



Clerc / Clerk: Rhianwen Sheldon

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**Cofnodion Cyfarfod y Pwyllgor a Phersonèl Cyllid /
Minutes of the Finance and Personnel Committee Meeting
13.11.2024 at 7.00 yh/pm.
Cyfarfod Rhithiol ar Zoom/Remote Meeting on Zoom**

Presennol:

Cyng G Browne MBE (Cadeirydd), Cyng N Tuck, Cyng M Swaine Williams, Cyng H Williams

Ymddiheuriadau: Cyng K Taylor

Hefyd yn bresennol: R Sheldon, Clerc.

Mae'r Pwyllgor Cyllid a Phersonèl 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.

Present:

Cllr G Browne MBE (Chairman), Cllr N Tuck, Cllr M Swaine Williams, Cllr H Williams

Apologies: Cllr K Taylor

Also present: R Sheldon, Clerc.

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.	<p>Cyflwyno Adroddiad Monitro y Clerc ar y Gyllideb Chwarter 2 2024/25 Trafodwyd yr adroddiad ochr yn ochr â'r daenlen monitro cyllideb / Llyfr Arian a Chrynodeb Ch2 2024/25 a Chymodi Banc am y cyfnod. Cadarnhaodd y Clerc fod incwm o £84,093.23 wedi'i ddenu rhwng 01/04/2024 a 30/09/2024 gyda gwariant o £45,150.97 wedi'i wneud. Y cyllid ar gael yn y banc oedd £98,089.49.</p>	<p>To Present the Clerk's Budget Monitoring Report Quarter 2 2024/25 The report was discussed alongside the budget monitoring spreadsheet / Cash Book and Summary Q2 2024/25 and Bank Reconciliation for the period. The Clerk confirmed that income of £84,093.23 was attracted between 01/04/2024 and 30/09/2024 with expenditure of £45,150.97 made. The funds available in the bank was £98,089.49.</p>																								
	<p>Cyflwyniad o Adroddiad Monitro Cyllideb Chwarter 2 2024/25</p> <table border="1" data-bbox="285 1619 849 1822"> <thead> <tr> <th colspan="2">Balans Cyfrifon Banc ar 30/9/24</th> </tr> </thead> <tbody> <tr> <td>Cyfri Elusennol - Busnes</td> <td>15,351.02</td> </tr> <tr> <td>Cronfa wrth gefn - Busnes</td> <td>56,599.92</td> </tr> <tr> <td>Cyfri Elusennol - Ynys Wen</td> <td>5,788.75</td> </tr> <tr> <td>Cronfa wrth gefn - Ynys Wen</td> <td>20,349.80</td> </tr> <tr> <td>Cyfanswm</td> <td>£98,089.49</td> </tr> </tbody> </table> <p>Adroddodd y Clerc mai'r gyllideb wreiddiol a osodwyd ar gyfer y flwyddyn oedd</p>	Balans Cyfrifon Banc ar 30/9/24		Cyfri Elusennol - Busnes	15,351.02	Cronfa wrth gefn - Busnes	56,599.92	Cyfri Elusennol - Ynys Wen	5,788.75	Cronfa wrth gefn - Ynys Wen	20,349.80	Cyfanswm	£98,089.49	<p>Bank Reconciliation at 30/09/24</p> <table border="1" data-bbox="875 1619 1412 1822"> <thead> <tr> <th colspan="2">Balance of Bank Accounts at 30/9/24</th> </tr> </thead> <tbody> <tr> <td>Business - Charitable Account</td> <td>15,351.02</td> </tr> <tr> <td>Business - Reserves</td> <td>56,599.92</td> </tr> <tr> <td>Ynys Wen - Charitable Account</td> <td>5,788.75</td> </tr> <tr> <td>Ynys Wen Reserves</td> <td>20,349.80</td> </tr> <tr> <td>Total</td> <td>£98,089.49</td> </tr> </tbody> </table> <p>The Clerk reported that the original budget set for the year was £60,728.68, however</p>	Balance of Bank Accounts at 30/9/24		Business - Charitable Account	15,351.02	Business - Reserves	56,599.92	Ynys Wen - Charitable Account	5,788.75	Ynys Wen Reserves	20,349.80	Total	£98,089.49
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<p>£60,728.68, fodd bynnag, gyda'r holl brosiectau a gynhaliwyd drwy gyllid grant, mae'r gyllideb ddiwygiedig ar gyfer y flwyddyn yn dangos incwm o £126,450.36 a gwariant o £125,693.58 gan adael gwarged bach o £756.78.</p>	<p>with all the projects undertaken via grant funding, the revised budget for the year shows income of £126,450.36 and expenditure of £125,693.58 leaving a small surplus of £756.78.</p>
