

# 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 8<sup>th</sup> March 2022 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, Cllr Gill Scheltinga and Cllr Stephen White

In attendance: Vikki Teasdale (Clerk/RFO);

Members of the Public - None in attendance; no public participation session took place ahead of the start of the meeting

### 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>
202.	<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
203.	<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	<b>RESOLUTION</b> Council resolved to receive and accept apologies from Cllrs Gareth Siddorn and Lucy Williams
204.	<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
205.	<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 8 <sup>th</sup> February 2022	<b>RESOLUTION</b> Council resolved that the minutes of the meeting held on 8 <sup>th</sup> February 2022 be accepted and signed by the Chair as a true record
206.	<b>Chair's Announcements/Cyhoeddiadau y Gadeiryn</b>	None made as all items are covered by the Agenda
207.	<b>Finance</b>	
207.1	Council to discuss and question as required all financial transactions as detailed within Appendix 1.	No objections or concerns were made in respect of the contents and the document was accepted
207.2	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 confirmed to members that there were two further invoices to be received that would need to be settled ahead of the financial year end - these related to the 2020/21 audit work conducted by Audit Wales and the routine portable	<b>RESOLUTION</b> Council resolved to approve all transactions within Appendix 1 <b>ACTION</b> Clerk to arrange the payments as detailed within Appendix 1 <b>RESOLUTION</b> Council resolved to authorise the two payments as highlighted by the Clerk

