100 to Ty Gobaith and two further payments of £75 each to Trefriw Gardening Club and The Welsh Air Ambulance Charitable Trust</p>	<p><b>ACTION</b> Clerk to include the agreed donations within the January 2022 payments</p>

151.	<p><b>Correspondence</b> Correspondence for November/December 2021 – items of correspondence for information distributed throughout the month as recorded in Appendix 2 as required to be noted. The Chair invited members to raise any observations or concerns regarding any items of correspondence as referred to in Appendix.</p>	<p><b>RESOLUTION</b> The Council raised no observations or concerns and Appendix 2 was accepted</p>
152.	<p><b>Planning Applications</b> The Clerk confirmed that no applications had been received for Council's consideration</p>	
153.	<p><b>County Councillor Report / Adroddiad-y-Cynghorydd Sir</b> A brief report from the C. Cllr. Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn I have had communication with a resident about their frustrations with the Flexi-bus service and its lack of stops around the village. I have spoken to the officer involved in the projects inception and they stated that they had already communicated with the resident about this. The bus service was an addition and sadly could not operate a door-to-door service. I attended the first meeting of the Conwy Valley Flood Partnership. Whilst the partnership existed several years ago it had not met for several years, it is unclear as to the reasons the group stopped however this could be down to the administration burden and the reluctance of any one stakeholder assuming this responsibility. The newly formed group came about through discussions between Conwy Valley Councillors at the Local Area Forums. To get the group meeting Llanrwst Town Council agreed to administer the meetings initially however do not feel able to continue this into the future. I brought up the fact that come May there would be county council elections and that membership may change, I suggested that a representative from town/community councils be involved in the meetings to ensure continuity. This was rejected by the majority on the basis that any working group needs to remain small to remain effective. Ross Morgan (Llanrwst Town Council Clerk) said he had sent all documentation out to Town and Community Councils and that they should currently be updating their community flood plans which will then be available to the flood partnership. I said I would raise this with TCC. I also suggested that the meetings of the partnership be made bi-monthly (as opposed to annually) because of the potential disruption elections may cause, this was supported. I have had a complaint from a resident in Llanrhychwyn about the volume of traffic accessing Geirionydd through Llanrhychwyn. I explained that I was aware of the issue, have witnessed it myself and why I requested a change to the brown tourist signs to direct traffic via Gwydir Castle and not through Llanrhychwyn (as was the case previously). The resident didn't feel this was enough as there were still people accessing the lake that way. I explained that this is hard to avoid completely because people are increasingly reliant on satnav to navigate to a place and it will always direct traffic through Llanrhychwyn as it is the "quickest" way to access Geirionydd. The resident also wanted to see additional passing places instated. I agreed to talk to the head of Neighbourhood Services to request this and additional signage.</p>	

