

Cyfarfod Blynyddol Cyngor Tref Penrhyndeudraeth, 08 Mai 2025, 6.00 yh, Neuadd Drefol
Annual General Meeting of Cyngor Tref Penrhyndeudraeth 08 May 2025 at 6.00pm, Neuadd Drefol

Gall aelodau'r cyhoedd fynychu'r cyfarfod yn y Neuadd Drefol neu arsylwi'n rhithol drwy gysylltu â SianCTpenrhyndeudraeth@gmail.com

Members of the public can join the meeting in the Neuadd Drefol or remotely by contacting SianCTPenrhyndeudraeth@gmail.com

1. **Croeso/Welcome** - Croesawodd y Cadeirydd bawb i'r cyfarfod/ *The Chairperson welcomed everyone to the meeting.*

2. **Ethol Cadeirydd/Elect a Chairperson** - Cynigiwyd Gwyn Vaughan Jones gan Sian Llywelyn, ac eiliwyd gan Meryl Roberts. Diolchodd SLL i bawb am yr holl gymorth a gafodd gan y Cyngor dros y flwyddyn ddiwethaf. Diolchodd y cynghorwyr i SLL am ei gwaith fel cadeirydd/ *Gwyn Vaughan Jones was proposed by Sian Llywelyn, seconded by Meryl Roberts. Sian thanked everyone for all their support over the last year. The Councillors thanked SLL for her work as the Chairperson.*
 - 2.1 **Ethol is-gadeirydd/Elect Vice Chairperson** - Einir Williams wedi cael ei chynnig gan Ashley Jones, eiliwyd gan bawb. Cadarnhaodd EW y byddai'n hapus i dderbyn y rol. Llongyfarchodd y cynghorwyr EW ar ei rol newydd fel is-gadeirydd/ *Einir Williams was proposed by Ashley Jones, and seconded by all. EW confirmed that she would be happy to accept the role. The Councillors congratulated EW on her role as vice-chairperson.*
 - 2.2 **Datganiad derbyn swydd cynghorydd/declaration of acceptance of office** - Cyfarfod nesaf/ *Next meeting.*
 - 2.3 **Seddau Gwag/Vacant seats** - Cadarnhaodd RDJ fod un sedd wag ar gael. Cytunwyd na fyddai'r sedd yn cael ei hysbysebu, ond y byddai'r Cynghorwyr yn gwneud ymholiadau'n lleol i weld a fyddai unrhyw un a diddordeb/ *RDJ confirmed that there is one vacant seat available. It was agreed that the seat would not be advertised but that the Councillors would make enquiries locally to see if anyone would be interested.*
 - 2.4 **Cyfranogiad y Cyhoedd/Public Participation** - Dim/None.

3. **Presennol ac Ymddiheuriadau/Present and Apologies**

Presennol/Present - Gwyn Vaughan Jones (Cadeirydd), Einir Williams (Is-gadeirydd), Sian Llywelyn, Meryl Roberts, Rob Edwards, Tony Owen, Ashley Jones, Emma Fon Hickman, Nia Jones, Sarah Roberts, Sion Harris, Steven Murray (Clerc Asedau), Rhiannon Davies-Jones (Clerc).

Ymddiheuriadau/Apologies - Dim/None.

4. Cofnodion cyfarfod blynyddol Mai 2024/ Annual General Meeting minutes May 2024 - Cynnig gan SLL ac eilio gan RE/*Proposed by SLL and seconded by RE.*

5. Datgan buddiant, cysylltiad, diddordeb/ Declaration of interest, benefits, connection - Dim/None.

6. Ffurflen flynyddol 2024-2025/ Annual Return 2024-2025 - Cadarnhaodd RDJ ei bod hi wrthi'n cwblhau'r ffurflen ac y byddai'r ffurflen yn cael ei hanfon at y Cynghorwyr yr wythnos nesaf i'w chymeradwyo/ *RDJ confirmed that she is in the process of completing the form and that the form will be emailed to the Councillors next week for their approval.*

