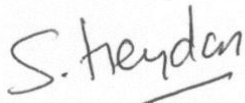


**Summons to the Special Meeting
of Mumbles Community Council to be held on
Tuesday 16 August 2022 at 6.30 pm via Zoom**

Councillors:

Pam Erasmus
Rhian Evans
Rebecca Fogarty
Sophie Gardiner
Richard Jarvis
Phil Keeton
Sara Keeton
Rob Marshall
Emma McNamara
Clare-anna Mitchell
Helen Nelson
Francesca O'Brien
Angela O'Connor
Mike Parkin
Ian Scott
Will Thomas
Carrie Townsend Jones

You are **SUMMONED** to a **SPECIAL MEETING** of **MUMBLES COMMUNITY COUNCIL** to be held on Tuesday,
16 August 2022 at 6.30 pm, via Zoom



Steve Heydon
Clerk to the Council
Dated 11 August 2022

**Cyngor Cymuned y
Mwmbwls
Agenda Cyfarfod
Arbennig
16eg Awst 2022 am 6.30
pm
Cyfarfod Rhithiol (Zoom)**

**Mumbles Community
Council
Special Meeting Agenda
16 August 2022 at 6.30
pm
Virtual Meeting (Zoom)**

Ymddiheuriadau am Absenoldeb

01 Apologies for Absence

Datganiadau o Fudd

02 Declarations of Interest

Arddangosfa Tân Gwyllt Tawel

03 Silent Firework Display

CYNIGIR bod CCyM yn cynnal digwyddiad tân gwyllt tawel ar faes y castell ar 4ydd Tachwedd 2022 am gost o ddim mwy na £10,000.

PROPOSED that a silent firework event be held by MCC on the castle field on 4 November 2022 at a cost of no more than £10,000.

Cynigiwyd gan y Cyng Clare-Anna Mitchell

Proposed by Cllr Clare-Anna Mitchell

**Cynnydd yn Oriau Swyddog Ymgysylltu
Amgylcheddol**

04 Increase in Environmental Engagement Officer Hours

CYNIGIR cynyddu oriau Swyddog Ymgysylltu Amgylcheddol o 26 awr yr wythnos i 30 awr yr wythnos.

PROPOSED that the EEO officer hours be increased from 26 hours per week to 30 hours per week.

Cynigiwyd gan y Cyng Helen Nelson. Eiliwyd gan y Cyng Carrie Townsend Jones

Proposed by Cllr Helen Nelson. Seconded by Cllr Carrie Townsend Jones

**Adroddiad gan y Panel Ymchwilio ar Gŵyn a
wnaed gan Ysgol Gynradd Gymraeg Llwynderw**

**05 Report from the Investigation Panel on
Complaint made by Ysgol Gynradd Gymraeg
Llwynderw**

CYNIGIR bod yr adroddiad a'r argymhellion ynddo yn cael eu cymeradwyo.

PROPOSED that the report and the recommendations therein be approved.

Adroddiad Ymchwiliad Cwyn gan Ysgol Gynradd Gymraeg Llwynderw

Cefndir

Derbyniodd Cyngor Cymuned y Mwmbwls gŵyn ysgrifenedig oddi wrth Ysgol Gynradd Gymraeg Llwynderw ar 26ain Gorffennaf 2022 (roedd y gŵyn wedi'i hanfon drwy e-bost ar ôl oriau gwaith ar 25ain Gorffennaf, felly fe'i derbyniwyd ar 26ain). Anfonwyd y gŵyn at y Clerc, y Cadeirydd a'r Is-Gadeirydd yn ogystal ag amrywiol randdeiliaid eraill.

Gwnaed y gŵyn ar bedair sail:

1. Eithrio'r iaith Gymraeg a'i diwylliant;
2. Cynnwys amhriodol geiriau'r caneuon ar gyfer plant ysgol gynradd;
3. Gohebiaeth gan ac ymddygiad y Cyngorydd Rob Marshall (Cyngor Cymuned y Mwmbwls) – sydd hefyd yn Gadeirydd y Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu;
4. Llywodraethu mewnol a threfniadaeth graffu Cyngor Cymuned y Mwmbwls.

Cynghorodd Clerc CCyM ar Weithdrefn Gwynion y Cyngor ac ymdriniwyd â'r gŵyn ysgrifenedig yn unol â'r weithdrefn honno. Dylid nodi nad yw CCyM wedi adolygu ei weithdrefn gwynion ers 2014. Fodd bynnag, mae'n seiliedig ar weithdrefn gwynion enghreifftiol ac nid yw'n ymddangos ei bod yn gwyro oddi wrth weithdrefnau cwyno tebyg mewn sefydliadau sector cyhoeddus eraill.

Argymhelliad 1: Dylai CCyM adolygu, ac os oes angen, diwygio ei weithdrefn gwynion ac yna sicrhau ei bod yn cael ei chyhoeddi'n weladwy ar wefan y cyngor.

Rhwymedigaethau CCyM o dan ddeddfwriaeth berthnasol yr iaith Gymraeg a chydraddoldeb

Mae Mesur y Gymraeg (Cymru) 2011 yn ymgorffori'n gyfreithiol statws swyddogol y Gymraeg yng Nghymru. Mae'n nodi'r egwyddorion cyffredinol na ddylai'r Gymraeg gael ei thrin yn llai ffafriol na'r Saesneg ac y dylai pobl yng Nghymru allu byw eu bywydau drwy gyfrwng y Gymraeg os ydynt yn dymuno gwneud hynny (Canllaw'r Cyngorydd Da, Llywodraeth Cymru, 2022).

Rydym wedi cymryd cyngor gan Un Llais Cymru ynghylch cymhwyso Mesur y Gymraeg ar gyfer cyngorau cymuned. Mae Un Llais Cymru wedi rhoi'r canllawiau canlynol i ni:

Rhagwelwyd y byddai Comisiynydd y Gymraeg yn cyhoeddi set o safonau iaith Gymraeg a fyddai'n berthnasol i gyngorau cymuned a thref ond nid yw hyn wedi digwydd ac erbyn hyn mae'n ymddangos yn annhebygol y bydd y safonau'n cael eu cyhoeddi..

Yn hytrach, mae'r Comisiynydd wedi datblygu templed cynllun iaith Gymraeg i'w defnyddio gan gyngorau cymuned a thref. Y bwriad yw, pan fydd cynllun yn cael ei baratoi gan ddefnyddio'r templed, y dylid ei gyflwyno i'r Comisiynydd i'w gymeradwyo. Fel arall, cynghorwyd CCyM y gallem ddefnyddio'r templed i arwain ein triniaeth o'r Gymraeg, fel fframwaith ar gyfer datblygu polisi. Nid oedd CCyM yn ymwybodol o'r templed cynllun hwn o'r blaen. Nid oes gan y cyngor bolisi iaith Gymraeg ar hyn o bryd.

