COFNODION O GYFARFOD CYNGOR TREF BAE COLWYN A GYNHALIWYD YN RHITHIOL (TRWY ZOOM), NOS LUN, 15FED MEHEFIN 2020 AM 6.30 P.M.

YN BRESENNOL: Y Maer, y Cynghorydd N. Bastow
Cynghorwyr Mrs Glenys Baker, Bob Barton, G. Campbell, Mrs H. Fleet; D. Howcroft, C. Hughes, Mrs M. Jones, A Khan, A. Pearson, J. Pearson, M. Pickard, P Richards, Mrs K. Swindon, M. Tasker, M. Worth..

SWYDDOGION: Mrs C. J. Earley, Clerc y Dref
Mrs R. Dudley. Clerc Cynorthwyol

HEFYD YN BRESENNOL: Cynghorydd Sirol Conwy Cheryl Carlisle

499/19 <u>Croeso ag Ymddiheuriadau am Absenoldeb:</u>

a) Cyflwynwyd ymddiheuriadau am absenoldeb oddi wrth y Cynghorwyr G. Howcroft-Jones, D. Jones ag H. Meredith
b) Cyflwynodd y Clerc cais am ganiatâd i gael cyfnod o absenoldeb dros dro gan y Cynghorydd H. Meredith, nad yw'n gallu ymuno a chyfarfodydd rhithiol ar hyn o bryd, a'r Cynghorydd G. Howcroft-Jones, ar sail iechyd.
Penderfynwyd caniatáu cyfnod o absenoldeb dros dro i'r Cynghorwyr G. Howcroft-Jones ag H. Meredith ar sail iechyd / methu mynychu cyfarfodydd
c) Cyflwynodd y Clerc cais gan y Cynghorydd C. Matthews i gael ildio'i sedd ar Bwyllgor Amcanion Cyffredinol a Chynllunio oherwydd gwaeledd
Penderfynwyd tynnu enw'r Cynghorydd C. Matthews o aelodaeth y Pwyllgor Amcanion Cyffredinol a Chynllunio dros dro hyd nes iddo ddatgan ei fod wedi gwella digon i barhau.

500/19 Cyhoeddiadau:

Cyfeiriodd y Maer yn fyr at y gwaith a wneir gan y Tîm Ymateb i Argyfwng y Pandemig (TYAP) yn ei chyfarfodydd wythnosol.

Yna gwahoddwyd y Cynghorydd Carlisle i annerch y cyfarfod gan y Cadeirydd. Diolchodd i'r Cyngor Tref am y gwaith caled a wneir yn ystod yr Argyfwng Covid-19, megis dosbarthu grantiau i grwpiau lleol sy'n cefnogi ein cymuned. Mae Cyngor Bwrdeistref Sirol Conwy (CBSC) yn gwerthfawrogi'n fawr iawn y gefnogaeth a geir gan y Cyngor Tref. Dywedodd y Cynghorydd Carlisle bod y Cabinet yn cyhoeddi diweddariadau beunyddiol trwy swyddfa'r wasg a chadarnhaodd y Clerc bod y Cyngor Tref yn eu derbyn a'i bod yn eu hanfon ymlaen at bob Aelodau.

501/19 <u>Datgan Cysylltiadau:</u>

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

353/19 <u>Cofnodion:</u>

a ***Penderfynwyd derbyn, cymeradwyo a llofnodi cywirdeb cofnodion***
(i) ***Cyfarfod Arferol diwethaf y Cyngor a gynhaliwyd ar 2ail Mawrth 2020.***

