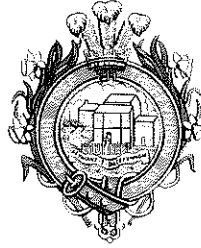


Cyngor Tref Treffynnon Holywell Town Council

Swyddfeydd Bank Place,
Treffynnon,
Sir y Fflint, CH8 7TJ

Tel/Ffacs: (01352) 711757



Bank Place Offices,
Holywell,
Flintshire, CH8 7TJ

Tel/Fax: (01352) 711757

e-bost/e-mail: town.clerk@holywell.wales
Gwefan/Website: www.holywell-town.gov.uk

To: All Members of the Council

14th February 2019

Dear Councillors,

Notice is given that a meeting of the **Holywell Town Council** will be held in the **Council Chamber, Bank Place Offices, Holywell** on **Tuesday, 19th February 2019 at 6.00pm**, and you are summoned to attend to transact the business specified in the Agenda set out below.

Yours faithfully

J. Baker
Town Clerk and Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATIONS OF INTEREST - MEMBERS' CODE OF CONDUCT

Members are reminded that they must declare the existence and nature of their declared personal interests.

3. OWL CYMRU PRESENTATION

Denise Edwards, Director of OWL Cymru, will give a presentation to members outlining the work undertaken by the association.

4. STREETSCENE PRESENTATION

Steve Jones, Chief Officer - Streetscene & Transportation, Flintshire County Council, will provide an update to members with regards to the funding and progression of a permanent scheme to de-pedestrianise Holywell High Street.

5. MAYOR'S REMARKS

6. MINUTES

6.1. To receive and confirm as a correct record the attached minutes of the following meeting(s):

Holywell Town Council meeting held on Tuesday 15th January 2019;
Finance Committee held on Tuesday 22nd January 2019;
Town Centre Sub-Committee held on Wednesday 30th January 2019;
Audit Sub-Committee held on Wednesday 6th February 2019.

6.2. Meeting(s) of Sub-Committees

To consider and ratify the resolutions of the Sub-Committee meetings held where these are not delegated, and any matters arising.

7. PLANNING

7.1. Planning Applications

To consider the application(s) received (schedule attached).

8. ACCOUNTS

8.1. Accounts for Payment

To approve the schedule of accounts for payment (see attached).

8.2. Income Received

To receive the attached schedules.

9. COMMUNITY ENGAGEMENT

9.1. Monthly Report

Members to note the attached update from the Projects and Development Officer.

10. CORRESPONDENCE AND OTHER MATTERS

10.1. Summer Play Scheme Programme 2019

Members to confirm their intentions with regard to participation in the County Council's play scheme programme for this year. See attached letter and cost breakdown sheet.

10.2. Provision of Public Toilets

Members to note the attached letter from Barry Wilkinson, Highway Network Manager, Flintshire County Council, and determine any further action required.

10.3. 20s Plenty National Speeding Campaign

Item from Councillor P.A. Johnson. Members to consider supporting the above campaign and the establishment of a default neighbourhood speed limit for all roads within that area of 20mph.

10.4. St James Church, Holywell

Members to consider the following motions:

- i. Item from Councillor A. Coleman. Members to consider any support available in utilising the church premises to establish a performing arts centre.
- ii. Item from Councillor E.B. Palmer. Members to consider the future utilisation and retention of the church as a community asset/facility.

10.5. Llesty Woodland Tree Works

Members to endorse the commissioning of remedial maintenance works at the Llesty Woodland. This would involve light pruning works to trees affecting the nearby Beeches development and also farm access near the entrance point. The works would be contained within the Council's base budget provision.

10.6. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Update on Council Visits by Standards Committee	**	11 Jan 2019 & 6 Feb 2019
B	Public Session at Meetings Protocol	**	14 Jan 2019
C	Advice on Community Demonstrations	**	14 Jan 2019
D	Summer Playscheme Report for 2018	**	18 Jan 2019
E	Local Toilets Strategy	**	18 Jan 2019
F	Holywell Autumn Club Annual Report	**	18 Jan 2019
G	Letter from HLC-CLT – Grant Request	**	18 Jan 2019
H	North Wales Police – Burglary Report	**	21 Jan 2019
I	Paradise Park Planning Matter Update	**	25&28 Jan 2019
J	Police & Crime Plan Addendum	**	1 Feb 2019
K	OWL Cymru Bulletin	**	4 Feb 2019
L	Further CCTV Graph/Statistics – (Town Centre Sub-Committee members only)	**	6 Feb 2019

M	Letter – Thomas Pennant Society	**	6 Feb 2019
N	Letter – Carmel Bowling Club	**	11 Feb 2019
O	Letter from Hannah Blythyn AM – Chwarae Teg LeadHerShip Programme	**	11 Feb 2019
P	FCC Planning Department - Houses in Multiple Occupation Consultation	**	12 Feb 2019

11. POLICY REVIEWS

Members to endorse the implementation of the following policies, following review by the Audit Sub-Committee:

- Complaints Procedure
- Members Code of Conduct

12. REPRESENTATIVES' REPORTS

To receive reports from Members officially appointed to represent the Council on outside bodies/at specified meetings, not otherwise covered on the Agenda.

13. COUNTY COUNCILLOR REPORTS

To receive County Councillor updates on any relevant County issue(s) affecting the community of Holywell, not otherwise covered on the Agenda.

14. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF PUBLIC AND PRESS

To consider passing a resolution to exclude the public and press for Agenda item 15, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the sensitivity of the financial information and other considerations.

15. HOLYWELL HIGH STREET FUNDING

Members to consider making a financial contribution to any permanent de-pedestrianisation scheme undertaken on Holywell High Street, should any future scheme receive the requisite funding from both Welsh Government and Flintshire County Council. Members to determine an appropriate value for the contribution, if necessary, having considered the Council's financial position and other budgetary factors.

NOTE:

The official Minutes of meetings of Holywell Town Council are available for public inspection on the Council's website www.holywell-town.gov.uk. Copies are also available at the Council's Bank Place Offices (entrance from the Tesco car park - door 13) during normal office opening hours. Contact telephone number (01352) 711757.

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of Holywell Town Council** held in the Council Chamber, Bank Place Offices, Bank Place, Holywell on Tuesday 15th January 2019 at 6.00pm.

PRESENT: Councillor R. Dolphin (Mayor).

Councillors: M. Brooke, P.A. Johnson, S. Johnson, K. Roberts, B. Scragg and P.A. York.

Youth Councillors: E. James and S. Wynne.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, K. Davies, J.M. Johnson, E.B. Palmer, M.D. Phelan and S.E. Wallbanks. Councillors A. Coleman and P.J. McGarry were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

94. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None reported.

95. DEPUTY POLICE AND CRIME COMMISSIONER FOR NORTH WALES VISIT

Ann Griffith, Deputy Police and Crime Commissioner for North Wales had sent apologies due to being unwell. Inspector Gareth Cust attended and provided an overview of local police matters. The visibility of PCSO’s was to increase and it was to be considered to base Response Officers locally in Holywell who are the main staffing resource available. Patrols were to increase, and this would involve working smarter within budget constraints.

Discussions took place on a number of matters which included police car parking in the vicinity of the High Street, theft in town shops, the future of the High Street with regard to the potential de-pedestrianisation and training for businesses in techniques to combat shoplifting.

There was particular concern expressed by members about the recent attacks on young people in the area. The police were stepping up patrols of hot spots and key areas.

Inspector Cust referred to the positive work undertaken on the Holway Estate, the local PCSO's were engaged in community matters and participated in the current projects taking place.

Members referred to the national "20's Plenty" campaign on speed reduction and confirmed intentions to pursue a blanket speed limit of 20mph across the Holywell community. Inspector Cust confirmed his support but stated the County Council should be approached to take this request forward.

RESOLVED:

- 1) That Inspector Cust be thanked for attending the meeting.
- 2) That the Clerk contact the office of the Deputy Police and Crime Commissioner to re-schedule the visit for a future meeting.

96. MAYOR'S REMARKS

The Mayor welcomed the Town Council's two youth councillors to the meeting, Emilia James and Seren Wynne, and wished them good luck in their new roles.

The Mayor reminded members about the forthcoming dementia awareness session arranged for 6.00pm on Thursday 24th January 2019 at the council offices.

The Mayor wished both Councillor K. Davies and her husband well in their period of ill health, the Clerk had sent a card wishing them both well.

The Mayor passed round a report prepared by Derryn Blanchard BEM, Holywell Autumn Cub covering the Christmas 2018 activities. Both Councillor E.B. Palmer and the Mayor enjoyed attending the Christmas Dinner and thanked the club for their kind invite. The Mayor also visited Holywell Community Hospital on Christmas Day.