	<p>I attended the second meeting of the Two Lakes Multi Agency group. The meeting was attended by the Chairman of the water ski club who listened to the complaints and talked us through the processes and procedures they have. These should mean there are no issues caused by motorboat users however we are still experiencing issues, the request was made to increase accountability and enforcement for motorised lake users. I raised the park and ride idea, it was agreed that splinter groups would meet to work on specific ideas before bringing back to the group for steering/decision making. I set (and then attended a meeting) with officers from the National Park and Natural Resources Wales to work on the idea. We have identified money for a feasibility study and arranged a follow up meeting with a consultant currently undertaking work for SNP, date tbc.</p> <p>I have been supporting the Scout Association at Ty Cornel find alternative arrangements for collection of their waste and recycling. Due to the recent changes the loss of this service could threaten closure fo the centre which would be a huge loss to young people who benefit from the centre. I have helped explore several options with Conwy and Natural Resources Wales and it looks like we have found a solution which will work for the centre. I am hoping this will be confirmed in the near future.</p> <p>I hosted a drop-in Surgery in Trefriw Village Hall on the 3rd Dec (9:30 – 11:00), I had one person attend right at the end. It was the same person who I have been discussing the flexi service with and we had the same conversations and also discussed speeding in the village.</p>	
<p><b>154.</b> <b>154.1</b></p> <p><b>154.2</b></p> <p><b>154.3</b></p>	<p><b>Working Group Updates to Council</b> <u>Village Hall Working Group (VHWG):</u> Cllr Ellis advised Council that there had been two bookings in the Village Hall since the previous meeting, the first for C. Cllr Tomos Jones to hold the drop-in surgery and the other a child’s birthday party. There were currently no further bookings. The Clerk updated Council on the installation of the fibre broadband confirming that, following a two further site visits, BT Openreach had now completed their part of the installation and the works to finalise were now with Conwy CBC before wi-fi would again be available within the Hall.</p> <p><u>Cemetery Working Group (CWG):</u> Cllr Kelly updated members that the Clerk had advised the working group that an annual risk assessment should be completed for the cemetery with the Clerk and Cllr Kelly having worked together to draft the Assessment as per Appendix 6 which was now being presented for Council’s consideration. Upon approval, Cllrs Kelly and White would complete the Assessment to include an annual push, pull test of all gravestones. The draft Risk Assessment was accepted by the members present with no amendments.</p> <p><u>Village Hall Community Group (VHCG):</u> Cllr Bowen confirmed that both he and Cllr Ellis had met virtually with David Stoba and Richard Dean, the prospective new Village Hall trustees, on 9<sup>th</sup> December where it had been confirmed that although a Charitable Trust exists for the Village Hall the governing document had expired 30 years ago and a new governing document would be required to take the trust forward.</p>	<p><b><u>ACTION</u></b> Standing Agenda Item</p> <p><b><u>RESOLUTION</u></b> Council resolved to adopt the draft Risk Assessment <b><u>ACTION</u></b> Cllr Kelly to provide the fully completed Assessment to the Clerk once the annual push, pull test had been undertaken</p>

	Several options had been considered to include adjusting the existing, lapsed governing document together with a change of trustees; creating a new charitable trust and trying to draw up a new governing document from an existing template which may or may not be acceptable to the Charity Commission; seeking legal advice on the best way forward which would incur legal fees payable by the Community Council. During the meeting Cllr Ellis had suggested using the skills available through CVSC in Colwyn Bay, as the Community Council are members of this service. It had, therefore, been agreed that an approach would be made to CVSC to obtain advice and support before any firm decisions were made on how to facilitate and revitalise the Trust	
<b>155.</b> <b>155.1</b>	<b>Health and Safety</b> As per the Agenda, it was agreed that Council would only receive verbal updates from members or the Clerk where issues needed to be highlighted and/or discussed. The Clerk confirmed that all monthly inspection sheets had been received. There were no issues raised by the members present or the Clerk.	<b><u>ACTION</u></b> Standing Agenda item
<b>155.2</b>	No other issues of health and safety within the wards had been identified by the members present	
<b>156.</b>	<b>Village Improvements</b> No specific improvements for Council to consider were raised.	<b><u>ACTION</u></b> Standing Agenda item
<b>157.</b>	<b>Councillor/Clerk Training</b> The Clerk confirmed that there had been no training completed during the preceding month. The Clerk confirmed to member that they had enrolled on the SLCC, ILCA to CiLCA training modules having successfully obtained a 50% bursary towards the overall cost and now awaited joining instructions. The Clerk further advised that they had received notification of a training webinar that would provide guidance on the relevant legislative powers and duties of the community council which the Clerk felt it would be beneficial to attend. The webinar would take place on 18 <sup>th</sup> January 2022 at a cost of £30 plus VAT. The Clerk confirmed that there was sufficient money in the 2021/22 training budget to cover the course fee.	<b><u>ACTION</u></b> Standing Agenda Item  <b><u>RESOLUTION</u></b> Council resolved to accept the Clerk's request and agreed to the Clerk enrolling on the SLCC's Powers and Duties Webinar on 18 <sup>th</sup> January 2022
<b>158.</b> <b>158.1</b>	<b>External Meetings/Webinars</b> The Clerk confirmed that they had attended the SLCC, Clwyd Branch Quarterly Meeting on 9 <sup>th</sup> December with some of the topics of discussion having already been imputed within previous agenda items. The Clerk did confirm that it had been agreed, in principle, at that meeting for a clerk support network to be put into place whereby clerks in the locality could be called on to offer assistance when another clerk was going to be unexpectedly absent for an extended period of time. This was being investigated further but the Clerk felt that it would be a benefit and offer some form of resilience to small town and community councils that operate with only one member of staff.	<b><u>ACTION</u></b> Standing Agenda Item
<b>158.2</b>	The Clerk advised Council that the next Town and Community Council Forum meeting would take place on 11 <sup>th</sup> January 2022 which coincided with the Community's Council next	

