

**COFNODION O GYFARFOD PWYLLGOR POLISI A CHYLLID, CYNGOR TREF
BAE COLWYN, A GYNHALIWDYD NOS FERCHER, 14^{EG} CHWFROR 2018 AM
6.30 P.M. YN YR YSTAFELL BWYLLGOR, NEUADD Y DREF, FFRDD RHIW,
BAE COLWYN**

YN BRESENNOL: Y Maer, Y Cynghorydd J. Pearson, (Cadeirydd)
Cynghorwyr C. Hughes, A. Mason, T. Pearson, P. Richards, K.
Swindon.

SWYDDOG: Mrs C. J. Earley, Clerc y Dref

326/17 Ymddiheuriadau am Absenoldeb:

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorwyr H. Meredith (Cadeirydd), J. Davies (Is-Gadeirydd), H. Fleet, A. Kealey ag A. Khan..

Penderfynwyd, yn absenoldeb y Cadeirydd a'r Is-Gadeirydd, i enwebu'r Maer i fod yn Gadeirydd y cyfarfod.

327/17 Datgan Cysylltiadau:

Atgoffwyd yr aelodau o'r angen iddynt ddatgan unrhyw gysylltiadau personol a / neu gysylltiadau sy'n rhagfarnu, a natur y fath gysylltiadau.

Datganwyd y cysylltiadau canlynol:

Cynghorydd T. Pearson - eitem 11(c) Cais C - Grant Ieuenctid gan Glwb Criced Bae Colwyn - (cysylltiad personol ag un all ragfarnu)

328/17 Cofnodion:

a) *Penderfynwyd cymeradwyo a llofnodi cywirdeb Cofnodion*

i *Y cyfarfod a gynhaliwyd ar 3^{ydd} Ionawr 2018.*

ii *Y Cyfarfod Arbennig a gynhaliwyd 22^{ain} Ionawr 2018*

b) *Penderfynwyd derbyn a nodi Cofnodion Drafft cyfarfod yr Is-Bwyllgor Adeiladau a gynhaliwyd ar 12^{fed} Rhagfyr 2017.*

329/17 Materion yn Codi o'r Cofnodion:

a) **Cofnod 231/17 - Seminar Blynyddol Iechyd a Diogelwch Cwmni Zurich:**

Rhoddodd y Clerc cyflwyniad byr ar lafar am y seminar blynyddol diweddar a gynhwysodd adolygiad o hawliadau diweddar, canllawiau asesu risg a sesiynau yn canolbwyntio ar weithio'n unigol a diogelu.

Cafwyd trafodaeth am ddiogelu a gwiriadau DBS. Cadarnhaodd y Clerc nad oedd yn bosibl i gael gwiriadau DBS gwell dim ond lle mae swyddi yn golygu cysylltiad uniongyrchol a phlant neu oedolion bregus. Enghraifft o hyn oedd nad oedd arolygydd meysydd chwarae angen gwiriad DBS.

Fe nodwyd bod y Clerc am arolygu nodiadau'r seminar ac archwilio polisiau a gweithdrefnau presennol y Cyngor mewn perthynas â diogelu a gweithio'n unigol. Bydd unrhyw argymhellion am ddiweddariadau neu newidiadau yn cael eu cyflwyno i'r Pwyllgor am gymeradwyaeth.

b) Cofnod 279/17 - Rheoliadau Diogelu Data Cyffredinol (RhDDC)

