Minutes of Meeting of the Finance and Compliance Committee held on 18 November 2024 at 6.30 pm Hybrid Meeting at the Ostreme Centre & via Teams

Councillors Present: Rob Marshall (Chair), Pam Erasmus (Vice Chair) Ian Scott, Martin O'Neill, Phil Keeton, Tim Zhou and Carrie Townsend Jones

Officers Present: Kerry-Leigh Grabham – Clerk, Paul Beynon – RFO, Diane Athernought – Customer Services Officer and Ian Hughes - CSO

FI2411-01 **Apologies:** None

FI2411-02 **Declarations of Interest**

Cllr Townend Jones declared a personal and prejudicial interest in relation to agenda item as she is a member of the Upper Norton Field Allotment Association. Cllr Townsend Jones left the meeting during the relevant agenda item between 7.20pm and 7.23pm

FI2411-03 **Minutes of the Previous Meeting of the Committee**

To approve the minutes of the meeting held on 21st October 2024 as a true record.

RESOLVED to approve the minutes of the meeting held on 21st October 2024 as a true record.

FI2411-04 **Outstanding Actions from Previous Meeting**

Outstanding actions outlined by CSO

RESOLVED outstanding actions updated, details recorded in 'outstanding action' report by CSO.

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FI2411-05 **Budget Monitoring Reports to 30/09/2024 - Paul Beynon, RFO**

Financial reports prepared by RFO Paul Beynon, who had previously circulated reports to councillors.

No queries regarding these reports were raised prior to the meeting.

RESOLVED to approve the budget monitoring report to 30th September 2024

FI2411-06 **Budget 2025/26**

The RFO outlined the draft budget spreadsheet to Committee and each budget line was discussed in detail including the new budget proposal.

RESOLVED that the attached budget for 2025/26 be recommended to Council at the budget meeting to be held in January 2025.

FI2411-07 **Policy Update**

The Clerk set out how she had circulated three policy documents for the perusal of councillors, namely, A Safeguarding Policy, A Pay Policy and A Terms and Conditions of Hire for Ostreme Policy. The Clerk had received feedback and stated that a resolution in relation to the policies was urgently required. It was proposed to scrutinise the documents at the Policy Committee within the next two weeks, thereby allowing Full Council to consider any recommendation at The December Full Council Meeting.
The Chair, Cllr Marshall, a member of the policy committee is unavailable during the proposed timescale and Cllr Erasmus agreed to contribute at the committee in his absence.

RESOLVED; That the Policy Committee will convene on Wednesday 4th December 2024 at 9.30am to agree upon the proposed policies with a view to a recommendation being considered at December's Full Council Meeting.

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FI2411-08 **Mumbles Bowls Club Grant Application**

Grant Application for £2,242.62 to contribute towards the maintenance of the playing surface at Mumbles Bowling Green.

A discussion ensued in relation to the merits of the application, in particular why Mumbles Bowls Club required the grant when they have £10,000 in their bank reserves. Also concerns were raised over the member application process, Councillors believed that applicants had been declined due to the waiting list being full with no apparent opportunity for an additional team being catered for.

RESOLVED: The application was deferred until the December Meeting pending enquiries from the applicant in relation to the need for funding and further details on the current application process.

FI2411-09 **Upper Norton Field Allotment Association Grant Application**

Grant Application for £1,836 to contribute towards the completion of boundary fencing along the eastern perimeter of the allotments.

Cllr Townsend Jones who had declared an interest in this agenda item at the outset of the meeting gave a brief overview of the application. This centred around safety concerns which included a beehive on the premises. Cllr Townsend Jones then left the meeting at 7.20pm returning at 7.23pm after the discussion and voting.

During the discussion Councillors noted that financial contributions had been made by Welsh Government and The Co-Operative. The application related to a good local cause and match funding had been achieved.