Dywed Canllaw'r Cyngorydd Da: 'Disgwylir i'ch cyngor drin y Gymraeg yn rhesymol ac yn gymesur wrth ddelio â'r cyhoedd.' Gallai hyn fod yn agored i'w ddehongli ac felly, er nad yw'n destun gofynion cydymffurfio, dylai CCyM fod wedi adolygu ein hymagwedd at y Gymraeg yn amlach yn wyneb y niferoedd cynyddol o siaradwyr Cymraeg yn yr ardal yn sgil agor Ysgol Gynradd Gymraeg Llwynderw.

Argymhelliad 2: Dylai CCyM sefydlu Grŵp Gorchwyl a Gorffen, mewn ymateb i gyngor ac arweiniad priodol, i adolygu'r templed cynllun, gan ystyried a all fabwysiadu'r templed cynllun yn llawn, neu ei ddefnyddio i arwain polisi CCyM ar yr iaith Gymraeg pe bai angen gwneud newidiadau sylweddol. Dylai'r polisi sicrhau bod CCyM yn bodloni'r holl rwymedigaethau deddfwriaethol, gan gynnwys, ond heb fod yn gyfyngedig i: cynnwys ar wefan CCyM; agendâu a chofnodion cyfarfodydd; cyfraniadau i gyfarfodydd cyhoeddus; cyswllt cwsmeriaid gan gynnwys cyfarchion ffôn a llofnodion e-bost; cynnwys ar dudalennau cyfryngau cymdeithasol CCyM.

Dylai'r Grŵp Gorchwyl a Gorffen adrodd i'r Cyngor Llawn erbyn ei gyfarfod ym mis Ionawr fan bellaf fel y gellir ymgorffori unrhyw oblygiadau cyllidebol yn y broses o osod y gyllideb ar gyfer 2023/24. Dylid cymeradwyo'r cynllun neu'r polisi, fel y bo'n briodol, mewn egwyddor ym mis Ionawr 2023, a'i fabwysiadu'n llawn yn y Cyfarfod Cyffredinol Blyneddol ym mis Mai 2023.

Proses

Mae Gweithdrefn Gwynion CCyM yn amlinellu, mewn ymateb i gŵyn, y dylai'r Clerc, neu yn achos materion cymhleth, y Clerc a'r Cadeirydd:

- a) Ymchwilio er mwyn sefydlu ffeithiau'r mater
- b) Gwneud awgrymiadau ar ffurf cynllun gweithredu sy'n amlinellu sut mae CCyM yn bwriadu newid pethau i atal y mater rhag digwydd eto.

Oherwydd cyfranogiad blaenorol y Cadeirydd yn y mater dan sylw, mae'r Is-Gadeirydd wedi cefnogi'r ymchwiliad a drafftio'r adroddiad hwn. Mae'r Clerc wedi cyngori drwy'r amser. Mae'r adroddiad hwn yn amlinellu'r ffeithiau fel y'u darganfuwyd mewn ymateb i sail y gŵyn, ac mae argymhellion wedi'u cynnwys drwyddo draw. Yn amodol ar gymeradwyaeth y Cyngor, byddai'r argymhellion hyn yn sail i gynllun gweithredu.

Mae'r ymchwiliad hwn wedi'i gynnal yn gyflym er mwyn sicrhau ymateb prydlon i'r achwynydd, a sicrhau camau gweithredu cyflym i ddatrys unrhyw faterion sy'n weddill. Oherwydd iddo gael ei enwi'n bersonol yn y gŵyn, gwahoddwyd y Cyngorydd Rob Marshall i gwrdd â'r Is-Gadeirydd i ddarparu rhywfaint o wybodaeth bellach am y materion dan sylw. Ni dderbyniodd y gwahoddiad i'r cyfarfod hwn, felly mae'r adroddiad canlynol yn cynnwys y ffeithiau mwyaf hysbys ar hyn o bryd.

Canfyddiadau'r Ymchwiliad

Cymerodd yr ymchwiliad bedair sail y gŵyn ar wahân.

1. Eithrio'r iaith Gymraeg a'i diwylliant

Ar y mater yma rydym wedi mynd i'r afael â dau gwestiwn:

- a) A yw CCyM yn eithrio'r Gymraeg a'i diwylliant yn rheolaidd yn ei weithgareddau?
- b) A wnaeth CCyM eithrio'r Gymraeg a'i diwylliant ar achlysur Gŵyl y Mwmbwls 2022?

Rydym wedi ymgymryd â'r dasg o ystyried ffyrdd y mae CCyM yn dathlu'r iaith Gymraeg a'i diwylliant yn ei weithgareddau, wedi'u cydbwysio â ffyrdd y gallem wneud mwy i sicrhau eu bod yn cael eu cynnwys a'u hyrwyddo.

