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**Cofnodion Cyfarfod y Pwyllgor a Phersonèl Cyllid /  
Minutes of the Finance and Personnel Committee Meeting  
07.01.2025 at 7.00 yh/pm.  
Cyfarfod Rhithiol ar Zoom/Remote Meeting on Zoom**

**Presennol:**

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

**Present:**

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

**Ymddiheuriadau:** Dim

**Hefyd yn bresennol:** R Sheldon, Clerc.

**Apologies:** None

**Also present:** 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.

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.

<p><b>1. Cyflwyno Adroddiad Monitro y Clerc ar y Gyllideb Chawarter 3 2024/25</b> Atodir yr adroddiad i'r cofnodion hyn ac fe'i darllenir a'i drafod ochr yn ochr â'r Datganiad Cyllideb yn Atodiad 1 yr adroddiad, Taenlen Monitro'r Gyllideb - Llyfr Arian a Chymodi Banc am y cyfnod.</p> <p>Cadarnhaodd y Clerc fod y gyllideb ar y trywydd iawn a bod incwm o £106,565.54 wedi'i ddenu rhwng 01/04/2024 a 31/12/24 gyda gwariant o £66,828.69 wedi'i wneud. Y cyllid oedd ar gael yn y banc oedd £98,884.08.</p>	<p><b>To Present the Clerk's Budget Monitoring Report Quarter 3 2024/25</b> The report is appended to these minutes and are to be read and discussed alongside the Budget Statement in Appendix 1 of the report, Budget Monitoring Spreadsheet - Cash Book and Bank Reconciliation for the period.</p> <p>The Clerk confirmed that the budget is on track and that income of £106,565.54 was attracted between 01/04/2024 and 31/12/24 with expenditure of £66,828.69 made. The funds available in the bank was £98,884.08.</p>																								
<p><b>2. Cysoniad Banc 2024/25</b></p> <table border="1" data-bbox="228 1825 837 2040"> <tr> <th colspan="2">Balans Cyfrifon Banc ar 31/12/24</th> </tr> <tr> <td>Cyfri Elusennol - Busnes</td> <td align="right">13,407.31</td> </tr> <tr> <td>Cronfa wrth gefn - Busnes</td> <td align="right">56,866.30</td> </tr> <tr> <td>Cyfri Elusennol - Ynys Wen</td> <td align="right">8,163.75</td> </tr> <tr> <td>Cronfa wrth gefn – Ynys Wen</td> <td align="right">20,446.72</td> </tr> <tr> <td><b>Cyfanswm</b></td> <td align="right"><b>£98,884.08</b></td> </tr> </table>	Balans Cyfrifon Banc ar 31/12/24		Cyfri Elusennol - Busnes	13,407.31	Cronfa wrth gefn - Busnes	56,866.30	Cyfri Elusennol - Ynys Wen	8,163.75	Cronfa wrth gefn – Ynys Wen	20,446.72	<b>Cyfanswm</b>	<b>£98,884.08</b>	<p><b>Bank Reconciliation at 31/12/24</b></p> <table border="1" data-bbox="869 1825 1444 2040"> <tr> <th colspan="2">Balance of Bank Accounts at 31/12/24</th> </tr> <tr> <td>Business - Charitable Account</td> <td align="right">13,407.31</td> </tr> <tr> <td>Business - Reserves</td> <td align="right">56,866.30</td> </tr> <tr> <td>Ynys Wen - Charitable Account</td> <td align="right">8,163.75</td> </tr> <tr> <td>Ynys Wen Reserves</td> <td align="right">20,446.72</td> </tr> <tr> <td><b>Total</b></td> <td align="right"><b>£98,884.08</b></td> </tr> </table>	Balance of Bank Accounts at 31/12/24		Business - Charitable Account	13,407.31	Business - Reserves	56,866.30	Ynys Wen - Charitable Account	8,163.75	Ynys Wen Reserves	20,446.72	<b>Total</b>	<b>£98,884.08</b>
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	<p>Trafododd y clerc yr alldro ar gyfer 2024/25 a chadarnhaodd wariant o £130,629.22 gyda incwm o £131,058.64 i'w ddenu gan ragweld gwarged o £429,42.</p> <p>Esboniwyd amrywiadau gwariant a chynnydd ar bob prosiect h.y. Llys Pêl-fasged, Mannau Gwyrdd, prosiect Lleoedd ar gyfer Bywyd Gwyllt Natur a'r Lloches Bysiau newydd ar Ffordd yr Orsaf.</p>	<p>The clerk discussed the outturn for 2024/25 and confirmed expenditure of £130,629.22 and income of £131,058.64 to be attracted projecting a surplus of £429,42.</p> <p>Expenditure variances were explained and progress on each project i.e. Basket Ball Court, Green Spaces, Places for Nature Wildlife project and the Bus Shelter replacement on Station Road.</p>
