**20th May 2020**

**Llannon Community Council**

**Minute no. 1 – Members Present**

 **Councillors**:

E Dole

P C Edwards

N Holman

D Jones

P Williams

L Williams

G Jones

M Jones

E James

L Davies

S Acciaioli

Councillor N Holman presided over the meeting

**Also present:** The Clerk, RFO, CDO.

**Minute no. 2 – Apologies for Absence**

Apologies for absence were received from Cllrs D Snaith, A Owens, and K Thomas.

**Minute no. 3 – Declarations of Interest**

A declaration of interest was received from Councillor D Jones as she is a County Councillor and sits on the Planning Committee and Cllr E Dole as the Leader of the County Council.

**Minute no. 4 – Retiring Chairperson’s Address**

Councillor N Holman gave thanks to the Councillors for the privilege and honour of serving as their Chairperson during the year. He outlined that the Council had succeeded in achieving many benefits for the community through the year and thanked the Councillors for their support throughout the year.

**Minute no. 5 – Election of Chairperson 2020-21**

It was proposed by Cllr P Edwards and seconded by Cllr M Jones that Cllr D Jones be appointed as the Chairperson for 2020-21. It was unanimously **resolved** that Cllr D Jones be appointed as the Chairman for 2020-21.

**Minute no. 6 – Chairman’s declaration of acceptance of Office**

It was agreed that the incoming Chairperson Councillor D Jones will sign the declaration of acceptance of the office of Chairperson of Llannon Community Council at the next appropriate opportunity subject to the restrictions of the Covid 19 pandemic.

**Minute no. 7 – Election of Vice Chairperson 2020/21**

It was proposed Cllr G Jones and seconded by Cllr M Jones that Cllr N Holman be appointed as the Vice Chairperson for 2020-21. An amendment was proposed by Cllr L Davies and seconded by Cllr E Dole that Cllr L Williams be appointed as the Vice Chairperson for 2020-21..

**Mai 20fed 2020**

**Cyngor Cymuned Llannon**

**Cofnod rhif 1 – Aelodau’n Bresennol**

 **Cynghorwyr**:

E Dole

P C Edwards

N Holman

D Jones

P Williams

L Williams

G Jones

M Jones

E James

L Davies

S Acciaioli

Y Cynghorydd N Holman oedd yn llywyddu ar y cyfarfod

**Hefyd yn bresennol:** Y Clerc, y SCC a’r SDC.

**Cofnod rhif 2 – Ymddiheuriadau am Absenoldeb**

Derbyniwyd ymddiheuriadau am absenoldeb oddiwrth y Cynghorwyr D Snaith, A Owens, a K Thomas.

**Cofnod rhif 3 – Datganiadau o Fuddiant**

Derbyniwyd datganiad o fuddiant oddiwrth y Cynghorydd D Jones gan ei bod yn Gynghorydd Sir ac yn aelod o’r Pwyllgor Cynllunio., ac oddiwrth y Cynghorydd E Dole gan taw fe yw Arweinyddd y Cyngor Sir.

**Cofnod rhif 4 – Anerhciad y Cadeirydd sy’n ymadael**

Roedd y Cynghorydd N Holman wedi diolch i’r Cynghorwyr am y fraint a’r anrhydedd o wasanaethu fel cadeirydd yn ystod y flwyddyn. Amlinellodd bod y Cyngor wedi llwyddo i ddod â llawer o fuddion i’r gymuned trwy gydol y flwyddyn, a diolchodd i’r Cynghorwyr am eu cefnogaeth yn ystod y flwyddyn.

**Cofnod rhif 5 – Ethol Cadeirydd 2020/21**

Cynigiwyd gan y Cynghorydd P Edwards, ac eiliwyd gan y Cynghorydd M Jones, bod y Cynghorydd D Jones yn cael ei hethol yn Gadeirydd am y flwyddyn 2020/21. **Penderfynwyd** yn unfrydol bod y Cadeirydd D Jones yn cael ei phenodi’n Gadeirydd ar gyfer 202/21.