Gweithgareddau hyd yma yn cynnwys yr iaith Gymraeg a'i diwylliant
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Byrddau gwybodaeth dwyieithog yn ein prosiectau Amgylcheddol, megis y Berllan Gymunedol, ac arwyddion bywyd gwyllt sy'n aros i'w gosod ar y Prom ar hyn o bryd, yn ogystal â sticeri biniau "In The Loop" dwyieithog newydd
Gwahoddwyd Cymraeg i Blant i gyfrannu at ddiwrnodau Hwyl i'r Teulu, gan gynnwys sesiwn arbennig o lwyddiannus yn Castle Acre llynedd gyda nifer fawr yn cymryd rhan
Lle bo modd, cofrestru ar gyfer Diwrnodau Hwyl i'r Teulu wedi'i gwblhau gan gynghorydd yn y Gymraeg gyda theuluoedd yn defnyddio'r Gymraeg wrth gyrraedd
Cynhaliwyd gorymdeithiau Dydd Gŵyl Dewi a ariannwyd gan GCyM, yr olaf yn 2019 oherwydd pandemig Covid-19, a chytunwyd ar y gyllideb ar gyfer 2023
Ymrwymiad hir sefydlog i ddathlu ieithoedd Celtaidd trwy ein cysylltiadau Gefeillio, gan gynnwys: <ul style="list-style-type: none"> • Siarteri gefeillio dwyieithog rhwng y Mwmbwls, Hennebont (Ffrainc) a Havre de Grace (UDA) • Llyfr am hanes yr iaith Gymraeg, a gynhyrchwyd yn Gymraeg, Llydaweg, Ffrangeg a Saesneg, y talwyd amdano gan grant CCyM • Ymweliad ag Ysgol Gynradd Gymraeg Llwynderw wedi'i drefnu fel rhan o raglen CCyM ar gyfer ymwelwyr o Hennebont yn 2018 • Cynllun cyfeillion ysgrifennu wedi'i sefydlu rhwng ysgolion Hennebont ac Ysgol Gynradd Gymraeg Llwynderw • Ymweliad cyn Gadeirydd CCyM â'r Wyl Ryng-Geltaidd
Cefnogaeth i brosiectau cymunedol sy'n hybu'r iaith Gymraeg a diwylliant Cymru drwy ein cynllun grantiau, gan gynnwys grant i Ysgol Gynradd Gymraeg Llwynderw yn 2022 i ddathlu eu penblwydd yn 20 oed
Hysbysiadau ffurfiol drwy'r Gwasanaethau Democrataidd e.e. o swydd wag achlysurol, etholiad ac ati, yn cael eu cynhyrchu'r ddwyieithog
Wedi ymrwymo cyllid yng nghyllideb 2022-23 i gynhyrchu cyfieithiad o gylchlythyr CCyM. Bydd cylchlythyr haf 2022 yn cael ei gyfieithu'n llawn ac ar gael ar y wefan
Pob ysgol, gan gynnwys Ysgol Gynradd Gymraeg Llwynderw, fel yr ysgol Gymraeg yn ardal CCyM, yn cael eu trin yn gyfartal e.e. llywodraethwr cyswllt o GCyM i gynrychioli barn a sicrhau mynediad i wybodaeth am weithgareddau a chynlluniau CCyM; gwahoddiadau i gymryd rhan mewn gweithgareddau sydd wedi'u hanelu at blant ysgol, megis y gystadleuaeth ddiweddar ar gyfer dylunio Bwa'r Jiwbilî a mynediad at arian i gefnogi plannu sy'n gyfeillgar i bryfed peillio

Nodir bod y Cynorthwy-ydd Gwasanaeth Cwsmer a Digwyddiadau newydd yn siarad Cymraeg ac mae hyn yn cryfhau gallu CCyM i ymgysylltu â thrigolion trwy gyfrwng y Gymraeg. Fodd bynnag, nid oes gennym ar hyn o bryd unrhyw weithwyr sy'n siarad Cymraeg yn rhugl.

Argymhelliad 3: Dylai CCyM gynnig cyrsiau Cymraeg ar y lefel briodol i'r holl weithwyr a chynghorwyr, gan ddefnyddio'r gyllideb Hyfforddiant. Yn benodol, dylai CCyM gefnogi ein gweithwyr "blaen tŷ" i ddatblygu eu lefel Gymraeg.

Mae'r rhestr uchod yn nodi nad yw CCyM yn eithrio'r iaith a'r diwylliant Cymraeg yn systematig ac yn fwriadol yn ystod ei weithgareddau. Fodd bynnag, cydnabyddir bod mwy y gallwn ei wneud i

hyrwyddo a chynnwys y Gymraeg. Cynigir bod y camau gweithredu hyn yn cael eu hystyried yn llawn a'u cynnwys mewn polisi neu gynllun iaith Gymraeg ffurfiol, yn unol ag Argymhelliad 2.

Yn achos Gŵyl y Mwmbwls 2022, cydnabyddir nad oedd cynrychiolaeth o'r Gymraeg. Fodd bynnag, mae'r Wyl yn gyfle allweddol i arddangos talent leol ac efallai y caiff hyn ei ystyried yn rhan o ddiwylliant Cymru.

Mae'r Côr Ysgolion wedi bod yn elfen o Wyl y Mwmbwls ers sawl blwyddyn. Eleni, cydnabyddir bod gwahoddiadau i gymryd rhan wedi'u hanfon i ysgolion yn gymharol fyr rybudd, gan roi cyfle cyfyngedig i'r ysgolion fod yn rhan o'r cynllunio a'r penderfyniadau ar yr eitem hon. Roedd hyn yn rhannol oherwydd yr amser byr oedd ar gael rhwng ethol y Cyngor newydd a Gŵyl y Mwmbwls. Fodd bynnag, mae'r dyddiad ar gyfer 2023 eisoes wedi'i osod fel Gorffennaf 15fed, ac ar gyfer y dyfodol, mae'r dyddiad i'w bennu ymhellach ymlaen llaw, gan roi cyfle i GCyM weithio mewn partneriaeth fwy ystyrlon gyda rhanddeiliaid lleol wrth gynllunio'r digwyddiad, gan gynnwys ysgolion.

Argymhelliad 4: Dylid cynnwys pob ysgol leol yng Ngŵyl y Mwmbwls yn y dyfodol gyda mwy o bartneriaeth, gan gynnwys deialog â'r ysgolion yn gynharach i ddod i benderfyniad ar y cyd ar y dewis o ganeuon a fformat y perfformiad.

2. Cynnwys amhriodol geiriau'r caneuon ar gyfer plant ysgol gynradd

Roedd y gŵyn benodol yn ymwneud â geiriau "Our Song" gan Anne-Marie gan gynnwys y gair 'Baby' a chyfeiriadau at 'wake up alone'. Gellid ystyried bod natur rywiol y cyfeiriadau hyn yn amhriodol ar gyfer plant ysgol gynradd.

Ymddengys mai dim ond un o'r saith ysgol y cysylltwyd â nhw i fod yn rhan o'r Côr Ysgolion oedd wedi gwrthwynebu cynnwys geiriau'r gân, gan awgrymu nad oedd ysgolion eraill yn ystyried y geiriau yn amhriodol. Cymerodd dwy ysgol ran yn y Côr Ysgolion ond nid yw'r rhesymau pam na chymerodd yr ysgolion eraill ran yn hysbys.

Gellid dadlau bod yn rhaid i GCyM, fel corff cyhoeddus, gymryd gofal arbennig yn ei ddewis o ganeuon a gweithgareddau eraill i blant a phobl ifanc drwy gydol ei raglen o ddigwyddiadau.

Argymhelliad 5: Er y gall addasrwydd oedran gwahanol fathau o adloniant fod yn oddrychol yn aml, dylai CCyM sicrhau ei fod yn cynnwys pob plentyn drwy sicrhau bod yr holl gynnwys sydd wedi'i anelu at blant a theuluoedd yn gynhwysol ac yn cael ei fesur fel 'Tystysgrif U' heb amheuaeth. Gellid cyflawni hyn trwy ddefnyddio caneuon o ffilmiau Tystysgrif U, neu ganeuon a ddefnyddir yn rheolaidd mewn ysgolion. Byddai hyn yn cael gwared ar natur oddrychol unigolion yn gorfod barnu a ddylai rhywbeth sy'n fwy 'ffiniol' gael ei ystyried yn briodol ai peidio.

