

CYNGOR CYMUNED LLANGYNNWR LLANGUNNOR COMMUNITY COUNCIL

**Bydd cyfarfod o Gyngor Cymuned Llangunnor yn cael ei gynnal yn y Babel Seion
Newydd ddydd Iau 16^h Tachwedd am 6:30pm.**

I drafod yr agenda ganlynol:

1. Ymddiheuriadau am absenoldeb.
2. I gofnodi pob datganiad o ddiddordeb.
3. Cyhoeddiadau'r Cadeirydd.
4. 12 munud ar gyfer unrhyw gwestiynau gan y cyhoedd.
5. Cymeradwyo cofnodion cyfarfod misol y Cyngor a gynhaliwyd ar 19 Hydref 2023.
6. Cymeradwyo'r rhestr cyfrifon ar gyfer mis Tachwedd 2023.
7. I fabwysiadu Cyd-gyngor Cenedlaethol Llywodraeth Leol cytunwyd ar gyfraddau tâl ar gyfer Clerc, a fydd yn gweld cyflog clerc yn cynyddu £55.03 pm i £944.03 a fydd yn cael ei ôl-ddyddio i 1 Ebrill 2023.
8. Cynnig gan y Cynghorydd Jenny Slate i fabwysiadu'r Protocol Aelodau/Swyddogion o Un Llais Cymru. Mae eisoes wedi'i gylchredeg yn electronig.
9. Cynnig gan y Cynghorydd Jenny Slate i fabwysiadu'r Ddirprwyaeth i amserlen y Clerc/Swyddog Ariannol Cyfrifol. Dyma'r templed cymeradwy gan Un Llais Cymru i ganiatáu i gynghorau gynnal eu hymgymeriad er mwyn osgoi oedi gormodol wrth wneud taliadau sydd eu hangen i gynnal busnes y cyngor. Gweler yr amserlen atodol.
10. Mabwysiadu Polisi Teledu Cylch Cyfyng Cyngor Cymuned Llangunnor drafft.
11. Pwyllgorau'r Cyngor –
 - a. Cynhaliwyd cyfarfod Parc a'r Amgylchedd ar 7 Tachwedd lle mae cofnodion wedi'u cylchredeg yn electronig

Mae'r cynigion canlynol yn cael eu hargymell i'w cymeradwyo gan y Cyngor:

- i. Dileu'r Offer Sglefrfyrdio: Yn dilyn asesiad risg trylwyr ar sail lechyd a Diogelwch, teimlwyd na ellid cyfiawnhau buddsoddiad pellach o £1800 i osod rheiliau diogelwch gan nad yw'r offer yn cael ei ddefnyddio'n aml.
- ii. I beidio â bwrw ymlaen â rheiliau yn y Garreg Goffaol oherwydd cost, gan y byddai gan y slab concrit orffeniad brwsh, a thrwy hynny leihau'r risg o lithriadau/teithiau/cwmpadau i isel.
- iii. Cael dyfynbris gan Drax, am gyflenwad trydan mesuredig i Barc Llangunnor, yw'r unig gyflenwr a all o bosibl gwrdd â'n ffenestr dynn o'i sefydlu erbyn 29 Tachwedd ar gyfer ein newid "Goleuadau Nadolig." (Contract 12 mis)
 - b. Pwyllgor Cyllid. Dim cyfarfod ers 18 Mai 2023. Trefnir cyfarfod pellach yn ddiweddarach y mis hwn.
 - c. Pwyllgor y We / Cyfryngau – Dim cyfarfod ers 6 Mehefin 2023.
 - d. Pwyllgor Digwyddiadau. Cynhaliwyd y cyfarfod ar 9 Hydref lle mae cofnodion wedi'u cylchredeg.
12. Cytuno ar gyllideb ar gyfer digwyddiad Switch On Goleuadau Nadolig i ganiatáu i'r clerc/cadeirydd awdurdodi taliadau o fewn y gyllideb y cytunwyd arni. (Wrth gefn sydd ei angen os nad yw'r cyflenwad trydan wedi'i gysylltu).
13. Cytuno ar gyllideb ar gyfer digwyddiad gwasanaeth Carol y Nadolig i ganiatáu i'r clerc/cadeirydd awdurdodi taliadau o fewn y gyllideb y cytunwyd arni. (Wrth gefn sydd ei angen os nad yw'r cyflenwad trydan wedi'i gysylltu).
14. Trefniadau ar gyfer Goleuadau Nadolig yn "newid ymlaen" – Dydd Mercher 29ain Tachwedd i ddechrau am 6.00pm.

