

Cyfarfod Blynyddol Cyngor Tref Penrhyndeudraeth, Ystafell Sbardun, Neuadd Goffa, Penrhyndeudraeth, nos Iau, Mehefin 8fed, 6.30yh
Annual General Meeting cyngor tref penrhyndeudraeth in ystafell sbardyn memorial hall, penrhyndeudraeth thursday 8th june 6.30pm

1 : Croesawyd pawb i'r cyfarfod. / *all were welcomed.*

1.1 Ethol Cadeirydd / *electing a chairperson* : Meryl Roberts

1.2 Ethol Is gadeirydd / *electing a vice chairperson* : Sian Llywelyn

1.3 Datganiad derbyn swydd cynghorydd / *declaration of acceptance of office*
: i'w gwblhau yng nghyfarfod Gorffennaf / *to be completed in July's meeting*

1.4 Ffurflen buddiannau personol aelodau / *members' personal interest registration form* : Y Cadeirydd am ebostio i'r cynghorwyr / *chairperson will email to all councillors*

1.5 Seddau gwag - cyfethol / *vacant seats co-option* : un enw ddoeth ymlaen cael ei cyfethol yn cyfarfod mis Gorffennaf 2 set wag dal i fod. / *one name put forward will co - opt in july meeting we still have 2 empty seats*

1.6 Cyfranogiad y cyhoedd / *public participation* : neb o'r cyhoedd yn bresenol / *no-one from the public were present.*

2. Cadarnhau presenoldeb a rhesymau ymddiheuriadau / *confirm attendance and reasons for apologies*

Presennol /Present : Meryl Roberts, Cadeirydd, Sian Llywelyn, is gadeirydd, Gwyn Vaughan Jones, Llinos Marples, Victoria Burfield, Nia Jones, Sarah Roberts, Gareth Jones a Gwyn Rowlands Clerc drost dro

Ymddiheuriadau/appologies : Iolo Lewis.

3. Datgan diddordeb / *declaration of interest* : os yn digwydd codi yn ystod y cyfarfod / *if something arises during the meeting.*

4. Ychwanegiadau Deddf Llywodraeth Leol ac Etholiadau Cymru 2021 / *Additions in the Local Government and Elections Act Wales* : I'w drafod y tro nesaf / *To be discussed in July's meeting.*

5 Fframwaith Llywodraethu y mae'r cyngor yn gweithio oddi fewn iddi. A'i ddyletswydd i gydymffurfio â'i gyfrifoldebau statudol ar sail cyfrieithiau, rheoliadau a chodau ymarfer / *The legal framework the council works within and its duty to comply with its statutory responsibilities:* Er gwybodaeth / *for information*

5.1 Ffurflen flynyddol 2022/23 / *Annual Return 2022/23* : Rhannwyd y ffurflen flynyddol. Mae rhai eitemau lle mae gorwario wedi bod, ac eitemau eraill wedi gwario llai na'r disgwyl. Canlyniad hyn yw bod cydbwysedd eithaf clos o'r gwariant a raglwyd ar y cyfan. / *The annual form was handed out. There*

was some overspending on some items and underspending on others, therefore it balanced out quite closely to the foreseen expenditure.

6. Sefydlu pwyllgorau a chadarnhau eu cylch gorchwyl / establishing committees and confirming their terms of references :

6.1 Pwyllgor Cyllid / Finance Committee : pawb / all members

6.2 Pwyllgor Mynwent Minffordd / Minffordd Cemetary Committee : pawb / all members

6.3 Pwyllgor Polisiâu / Policies Committee : Sian, Gwyn, Nia

6.4 Pwyllgor personel Committee : 1)lolo, Gwyn, Llinos, 2)nia, sarah, victoria

6.5 Pwyllgor Cwynion a Phryderon / Complaints and Concerns Committee :

1)Sian, Sarah, Gareth 2) meryl victoria , iolo

6.6 Pwyllgor Nadolig / Christmas Committee : Nia, Victoria, Sarah, Meryl

6.7 Pwyllgor Parc y Mileniwm a Rhandiroedd/ Parc y Mileniwm and Allotments Committee : Victoria, Gareth, Meryl, Nia

6.8 Pwyllgor Apêl / Appeal Committee : meryl, sarah, gareth

6.9 Pwyllgor Iechyd a Diogelwch / Health and Safety Committee : Gareth, lolo a Victoria

7. dogfennau'r fframwaith cyfrethiol/lega framework documents

7.1 canllaw'r Cynghorydd Da ar gyfer cynghorwyr cymuned a thref Llywodraeth Cymru./the Good councilor's guide for community and town councilors welsh government