(ii) ***Y Cyfarfod Arbennig a gynhaliwyd ar 17eg Mawrth 2020.***

b. ***Penderfynwyd derbyn copi o gofnodion y cyfarfodydd canlynol:***

i. Pwyllgor Amcanion Cyffredinol a Chynllunio a gynhaliwyd ar 17eg Mawrth, 5edMai a 26ain Mai 2020 (drafft)

ii Pwyllgor Polisi a Chyllid a gynhaliwyd ar 20fed Mai 2020 (drafft)

iii Pwyllgor Colwyn yn ei Blodau a gynhaliwyd ar 2ail Mawrth 2020 (drafft)

iv Pwyllgor Gwobrwyo Gwirfoddolwyr a gynhaliwyd ar 2ail Mawrth 2020 (drafft)

c. Y Tîm Ymateb i'r Argyfwng Pandemig (TYAP):

(i) Fe nodwyd bod TYAP yn parhau i gyfarfod yn wythnosol a bod nodiadau'r cyfarfodydd yn cael eu hanfon at bob Aelod. Diolchwyd i TYAP a'r Clerc am y gwaith caled a wneir ganddynt ac am gadw mewn cysylltiad.

Penderfynwyd derbyn y nodiadau'n ffurfiol ac i gadarnhau penderfyniadau'r Tîm o 17egMawrth hyd at 11egMehefin 2020.

(iii) **Y Cyfarfod Blynyddol:** Gofynnwyd i'r Aelodau ystyried argymhelliad diweddaraf TYAP i gynnal y Cyfarfod Blynyddol yng Ngorffennaf, yn union cyn cyfarfod nesaf y Cyngor. Byddai hyn yn galluogi cynnal y busnes arferol yn cynnwys ail-benodi Pwyllgorau, cymeradwyo dyddiadau cyfarfodydd, penodi cynrychiolwyr i fudiadau allanol, cyhoeddi'r adroddiad blynyddol, ayb. Bydd ethol y Maer a'r Dirprwy Faer yn cael ei ohirio hyd nes bydd cyfarfodydd arferol yn ailgychwyn yn ddiogel.

Penderfynwyd cytuno a'r argymhellion i gynnal y Cyfarfod Blynyddol yng Ngorffennaf ac i ohirio ethol y Maer a'r Dirprwy Faer tan ellir cynnal cyfarfodydd arferol yn ddiogel,

503/19 <u>Materion yn Codi o'r Cofnodion Hynny:</u>

Penderfynwyd nodi argymhellion y Pwyllgorau fel y maent yn ymddangos yn y Cofnodion.

504/19 <u>Cyngor Bwrdeistref Sirol Conwy (CBSC):</u>

Rhoddodd y Clerc diweddariad byr i'r Aelodau am y cyfarfodydd oedd yn parhau i gael eu cynnal rhwng y Cynghorau Tref lleol a Swyddogion ac Aelodau Cabinet CBS Conwy, sydd ar hyn o bryd yn cael eu cynnal pob tair wythnos. Dywedodd y Clerc bod hwn wedi bod yn fodd ardderchog o gyfathrebu ac yn fforwm defnyddiol i drafod y gofynion cymunedol am gefnogaeth yn ystod y pandemig ac i dderbyn y wybodaeth ddiweddaraf ac amserol am wasanaethau.

505/19 <u>Y Cyfrifon a'r Archwiliad Blynyddol:</u>

a) Cyflwynodd y Clerc copi o Ddatganiad drafft y Cyfrifon ynghyd a nodiadau esboniadol a gofynnodd i'r Aelodau os oedd ganddynt unrhyw gwestiynau. Diolchwyd i'r Clerc am y gwaith a wnaed ganddi i baratoi'r cyfrifon yn ystod cyfnod mor bryderus a phrysur.