	<p>scheduled meeting. The Clerk highlighted the importance of attending the Forum meeting as it was anticipated that vital updates would be received including those relating to asset transfers and/or services at risk, such as the provision of public toilets and play parks, with any financial implications needing to be considered by the Community Council ahead of agreeing the 2022/23 budget and precept request. On this basis, the Clerk proposed to Council that the next Community Council meeting be postponed to Tuesday, 18<sup>th</sup> January 2022 to allow for any additional budgetary requirements to be discussed and agreed if deemed appropriate</p>	<p><b>RESOLUTION</b> Council resolved to accept the Clerk's recommendation and it was agreed that the next meeting of the Community Council would take place at 7:00 pm on Tuesday, 18<sup>th</sup> January 2022</p>
<p><b>159.</b></p>	<p><b>Community Engagement</b> The Clerk highlighted to the members present that it had been previously agreed that drop-in surgeries would commence in the New Year to allow residents to meet councillors and raise any concerns in person with them. Cllr Kelly asked for an item to be added to the January agenda to enable Council to agree a programme of dates and that Cllr Kelly would draft the framework for Council's further consideration</p>	<p><b>ACTION</b> Standing Agenda item</p> <p><b>ACTION</b> Cllr Kelly to draft the framework for the proposed drop-in surgeries for consideration by Council at the January meeting (Agenda item)</p>
<p><b>160.</b> <b>160.1</b> <b>160.2</b></p>	<p><b>Governance</b> Council formally received and reviewed the draft Local Resolution Protocol agreeing to adopt the same without amendment. Council formally received and reviewed the updated Terms of Reference for the Staffing Committee agreeing to re-adopt the same without amendment. The effect of this being that any complaint made via the Local Resolution Protocol would be managed and progressed via the Staffing Committee.</p>	<p><b>RESOLUTION</b> Council resolved to adopt the Local Resolution Protocol</p> <p><b>RESOLUTION</b> Council resolved to re-adopt the updated Terms of Reference for the Staffing Committee</p>
<p><b>161.</b></p>	<p><b>Staffing Committee</b> Cllr Kelly, as Chair of the Staffing Committee, provided a summary to Council based on Appendix 9 as to the rationale and recommendation for seeking a formal change in the contracted hours to be worked by the Clerk in 2022/23 with an additional set number of hours to be used over the year by way of overtime for the Clerk to claim during periods when the contracted monthly hours are not sufficient. This would result in the Clerk's baseline hours being set at 648 for the year (an average of 54 per month) with a further 96 hours held in reserve as overtime with budgetary provisions being made to cover the full 744 hours with any unspent budget either being carried forward to the following year or redistributed elsewhere. Council moved to vote and it was unanimously agreed by those members present to accept the Staffing Committees' recommendation to increase the Clerk's contracted hours for 2022/23 to 648 annually at a projected cost of £9,110.88 with budgetary provision made for up to 96 additional hours to be claimed as overtime at a projected cost of £1,349.76</p>	<p><b>RESOLUTION</b> The Council resolved to accept and agree the recommendations of the Staffing Committee that the Clerk's contracted hours for 2022/23 would be increased to 648 annually with budgetary provision made for an additional 96 hours to be held in reserve and claimed as overtime, as required</p> <p><b>ACTION</b> Clerk to include an overall figure of £10,460.64 as salary costs within the 2022/23 draft budget</p>
<p><b>162.</b> <b>162.1</b></p>	<p><b>Contract Tenders for Maintenance Works 2022-2025</b> Council formally received and considered the information supplied regarding the three quotes for the renewal of the footpath maintenance contract which, following a short discussion, was awarded to Contractor A</p>	<p><b>RESOLUTION</b> Council resolved to award the footpath maintenance contract for 2022-25 to Robert Duncalf</p>

