



## cofnodion drafft

### Cyfarfod Nos Iau, 14 Mai 2026 7.30yh Festri Salem, Penmachno

1. Croeso ac Ymddiheuriadau am Absenoldeb
2. Ethol Cadeirydd
3. Ethol Is-gadeirydd
4. Datganiad o Fuddiant – Cod Ymddygiad
5. Derbyn Cofnodion y Cyfarfod Diwethaf
6. Adroddiad y Clerc
7. Adolygu / mabwysiadu holl bolisiâu, adroddiadau, yswiriant, mandad banc, debydau uniongyrchol y cyngor
8. Adolygu a mabwysiadu Rheoliadau Ariannol 2026, gan gynnwys y newid ffurfiol i awdurdodiad deuol ar gyfer pob trafodiad bancio electronig
9. Adroddiad Cyllidol
  - o Adolygu a chymeradwyo trafodion ariannol diweddar
  - o Cadarnhau penodiad archwilydd mewnol
  - o Cymeradwyo ffurflen archwilio flynyddol
10. Difrod storm i fwrdd arddangos ar grîn y pentref, Penmachno
11. Pryniant Cymunedol Tŷ Uchaf (The Eagles)
12. Cludiant Ysgol
13. Cynlluniau'r CNC ar gyfer Moel Pen-y-bryn
14. Mast Ffôn Symudol – Penmachno
15. Er gwybodaeth yn unig
16. Materion brys
17. Adolygiad cyflog y clerc

### Meeting Thursday, 14 May 2026 7.30pm Salem Vestry, Penmachno

1. Welcome and apologies for absence
2. Election of Chairperson
3. Election of Deputy Chairperson
4. Declaration of interest – Code of Conduct
5. Confirmation of the minutes from the previous meeting
6. Clerk's Report
7. Review / adoption of all council policies, reports, insurance, bank mandate, direct debits
8. Review and adopt the 2026 Financial Regulations, including the formal transition to dual-authorisation for all electronic banking transactions
9. Financial Report
  - o Review and approval of recent financial transactions
  - o Confirm the appointment of internal auditor
  - o Approval of annual audit form
10. Storm damage to display board on village green, Penmachno
11. Community Purchase of Tŷ Uchaf (The Eagles)
12. School Transport
13. NRW Future Plans for Moel Pen-y-bryn
14. Mobile phone mast – Penmachno
15. For information only
16. Urgent matters
17. Clerk's pay review

## Presennol - Present:

Claire Roberts  
Dafydd Gwyndaf  
Daniel Tomos (Clerc)  
Dylan Davies  
Eifion Davies  
Eryl Owain  
Owen Davis  
Wil Edwards

## Ymddiheuriadau - Apologies:

Bethan Corrigan  
Geraint Thomas  
Dilwyn Roberts (Cyngorydd Sir)

## Ethol Cadeirydd

**Penderfynwyd:** ethol y Cyngorydd Dylan Davies yn Gadeirydd y Cyngor am y flwyddyn i ddod. Llofnododd y Cyngorydd Dylan Davies y Datganiad o Dderbyn Swydd.

Mynegodd y Cadeirydd newydd ei ethol gair o ddiolch i'r Cadeirydd sy'n ymddeol, y Cyngorydd Eryl Owain, am ei wasanaeth i'r Cyngor.

## Ethol Is-gadeirydd

**Penderfynwyd:** ethol y Cyngorydd Claire Roberts yn Is-gadeirydd y Cyngor am y flwyddyn i ddod. Llofnododd y Cyngorydd Claire Roberts y Datganiad o Dderbyn Swydd.

## Datganiad o fuddiant

Dim.

## Derbyn cofnodion y cyfarfodydd diwethaf

**Penderfynwyd:** cadarnhau cofnodion y cyfarfod diwethaf fel cofnod cywir.

## Adroddiad y Clerc:

Derbyniwyd a nodwyd adroddiad y Clerc ar faterion gweinyddol a gweithredol cyfredol.

## Election of Chairperson

**Resolved:** to elect Councillor Dylan Davies as Chairperson of the Council for the ensuing year. Councillor Dylan Davies signed the Declaration of Acceptance of Office.

The newly elected Chairperson expressed a word of thanks to the retiring Chairperson, Councillor Eryl Owain, for his service to the Council.

## Election of Deputy-chairperson

**Resolved:** to elect Councillor Claire Roberts as Deputy-Chairperson of the Council for the ensuing year. Councillor Claire Roberts signed the Declaration of Acceptance of Office.

