

Minutes of the **Finance and General Purposes Committee Meeting** held at the Penrhyn Hall, on **Monday 23 September 2019** at 6.55pm

**PRESENT:** - The Deputy Mayor, Councillor Owen Hurcum  
Councillors: - Les Day (Chairman)      Enid Parry                      Mair Rowlands  
                         Dylan Fernley                      Keiran Jones                      Luke Tugwell  
                         Derek Hainge                      Colin King                      Elin Walker Jones  
                         Ifan James                      J M Martin                      G O Roberts

Officer:                      Mr Ian Jones, Town Clerk/Finance Officer

Prior to the commencement of business, the Chairperson thanked all Councillors for the kindness and sympathy during the recent period of loss of her mother, Evelyn Butler.

**92/19 APOLOGIES**

Apologies for absence were received from His Worship the Mayor, Councillor John Wyn Williams and Councillors J Wynn Jones, Gareth Roberts and H Wyn Jones.

**93/19 DECLARATION OF FINANCIAL INTEREST OR PERSONAL CONNECTION**

None.

**94/19 URGENT BUSINESS**

None.

**95/19 HIRAELELECTORAL WARD VACANCY**

The Town Clerk reported that the advertisement for the vacancy in the Hirael Ward on the City Council was now in the public domain and explained the formal process for filling the seat.

**96/19 APPOINTMENT OF INTERNAL AUDITOR**

The Town Clerk outlined the process for Internal and External Audit. Recent changes would mean a different External Auditor from 2020 but the process for Internal Audit was a matter for the City Council to decide. Gwynedd Council Audit Section had carried out this role for the past two years.

**RESOLVED** that Gwynedd Council Audit Service be re-appointed as the City Council's Internal Auditor for the year 2019/20.

**97/19 PIER UPDATE & EXPENDITURE**

The Town Clerk outlined the financial position as well as progress with regard to the Capital Project. He explained that the Capital Budget was nearly exhausted and what was proposed with the remaining budget in order to leave the Pier in a stable and secure position. The suggestion was that the remaining budget be spent on the completion of works on Phase 3, blasting and painting new steel on Phase 4, paying for the work already completed on Phase 4 and consultancy costs on the landing stage.

It was considered desirable to keep the scaffold in place for Phase 4 and kiosks 5 and 6 area in anticipation of securing funding to complete. All scaffold on Phase 3 to be dis-mantled. All details of finances had been shared with the Financial Approvers.

The Town Clerk reported that he had finalised the HLF Expression of Interest form and was awaiting feedback from consultees prior to formal submission. CADW had indicated a willingness to proceed to Stage 2 of the Grant process but stated that they would want a decision for the Heritage Lottery Fund prior to a formal offer. Their initial letter had a provisional grant of up to £50K subject to match funding.

Members considered all the information carefully and agreed that there would be a back-up plan formulated if all of the Pier was to be refurbished in the fullness of time, but this situation would only be known sometime in 2020.

**RESOLVED;** That the

- a) Report be received and progress noted;
- b) The financial report and all payments be approved;
- c) The suggested work be completed, hopefully within budget; and
- d) The Town Clerk to report back progress to a future meeting.

**98/19 FINANCIAL MATTERS**

- a) **Invoices for Payment** - It was noted that invoices as detailed on the schedule totalling £23,726.95 had been approved.

- b) **Quarterly Accounts** - The quarterly accounts for the 1<sup>st</sup> quarter (April – June 2019) of the financial year were reported, this included both the revenue and capital budgets.

## PART 2

### 99/19 EXCLUSION OF PRESS & PUBLIC

**RESOLVED:** That under the provisions of the Public Bodies (Admission to Meetings) Act 1960, members of the press and public be excluded from the meeting due to the confidential nature of their business to be transacted.

### REPORT OF THE STAFFING PANEL 10 September 2019

The Town Clerk and Chairman reported the deliberations of the Staffing Panel which had met on 10 September 2019 to discuss the procedure and details of the recruitment of a new Town Clerk/Finance Offer, following his resignation. Adverts had already been placed in newspapers, social media, websites, jobsites, Gwynedd Council website and SLCC.