Cyflwynodd y Clerc cyngor pellach (gan Gymdeithas Clercod Cyngorau Lleol a gan Un Llais Cymru / Cymdeithas Genedlaethol Cyngorau Lleol) ar yr angen i benodi Swyddog Diogelu Data (SDD). Fe nodwyd yr achos sydd o flaen y Llywodraeth ar hyn o bryd i geisio i gynghorau plwyf / cymuned a thref cael eithrio allan. O'r cyngor a dderbyniwyd, fe ymddengys, hyd yn hyn, na fyddai'n briodol yn y mwyaftrif o Gynghorau, i'r Clerc fod yn SDD hefyd, oherwydd y posibilrwydd o wrthdaro yn y swyddogaethau. Os ddaw'n angenrheidiol i benodi SDD, bydd rhaid iddynt fod a'r cymhwysedd a'r medrusrwydd angenrheidiol a dealltwriaeth dda o sector llywodraeth leol. Bu'r Clerc yn edrych ar y rhai allai cyflawni'r gwasanaeth hwn a hyd yn hyn fe ddynodwyd SDD Cyngor Bwrdeistref Sirol Conwy (CBSC) (heb ei benodi ar ddiwedd Ionawr), JDH Business Services (ein Harchwilydd Mewnol) a Microshade (darparwydd ein gwasanaeth TG). Ceir manylion am y gwasanaeth sydd ar gael a'r costau gan bob un ohonynt yn y man.

Yna trafodwyd y posibilrwydd o berson lleyg profiadol neu gynghorydd lleol cymryd y swydd o SDD yn wirfoddol, neu a fedrai Clercod fod yn SDD i Gynghorau cyfagos.

Penderfynwyd gofyn i'r Clerc holi a fyddai'n gyfreithlon i Gynghorydd cymryd y swydd hon, a disgwyl am adroddiad pellach gan y Clerc.

c) Cofnod 285/17(d) - Rheoli Asbestos:

Rhoddodd y Clerc diweddariad byr ar lafar, i gadarnhau bod y gwaith o symud yr asbestos o'r storfa wag yng nghefn yr adeilad wedi ei gwblhau ar ddiwedd Ionawr. Cyflwynwyd gohebiaeth oddi wrth Environmental Essentials ynglŷn â'r rheolaeth barhaus o unrhyw asbestos sy'n weddill (yn y pad o dan y sinc ac efallai yn gludydd teils y llawr). Gall hwn cael ei gynnwys yng nghynllun rheoli asbestos y safle sy'n cael ei baratoi ar hyn o bryd.

Penderfynwyd derbyn a nodi'r adroddiad a'r ohebiaeth.

330/17 Cyllid:

- a) ***Penderfynwyd rhoi awdurdod am y taliadau a wnaed ar ran y Cyngor am y cyfnod 21/12/17 hyd at 31/1/18.***
- b) ***Penderfynwyd derbyn copi o gyfriflenni cysoni'r banc fel yr oedd ar 31/12/2017 a rhoi awdurdod i'r Clerc a'r Cadeirydd i'w gwirio a'u llofnodi.***
- c) ***Penderfynwyd derbyn a nodi'r wybodaeth am Gronfa Eiddo CCLA Awdurdodau Lleol.***

331/17 Llywodraeth Cymru / Y Cynulliad Cenedlaethol:

Cyflwynodd y Clerc yr ohebiaeth ganlynol i gael ei ystyried:

- a) Canllawiau Statudol i Awdurdodau Lleol: Strategaethau Toiledau Lleol.

Penderfynwyd derbyn a nodi'r ddogfen ymgynghori

332/17 Cyngor Bwrdeistref Sirol Conwy (CBSC):

Rhoddodd y Clerc adroddiad byr ar lafar am gyfarfod Grŵp Rheoli Strategaeth Byw yn y Bae i adolygu'r Prif Gynllun a gynhaliwyd ar 30^{ain} Ionawr a chyfarfod Grŵp Swyddogion Byw yn y Bae a gynhaliwyd ar 5^{ed} Chwefror. Fe nodwyd bydd y gweithdy i arolygu'r Prif Gynllun yn cael ei redeg eto ar gyfer y Cynghorwyr Tref ar ddydd Llun 19^{eg} Chwefror.

Penderfynwyd derbyn a nodi adroddiad y Clerc.

333/17 Swyddfa Archwilio Cymru:

Cyflwynodd y Clerc adroddiad Archwilydd Cyffredinol Cymru ar Reolaeth Ariannol a Threfn Lywodraethol mewn Cynghorau Lleol 2016/17.