**Cofnod rhif 6 – Datganiad Derbyn Swydd y Cadeirydd**

Cytunwyd y byddai’r Cadeirydd newydd, y Cynghorydd D Jones, yn llofnodi’r datganiad derbyn ei swydd fel Cadeirydd Cyngor Cymuned Llannon ar y cyfle priodol cyntaf, gan ystyried cyfyngiadau presennol y pandemig Covid-19.

**Cofnod rhif 7 – Ethol Is-Gadeirydd 2020/21**

Cynigiwyd gan y Cynghorydd G Jones, ac eiliwyd gan y Cynghorydd M Jones, bod y Cynghorydd N Holman yn cael ei ethol yn Is-Gadeirydd yn 2020/21. Cynigiwyd gwelliant gan y Cynghorydd L Davies, ac eiliwyd gan y Cynghorydd E Dole bod y Cynghorydd L Williams yn cael ei phenodi’n Is-Gadeirydd am y flwyddyn 2020/21

It was resolved that Cllr L Williams be appointed as the Vice Chairperson for 2020/21.

**Minute no. 8 – Vice-Chairperson’s declaration of acceptance of Office**

It was agreed that the incoming Vice-Chairperson Councillor L Williams will sign the declaration of acceptance of the office of Vice-Chairperson of Llannon Community Council at the next appropriate opportunity subject to the restrictions of the Covid 19 pandemic.

**Minute no. 9 – Election of Council Leader 2020/21**

It was **resolved to** elect Cllr G Jones as Leader of the Council.

**Minute no. 10 – Chairman’s Payment and Allowance**

It was **resolved** that the Chairman’s allowance be set as a sum of £1000.00 with a further £1500 available as a civic allowance.

**Minute no. 11 – Councillors Payment**

It was **resolved** that the Councillors allowance be set as a sum of £150. It was further **resolved** that the following councillors would be appointed with special responsibilities with a payment of £500 each:

Projects Coordinator: Cllr P Williams

Council Leader: Cllr G Jones.

**Resolved** that further appointments of councillors with special responsibilities

can be made if required during the year.

**Minute no. 12 – Election of Members to Committees**

**Resolved that** the Committee structure for 2020/21 will be as follows:

Finance Committee - Cllrs N Holman, P Williams, S Acciaioli, A Owens, M Jones, D Jones, and L Davies.

Personnel Committee – Chairman of Council Cllr D Jones, N Holman, Cllr K Thomas, Cllr D Snaith, Cllr M Jones, Cllr A Owens, and Cllr EW James.

Appeals Committee – Vice Chairman Cllr L Williams, Cllr E Dole, Cllr L Davies, Cllr P Williams Cllr S Acciaioli, Cllr P Edwards and Cllr R Thomas.

Risk Assessment Group – Cllrs P Williams, M Jones, W James, G Jones, and D Snaith.

Hall Management Committee – Chairman Cllr N Holman, Cllrs K Thomas, M Jones, P Williams, L Davies, D Snaith, D Jones, L Williams and G Jones.

It was **resolved** to establish a new committee in recognition of work completed by councillors on environmental matters as follows:

Environment Committee – Cllrs L Davies, P Williams, L Williams, D Snaith, K Thomas, and S Acciaioli.

It was agreed that the committee be given delegated authority to make any applications for grant aid in relation to the work of the committee including the management of the Keep Wales Tidy grant.

**Minute no. 13 – Nominations to Outside Bodies**

It was **resolved** that the representation on outside bodies for the 2020/21 financial year would be as follows:

**Penderfynwyd** penodi’r Cynghorydd L Williams yn Is-Gadeirydd ar gyfer 2020/21

**Cofnod rhif 8 – Datganiad Derbyn Swydd yr Is-Gadeirydd**

Cytunwyd y byddai’r Is-Gadeirydd newydd, y Cynghorydd L Williams, yn llofnodi’r datganiad derbyn ei swydd fel Cadeirydd Cyngor Cymuned Llannon ar y cyfle priodol cyntaf, gan ystyried cyfyngiadau presennol y pandemig Covid-19.