7. Seflydlu Pwyllgorau a chadarnhau eich cylch gorchwyl/Establishing committees and confirming their terms of reference:

7.1 Pwyllgor Cyllid/Finance Committee: Pawb/All

7.2 Pwyllgor Mynwent Minffordd Cemetary Committee: Pawb/All

7.3 Pwyllgor Polisiau/Policies Committee: Pawb/All

7.4 Pwyllgor Personel/Personnel Committee: SLL, RE a AJ

7.5 Pwyllgor Pwyllgor Cwynion a Phryderon/Complaints and Concerns Committee: SR, NJ, EW, SH a SLL

7.6 Pwyllgor Nadolig/Christmas Committee: NJ, EFH, AJ a RE

7.7 Pwyllgor Parc Mileniwm a rhandiroedd/ Millenium Park and Allotments Committee: MR, SLL, SR, GVJ a AJ

7.8 Pwyllgor Apel/Appeal Committee: GVJ, MR, EFH, TO a AJ

7.9 Pwyllgor Amgylchedd/ Environment Committee: TO, AJ a SR

7.10 Pwyllgor Iechyd a Diogelwch/Health and Safety Committee: SLL, EFH, RE a TO

8. Dogfennau'r Fframwaith Cyfreithiol/Legal Framework Documents:

8.1 Canllaw'r Cynhorydd da ar gyfer cynghorwyr cymuned a thref Llywodraeth Cymru/The Good Councillor's guide for Community and Town Councillors Welsh Government

8.2 Rheolau sefydlog/Standing Orders

8.3 Rheoliadau Ariannol/*Financial Regulations*

8.4 Aseidiadau Risg Ariannol/*Financial Risk Assessment*

8.5 Cyfrifoldebau fel cyflogydd/ *Responsibilities as an employer*

8.6 Aseidiadau risg tiroedd a safeloedd ac archwiliadau ohonynt/ *Land and site risk assessments and inspections*

8.7 Cod ymddygiad/ *Code of Conduct*

8.8 Gweithdrefnau delio gyda chwynion phryderon am y cyngor gan y cyhoedd/ *Procedures for dealing with complaints and concerns about the Council from the public*

8.9 Gweithdrefnau delio gyda chwynion yn erbyn staff/*Procedures for dealing with complaints against staff*

8.10 Prosesu a diogelu data personol a sensitif bersonol (GDPR)/ *Processing and protecting personal and sensitive personal data*

8.11 Delio gyda'r wasg, y cyfryngau a darparu datganiad swyddogol/ *Dealing with the press, media, and providing an official statement*

8.12 Rol y cadeirydd/ *The role of the Chair*

8.13 Rol a swyddogaeth y clerc fel swyddog priodol a swyddog ariannol cyfrifol/*The role and function of the clerk as an appropriate officer and responsible financial officer*

8.14 Rol y cynghorydd/*Role of the Councillor*

Cadarnhaodd RDJ ei bod wedi derbyn rhestr gan Un Llais Cymru yn nodi'r polisiau sy'n cael eu hystyried yn "hanfodol" ac eraill sy'n "ddymunol". Cadarnhaodd RDJ y bydd rhaid i ni roi'r rhai sydd wedi'u rhestru fel "hanfodol" ar waith cyn gynted a phosib.