RECOMMENDED that a grant of £1,836 be made to The Upper Norton Allotment Association, towards completion of a boundary fence from **Budget FC1**

Meeting ended 7.25pm

Next Meeting 16th December 2024

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Appendix 1

Finance and Compliance Committee - Draft Budget 2025/26

Item	Amount £	RFO Auth
Small and Medium Grants	35,000	
Mumbles Traders Annual Grant	8,500	
West Cross Youth Club Annual Grant	5,000	
Training Courses and Associated Costs	4,200	✓
Evaluation Services	1,500	
Hybrid Meeting Equipment Maintenance Contract	1,400	
Ostreme Centre - Development Costs	125,000	
Finance and Compliance - Draft Budget 2025/26	180,600	

Cofnodion Cyfarfod y Pwyllgor Cyllid a Chydymffurfedd a gynhaliwyd ar 18 Tachwedd 2024 am 6.30pm
Cyfarfod hybrid yng Nghanolfan Ostreme a thrwy gyfrwng Teams

Cynghorwyr yn bresennol: Rob Marshall (Cadeirydd), Pam Erasmus (Is-gadeirydd), Ian Scott, Martin O'Neill, Phil Keeton, Tim Zhou a Carrie Townsend Jones

Swyddogion yn bresennol: Kerry-Leigh Grabham – Clerc, Paul Beynon – Swyddog Ariannol Cyfrifol, Diane Athernought – Swyddog Gwasanaethau Cwsmeriaid, ac Ian Hughes – Swyddog Cymorth Pwyllgorau

FI2411-01 **Ymddiheuriadau:** Dim

FI2411-02 **Datganiadau o fuddiant**

Datganodd y Cynghorydd Townsend Jones fuddiant personol a rhagfarnus mewn perthynas ag eitem ar yr agenda gan ei bod yn aelod o Gymdeithas Rhandir Cae Norton Uchaf. Gadawodd y Cynghorydd Townsend Jones y cyfarfod yn ystod yr eitem berthnasol ar yr agenda rhwng 7.20pm a 7.23pm.

FI2411-03 **Cofnodion cyfarfod blaenorol y pwyllgor**

Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 21 Hydref 2024 yn gofnod cywir.

PENDERFYNWYD cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 21 Hydref 2024 yn gofnod cywir.

FI2411-04 **Camau i'w cymryd o'r cyfarfod blaenorol**

Amlinellwyd camau gweithredu heb eu cwblhau gan y Swyddog Cymorth Pwyllgorau.

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PENDERFYNWYD bod y camau gweithredu a oedd heb eu cwblhau bellach wedi'u diweddaru, a bod y manylion wedi'u cofnodi yn yr adroddiad 'camau gweithredu heb eu cwblhau' gan y Swyddog Cymorth Pwyllgorau.

FI2411-05 **Adroddiadau monitro'r gyllideb hyd at 30 Medi 2024 – Paul Beynon, Swyddog Ariannol Cyfrifol**

Adroddiadau ariannol a baratowyd gan y Swyddog Ariannol Cyfrifol, Paul Beynon, a oedd wedi dosbarthu adroddiadau i gynghorwyr yn flaenorol.

Ni chodwyd unrhyw gwestiynau ynghylch yr adroddiadau hyn cyn y cyfarfod.

PENDERFYNWYD cymeradwyo adroddiad monitro'r gyllideb hyd at 30 Medi 2024.

FI2411-06 **Cyllideb 2025/26**

Amlinellodd y Swyddog Ariannol Cyfrifol daenlen y gyllideb ddrafft i'r pwyllgor a thrafodwyd pob llinell gyllideb yn fanwl, gan gynnwys y cynnig cyllidebol newydd.

PENDERFYNWYD argymell y gyllideb atodedig ar gyfer 2025/26 i'r cyngor yn y cyfarfod cyllideb a oedd i'w gynnal ym mis Ionawr 2025.