The Clerk had received a request from local resident Mr. Elfyn Pierce-Jones, who attends military shows and is involved with the Help the Heroes charity, to loan one of the silent soldiers to use at the shows. The silent soldiers were to be returned shortly to the office for storage.

RESOLVED:

That approval is granted for Mr Pierce-Jones to loan a silent soldier. Clerk to make the necessary arrangements.

97. MINUTES

97.1. General

RESOLVED:

That the minutes of the following meetings be approved and signed as a correct record by the Mayor and Chairmen of the Sub-Committee(s) as appropriate:

Holywell Town Council meeting held on Tues.18th December 2018;
Council Offices & Comms Sub-Committee on Tues. 8th January 2019.

98 PLANNING

98.1. Planning Applications

Consideration was given to applications forwarded to the Town Council as part of the County Council's planning consultation.

RESOLVED:

That the following responses submitted to the County Planning Authority.

Application Number	Proposal Details
059298	Adaptation works to former chapel to create two self-contained apartments. Location: Tabernacle Chapel, Coleshill Street, Holywell, CH8 7UP. NO OBJECTION BUT CONCERN EXPRESSED ABOUT PARKING PROVISION.
059314	Following grant of outline planning permission 055679 - Proposed erection of a dormer bungalow. Location: Italia Residence, New Quay, Greenfield Road, Holywell, CH8 7QP Mr A. Feliciello. NO OBJECTION.
059360	Proposed Front Porch with Ground floor WC/Shower. Location: 10 Bryn Teg, Holywell, CH8 7DP Applicant: Mr & Ms D. Evans. NO OBJECTION.

99. ACCOUNTS

99.1. Accounts for Payment

Councillor B. Scragg, Vice Chair of the Audit Sub-Committee informed members of a typographic error due to the vat element on the invoice listing as follows: voucher number 7227, KWDB Electrical, amount was £9,191.25, now corrected to £11,029.50. The Clerk confirmed the amount paid to the supplier was correct and the bank statement confirmed the transaction.

RESOLVED:

That payment of the following accounts be approved the necessary audit checks having been undertaken in accordance with the requirement of the Audit Sub-Committee.

Voucher Number	Payment Type	Creditor Name	Payment Details	Amount £	Power Key
7218	ONLINE	SLCC	Annual Subscription - Town Clerk 2019	220.00	***
7219	ONLINE	Copyrite Systems	Copier Charges - 14/8 to 14/11	123.14	****
7220	ONLINE	Chubb Fire & Security	Call out to alarm system - Bank Place offices	163.04	****
7221	ONLINE	Eleanor Roberts	Christmas Lights Switch On Dancing Elves	150.00	^^
7222	ONLINE	A.P.E.S.	Stage Hire Christmas Lights Switch On 30/11/18	500.00	^^
7223	ONLINE	Gruffydd Wyn	Perform at Christmas Lights Switch On	500.00	^^
7224	ONLINE	Richard & Adam Johnson Ltd	Perform at Christmas Lights Switch On	480.00	^^
7225	ONLINE	Event Sound Limited	Sound & Lighting Christmas Lights Switch On	300.00	^^
7226	ONLINE	Chris Baglin	Town Crier Duties Christmas Lights Switch On	50.00	^^
7227	ONLINE	KWDB Electrical	Christmas Lights Contract Payment 2	11,029.50	^^
7228	ONLINE	HMRC	Staff Paye/Nl costs - Dec 2018	1,064.55	***
7229 - 7231	ONLINE	Council Staff	Staff Salaries - Dec 2018	3,870.99	***
7232	ONLINE	Daydream Designs	3 no. A5 Stickers - Character Bins	30.24	^^

7233	ONLINE	Eleanor Roberts	Christmas Elf Walk - 15/12/18	100.00	^^
7234	ONLINE	West Flintshire Community Enterprises	Room Hire Dec18-Jan19/Refreshments	123.50	****
7235	ONLINE	Milwr Tree Services	Trim ivy/branches on fence line - Woodland	235.00	^^^
7236	ONLINE	KWDB Electrical	Office PAT Testing - 55 items	108.90	****
7237	ONLINE	Viking	Stationery/Postage	64.87	****
7238	ONLINE	Viking	Stationery/Frames	63.44	****
7239	ONLINE	Viking	Stationery/Frames/Consumables	102.65	****
7240	DD	Opus Energy	Gas Charges - Nov 2018 Bank Place Offices	236.80	****
7241	DD	Nest	Staff Pension Costs - Dec 2018	92.72	***
7242	DD	NPower	Electric 12-13 Bank Place 1/8 - 1/11/2018	147.49	****
7243	DD	NPower	Electric 14 Bank Place 1/8 - 1/11/2018	31.90	****
7244	DD	British Telecom	BT Phone/Broadband 12/11 - 10/12/2018 Bank Place	144.69	****
7245	DC	Endless Creations	1 roll Ribbon Wrapping	9.38	^^
7246	DC	Bag it Plastics Ltd	20m x 80 cm Clear Wrap	6.24	^^
7247	DC	Facebook Business	Promotional Boost	3.00	^^
7248	DC	Viaan Enterprise Ltd	3 no. A5 WTV Diary	8.79	***
7249	DC	Tesco	Chocolates	12.00	^^
7250	DC	Art by Arjo	Framed Print Ideal Lighting	38.95	^^
7251	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7252	DC	Amazon	Bushnell Radar Gun	109.00	^
7253	DC	Home Bargains	CE Hamper Items	61.02	^^
7254	DC	Danny's Family Butchers	CE Vouchers	20.00	^^
7255	DC	Danny's Family Butchers	CE Vouchers	60.00	^^
7256	DC	Tesco	CE Items	40.00	^^
7257	DC	Tower Crafts	CE Award Cards Items	38.58	^^
7258	DC	Home Bargains	CE Hamper Basket	5.99	^^
7259	DC	Cresta	CE Hamper Items	29.44	^^
			TOTAL	20,426.00	

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 Schedule 13
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- ****^ Local Government Act 1972 S.34
- ****^ Local Government (Misc. Provisions) Act 1953 S.4
- ****^ Local Government Act 1972 S.173, S.174
- ****^ Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923 - maintain war memorials

99.2. Income Received (1/12/18 - 31/12/18)

Members received the schedule of income, circulated with the agenda, regarding income received during December 2018.

100. COMMUNITY ENGAGEMENT

100.1. Monthly Report

Members noted the Projects and Development Officer's monthly report; several matters were discussed including the new bus timetables and the impact on existing service provision.

RESOLVED:

- 1) That the Projects and Development Officer's report be received with thanks.
- 2) That the Projects and Development Officer follows up with the County Council on a supply of printed timetables to distribute across the community.

101. CORRESPONDENCE AND OTHER MATTERS

101.1. Independent Remuneration Panel for Wales (IRPW) Determinations

Members were requested to confirm their intentions with regard to the mandated annual allowance payment for the 2018/19 civic year. The Clerk handed out a proforma for members to complete.

RESOLVED:

That members confirm their intentions by 31st January 2019 to the Clerk to enable the necessary payments to be made.

101.2. Flintshire Play Sufficiency Assessment 2019-2022

Members considered the above assessment and associated documentation. A response was required by 22nd February 2019.

RESOLVED:

That a working group consisting of the Clerk, Mayor, Deputy Mayor and the Youth Councillors meet to complete the assessment. Clerk to make the necessary arrangements.

101.3. Welsh Government Review of Town & Community Council Sector

Members noted the update from Welsh Government on the review of the town and community council sector across Wales.

101.4. Public Session at Council Meetings

Councillor B. Scragg provided details of a suggested protocol following a review undertaken with the Clerk, to permit public speaking under certain conditions at full council meetings.

RESOLVED:

That the protocol is adopted following the next Annual Meeting for the 2019/20 civic year, but with an emphasis placed on the first port of call being the local councillor who may be able to resolve the matter in the first instance, and that the speaker must be a resident in the four wards of the Holywell community. Clerk to make amendments and recirculate the protocol to members.

101.5. Reports/Correspondence Received

The following items have been received and are available for perusal from the Clerk. A copy is enclosed where the item is marked *, or ** if already circulated to Members:

Ref	Item	Status	Date Circulated
A	Brynford CC Paradise Park Planning Matter	**	19 Dec 2018
B	Planning Appeal – Land at Pen-y-Ball	**	19 Dec 2018
C	Welsh Government Local Council Sector Review Update	**	20 Dec 2018
D	North Wales Police - Update	**	24 Dec 2018
E	Ken Skates AM Letter re: High Street Funding	**	9 Jan 2019
F	Newsquest Media Group Patch Reporter Update	**	9 Jan 2019

102. REPRESENTATIVES' REPORTS

Councillor M. Brooke queried the operational arrangements for the town clock, the businesses had reported it is not currently chiming. Members also queried why the steps leading up to Tower Gardens from the underpass had been cordoned off with barriers.