Penderfynwyd derbyn a nodi'r adroddiad a gyflwynir i'r Is-Bwyllgor Archwilio hefyd yn y man.

334/17 Comisiynydd Cenedlaethau'r Dyfodol Cymru:

Fe nodwyd bod y Comisiynydd wedi cyhoeddi Fframwaith Cenedlaethau'r Dyfodol ar gyfer prosiectau isadeiledd yn ddiweddar.

335/17 Panel Annibynnol Cymru ar Gvdnabyddiaeth Ariannol:

- a) Fe nodwyd bod yr Adroddiad Blynyddol (terfynol) 2018/19 i'w ddisgwyl yn fuan ond nid yw'n hysbys hyd yn hyn os bydd unrhyw lwfansau aelodau 2018/19 yn orfodol, neu a fydd Cyllid a Thollau Ei Mawrhydi (CThem) yn cytuno i lwfansau sylfaenol yr aelodau cael eu talu heb dynnu'r dreth.
- b) Rhoddodd y Clerc diweddariad byr ar lafar am y taliadau lwfans na thalwyd i aelodau am y flwyddyn Drefol bresennol. Fe nodwyd i'r rhain cael eu cymeradwyo gan y Cyngor yn Ebrill 2017, ond fe ohiriwyd eu talu wrth ddisgwyl am arweiniad gan CThem ar y statws treth. Fodd bynnag, bydd rhaid i'r holl aelodau nad ydynt am eithrio allan cael eu talu erbyn Mai 2018. Felly, rhaid ystyried opsiynau cyflogres sydd ar gael, rhag ofn na dderbynnir penderfyniad CThem cyn hynny neu nad yw'n mynd o'n plaid.

Cyflwynodd y Clerc prisiau gan dri darparwydd cyflogres:

- i) Ymuno a gwasanaeth cyflogres CBSC am amcan bris o oddeutu £1.000 y flwyddyn .
- ii) Defnyddio gwasanaeth darparwr cyflogres arbenigol (yn cael ei ddefnyddio gan gyngor lleol) i redeg cyflogres fisol, paratoi slip cyflog a P60 a chyflwyno canlyniadau i CThem a Phensiynau Gwynedd. Byddai'r gost yn amrywio yn dibynnu ar y cynghorwyr / staff sy'n derbyn taliadau pob mis / blwyddyn, ond mi fyddai oddeutu yn uchafswm o £1,000 yn y flwyddyn gyntaf (yn cynnwys taliadau i baratoi) a £650 y flwyddyn wedi hyn.

- iii) Prynu meddalwedd cyflogres arbenigol (SAGE 50) a gofyn i'r Clerc parhau i wneud y gwaith misol / blynyddol ar y gyflogres am amcan bris o £336 y flwyddyn i hyd at 25 o bobl neu £672 y flwyddyn am dros 25, yn ychwanegol at amser y Clerc.

Dywedodd y Clerc wrth yr aelodau byddai o help i gael mynegiad o'r nifer o gynghorwyr a fyddai'n hoffi hawlio'r lwfans yn y flwyddyn bresennol, er mwyn gallu gwneud cymhariaeth gywir o'r dewisiadau uchod.

Cafwyd trafodaeth am a fyddai'r penderfyniad i dalu'r lwfans sylfaenol yn cael ei adolygu gan y Cyngor unwaith eto, o gofio'r wybodaeth newydd sydd ar gael am y costau ychwanegol o'i weithredu. Bu trafodaeth hefyd am y goblygiadau i amgylchiadau ariannol unigol yr aelodau, gyda phryder yn cael ei ddatgan gall y rhai sydd mwyaf angen y lwfans dioddef gostyngiad yn eu budd-daliadau os ydynt am ei hawlio. Fe nodwyd byddai amgylchiadau unigol pob aelod yn wahanol a byddai i fynnu i bob aelod gwneud yn siŵr / cadarnhau hyn eu hunain cyn penderfynu derbyn y lwfans.

- Gadawodd y Cynghorydd A. Mason y cyfarfod yn ystod y drafodaeth hon.