FI2411-07 **Diweddariad polisi**

Amlinellodd y clerc sut yr oedd hi wedi dosbarthu tair dogfen bolisi i'w harchwilio gan gynghorwyr, sef polisi diogelu, polisi tâl, a pholisi telerau ac amodau llogi ar gyfer Ostreme. Roedd y clerc wedi derbyn adborth a dywedodd fod angen penderfyniad mewn perthynas â'r polisïau ar fyrder. Cynigiwyd craffu ar y dogfennau yn y pwyllgor polisi o fewn y pythefnos nesaf, a thrwy hynny ganiatáu i'r cyngor llawn ystyried unrhyw argymhelliad yng nghyfarfod y cyngor llawn ym mis Rhagfyr.
Nid yw'r cadeirydd, y Cynghorydd Marshall, sy'n aelod o'r pwyllgor polisi, ar gael yn ystod yr amserlen arfaethedig a chytunodd y Cynghorydd Erasmus i gyfrannu at y pwyllgor yn ei absenoldeb.

PENDERFYNWYD y bydd y Pwyllgor Polisi yn ymgynnull ddydd Mercher, 4 Rhagfyr 2024, am 9.30am i gytuno ar y polisïau arfaethedig gyda'r bwriad o ystyried argymhelliad yng nghyfarfod llawn y cyngor ym mis Rhagfyr.

FI2411-08 **Cais Clwb Bowlio'r Mwmbwls am grant**

Cais am grant o £2,242.62 i gyfrannu at gynnal a chadw'r arwyneb chwarae yn Lawnt Fowlio'r Mwmbwls

Cafwyd trafodaeth ar rinweddau'r cais, yn arbennig pam fod angen y grant ar Glwb Bowlio'r Mwmbwls pan fod ganddo £10,000 yn ei gronfa wrth gefn. Hefyd, mynegwyd pryderon ynghylch y broses ymgeisio gan aelodau. Credai'r cynghorwyr fod ymgeiswyr wedi'u gwrthod oherwydd bod y rhestr aros yn llawn ac nid oedd unrhyw gyfle amlwg i ddarparu ar gyfer tîm ychwanegol.

PENDERFYNWYD: Gohiriwyd y cais tan gyfarfod mis Rhagfyr wrth ddisgwyl atebion gan yr ymgeisydd i ymholiadau mewn perthynas â'r angen am gyllid a manylion pellach am y broses ymgeisio bresennol.

FI2411-09 **Cais grant Cymdeithas Rhandir Cae Norton Uchaf**

Cais am grant o £1,836 i gyfrannu at gwblhau ffens derfyn ar hyd ymyl dwyreiniol y rhandiroedd.

Rhoddodd y Cynghorydd Townsend Jones, a oedd wedi datgan buddiant yn yr eitem hon ar yr agenda ar ddechrau'r cyfarfod, drosolwg byr o'r cais. Roedd hyn yn ymwneud â phryderon am ddiogelwch oherwydd bod cwch gwenyn ar y safle. Gadawodd y Cynghorydd Townsend Jones y cyfarfod am 7.20pm, gan ddychwelyd am 7.23pm ar ôl y drafodaeth a'r pleidleisio.

Yn ystod y drafodaeth, nododd y cynghorwyr fod cyfraniadau ariannol wedi eu gwneud gan Lywodraeth Cymru a'r Co-operative. Roedd y cais yn ymwneud ag achos da lleol ac roedd arian cyfatebol wedi'i sicrhau.

ARGYMHELLWYD rhoi grant o £1,836 i Gymdeithas Rhandir Cae Norton Uchaf, tuag at gwblhau ffens derfyn, o **Gyllideb FC1**.

Daeth y cyfarfod i ben am 7.25pm.

Cyfarfod nesaf 16 Rhagfyr 2024

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Atodiad 1

Pwyllgor Cyllid a Chydymffurfedd – Cyllideb Ddrafft 2025/26

Eitem	Swm £	AWDURDODWYD GAN y Swyddog Ariannol Cyfrifol
Grantiau bach a chanolig	35,000	
Grant blynyddol masnachwyr y Mwmbwls	8,500	
Grant blynyddol clwb ieuenctid West Cross	5,000	
Cyrsiau hyfforddi a chostau cysylltiedig	4,200	✓
Gwasanaethau gwerthuso	1,500	
Contract cynnal a chadw cyfarpar cyfarfodydd hybrid	1,400	
Canolfan Ostreme – costau datblygu	125,000	
Cyllid a chydymffurfedd – cyllideb ddrafft 2025/26	180,600	