RESOLVED:

Clerk to follow up on the above matters.

103. COUNTY COUNCILLOR REPORTS

Councillors R. Dolphin and P.A. Johnson updated members on the latest developments concerning the County Council's budget proposals.

Councillor P.A. Johnson further confirmed that the four wards of the Holywell community would not be affected by the boundary review exercise. This was

due to the number of electors in each ward being within accepted tolerance levels.

104. CLOSE OF MEETING

The Mayor closed the meeting at 7.30pm.

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Mayor

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Finance Committee** held in the Council Chamber, Bank Place Offices, Holywell on Tuesday 22 January 2019 at 6.00pm.

PRESENT: Councillor P.A. Johnson (Deputy Mayor, Chair).
Councillors: M. Brooke, R. Dolphin, E.B. Palmer and K. Roberts.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, K. Davies, J.M. Johnson, S. Johnson, M.D. Phelan, B. Scragg, S.E. Wallbanks and P.A. York. Councillors A. Coleman and P.J. McGarry were absent without apology.

IN ATTENDANCE: J. Baker (Clerk).

F7. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

The following Declarations of Interest were made and the relevant forms completed for the Clerk to action under the statutory requirements.

Minute No.	Name of Councillor	Personal	Prejudicial	Nature of Interest
F9	R. Dolphin	✓		Member of Carmel Bowling Club.
F9	P.A. Johnson	✓		Member of Thomas Pennant Society
F11	E.B. Palmer		✓	Friend of owner of company

F8. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded for the following minute, F9, on grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted arising from the supporting financial and other information provided with the applications.

F9. APPLICATIONS FOR FINANCIAL ASSISTANCE – 2018/19

Members considered requests received for financial assistance from various organisations together with a schedule of the organisations and events supported by the Council in 2015/16, 2016/17 and 2017/18. The Clerk read out supporting background and financial information provided by each organisation. The Chairman had given permission for the Holywell Walkers are Welcome application to be considered which was a late addition to the agenda.

A statement was circulated with details of donations made to date in the current financial year, budget provision for general donations (£5,000) and earmarked donations (£3,850), with remaining provision (£4,500) being available for allocation, and the Council's policy on donations.

RESOLVED:

- 1) That, having considered each application on its merits and in accordance with the general policy on applications, the following donations from the budget be made:

Organisation	£
Carmel Bowling Club	200
Holywell Town FC Girls Team	250
Greenfield FC Youth	250
Thomas Pennant Society	200
Total	900

The following applications were received without donation on this occasion:

Holywell Autumn Club, Bobath Children's Therapy Centre Wales, Citizens Advice Flintshire, Talking Books Wales and Holywell Walkers are Welcome.

- 2) That Holywell Autumn Club will no longer be charged weekly rent for their use of the council offices, in line with the arrangements in place for other community organisations.

F10. BANK RECONCILIATION 2018/19

Members considered the reconciliation statements for the period 31 December 2018, circulated with the agenda. The Audit Sub-Committee would be similarly notified.

RESOLVED:

That the statements be received and noted.

F11. ANNUAL ESTIMATES OF INCOME AND EXPENDITURE – 2019/20

The Clerk delivered a presentation to members which considered the budgetary issues and determinations for 2019/20. The Clerk identified and explained certain items for members' information and also answered questions.

The key points noted for this year's budget setting process were:

- To ensure income matched up with expenditure without the need to use any of the Council's reserves.
- The budget protects and maintains current financial commitments.
- The reserves had been set above the minimum level of 20% of the proposed precept, in line with Council policy.
- Budget growth items of £19.4k were identified and considered.
- Budget savings options of £11.8k were identified and considered.
- One off and variable recurring items of a potential £11.1k were identified and considered, which included re-development of the Council's website.
- Staff costs were increased due to revised working hours for all staff, incremental progression, a 2% pending national pay award and a 1% pension increase for employers.
- A 10-year loan was proposed to finance the Tower Gardens events area scheme, which had been built into the budget proposals.
- The local taxation precept was considered in the context of the tax base and members' direction that this be contained near to a level consistent with inflation. It was noted inflation using the Consumer Price Index was 2.3% in December 2018.
- A base budget review exercise had been undertaken by the Clerk in drafting this budget ensuring that all current commitments are accounted for at the appropriate budget value. It had been necessary to adjust some budgets up or down based on current operational requirements and spending patterns.
- There was currently no budget provision built in for project costs, for current work being undertaken on for example the railway halt, museum, gateway signs or high street access to traffic.
- Budget provision was included to provide a repair, maintenance and equipment budget for the council offices, including the progression of improvements works to the Project & Development Officer's office.

- Two other documents were referred to and brought to the attention of members:
 - 1) A letter from Holywell Leisure Centre formally requesting the £20,000 contribution towards the management and maintenance of the leisure centre operations for 2019/20.
 - 2) A table showing the current precept level for all Flintshire Town and Community Councils, for the current financial year.

Members considered the probable expenditure for 2018/19, the bank balance including reserves and the determination of an appropriate local taxation precept for 2019/20, which supported all budget proposals.

Members had been made aware of the developing situation with regard to a potential funding shortfall for the High Street traffic scheme. This had primarily arisen due to the grant submission being offered on a 70/30 match funded basis to the County Council, subject to the approval of Welsh Government.

RESOLVED:

- (1) That the Annual Estimates of Income and Expenditure for 2019/20, as presented by the Clerk, be approved.
- (2) That a loan repayment provision be added to the budget over a 10-year period, to finance the Tower Gardens events area scheme.
- (3) That the website is re-developed in the 2019/20 financial year and the contract awarded to Daydream Designs. That the Projects & Development Officer is tasked with researching a grant to fund the work, with any remaining cost to be funded from reserve balances.
- (4) That the Council agree to make a further contribution in 2019/20 to Holywell Leisure Centre of £20,000, and for this contribution to be paid over three equal instalments in April, August and December.
- (5) That a precept of £243,000 be issued on Flintshire County Council for the financial year 2019/20, representing an increase of 2.6% which was broadly in line with inflation. This would equate to £72.07 per household, representing a £0.04p increase per household per week.

- (6) That members agree to consider all available options, if required, to assist the County Council in the delivery of the High Street traffic scheme, subject to the funding being made available by Welsh Government.

F12. AUDIT OF ACCOUNTS AND ANNUAL RETURN – YEAR ENDING 31 MARCH 2019

RESOLVED:

That the following appointments in respect of the financial year 2018/19 be noted/approved, subject to any changes that may be notified by the Wales Audit Office:

- External (Statutory Auditor) – BDO LLP (Southampton) on behalf of the Auditor General for Wales.
- Internal Auditor – JDH Business Services Ltd, Pantymwyn, Flintshire.

F13. CLOSE OF MEETING

The Chairman closed the meeting at 7.30pm.

.....
Chairman

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the meeting of the **Town Centre Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 30 January 2019 at 5.30pm.

PRESENT: Councillor E.B. Palmer (Chair).

Councillors: M. Brooke, J.M. Johnson, S. Johnson, B. Scragg and P.A. York.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter, K. Davies, R. Dolphin and M.D. Phelan. Councillors A. Coleman and P.J. McGarry were absent without apology.

IN ATTENDANCE: J. Baker (Clerk), M.G. Fearnley (Projects & Development Officer).

TC20. DECLARATIONS OF INTEREST – MEMBERS' CODE OF CONDUCT

None.

TC21. CCTV UPDATE

Members received a presentation from Doug Dowling, CCTV & Campus Manager, Flintshire County Council on developments with CCTV operations. The CCTV Unit was to relocate to the County Council's Ewloe Offices shortly which would involve a fibre link up. Members expressed concern on the equitableness of the current recharge system for participating councils. A new high-quality camera was now positioned on the Well Hill. Some of the Christmas Lights displays hindered the visual range of cameras on the High Street.

Members received a report showing the incidents reported for each camera over the last 12 months. It was noted the High Street camera had the greatest number of incidents reported. Members queried the number of cautions issued compared to incidents. This information was held by North Wales Police.

Members raised a couple of operational matters. There was a camera by the bus station opposite Coleshill Street installed by a third party, and concerns expressed over accessibility to footage following reported incidents. Access to cameras by the Town Council was available following the completion of a subject access request form.