## Declaration of interest

None.

## Confirmation of the minutes

**Resolved:** to confirm the minutes of the last meeting as an accurate record.

## Clerk's Report:

The Clerk's report on ongoing administrative and operational matters was received and noted.

## **Adolygu a mabwysiadu holl bolisiâu, adroddiadau, yswiriant, mandad banc, debydau uniongyrchol y cyngor**

Adolygodd y Cyngor ei bolisiâu presennol (ac eithrio'r Rheoliadau Ariannol), y rhestr debydau uniongyrchol, llofnodwyr y mandad banc, a'r trefniadau yswiriant.

**Penderfynwyd:** Bod y Cyngor wedi adolygu ei holl bolisiâu presennol a'r rhestr debydau uniongyrchol, a chadarnhawyd eu bod yn gyfredol ac yn ddigonol. Adolygwyd y trefniadau yswiriant hefyd, a phenderfynwyd bod y lefel o sicrwydd yn briodol i anghenion y Cyngor ar gyfer y flwyddyn i ddod. Penderfynwyd hefyd bod mandad cyfredol banc HSBC yn hen, ac awdurdodir y Clerc yn ffurfiol i'w ddiweddarau er mwyn sicrhau mai'r unig llofnodwyr cofrestredig yw'r Clerc, y Cynghorydd Dylan Davies, y Cynghorydd Claire Roberts, a'r Cynghorydd Eryl Owain.

## **Adolygu a mabwysiadu Rheoliadau Ariannol 2026, gan gynnwys y newid ffurfiol i awdurdodiad deuol ar gyfer pob trafodiad bancio electronig**

Adolygodd y Cyngor y Rheoliadau Ariannol diweddarwyd, gan gynnwys y newid ffurfiol i awdurdodiad deuol ar gyfer pob trafodiad bancio electronig.

**Penderfynwyd:** Mabwysiadu Rheoliadau Ariannol 2026 fel y cyflwynwyd. Yn ogystal, awdurdodwyd y Clerc i ddiweddarau mandad banc HSBC i alluogi 'Rheolaeth Ddeuol' (Dual Control), gan benodi'r Cynghorydd Claire Roberts a'r Cynghorydd Dylan Davies fel y bobl awdurdodedig i gymeradwyo trafodiadau ar-lein. Bydd y Clerc yn parhau i osod y taliadau, ond bydd angen cymeradwyaeth electronig gan un o'r cynghorwyr uchod cyn i'r arian adael y cyfrif.

## **Adroddiad Cyllidol**

### **Adroddiad Cyllidol: Cysoniad Banc**

Adolygwyd y cysoniad banc ar gyfer y cyfnod yn diweddu 31 Mawrth 2026.

**Penderfynwyd:** Cymeradwyo'r cysoniad banc ar gyfer y cyfnod yn diweddu 31 Mawrth 2026. Yn unol â Rheoliad Ariannol 2.6, mae'r Cynghorydd Wil Edwards a'r Cynghorydd Owen Davis (nad ydynt yn llofnodwyr) wedi gwirio'r cysoniad yn erbyn y datganiadau banc gwreiddiol a chadarnhau bod y balansiau o £6,378.95 a £4,210.35 yn cyfateb.

## **Review and adoption of all council policies, reports, insurance, bank mandate, direct debits**

The Council reviewed its existing policies (excluding Financial Regulations), the list of direct debits, bank mandate signatories, and insurance arrangements.

**Resolved:** That the Council has reviewed its existing policies and the list of direct debits, confirming them to be up-to-date and adequate. Furthermore, the insurance arrangements were reviewed, and it was **resolved** that the level of cover is appropriate for the Council's needs for the ensuing year. It was also **resolved** that the current HSBC bank mandate is out of date, and the Clerk is formally authorised to update it to ensure the only registered signatories are the Clerk, Councillor Dylan Davies, Councillor Claire Roberts, and Councillor Eryl Owain.

## **Review and adopt the 2026 Financial Regulations, including the formal transition to dual-authorisation for all electronic banking transactions**

The Council reviewed the updated Financial Regulations, including the formal shift to dual authorisation for all electronic banking transactions.

**Resolved:** To adopt the 2026 Financial Regulations as presented. Furthermore, the Clerk was authorised to update the HSBC bank mandate to enable 'Dual Control', appointing Councillor Claire Roberts and Councillor Dylan Davies as the authorised users to approve online transactions. The Clerk will continue to set up the payments, but electronic approval from one of the aforementioned councillors will be required before funds are transferred.