Penderfynwyd derbyn a chymeradwyo'r Datganiad drafft o'r Cyfrifon a'r nodiadau esboniadol a welir yn Atodiad 'A' sydd gyda hwn.

b) Cyflwynodd y Clerc yr Adroddiad ar yr Archwiliad Mewnol am y flwyddyn a ddaeth i ben ar 31ain Mawrth 2020. Eglurodd y Clerc bod un mater newydd wedi codi gyda 2 nodyn dilynol o'r flwyddyn cynt. Roedd

y ddau gynaf o rain yn wallau bach gweinyddol a nodwyd a chawsant eu newid a llaw ar yr adroddiadau copi caled yn y swyddfa ond nid ar y copïau electroneg a gyflwynwyd i'r archwilydd, Y trydydd mater oedd yn ymwneud a Chytundeb y Tân Gwyllt gyda'r Orsaf Dân. I gydymffurfio a Rheoliadau Ariannol y Cyngor, rhaid cael tri phris am y gwaith. Fodd bynnag, cafodd y cytundeb oedd yn bodoli ei ymestyn am flwyddyn ychwanegol ar gyfer digwyddiad 2019 (y tro olaf y ceisiwyd tri phris oedd yn 2017). Dylai'r cofnod datgan nid yn unig y rhesymau am wneud hyn (fe wnaed hyn), ond fe ddylai'r Cyngor hefyd cadarnhau ei bod yn cymeradwyo diystyru'r Rheoliadau Ariannol parthed adnewyddu'r cytundeb,

Penderfynwyd nodi adroddiad yr Archwilydd Mewnol a chymeradwyo ymateb y Clerc / y Swyddog Ariannol Cyfrifol.

c) Cyflwynodd y Clerc y Canlyniad Blynyddol oedd yn cynnwys y datganiadau cyfrifon a'r Datganiad Blynyddol ar Reolaeth am y flwyddyn a ddaeth i ben ar 31ain Mawrth 2020.

Penderfynwyd cymeradwyo'r datganiadau cyfrifon a'r Datganiadau blynyddol ar reolaeth i'w llofnodi gan y Maer cyn eu cyflwyno am archwiliad allanol.

ch) Cyflwynodd y Clerc adroddiad yn dangos yr amcangyfrif diweddaraf am yr arian wrth gefn, o gofio am sefyllfa diwedd y flwyddyn ar 31.3.20. Fe argymhellwyd trosglwyddo nifer o gyllidebau lle bu tanwariant o 2019/20 i'w gwario yn 2020/21.

Penderfynwyd cymeradwyo trosglwyddo cyllidebau lle bu tanwariant i 2020/21 fel y gwelir yn Atodiad 'B' sydd gyda hwn.

d) Rhoddodd y Clerc adroddiad ar lafar am effeithiau (diweddaraf) COVID-19 ar incwm / gwariant 2020/21, oherwydd y cloi i lawr a chanslo digwyddiadau, yn cynnwys cyngherddau'r haf, nifer o ddigwyddiadau lleol, cynlluniau chwarae'r haf, Diwrnod y Prom ayb. O gofio'r golled incwm o ganslo'r defnydd o ystafelloedd, effaith net y canslo yma byddai tanwariant o oddeutu £40,000. Fe nodwyd bod CBSC yn archwilio'r posibilrwydd o gyflwyno digwyddiad i oleuo'r dref yn y gaeaf a bydd adroddiad am hyn yn cael ei gyflwyno i gael ei ystyried yn y man (am gefnogaeth ariannol).

Penderfynwyd nodi effaith posibl COVID-19 ar y gyllideb ac i gofio am hyn wrth ystyried maint y gefnogaeth bydd ei angen gan y gymuned leol wrth i ni yn raddol dod allan o'r cloi i lawr.

506/19 <u>Yr Adroddiad Blynyddol:</u>

Cyflwynodd y Clerc Adroddiad Blynyddol drafft 2019/20 i gael ei gymeradwyo.

Penderfynwyd cymeradwyo cyfieithiad Adroddiad Blynyddol 2019/20 i gael ei gyflwyno i'r Cyfarfod Blynyddol yng Ngorffennaf.

