

**CYNGOR CYMUNED LLANDDAROG COMMUNITY COUNCIL**

**Cofnodion o Gyfarfod Anarferol Cyngor Cymuned Llanddarog a gynhaliwyd ar 30/01/2019 yn Neuadd / Clwb Mynyddcerrig am 7.30pm**

**Minutes of the Extraordinary Meeting of Llanddarog Community Council held on 30/01/2019 in Mynyddcerrig Hall / Club at 7.30pm**

**241/2018-19 Presennol / Present:**

Cynghorwyr / *Councillors*: R Owen (Cadeirydd / Chairman), R Jones, J Youens, M Rees, J Williams O.B.E, S Herridge & R Newell

Clerc / *Clerk & Cyfieithydd / Translator.*

**242/2018-19 Ymddiheuriadau / Apologies.**

Cynghorwyr / *Councillors* T Evans & E Davies.

**243/2018-19 Datganiadau o fuddiannau personol / Declarations of personal interest**

Dim / *None.*

**244/2018-19 Cyfle i'r cyhoedd i annerch y Cyngor ar eitemau'r agenda / Opportunity for the public to address the Council on agenda items**

Dim / *None.*

**245/2018-19 Adroddiad ar y gyllideb a'r adolygiad o incwm a gwariant am y cyfnod 1/4/18 i diwedd Rhagfyr 2018 – gan gynnwys cysoniad at y banc (28/12/18) / Report on the budget and review of income and expenditure for period 1/4/18 to end Decemeber 2018 – including bank reconciliation (28/12/18).**

Fe wnaeth bod Aelod derbyn copi o'r adroddiad o flaen llaw. Fe wnaeth yr adroddiad asesu cyllideb 2018-2019. Cafodd cysoniad at y banc hyd at 28/12/18 ei rhoi. Balans llyfr-arian £12,614.95 balans cyfriflen banc (ar gael i Aelodau gweld yn y cyfarfod) £12,614.95, taliadau heb fynd trywddo DIM. Nodir fod rhagamcan swrplws o £404.95 o rhan y gyllideb refeniw. Ar ôl cynnig gan y Cyng M Rees ac eilio gan Cyng R Jones fe benderfynwyd derbyn yr argymhellion o fewn yr adroddiad ariannol, ynghyd â'r cysoniad banc fel y cyflwynwyd / *Each Member had received a copy of the report in advance of the meeting. The report reviewed the 2018-2019 budget. A bank reconciliation to the 28/12/18 was provided. Cashbook balance £12,614.95 bank statement (available for inspection at meeting) balance £12,614.95, uncleared payments NIL. It was noted that the revenue budget was projected to result in a surplus of £404.95. Following a proposal by Cllr M Rees and seconding by Cllr R Jones it was resolved to accept the recommendations provided within the financial report, along with the bank reconciliation as presented.*

**246/2018-19 Amcangyfrif balansau ar 31/3/2019 / Projected balances for 31/3/2019**

Fe wnaeth bod Aelod derbyn copi o'r adroddiad o flaen llaw. Nodir hefyd fod ystyriaeth briodol wedi ei gwneud ynglŷn ag arian wrth gefn / balansau. Nodir fod rhagamcan balans o £12,350.72 i fynd ymlaen (£2,850 o hwn wedi clustogi). Roedd hyn yn caniatáu i'r Aelodau ffactorio effaith gwariant prosiect yn ystod y flwyddyn yn ychwanegol at y sefyllfa ar y gyllideb referniw. Roedd hefyd yn caniatáu iddynt adolygu maint y cronfeydd wrth gefn sydd gan y Cyngor. Ar ôl cynnig gan y Cyng J Williams ac eilio gan Cyng R Jones fe benderfynwyd derbyn yr argymhellion o fewn yr adroddiad ariannol fel y cyflwynwyd. / *Each Member had received a copy of the report in advance of the meeting. It should be noted that due consideration was given to balances / reserves. It was noted that there as a projected balance of £12,350.72 going forward (£2,850 of which is earmarked). This allowed Members to factor in impact of project spend during the year in addition to the position on the revenue budget. It also allowed them to review the extent of reserves that the Council holds. Following a proposal by Cllr J Williams and seconding by Cllr R Jones it was resolved to accept the recommendations provided within the financial report as presented.*