Penderfynwyd gofyn i'r Clerc ysgrifennu at bob aelod i ddweud wrthynt am eu hawl i hawlio lwfans sylfaenol aelodau am 2018/19 a gofyn i bob aelod arwyddo ffurflen a'i ddychwelyd i naill ai hawlio'r lwfans neu i eithrio. Yna bydd y Clerc yn gallu rhoi costau mwy cywir i'r Pwyllgor ar gyfer gwahanol ddewisiadau system y gyflogres.

336/17 Grantiau:

- a) ***Penderfynwyd rhoi awdurdod i'r Clerc wneud cais am grant o £500 tuag at y costau o gynnal y sesiynau Chwarae Allan yn yr haf.***
- b) Cyflwynodd y Clerc cais am grant am Ddigwyddiad i'w ystyried. Derbyniwyd y cais yn y swyddfa ar 7 Rhagfyr, ond yn anfwriadol, cafodd ei adael allan o ffeil grantiau am Ddigwyddiadau yn y cyfarfod diwethaf. Fe nodwyd bod £3,200 dal heb ei ddyrannu yng nghronfa Grantiau am Ddigwyddiadau ar gyfer 2018/19.

Penderfynwyd argymhell cymeradwyo grant o £2,312 i Ddatblygiad Chwarae CVSC i ddathlu'r Diwrnod Chwarae blynyddol ym Mharc Eirias.

- c) Cyflwynodd y Clerc un deg pedwar o geisiadau am Grant Ieuenctid a dderbyniwyd ar gyfer 2017/18 i gael eu hystyried.

O ystyried yr amser (8pm) gofynnwyd i'r aelodau a hoffent ohirio'r eitem hon a chynnal cyfarfod Arbennig i'w hystyried cyn Cyfarfod y Cyngor ar 5^{ed} Mawrth.

Penderfynwyd parhau i ystyried y ceisiadau am Grantiau Ieuenctid ac argymhell dyfarnu grantiau fel y manylir arnynt yn Atodiad B sydd gyda hwn.

Gadawodd y Cynghorydd T. Pearson yr ystafell bwyllgor tra bu cais D (Clwb Criced Bae Colwyn) yn cael ei ystyried gan ei fod wedi datgan cysylltiad personol ag un all ragfarnu.

ch) Cyflwynodd y Clerc, er gwybodaeth, gwerthusiad BID Colwyn ar Wyl y 1940au a gynhaliwyd yn 2017 a gofynnwyd i'r Aelodau cymeradwyo talu'r grant tuag at ddigwyddiad 2018..

Penderfynwyd cymeradwyo talu'r grant tuag at ddigwyddiad 2018 yn unol â'r gyllideb a gymeradwywyd.

d) Fe nodwyd y derbyniwyd llythyrau o ddiolch / adroddiadau gan y canlynol a dderbyniodd grantiau:

(i) Grantiau Bach: Gŵyl Gorawl Colwyn

ii) Grantiau Mawr (2018/19): Siop Cyngori ar Fudd-daliadau, Cruse, Home Start Conwy, Canolfan Gymunedol Bae Colwyn Uchaf.

iii) Grantiau am Ddigwyddiadau: Cyngor Bwrdeistref Sirol Conwy., Clwb Criced Bae Colwyn

Daeth y cyfarfod i ben am 9.30 p.m.

.....Cadeirydd

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE OF THE BAY OF COLWYN TOWN COUNCIL, HELD IN THE COMMITTEE ROOM, TOWN HALL, RHIW ROAD, COLWYN BAY AT 6.30 P.M. ON WEDNESDAY 14TH FEBRUARY 2018

PRESENT: The Mayor, Cllr J Pearson (Chairman)
Cllrs: C Hughes, A Mason, T Pearson, P Richards, K Swindon

OFFICER: Mrs Tina Earley, Town Clerk

326/17 Apologies for Absence:

Apologies for absence were received from Cllrs H Meredith (Chairman), J Davies (Vice-Chairman), H Fleet, A Kealey and, A Khan.

