Mumbles Community Council

Minutes of the Special Meeting of Mumbles Community Council held on 30 June 2025 at 6.30pm (Hybrid Meeting at the Ostreme Centre and via Teams)

Members Present: Martin O'Neill (Vice Chair), Angela O'Connor, Francesca O'Brien, Ian Scott, Richard Jarvis, Laura Gilbert, Carrie Townsend Jones, Rebecca Fogarty and Tim Zohu.

Officers Present: Kerry-Leigh Grabham – Clerk

SM23006-01 **Apologies for absence:** Cllr Pam Erasmus, Cllr Sara Keeton, Cllr Phil Keeton, Cllr Rob Marshall, Cllr Will Thomas

SM23006-02 **Declarations of Interest:** None

SM23006-03 **Annual Review of Governance 2024/2025 –** The Clerk presented the Annual Governance Statement as part of the Annual Return for the financial year **2024/2025** which is required to be submitted to Audit Wales. Members confirmed that they had received, read, and considered the contents of the Annual Governance Statement, including the internal control objectives and the Council's responsibilities for ensuring sound governance and financial management.

Following review, it was **RESOLVED** that the Council confirms its acceptance of the Annual Governance Statement as presented, and that it accurately reflects the Council's governance and internal control arrangements for the year.

SM23006-04 **Annual Accounts 2024/2025 –** The Clerk presented the Annual Accounts for the financial year 2024/2025, together with the completed Annual Return for submission to Audit Wales. Members received and reviewed the supporting documentation, comprising the Income & Expenditure Account and the Balance Sheet for the year ended 31 March 2025.

Members confirmed that they had considered the accounting statements and were satisfied that they represented a true and fair view of the Council's financial position and transactions for the year. It was **RESOLVED** to:

1. Approve the Annual Accounts for 2024/2025;
2. Approve the Accounting Statements section of the Annual Return;

3. Accept the supporting documents presented (Income & Expenditure Account and Balance Sheet); and
4. Authorise the Chair and the Clerk/RFO to sign the Annual Return on behalf of the Council for submission to Audit Wales.

SM23006-05 **Exclusion of Press and Public**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that the press and public be excluded for the following item of business due to the confidential nature of the business to be transacted.

Resolved: To exclude press and public

SM23006-06 **Annual Internal Audit 2024/2025 –** Members received the Internal Auditor's Report for the financial year 2024/2025, which contained 31 recommendations. Members confirmed that they had received and read the full report in advance of the meeting and agreed that it was not necessary to go through each recommendation individually at the meeting.
Members noted the thoroughness and detail of the Internal Audit Report and expressed appreciation for the comprehensive review undertaken.

It was **RESOLVED** to accept the Internal Auditor's Report for 2024/2025, and that an action plan be developed to address the recommendations raised. The action plan and progress would be reported to Finance and Compliance Committee.

Members considered the confidential matters arising from the Internal Auditor's Report. The Clerk provided an update and outlined steps already taken to address the issues identified.

Following discussion, Members agreed that further guidance was required to ensure the matters are managed appropriately.

It was **RESOLVED** that the Council seek guidance from its external HR provider to ensure the matter is managed appropriately.

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Cofnodion cyfarfod arbennig Cyngor Cymuned y Mwmbwls a gynhaliwyd ar 30 Mehefin 2025 am 6.30pm (Cyfarfod hybrid yng Nghanolfan Ostreme a thrwy gyfrwng Teams)

Aelodau yn bresennol: Martin O'Neill (Is-gadeirydd), Angela O'Connor, Francesca O'Brien, Ian Scott, Richard Jarvis, Laura Gilbert, Carrie Townsend Jones, Rebecca Fogarty a Tim Zhou.

Swyddogion yn bresennol: Kerry-Leigh Grabham – Clerc

SM23006-01 **Ymddiheuriadau am absenoldeb:** Y Cynghorydd Pam Erasmus, y Cynghorydd Sara Keeton, y Cynghorydd Phil Keeton, y Cynghorydd Rob Marshall, y Cynghorydd Will Thomas

SM23006-02 **Datganiadau o fuddiant:** Dim

SM23006-03 **Adolygiad blynyddol o lywodraethu 2024–2025** – Cyflwynodd y clerc y datganiad llywodraethiant blynyddol fel rhan o'r datganiad blynyddol ar gyfer blwyddyn ariannol **2024–2025**, y mae'n ofynnol ei gyflwyno i Archwilio Cymru. Cadarnhaodd yr aelodau eu bod wedi cael y datganiad llywodraethiant blynyddol, wedi'i ddarllen ac wedi ystyried y cynnwys, gan gynnwys yr amcanion rheoli mewnol a chyfrifoldebau'r cyngor i sicrhau llywodraethiant a rheolaeth ariannol gadarn.