Cyflwynodd y Clerc hefyd crynodeb un dudalen o'r Adroddiad a gyhoeddwyd ar ffurf 'Infographic' gan y Cyngor Tref, a gofynnwyd i'r Aelodau a hoffent ystyried cynhyrchu rhywbeth tebyg i'w rannu ar y cyfryngau cymdeithasol er mwyn cyrraedd y rhai na hoffent ddarllen adroddiad 18 tudalen mwy manwl. Mae Infographic yn rhoi ciplun o ffeithiau am yr hyn a gyflawnwyd gan y Cyngor yn y flwyddyn. Fe nodwyd bod y Clerc wedi derbyn pris o £150 (+ TAW) am gynhyrchu fersiwn ddwyieithog mewn arddull tebyg.

Penderfynwyd rhoi awdurdod dirprwyol i'r Clerc cael symud ymlaen i gynhyrchu fersiwn Infographic, gyda chymorth gan View Creative am gost o £150.

507/19 <u>Y Cynllun Corfforaethol:</u>

Cyflwynodd y Clerc y Cynllun Gwaith arfaethedig ar gyfer 2020/21, yn cynnwys gweithgareddau ychwanegol ar gyfer yr Addewid Werdd. Croesawyd cynhwysiad Gweithgareddau'r Addewid Werdd gan yr Aelodau. Cadarnhaodd y Clerc bydd y geiriad yn 5.1 yn ymwneud a BID Colwyn yn cael ei ddiweddaru yn dilyn diflaniad BID.

Penderfynwyd derbyn a chymeradwyo Cynllun Gwaith 2020/21 yn amodol ar newid 5.1 fel y gwelir yn Atodiad 'C' sydd gyda hwn.

508/19 <u>Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol (PACGA):</u>

a) Cyflwynodd y Clerc yr adroddiadategol ynglŷn ag ad-dalu costau gofal.

b) Cyflwynodd y Clerc y cyhoeddiad drafft am ganlyniadau 2019/20 i gael ei gymeradwyo. Cafwyd trafodaeth am faterion yn ymwneud a'r angen i dalu taliadau bychan sylfaenol trwy'r gyflogres ag effaith y penderfyniad yma ar rai o'r Aelodau, a ddylent hawlio eu taliad sylfaenol ai peidio. Mynegwyd pryder na ddylid codi rhwystrau i'r ffordd rhaid / hoffai i rai cael <u>eu</u> talu. Dywedodd y Clerc y byddai'n hoffi cynnig archwilio'r posibilrwydd i wneud taliadau ar adegau rheolaidd trwy gydol y flwyddyn, er mwyn lleihau'r nifer o daliadau i fod o fewn gallu meddalwedd CthEM. ***Penderfynwyd derbyn yr adroddiad ategol a rhoi awdurdod i gyflwyno a chyhoeddi'r canlyniad blynyddol yn unol â gofynion PACGA fel mae'n ymddangos yn Atodiad 'D' sydd gyda hwn.***

509/19 <u>Cymeradwyo Taliadau:</u>

a) Nodwyd gan yr Aelodau bod taliadau brys yn parhau i gael eu cymeradwyo / ystyried yn wythnosol gan TYAP.

b) ***Penderfynwyd cymeradwyo talu'r cyfraniad blynyddol o £55,000 tuag at y costau o redeg Theatr Colwyn.***

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Daeth y Cyfarfod i ben am 7.50 pm

.....Cadeirydd

MINUTES OF A MEETING OF THE BAY OF COLWYN TOWN COUNCIL, HELD REMOTELY (VIA ZOOM) AT 6.30 P.M. ON MONDAY 15TH JUNE 2020

PRESENT: The Mayor, Cllr N Bastow
Cllrs: Glenys Baker; Bob Barton; G Campbell; H Fleet; D Howcroft; C Hughes; Mrs M Jones; A Khan; A Pearson; J Pearson; M Pickard; P Richards; K Swindon; M Tasker and M Worth.