<p>Prosiectau</p> <p>1. <u>Prosiect pêl-fasged</u> Rhoddodd y Clerc drwsolwg o'r cynnydd ar y prosiect. Y gost ddiwygiedig i ddarparu'r cwrt pêl-fasged yw £38,150 gyda grantiau gwerth £38,000 wedi'u sicrhau. Fodd bynnag, nododd fod perygl y gallai Grant Bro Llynnoedd o £3,000 gael ei fachu yn ôl gan nad yw'r gwaith wedi'i gwblhau erbyn 30/11/24. Mae hyn y tu hwnt i reolaeth y cyngor. Mae clirio'r safle wedi dechrau ac mae'r holl nwyddau wedi'u harchebu. Disgwylir i'r prif osodiad ddechrau ar 20/1/2025.</p> <p>2. <u>Prosiect Mannau Gwyrdd</u> Dywedodd y clerc fod y prosiect i osod campfa awyr agored ac atgyweirio'r perimedr triongl wedi'i gwblhau. Y gost derfynol oedd £12,825 a ariannwyd £7,500 ohono dry fodd grant. Bydd gwirfoddolwyr yn parhau i gynnal y lle.</p> <p>3. <u>Rampiau Cyflymder</u> Mae arian yn cael ei neilltuo ar gyfer y prosiect a bwriedir ei gwblhau cyn diwedd y flwyddyn ariannol.</p> <p>4. <u>Shelter Bws Stone a Rack Beic</u> Cadarnhaodd y clerc fod grant adfywio o £10,000 wedi'i gymeradwyo i gymryd lle'r arhosfan bysiau ar Ffordd yr Orsaf a gosod rac beiciau yn y maes parcio cyhoeddus. Derbyniwyd dyfynbrisiau. Mae'r gosodiad wedi'i drefnu ar gyfer 18-19/12/24.</p> <p>Cymharodd y Pwyllgor ddyfynbrisiau ar gyfer 2 arddull o raciau beic. Roedd yn well gan y Pwyllgor rac cysylltiedig. Bydd y clerc yn gofyn am y gymeradwyaeth angenrheidiol cyn gosod unrhyw orchmynion. Mae'r holl waith i'w gwblhau cyn 31/12/24.</p>	<p>Projects</p> <p>1. <u>Basketball project</u> The Clerk gave an overview of the progress on the project. The revised cost to deliver the basketball court is £38,150 with grants to the value of £38,000 secured. However, she noted that there is a risk that the Bro Llynnoedd Grant of £3,000 may be clawed back as the work has not been completed by 30/11/24. This is beyond the council's control. Site clearance has started and all goods have been ordered. The main installation is scheduled to start date on 20/1/2025.</p> <p>2. <u>Green Spaces Project</u> The clerk advised that the project to install an outdoor gym and repair the triangle perimeter is complete. The final cost was £12,825 of which £7,500 was grant funded. Volunteers will continue to maintain the space.</p> <p>3. <u>Speed Ramps</u> Money is set aside for the project and is intended to be completed before the end of the financial year.</p> <p>4. <u>Stone Bus Shelter & Bike Rack</u> The clerk confirmed that a regeneration grant of £10,000 has been approved to replace the bus stop on Station Road and install a bike rack in the public car park. Quotations have been received. The installation is scheduled for 18-19/12/24.</p> <p>The Committee compared quotations for 2 styles of bike racks. The linked rack was preferred by the committee. The clerk will seek the necessary approvals before any orders are placed. All works to be completed before 31/12/24.</p>
<p>Cyflog y Clerc 2024/25 Cyhoeddwyd Cytundeb Cyflog Gwasanaethau Llywodraeth Leol 2024/25 ym mis Hydref 2024 h.y. cynnydd o £1,290 pro rata y flwyddyn. Cyhoeddwyd hefyd bod y cyfraddau fesul awr wedi'u cyfrifo gan ddefnyddio'r fformiwla a gytunwyd gan NJC:</p>	<p>Clerk's Salary 2024/25 The Local Government Services Pay Agreement 2024/25 was announced in October 2024 i.e. an increase of £1,290 pro rata per annum. It was also announced that the hourly rates have been calculated using the NJC-agreed formula: annual salary</p>