**247/2018-19 Adroddiad ac argymhellion ar gyfer gyllideb 2019-2020 / Report and recommendations in relation to 2019-2020 budget**

Fe wnaeth bod Aelod derbyn copi o'r adroddiad o flaen llaw. Rhoddwyd ffigwr proffil incwm o £1,300 a gwariant o £19,140. Ar ôl cynnig gan y Cyng M Rees ac eilio gan Cyng R Jones fe benderfynwyd derbyn yr argymhellion o fewn yr adroddiad ariannol a chadarnhau'r gyllideb drafft fel cyflwynwyd. / *Each Member had received a copy of the report in advance of the meeting. An income profile figure of £1,300 was provided with expenditure of £19,140. Following a proposal by Cllr M Rees and seconding by Cllr R Jones it was resolved to accept the recommendations provided within the financial report and confirm the draft budget as presented.*

**248/2018-19 Cadarnhau cyllideb 2019-2020 / Confirmation of the the 2019-2020 budget**

Mae'r gyllideb wedi ei gyflwyno ar dudalen 75 o'r cofnodion yma. / *The budget is set out on page 75 of these minutes.*

**249/2018-19 Rhaglen prosiectau arbennig 2018-20 / Special projects programme 2018-20**

Fe wnaeth bod Aelod derbyn copi o'r adroddiad o flaen llaw. Fe fydd y rhaglen yn galluogi defnydd priodol o arian wrth gadw a darparu prosiectau. Ar ôl cynnig gan y Cyng J Youens ac eilio gan Cyng R Jones fe benderfynwyd cymeradwyo'r rhaglen fel y cyflwynwyd / *Each Member had received a copy of the report in advance of the meeting. The programme will allow for effective use of monies in reserve and facilitate delivery of projects. Following a proposal by Cllr J Youens and seconding by Cllr R Jones it was resolved to ratify the programme as presented.*

**250/2018-19 Adroddiad ac argymhellion ar gyfer Praesept 2019-2020 / Report and recommendations in relation to 2019-2020 Precept**

Fe wnaeth bod Aelod derbyn copi o'r adroddiad o flaen llaw. Fe wnaeth yr Aelodau werthuso'r amryw o opsiynau treth a ddarparwyd (seiliedig ar FAND D). Sail y dreth am 2019-20 yw 542.27. Ar ôl cynnig gan y Cyng J Youens ac eilio gan Cyng R Jones fe benderfynwyd derbyn a nodi yr adroddiad. / *Each Member had received a copy of the report in advance of the meeting. Members undertook to evaluate the numerous tax options provided (based on BAND D). The tax base for 2019-20 is 542.27. Following a proposal by Cllr J Youens and seconding by Cllr R Jones it was resolved to accept and note the report.*

**251/2018-19 Gorchymyn praesept 2019-2020 / 2019-2020 precept demand**

Ar ôl cynnig gan y Cyng R Jones ac eilio gan Cyng M Rees; penderfynwyd gosod gorchymyn am £17,971. Bydd hyn yn golygu cynnydd BAND D o 3% o 2018-19. / *Following a proposal by Cllr R Jones and seconding by Cllr M Rees, it was resolved to set the demand for £17,971. This results in a BAND D increase of 3% from 2018-19.*

**252/2018-19 Adroddiad yr Arolygydd Ariannol Mewnol am y cyfnod 1/9/18 i 31/12/18 / Report of the Internal Financial Examiner for period 1/9/18 to 31/12/18.**