Yn dilyn adolygiad, **PENDERFYNWYD** bod y cyngor yn cadarnhau ei fod yn derbyn y datganiad llywodraethiant blynyddol fel y'i cyflwynwyd, a bod y datganiad yn adlewyrchu trefniadau llywodraethu a rheolaeth fewnol y cyngor ar gyfer y flwyddyn yn gywir.

SM23006-04 **Cyfrifon blynyddol 2024–2025** – Cyflwynodd y clerc y cyfrifon blynyddol ar gyfer blwyddyn ariannol 2024–2025, ynghyd â'r datganiad blynyddol wedi'i gwblhau i'w gyflwyno i Archwilio Cymru. Cafodd yr aelodau'r ddogfennaeth ategol, yn cynnwys y cyfrif incwm a gwariant a'r fantolen ar gyfer y flwyddyn a ddaeth i ben ar 31 Mawrth 2025, ac fe'u hadolygwyd.

Cadarnhaodd yr aelodau eu bod wedi ystyried y datganiadau o gyfrifon ac yn fodlon eu bod yn rhoi darlun cywir a theg o sefyllfa ariannol a thrafodion y cyngor ar gyfer y flwyddyn.
PENDERFYNWYD:

5. Cymeradwyo'r cyfrifon blynyddol ar gyfer 2024–2025;
6. Cymeradwyo adran Datganiadau o Gyfrifon y datganiad blynyddol;
7. Derbyn y dogfennau ategol a gyflwynwyd (cyfrif incwm a gwariant a'r fantolen); ac
8. Awdurdodi'r cadeirydd a'r clerc / swyddog ariannol cyfrifol i lofnodi'r datganiad blynyddol ar ran y cyngor i'w gyflwyno i Archwilio Cymru.

SM23006-05 **Gwahardd y wasg a'r cyhoedd**

Yn unol â darpariaethau Deddf Cyrff Cyhoeddus (Derbyn i Gyfarfodydd) 1960, cynigiwyd bod y wasg a'r cyhoedd yn cael eu gwahardd o'r eitem fusnes ganlynol oherwydd natur gyfrinachol y busnes i'w drafod.

PENDERFYNWYD: gwahardd y wasg a'r cyhoedd

SM23006-06 **Archwiliad mewnol blynyddol 2024–2025:** Roedd yr aelodau wedi cael adroddiad yr archwilydd mewnol ar gyfer blwyddyn ariannol 2024–2025, a oedd yn cynnwys 31 o argymhellion. Cadarnhaodd yr aelodau eu bod wedi cael yr adroddiad llawn cyn y cyfarfod ac wedi ei ddarllen, a chytunwyd nad oedd angen mynd trwy bob argymhelliad ar wahân yn y cyfarfod.
Nodwyd trylwyredd a manylder yr adroddiad archwilio mewnol gan yr aelodau, a mynegwyd eu gwerthfawrogiad o'r adolygiad cynhwysfawr a gynhaliwyd.

PENDERFYNWYD derbyn adroddiad yr archwilydd mewnol ar gyfer 2024–2025, a datblygu cynllun gweithredu i fynd i'r afael â'r argymhellion a godwyd. Nodwyd y byddai'r cynllun gweithredu a'r cynnydd yn cael eu hadrodd i'r Pwyllgor Cyllid a Chydymffurfedd.

Bu'r aelodau'n ystyried y materion cyfrinachol a oedd yn codi o adroddiad yr archwilydd mewnol. Rhoddodd y clerc ddiweddariad ac amlinellodd y camau a gymerwyd eisoes i fynd i'r afael â'r materion a nodwyd.

Yn dilyn trafodaeth, cytunodd yr aelodau fod angen canllawiau pellach i sicrhau bod y materion yn cael eu rheoli'n briodol.

PENDERFYNWYD y dylai'r cyngor geisio arweiniad gan ei ddarparwr adnoddau dynol allanol i sicrhau bod y mater yn cael ei reoli'n briodol.