<p><b>207.3</b></p> <p><b>207.4</b></p> <p><b>207.5</b></p> <p><b>207.6</b></p>	<p>applicable electrical testing (PAT) of all relevant items within the Village Hall, scheduled to be completed by Ian Grant on Thursday, 10<sup>th</sup> March. Both payments had been included and agreed within the relevant budget line and the Clerk asked for Council's authorisation to make both payments upon receipt of suitable invoices.</p> <p>Council to acknowledge scrutiny and acceptance of the previously circulated bank statement and corresponding reconciliations for the HSBC Charitable Account for February 2022</p> <p>The Clerk appraised members that having investigated alternative banking options they had discovered that most of the treasurer type accounts, that offered free banking, appeared to be directed more at Community Interest Companies, meaning either voluntary groups or charities. In relation to those providers as recommended previously by members, the Clerk had ascertained that three of the suggested banks were either not offering business account or only offering them for existing customers (Smile, Santander and Triodas). The Clerk had also investigated Starling Bank which was currently not charging any fees and had a high approval rating, however, the Clerk had been unable to see any facility for multiple signatories as the Bank only appeared to provide access to registered company directors. The Clerk had also looked at the Co-op Bank, who offered an introductory period for free banking so no monthly service charge, however, there were some transactional charges that could be applied based on the current services as required by Council. The Clerk confirmed that the most appropriate banking provider would still appear to be Unity Trust Bank in terms of understanding the requirements of parish and community councils although there would still be a monthly service fee to pay, currently £6, but there were no further routine transactional charges. Due to Unity Trust Bank being the best match for all tiers of local government, the Bank have and continue to receive a high number of applications which appear to be resulting in capacity issues. On this basis, the Clerk's recommendation to Council would be to remain with HSBC in the interim on the basis that arrangements are made as quickly as possible to move to full online banking to enable the majority of Council's payments to be made by direct bank transfer thus minimising, if not completely removing, any transactional fees with Council then looking to move banking providers, potentially to Unity Trust Bank, later in the year. Members moved to vote on the Clerk's recommendation which was unanimously agreed with Cllrs Ellis and Kelly, as bank signatories, agreeing to attend an appointment at the account holding branch of HSBC to progress an application for online banking at the earliest opportunity.</p> <p>The Clerk confirmed that the Internal Auditor Terms of Engagement for 2022/23 had been sent to Iona Edwards with a request that the firm continue to provide internal auditor services to Council. The Clerk was currently awaited a formal response together with details of the fees to be charged but did not anticipate any substantive change to the terms and conditions as agreed in 2021/22.</p> <p>Council discussed the 2022/23 One Voice Wales renewal application confirming that continued membership was beneficial and that application should be made to renew. Cllr Bowen questioned how the charge of £149 was calculated as, according to the renewal form,</p>	<p><b><u>ACTION</u></b> Clerk to arrange the payments to Audit Wales and Ian Grant upon receipt of the appropriate invoices</p> <p><b><u>RESOLUTION</u></b> Council accepted the documents as circulated and raised no observations or concerns</p> <p><b><u>RESOLUTION</u></b> Council resolved to accept and agree the Clerk's recommendation to remain with HSBC Bank subject to making arrangements to move to a full online banking service. Council further resolved to defer any further decision on moving bank providers until later in 2022</p> <p><b><u>ACTION</u></b> Clerk to arrange an appointment at the holding branch of HSBC Bank to progress an online banking application assisted by Cllrs Ellis and Kelly</p> <p><b><u>RESOLUTION</u></b> Council resolved to renew its One Voice Wales Membership for 2022/23</p>
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207.7	<p>this was based on the number of chargeable dwellings (416) and not on the electoral list. It was agreed by the members present that the Clerk should ask One Voice Wales to clarify how the number of chargeable dwellings and the resultant annual fee is calculated although this would not impact on the decision to renew membership.</p> <p>Council formally received and considered the Independent Remuneration Panel for Wales, Annual Report 2022, noting the mandatory remuneration payments that would apply from 9<sup>th</sup> May 2022. In relation to the optional payments, members agreed that in view of the impending elections on 5<sup>th</sup> May 2022 that the Clerk should re-table the Report for further consideration and agreement at Council's meeting on 10<sup>th</sup> May to enable any new councillors to be involved in Council's decision process</p>	<p><b><u>ACTION</u></b> Clerk to make enquiries with One Voice Wales to understand the basis on how the annual fee is calculated</p> <p><b><u>RESOLUTION</u></b> The Council noted the IRPW's determination regarding the mandatory remuneration payments that would apply from 5<sup>th</sup> May 2022 agreeing that the remaining optional payment would be considered and agreed at Council's meeting in May <b><u>ACTION</u></b> Clerk to include the IRPW's Annual Report 2022 on Council's May Agenda in relation to the optional payments within Table 11 to the report</p>
208.	<p><b>Correspondence</b></p> <p>Correspondence for February/March 2022 – items of correspondence for information distributed throughout the period 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 2.</p>	<p><b><u>RESOLUTION</u></b> The Council raised no observations or concerns and Appendix 2 was accepted</p>
209.	<p><b>Planning Applications</b></p> <p>Council to consider any applications received from Conwy County Borough Council or Snowdonia National Park Authority as either detailed below or circulated by the Clerk prior to the date of this meeting</p>	<p>None received</p>
210.	<p><b>County Councillor Report / Adroddiad-y-Cynghorydd Sir</b></p> <p>A brief report from C. Cllr Tomos Jones on matters of importance and interest to the communities of Trefriw and Llanrhychwyn</p>	<p>No report was provided as C. Cllr Jones was unable to attend the meeting</p>
211. 211.1 211.1.1	<p><b>Working Group Updates to Council</b></p> <p><u>Village Hall Working Group (VHWG):</u></p> <p>Cllr Scheltinga advised members on the Welsh Government's recent lifting of Covid measures and the remaining restrictions that were anticipated to be lifted by 28<sup>th</sup> March 2022 further advising that, at the present time, all businesses were required to have a suitable COVID risk assessment in place to comply with the duty of care to restrict the spread of COVID 19 amongst employees and service users. Members acknowledged that there was no longer any legislation requiring the wearing of face masks within the Hall although members were keen to ensure that those who wished to continue to wear face masks felt comfortable about doing so. Cllr Kelly proposed that the Clerk update the COVID-19 Risk Assessment to state that (i) although face masks are no longer mandatory these can still be worn freely within the Hall and (ii) that Council would continue to provide hand sanitiser and promote good hand hygiene by all users. The current requirements regarding feeling unwell ahead of attending an event or becoming ill whilst in the Hall will remain in place</p>	<p><b><u>ACTION</u></b> Standing Agenda Item</p> <p><b><u>ACTION</u></b> Clerk to amend the Village Hall Risk Assessment in line with the lifting of Covid restrictions <b><u>SUBJECT</u></b> to taking account of Council's own requirements</p>