Argymhelliad 6: Pan godir pryderon ynghylch priodoldeb unrhyw gynnwys cyn digwyddiad, dylai'r rhain gael eu trafod gan y Pwyllgor perthnasol, a dylai'r Pwyllgor gytuno ar sut i weithredu. Mae hyn yn berthnasol p'un a yw'r pryderon yn cael eu codi i gynghorydd unigol, i'r Clerc neu i swyddog arall. (Gweler mwy o dan bwynt 4.)

3. Gohebiaeth gan ac ymddygiad y Cynghorydd Rob Marshall (Cyngor Cymuned y Mwmbwls) – sydd hefyd yn Gadeirydd y Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu;

Nid oes gan Gynghorau Tref a Chymuned yr awdurdod o dan eu rheolau sefydlog i ymchwilio i gwynion o gyrff allanol am ymddygiad cynghorwyr unigol. Felly, nid yw CCyM wedi cynnal unrhyw ymchwiliad mewn ymateb i'r sail hon dros gŵyn ynddo'i hun. Yn y llythyr yn cydnabod derbyn y gŵyn ysgrifenedig, amlinellodd y Clerc i Ysgol Gynradd Gymraeg Llwynderw:

‘Dylai cwynion uniongyrchol ynglŷn â’r Cynghorydd Marshall gael eu cyflwyno i Ombwdsmon Cyhoeddus Cymru, trwy’r wefan: ombwdsmon.cymru.’

Bydd yr adroddiad yma, yn amodol ar gymeradwyaeth y Cyngor Llawn, yn cael ei anfon mewn ymateb i Ysgol Gynradd Gymraeg Llwynderw, ac mae’r Clerc wedi cadarnhau y bydd y geiriau canlynol yn cael eu cynnwys yn y llythyr o eglurhad:

‘Os nad ydych yn fodlon gyda chanlyniad ein hymchwiliad, gallwch gyfeirio eich cwynion at Ombwdsmon Gwasanaethau Cyhoeddus Cymru drwy’r wefan: ombwdsmon.cymru.’

Wrth ymchwilio i’r gŵyn ynglŷn â rheolaeth fewnol a threfniadaeth graffu CCyM (isod), mae gweithredoedd y Cynghorydd Marshall yn berthnasol ac felly, ystyriwyd yr ohebiaeth fel rhan o’r ymchwiliad.

4. Llywodraethu mewnol a threfniadaeth graffu Cyngor Cymuned y Mwmbwls

Pwynt allweddol yn y gŵyn a dderbyniwyd yw, er bod Ysgol Gynradd Gymraeg Llwynderw wedi codi pryderon cyn Gŵyl y Mwmbwls 2022, collwyd cyfleoedd i drafod y pryderon hyn mewn cyfarfod o’r Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu. Mae’r gŵyn yn nodi bod ‘Eitemau Cerddorol’ yn eitem ar agenda’r cyfarfod a gynhaliwyd dydd Mercher 22ain Mercher 2022, y diwrnod ar ôl i’r pryderon gael eu codi’n wreiddiol gyda’r Cyd-Gadeirydd.

Yn groes i bolisi CCyM ei hun ar gofnodi cyfarfodydd er mwyn cadw cofnod cyhoeddus, ni chaiff cyfarfodydd y Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu eu cofnodi. Mae hyn yn ei gwneud yn anoddach adolygu’r drafodaeth wrth edrych yn ôl. Fodd bynnag, nid oes cofnod yng nghofnodion y cyfarfodydd rhwng 22ain Mehefin a’r digwyddiad ar 16eg Gorffennaf bod y materion hyn wedi’u codi.

Nodir bod y Cyngor Llawn wedi cytuno i ddirprwyo pwerau i’r Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu at ddibenion trefnu Gŵyl y Mwmbwls er mwyn sicrhau y gellir gwneud penderfyniadau yn gyflym yng nghyd-destun deinamig rheoli digwyddiadau. Cyflwynwyd adroddiad i’r Cyngor Llawn yng nghyfarfodydd Mehefin a Gorffennaf, ond nid yw’r materion hyn wedi’u cynnwys.

Mae trefniadaeth llywodraethu a chraffu CCyM yn dibynnu ar faterion sy’n cael eu codi a’u trafod yn y fforwm gwneud penderfyniadau cywir lle mae awdurdod priodol wedi’i roi i’r cyfarfod hwnnw – Cyngor, Pwyllgor neu Is-bwyllgor. Ac eithrio mewn amgylchiadau prin, ni ddylai unrhyw gynghorydd unigol wneud penderfyniadau na siarad ar ran y Cyngor heb gyfraniad cynghorwyr eraill. Ar adeg y cyfarfod ar 22ain Mehefin, nid oedd neb heblaw’r Cyd-Gadeirydd yn ymwybodol o’r pryderon a godwyd. Roedd gohebiaeth uniongyrchol rhwng y Cynghorydd Marshall a Ms Collins. Ni chafodd Cyd-Gadeirydd arall y pwyllgor, llywodraethwr cyswllt CCyM â’r ysgol nac unrhyw swyddog ei gopïo mewn. Roedd hyn yn caniatáu i un cynghorydd unigol farnu a ddylai’r mater gael ei godi yn y pwyllgor, heb i unrhyw gynghorydd neu swyddog arall allu mynegi barn. Ymddengys bod hyn yn groes i Reol Sefydlog 225a (ii) – Cyfyngiadau ar Weithgareddau Cynghorwyr:

‘Oni bai ei fod wedi’i awdurdodi’n briodol ni fydd unrhyw gynghorydd yn rhoi gorchmynion, cyfarwyddiadau na chyfeiriadau.’

Yn yr un modd, nid yw’n unol â’r Côt Ymddygiad’ sy’n datgan:

'Rhaid i chi, wrth gymryd rhan mewn cyfarfodydd neu wneud penderfyniadau ynghylch busnes eich awdurdod, wneud hynny ar sail rhinweddau'r amgylchiadau dan sylw ac er budd y cyhoedd gan roi sylw i unrhyw gyngor perthnasol a ddarperir gan swyddogion eich awdurdod [...]'

Ni ddarparwyd unrhyw dystiolaeth bod y Cyngorydd Marshall wedi ceisio awdurdod y Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu, na chyngor swyddogion CCyM cyn ymateb i Ms Collins.