<p>cyflog blynyddol wedi'i rannu â 52.143 wythnos [52 wythnos flaenorol] (365 diwrnod wedi'i rannu â 7) wedi'i rannu â 37 awr (yr wythnos waith safonol).</p> <p>Mae'r clerc yn cael ei thalu ar un pwynt cyflog h.y. SCP pt19. (LC2). Mae'r cyflog blynyddol yn cynyddu o £29,777.00 neu £8,852.62 y flwyddyn [pro rata] (£15.48 yr awr) i £31,067.00 neu £9,236.14 y flwyddyn [pro rata] (£16.10 yr awr) sy'n gynydd o 0.62c yr awr.</p> <p>Yr ôl-daliad sy'n ddyledus o 1/4/2024 i 31/10/24 yw £223.71.</p> <p>Yng nghyllideb yr Hydref eleni, cyhoeddodd y Canghellor gynydd o 1.2 pwynt canran mewn Cyfraniadau Yswiriant Gwladol (NIC) i gyflogwyr o 13.8% i 15% sy'n dod i rym o 6 Ebrill 2025. Yn ogystal, bydd y trothwy eilaidd ar gyfer enillion gweithwyr y mae NIC y cyflogwr yn ddyledus iddo gael ei ostwng o £9,100 i £5,000 (ar sail flynyddol) o 6 Ebrill 2025. Bydd y trothwy hwn yn cael ei gynyddu gan y mynegai prisiau defnyddwyr (CPI) ar ôl 6 Ebrill 2028. Felly, o fis Ebrill 2025 bydd angen i'r Cyngor dalu cyfraniadau yswiriant gwladol.</p> <p>Bydd lwfans y clerc o £21 mis [neu £252 y flwyddyn] ar gyfer gweithio gartref yn parhau.</p> <p>Cytunodd y pwyllgor ar barhad y lwfans gweithio o gartref £21 y mis ynghyd â chyfrifo tâl yn ôl a chynnig i dalu. Cyn/Eil: MSW / HW</p>	<p>divided by 52.143 weeks [previously 52weeks] (365 days divided by 7) divided by 37 hours (the standard working week).</p> <p>The clerk is paid on a single point salary i.e. SCP pt19. (LC2). The annual salary is increased from £29,777.00 or £8,852.62 per annum [pro rata] (£15.48 per hr) to £31,067.00 or £9,236.14 per annum [pro rata] (£16.10 per hr) which is an increase of 0.62p per hr.</p> <p>The backpay due from 1/4/2024 to 31/10/24 is £223.71.</p> <p>The Chancellor announced in the Autumn budget this year, a 1.2 percentage point increase in National Insurance Contributions (NIC) for employers from 13.8 percent to 15 percent which has effect from 6 April 2025. In addition, the secondary threshold for employee earnings above which employer's NIC are due is to be reduced from £9,100 to £5,000 (on an annualized basis) from 6 April 2025. This threshold will be increased by the consumer price index (CPI) after 6 April 2028. Therefore, from April 2025 the Council will need to pay employer national insurance contributions.</p> <p>The clerk's allowance of £21 month [or £252 per annum] for working from home will continue.</p> <p>The committee agreed the continuation of the working from home allowance £21 per month plus back pay calculation and proposal to pay. Prop/Sec: MSW/HW</p>
<p>Rhagolwg ariannol ar ddiwedd y flwyddyn Dywedodd y Clerc fod y gyllideb ar y trywydd iawn a bydd yn cynnwys trosglwyddiad o £3,000 i adeiladu'r gronfa wrth gefn. O ystyried y £55,000 o gyllid grant a ddyfarnwyd ar gyfer prosiectau, rhagwelir y bydd y alldro ar gyfer 2024/25 yn:</p> <ul style="list-style-type: none"> • Incwm £129,452.72 • Gwariant £127,598.54 • Gwarged o 1854.18. (Gan dybio nad oes gwariant annisgwyl pellach yn codi ac mae gwariant yn aros o fewn y gyllideb) <p>Fodd bynnag, adroddodd y Clerc fod hawliadau TAW pellach yn yr arfaeth yn ystod y flwyddyn a disgwylir incwm ychwanegol o ad-daliad costau cynnal a chadw mynwent</p>	<p>Projected financial outturn at year end The Clerk reported that the budget is on track and will include a transfer of £3,000 to build up the general reserve. Given the £55,000 grant funding awarded for projects, the outturn for 2024/25 is projected to be:</p> <ul style="list-style-type: none"> • Income £129,452.72 • Expenditure £127,598.54 • Surplus of 1854.18. (Assuming that no further unforeseen expenditure arises and expenditure stays within budget) <p>However, the Clerk reported that further VAT claims are pending in year and additional income is expected from the reimbursement of Ynys Wen cemetery maintenance cost. These funds will go</p>