**Cofnod rhif 9 – Ethol Arweinydd y Cyngor, 2020/21**

**Penderfynwyd** ethol y Cynghorydd G Jones yn Arweinydd y Cyngor.

**Cofnod rhif 10 – Taliad a Lwfans y Cadeirydd**

**Penderfynwyd** pennu’r swm o £1000.00 fel lwfans i’r Cadeirydd, a chlustnodi £1500.00 ychwanegol fel lwfans dinesig.

**Cofnod rhif 11 – Taliadau i Gynghorwyr**

**Penderfynwyd** talu lwfans o £150.00 i bob Cynghorydd. Yn ychwanegol, **penderfynwyd** bod y Cynghorwyr canlynol yn ysgwyddo cyfrifoldebau arbennig ac yn derbyn taliad o £500.00 yr un:

Cydlynydd Prosiectau: y Cynghorydd P Williams

Arweinydd y Cyngor: y Cynghorydd G Jones.

**Penderfynwyd** ei bod hi’n bosib penodi Cynghorwyr ychwanegol i ymgymryd â chyfrifoldebau arbennig yn ystod y flwyddyn pe bai angen gwneud hynny.

**Cofnod rhif 12 – Ethol yr Aelodau i’r Pwyllgorau**

**Penderfynwyd** y bydd strwythur y Pwyllgorau ar gyfer 2020/21 fel a ganlyn:

Pwyllgor Cyllid – y Cynghorwyr N Holman, P Williams, S Acciaioli, A Owens, M Jones, D Jones, a L Davies.

Pwyllgor Personél – Cadeirydd y Cyngor y Cynghorydd D Jones, y Cyng N Holman, y Cyng K Thomas, y Cyng D Snaith, y Cyng M Jones, y Cyng A Owens, a’r Cyng EW James.

Pwyllgor Apêl – Is-gadeirydd y Cyngor y Cynghorydd L Williams, y Cyng E Dole, y Cyng L Davies, y Cyng P Williams, y Cyng S Acciaioli, y Cyng P Edwards a’r Cyng R Thomas.

Grŵp Asesu Risg – y Cynghorwyr P Williams, M Jones, W James, G Jones, a D Snaith.

Pwyllgor Rheoli’r Neuadd – Cadeirydd y Cyng N Holman, y Cynghorwyr K Thomas, M Jones, P Williams, L Davies, D Snaith, D Jones, L Williams a G Jones.

**Penderfynwyd** sefydlu pwyllgor newydd i gydnabod y gwaith a wnaethpwyd gan gynghorwyr ynghylch materion amgylcheddol. Rhestrir yr aelodau isod:

Pwyllgor Amgylcheddol – y Cynghorwyr L Davies, P Williams, L Williams, D Snaith, K Thomas a S Acciaioli.

Cytunwyd rhoi awdurdod dirprwyedig i’r pwyllgor i gyflwyno unrhyw gais am gymorth grant sy’n berthnasol i waith y pwyllgor, a hynny i gynnwys rheoli grant a dderbynnir oddiwrth Cadwch Gymru’n Daclus.

**Cofnod rhif 13 – Enwebiadau i Gyrff Allanol**

**Penderfynwyd** y byddai’r gynrychiolaeth ar gyrff allanol am y flwyddyn ariannol 2020/21 fel a ganlyn:

a) Cross Hands Hall Committee – Cllr K Thomas, S Acciaioli.

b) Gwendraeth Group of Local Councils –Cllrs L Williams and P Williams.

c) One Voice Wales Area Committee – Councillors L Williams, and P Williams.

d) One Voice Wales Larger Council Committee – Cllrs D Jones & L William

e)Carmarthenshire Liaison Forum – Cllrs N Holman, D Jones and M Jones.

f) Upper Gwendraeth Community and Sports Association - Councillors D Jones, E Dole, P Williams, and N Holman.

g) Family Centre- Cllr L Williams and N Holman.

**Minute no. 14 – Authorisation of Cheque Signatories**

**Resolved** that any 2 Councillors can sign cheques with Cllr N Holman and the RFO being added as authorised signatories. Staff are authorised to make any payment by electronic means for matters included in the Council budget.