Argymhelliad 7: Yng ngoleuni'r diffyg ymlyniad hwn at drefniadaeth llywodraethu a chraffu CCyM, a'i effaith ddilynol, argymhellir y canlynol:

- a) Dylid diswyddo'r Cyngorydd Rob Marshall o'r Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu
- b) Dylid diswyddo'r Cyngorydd Rob Marshall o swydd Cyd-Gadeirydd y Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu.
- c) Dylai'r Cyngorydd Rob Marshall anfon ymddiheuriad ysgrifenedig i Ysgol Gynradd Gymraeg Llwynderw yn tanlinellu na wnaethpwyd ei sylwadau gydag awdurdod CCyM.

Er mwyn osgoi sefyllfa debyg rhag digwydd eto, argymhellir y canlynol:

Argymhelliad 8: Dylai CCyM adolygu ac ail-gadarnhau ei bolisi o gofnodi cyfarfodydd er mwyn creu cofnodion cyhoeddus. Os caiff ei ail-gadarnhau, dylai'r polisi gael ei gymhwyso'n gyson i bob cyfarfod perthnasol, gyda'r Clerc, nid Cadeirydd y cyfarfod, yn penderfynu a ddylid cofnodi'r cyfarfod o dan y polisi.

Argymhelliad 9: Dylid anfon copi o bob gohebiaeth gyda rhanddeiliaid allanol at (o leiaf):

- Cadeirydd, Cyd-Gadeirydd a/neu Is-Gadeirydd pwyllgor perthnasol;
- y swyddog arweiniol ar gyfer y mater dan sylw; os yw'n aneglur pwy yw'r swyddog arweiniol, dylid anfon copi i'r Clerc; a
- os yw'r ohebiaeth gydag ysgol, llywodraethwr cyswllt CCyM ar gyfer yr ysgol dan sylw.

Casgliad

Mae'r digwyddiad hwn yn cynnig cyfle i GCyM adolygu sut y gall gefnogi a hyrwyddo'r Gymraeg a'i diwylliant yn lleol. Er nad oes rheidrwydd ar y cyngor i fabwysiadu Safonau'r Gymraeg yn llawn, mae gan GCyM rôl bwysig i'w chwarae wrth gefnogi'r Gymraeg, yn enwedig gydag ysgol Gymraeg yn yr ardal.

Mae'n anffodus bod y digwyddiad hwn wedi arwain at y canfyddiad bod CCyM yn eithrio'r iaith Gymraeg a'i diwylliant yn ei weithgareddau. Nid yw hyn yn wir, fodd bynnag. Mae'r ymchwiliad hwn yn dangos bod prosesau'r cyngor o gyrraedd penderfyniadau wedi methu y tro hwn, gan arwain at safbwyntiau'n cael eu mynegi, yn honedig ar ran y cyngor, nad ydynt o reidrwydd yn adlewyrchu ei safbwynt.

Ynghyd â'r argymhellion uchod i wneud gwelliannau i'r dyfodol, mae'n ymddangos yn briodol felly, yn unol â chais yr ysgol, i Ysgol Gynradd Gymraeg Llwynderw dderbyn ymddiheuriad a sicrwydd y bydd yr ysgol yn parhau i fod yn rhan o weithgareddau CCyM yn y dyfodol.

Argymhelliad 10: Dylai Cadeirydd CCyM anfon ymddiheuriad ysgrifenedig i Ysgol Gynradd Gymraeg Llwynderw ar ran CCyM (gweler y drafft ynghlwm).

Crynodeb o'r Argymhellion

1	Dylai CCyM adolygu ac os oes angen diwygio ei weithdrefn gwynion ac yna sicrhau ei bod yn cael ei chyhoeddi'n weladwy ar wefan CCyM.
2	<p>Dylai CCyM sefydlu Grŵp Gorchwyl a Gorffen, mewn ymateb i gyngor ac arweiniad priodol, i adolygu templed y Cynllun Iaith Gymraeg, ystyried a all fabwysiadu templed y cynllun yn llawn, neu ei ddefnyddio i arwain polisi CCyM ar y Gymraeg pe bai angen gwneud newidiadau sylweddol. Dylai'r polisi sicrhau bod CCyM yn bodloni'r holl rwymedigaethau deddfwriaethol, gan gynnwys, ond heb fod yn gyfyngedig i: cynnwys ar wefan CCyM; agendâu a chofnodion cyfarfodydd; cyfraniadau i gyfarfodydd cyhoeddus; cyswllt cwsmeriaid, gan gynnwys cyfarchion ffôn a llofnodion e-bost; cynnwys ar dudalennau cyfryngau cymdeithasol CCyM.</p> <p>Dylai'r Grŵp Gorchwyl a Gorffen adrodd i'r Cyngor Llawn erbyn ei gyfarfod ym mis Ionawr fan bellaf fel y gellir ymgorffori unrhyw oblygiadau cyllidebol yn y broses o osod y gyllideb ar gyfer 2023/24. Dylid cymeradwyo'r cynllun neu'r polisi, fel y bo'n briodol, mewn egwyddor ym mis Ionawr 2023, a'i fabwysiadu'n llawn yn y Cyfarfod Cyffredinol Blynyddol ym mis Mai 2023.</p>
3	Dylai CCyM gynnig cyrsiau Cymraeg ar y lefel briodol i'r holl weithwyr a chyngorwyr, gan ddefnyddio'r gyllideb Hyfforddiant. Yn benodol, dylai CCyM gefnogi ein gweithwyr "blaen tŷ" i ddatblygu eu lefel Gymraeg.
4	Dylid cynnwys pob ysgol leol yng Ngŵyl y Mwmbwls yn y dyfodol gyda mwy o bartneriaeth, gan gynnwys deialog â'r ysgolion yn gynharach i ddod i benderfyniad ar y cyd ar y dewis o ganeuon a fformat y perfformiad.
5	Dylai CCyM sicrhau ei fod yn cynnwys pob plentyn drwy sicrhau bod yr holl gynnwys sydd wedi'i anelu at blant a theuluoedd yn gynhwysol ac yn cael ei fesur fel 'Tystysgrif U' heb amheuaeth.
6	Pan godir pryderon ynghylch priodoldeb unrhyw gynnwys cyn digwyddiad, dylai'r rhain gael eu trafod gan y Pwyllgor perthnasol, a dylai'r Pwyllgor gytuno ar sut i weithredu. Mae hyn yn berthnasol p'un a yw'r pryderon yn cael eu codi i gynghorydd unigol, i'r Clerc neu i swyddog arall.
7	<p>Yng ngoleuni'r diffyg ymlyniad hwn at weithdrefnau llywodraethu a chraffu CCyM, a'i effaith ddilynol, argymhellir y canlynol:</p> <ol style="list-style-type: none"> Dylid diswyddo'r Cynghorydd Rob Marshall o'r Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu Dylid diswyddo'r Cynghorydd Rob Marshall o swydd Cyd-Gadeirydd y Pwyllgor Diwylliant, Twristiaeth a Chyfathrebu. Dylai'r Cynghorydd Rob Marshall anfon ymddiheuriad ysgrifenedig i Ysgol Gynradd Gymraeg Llwynderw yn tanlinellu na wnaethpwyd ei sylwadau gydag awdurdod CCyM.
8	Dylai CCyM adolygu ac ail-gadarnhau ei bolisi o gofnodi cyfarfodydd er mwyn creu cofnodion cyhoeddus. Os caiff ei ail-gadarnhau, dylai'r polisi gael ei gymhwyso'n gyson i bob cyfarfod perthnasol, gyda'r Clerc, nid Cadeirydd y cyfarfod, yn penderfynu a ddylid cofnodi'r cyfarfod o dan y polisi.
9	Dylid anfon copi o bob gohebiaeth gyda rhanddeiliaid allanol at (o leiaf):