7.2 rheolau sefydlog/standing orders

7.3 rheoliadau ariannol / financial rules

7.4 aesiadau risg ariannol/ financial risk assessment

7.5 cyfrifoldebau fel cyflogydd/ responsibilities as an employer

7.6 aesiadau risg tiroedd a safleoedd ac archwiliadau ohonynt/ land and site risk assessments and inspections

7.7 cod ymddygiad/ code of conduct

7.8 gweithdrefnau a delio gyda chwynion phryderon am y cyngor gan y cyhoedd/ procedures for dealing with complaint and concerns about the council from the public

7.9 gweithdrefnau delio gyda chwynion yn erbyn staff/ procedures for dealing with complaints against staff

7.10 prosesu a diogelu data personol a sensitif personol (gdpr)/ processing and protecting sensitive and sensitive personal data (gdpr)

7.11 delio gyda'r wasg , y cyfryngau a darparu datganiad swyddogol/ dealing with the press, media and providing an official statement

7.12 rol y cadeirydd/ the role of the chair

7.13 rol a swyddogaeth y clerc fel swyddog priodol ar swyddog arianol cyfrifol/ the role and function of the clerk as an appropriate officer and responsible financial officer

7.14 rol y cynghorydd/ role of the councilor

7.15 darpariaeth cyfiethiu mewn cyfarfodydd a darparu cofnodioin a gywbodaeth berthnasol yn ddwy- ieithof ac yn electroneg/ meeting translation provision and the provision of minutes and any other information to be bi lingual and electronic

pawb wedi derbyn hein ac iddynt ei darllen yn amal/ all have recieved these and for them to be read often

8. apwyntio archwilydd mewnol/ appoint interal auditor - cyngor gwynedd

9. adolygu trefniadau, gan gynnwys unrhyw siartiau a chytundebau asiantaeth, gyda awdurdodau lleol eraill ac adolygu cyfraniadau a wnaed i wariant gan awdurdodau eraill/ review arrangements, including any charts and agency agreements, with other local authorities and review contributions made and spent by other authorities symud i cyfarfod mis nesa/ move to next months meeting

10. adolygu cynrychiolaeth ar neu waith gyda chyrff allanol a threfniadau adrodd/ review representation on or work with outside bodies and reporting arrangements

10.1 ymddiriedolaeth rebecca/rebecca trust- dewis yn cyfarfod mis nesa/choose in next months meeting

10.2 un llais cymru/ one voice wales - sian & meryl

10.3 corff llywodraethol ysgol federaswin afon dwyryd/ govering body afon dwyryd federation school - sian

10.4 Pwyllgor y neuadd goffa/ memorial hall committee - dewis cyfarfod mis nesa/choose in next months meeting

10.5 pwyllgor cyswllt atomfa trawsfynydd/trawsfynydd power station liasion committee - meryl

11. adolygu stocrester o dir ac asedau gan gynnwys adeiladau offer chwarae ac offer swyddfa/ review stock inventory of land and assets including buildings play equipment ond office equipment - offer chwarae yn cael ei wneud yn y misoedd nesa gan gwmni ac fydd y gweddill yn cael ei wneud erbyn mis medi, the playgound equipment will be done in the next months, and the others will be done by september

12. cadarnhau trefniadau ar gyfer gwarant yswiriant ar gyfer pob risg yr yswirwyd ar eu cyfer/ confirm arrangements for insurance cover all risk insured - polici newydd wedi cael ei dynnu allan flwyddyn yma/ new policy taken out this year

13. adolygu tanysgrifiadau'r cyngor a neu staff i gyrff eraill/ review council and or staff subscriptions to other bodies - un llais cymru/one voice wales

14. amser a lleoliad cyfarfodydd cyffredin y cyngor yn 2023/24/ time and place of ordinary meetings of the council for 2023/24 - ail nos iau y mis heb law am mis awst ac yn ystafell gefn yn neuadd goffa penrhyndeudraeth am 7yh/ the second thursday of every month except for august and in the back room of the memorial hall penrhyndeudraeth at 7pm

cyfarfod yn dod i ben am 7.15yh meeting closed at 7.15pm

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**meryl roberts
cadeirydd/chairperson**

dyddiad/date