## **Financial Report**

### **Financial Report: Bank Reconciliation**

The bank reconciliation for the period ending 31 March 2026 was reviewed.

**Resolved:** To approve the bank reconciliation for the period ending 31 March 2026. In accordance with Financial Regulation 2.6, Councillor Wil Edwards and Councillor Owen Davis (non-signatories) verified the reconciliation against the original bank statements, confirming that the balances of £6,378.95 and £4,210.35 match.

### **Cadarnhau penodiad yr archwilydd mewnol**

Adolygwyd penodiad yr archwilydd mewnol.

**Penderfynwyd:** Ail-benodi BK Plus (JL Hughes gynt), Llanrwst fel Archwilydd Mewnol y Cyngor, gan gadarnhau eu bod yn annibynnol a bod ganddynt y cymwyseddau angenrheidiol i gynnal yr archwiliad.

### **Ffurflen Archwilio Flynyddol 2025-26**

Ystyriodd y Cyngor y Ffurflen Flynyddol, gan gynnwys y datganiadau cyfrifyddu a'r Datganiad Llywodraethu Blynnyddol ar gyfer y flwyddyn ariannol yn diwedd 31 Mawrth 2026.

**Penderfynwyd:** Bod y Cyngor yn cymeradwyo'r Cyfrifon a'r Datganiad Llywodraethu Blynnyddol ar gyfer 2025-26. Cadarnhawyd bod yr Archwiliad Mewnol wedi'i gwblhau heb faterion i'w codi, a bod y Ffurflen Flynyddol bellach yn barod i'w llofnodi gan y Cadeirydd a'i hanfon at Archwilio Cymru.

### **Difrod storm i fwrdd arddangos ar grîn y pentref, Penmachno**

Ystyriwyd cyflwr a dyfodol y bwrdd gwybodaeth.

**Penderfynwyd:** Cael gwared ar yr hen ffrâm a symud ymlaen gyda bwrdd gwybodaeth wedi'i adnewyddu, gan geisio cyllid grant ar gyfer y prosiect. Bydd yr union gynnwys a dyluniad ar gyfer y bwrdd newydd yn cael eu penderfynu mewn cyfarfod i ddod.

### **Pryniant Cymunedol Tŷ Uchaf (The Eagles)**

Ystyriodd y Cyngor gais am gefnogaeth ffurfiol ynghylch pryniant cymunedol Tŷ Uchaf.

**Penderfynwyd:** Bod y Cyngor yn cefnogi'n ffurfiol y cynnig gan Gynnal Bro Machno i brynu Tŷ Uchaf, gan nodi ei bwysigrwydd fel ased cymunedol a'i fod yn cydfynd ag amcanion gwydnwch lleol.

Estynnodd y Cyngor ei longyfarchiadau i Gynnal Bro Machno am eu hymdrechion ymroddedig i achub Tŷ Uchaf rhag cau.

### **Cludiant Ysgol**

Ystyriwyd y problemau gallu parhaus o ran cludiant ysgol, gan nodi bod contract Cyngor Bwrdeistref Sirol Conwy ond yn darparu ar gyfer 27 o seddi er bod gan 37 o blant basys bws dilys.

### **Confirm the appointment of internal auditor**

The appointment of the internal auditor was reviewed.

**Resolved:** To re-appoint BK Plus (formerly JL Hughes) of Llanrwst as the Council's Internal Auditors, confirming that they are independent and possess the necessary competence to carry out the audit.

### **Annual Audit Return 2025-26**

The Council considered the Annual Return, including the accounting statements and the Annual Governance Statement for the financial year ending 31 March 2026.

**Resolved:** That the Council approves the Accounts and the Annual Governance Statement for 2025-26. It was confirmed that the Internal Audit has been completed with no issues raised, and that the Annual Return is now ready to be signed by the Chairperson and sent to Audit Wales.

### **Storm damage to display board on village green, Penmachno**

Consideration was given to the condition and future of the information board.

**Resolved:** To remove the old frame and proceed with a refreshed information board, with the Council seeking grant funding for the project. The exact content and design of the new board will be determined at a future meeting.

### **Community Purchase of Tŷ Uchaf (The Eagles)**

The Council considered a request for formal support regarding the community purchase of Tŷ Uchaf.

**Resolved:** That the Council formally supports the proposal by Cynnal Bro Machno to purchase Tŷ Uchaf, noting its importance as a community asset and its alignment with local resilience objectives.