162.2	Council formally received and considered the information supplied regarding the three quotes for the renewal of the cemetery maintenance contract which, following a short discussion, was awarded to Contractor A	<b>RESOLUTION</b> Council resolved to award the cemetery maintenance contract for 2022-25 to Robert Duncalf
163.	<p><b>Cemetery Extension Works</b></p> <p>Council formally received the Cemetery Extension Project Tender Scoring Matrix which confirmed that only two bids for the work had been received. The Clerk advised that the Community Council's own form of Financial Regulations required that three quotes be obtained given the extent of the works and the anticipated expenditure. Following a short discussion Council instructed the Clerk to go back out to tender on the basis of the previously agreed tender documentation subject only to the deadline for bids to be received being amended to Friday, 21st January 2022. It was further agreed that Council would then look to review all the bids currently received or to be received at the meeting on 8<sup>th</sup> February 2022 in order to appoint a contractor for the works</p>	<b>RESOLUTION</b> Council resolved to urgently seek to obtain at least one further bid ahead of a further review at Council's meeting on 8 <sup>th</sup> February 2022 to appoint a contractor
164.	<p><b>Next Month's Agenda</b></p> <p>The following additional items were proposed and accepted for Council's next meeting:</p> <ul style="list-style-type: none"> <li>- No further items were proposed as all covered by the agreed actions</li> </ul>	<b>ACTION</b> Any further items to be presented for consideration and/or ancillary papers in support of agenda items are to be received by the Clerk no later than <b>Friday, 7<sup>th</sup> January 2022</b>
165.	<b>Next Meeting of the Community Council</b>	<b>RESOLUTION</b> Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on <b>Tuesday, 18<sup>th</sup> January 2022</b> remotely via Skype

## Crynodeb o gyfarfod CCT cynhaliwyd ar y 14eg o Rhagfyr, 2021

### Penderfyniadau'r Cyngor llawn

- Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar y 9fed. o Dachwedd fel cofnod cywir.
- Nodwyd y bydd y Clerc ar wyliau blynyddol rhwng 22ain o Rhagfyr a'r 4ydd Ionawr.
- Cymeradwywyd trafodion ariannol o natur arferol, a chyfarwyddwyd y Clerc i wneud y taliadau gofynnol.
- Cymeradwywyd cyngor y Clerc ar gyfer drosglwyddiadau o £ 130 a £ 20
- Cydnabuwyd a derbyniwyd yr archwiliad misol o'r datganiadau banc a'r cysoniadau ar gyfer mis Tachwedd gan y cynghorwyr.
- Derbyniwyd yr archwiliad allanol a'r ffurflen flynyddol a chwblhawyd ar gyfer blwyddyn 2020/21.
- Cymeradwywyd y dyfynbris ar gyfer gwaith angenrheidiol i goed anniogel ar lwybr troed rhif 1ger fforddGower.
- Derbyniwyd cyllideb ddrafft 2022/23 f2 â'r newidiadau canlynol: cynyddu'r llinell hyfforddi i £ 300, cynyddu'r llinell yswiriant i £ 750, cynyddu'r llinell ffioedd archwilio i £ 550, cynyddu'r llinell Gwyliau Pentref i £ 300. Trosglwyddo'r cyfraniad o £1,000a nodwyd tuag at y toiledau cyhoeddus i'w

ddefnyddio i dalu am godiadau fel y manylwyd eisoes. Trosglwyddo'r gronfa gyfieithu o £ 2,000 i gynyddu'r gronfa am waith ymestyn y fynwent i £12,000 oherwydd costau amcanol ychwanegol y gwaith.