	<ul style="list-style-type: none"> • Cadeirydd, Cyd-Gadeirydd a/neu Is-Gadeirydd pwyllgor perthnasol; • y swyddog arweiniol ar gyfer y mater dan sylw; os yw'n aneglur pwy yw'r swyddog arweiniol, dylid anfon copi i'r Clerc; a • os yw'r ohebiaeth gydag ysgol, llywodraethwr cyswllt CCyM ar gyfer yr ysgol dan sylw.
10	Dylai Cadeirydd CCyM anfon ymddiheuriad ysgrifenedig i Ysgol Gynradd Gymraeg Llwynderw ar ran CCyM (gweler y drafft ynghlwm).

Investigation Report of Complaint from Ysgol Gynradd Gymraeg Llwynderw

Report for Special Meeting of Council to be held on 16 August 2022

Agenda Item: 5

Background

Mumbles Community Council received a written complaint from Ysgol Gynradd Gymraeg Llwynderw on 26th July 2022 (the complaint had been sent by email after working hours on 25th July so was received on 26th). The complaint was sent to the Clerk, Chair and Vice-Chair as well as various other stakeholders.

The complaint was made on four grounds:

1. The exclusion of Welsh language and culture;
2. The inappropriate lyrical content for primary school children;
3. Correspondence from and conduct of Councillor Rob Marshall (Mumbles Community Council) – who is also the Chair of the Culture, Tourism and Communications Committee;
4. Internal governance and scrutiny mechanisms of Mumbles Community Council.

The Clerk of MCC advised on the Council's Complaints Procedure and the written complaint has been handled in accordance with that procedure. It should be noted that MCC has not revised its complaints procedure since 2014. However, it is based on a model complaints procedure and does not appear to deviate from similar complaints procedures in other public sector organisations.

Recommendation 1: MCC should review and if necessary revise its complaints procedure and then ensure it is published visibly on the MCC website.

MCC's obligations under relevant Welsh Language and equalities legislation

The Welsh Language (Wales) Measure 2011 enshrines in law the official status of the Welsh language in Wales. It sets out the general principles that the Welsh language should not be treated any less favourably than the English language and that people in Wales should be able to live their lives

through the medium of the Welsh language if they choose to do so ([Good Councillor's Guide](#), Welsh Government, 2022).

We have taken advice from One Voice Wales about the application of the Welsh Language Measure for community councils. One Voice Wales have given us the following guidance:

It was anticipated that the Welsh Language Commissioner would be publishing a set of Welsh Language standards which would apply to community and town councils but this has not occurred and it now seems unlikely that standards will be published.

Instead, the Commissioner has developed a Welsh Language scheme template for use by community and town councils. The intention is that when a scheme is prepared using the template it should be submitted to the Commissioner for approval. Alternatively, MCC has been advised that we could use the template to guide our approach to the Welsh language, as a framework for developing a policy. MCC was previously unaware of this scheme template. It does not currently have a Welsh Language policy.

The Good Councillor's Guide states: 'Your council is expected to treat the Welsh language reasonably and proportionally in its dealings with the public.' This could be open to interpretation and therefore, while not subject to compliance requirements, MCC should have reviewed our approach to Welsh language more frequently in light of the increased numbers of Welsh speakers in the area due to the opening of Ysgol Gynradd Gymraeg Llwynderw.

Recommendation 2: MCC should establish a Task and Finish Group to, in response to appropriate advice and guidance, review MCC's Welsh Language provision, consider whether it can adopt the scheme template in full, or use it to guide MCC's policy on the Welsh Language if significant changes would have to be made. The policy should ensure that MCC meets any and all legislative obligations, and include, but not be limited to: content on MCC's website; meeting agendas and minutes; contributions to public meetings; customer contact, including telephone greetings and email signatures; content on MCC's social media pages.

The Task and Finish Group should report to Full Council no later than its January meeting so that any budget implications can be incorporated into the budget setting process for 2023/24. The scheme or policy, as appropriate, should be approved in principle in January 2023, and adopted in full at the AGM in May 2023.

Process

The MCC Complaints Procedure outlines that in response to a complaint, the Clerk, or in the case of complex issues, the Clerk and the Chair should:

- a) Investigate to establish the facts of the issue
- b) Make suggestions in the form of an action plan that outlines how MCC intends to change things to stop the issue happening again.

Due to the previous involvement of the Chair in the issue at hand, the Vice Chair has supported in the investigation and drafting of this report. The Clerk has advised throughout. This report outlines the facts as they have been found in response to the grounds of complaint, and recommendations are included throughout. Subject to Council approval, these recommendations would form the basis of an action plan.

This investigation has taken place at pace to ensure a prompt response to the complainant, and swift action to resolve any issues outstanding. Due to being personally named in the complaint, Cllr Rob Marshall was invited to meet with the Vice Chair to provide some further information about the matters at hand. He did not accept the invitation to this meeting, so the following report includes the facts as they are currently best known.

Investigation Findings

The investigation took the four grounds of complaint separately.

1. The exclusion of Welsh language and culture

On this issue we have addressed two questions:

- a) Does MCC regularly exclude Welsh language and culture in its activities?
- b) Did MCC exclude Welsh language and culture on the occasion of Mumbles Fest 2022?

We have undertaken to consider ways in which Mumbles Community Council celebrates Welsh language and culture in its activities, balanced with ways in which we could do more to ensure its inclusion and promotion.