<p><b>211.1.2</b></p> <p><b>211.2</b></p>	<p>Cllr Scheltinga confirmed that having completed a quick analysis of the current electricity usage, this was equating to approximately £2.00 per hour and would rise to £3.50 per hour based on the increased unit charge as advised by Council's energy supplier from 1<sup>st</sup> April 2022. On this basis, the Working Group would recommend that the individual unit charge for hirers should increase from the current £0.25p to £0.35p to cover both the increases of unit charge as well as the daily standing charge. Cllr Scheltinga also referred members to the list as circulated by the Clerk of the differing charges between local venues although Cllr Scheltinga advised that they were still awaiting contact with venues similar to the Village Hall both in Tal-y-Bont and Rowen to ascertain their current hire charges. Members discussed the general Village Hall tariff and agreed that the current tariff would remain, however, should the Clerk receive an enquiry for a block booking members would consider these on an individual basis.</p> <p><u>Village Hall Community Group (VHCG):</u> Cllr Bowen advised members that there was currently no further update from the proposed trustees, requesting that the item be deferred to next month. Cllr Bowen did refer members to the CSVC information, as circulated by the Clerk, confirming that the 2021 Charities Act could enable easier changes to be made to the current outdated trust document which would prove beneficial. The Clerk confirmed that the two proposed trustees had been provided with a copy of the CSVC information and would, therefore, be aware of the changes under the Act</p>	<p><b>RESOLUTION</b> Council resolved to accept the Working Group's recommendation that the unit charge for electricity usage to hirers be increased to £0.35p</p> <p><b>ACTION</b> Clerk to amend the Village Hall Booklet to reflect the increased electricity unit charge to hirers</p> <p><b>RESOLUTION</b> Council resolved that the current Village Hall tariff would remain without amendment</p> <p><b>ACTION</b> Agenda Item deferred to Council's April meeting</p>
<p><b>212.</b></p> <p><b>212.1</b></p> <p><b>212.2</b></p>	<p><b>Health and Safety</b></p> <p>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 with one item of urgent health and safety required and undertaken in relation to the lopping of a diseased branch overhanging the Gower Road footpath (Trefriw Trail 1)</p> <p>No other issues were raised for Council to consider</p>	<p><b>ACTION</b> Standing Agenda item</p>
<p><b>213.</b></p> <p><b>213.1</b></p> <p><b>213.2</b></p>	<p><b>Village Improvements</b></p> <p>No general issues were raised for Council to consider.</p> <p>Cllr Kelly appraised members that following a joint approach by Trefriw Community Council and Llanrwst Town Council, Conwy CCBC had agreed to replace two of the existing dog waste bins for general litter bins. The dog waste bin on the Llanrwst side of the suspension bridge would be removed and replaced with a general litter bin and the dog waste bin near the holiday lodges in the village would be removed with a general litter bin being sited close to the Gower Road recycling bins. The Clerk advised that no specific timescale for the changes to take place had been provided, however, they would contact CCBC again in two weeks' time if the replacement general little bins had not been installed</p> <p>Cllr Kelly advised members that in conjunction with the Keep Wales Tidy Spring Clean taking place between 25<sup>th</sup> March and 10<sup>th</sup> April they would propose and organise a village tidy up event taking place around the village including Gower Road and Trefriw Trail 1. Cllr Kelly confirmed that they would be responsible for the completion of all the appropriate paperwork,</p>	<p><b>ACTION</b> Standing Agenda item</p> <p><b>RESOLUTION</b> Council resolved to accept Cllr Kelly's proposal to arrange a village tidy up event</p> <p><b>ACTION</b> Cllr Kelly to arrange a village tidy up event and advertise the date to the community</p>