OFFICER: Mrs C Earley, Town Clerk
Mrs R Dudley, Assistant Clerk

IN ATTENDANCE: County Cllr: C Carlisle

219/19 Welcome and Apologies for Absence:

a) Apologies for absence were received from Cllrs: G Howcroft-Jones; D Jones and H Meredith.
b) The Clerk submitted a request to consider the approval of a temporary leave of absence for Cllr H Meredith, who is currently unable to access remote meetings, and Cllr G Howcroft-Jones, on medical grounds.
Resolved to approve a period of temporary leave for Cllrs G Howcroft-Jones and H Meredith on health/access grounds.
c) The Clerk submitted a request from Cllr C Matthews to stand down from the General Purpose and Planning Committee, due to ill health.
Resolved that Cllr C Matthews be temporarily removed from membership of the General Purpose and Planning Committee, until he advises that he is well enough to resume.

220/19 Announcements:

The Mayor made a brief reference to the work being done by the Pandemic Crises Response Team (PCRT) in its weekly meetings.

Cllr Carlisle was then invited to speak by the Chairman and she thanked the Town Council for its hard work during the CoVid Crisis, such as the issuing of grants to local groups supporting our community. Conwy CBC were very appreciative of the Town Council's support. Cllr Carlisle said the Cabinet were issuing daily updates via the press office and the Clerk confirmed that the Town Council was receiving these and forwarding them to all members.

221/19 Declarations of Interest:

Members were reminded that they must declare the existence and nature of any personal and/or prejudicial interests. None were declared.

222/19 Minutes:

a) ***Resolved to receive, approve and sign, as a correct record***
   i) The minutes of the last Ordinary meeting of the Council, held on 2nd March 2020.
   ii) The minutes of the Special Meeting held on 17th March 2020.

b) ***Resolved to <u>receive</u> and note the minutes of the following meetings:***

i) The General Purpose & Planning Committee held on 17th March, 5th May and 26th May 2020 (draft).
ii) The Policy & Finance Committee held on 20th May 2020 (draft).
iii) The Colwyn in Bloom Committee held on 4th March 2020 (draft).
iv) The Volunteer Awards Committee held on 2nd March 2020 (draft).

c) Pandemic Crisis Response Team:

i) It was noted that the PCRT continues to meet weekly and the notes are forwarded to all members. Members thanked the PCRT and the Clerk for all their hard work and for keeping them informed.
Resolved to formally receive the notes and to ratify the decisions of the team for the period from 17th March to 11th June 2020.

ii) **Annual Meeting**: Members were asked to consider PCRT's updated recommendation to convene the Annual Meeting in July, immediately prior to the next Council Meeting, to carry out the routine annual business, which includes the re-appointment of Committees, approval of Meeting dates, appointments to outside bodies, publishing of the annual report etc., but that the election of Mayor and Deputy Mayor be deferred until meetings in person can be safely resumed.
Resolved to agree with the recommendation to convene the Annual Meeting in July, but to defer the election of Mayor and Deputy Mayor until meetings in person can be safely resumed.

223/19 <u>Matters Arising from those Minutes</u>:

Resolved to note the resolutions of the Committees, as detailed in the minutes.

224/19 <u>Conwy CBC</u>

The Clerk briefly updated members on the meetings local Town Councils continued to have with Officers and Cabinet Members of Conwy CBC, which are now being held every three weeks. The Clerk reported that this had been an excellent means of ongoing communication and a useful forum to discuss community support requirements during the pandemic and to receive updated and timely information on services.

505/19 <u>Annual Accounts and Audit</u>:

a) The Clerk submitted a copy of the draft Statement of Accounts, plus supporting notes, for 2019/20 and asked members if i they had any questions. The Clerk was thanked for all her work in preparing the accounts, during what had been a difficult and busy period.
Resolved to receive and approve the draft Statement of Accounts and supporting notes for 2019/20, as detailed in Schedule A attached..

b) The Clerk submitted the Internal Audit Report for y/e 31st March 2020. The Clerk explained that one new issue had been highlighted and that there were 2 follow-up notes from a previous year. The first two of these had been minor administrative errors, which had been spotted and manually changed on the hard copy reports in the office, but not on the electronic copies which had to be submitted to the auditor. The third issue was in respect of the