Rhoddwyd adroddiad ar lafar llawn gan Cyng R Jones (Arolygydd Ariannol Mewnol y Cyngor). Hefyd fe wnaeth bod Aelod derbyn copi o'i adroddiad ysgrifenedig cyn y Cyfarfod. Dylid nodi fe wnaeth yr adroddiad cadarnhau cywirdeb y cysoniad at y banc a mantolen cyfrifon rhoddwyd i'r Cyngor yn y cyfarfod yma (hy hyd at 28/12/18). Hefyd, fe wnaeth yr adroddiad cadarnhau cywirdeb yr adroddiad ar gyllideb derfynol fydd yn cael ei rhoi i'r Cyngor yn y cyfarfod yma. Derbyniodd y Cyngor argymhellion yr adroddiad bod y dyddiad slip cyflog i'r Clerc yn cael ei ffurfioli fel 15fed y mis (rhan taliad ymlaen llaw a rhan mewn ôl-ddyledion) yn lle diwedd y mis. Hefyd, cynghorodd yr adroddiad ar achosion lle mae'r datganiad banc am fis yn cael ei chyhoeddi cyn y diwrnod gwaith olaf. Gall hyn arwain at ddryswch posib ar gyfer adroddiadau cyllideb yn ystod y flwyddyn, er bod cyfrifon diwedd blwyddyn y Cyngor yn profi'n amlwg gywir. Derbyniodd y Cyngor argymhellion yr adroddiad dylai'r Clerc gofyn i'r banc os gall datganiadau bob amser cael eu cyhoeddi ar ddiwrnod gwaith olaf y mis am eglurder. Ailadroddodd y Cyngor hefyd ei bod yn hapus i'r Clerc sefydlu cyfleuster datganiad banc ar-lein 'golwg yn unig'. Ar ôl cynnig gan y Cyng M Rees ac eilio gan Cyng J Williams; penderfynwyd derbyn yr adroddiad a diolch i Cyng Jones a'r Clerc am ei gwaith. / *A full verbal report was provided by Cllr R Jones (Internal Financial Examiner for the Council). Also, each Member was provided with a written copy of his report before the Meeting. It should be noted that the report confirmed the accuracy of the bank reconciliation and statement of accounts provided to the Council at this meeting (i.e. to 28/12/18). It also confirmed the accuracy of the final budget report to be provided to Council at this meeting. The Council accepted the report's recommendations that the pay slip date for Clerk be formalised as 15th of the month (pay part in advance part in arrears) as oppose to end of month. Also, the report advised on instances where the bank statement for a month may be issued before the last working day. This can result in potential confusion for budget reports during the year, albeit the Council's year end accounts are demonstrably accurate. The Council*

*accepted the report's recommendations that the Clerk ask the bank if statements can always be issued on last working day of month for clarity. The Council also re iterated that it was happy for the Clerk to set up a 'view only' online bank statement facility. Following a proposal by Cllr M Rees and seconding by Cllr J Williams it was resolved to accept the report and thank Cllr Jones and the Clerk for their work.*

**253/2018-19 Strategaeth Buddsoddiad Blynyddol / To ratify the Annual Investment Strategy**

*Fe wnaeth bod Aelod derbyn copi o'r strategaeth arfaethedig o flaen llaw. Penderfynwyd cadarnhau y strategaeth fel cyflwynwyd, ond fe wnaeth Aelodau hefyd ofyn a gellir gwneud ymholiadau yn cael ei gwneud ynghylch opsiynau buddsoddi (ee bondiau) cyn llunio strategaeth y flwyddyn nesaf. / *Each Member had received a copy of the proposed strategy in advance of the meeting. It was resolved to confirm the strategy as presented, however Members also asked if enquiries can be made as to investment options (eg bonds) ahead of next year's strategy.**

**254/2018-19 Polisi Yswiriant y Cyngor / Council's Insurance Policy**

*Adolygodd y Cyngor y polisi ac roedd yn fodlon ei bod yn bodloni ei ofynion. Nid oedd y Cyngor am geisio ail-dendro ar hyn o bryd. Penderfynwyd nodi bod adolygiad wedi cael ei gynnal. / *The Council reviewed the policy and was content it met its requirements. Council did not wish to seek to re-tender at this time. It was resolved to note that a review had been undertaken.**

**255/2018-19 Cylch gorchwyl grŵp gweithio'r archwiliad mewnol / Terms of reference of the internal audit working group**