The timetable would be:-

Adverts 16 September

Closes noon 7 October

Shortlist 9 October

Interviews 15 October.

There would also be two short presentations from candidates.

Following Mr Jones' last day, 4 November there would be a handover process. Mr Jones' new employer as a goodwill gesture had offered one day a week support for a month to the City Council if that was acceptable. The City Council would be invoiced for each day worked together with travel expenses.

Members discussed the details and agreed with the Panel's thoughts on the matter.

**RESOLVED:** that

- (i) The process, detail and recruitment procedures be approved;
- (ii) The offer from the Town Clerk's new employers be accepted as described; and
- (iii) The Town Clerk be thanked for all his hard work and support to the Council and its Members over his four years in tenure.

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The Meeting ended at 7.50pm

Cofnodion y **Pwyllgor Cyllid ac Amcanion Cyffredinol** a gynhaliwyd yn Neuadd y Penrhyn, **Nos Lun 23 o Fedi 2019** am 7.55 y.h.

**PRESENNOL :-** Y Dirprwy Faer, Cynghorydd Owen Hurcum

Cynghorwyr: -	Les Day (Cadeirydd)	Enid Parry	G O Roberts
	Dylan Fernley	Keiran Jones	Mair Rowlands
	Derek Hainge	Colin King	Luke Tugwell
	Ifan James	J M Martin	Elin Walker Jones

## 92/19 YMDDIHEURIADAU

Derbyniwyd ymddiheuriadau am absenoldeb oddi wrth Ei Deilyngdod y Maer, Cynghorydd John Wyn Williams a'r Cynghorwyr J Wynn Jones Gareth Roberts ac H Wyn Jones.

## 93/19 DATGANIAD O DDIDDORDEB ARIANNOL NEU GYSYLLTIAD PERSONOL

Dim.

## 94/19 MATERION BRYS

Dim.

## 95/19 WARD ETHOLIADOL HIRAEI LLE GWAG

Adroddodd Clerc y Dref fod y sedd wag i Ward Hirael ar Gyngor y Ddinas bellach yn hysbys i'r cyhoedd ac eglurodd y broses ffurfiol ar gyfer llenwi'r sedd.

## 96/19 PENODI ARCHWILYDD MEWNOL

Amlinellodd Clerc y Dref y broses ar gyfer Archwilio Mewnol ac Allanol. Byddai newidiadau diweddar yn golygu cael Archwilydd Allanol gwahanol i 2020 ond roedd y broses Archwilio Mewnol yn un i Gyngor y Ddinas benderfynu arni. Roedd Adran Archwilio Cyngor Gwynedd wedi ymgymryd â'r gwaith hwn dros y ddwy flynedd ddiwethaf.

**PENDERFYNWYD** ailbenodi Gwasanaeth Archwilio Cyngor Gwynedd fel Archwilydd Mewnol Cyngor y Ddinas am y flwyddyn 2019/20.

## 97/19 DIWEDDARIAD A GWARIANT Y PIER

Amlinellodd Clerc y Dref y sefyllfa ariannol yn ogystal â chynnydd o safbwynt y Prosiect Cyfalaf. Eglurodd fod y Gyllideb Gyfalaf bron â dod i ben a dywedodd beth oedd y bwriad gyda'r gyllideb sydd ar ôl er mwyn gadael y Pier mewn sefyllfa gref a sefydlog. Yr awgrym oedd gwario'r arian sydd ar ôl ar gwblhau'r gwaith ar Gam 3, saethu a pheintio dur newydd ar Gam 4, talu am y gwaith a gwblhawyd yn barod ar Gam 4 a chostau ymgynghoriaeth ar y bont lanio.

Ystyrid y byddai'n ddymunol cadw'r sgaffaldiau yn eu lle ar gyfer Cam 4 ac ardal ciosgau 5 a 6 tra'n disgwyl cyllid pendant i gwblhau. Byddai'r holl sgaffaldiau ar Gam 3 yn cael eu dymchwel. Roedd holl fanylion y cyllid wedi cael eu rhannu gyda'r Cymeradwywyr Ariannol.