Activities to date inclusive of Welsh language and culture
Bilingual information boards at our Environmental projects, such as the Community Orchard, and wildlife signs currently awaiting installation on the Prom, as well as new bilingual In the Loop bin vinyls
Cymraeg i Blant invited to contribute to Family Fun Days, including a particularly successful session at Castle Acre last year with a large group
Where possible, registration at Family Fun Days completed by a councillor in Welsh with families using Welsh on arrival
St David's Day parades funded by MCC, last took place in 2019 due to the Covid-19 pandemic, and budget agreed for 2023 event

<p>Long-standing dedication to celebrating Celtic languages through our Twinning links, including:</p> <ul style="list-style-type: none"> - Bilingual twinning charters between Mumbles, Hennebont (France) and Havre de Grace (USA) - Book about the history of the Welsh Language, produced in Welsh, Breton, French & English, paid for by MCC grant - Visit to Ysgol Gynradd Gymraeg Llwynderw organised as part of MCC's programme for visitors from Hennebont in 2018 - Writing buddy scheme set up between school in Hennebont and Ysgol Gynradd Gymraeg Llwynderw - Visit by former Chair of MCC to the Inter-Celtic Festival
<p>Support for community projects that promote Welsh language and culture through our grants scheme, including to Ysgol Gynradd Gymraeg Llwynderw in 2022 to celebrate their 20th anniversary</p>
<p>Formal notices through Democratic Services e.g. of a casual vacancy, election etc. are produced bilingually</p>
<p>Committed funding in 2022-23 budget to produce translation of MCC's newsletter. Summer 2022 newsletter will be translated in full and available on the website.</p>
<p>All schools, including Ysgol Gynradd Gymraeg Llwynderw as the Welsh-medium school, in the MCC area, treated equally e.g. link governor from MCC to represent their views and ensure access to information about MCC's activities and plans; invitations to take part in activities aimed at schoolchildren, such as the recent competition for the design of the Jubilee Arch and access to funds to support pollinator-friendly planting</p>

It is noted that the new Customer Service and Events Assistant speaks conversational Welsh and this strengthens MCC's ability to engage with residents through the medium of Welsh. However, we do not currently have any fluent Welsh-speaking staff members.

Recommendation 3: MCC should offer Welsh language courses at the appropriate level to all staff and councillors, using Training budget. In particular, MCC should support our 'front of house' staff to advance their Welsh level.

The above list indicates that MCC does not systematically or willingly exclude the Welsh language and culture in the course of its activities. However, it is acknowledged that there is more we can do to advance its inclusion and promotion. It is proposed that these actions are considered in full and included in a formal Welsh Language policy or scheme, as per **Recommendation 2**.

In the case of Mumbles Fest 2022, it is acknowledged that there was no representation of the Welsh language. However, it is a key opportunity to showcase local talent and this may be considered part of Welsh culture.

The Schools Choir has been an element of Mumbles Fest for several years. This year, it is acknowledged that invitations to take part were sent to schools with relatively short notice, giving limited opportunity for the schools to be part of the planning and decision making around this item. This was in part due to the short time available between the new Council being elected and Mumbles Fest taking place. However, the date for 2023 is already set as July 15th and for future years, the date is to be set much further in advance, giving opportunity for MCC to work in more meaningful partnership with local stakeholders in the planning of the event, including schools.

Recommendation 4: Future involvement of all local schools in future Mumbles Fest should be undertaken with greater partnership, including dialogue with the schools at an earlier stage to come to a shared decision on the choice of songs and format of the performance.

2. The inappropriate lyrical content for primary school children

The specific complaint was about the lyrics of 'Our Song' by Anne-Marie including the word 'Baby' and references to 'waking up alone'. It could be considered that the sexual nature of these references is inappropriate for primary school children.

Only one of the seven schools approached to be part of the Schools Choir appears to have objected to the lyrical content of the song, suggesting that other schools did not consider the lyrics to be inappropriate. Two schools took part in the Schools Choir but the reasons for the other schools not taking part are not known.

It could be argued that, as a public body, MCC has to take particular care in its choice of songs and other activities for children and young people throughout its events programme.

Recommendation 5: While the age-appropriateness of various forms of entertainment can often be subjective, MCC should ensure it is inclusive of all children by ensuring that all content aimed at children and families is 'U-rated' without doubt. This could be achieved by using songs from U-rated films, or songs regularly used in school settings. This would remove the subjective nature of individuals having to judge whether something that is more 'borderline' should be considered appropriate or not.

Recommendation 6: Where concerns are raised about the appropriateness of any content prior to an event, these should be discussed by the relevant Committee, and a way forward agreed by the Committee. This applies whether the concerns are raised to an individual councillor, to the Clerk or another officer. (See more under point 4.)

3. Correspondence from and conduct of Councillor Rob Marshall (Mumbles Community Council) - who is also the Chair of the Culture, Tourism and Communications Committee;

Town and Community Councils are not empowered under their standing orders to investigate complaints about the conduct of individual councillors from outside bodies. Therefore, MCC has undertaken no investigation in response to this grounds for complaint in and of itself. In the letter acknowledging receipt of the written complaint, the Clerk outlined to Ysgol Gynradd Gymraeg Llwynderw that:

'Direct complaints about Cllr Marshall should be made to the Public Ombudsman for Wales via the website: ombudsman.wales'.

This report, subject to Full Council approval, will be sent in response to Ysgol Gynradd Gymraeg Llwynderw, and the Clerk has advised that the following will be included in the cover letter: 'If you are unsatisfied with the outcome of our investigation, you may refer your complaints to the Public Services Ombudsman for Wales via the website: ombudsman.wales.'

While investigating the complaint about internal governance and scrutiny mechanisms of MCC (below), the actions of Cllr Marshall are relevant and as such, the correspondence was considered as part of the investigation.

4. Internal governance and scrutiny mechanisms of Mumbles Community Council

A key point in the complaint received is that although Ysgol Gynradd Gymraeg Llwynderw raised concerns prior to Mumbles Fest 2022, opportunities were missed to discuss these concerns at a Culture, Tourism and Communications Committee meeting. The complaint notes that 'Musical Acts' was an agenda item for the meeting that took place on Wednesday 22nd June 2022, the day after the concerns were originally raised with the Co-Chair.

In contravention of MCC's own policy on recording meetings for public record, meetings of the Culture, Tourism and Communications Committee are not recorded. This makes it more difficult to review the discussion retrospectively. However, there is no record in the minutes of the meetings between 22nd June and the event on 16th July of these issues having been raised.

It is noted that Full Council agreed to delegate powers to the Culture, Tourism and Communications Committee for the purposes of organising Mumbles Fest to ensure that decisions could be taken at pace in the dynamic context of event management. A report was submitted to Full Council at June and July's meetings, but these issues are not included.