<p><b>3.</b></p>	<p><b>Cyflog y Clerc 2024/25</b> Gadawodd y Clerc y cyfarfod i alluogi trafodaeth agored a gonest ar y mater.</p> <p>Dychwelodd y Clerc i'r cyfarfod am 19:25 a dywedwyd wrthi y byddai'r pwyllgor yn argymhell i'r cyngor gynnyddu oriau gwaith y clerc o 11 i 15 awr yr wythnos, gan gynyddu cyflog o £9,234.146 i £12,594.73 y flwyddyn. Byddai'r newid arfaethedig hwn yn golygu newid cytundeb cyflogaeth. Y Clerc i barhau i recordio ei horiau. Bydd y cyflog yn cael ei adolygu'n flynyddol yn unol â chytundebau cyflog cenedlaethol, fel arfer ym mis Hydref bob blwyddyn.</p>	<p><b>Clerk's Salary 2024/25</b> The Clerk left the meeting to enable an open and frank discussion on the matter.</p> <p>The Clerk returned to the meeting at 19:25 and was advised that the committee would recommend to the council an increase in the Clerk's hours from 11 to 15 hours per week, generating a salary increase from £9,234.146 to £12,594.73 per annum. This proposal would mean a change to the employment contract. The Clerk to continue recording her hours. The salary will be reviewed annually in line with national pay agreements, normally in October each year.</p>
<p><b>4.</b></p>	<p><b>Adroddiad Drafft Gosod Cyllideb a Praesept 2025/26</b> Cyflwynodd y Clerc Adroddiad Cyllidebol a Gosod Praesept ar gyfer 2025/26.</p> <p>Dywedodd y clerc fod cyllideb ddrafft o £76,330.59 wedi'i gosod ar gyfer blwyddyn ariannol 2025/26. Ar ôl tynnu'r incwm disgwylidig o £15,335.70 a dim £ i'w gario drosodd, byddai angen praesept o £60,994.89 ar gyfer 2025/26. Mae hyn yn cyfateb i gynnydd o 30% ar y praesept 2024/25 a osodwyd megis £46,963.55. Bydd hyn yn sicrhau y gallwn gwrrd ag unrhyw gynnydd chwyddiant ar ymrwymadau presennol a chynnal cyllideb adennill ar gyfer 2025/26.</p> <p>Yr eiddo cyfatebol Band 'D' yn ein cymuned ar gyfer 2025/26 yw 1,085.57. Felly, byddai'r Tâl Treth Gyngor amcangyfrifedig yn seiliedig ar eiddo Band 'D' yn £56.19 neu £1.08 yr wythnos.</p> <p>Trafodwyd y fethodoleg a ddefnyddiwyd i osod y gyllideb yn helaeth. Defnyddiwyd cynnydd chwyddiant o 5% i benawdau'r gyllideb, oni bai bod y cynnydd % yn hysbys. Cymerdwyd y costau canlynol i ystyriaeth:</p> <ul style="list-style-type: none"> <li>Rhwymedigaethau cytundebol</li> </ul>	<p><b>Draft Budget and Precept Setting Report 2025/26</b> The Clerk presented the Budget and Precept Setting Report for 2025/26.</p> <p>The clerk advised that A draft break-even budget of <b>£76,330.59</b> is set for the 2025/26 financial year. After taking away the predicted income of £15,335.70 and zero £ carry over, a precept of £60,994.89 would be required for 2025/26. This equates to a 30% increase on the 2024/25 precept which was set at £46,963.55. This will ensure that we can meet any inflationary increases on existing commitments and maintain a breakeven budget for 2025/26.</p> <p>The estimated Band 'D' equivalent properties in our community for 2025/26 is 1,085.57. Therefore, the estimated Council Tax Charge based on Band 'D' properties would be £56.19 or £1.08 per week.</p> <p>The methodology used to set the budget was discussed at length. An inflationary increase of 5% was applied to budget headings, unless the % increase was known. The following costs were taken into account:</p>