RESOLVED:

- 1) That Doug Dowling be thanked for attending the meeting.
- 2) That Mr Dowling supplies further statistics on the type of incident reported to the Clerk for onward circulation to members.
- 3) That Mr Dowling investigates the situation with regards to the camera installed by the bus station and informs the Clerk of any actions/outcomes.
- 4) That the Clerk follows up with North Wales Police to ascertain if any further information on the incidents reported would be available.

TC22. TOWER GARDENS EVENTS AREA PROJECT UPDATE

Members received a presentation from the Projects & Development Officer outlining progress to date on the above project. The presentation covered the project plan and timescales, quotations from suppliers and other options associated with the installation. Once a preferred option and supplier was determined the next steps would involve a drop-in session to consult with businesses and the wider community, the production of a detailed design specification and any planning considerations.

RESOLVED:

- 1) That Morton Products Ltd are chosen as the preferred supplier for both the permanent canopy and the parasols. Lighting was to be included in the canopy and parasol specification.
- 2) That, in order for the Projects & Development Officer to carry on progressing the project, the Chair of this sub-committee Councillor E.B. Palmer and the Projects & Development Officer fine tune the final specification to determine:
 - a) the preferred dimensions of the permanent canopy;
 - b) the final dimensions and exact quantity of parasols, taking into account the positioning of trees and other operational requirements.

TC23. CAR PARK CHARGES

Councillor M. Brooke relayed a request from the Business Group for consideration to be given to free parking for businesses in the town centre car parks. The temporary traffic order was due to be reinstated following the relining of the High Street imminently, which would enable free parking for up to 30 minutes for users of the High Street. A request was also relayed to provide free parking in the town centre car parks while the pending works on the High Street were being undertaken.

RESOLVED:

- 1) That the request for free parking while the permanent traffic scheme works are undertaken is taken to the next meeting of the Working Group.
- 2) That the Clerk advises the Business Group that the free car parking for businesses request should be raised with the County Council's Streetscene Department.

TC24. HIGH STREET INITIATIVES

- i) NearMeNow App. The Clerk summarised the benefits and features of the App, which was brought to the council's attention by the Business Group.
- ii) Great British High Street Awards 2019. Members considered entering the awards later this year. There was a number of current projects due to complete later in the year.
- iii) Save The High Street Project. The Clerk summarised the benefits of joining this project, which included newsletters, features and updates on developments for High Street shopping centres.
- iv) High Street Planter. Members considered adopting the remaining planter currently located by the Tower Gardens car park.

RESOLVED:

- 1) That members endorse and support the NearMeNow App project, should the businesses move forward with implementation at a later date.
- 2) That an entry to the Great British High Street Awards be deferred for this year, to enable the completion of key projects already underway linked to the council's business plan. A more robust application could then be considered for 2020.

- 3) That the Clerk arranges to join the Save The High Street project, and for the Support Officer to circulate updates as appropriate.
- 4) That the remaining planter be adopted by the Town Council and repositioned by the Connects building on the High Street. Clerk to make arrangements.

TC25. PROJECTS & DEVELOPMENT OFFICER UPDATES

Members received an update on the following matters:

- i) Tesco Bags of Help Grant – Ideas and suggestions were requested to support future grant submissions, potentially in future through the Holywell Town Partnership.
- ii) Status of vacant town centre shops. Updates provided on the former Frank Beech, Nat West and Jim Williams premises.
- iii) Character Bins – a meeting was scheduled with Nigel Seaburg, Streetscene Supervisor, Flintshire County Council to finalise the locations for the bins:
 - Bin 1 - by former Nat West premises, High Street;
 - Bin 2 – by St. Winefrides/Ysgol Gwenffrwd;
 - Bin 3 – either inside or just outside Holywell Leisure Centre.Installation to follow by the end of February 2019.
- iv) Spring Event. Members considered holding an event in the town centre.

RESOLVED:

That a Spring event is held in Tower Gardens on Thursday 18th April 2019. Support Officer to make the necessary arrangements.

TC26. CLOSE OF MEETING

The Chairman closed the meeting at 6.45pm.

.....
Chairman

HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Minutes of the **Meeting of the Audit Sub-Committee** held in the Council Chamber, Bank Place Offices, Holywell on Wednesday 6 February 2019 at 10.00am.

PRESENT: Councillor E.B. Palmer (Chair).

Councillors: J.M. Johnson and B. Scragg.

APOLOGIES FOR ABSENCE were received from Councillors L.A. Carter and P.A. Johnson.

IN ATTENDANCE: J. Baker (Clerk).

A19. DECLARATIONS OF INTEREST – MEMBERS’ CODE OF CONDUCT

None.

A20. BANK RECONCILIATION 2018/19 – QUARTER 3

Members considered the Reconciliation Statement for the period ending 31 December 2018. The Clerk explained the background to the entries, and highlighted the closing bank balance, the investment bond and the value of unrepresented payments.

RESOLVED:

That the Statement together with the Clerk’s report be received and noted.

A21. MANAGEMENT ACCOUNTS 2018/19 – QUARTER 3

Members considered the Income and Expenditure Statement for the period ending 31 December 2018. Members noted expenditure was broadly in line with the budget for the period reported, which would result in balances being maintained at the end of the financial year. A greater emphasis on grant research resulted in a number of successful grant awards and contributions, which enabled smaller projects to be progressed while minimising the financial impact on balances.

RESOLVED:

That the Statement together with the Clerk's report be received and noted.

A22. REVIEW OF INTERNAL CONTROLS

Members reviewed the effectiveness of the Council's internal controls having regard to the statutory Audit requirements. Members considered the various controls in place and sought information from the Clerk to supplement their review. The Clerk also circulated the current Risk Management Schedule.

The review of controls covered:

- Multiple cheque signatories
- Regular bank reconciliations
- Regular review of accounting records
- Recording in minutes of powers for payments
- Minutes accurately recorded, numbered and approved
- Adequate insurance
- Testing of measures preventing fraud.

The Clerk was available to assist any Member of the Council requiring information or clarification on the operation of the Council's financial systems and controls.

RESOLVED:

- (1) That, in accordance with the relevant statutory Regulations, the Council's system of internal controls currently in place is considered to be generally adequate and effective for the areas reviewed.
- (2) That the Risk Management Schedule dated 21 January 2019, circulated with the agenda, be noted and approved.

A23. REVIEW OF THE COUNCIL'S INVESTMENT STRATEGY

The Council's current strategy was circulated for consideration, which included a review of the Money Market Investment Account.

RESOLVED:

That the Investment Strategy dated 1 February 2019, circulated with the agenda, be noted and approved.

A24. INTERIM AUDIT OF THE COUNCIL'S ACCOUNTS 2018/19

Members noted the contents of the Interim Audit Report provided by the Council's Internal Auditor. The Clerk provided operational updates on the issues raised as follows:

- Employee quote for events
- GDPR progress and implications
- Terms of Reference and Delegated Powers of Committees/Sub-Committees
- Confirmation of receipt for grants/donations

It was noted that the Internal Auditor concluded the Council's current system of internal controls is adequate and fit for the purpose intended.

RESOLVED:

- 1) That the Interim Internal Audit report be noted, and the recommendations followed up by the Clerk.
- 2) That in respect of the Council's GDPR commitments the Clerk seeks quotations from appropriate suppliers to ensure a programme of actions is implemented for the Council to meet its statutory obligations.
- 3) That the Chair's Sub-Committee draft terms of reference for all committees and sub-committees at its next meeting, for consideration by the Council in due course.

A25. COUNCIL POLICY REVIEWS

Members considered draft documents for the next phase of policy reviews and updates as follows:

- Complaints Procedure
- Members Code of Conduct

RESOLVED:

That the above policies are approved and published subject to ratification by full council.

A26. EVENT PREPAYMENT OPTIONS

Members considered the matter of making a prepayment for securing performers at events. The Clerk advised this is acceptable from an audit standpoint providing a contract is drawn up setting out terms and conditions. If the prepayment falls in the prior financial year the Clerk would adjust the accounts to reflect this. The prepaid element in most circumstances would relate to a deposit i.e. a percentage of the overall fee involved.

RESOLVED:

That appropriate prepayments in relation to events is supported, subject to operational requirements and an assessment of the risk based on each individual case.

A27. UTILITY CONTRACTS

The Clerk confirmed that the contracts for both gas and electric utility supply for the council offices were due to finish shortly. Quotations had been sought by the Clerk for a 3-year contract with the preferred and most cost-effective supplier options as follows:

Broker: Black Sheep Utilities

Gas Supplier: CNG Power Up

Day Rate: 3.311p

Electric Supplier: British Gas

Day Rate: 15.510p, Night Rate 10.880p, Standing Charge 22.790p

RESOLVED:

That members endorse the new contract arrangements.