Adroddodd Clerc y Dref ei fod wedi gorffen y ffurflen Mynegiant o Ddiddordeb i Gronfa Treftadaeth y Loteri a'i fod yn disgwyl adborth gan ymgynghoreion cyn ei chyflwyno'n ffurfiol. Roedd CADW wedi dangos parodrwydd i symud ymlaen i Gam 2 o'r broses Grant ond wedi dweud y byddent eisiau penderfyniad gan Gronfa Treftadaeth y Loteri cyn gwneud cynnig ffurfiol. Yn eu llythyr cychwynnol roedd grant darpariaethol o hyd at £50K yn amodol ar arian cyfatebol.

Bu'r Aelodau'n ystyried yr wybodaeth i gyd yn ofalus a chytunwyd y byddai angen cynllun wrth gefn os oedd y Pier i gyd yn mynd i gael ei adnewyddu yng nghyflawnder amser, ond dim ond rywbryd yn 2020 y byddent yn gwybod am y sefyllfa hon.

## PENDERFYNWYD;

- Derbyn yr adroddiad a nodi'r cynnydd;
- Cymeradwyo'r adroddiad ariannol a'r taliadau i gyd;
- Cwblhau'r gwaith a awgrymir, o fewn y gyllideb gobeithio; a
- Chlerc y Dref i adrodd yn ôl am gynnydd i gyfarfod yn y dyfodol.

## 98/19 MATERION CYLLID –

- Anfonebau i'w talu** - Nodwyd fod anfonebau fel ag y manylwyd arnynt ar y rhestr yn dod i gyfanswm o £23,726.95 wedi cael eu cymeradwyo.

- b) **Cyfrifon Chwarterol** – Adroddwyd ar y cyfrifon chwarterol am chwarter cyntaf (Ebrill – Mehefin 2019) y flwyddyn ariannol. Roedd y rhain yn cynnwys y cyllidebau refeniw a chyfalaf.

## RHAN 2

### 99/19 GWAHARDD Y WASG A'R CYHOEDD

**PENDERFYNWYD:** O dan ddarpariaethau Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, dylai'r wasg a'r cyhoedd gael eu gwahardd o'r cyfarfod oherwydd natur gyfrinachol y materion i'w trafod.

### ADRODDIAD PANEL STAFFIO 10 Medi 2019

Adroddodd Clerc y Dref a'r Cadeirydd am drafodaethau'r Panel Staffio a oedd wedi cyfarfod ar 10 Medi 2019 i drafod y drefn a manylion recriwtio Clerc y Dref/Swyddog Ariannol newydd, yn dilyn ei ymddiswyddiad. Roedd hysbysebion eisoes wedi'u gosod mewn papurau newydd, ar y cyfryngau cymdeithasol, gwefannau, safleoedd swyddi, gwefan Cyngor Gwynedd a'r SLCC.

Byddai'r amserlen fel a ganlyn:-

Hysbysebion 16 Medi

Dyddiad cau hanner dydd 7 Hydref

Rhestr fer 9 Hydref

Cyfweliadau 15 Hydref.

Byddai'r ymgeiswyr yn gorfod rhoi dau gyflwyniad byr.

Yn dilyn diwrnod olaf Mr Jones, byddai proses drosglwyddo. Roedd cyflogwr newydd Mr Jones, fel mater o ewyllys da, wedi cynnig y gallai roi diwrnod yr wythnos o gefnogaeth i Gyngor y Ddinas pe bai hynny'n dderbyniol. Byddai Cyngor y Ddinas yn cael ei anfonebu am bob diwrnod a weithid ynghyd â chostau teithio.

Trafododd yr Aelodau y manylion ac roeddent yn cytuno â syniadau'r Panel ar y mater.

### PENDERFYNWYD:

- (i) Cymeradwyo'r broses, y manylion a'r drefn recriwtio;
- (ii) Derbyn y cynnig gan gyflogwyr newydd Cyngor y Dref fel y'i disgrifiwyd; a
- (iii) Diolch i Glerc y Dref am ei holl waith caled a'i gefnogaeth i'r Cyngor a'i Aelodau yn ystod ei bedair blynedd yn y swydd.

Daeth y cyfarfod i ben am 7.50pm