The Council extended its congratulations to Cynnal Bro Machno for their dedicated efforts to save Tŷ Uchaf from closure.

### **School Transport**

Consideration was given to ongoing capacity issues with school transport, noting that Conwy County Borough Council's contract only provides for 27 seats despite 37 children holding valid bus passes.

**Penderfynwyd:** Cysylltu â'r Cyngorydd Sir Dilwyn Roberts i drefnu cyfarfod brys gyda swyddogion Cyngor Bwrdeistref Sirol Conwy i ddatrys y prinder lle cyn mis Medi. Anfonir copïau o'r ohebiaeth at Gwmni Llew Jones ac Owain Gethin Davies (Prifathro Ysgol Dyffryn Conwy). Cytunwyd ymhellach i awgrymu bod rhieni plant sy'n dechrau yn yr ysgol ym mis Medi yn cofrestru eu manylion mewn da bryd.

### **Cynlluniau'r CNC ar gyfer Moel Pen-y-bryn**

Ystyriwyd pryderon ynghylch cynlluniau plannu CNC ar gopa Moel Pen-y-bryn, gan nodi gohebiaeth flaenorol ar y mater hwn.

**Penderfynwyd:** Gwahodd Dylan Williams o CNC i fynychu cyfarfod cyffredin nesaf y Cyngor ym mis Gorffennaf (neu i drefnu cyfarfod safle) i drafod y cynlluniau.

### **Mast Ffôn Symudol – Penmachno**

Derbyniwyd diweddariad ynghylch cynnydd yr uwchraddiad i mast ffôn symudol Penmachno gyda phŵer, ffeibr, a'i gynnwys yn rhaglen y Rhwydwaith Gwledig a Rennir (SRN).

**Penderfynwyd:** Bod y Cyngor yn rhoi awdurdod llawn i'r Clerc weithredu fel y mae'n ei ystyried yn briodol i sicrhau cynnydd ar brosiectau mast ffôn Bro Machno a'u cynnwys yn SRN erbyn Ionawr 2027. Mae hyn yn cynnwys rhoi pwysau ar bob partner perthnasol (megis BT, Openreach, SP Energy, BDUK, y Swyddfa Gartref, CNC a'r cwmnïau cyfleustodau eraill) a chodi'r mater gyda chynrychiolwyr gwleidyddol neu'r cyfryngau os oes angen. Nod y Cyngor yw sicrhau bod y mast yn weithredol gydag O2 a VodafoneThree heb oedi pellach, a rhoddir mandad i'r Clerc adrodd ar ran y gymuned i gyflawni hyn.

### **Er Gwybodaeth**

#### **Cwblhau Archwiliad 2024-25**

Cyflwynodd y Clerc ddiweddariad yn cadarnhau bod Archwilio Cymru wedi cloi archwiliad 2024-25. Tynnwyd sylw at dri mater gweinyddol bach:

- **Contract y Clerc:** Roedd angen diweddarau'r contract i adlewyrchu'r oriau a'r cyflog cyfredol (*nodwyd bod hyn wedi'i unioni o dan eitem ddiweddarach yn y cyfarfod hwn*).

**Resolved:** To contact County Councillor Dilwyn Roberts to arrange an urgent meeting with Conwy County Borough Council officers to resolve the capacity shortfall before September. Copies of the correspondence will be sent to Llew Jones Coaches and Owain Gethin Davies (Headteacher of Ysgol Dyffryn Conwy). It was further agreed to suggest that parents of children starting at the school in September register their details in good time.

### **NRW Future Plans for Moel Pen-y-bryn**

Consideration was given to concerns regarding NRW's future planting plans for the top of Moel Pen-y-bryn, noting previous correspondence on this matter.

**Resolved:** To invite Dylan Williams from NRW to attend the next ordinary meeting of the Council in July (or to arrange a site meeting) to discuss the proposals.

### **Mobile Phone Mast - Penmachno**

An update was received regarding the progress of upgrading the Penmachno mobile phone mast with power, fibre and its inclusion in the Shared Rural Network (SRN) programme.

**Resolved:** That the Council grants full authority to the Clerk to act as deemed appropriate to ensure progress on the Bro Machno mobile phone mast projects and their inclusion in SRN by January 2027. This includes exerting pressure on all relevant partners (such as BT, Openreach, SP Energy, BDUK, the Home Office, NRW, and other utility companies) and raising the matter with political representatives or the media if necessary. The Council's objective is to ensure the mast is operational with O2 and VodafoneThree without further delay, and the Clerk is mandated to report on behalf of the community to achieve this.