A28. CLOSE OF MEETING

The Chairman closed the meeting at 11.00am.

.....

Chairman

APPLICATIONS UNDER THE TOWN AND COUNTRY PLANNING ACTS

Application Number	Proposal Details
059434	Proposed change of use of former retail unit to ground floor to form residential status and inclusive of first floor accommodation and all other works associated with. Location: 10 New Shop Parade, Greenfield Ro, Greenfield, Holywell, CH8 7QS.
059463	Construction of two detached houses and one detached garage. Location: Land adjacent to Calcot Arms, Milwr Road, Holywell, CH8 7SE.
059466	Conversion of public house to 3no. flats. Location: Calcot Arms, Milwr Road, Holywell, CH8 7SE.

NOTES:

1. Full details of planning applications may also be viewed on Flintshire County Council's website www.flintshire.gov.uk or by contacting the Clerk.
2. **MEMBERS INTENDING TO DECLARE AN INTEREST IN RESPECT OF A PLANNING APPLICATION ARE PLEASE REQUESTED TO INFORM THE CLERK BEFORE THE MEETING.**
3. Notices of the County Council's planning decisions may be viewed by contacting the Clerk.

SCHEDULE OF ACCOUNTS – JANUARY 2019

Voucher Number	Payment Method	Creditor Name	Payment Details	Amount £	Power Key
7260 - 7262	ONLINE	Council Staff	Staff Salaries - Jan 2019	4,359.30	***
7263	ONLINE	HMRC	Staff Paye/Nl costs - Jan 2019	1,359.13	***
7264	ONLINE	Holywell Leisure Centre	Contribution 18/19 (3 of 3)	6,666.66	^^^
7265	ONLINE	Cadwyn Clwyd	Match Funding Contribution Gateway Signs	3,030.30	^^
7266	ONLINE	National Association of Local Councils	Local Councils Explained Book	54.99	****
7267	ONLINE	Currys PC World Business	Supply 2 no. iPads	638.00	****
7268	ONLINE	Holywell Parish Church	Room Hire/Refreshments 18th Dec 2019	90.00	***
7269	ONLINE	Philip Jones Computers	ICT Support Costs - Sep - Dec 2018	152.00	****
7270	ONLINE	DJB Window Cleaning	Windows Office Windows	15.00	****
7271	ONLINE	Viking	Paper/Consumables	47.92	****
7272	ONLINE	Viking	Refreshments	23.39	****
7273	ONLINE	BPH	Water Bowser Repairs/Battery	117.60	^^
7274	CHQ	Kassidy's Tea Rooms	Supply Buffet for Council Meeting	110.00	****
7275	CHQ	Carmel Bowling Club	Financial Assistance Grant/Donation	200.00	^^^
7276	CHQ	Holywell FC Girls	Financial Assistance Grant/Donation	250.00	^^^
7277	CHQ	Greenfield FC Youth	Financial Assistance Grant/Donation	250.00	^^^
7278	CHQ	Thomas Pennant Society	Financial Assistance Grant/Donation	200.00	^^
7279	DD	Nest	Staff Pension Costs - Jan 2019	114.31	***
7280	DD	Opus Energy	Supply Gas - Jan 2019	142.26	****
7281	DD	British Telecom	BT Phone/Broadband 11 Dec - 10 Jan	144.26	****
7282	DC	1&1 Internet Ltd	Office Premium/Mail Pro	50.19	****
7283	DC	Royal Mail	Postages	3.74	***
7284	DC	Tesco	Card	1.50	****
7285	DC	Royal Mail	Postages	2.80	***
7286	DC	Fintie EU	2 x iPad cases	29.67	****
7287	DC	ICO	Data Protection Registration Fee 2019	40.00	****
7288	DC	1&1 Internet Ltd	Mail Pro	12.00	****
			TOTAL	18,105.02	

INCOME RECEIVED – JANUARY 2019

Date	Debtor Name	Income Details	Amount £
17/01/19	Flintshire County Council	Gateway Signs Design Contribution	1,500.00
		TOTAL	1,500.00

Powers to Make Payments:

- * The Independent Remuneration Panel for Wales (IRPW) Regulations for the remuneration of members and co-opted members of relevant authorities – Part 5 Community/Town Councils
- // Local Government Act 1948 S.33
- /// Local Government Act 1972 S.34
- ** Local Government Act 1972 S.137
- *** Local Government Act 1972 S.112, 151
- **** Local Government Act 1972 S.133
- ^ Local Government Act 1972 S.111
- ^^ Local Government Act 1972 S.144, S.145
- ^^^ Local Government (Miscellaneous Provisions) Act 1976 S.19
- ^^^^ Local Government Act 1972 S.143
- *^ Local Government Act 1972 S.140
- **^ Local Government Act 1972 S.176
- ***^ Local Government Act 1972 S.13
- *^^* Local Government Act 1972 S.34
- ***^ Local Government (Misc. Provisions) Act 1953 S.4
- ^^** Local Government Act 1972 S.173, S.174
- ^^^* Local Government (Miscellaneous Provisions) Act 1976 S.4
- < Local Government Act 1972 S.124
- # Local Government Act 1972 S.142
- ## Representation of the People Act 1983 S.34 (repealed by Representation of the People Act 1985)
- ### War Memorials (Local Authorities' Powers) Act 1923 - maintain war memorials



HOLYWELL TOWN COUNCIL

CYNGOR TREF TREFFYNNON

Projects and Development Officer Monthly Update

Meeting of Full Council - Tuesday 19th February 2019

1) Tourism Pro Mo Video

I have been working with Richard Jones and as a result Fallow Films have been commissioned (funded by FCC Tourism) to undertake some filming in parts of Holywell to enable us to use footage for promotional purposes i.e. through North Wales Tourism etc. The idea is to highlight the Dock, Basingwerk Abbey, Greenfield Valley, St Winefride's Well and the High Street with people shopping and browsing etc.

2) Greenfield Railway Station

A very positive meeting was held with representatives from Kingspan, Westbridge Furniture, Land Studios and FCC. All are keen to continue to be a member of a steering group moving forward. Warwick Chemicals have also been approached and they are also keen to support the group. Next steering group planned for 7th March where a Railway/Active travel questionnaire will be designed for circulation around their employees.

3) Museum Update

Planning permission has been submitted. Wales and West have confirmed that all the works that they are responsible for will be finished the end of February with a moving in target date of 1st April.

Funding was discussed and various funding opportunities were highlighted with the group to agree what to apply for and which bodies to approach.

5) Youth Council

I held a follow up meeting with them. It was agreed that the establishment of a Youth Forum was a priority. They will be designing their own recruitment flyer and will look to make presentations to local schools' year 5 and 6. They have also been invited to shadow Hannah Blythyn for the day with initial interest shown by one member. Next informal meeting planned for 7th March.

6) Gateway Signage

Tender Document for detailed design work etc has been submitted via Cadwyn Clwyd on Sell to Wales website. Any Tender documents received from any interested parties will be scored and appraised in a joint meeting with reps from Cadwyn Clwyd on Weds 20th February.

7) Events Covered Area

Presentation was made to Town Centre Sub Committee detailing specifications and costings from 3 suppliers. Preferred supplier and type of stage structure and parasols was agreed, but it was agreed that the Chair along with PDO would agree final spec and quantity.

Martin Fearnley
Projects & Development Officer

Claire Homard
Chief Officer (Education and Youth)
Prif Swyddog (Addysg ac Ieuenctid dros dro)



To: The Clerk

All Flintshire Local Town and Community Councils

Your Ref/Eich Cyf

Our Ref/Ein Cyf

Date/Dyddiad

Ask for/Gofynner ar

Direct Dial/Rhif Union

CH/SPS/2019/01

10th January, 2019

Claire Homard

01352 704601

Dear Clerk,

Town and Community Councils Summer Play Scheme Programme, 2019

I am writing to update Town and Community Councils of the situation regarding the summer play scheme programme for 2019.

The local authority has had recent notification that a grant has been made available to support and part-fund our summer programme. This funding (45K) is has been made possible, via the Welsh Government's Play Opportunities Grant.

As in previous years, we are reliant on local support from individual town and community council to ensure the continuity of this much valued provision in each area. We are therefore, seeking a financial contribution from each town and community council to support local schemes and the wider county playscheme programme.