<ul style="list-style-type: none"> <li>• Costau cyfleustodau</li> <li>• Costau gweinyddol angenrheidiol</li> <li>• Cynnal a chadw ac arolygu hanfodol</li> <li>• Codiad cyflog</li> <li>• Treth Cyngor newydd a godir ar faes parcio cyhoeddus</li> <li>• Mwy o werth ardrethol a chynnydd Treth y Cyngor dilynol ar y Maes pêl-droed Parc Mwd</li> <li>• Gofynion cynnal a chadw asedau hysbys</li> <li>• Uwchraddio TG hanfodol I sicrhau mynediad i gyfarfodydd hybrid yn unol â gofynion deddfwriaethol.</li> </ul> <p>Dywedodd y Clerc y bydd y Gronfa Fusnes a ragwelir yn £21,354.29 neu 28% ar 31/3/25 h.y. ychydig uwchlaw'r isafswm cronfa weithredu o £25%. Mae'r meincnod a awgrymir rhwng 25% a 100% o'r gyllideb ofynnol.</p> <p>Mae cronfeydd wrth gefn Ynys Wen o £20,466.72 wedi'u clustnodi ar gyfer gwaith lliniaru llifogydd a chynnal a chadw mynwentydd.</p> <p>Nododd y clerch fod % y praesept o'i gymharu â'r gyllideb yn 79.9% ac yn gyson â blynyddoedd blaenorol.</p> <p>Dywedodd y Cynghorydd K Taylor am bwysau ariannol y Cyngor Sir. Roedd yr Awdurdod Lleol angen cynnydd o 5% yn ei gyllideb ar gyfer 2025/26 gan Lywodraeth Cymru. Dim ond 2.5% a dderbyniwyd gyda codiad i £3.6% gan y Llywodraeth Ganolog. Mae hyn yn gadael diffyg enfawr i'w dalu o dreth y Cyngor a chronfeydd wrth gefn. Mae'r Awdurdod yn awyddus i beidio â thorri gwasanaethau. Cynghorodd am y cynnydd o 7% y gofynnwyd amdano gan y Gwasanaeth Tân a hyd yn hyn cynnydd heb ei ddatgan o bosibl 7 - 8% gan yr Heddlu. Dywedodd hefyd am y cynnydd posibl yng Nghyfraniad Yswiriant Gwladol y Cyflogwr a allai gostio £3.5m arall i'r Awdurdod os na roddir eithriad i weithwyr y sector cyhoeddus. Mae'r Awdurdod Lleol wedi cymryd gofal mawr i archwilio cyllideb pob adran i adnabod arbedion.</p> <p>Aeth y Pwyllgor drwy'r gyllideb llinell wrth linell i nodi unrhyw arbedion posibl ein hunain. Dywedodd y Cadeirydd y byddai unrhyw doriadau i'r gyllideb a wneir ar draul Cymuned y Fali a fod gan yy cyngfor cymuned</p>	<ul style="list-style-type: none"> <li>• Contractual obligations</li> <li>• Utility charges</li> <li>• Necessary administration costs</li> <li>• Essential maintenance and inspections</li> <li>• Pay increase</li> <li>• New Council Tax levied on Public Car Park</li> <li>• Increased rateable value and subsequent Council Tax increase on the football Field at Parc Mwd</li> <li>• Known asset maintenance requirements</li> <li>• Essential IT upgrade to ensure access to hybrid meetings in line with legislative requirements.</li> </ul> <p>The Clerk reported that the predicted Business Reserve will stand at £21,354.29 or 28% at 31/3/25 i.e. just above the minimum operating reserve of £25%. The suggested benchmark is between 25% &amp; 100% of required budget.</p> <p>Ynys Wen Reserves of £20,466.72 are earmarked for flood alleviation work and cemetery maintenance.</p> <p>The clerk noted that the % precept compared to budget is 79.9% and consistent with previous years.</p> <p>Cllr K Taylor advised of the County Council's financial pressures. The Local Authority required a 5% increase in its 2025/26 budget from Welsh Government. Only 2.5% was received which was topped up to 3.6% from Central Government. This leaves a huge deficit to be met from Council tax and reserves. The Authority is keen not to cut services. He advised of the 7% increase requested from the Fire Service and as yet an undeclared increase of possibly 7 – 8% from the Police. He also advised of the potential increase in Employer's National Insurance Contribution that could potentially cost the Authority a further £3.5m if no exemption is given to public sector workers. The Local Authority has taken great care to examine each department's budget to identify cost savings.</p> <p>The Committee went through the budget line by line to identify any potential savings ourselves. The Chairman advised that any cuts to the budget made would be at the detriment of the Valley Community and the</p>