*Roedd pob Aelod wedi derbyn copi o'r cylch gorchwyl arfaethedig cyn y cyfarfod. Bydd y grŵp yn edrych ar argymhellion yr archwilydd mewnol, yn fwyaf nodedig o ran y broses ar gyfer rhoi rhoddion / grantiau. Penderfynwyd cadarnhau'r cylch gorchwyl fel y'i cyflwynwyd, gyda'r grŵp yn adrodd i'r Cyngor cyn gynted â phosibl. / *Each Member had received a copy of the proposed terms of reference in advance of the meeting. The group will look at the recommendations of the internal auditor, most notably in terms of the process for providing donations / grants. It was resolved to confirm the terms of reference as presented, with the group to report to Council as soon as possible.**

**256/2018-19 Materion Rhestr asedion / Asset Register matters**

*Cynghorodd yr Aelodau mewn perthynas â'r gofrestr asedau. Penderfynwyd bod y 3 baner a brynwyd y flwyddyn ariannol hon Cofnod 96 / 2018-19 (b) (ad-dalwyd cyn Cyng. T Jones £ 116.40) a glustnodwyd yn flaenorol i fynd ar y gofrestr ddim yn cael eu hychwanegu ato gan nad oedd yr Aelodau'n ystyried eu bod yn asedau sefydlog (mae gan y Cyngor y baneri). Hefyd, ar gyfer cadarnhad, penderfynwyd bod yr addurniadau a brynwyd ar gyfer yr ŵyl Coeden Nadolig yn Eglwys Llanddarog yn y flwyddyn ariannol 2016/17 (ad-dalwyd cyn Cyng V Thomas £29.35), cofnod 6 Tachwedd 2016, hefyd i'w ystyried fel ased ansefydlog a ni fydd yn mynd ar y gofrestr asedau (mae gan y Cyngor yr addurniadau). Mae'r 10 colofn golau stryd, ynghyd a'r cysgodfan bysiau gerllaw'r Butchers yn Llanddarog, eisoes ar y gofrestr asedau - penderfynwyd byddant nawr yn cael cost prynu enwebol o bunt yr un (felly colofnau cyfanswm o £ 10 a £1 ar gyfer y lloches). /*

Members advised in relation the asset register. Resolved that the 3 flags purchased this financial year Minute 96/2018-19(b) (reimbursed former Cllr T Jones £116.40) which had previously been earmarked to go onto the register not be added to it as Members did not consider them to be fixed assets (the Council is in possession of the flags). Also, for confirmation, resolved that the decorations purchased for the Christmas Tree festival at Llanddarog Church in the 2016/17 financial year (reimbursed former Cllr V Thomas £29.35) Minute 6 November 2016 are also to be classed as a non-fixed asset and will not go onto the asset register (the Council is in possession of the decorations). The 10 street light columns, along with the bus shelter adjacent to the Butchers in Llanddarog, are already on the asset register, resolved that they are to be given a nominal purchase cost of a pound apiece (so £10 total columns and a £1 for the shelter).

**257/2018-19** Daeth y cyfarfod i ben am 8.25pm / The meeting finished at 8.25pm

**Cyllideb / Budget 2019-20****Expenditure item - revenue**

<b>Heading</b>	<b>SUM</b>
Grounds Maintenance	2200.00
Staff Salary and PAYE	5350.00
Admin, inc audit fees	2100.00
insurance	875.00
Financial assistance - inc standing revenue grants	1800.00
seating and asset maintainence	400.00
street Lighting estimate	4065.00
misc - inc subscriptions	400.00
Members allowances	120.00
Member allowances PAYE	30.00
election costs	0.00
Section 137	800.00
<b>SPECIAL PROJECTS</b>	
allocation to special projects reserve from precept	1000.00
<b>Total</b>	<b>19140.00</b>

**Income \***

<b>Heading</b>	<b>SUM</b>
Precept	
Vat Return (Rebate)	1300.00
bank interest	0.00
misc	0.00
<b>Total</b>	<b>1300.00</b>

**BUDGET GAP****-17840.00**

**\* (Penderfynnwyd Gorchymyn Incwm Praesept o £17,971) /  
(It was resolved to demand a Precept Income of £17,971)**