	such as the required risk assessment and volunteer sheets, to be forwarded to the Clerk before and after the event took place	<b><u>ACTION</u></b> Cllr Kelly to ensure that all relevant paperwork in connection with the village tidy up event is completed and passed to the Clerk
<b>214.</b>	<b>Councillor/Clerk Training</b> The Clerk confirmed that there had been no training completed during the preceding month but that both Cllrs Kelly and Bowen would be attending the OVW Community Engagement training module on 15 <sup>th</sup> March 2022	<b><u>ACTION</u></b> Standing Agenda Item
<b>215.</b>	<b>External Meetings/Webinars</b> The Clerk confirmed their attendance at the CCBC Local Elections 5 May 2022 – Nomination Process webinar having subsequently shared the presentation slides with all councillors. The Clerk advised members that the period from 18th March to the date of councillor elections on 5th May is officially “Purdah” during which time Council should continue with its normal day to day business and responsibilities but avoid making any significant decisions	<b><u>ACTION</u></b> Standing Agenda Item
<b>216.</b>	<b>Community Engagement</b> Council formally re-considered the draft framework for the proposed TCC Councillor Surgery Sessions agreeing that no further amendments were required and moved to adopt the same. Cllr Kelly confirmed that councillor pairings had been agreed for all monthly sessions and it would now be for those pairings to confirm the specific arrangements, such as the date and time, to the Clerk in order that these could be publicised. The first session would take place w/c 21 <sup>st</sup> March with Cllrs Bowen and Scheltinga in attendance, with the councillors to confirm the date and time to the Clerk no later than 11 <sup>th</sup> March so that this could then be publicised in good time to residents via the village noticeboards, social media and the TCC website calendar	<b><u>ACTION</u></b> Standing Agenda item <b><u>RESOLUTION</u></b> Council resolved to adopt the framework for the TCC Councillor Surgery Sessions as drafted <b><u>ACTION</u></b> Paired Councillors to advise the Clerk of the specific dates and times of their allocated surgery sessions to enable the Clerk to publicise via noticeboards, social media and the TCC website
<b>217.</b>	<b>Public Access Defibrillators</b> The members considered the further approach received to take over the quarterly operational checks and subsequent maintenance requirements for the defibrillator sited at the café at Crafnant Lake. It was agreed that Council would also adopt this with the Clerk becoming the dedicated guardian, as with the other four devices sited around the two wards, although an approach would be made to local residents living at the lake to see whether they would be able to assist the Clerk in completing the quarterly checks with Cllr Ellis agreeing to make the initial contact	<b><u>RESOLUTION</u></b> Council resolved to agree to formally take over the operational checks and maintenance requirements for the defibrillator sited at Crafnant Lake with the Clerk becoming the dedicated guardian <b><u>ACTION</u></b> Clerk to confirm the position with the Welsh Ambulance Service Public Access Officer and progress further <b><u>ACTION</u></b> Cllr Ellis to seek support from local residents living on Crafnant Lake in undertaking the quarterly maintenance checks
<b>218.</b>	<b>Platinum Jubilee Event</b> Cllr Ellis advised members that they had been approached by a group of local residents who wished to hold an event to celebrate the Platinum Jubilee, proposing a ‘Platinum Picnic in the Park’ on the afternoon of Sunday, 5 <sup>th</sup> June with Cllr Ellis seeking approval to use the two recreational parks on behalf of the residents group. The event would require those attending to bring all their own items in terms of both food and equipment with activities such as	<b><u>RESOLUTION</u></b> Council resolved to approve the proposal by Cllr Ellis for a community booking to hold “Platinum Picnic in the Park” event within the Swingfield Park and Recreation Ground on 5 <sup>th</sup> June 2022

	children's games and a tug of war being arranged by the residents group. The Clerk had already taken advice from the Council's insurance company regarding the holding of the event on Council owned land and it had been confirmed that the Council's land would be insured subject to a risk assessment being undertaken to ensure suitability. For Council's insurance to extend to cover the liabilities of the actual event itself, the Community Council would need to approve the actions/decisions of the residents' group with Cllr Ellis proposing to act as the liaison between the group and the Council to then provide appropriate updates at future Council meetings and seek final approval on the decisions made by the group	<b><u>ACTION</u></b> Cllr Ellis to act as the liaison between Council and the residents group organising the event and to provide updates on decisions made for Council's approval - Agenda item for April
<b>219.</b>	<b>Clerk's Annual Leave</b> The Clerk appraised members that they had 13 hours annual leave still to take before the end of the month/financial year, however, due to current workloads this would prove very difficult. The Clerk, therefore, proposed to members that, in order to be able to deliver the current business need, the Clerk be authorised to carry over the 13 hours to the 2022/23 financial year on the basis that the Clerk would take the annual leave as soon as is practicable	<b><u>RESOLUTION</u></b> Council resolved to accept and agree the Clerk's proposal that the Clerk carry over the outstanding holiday entitlement (13 hours) to the 2022/23 financial year
<b>220.</b>	<b>Next Month's Agenda</b> The following additional items were proposed and accepted for Council's next meeting: – Update on the Llyn Geirionydd/Crafnant Multi Agency Working Group	<b><u>ACTION</u></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><u>Thursday, 31<sup>st</sup> March 2022</u></b>
<b>221.</b>	<b>Next Meeting of the Community Council</b>	<b><u>RESOLUTION</u></b> Council resolved that the next meeting of Trefriw Community Council would be held at 7pm on <b>Tuesday, 12<sup>th</sup> April 2022</b> remotely via Skype

### Crynodeb o gyfarfod CCT cynhaliwyd ar yr 8fed o Fawrth, 2022

#### Penderfyniadau'r Cyngor llawn

- Derbyniwyd cofnodion y cyfarfod a gynhaliwyd ar yr 8fed o Chwefror 2022 fel cofnod cywir
- Derbyniwyd ymddiheuriadau gan Gynghorwyr Williams a Siddorn
- Cymeradwywyd trafodion ariannol o natur arferol, a chyfarwyddwyd y Clerc i wneud y taliadau gofynnol.
- Yn ogystal, cymeradwywyd taliad ffioedd yr archwiliad, a phrofion PAT neuadd y pentref sy'n ddyledus cyn diwedd mis Mawrth.
- Cydnabuwyd a dderbyniwyd archwiliad y Cyngor o chyfriflenni banc HSBC a'i chysoniad ar gyfer mis Chwefror
- Cytunwyd i gadw cyfrifon banc TCC efo HSBC yn y tymor byr, ac i sefydlu bancio rhyngwyd.
- Cymeradwywyd adnewyddiad aelodaeth y Cyngor o Un Llais Cymru.
- Nodwyd cynnwys Adroddiad 2022 y Panel Taliadau dros Gymru.
- Cymeradwywyd unrhyw eitemau o ohebiaeth a gylchredwyd yn barod.