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	ddyletswydd i gynnal asedau a chynnal y gwasanaethau sy'n cael eu darparu.	community council has a duty to maintain assets and maintain the services provided.
2.	<p><b>Argymhellion i'r Cyngor</b></p> <p>Derbyniodd y pwyllgor Adroddiad Monitro'r Gyllideb Chwarter 3 2024/25 ac Adroddiad Cyllideb a Gosod Praesept ar gyfer 2025/26 a gwnaeth yr argymhellion canlynol.</p> <p><b>Argymhelliad 1:</b> Cymeradwyo'r Datganiad Cyllideb ar gyfer Ch3, 1/4/24 i 31/12/24 fel cofnod gwir a chywir o sefyllfa ariannol Cyngor Cymuned y Fali ar 31/12/24.</p> <p><b>Argymhelliad 2:</b> Cymeradwyo'r Cysoniad Bancar 31/12/2024 fel cofnod gwir a chywir o gyfrifon banc y cyngor.</p> <p><b>Argymhelliad 3:</b> Cymeradwyo cynyddu oriau'r Clerc/SAC o 11 awr i 15 awr yr wythnos, gan gynhyrchu cynnydd cyflog o £9,234.146 i £12,594.73 y flwyddyn</p> <p><b>Argymhelliad 4:</b> Cymeradwyo cyfrifon Mynwent Ynys Wen ar gyfer Ch3 2024/25 fel cofnod gwir a chywir.</p> <p><b>Argymhelliad 5:</b> Cymeradwyo'r gyllideb adennill ddrafft o £76,330.59 ar gyfer 2025/26. Bydd hyn yn sicrhau y gallwn gwrdd ag unrhyw gynnydd chwyddiant ar ymrwymadau presennol a chynnal cyllideb adennill ar gyfer 2025/26.</p> <p><b>Argymhelliad 6:</b> I osod praesept o £60,994.89 ar gyfer 2025/26, megis cynnydd o £14,031.34 [30%] o'i gymharu â'r flwyddyn flaenorol.</p> <p>Mae hyn yn seiliedig ar gyfanswm cyllideb a ragwelir o £76,330.59 llai yr incwm disgwylidig ar gyfer 2025/26, sef £15,335.70.</p> <p>Mae hyn yn cynrychioli praesept o £56.19 y flwyddyn fesul eiddo yn seiliedig ar eiddo Band D yn erbyn tâl o £44.62 yn 2024/25. Me hyn yn gynnydd o £11.57 y flwyddyn ac yn cyfateb i dâl o 1.08c yr wythnos neu £4.68 y mis fesul eiddo.</p>	<p><b>Recommendations to the Council</b></p> <p>The committee accepted the Budget Monitoring Report Quarter 3 2024/25 and Budget and Precept Setting Report for 2025/26 and made the following recommendations.</p> <p><b>Recommendation 1:</b> To approve the Budget Statement for Q3, 1/4/24 to 31/12/24 as a true and accurate record of the Valley Community Council's financial position at 31/12/24.</p> <p><b>Recommendation 2:</b> To approve the Bank Reconciliation at 31/12/24 as a true and accurate record of the council's bank accounts.</p> <p><b>Recommendation 3:</b> To approve the increase of the Clerk/RFO's hours from 11 hours to 15 hours per week, generating a salary increase from £9,234.146 to £12,594.73 per annum</p> <p><b>Recommendation 4:</b> To approve the Ynys Wen Cemetery accounts for Q3 2024/25 as a true and accurate record.</p> <p><b>Recommendation 5:</b> To approve the draft breakeven budget of £76,330.59 for 2025/26. This will ensure that we can meet any inflationary increases on existing commitments and maintain a breakeven budget for 2025/26.</p> <p><b>Recommendation 6:</b> To set a precept of £60,994.89 for 2025/26, an increase of £14,031.34 [30%] on the previous year.</p> <p>This is based on a predicted total budget required of £76,330.59 less predicted income for 2025/26 of £15,335.70.</p> <p>This represents a precept of £56.19 per year per property based on a Band D property versus a charge of £44.62 in 2024/25. This is an increase of £11.57 per annum. This is turn equates to a charge of 1.08p per week or £4.68 per month per property.</p>