Resolved, in the absence of the Chair and Vice-Chair, to appoint the Mayor as Chairman for this meeting.

327/17 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. The following interests were declared:

- Cllr T Pearson, personal and prejudicial interest in item 11(c) – youth grant application from Colwyn Bay Cricket Club.

328/17 Minutes:

- a) *Resolved to approve and sign as a correct record the Minutes of:*
 - i) *The meeting held on 3rd January 2018.*
 - ii) *The Special Meeting, held on 22nd January 2018.*
- b) *Resolved to receive a copy of the Draft Minutes of the Buildings Sub-Committee Meeting, held on 12th December 2017.*

329/17 Matters Arising from the Minutes:

- a) Min. 231/17 – Zurich Annual Health & Safety Seminar:

The Clerk gave a brief verbal report on the recent annual seminar, which had included a recent claims review, risk assessment guidance and focus sessions on lone working and safeguarding.

A discussion followed around safeguarding and DBS checks and the Clerk confirmed that enhanced DBS checks were only possible to obtain for roles which involve direct contact with children or vulnerable adults. An example given was that a playground inspector would not need a DBS check.

It was noted that the Clerk would be reviewing the notes from the seminar and checking the Council's current policies and procedures in relation to both safeguarding and lone working. Any recommended updates or amendments would be brought to this Committee for approval.

b) Min. 279/17 – General Data Protection Regulations:

The Clerk submitted further advice (from the Society of Local Council Clerks and from OVW/NALC) on the need to appoint a Data Protection Officer and it was noted that a case is currently being taken to Government to seek an exemption for parish/community and town councils. It would appear from the advice received to date that it would not be appropriate, in most Councils, for the Clerk to also be the DPO, due to the potential conflict of roles. If it does become necessary to appoint a DPO, they must have the necessary competence and expertise and a good understanding of the local government sector. The Clerk has been looking into potential providers of this service and has so far identified the CCBC DPO (not yet appointed, as at end of January), JDH Business Services (our Internal Auditor) and Microshade (our IT service provider). Details of the service available and respective costs will be obtained from each of these in due course.

A discussion ensued about whether a suitably experienced layperson or councillor could take on the role of the DPO, on a voluntary basis, or whether Clerks could act as DPO to neighbouring Councils.

Resolved to request that the Clerk enquires if a local Councillor could legally fulfil this role and to await a follow-up report from the Clerk.

c) Min. 285/17(d) – Asbestos Management:

The Clerk gave a brief verbal update from the Clerk, confirming that the asbestos removal works in the rear vacant storeroom had been completed at the end of January. Correspondence was submitted from Environmental Essentials regarding ongoing management of any remaining asbestos (in the under-sink pad and possibly in the remaining floor tile adhesive). This will be included in the asbestos management plan for the site, which is currently being prepared.

Resolved to receive and note the report and correspondence.

330/17 Finance:

- a) *Resolved to authorise payments made on behalf of the Council for the period 21/12/17 to 31/1/18.*
- b) *Resolved to receive and authorise the Clerk and Chairman to check and sign the bank reconciliations as at 31/12/17.*
- c) *Resolved to receive and note information on the CCLA Local Authority's Property Fund.*

331/17 Welsh Government / National Assembly:

The Clerk submitted the following correspondence, for consideration:

- a) Statutory Guidance for Local Authorities: Local Toilet Strategies

Resolved to receive and note the consultation document.

332/17 Conwy County Borough Council:

The Clerk gave a brief verbal report on the Bay Life Strategic Management Group's Masterplan review meeting, held on 30th January, and the Bay Life Officer Group meeting, held on 5th February. It was noted that the Masterplan review workshop is being run again for Town Councillors on Monday 19th February.

Resolved to receive and note the report from the Clerk.

333/17 Wales Audit Office:

The Clerk submitted, for information, the report of the Auditor General for Wales on Financial Management and Governance in Local Councils 2016'17.

Resolved to receive and note the report, which will be also submitted to the Audit Sub-Committee.