**Minute no. 15 – To consider “in camera” issues upon exclusion of the press and public. (Public Bodies (Admission to Meetings) Act 1960**

**Reason for exclusion:** Commercially sensitive as well as confidential personnel/staffing matters.

**Minute no. 16** – **Waiver with regard to Audit of Accounts**

Members of the Council considered a request for a waiver to be provided for the Responsible Finance Officer with regard to the audit of financial transactions prior to his appointment with the Council. It was unanimously agreed to accede to the waiver in the format as presented to the Council.

**Minute no. 17 – Council Payroll**

Members of the Council received a report on the current organisation of the Council payroll system. As there are current difficulties in the management of the system, it was **resolved** to authorise the staff to make enquiries with other providers of a payroll service including Carmarthenshire County Council to establish options for either short term or permanent support to the Council. As there is an urgency to establish an alternative provider, the Chairperson and Vice Chairperson were granted delegated authority to approve an alternative supplier of the service.

Meeting ended at 8.17 pm

**Signed ............................................................. Date ....................................**

 **Chairman**

a) Pwyllgor Neuadd Cross Hands – y Cynghorwyr K Thomas, S Acciaioli.

b) Grŵp y Gwendraeth o Gynghorau Lleol – y Cynghorwyr L Williams a P Williams.

c) Pwyllgor Ardal Un Llais Cymru – y Cynghorwyr L Williams, a P Williams.

ch) Pwyllgor Cynghorau Mwy Un Llais Cymru – y Cynghorwyr D Jones a L Williams. d) Fforwm Ymgysylltu Sir Gâr – y Cynghorwyr N Holman, D Jones a M Jones.

dd) Cymdeithas Chwaraeon a Chymuned Gwendraeth Uchaf – y Cynghorwyr D Jones, E Dole, P Williams, a N Holman.

e) Y Ganolfan Deulu – y Cynghorwyr L Williams a N Holman.

**Cofnod rhif 14 – Awdurdodi Llofnodwyr Siec**

**Penderfynwyd** bod unrhwy 2 Gynghorydd yn gallu llofnodi sieciau, a bod y Cynghorydd N Holman a’r SCC yn cael eu hychwanegu fel llofnodwyr awdurdodedig. Mae’r staff wedi’u awdurdodi i wneud unrhyw daliad drwy ddulliau electronig am faterion sy’n gynwysiedig yng nghyllideb y Cyngor.

**Cofnod rhif 15 – I Ystyried materion “yn y dirgel” ar ôl gwahardd y wasg a’r cyhoedd. (Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960)**

**Y rheswm dros y gwaharddiad:** Materion sy’n fasnachol sensitif yn ogystal â materion personél/staffio cyfrinachol.

**Cofnod rhif 16** – **Hawlildio o ran Archwilio’r Cyfrifon**

Roedd aelodau’r Cyngor wedi rhoi ystyriaeth i gais i roi hawlildiad i’r Swyddog Cyllid Cyfrifol o ran archwilio’r trafodiadau ariannol a wnaethpwyd cyn iddo gael ei benodi i’w swydd gyda’r Cyngor. Cytunwyd yn unfrydol i ganiatáu’r hawlildiad yn y fformat y’i cyflwynwyd i’r Cyngor.

**Cofnod rhif 17 – Cyflogres y Cyngor**

Roedd aelodau’r Cyngor wedi derbyn adroddiad ynghylch trefniadaeth gyfredol cyflogres y Cyngor. Gan fod anawsterau yn bodoli ar hyn o bryd o ran rheoli’r system, **penderfynwyd** awdurdodi’r staff i wneud ymholiadau gydag eraill sy’n darparu gwasanaeth cyflogres, gan gynnwys Cyngor Sir Caerfyrddin, i weld beth yw opsiynau’r Cyngor parthed â derbyn naill ai cefnogaeth yn y tymor byr neu gefnogaeth barhaol. Oherwydd bod angen dod o hyd i ddarparwr amgen ar frys, rhoddwyd awdurdod dirprwyedig i’r Cadeirydd a’r Is-Gadeirydd i gymeradwyo darparwr amgen i gyflawni’r gwasanaeth.

Daeth y cyfarfod i ben am 8.17 yh

**Llofnod............................................................. Dyddiad ....................................**

 **Cadeirydd**