

Cyngor Cymuned Llanfihangel-ar-arth Community Council

10ed Mehefin 2024 / 10th June 2024

Festri Tabernacle Vestry, Pencader

Is-Bwyllgor Cyllid / Finance Sub-Committee

4.30 yp / pm

Presennol / Present: M. Griffiths, A. Davies, H. Lewis, A. Evans (Clerc/Clerk)

Ymddiheuriadau / Apologies: D. Davies, R. Thomas

Cyfarfod ychwanegol i drafod Adroddiad Archwiliad 2022-2023 a gofynion Archwiliad 2023-2024.

Additional Meeting to discuss the Audit Report 2022-2023 and requirements for Audit 2023-2024.

<p>1. Cofnodion Cyfarfod 8ed Ebrill – Derbyniwyd fel cofnodion cywir yng nghyfarfod llawn y Cyngor ar 15ed Ebrill, 2024. Cynigiwyd: H. Lewis; Eiliwyd: R. Thomas (ar y ffôn) (15.04.2024)</p>	<p>1. Minutes of Meeting held 8th April – Accepted as an accurate record at Full Council Meeting held on 15th April, 2024. Proposed: H. Lewis; Seconded: R. Thomas (via phone) (15.04.2024)</p>
<p>2. Materion yn Codi – Nid oedd unrhyw faterion yn codi nad oes eisoes wedi eu trafod yng nghyfarfod llawn y Cyngor ar 15ed Ebrill, 2024.</p>	<p>2. Matters Arising – There were no matters arising which had not been discussed at the meeting of the full Council on 15th April, 2024.</p>
<p>3. Adroddiad Archwiliad Llawn 2022-2023 – Nodwyd bod yr Adroddiad wedi ei dderbyn ar 18.04.2024 ac wedi ei anfon i bob Cynghorydd ar y pryd. Trafodwyd yr holl faterion yn yr Adroddiad. Gan fod rhai materion yn aneglur, penderfynwyd anfon neges yn syth i'r Prif Archwilydd yn nodi hynny ac yn gofyn am eglurhad pellach, gan obeithio derbyn ymateb mewn da bryd cyn anfon dogfennau Audit 2023-2024 i'w harchwilio erbyn 5ed Gorffennaf.</p> <p>Rhaid bod yr "Hysbysiad am Gwblhau'r Archwiliad ac am yr Hawl i Arolygu'r Cofnod Blynyddol am y Flwyddyn yn Gorffen 31.03.2023" yn cael ei arddangos ar safle we ac hybysfyrdau'r Cyngor.</p>	<p>3. Full Audit Report 2022-2023 – it was noted that the Report had been received on 18.04.2024 and had been circulated to all Councillors. All matters raised were discussed. As some matters raised were unclear, it was decided to write immediately to the Chief Auditor to request clarification, in the hope a response would be received in good time prior to submitting Audit documentation for 2023-2024 by 5th July.</p> <p>The "Notice of Conclusion of Audit and Right to Inspect the Annual Return for the Year Ended 31.03.2023" must be displayed on the Council's noticeboards and published on its website.</p>
<p>4. Archwiliad Sylfaenol 2023-2024 – Adroddodd y Clerc bod cyfrifon 2023-2024 eisoes gyda'r Cyfrifydd. Tynnodd y Cadeirydd sylw'r Is-Bwyllgor at y dyddiadau canlynol:</p> <ul style="list-style-type: none">• Rhaid i'r Cyngor llawn gymeradwyo'r Ffurflen Flynyddol erbyn 30.06.2024 fan hwyraf;• Rhaid arddangos Hysbysiad Archwilio ar safle we ac hybysfyrdau'r Cyngor erbyn 16.06.2024;• Rhaid anfon y Ffurflen Flynyddol ac unrhyw wybodaeth y gofynnir amdano erbyn 05.07.2024. <p>Gofynnwyd i'r Clerc i gysylltu gyda'r Cyfrifydd i sicrhau ymwybyddiaeth o'r dyddiadau uchod.</p>	<p>4. Basic Audit 2023-2024 – The Clerk noted that accounts for 2023-2024 were currently with the Accountant. The Chair drew the Sub-Committee's attention to the following dates:</p> <ul style="list-style-type: none">• The Annual Return must be approved by the full Council by 30.06.2024 at the latest;• The Audit Notice must be displayed on the Council's noticeboard and website by 16.06.2024;• The Annual Return and requested information must be submitted by 05.07.2024. <p>The Clerk was requested to ensure the Accountant was aware of the above dates.</p>

<p>Yn ogystal â'r ddogfennaeth angenrheidiol i'w gwblhau gan y Cyfrifydd a'r Clerc, nodwyd yr angen i gynnwys dogfennaeth e.e. Rheoliadau Ariannol y Cyngor ar gyfer 2023-2024, Rheolau Sefydlog 2023-2024, ynghyd a chopi o gofnodion y cyfarfodydd lle cafodd y rhain eu mabwysiadu gan y Cyngor. (Gweler Cofnodion Cyfarfod Blynyddol Mai 2023 a chyfarfodydd misol 16.10.2023 a 15.01.2024).</p>	<p>As well as the required documentation to be completed by the Clerk and Accountant, the requirement to provide documents e.g. the Council's Financial Regulations for 2023-2034, Standing Orders 2023-2024, as well as copies of minutes of the meetings at which they were adopted by the Council. (See Minutes of Annual Meeting May 2023 and monthly meetings 16.10.2023 and 15.01.2024).</p>
<p>5. Amserlen Camau Gweithredu Ariannol – Nodwyd bod y ddogfen hon eisoes wedi ei derbyn oddi wrth Un Llais Cymru ar 18.03.2024 a'i bod yn ddogfen ddefnyddiol iawn i sicrhau cydymffurfiaeth gyda'r rheoliadau ariannol disgwylidig ar gyfer Audit. Gofynnwyd i'r Clerc i wirio'r ddogfen hon cyn anfon y ddogfennaeth angenrheidiol i Swyddfa'r Archwilydd erbyn 5ed Gorffennaf.</p>	<p>5. Annual Financial Timetable of Actions – It was noted that this document had been received from One Voice Wales on 18.03.2024 and was a useful document to ensure compliance with financial regulation requirements for Audit. The Clerk was asked to refer to this document prior to submitting the required documentation to the Auditor's Office by 5th July.</p>
<p>6. Trefniadau Bancio – Adroddwyd bod trefniadau wedi eu cwblhau gyda Banc HSBC i fancio arlein o hyn ymlaen.</p>	<p>6. Banking Arrangements – It was reported that arrangements had now been finalised to enable online banking from now on.</p>
<p>7. Unrhyw Fusnes Arall – Dim.</p>	<p>7. Any Other Business – None.</p>
<p>8. Dyddiad y Cyfarfod Nesaf - Dyddiad i'w gytuno ar gyfer Mis Gorffennaf 2024 cyn dyddiad cyfarfod llawn y Cyngor.</p>	<p>8. Date of Next Meeting - Date to be agreed for meeting to be held during July 2024 on a date prior to the meeting of the full Council.</p>

Gorffennwyd / Ended: 5.30 y.h. / p.m.