Howard Davies, Clerc/Clerk,

Llys Awelon, Heol Cae Gwyn Drefach.Llanelli. SA14 7BB Tel: 01269 844105

CYNGOR CYMUNED LLANGYNNWR
LLANGUNNOR COMMUNITY COUNCIL

15. Trefniadau ar gyfer Gwasanaeth Carolau Nadolig – Dydd Mercher 13 Rhagfyr 2023.
16. Derbyn Adroddiad Cynghorwyr Sir (y Cynghorydd Elwyn Williams) a'r wybodaeth ddiweddaraf am y cynnig i greu allanfa frys dan reolaeth oddi ar faes parcio Charlie.
17. Derbyn adborth gan y Cynghorydd Whatley Cadeirydd y Grŵp Gorchwyl a Gorffen ar Reolau Sefydlog Model 2023, a thrafod ac os cymeradwyir mabwysiadu eu hargymhellion
18. Cyflwyniad byr gan y Cynghorydd Jenny Slate ar gyfansoddiad a methodoleg "cyfrifiadau sgôr risg" sy'n ymddangos ar ein Hadroddiadau Arolygu Parc misol / blynyddol i wella ein dealltwriaeth o risg ac ati.
19. Derbyn adroddiadau gan Aelodau sy'n cynrychioli'r Cyngor ar Bois / Hyfforddiant eraill.
 - a. Un Llais Cymru
 - b. Cymdeithas Glanyrafon / Festival
 - c. Llywodraethwyr Ysgol
 - d. unrhyw beth arall.
20. Ystyried ceisiadau beirniadol Amser am Gymorth Ariannol a dderbyniwyd hyd yn hyn o:
 - a. Eisteddfod Gadeiriol Llandyfaelog – 3 ydd Rhagfyr 2023
 - b. Ambiwllans Awyr Cymru
 - c. Urdd Gobaith Cymru, Gorllewin Myrddin
 - d. Cerebral Palsy Cymru
21. Derbyn gohebiaeth a chytuno ar ymatebion.
22. Adroddiad y Cynghorydd.
23. Dyddiad y cyfarfod nesaf – **Dydd Iau Rhagfyr 14eg, 2023**

CYNGOR CYMUNED LLANGYNNWR
LLANGUNNOR COMMUNITY COUNCIL

**A meeting of Llangunnor Community Council will be held at Babel Zion Newydd on
Thursday 16^h November at 6:30p.m.**

To transact the following agenda:

1. To receive apologies for absence.
2. To record all declarations of interest.
3. Chair's Announcements.
4. 12 minutes for any questions from public.
5. To approve the minutes of the Monthly meeting of Council held on 19th October 2023.
6. To approve the schedule of accounts for November 2023.
7. To adopt National Joint Council for Local Government agreed rates of pay for Clerk, which will see clerk's salary increase by £55.03 pm to £944.03 which will be backdated to 1 April 2023.
8. Motion from Cllr Jenny Slate to adopt the Member/Officer Protocol from One Voice Wales. Already circulated electronically.
9. Motion from Cllr Jenny Slate to adopt the Delegation to the Clerk/Responsible Financial Officer schedule. This is the approved template from One Voice Wales to allow councils to conduct their undertaking so as to avoid undue delay in making payments needed to conduct the business of the council. See attached schedule.
10. To adopt Draft Llangunnor Community Council CCTV Policy.
11. Council Committees –
 - a. Park & Environment meeting took place on the 7th of November where minutes have been circulated electronically

The following proposals are recommended for approval by the Council:

- i. Removal of the Skateboard Equipment: following a thorough risk assessment on Health And Safety grounds, it was felt that a further investment of £1800 to install safety railings could not be justified as the equipment is seldom used.
 - ii. Not to proceed with railings at the Monumental Stone due to cost, as the concrete slab would have a brush finish, thereby reducing the risk of slips/trips/falls to low.
 - iii. Obtain quote from Drax, for a metered electric supply to Llangunnor Park, being the only supplier that can potentially meet our tight window of having it in place by the 29th of November for our "Christmas Lights" switch on. (12 month contract)
 - b. Finance Committee. No Meeting since 18th of May 2023. Further meeting be arranged for later this month.
 - c. Web / Media Committee – No meeting since the 6th of June 2023.
 - d. Events Committee. Meeting took place on the 9th of October where minutes have been circulated.
12. To agree a budget for the Christmas Lights Switch On event to allow the clerk/chair to authorise payments within the agreed budget. (Contingency required in the event electricity supply is not connected).
 13. To agree a budget for the Christmas Carol service event to allow the clerk/chair to authorise payments within the agreed budget. (Contingency required in the event electricity supply is not connected).
 14. Arrangements for Christmas Lights "switch on" – Wednesday 29th November to commence at 6.00pm.
 15. Arrangements for Christmas Carol Service – Wednesday 13 December 2023.