- Cytunwyd cynyddiad i 35c yr uned (codiad o 10c yr uned) yng nghostau trydan i ddefnyddwyr neuadd y pentref yn unol â'r codiadau diweddar ym mhrisiau cyflenwyr.
- Nodwyd newidiadau diweddaraf Llywodraeth Cymru i fesurau COVID, a rhagwelwyd codiad gweddill y cyfyngiadau erbyn 28 Mawrth 2022
- Nodwyd y gwaith ddiweddar i gael gwared ar goeden afiach ar Drywydd Trefriw rhif 1 (llwybr troed Ffordd Gower) fel mater iechyd a diogelwch o frys.
- Nodwyd bod CBSC wedi ymateb i'r cais ar y cyd gan CC Trefriw a CT Llanrwst i newid dau fin ar Ffordd Gower o finiau gwastraff cŵn i finiau gwastraff cyffredinol.
- Cymeradwywyd sesiwn i dacluso'r pentref i gyd-fynd â menter Cadw Gymru'n Daclus. Dyddiad i'w gyhoeddi.
- Derbyniwyd cyngor y Clerc fod y cyfnod o'r 18fed o Fawrth hyd at yr etholiadau ar y 5ed o Fai yn swyddogol yn "Purdah", pan na ddylid gwneud unrhyw benderfyniadau o bwys.
- Mabwysiadwyd y fframwaith drafft ar gyfer y sesiynau "Cwrdd â'ch Cynghorwydd".
- Cytunwyd i gymryd cyfrifoldeb am y diffibriliwr a leolir yng Nghaffi Llyn Crafnant.
- Cymeradwywyd archeb gymunedol i ddefnyddio'r parc chwarae a'r Maes Hamdden ar gyfer "Picnic Platinwm yn y Parc" ar Fehefin 5ed am 2 o.g.
- Council approved the Clerk's request to roll over 4 days of annual leave to 2022/23.
- cymeradwywyd cais y cleric i ohirio 4 diwrnod o wyliau blynyddol hyd at 2022/23.
- Cynhelir cyfarfod nesaf y Cyngor trwy gyfrwng Skype ar ddydd Mawrth y 12fed o Ebrill 2022 am 7.y.h

### **Camau gweithredu nesaf**

- Clerc i drefnu'r taliadau fel y'u nodir yn Atodiad 1, ac hefyd costau'r archwiliad a'r profion PAT
- Y Clerc a Chynghorwyr Ellis a Kelly i drefnu mesurau bancio rhyngwyd gyda HSBC.
- Y Clerc i holi Un Llais Cymru ynghylch y dull o gyfrifo nifer y preswylfeydd yn Nhrefriw
- Y Clerc i ddiweddarau'r llyfryn Telerau Llogi Neuadd y Pentref.
- Y Clerc i newid asesiad risg neuadd y pentref yn unol â'r newidiadau yng nghyfyngiadau Covid.
- Cyng Kelly i drefnu'r sesiwn tacluso'r pentref a hysbysebu'r dyddiad i'r gymuned.
- Clerc i sicrhau bod pecynnau enwebu Cynghorwyr ar gael yn neuadd y pentref wedi'u derbyn.
- Dyddiadau sesiynau "Cyfarfod â'ch Cynghorydd" i'w hysbysu i'r Clerc er mwyn eu cyhoeddi ar y wefan, Facebook a hysbysfwrdd y pentref.
- Cyng Ellis i ofyn i berchnogion Caffi Llyn Crafnant wneud y gwiriadau cyfnodol ar y diffibriliwr ac anfon llun at y Clerc.p
- Cyng Ellis i fod yn gyswllt â'r grŵp cymunedol sy'n trefnu'r "Picnic yn y Parc" arfaethedig.
- Eitemau i'r agenda ac unrhyw bapurau ategol i'w hystyried yng nghyfarfod nesaf y Cyngor i'w cyflwyno i'r Clerc erbyn dyd lau, Mawrth 31, 2022 fan bellaf.