The cost of a basic local scheme is as follows and includes:

2 x Community Play Team Members

The team would provide x 2 hours per session x 5 sessions x 3 weeks

The team would work on site Monday to Friday AM or PM (Those areas requiring both AM & PM sessions at the same location, will need to be registered with the Care Inspectorate of Wales, before May 2019).

- Area Supervision
- Access to a bank of reserves (if number and ratios increased)
- Kit/Equipment/Mobile phones
- All training: Including safeguarding and child protection; paediatric first aid; risk management and risk assessment; health and safety in the workplace;

County Hall, Mold. CH7 6ND
www.flintshire.gov.uk
Neuadd y Sir, Yr Wyddgrug. CH7 6ND
www.siryfflint.gov.uk



The Council welcomes correspondence in Welsh or English
Mae'r Cyngor yn croesawu gohebiaeth yn y Gymraeg neu'r Saesneg

Playwork; dealing with challenging behaviour on site, disability inclusion training, basic food hygiene

- Flintshire Buddy scheme for children with disabilities to play out in their own community with support where necessary

The cost of a basic scheme (3 weeks x 15 sessions) is **££1,373.95** for each site location.

Local councils can opt for additional locations, at the same cost and on the same basis.

Local councils can also opt for additional weeks 4, 5 and 6 at a cost of **£355.00** per week

Discussions are also ongoing with regard to the food poverty programme in Flintshire. The 'Share your Lunch' programme, delivered in 2018 in partnership with the Benefits Service was a huge success. Please notify us, along with your response for playscheme, if you would like further information when it is available with regard to this programme.

The summer play scheme programme in Flintshire is a highly valued service by children, families and communities. More than 4,000 children and young people attended during the summer 2018. We are thankful for the successful partnership we have with local councils to continue to deliver this vital service to communities in Flintshire

I would be grateful if you could give this matter your urgent consideration as you undertake your budget setting procedures and confirm back to me your Council's decision with regard to the provision of a summer play scheme.

If you require any further detail at this stage please do not hesitate to contact my colleague Janet Roberts, Play Development Officer, whose contact details are below:

Janet.Roberts2@flintshire.gov.uk

Tel: 01352 744034 (office) 07518 602614 (work mobile)

Yours sincerely,



Claire Homard

Chief Officer, Education & Youth

Play Scheme Costs 2019/20				
	Basic Scheme	Extra Weeks		
	3 weeks	4	5	6
Holway	1,373.95	355.00	355.00	355.00
Greenfield	1,373.95	355.00	355.00	355.00
Pen-y-Maes AM	1,373.95	355.00	355.00	355.00
Pen-y-Maes PM	1,373.95	355.00	355.00	355.00
Totals	5,495.80	1,420.00	1,420.00	1,420.00
Agg. Costs		6,915.80	8,335.80	9,755.80
HTC Budget	8,080.00	-1,164.20	255.80	1,675.80
		<i>underspend</i>	<i>matches</i>	<i>overspend</i>
			<i>budget</i>	

Steve Jones
Chief Officer (Streetscene & Transportation)
Prif Swyddog (Gwasanaethau Stryd a Thrafnidiaeth)



Your Ref/Eich Cyl
Our Ref/Ein Cyf
Date/Dyddiad
Ask for/Gofynner am
Direct Dial/Rhif Union
E-mail:

FCC/LTS
14 January 2019
Barry Wilkinson
01352 701234
FCCtoilets@flintshire.gov.uk

To whom it may concern

Public Health (Wales) Act 2017 – Part 8 - Provision of Toilets

In July 2017, the Public Health (Wales) Act 2017 received Royal Assent, bringing together a range of practical actions for improving and protecting health. Part 8 of the Act includes Provision of Toilets and introduces new responsibilities for Local Authorities to provide local toilet strategies.

To deliver a strategic approach to the provision of toilets across Wales, the Public Health (Wales) Act 2017 requires Local Authorities to assess local needs and facilities, and to publish a local toilets strategy for its area. To help Flintshire County Council develop its draft strategy, we would like to initially engage with a number of individuals, stakeholder networks and organisations to gather information which will help develop a needs assessment and inform the draft strategy.

The duty to prepare a local toilets strategy does not require councils to provide and maintain public toilets directly, nor are they required provide additional dedicated facilities. They must however take a strategic view on how facilities can be provided and accessed, taking account of such things as location, accessibility, facilities, frequency of use and quality of existing sites, as well as determining whether additional or fewer sites are required by their local population. The legislation published by Welsh Government has no funding for additional provisions attached to it.

Since 2012 Flintshire County Council has undertaken two separate reviews of toilet provision across the County. These reviews highlighted that isolated facilities regularly attract antisocial behaviour, which puts people off using them. As a result Flintshire adopted a more enabling approach by promoting the use of existing toilets in Council buildings such as libraries and Connects Centres, which people feel more confident and comfortable using.

Alltami Depot, Mold Road
Alltami, Mold. CH7 6LG
www.flintshire.gov.uk
Depo Alltami, Ffordd Yr Wyddgrug
Alltami, Yr Wyddgrug
www.sirffflint.gov.uk



We welcome correspondence in Welsh. We will respond to correspondence received in Welsh without delay.

Rydym yn croesawu gohebiaeth Gymraeg. Ymatebwn yn ddi-oed i ohebiaeth a dderbynnir drwy gyfrwng y Gymraeg.

The first stage in the development of our draft strategy is to identify the provision of existing facilities, including location, access, facilities provided, frequency of use and quality of existing sites. This work is on-going and we would welcome your feedback which will help to inform the scope the draft strategy. We want to ensure that the draft strategy is inclusive of different people's needs and a link to the online survey can be found below:

<https://www.surveymonkey.co.uk/r/PublicConveniences>

Should you need a paper version of the survey, please let me know, and if you could also suggest any other local groups I could contact to ask for views, that would be really good too.

We will publish a draft strategy at the end of January 2019 which will set out how we plan to meet the needs identified and the intention in which the County's strategy will be directed. This will be open for a full 12 week consultation period during which time you will again have the opportunity to comment on the full draft strategy.

Should you have any queries regarding the matter above or wish to discuss any element further, please do not hesitate to contact me on 01352 701234, or using the e-mail address above.

Yours sincerely



Barry Wilkinson
Highway Network Manager



HOLYWELL TOWN COUNCIL

COMPLAINTS PROCEDURE

HOLYWELL TOWN COUNCIL

COMPLAINTS PROCEDURE

PURPOSE/SCOPE

The Public Services Ombudsman has advised that it is necessary for Town and Community Councils to establish a complaints procedure. Since 1st April 2006 the Ombudsman has had responsibility for investigating complaints of maladministration against Town and Community Councils in Wales. This is separate to role of investigating allegations of misconduct against individual Councillors and focuses on the standards of service provided by the Council. The collation, analysis and resolution of complaints should be an essential element of the efficient administration of all Councils.

The definition used by the Ombudsman for a complaint is as follows:

“A complaint is an expression of dissatisfaction by one or more members of the public about the Council’s lack of action or about the standard of a service, whether the action was taken, or the service provided by the Council itself or by a person or body acting on behalf of the Council”

In the advice issued by One Voice Wales the following are not to be regarded as a complaint:

- An initial request for a service
- Complaints about third parties e.g. a community group for which the Council is not responsible
- A request for an explanation of a decision
- A representation about a major policy decision e.g. setting the precept

It is recommended each Council should develop complaints handling procedure which suits their particular circumstances. It should be well-publicised in material about the Council’s services, such as a newsletter. Any procedure should include the basic elements of record keeping, staff receiving it should be empowered to resolve if possible or know when to pass it on if more serious, cover all services provided, easily understood, set manageable time constraints and keep the complainant informed of progress.

The advice envisages a three-stage system: -

- Stage 1: attempted resolution by frontline staff
- Stage 2: attempted resolution by the Clerk
- Stage 3: the complaint is considered by a panel of Councillors (or possibly full Council). In Council’s where the Clerk is the sole employee then Stage 1 is redundant.