	<p>Ynys Wen. Bydd y cronfeydd hyn yn mynd rhywfaint o'r ffordd i liniaru'r risg o adfachu cyllid grant. Os nad oes angen addalu grant, mae'r clerwr wedi nodi meysydd o gynnal a chadw asedau pellach y gellid eu cyflawni yn amodol fod cyllid ar gael.</p>	<p>some way to mitigate the risk of grant funding claw back. If there is no grant claw back, the clerk has identified areas of further asset maintenance that could be achieved subject to available funding.</p>
	<p>Trosolwg o Gyfrifon Ynys Wen Ch 2 2024/25 Mae balansau cyfrif banc Ynys Wen wedi'u cynnwys yn y cymod banc ym mharagraff 2 uchod. Yn ystod Ch2 derbyniwyd ffioedd claddu o £3,890.00 o'i gymharu â chyllideb o £4,314.86 am y flwyddyn.</p> <p>Y costau cynnal a chadw ar gyfer y fynwent oedd £4784.18 am 30/9/24 a fydd yn cael ei drosglwyddo i brif gyfrif y cyngor ar ddiwedd y flwyddyn.</p>	<p>Overview of Ynys Wen Accounts Q2 2024/25 The Ynys Wen bank account balances are included in the bank reconciliation in paragraph 2 above. During Q2 Burial fees of £ 3,890.00 were received compared to a budget of £4,314.86 for the year.</p> <p>The maintenance costs for the cemetery were £4784.18 at 30/9/24 which will be transferred to the councils main account at the year end.</p>
2.	<p>Adolygu Cyflog y Clerc 2024/25 (manyllion tâl wedi ei gynnwys yn yr adroddiad uchod)</p> <p>Cynghorodd y cadeirydd, o ystyried y llwyth gwaith cynyddol a'r galwadau cynyddol a ddirprwywyd gan yr Awdurdod Lleol, fod angen adolygu oriau gwaith y clerwr a osodwyd ar 11 awr yr wythnos yn 2013. Roedd wedi ystyried yr oriau a weithiwyd bob mis gan y clerwr. Cynigiodd gynnydd o 11 i 15 awr yr wythnos. Prop Sec / GB / MSW. Awgrymodd hefyd y dylai'r pwyllgor barhau i fonitro'r oriau a weithiwyd a gosod eitem ar yr agenda sefydlog adeg pennu'r gyllideb ar adeg o'r flwyddyn i adolygu'r contract. Prop / Sec: NT / GB</p> <p>Penderfynwyd i'r clerwr gyfrifo effaith y cynnydd ar y gyllideb cyn rhoi'r eitem i'w chymeradwyo gerbron y cyngor llawn.</p>	<p>To Review of Clerk's Salary 2024/25 (pay details included in above report)</p> <p>The chair advised, given the increased workload and increasing demands delegated from the Local Authority, of the need to review the clerk's working hours which were set at 11 hours per week in 2013. He had considered the hours worked each month by the clerk. He proposed an increase from 11 to 15 hours per week. Prop Sec/GB/MSW. He also suggested that the committee should continue to monitor the hours worked and set a standing agenda item at the budget setting time of year to review the contract. Prop/Sec: NT/GB</p> <p>It was resolved for the clerk to calculate the effect of the increase on the budget before putting the item for approval before the full council.</p>
3.	<p>Gwerthusiad Swydd 6 misol y Clerc Adroddodd y cadeirydd fod y 6 gwerthusiad swydd misol wedi digwydd ar 22/10/24.</p>	<p>Clerk's 6mthly job appraisal The chair reported that the 6 monthly job appraisal had taken place on 22/10/24.</p>
4.	<p>Adroddiad Blynyddol Drafft Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol 2025-2026 & Polisi Drafft Lwfans Aelodau 2025/26 Adolygwyd Polisi Lwfans Aelodau 2025/26 yng ngoleuni'r adroddiad. Cytunwyd i sicrhau bod yr aelodau'n glir ynghylch eu hawliau. Cytunwyd hefyd i osod lwfans y cadeirydd ar £400 a fydd yn cael ei weinyddu gan y clerwr.</p>	<p>Independent Remuneration Panel for Wales (draft Annual Report 2025/26) & draft Members Allowance Policy 2025/26 The Members Allowance Policy 2025/26 was reviewed in light of the report. It was agreed to ensure the members were clear on their entitlements. It was also agreed to set the chairman's allowance at £400 which will be administered by the clerk.</p>
5.	<p>Adroddiad Gosod Cylliden 2025/26 Drafft Trafodwyd adroddiad y clerwr. Awgrymodd y pwyllgor hefyd wariant ychwanegol i wella'r</p>	<p>Draft Budget Setting Report 2025/26 The clerk's report was discussed. The committee also suggested additional</p>