Bonfire Contract with the Fire Station. To comply with Council's Financial regulations, three quotations should be sought. However, the existing contract had been extended for an additional year for the 2019 event (with three quotations last being sought in 2017). The minutes need to not only state the reasons for this (which they did), but the Council must also confirm that it has approved the waving of the Financial Regulations in respect of the renewal of the contract.
Resolved to note the Internal Auditor's report and approve the response by the Clerk/RFO.

c) The Clerk submitted the Annual Return, to include the accounting statements and Annual Governance Statement for the year ended 31st March 2020.
Resolved to approve the accounting statements and annual governance statement for signature by the Mayor prior to submission for external audit.

d) The Clerk submitted a report showing the updated estimated reserves, taking into account the year end position at 31.3.20 and recommending that several of the underspent budgets from 2019/20 be carried forward for spend in 2020/21.
Resolved to approve the carry forward of the underspent budgets to 2020/2021, as detailed in Schedule 'B' attached.

e) The Clerk/RFO gave a verbal report on the known impact (to date) of COVID-19 on the budgeted income/expenditure for 2020/21, due to lockdown and cancellation of events including summer concerts, various local events, summer Play schemes, Prom Day etc. Taking into consideration the likely loss of income from cancelled room bookings, the current net effect of these cancellations is a projected underspend of around £40,000. It was noted that CCBC is looking at the possibility of bringing a winter lighting type event to the town and that a report on the feasibility of this would follow in due course, for consideration (for financial support).
Resolved to note the potential impact on the budget of COVID-19 and to keep this in mind when considering what support is needed by the local community as we gradually come out of lockdown.

506/19 <u>Annual Report</u>:

The Clerk submitted the draft Annual Report for 2019/20, for approval.
Resolved to approve the translation of the Annual Report for 2019/20, for submission to the Annual meeting in July.

The Clerk also submitted a one page summary report, published in the form of an 'Infographic' by a Town Council and asked the members if they would like to consider producing something similar, for sharing via social media and to reach those who would be put off by an 18 page more detailed report. The Infographic gives a snapshot of facts about the Council's achievements in the year. It was noted that the Clerk had received a quote of £150 (+ VAT) for producing a similar style bilingual version.

Resolved to delegate authority to the Clerk to proceed with producing an Infographic, with assistance from View Creative, at a cost of 150.

507/19 <u>Corporate Plan:</u>

The Clerk submitted the proposed Action Plan for 2020/21, to include an appendices containing the additional Green Pledge actions. Members welcomed the inclusion of the Green Pledge Actions. The Clerk confirmed that the wording in 5.1 regarding Colwyn BID would be updated, following the demise of the BID.

Resolved to receive and approve the Action Plan for 2020/21, subject to the amendment to 5.1., as detailed in Schedule 'C' attached.

508/19 <u>Independent Remuneration Panel for Wales</u>:

a) The Clerk submitted the supplementary report regarding the reimbursement of costs of care**.**

b) The Clerk submitted the draft return publication for 2019/20 for approval**.** A discussion took place over the issues around having to pay the small basic payments through payroll and how this had impacted the decision of some members over whether or not they should claim their basic payment. Concern was expressed that we should not be putting barriers in the way of those that may wish/need to receive the payment. The Clerk offered to investigate the ability to make payments at regular intervals throughout the year, to reduce the numbers of payments to within the capability of the HMRC software.
Resolved to receive the supplementary report and to authorise the submission and publishing of the annual return, as required by the IRPW, as detailed in Schedule 'D' attached.

509/19 <u>Approval of Payments</u>:

a) Members noted that urgent payments continued to be approved/considered weekly by the PCRT.

b) ***Resolved to approve the payment of the annual contribution of £55,000 towards the running costs of Theatr Colwyn.***

The meeting closed at 7.50 p.m.

……. Chairman