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CYNGOR CYMUNED LLANGYNNWR
LLANGUNNOR COMMUNITY COUNCIL

16. To receive County Councillors Report (Cllr Elwyn Williams) and update on the proposal to create a controlled emergency exit off Charlie's car Park.
17. To receive feedback from Cllr Whatley Chair of the Task and Finish Group on the 2023 Model Standing Orders and discuss and if approved to adopt their recommendations.
18. Short presentation from Cllr Jenny Slate on the makeup and methodology of "risk score calculations" that appear on our monthly/annual Park Inspection Reports to improve our understanding of risk etc.
19. To receive reports from Members representing Council on other Boies/Training.
 - a. One Voice Wales
 - b. Riverside Association /Festival
 - c. School Governors
 - d. anything else.
20. To consider Time critical applications for Financial Assistance received to date from:
 - a. Eisteddfod Gadeiriol Llandyfaelog – 3 ydd Rhagfyr 2023
 - b. Wales Air Ambulance
 - c. Urdd Gobaith Cymru, Gorllewin Myrddin
 - d. Cerebral Palsy Cymru
21. To receive correspondence and agree responses.
22. Councillor's Report.
23. Date of next meeting – **Thursday December 14th, 2023**

CYNGOR CYMUNED LLANGYNNWR LLANGUNNOR COMMUNITY COUNCIL

LLANGUNNOR COMMUNITY COUNCIL

DELEGATION TO THE CLERK/RESPONSIBLE FINANCIAL OFFICER

The following delegations are subject to them being implemented within the law, the Council's Standing Orders and Financial Regulations, within the accepted policy framework and where budgetary provisions exist or as otherwise authorised in accordance with financial regulations.

Service Area	Function	Officer
Communications	To deal with all press and public relations on behalf of the Council in consultation with the Chair and Vice-Chair.	Clerk
Documents	To sign documents on behalf of the Council where they have been approved by the Council	Clerk
Elections	To notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections.	Clerk
Finance	To administer the Council's bank balances.	RFO
	To maintain adequate insurance cover for the Council's activities and property.	RFO
	To act as the Responsible Financial Officer.	RFO
	To write off outstanding debts in accordance with Financial Regulations.	RFO
	Authorisation of routine expenditure within the agreed budget up to a maximum of £250 per individual item. .	Clerk
	Authorisation of expenditure for events, within an agreed budget per event, up to a maximum of £250 per individual item in consultation with the Chair and/or Vice-Chair	Clerk
	Emergency expenditure up to £2000 outside of the agreed budget in consultation with the Chair and/or Vice-Chair.	Clerk
Freedom of Information	To have overall responsibility for the Council's Freedom of Information Publication Scheme.	Clerk
Governance	To receive declarations of acceptance of office.	Clerk
	To receive and record notices disclosing personal interests.	Clerk
	To receive and retain plans and documents in accordance with the approved document retention scheme.	Clerk
	Authorisation to call any extra meetings of the Council or any Committee as necessary having first consulted with the Chair of the Council/appropriate Committee.	Clerk
	Authorisation to respond immediately to any correspondence requiring or requesting information relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or its Committees.	Clerk
Information and Communication Technology	To be responsible for the provision and management of information and communications technology provided within the Council including the replacement of out-dated equipment or the purchase of new equipment within the approved budget.	Clerk/RFO
Land and Property	To purchase necessary goods and supplies.	RFO
	To ensure that trees for which the Council is responsible are maintained in safe condition in accordance with good aboricultural practice.	Clerk
Proper Officer	To act as the Council's proper officer in accordance with the job description for the role.	Clerk

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LLANGUNNOR COMMUNITY COUNCIL**

Service Area	Function	Officer
Staffing	To implement national pay awards and conditions of service once approved by the Council.	Clerk

Approved by the Council on

2023 – To be reviewed annually.