<p><b>Argymhelliad 7:</b> Cymeradwyo trosglwyddo cyllid o gyfrif Ynys Wen i'r cyfrif busnes ym mis Ebrill 2025 i ad-dalu costau cynnal a chadw rhedeg y fynwent yn 2024/25.</p> <p><b>Argymhelliad 8:</b> Cymeradwyo isafswm ac uchafswm Cronfa Wrth Gefn Gweithredol ar gyfer y Cyngor yn isafswm 3 mis [25%] o gost gweithredol hyd at uchafswm o 100% o'r gyllideb.</p> <p><b>Argymhelliad 9:</b> Cymeradwyo bod Cyfrif Mynwent Ynys Wen yn cael ei neilltuo ar gyfer costau sy'n gysylltiedig â chynnal a chadw a chynnal a chadw'r fynwent ond gellir cyrchu'r arian hwnnw fel mesur tymor byr, (e.e. taliadau TAW mawr nes bod hyn wedi'i hawlio'n ôl) yn amodol ar gytundeb y cyngor llawn.</p> <p><b>Argymhelliad 10:</b> Cymeradwyo bod Cronfa Wrth Gefn Ynys Wen yn parhau i gael eu 'clustnodi' er mwyn cynnal tiroedd claddu yn y gymuned.</p>	<p><b>Recommendation 7:</b> To approve the transfer of funding from Ynys Wen account to the business account in April 2025 to reimburse the maintenance cost of running the cemetery in 2024/25</p> <p><b>Recommendation 8:</b> To approve a minimum and maximum operational reserve for the Council to be a minimum 3 months [25%] of operational cost to a maximum of 100% of the budget.</p> <p><b>Recommendation 9:</b> To approve that the Ynys Wen Cemetery Account be ring-fenced for costs associated with the maintenance and upkeep of the cemetery but that funds may be accessed as a short-term measure, (e.g. large VAT payments until this has been claimed back) subject to the agreement of the full council.</p> <p><b>Recommendation 10:</b> To approve that the Ynys Wen Reserves remain 'Earmarked' in order to maintain burial grounds in the community.</p>
<p>Daeth y cyfarfod i ben am 8:40yh.</p>	<p>Meeting ended at 8:40pm</p>