	<p>gofeb ryfel yn y fynwent h.y. gosod lintel a bachau gwell i atodi torchau.</p> <p>O ystyried y cynnydd cyllidebol a awgrymir gan gynnwys cyflog yn ogystal â'r diffyg gwybodaeth ardoll treth gyngor, roedd y pwyllgor o'r farn bod angen ail-weithio'r ffigurau a chyfarfod pellach i ailystyried y gyllideb ddrafft ddiwygiedig ar gyfer 2025/26. Dylai'r Awdurdod Lleol ryddhau'r wybodaeth ardoll tua diwedd mis Tachwedd.</p>	<p>expenditure to improve the war memorial at the cemetery i.e. install a lintel and better hooks to attach wreaths.</p> <p>In view of suggested budgetary increases including salary plus the lack of council tax levy information, the committee felt the figures must be reworked and a further meeting to reconsider the revised draft budget for 2025/26. The Local Authority should release the levy information towards the end of November.</p>
6.	<p>Argymhellion i'r Cyngor</p> <p>Derbyniodd y pwyllgor Adroddiad Monitro'r Gyllideb a gwnaeth yr argymhelliad canlynol. Prop / Sec MSW / HW</p> <p>Argymhelliad 1: Cymeradwyo Adroddiad Monitro'r Gyllideb ar gyfer Ch2 2024/25 a Chymodi Banc fel cofnod cywir a gwir o sefyllfa ariannol Cyngor Cymuned y Cymoedd ar 30/09/2024.</p> <p>Argymhelliad 2: Cymeradwyo ôl-dâl clerod o £223.71 rhwng Ebrill a Hydref 2024.</p> <p>Argymhelliad 3: Cymeradwyo'r Polisi Lwfans Aelodau diwygiedig o 2025/26 yn seiliedig ar adroddiad IRP Hydref 2024.</p>	<p>Recommendations to the Council The committee accepted the Budget Monitoring Report and made the following recommendation. Prop/Sec MSW/HW</p> <p>Recommendation 1: To approve the Budget Monitoring Report for Q2 2024/25 and the Bank Reconciliation as a true and accurate record of the Valley Community Council's financial position at 30/09/2024.</p> <p>Recommendation 2: To approve clerks' back pay of £223.71 from April to October 2024.</p> <p>Recommendation 3: To approve the revised Members Allowance Policy from 2025/26 based on the IRP report October 2024.</p>
	<p>Unrhyw fater arall</p> <p>Dywedodd y clerc fod Archwilio Cymru wedi cwblhau ei archwiliad o gyfrifon 2023/24 y cyngor ac wedi cadarnhau archwiliad heb gymhwyso. Nawr fe fydd yr hysbysiad cwblhau dychweliad ac archwiliad blynyddol ardystiedig yn cael ei gyhoeddi</p>	<p>Any other matters</p> <p>The clerk reported that Audit Wales had completed its audit of the council's 2023/24 accounts and confirmed an unqualified audit. The certified annual return and audit completion notice will now be published.</p>
	Daeth y cyfarfod i ben am 9.05yh.	Meeting ended at 9.05pm