- Adolygir y gyllideb ddrafft ymhellach yng nghyfarfod Ionawr 2022 cyn cyflwyno'r cais praesept i CBS Conwy erbyn 21ain Ionawr.
- Cymeradwywyd y rhoddion canlynol: Tŷ Gobaiith - £100, Clwb Garddio Trefriw - £75, ac Ambiwylans Awyr Cymru - £75.
- Cymeradwywyd unrhyw eitemau o ohebiaeth a gylchredwyd yn barod.
- Derbyniwyd Asesiad Risg y Fynwent yn amodol ar gwblhau'r "prawf gwthio" ar gerrig coffa sydd i'w gwblhau ar y 15fed Rhagfyr 2021.
- Cytunwyd i CCT ymuno â'r cynllun lle gellir cynnig cymorth i glercod cynghorau lleol eraill ar adegau o angen.
- Cymeradwywyd cais y Clerc i gofrestru ar weminar Pwerau a Dyletswyddau CCCL ar y 18fed Ionawr 2022.
- Bydd y Clerc a Cadeirydd CCT yn mynychu cyfarfod Fforwm Cynghorau Tref a Chymuned ar yr 11eg Ionawr 2022, sy'n gwrthdaro â ddyddiad cyfarfod misol CCT. Cytunwyd i ohirio cyfarfod CCT tan y 18fed Ionawr 2022 i ganiatáu ar gyfer unrhyw newidiadau angenrheidiol i'r gyllideb ddrafft.
- Cytunodd y Cyngor i fabwysiadu'r drafft o'r Protocol Datrysiaid Lleol.
- Cytunodd y Cyngor i fabwysiadu diweddariad Cylch Gorchwyl y Pwyllgor Staffio.
- Cymeradwywyd argymhellion y Pwyllgor Staffio ynglŷn ag oriau gwaith y Clerc ar gyfer 2022/23.
- Ystyriwyd ddyfynbrisiau a gyflwynwyd ar gyfer adnewyddiad y contract i gynnal a chadw llwybrau troed cyhoeddus. Cymeradwywyd Contractwr A.
- Ystyriwyd ddyfynbrisiau a gyflwynwyd ar gyfer adnewyddiad y contract i gynnal a chadw'r fynwent. Cymeradwywyd Contractwr A.
- Gan mai dim ond 2 ymateb a dderbyniwyd mewn perthynas â contract Estyniad y Fynwent, bydd y Cyngor yn chwilio am o leiaf un ddyfynbris ychwanegol cyn ceisio penodi contractwr. Bydd rhaid cyflwyno bidiau newydd erbyn dydd Gwener 21ain Ionawr 2022.
- Cynhelir cyfarfod nesaf y Cyngor trwy gyfrwng Skype ar ddydd Mawrth, y 18fed o Ionawr, 2021 am 7.y.h

### **Camau gweithredu nesaf**

- Clerc i drefnu'r taliadau fel eu manylir yn Atodiad 1
- Clerc i arddangos yr archwiliad allanol a'r ffurflen flynyddol gorffenedig am y cyfnod arolygu cyhoeddus o 14 diwrnod i ddechrau ar 5ed Ionawr 2022.
- Clerc i drefnu cwblhâd y gwaith adfer coed ar lwybr troed rhif 1 ger ffordd Gower.
- Clerc i newid y gyllideb ddrafft fel y manylir uchod
- Clerc i gynnwys y rhoddion a cytunwyd uchod yn amserlen taliadau Ionawr 2022
- Clerc i gofrestru ar Weminar CCCL ar y 18fed Ionawr 2022.
- Clerc i ymuno â'r cynllun cynnig cymorth i gynghorau lleol
- Clerc i ychwanegu eitem at Agenda Ionawr 2022 i'r Cyngor gytuno ar raglen "cyngor a chymorth" i breswylwyr. Cyng. Kelly i ddrafftio'r fframwaith ar gyfer ystyriaeth y Cyngor.
- Clerc i benodi'r cynigwyr llwyddiannus ar gyfer y contractau cynnal a chadw llwybrau troed cyhoeddus, a chynnal a chadw'r fynwent - i ddechrau ym mis Ebrill 2022
- Y Clerc a Cyng. Bowen i geisio cynigion pellach ar gyfer contract estyniad y fynwent.
- Cynghorwyr i gyflwyno i'r Clerc unrhyw eitemau agenda a phapurau ategol eraill i'w hystyried yng nghyfarfod nesaf y Cyngor erbyn dydd Gwener, 7fed Ionawr 2022.