MCC's governance and scrutiny mechanisms rely on issues being raised and discussed at the right decision-making forum where due authority has been granted to that meeting - Council, Committee, or Sub-committee. Except in rare circumstances, no individual councillor should make decisions or speak on behalf of Council without other councillors' involvement. At the time of the meeting on 22nd June, no-one other than the Co-Chair was aware of the concerns raised. Correspondence was directly between Cllr Marshall and Ms Collins. The other Co-Chair of the committee, MCC's link

governor with the school nor any officer was copied in. This allowed one individual councillor to judge whether the issue should be raised at committee, without any other councillor or officer being able to express their view. This appears to be in contravention of Standing Order 25a(ii) – Restrictions on Councillor Activities:

‘Unless duly authorised no councillor shall issue orders, instructions or directions.’

Similarly, it is not in accordance with the Code of Conduct, which states:

‘You must, when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority’s officers[...]

No evidence has been provided that Cllr Marshall sought the authority of Culture, Tourism and Communications Committee, or the advice of MCC’s officers before responding to Ms Collins.

Recommendation 7: In light of lack of adherence to MCC’s governance and scrutiny mechanisms, and its subsequent impact, Council should consider any and/or all of the following courses of action:

- a) Cllr Rob Marshall should be removed from the Culture, Tourism and Communications Committee
- b) Cllr Rob Marshall should be removed from the position of Co-Chair of Culture, Tourism and Communications Committee.
- c) Cllr Rob Marshall should send Ysgol Llwynderw a written apology underlining that his comments were not made with authority of MCC.

To avoid a similar situation happening again, the following are recommended:

Recommendation 8: MCC should review and re-confirm its policy of recording meetings for public record. If re-confirmed, the policy should be applied uniformly to all relevant meetings, with the Clerk, not the meeting’s Chair, determining if the meeting should be recorded under the policy.

Recommendation 9: All correspondence with external stakeholders should be copied to (as a minimum):

- the Chair, Co-Chair and/or Vice Chair of the relevant committee;
- the lead officer for the issue at hand; if unclear who the lead officer is, the Clerk should be copied in; and
- if the correspondence is with a school, MCC’s link governor for the school in question

Conclusion

This incident offers the opportunity for MCC to review how it can support and promote the Welsh language and culture locally. While not obliged to adopt the Welsh Language Standards in full, MCC

has an important role to play in supporting the Welsh language, particularly having a Welsh-medium school in the area.

It is regrettable that this incident has led to the perception that MCC excludes Welsh language and culture in its activities. This is not the case, however, this investigation demonstrates that decision-making processes broke down on this occasion, resulting in views being expressed purportedly on behalf of the Council, which do not necessarily reflect its position.

Along with the above recommendations to make improvements for the future, it therefore seems appropriate that, as requested by the school, Ysgol Gynradd Gymraeg Llwynderw should receive an apology and assurances that the school will continue to be involved in MCC's activities going forward.

Recommendation 10: The Chair of MCC should send a written apology to Ysgol Gynradd Gymraeg Llwynderw on behalf of MCC (see draft attached).

Summary of Recommendations

1	MCC should review and if necessary revise its complaints procedure and then ensure it is published visibly on the MCC website.
2	<p>MCC should establish a Task and Finish Group to, in response to appropriate advice and guidance, review MCC's Welsh Language provision, consider whether it can adopt the scheme template in full, or use it to guide MCC's policy on the Welsh Language if significant changes would have to be made. The policy should ensure that MCC meets any and all legislative obligations, and include, but not be limited to: content on MCC's website; meeting agendas and minutes; contributions to public meetings; customer contact, including telephone greetings and email signatures; content on MCC's social media pages.</p> <p>The Task and Finish Group should report to Full Council no later than its January meeting so that any budget implications can be incorporated into the budget setting process for 2023/24. The scheme or policy, as appropriate, should be approved in principle in January 2023, and adopted in full at the AGM in May 2023.</p>
3	MCC should offer Welsh language courses at the appropriate level to all staff and councillors, using Training budget. In particular, MCC should support our 'front of house' staff to advance their Welsh level.
4	Future involvement of all local schools in future Mumbles Fest should be undertaken with greater partnership, including dialogue with the schools at an earlier stage to come to a shared decision on the choice of songs and format of the performance.
5	MCC should ensure it is inclusive of all children by ensuring that all content aimed at children and families is 'U-rated' without doubt.
6	Where concerns are raised about the appropriateness of any content prior to an event, these should be discussed by the relevant Committee, and a way forward agreed by the Committee. This applies whether the concerns are raised to an individual councillor, to the Clerk or another officer.

7	<p>In light of lack of adherence to MCC's governance and scrutiny mechanisms, and its subsequent impact, Council should consider any and/or all of the following courses of action:</p> <ol style="list-style-type: none"> a) Cllr Rob Marshall should be removed from the Culture, Tourism and Communications Committee b) Cllr Rob Marshall should be removed from the position of Co-Chair of Culture, Tourism and Communications Committee. c) Cllr Rob Marshall should send Ysgol Gynradd Gymraeg Llwynderw a written apology underlining that his comments were not made with authority of MCC.
8	<p>MCC should review and re-confirm its policy of recording meetings for public record. If re-confirmed, the policy should be applied uniformly to all relevant meetings, with the Clerk, not the meeting's Chair, determining if the meeting should be recorded under the policy.</p>
9	<p>All correspondence with external stakeholders should be copied to (as a minimum):</p> <ul style="list-style-type: none"> • the Chair, Co-Chair and/or Vice Chair of the relevant committee; • the lead officer for the issue at hand; if unclear who the lead officer is, the Clerk should be copied in; and • if the correspondence is with a school, MCC's link governor for the school in question
10	<p>The Chair of MCC should send a written apology to Ysgol Gynradd Gymraeg Llwynderw on behalf of MCC (see draft attached).</p>

Cllr Townsend Jones (Chair), Cllr Rebecca Fogarty (Vice-Chair) & Steve Heydon (Clerk)

Draft Apology Letter

Ysgol Gynradd Gymraeg Llwynderw

Dear Ms Collins and Ms Fender,

I am writing to you as Chair of Mumbles Community Council at the request of Full Council as agreed at a Special Meeting held on Tuesday August 16th.

In response to your letter of complaint sent on July 25th, on behalf of Mumbles Community Council I would like to send an unreserved apology to the School, the Governors and children and parents of Ysgol Gynradd Gymraeg Llwynderw.

MCC recognises and celebrates the value of a vibrant Welsh language to our community and has identified what more we can and should do to promote and be inclusive of the Welsh language and culture.

The complaint has been fully investigated and I sincerely hope that the recommendations for action set out within the Report attached will reassure you that we have taken your complaint very seriously and will be acting on them with some urgency. We would welcome your comments on our planned actions.

I sincerely hope you will accept our apology and that Ysgol Gynradd Gymraeg Llwynderw and MCC can work collaboratively and supportively going forward.

Yours

Carrie Townsend Jones
Chair Mumbles Community Council

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