Cadarnhaodd hefyd ei bod yn bwriadu cael y rhain yn eu lle o fewn y 2–3 mis nesaf, a bydd yn cyflwyno'r polisiau newydd / diwygiedig yn y cyfarfod cyffredinol nesaf/ *RDJ confirmed that she had received a list from One Voice Wales detailing the policies which are considered "essential" and those, which are "desirable". RDJ confirmed that we will need to put in place those which have been listed as "essential" as soon as possible. RDJ confirmed that she would aim to have these in place in the next 2-3 months and would bring the revised/new policies forwards at the next general meeting.*

8.15 Darpariaeth cyfieithu/ *Translation provision* - Ar hyn o bryd mewn cyfarfodydd bydd mae cyfarfodydd bydd yr hyn a ddywedir yn Gymraeg yn cael ei gyfieithu ar gyfer siaradwyr di Gymraeg. Mae'r holl gofnodion a gwybodaeth berthnasol yn cael ei gyfarthrebu'n ddwyieithog yn electroneg/ *At present, discussions that take place in meetings will be translated for non-Welsh speakers. All minutes and relevant information is communicated electronically in both languages.*

8.16 Apwyntion archwilydd mewnol/*Appoint internal auditor* - Pasiwyd bod Cyngor Tref Penrhyndeudraeth yn parhau a'r system o dalu archwilydd o Gyngor Gwynedd i wneud y gwaith/ *It was passed that Cyngor Tref Penrhyndeudraeth will continue to pay an auditor from Cyngor Gwynedd to carry out the audit work.*

8.17 Adolygu trefniadau, gan gynnwys unrhyw siartau a chytundebau asiantaeth, gyda awrduordau lleol eraill ac adolygu cyfraniadau a wnaed i wariant awrduordau eraill/*Review arrangements, including any chart and agency agreements, with other local authorities and review contributions made and spent by other authorities*

Un Llais Cymru/*One Voice Wales.*

**9. Adolygu cynrychiolaeth ar neu waith gyda chyrrff allanol a threfniadau adroddiad/
*Review representation on or work with outside bodies and reporting arrangements:***

9.1 Ymddiriaedolaeth Rebeca/*Rebecca Trust* - AJ

9.2 Un Llais Cymru/*One Voice Wales* - GVJ a MR

9.3 Corff Llywodraethol Ysgol Federaswin Afon Dwyrdd/ *Governing body Federation School Afon Dwyrdd* - NJ

9.4 Pwyllgor Neuadd Goffa/ *Memorial Hall Committee* - NJ a SR

9.5 Pwyllgor Cyswllt Atomfa Trawsfynydd *Power Station Liaison Committee* - RE

9.6 SARPA - TO

**10. Adolygu stoc restr o dir gan gynnwys adeiladau, offer chwarae ac offer swyddfa/
*Review stock inventory of land and assets including buildings, play equipment and office equipment***

Cadarnhaodd RDJ ac SM eu bod nhw wrthi'n diweddarau'r gofrestr asedau, ac unwaith fydd o wedi'i gwblhau, bydd o'n cael ei gyflwyno i'r Cynghorwyr i'w adolygu/ *RDJ and SM confirmed that they are in the process of updating the assets register and that once completed, it will be presented to the Councillors for review.*

11. Cadarnhau trefniadau ar gyfer gwariant yswiriant ar gyfer pob risg yr yswirwyd ar eu cyfer/ *Confirm arrangements for insurance cover all risk insured*

Cadarnhaodd SM ein bod yn aros am y ddyfynbris adnewyddu gan Zurich, ond y byddai hwn yn cael ei anfon aton ni yn fuan. Rydym wedi ein contractio gyda Zurich tan Fai 2026/ *SM confirmed that we are currently awaiting the renewal quotation from Zurich but that this would be sent to us shortly. We are contracted to Zurich until May 2026.*

12. Adolygu tanysgrifiadu'r cyngor a/neu staff i gyrff eraill/ *Review Council and/or staff subscriptions to other bodies*

Un Llais Cymru a SARPA i'w parhau/ *One Voice Wales and SARPA to continue.*

13. Amser a lleoliad cyfarfodydd cyffredin y cyngor yn 2025-2026/ *Time and place of ordinary meetings of the Council for 2025/2026*

Ail nos Iau bob mis am 7 ym y Neuadd Drefol, ond nid yn mis Awst/ *Every second Thursday of every month at 7pm in the Neuadd Drefo, but not in August.*