HOLYWELL TOWN COUNCIL - COMPLAINTS PROCEDURE

- 1) All complaints about the Council's action or lack of action or about the standard of a service whether provided itself or on its behalf, where it is not possible to satisfy the complainant in full immediately, should be made writing to the Town Clerk, Holywell Town Council, Bank Place Offices, Holywell CH8 7TJ, or sent by email to town.clerk@holywell.wales for the attention of the Town Clerk.
- 2) The Clerk will acknowledge a complaint within **3 working days** of its receipt, forward a copy of the Council's Complaints Procedure to the complainant and enter the complaint in a register kept for the purpose, numbering in the order received.
- 3) The Clerk will advise the Chair of the Audit Sub-Committee (or in his or her absence the Vice-Chair of the Audit Sub-Committee) as soon as possible of the receipt of a complaint and will forward to them a copy of the complaint and the draft response to it for approval. If the Chair of the Audit Sub-Committee (or the Vice-Chair of the Audit Sub-Committee as appropriate) in consultation with the Clerk is of the view that the complaint is of such a serious nature that it requires further consideration, it shall be fast-tracked to a Panel of Councillors as referred to in paragraph 5.
- 4) The response referred to in paragraph 3) above (unless the complaint is to be dealt with by a Panel of Councillors) shall be sent in writing by the Clerk within **10 working days** of its receipt, by the manner in which was received.
- 5) If the complainant is not satisfied with the response from the Clerk, the complaint will be referred to a Panel of Councillors known as the Complaints Panel consisting of the Mayor, the Deputy Mayor and Chair of the Audit Sub-Committee. *
- 6) A meeting of the Complaints Panel will be convened by the Clerk. The meeting shall be held as soon as practicable and unless there are special circumstances, within **20 working days** of receipt of the original complaint or expressed dissatisfaction with the Clerk's response.
- 7) The Clerk will ensure that the complainant is kept informed of progress and will advise that he or she has the right to make a complaint to the Public Services Ombudsman for Wales. Decisions of the Complaints Panel will be reported to the Council.
- 8) The Council will normally only consider complaints under the above procedure if they are received within six months of the complainant becoming aware of the problem but is prepared to be flexible if there are special circumstances.
- 9) A copy of the Council's Complaints Procedure will be forwarded to any member of the public on request.

* Note: If a member of the panel referred to in 5) above is not available within the specified time period the Clerk should approach the designated reserve members in order of contact as follows:

- 1) Vice-Chair of the Audit Sub-Committee
- 2) Immediate Past Mayor

All Holywell Town Council Policies are approved by full council and subject to an annual review.

.....

Town Mayor & Chairman of the Council



HOLYWELL TOWN COUNCIL

MEMBERS CODE OF CONDUCT

HOLYWELL TOWN COUNCIL

MEMBERS CODE OF CONDUCT

1. PURPOSE

Holywell Town Council is required by law to implement a code of conduct for members and co-opted members with voting rights.

The Council determined to adopt the existing code used by the principal authority, Flintshire County Council.

The code is set out in the attached annex.

All Holywell Town Council Policies are approved by full council and subject to an annual review.

.....
Town Mayor & Chairman of the Council

Local Government Act 2000	Deddf Llywodraeth Leol 2000
Model Code of Conduct for Members and Co-opted Members with voting rights	Cod Ymddygiad Enghreifftiol ar gyfer Aelodau ac Aelodau Cyfetholedig â hawliau pleidleisio
The attached Annex sets out the text (in English and Welsh) of the Model Code of Conduct prescribed by the Local Authorities (Model Code of Conduct) (Wales) Order 2008, as amended by the following statutory instruments: • Co-operative and Community Benefit Societies and Credit Unions Act 2010 (Consequential Amendments) Regulations 2014 – (No. 2014/1815) (“the 2014 Regulations”) – effective from 1 August 2014. • Local Authorities (Model Code of Conduct) (Wales) (Amendment) Order 2008 (No. 2016/84) – effective from 1 April 2016. This document has been produced for the benefit of relevant authorities to whom the Model Code applies, but it does not itself have any legal standing. It is believed to be a true and accurate representation of the law as at 1 April 2016, but no assurance is given in this regard and authorities should take their own legal advice on matters relating to the Code. Please note the 2014 Regulations were made by the UK Government. They amend the Model Code to insert a definition of a ‘registered society’. It appears that the Welsh language version of the Model Code was not amended at the same time. The Welsh Government is in discussion with the UK Government about this with a view to the Welsh language version being amended as soon as practicable. In the interim, the Welsh Government does not believe this anomaly has a material bearing on the operation of the Model Code.	Mae'r Atodiad amgaeedig yn nodi testun (yn Gymraeg a Saesneg) y Cod Ymddygiad Enghreifftiol a bennir gan Orchymyn Awdurdodau Lleol (Cod Ymddygiad Enghreifftiol) (Cymru) 2008, fel y'i diwygiwyd gan yr offerynnau statudol canlynol: • Rheoliadau Deddf Cwmnïau Cydweithredol a Chymdeithasau Budd Cymunedol ac Undebau Credyd 2010 (Diwygiadau Canlyniadol) 2014 - (Rhif 2014/1815) (“Rheoliadau 2014”) - yn dod i rym ar 1 Awst 2014. • Gorchymyn Awdurdodau Lleol (Cod Ymddygiad Enghreifftiol) (Cymru) (Diwygio) 2008 (Rhif 2016/84) – yn dod i rym ar 1 Ebrill 2016. Cynhyrchwyd y ddogfen hon er budd awdurdodau perthnasol y mae'r Cod Enghreifftiol yn gymwys iddynt, ond nid oes ganddi unrhyw statws cyfreithiol. Credir ei bod yn cynrychioli'r gyfraith ar 1 Ebrill 2016 yn wir ac yn gywir, ond ni roddir unrhyw sicrwydd yn hyn o beth, a dylai'r awdurdodau geisio eu cyngor cyfreithiol eu hunain ar faterion sy'n ymwneud â'r Cod. Sylwer: Gwnaed Rheoliadau 2014 gan Lywodraeth y DU. Maent yn diwygio'r Cod Enghreifftiol drwy fewnosodi diffiniad o ‘cymdeithas gofrestredig’. Mae'n ymddangos na ddiwygiwyd fersiwn Gymraeg y Cod Enghreifftiol ar yr un pryd. Mae Llywodraeth Cymru wrthi'n trafod hyn â Llywodraeth y DU gyda'r bwriad o ddiwygio'r fersiwn Gymraeg cyn gynted ag y bo'n ymarferol. Yn y cyfamser, nid yw Llywodraeth Cymru yn credu bod yr anghysondeb hwn yn effeithio'n ymarferol ar weithredu'r Cod Enghreifftiol.

THE MODEL CODE OF CONDUCT

PART 1 INTERPRETATION

1.—(1) In this code —

"co-opted member" ("*aelod cyfetholedig*"), in relation to a relevant authority, means a person who is not a member of the authority but who —

- (a) is a member of any committee or sub-committee of the authority, or
- (b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority, and who is entitled to vote on any question which falls to be decided at any meeting of that committee or subcommittee;

"meeting" ("*cyfarfod*") means any meeting —

- (a) of the relevant authority,
- (b) of any executive or board of the relevant authority,
- (c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or
- (d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

"member" ("*aelod*") includes, unless the context requires otherwise, a co-opted member;

"registered society" means a society, other than a society registered as a credit union, which is —

- (a) a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014; or
- (b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

"register of members' interests" ("*cofrestr o fuddiannau'r aelodau*") means the register established and maintained under section 81 of the Local Government Act 2000;

"relevant authority" ("*awdurdod perthnasol*") means—

- (a) a county council,
- (b) a county borough council,
- (c) a community council,

(d) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,

(e) a National Park authority established under section 63 of the Environment Act 1995;

"you" ("*chi*") means you as a member or co-opted member of a relevant authority; and

"your authority" ("*eich awdurdod*") means the relevant authority of which you are a member or co-opted member.

(2) In relation to a community council—

(a) "proper officer" ("*swyddog priodol*") means an officer of that council within the meaning of section 270(3) of the Local Government Act 1972; and

(b) "standards committee" ("*pwylgor safonau*") means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

PART 2 GENERAL PROVISIONS

2.—(1) Save where paragraph 3(a) applies, you must observe this code of conduct —

(a) whenever you conduct the business, or are present at a meeting, of your authority;

(b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;

(c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or

(d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.

(2) You should read this code together with the general principles prescribed under section 49(2) of the Local Government Act 2000 in relation to Wales.

3. Where you are elected, appointed or nominated by your authority to serve —

(a) on another relevant authority, or any other body, which includes a Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or

(b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4. You must —

(a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;

- (b) show respect and consideration for others;
- (c) not use bullying behaviour or harass any person; and
- (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5. You must not —

- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
- (b) prevent any person from gaining access to information to which that person is entitled by law.

6.—(1) You must —

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

(2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7. You must not —

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority —
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or

(vi) improperly for private purposes.

8. You must —

(a) 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, in particular by —

(i) the authority's head of paid service;

(ii) the authority's chief finance officer;

(iii) the authority's monitoring officer;

(iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9. You must —

(a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;

(b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3 INTERESTS

Personal Interests

10.—(1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.