### **For Information**

#### **2024-25 Audit Conclusion**

The Clerk provided an update confirming that Audit Wales had concluded the 2024-25 audit. Three minor administrative matters were highlighted:

- **Clerk's Contract:** The contract required updating to reflect current hours and pay (*noted as rectified under a later item in this meeting*).
- **Statutory Notice:** Evidence of a correctly displayed statutory notice had omitted to be forwarded to Audit Wales.

- **Hysbysiad Statudol:** Wedi anghofio anfon tystiolaeth i Archwilio Cymru o hysbysiad statudol a gafodd ei arddangos yn gywir.
- **Rheolaethau Bancio:** Gofyniad am 'Reolaeth Ddeuol' (Dual Control) ar gyfer trafodiad bancio electronig (*nodwyd bod hyn wedi'i fabwysiadu'n ffurfiol o dan Eitem 8 yn y cyfarfod hwn*).

## Materion Brys

### Codwyd y materion canlynol er gwybodaeth yn unig.

Nodir, gan nad oedd yr eitemau hyn ar yr agenda statudol, na ellid gwneud unrhyw benderfyniadau ffurfiol na phasio cynigion:

- **Torri Gwair:** Adroddiad ynghylch torri gwair yng Nghwm Penmachno a Pharc Penmachno.
- **Rhwyrstr:** Adroddiad ynghylch trelar wedi'i barcio ar ochr y ffordd yng Nghwm Penmachno.
- **Tyfiant Gwyllt:** Adroddiad ynghylch coeden yn tyfu ar ochr y ffordd.

Nododd y Cyngor yr adroddiadau er gwybodaeth yn unig. Awgrymwyd y byddid yn ceisio trefnu cyfarfod safle neu daith gerdded gyda Chris Roberts (Cyngor Bwrdeistref Sirol Conwy) maes o law i adolygu seilwaith lleol, gan gynnwys pontydd a Llwybr y Waen, lle gellid tynnu sylw at y materion gweithredol hyn.

### Adolygiad cyflog y clerc

Adolygodd y Cyngor gontract cyflogaeth ffurfiol y Clerc i sicrhau ei fod yn cyd-fynd â'r telerau a gytunwyd arnynt yn flaenorol.

**Penderfynwyd:** Bod y Cyngor yn cadarnhau'r newidiadau i oriau a chyflog y Clerc fel y nodwyd yng nghofnodion y cyfarfod blaenorol ar 09 Mai 2023 a 15 Mai 2025. Cadarnhawyd nad oes unrhyw newid i amodau gwaith na chyflog y Clerc fel rhan o'r broses hon. Rhoddir awdurdod i'r Cadeirydd lofnodi'r contract cyflogaeth diwygiedig ar ran y Cyngor i ffurfioli'r trefniadau hyn.

### Cyfarfod nesaf a chau'r cyfarfod

Cynhelir cyfarfod cyffredin nesaf y cyngor nos Iau 16 Gorffennaf 2026, 7.30 yn festri Capel Salem.

Gorffennodd y cyfarfod am 21:03

- **Banking Controls:** A requirement for Dual Control on electronic banking transactions (*noted as formally adopted under Item 8 of this meeting*).

## Urgent Matters

### The following matters were raised for information only.

It is noted that as these items were not on the statutory agenda, no formal decisions could be made or resolutions passed:

- **Grass Cutting:** A report regarding grass cutting in Cwm Penmachno and Penmachno Park.
- **Obstruction:** A report regarding a trailer parked on the roadside in Cwm Penmachno.
- **Overgrown Vegetation:** A report regarding a tree growing on the roadside.

The Council noted the reports for information. It was suggested that a future site meeting or walkabout with Chris Roberts (Conwy County Borough Council) be sought in due course to review local infrastructure, including bridges and Llwybr y Waen, at which point these operational matters could be highlighted.

### Clerk's pay review

The Council reviewed the formal contract of employment for the Clerk to ensure alignment with previously agreed terms.

**Resolved:** That the Council confirms the changes to the Clerk's hours and salary as noted in the minutes of the previous meetings on 09 May 2023 and 15 May 2025. It was confirmed that there is no change to the Clerk's working conditions or salary as part of this process. Authority is granted to the Chairperson to sign the updated employment contract on behalf of the Council to formalise these arrangements.

### Date of next meeting and closure

The next ordinary meeting of the Council will be held on Thursday, 16 July 2026 at Capel Salem vestry.

The meeting closed at 21:03.