334/17 Future Generations Commissioner for Wales:

It was noted that the Commissioner has recently published a Future Generations Framework for infrastructure projects.

335/17 Independent Remuneration Panel for Wales:

- a) It was noted that the Annual Report (final) for 2018/19 is expected shortly and it is not yet known whether any allowances for members will be compulsory for 2018/19, or if HMRC will agree for the basic members' allowance to be paid without tax deductions.
- b) The Clerk gave a brief verbal update on outstanding allowance payments to members for the current Municipal year. It was noted that these had been approved by the Council in April 2017, but payment had been deferred pending any ruling from HMRC on their tax status. However, they would need to be paid by May 2018 to all those members who don't opt out and consideration must therefore be given to available payroll options, in case the HMRC decision is either not received before then, or does not go in our favour.

The Clerk submitted prices from three payroll providers:

- i) Buy-in to the CCBC payroll service, at an anticipated cost of around £1,000p.a.
- ii) Use a specialist payroll provider (used by a local council) to run the monthly payroll, issue payslips and P60s and submit returns to HMRC and Gwynedd Pensions. The cost of this would vary, depending on the number of councillors/staff receiving payments each month/year, but would be approximately £1,000 max in year one (including set up fees) and £650 p.a. thereafter.

- iii) Purchase specialist payroll software (SAGE 50) and request the Clerk continues to do the monthly/annual payroll tasks, at an approximate cost of £336 p.a. for up to 25 people or £672 p.a. for over 25, plus the Clerk's time.

The Clerk advised members that it would be helpful to have an indication of the number of councillors who would like to claim the allowance in the current year, to enable the above options to be more accurately compared

A discussion ensued about whether the decision to pay the basic allowance should be taken back to Council to review, given the new information available on the additional costs to implement it. There was also discussion about the implications for members' individual financial circumstances, with concern expressed that those most in need of the allowance may suffer a reduction in benefits if they were to claim it. It was noted that each individual member's circumstances would be different and this would be up to each member to check/confirm themselves, before deciding if to accept the allowance.

- Cllr A Mason retired from the meeting during this discussion.

Resolved to request that the Clerk writes to each member to inform them of their right to claim the basic members' allowance for 2018/19 and to request that each member signs and returns a form to either claim the allowance or to opt out. The Clerk will then be able to provide the Committee with a more accurate costing for the various payroll options.

336/17 Grants:

- a) ***Resolved to authorise the Clerk to apply for a £500 grant towards the cost of the summer Playing Out sessions.***
- b) The Clerk submitted, for consideration, an Events Grant application which had been received in the office on 7 December, but accidentally omitted from the Events grant file at the last meeting. It was noted that there is £3,200 as yet unallocated in the Events Grant budget for 2018/19.

Resolved to recommend that a grant of £2,312 to CVSC Play Development for the annual Play Day celebration in Eirias Park be approved.

- c) The Clerk submitted, for consideration, the fourteen new Youth Grant applications received for 2017'18.

Given the time (8pm), members were asked whether they wanted to defer this item and convene a Special meeting to consider them prior to the Council meeting on 5th March.

Resolved to continue with consideration of the youth grant applications and recommend that grants are awarded, as detailed in Schedule B attached.

Cllr T Pearson retired from the meeting room during consideration of application D (Colwyn Bay Cricket Club), having declared a personal and prejudicial interest.

- d) The Clerk submitted, for information, the evaluation report from Colwyn BID on the 2017 1940s Festival and members were asked to approve payment of the grant for the 2018 event.

Resolved to approve payment of the grant for the 2018 event, in accordance with the approved budget.

- e) It was noted that letters of thanks/ reports have been received from the following grant recipients:
 - i) Small Grants: Colwyn Choral Festival.
 - ii) Large Grants (18'19): Benefits Advice Shop, Cruse, Home Start Conwy, Upper Colwyn Bay Community Centre
 - iii) Events Grants: Conwy CBC, Colwyn Bay Cricket Club.

The meeting closed at 9.30 p.m.

..... Chairman