(2) You must regard yourself as having a personal interest in any business of your authority if —

(a) it relates to, or is likely to affect —

(i) any employment or business carried on by you;

(ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;

(iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;

(iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that

exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;

(v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;

(vi) any land in which you have a beneficial interest and which is in the area of your authority;

(vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in subparagraph (iv) above;

(viii) any body to which you have been elected, appointed or nominated by your authority;

(ix) any —

(aa) public authority or body exercising functions of a public nature;

(bb) company, registered society, charity, or body directed to charitable purposes;

(cc) body whose principal purposes include the influence of public opinion or policy;

(dd) trade union or professional association; or

(ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;

(x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;

[Note: subparagraph (b) is omitted.]

(c) a decision upon it might reasonably be regarded as affecting —

(i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;

(ii) any employment or business carried on by persons as described in 10(2)(c)(i);

(iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;

(iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or

(v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management,

to a greater extent than the majority of—

(aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

(bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11.—(1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.

(2) Where you have a personal interest in any business of your authority and you make —

(a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or

(b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.

(3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.

(4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing —

(a) details of the personal interest;

(b) details of the business to which the personal interest relates; and

(c) your signature.

(5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.

(6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12.—(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to —

- (i) another relevant authority of which you are also a member;
- (ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;
- (iii) a body to which you have been elected, appointed or nominated by your authority;
- (iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;
- (v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to —

- (i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;
 - (ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in section 3 of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;
 - (iii) the functions of your authority in respect of statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;
 - (iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the Local Government (Wales) Measure 2011, or an allowance or pension provided under section 18 of the Local Government and Housing Act 1989;
- (c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13. You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint subcommittees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14.—(1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee —

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if —

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you —

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing —

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted; and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4 THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15.—(1) Subject to sub-paragraph (4), you must, within 28 days of—

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is a community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive information

16.—(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17. You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Y COD YMDDYGIAD ENGHREIFFTIOL

RHAN 1 DEHONGLI

1.—(1) Yn y cod hwn —

mae "aelod" ("*member*") yn cynnwys aelod cyfetholedig onid yw'r cyd-destun yn mynnu fel arall;

ystyr "aelod cyfetholedig" ("*co-opted member*"), mewn perthynas ag awdurdod perthnasol, yw person nad yw'n aelod o'r awdurdod ond—

(a) sy'n aelod o unrhyw bwyllgor neu is-bwyllgor i'r awdurdod, neu

(b) sy'n aelod o unrhyw gyd-bwyllgor neu gyd-is-bwyllgor i'r awdurdod, ac sy'n cynrychioli'r awdurdod arno,

ac sydd â'r hawl i bleidleisio ar unrhyw gwestiwn sydd i'w benderfynu mewn unrhyw gyfarfod o'r pwyllgor neu o'r is-bwyllgor hwnnw;

ystyr "eich awdurdod" ("*your authority*") yw'r awdurdod perthnasol yr ydych chi'n aelod neu'n aelod cyfetholedig ohono;

ystyr "awdurdod perthnasol" ("*relevant authority*") yw—

(a) cyngor sir,

(b) cyngor bwrdeistref sirol,

(c) cyngor cymuned,

(ch) awdurdod tân ac achub a gyfansoddwyd drwy gynllun o dan adran 2 o Ddeddf Gwasanaethau Tân ac Achub 2004 neu gynllun y mae adran 4 o'r Ddeddf honno yn gymwys iddo,

(d) awdurdod Parc Cenedlaethol a sefydlwyd o dan adran 63 o Ddeddf yr Amgylchedd 1995;

ystyr "cofrestr o fuddiannau'r aelodau" ("*register of members' interests*") yw'r gofrestr a sefydlir ac a gedwir o dan adran 81 o Ddeddf Llywodraeth Leol 2000;

ystyr "cyfarfod" ("*meeting*") yw unrhyw gyfarfod —

(a) o'r awdurdod perthnasol,

(b) o unrhyw weithrediaeth neu fwrdd i'r awdurdod perthnasol,

(c) o unrhyw bwyllgor, is-bwyllgor, cyd-bwyllgor neu gyd-is-bwyllgor i'r awdurdod perthnasol neu unrhyw bwyllgor, is-bwyllgor, cyd-bwyllgor neu gyd-is-bwyllgor o'r fath i unrhyw weithrediaeth neu fwrdd i'r awdurdod, neu

(ch) y mae aelodau neu swyddogion yr awdurdod perthnasol yn bresennol ynddo ac eithrio cyfarfod grŵp gwleidyddol a gyfansoddwyd yn unol â rheoliad 8 o Reoliadau Llywodraeth Leol (Pwyllgorau a Grwpiau Gwleidyddol) 1990,

ac mae'n cynnwys amgylchiadau pan fo aelod o weithrediaeth neu fwrdd neu swyddog sy'n gweithredu ar ei ben ei hun yn arfer un o swyddogaethau awdurdod; ac

ystyr "chi" ("you") yw chi fel aelod neu aelod cyfetholedig o awdurdod perthnasol.

(2) Mewn perthynas â chyngor cymuned—

(a) ystyr "swyddog priodol" ("proper officer") yw swyddog o'r cyngor hwnnw o fewn ystyr adran 270(3) o Ddeddf Llywodraeth Leol 1972; a

(b) ystyr "pwyllgor safonau" ("standards committee") yw pwyllgor safonau'r cyngor sir neu'r cyngor bwrdeistref sirol sydd â swyddogaethau mewn perthynas â'r cyngor cymuned y mae'n gyfrifol amdano o dan adran 56(1) a (2) o Ddeddf Llywodraeth Leol 2000.

RHAN 2 DARPARIAETHAU CYFFREDINOL

2.—(1) Ac eithrio pan fo paragraff 3(a) yn gymwys, rhaid i chi gydymffurfio â'r cod ymddygiad hwn —

(a) pa bryd bynnag y byddwch yn cynnal busnes eich awdurdod, neu'n bresennol mewn un o gyfarfodydd eich awdurdod;

(b) pa bryd bynnag y byddwch yn gweithredu, yn honni gweithredu neu'n rhoi'r argraff eich bod yn gweithredu yn rôl aelod y cawsoch eich ethol neu eich penodi iddi;

(c) pa bryd bynnag y byddwch yn gweithredu, yn honni gweithredu neu'n rhoi'r argraff eich bod yn gweithredu fel un o gynrychiolwyr eich awdurdod; neu

(ch) ar bob adeg ac mewn unrhyw gapasiti, mewn cysylltiad ag ymddygiad a nodir ym mharagraffau 6(1)(a) a 7.

(2) Dylech ddarllen y cod hwn ar y cyd â'r egwyddorion cyffredinol a ragnodir o dan adran 49(2) o Ddeddf Llywodraeth Leol 2000 o ran Cymru.

3. Os byddwch wedi eich ethol, eich penodi neu eich enwebu gan eich awdurdod i wasanaethu —

(a) ar awdurdod perthnasol arall, neu ar unrhyw gorff arall, sy'n cynnwys Bwrdd Iechyd Lleol rhaid i chi, pan fyddwch yn gweithredu ar ran yr awdurdod arall neu'r corff arall hwnnw, gydymffurfio â chod ymddygiad yr awdurdod arall neu'r corff arall hwnnw; neu

(b) ar unrhyw gorff arall nad oes ganddo god sy'n ymwneud ag ymddygiad ei aelodau, rhaid i chi, pan fyddwch yn gweithredu ar ran y corff arall hwnnw, gydymffurfio â'r cod ymddygiad hwn, ac eithrio pan yw'n gwrthdaro ag unrhyw rwymedigaethau cyfreithlon eraill y gall y corff hwnnw fod yn ddarostyngedig iddynt neu i'r graddau y mae'n gwrthdaro â'r cyfryw rwymedigaethau.

4. Rhaid i chi —

(a) cyflawni eich dyletswyddau a'ch cyfrifoldebau gan roi sylw dyladwy i'r egwyddor y dylai fod cyfle cyfartal i bawb, waeth beth fo'u rhyw, eu hil, eu hanabledd, eu cyfeiriadedd rhywiol, eu hoed neu eu crefydd;

(b) dangos parch at eraill ac ystyriaeth ohonynt;

(c) peidio ag ymddwyn fel bwli neu harasio unrhyw berson; a

(ch) peidio â gwneud dim sy'n cyfaddawdu, neu sy'n debygol o gyfaddawdu, didueddrwydd y sawl sy'n gweithio i'ch cyngor neu ar ei ran.

5. Rhaid i chi —

(a) peidio â datgelu gwybodaeth gyfrinachol neu wybodaeth y byddai'n rhesymol ystyried ei bod o natur gyfrinachol, heb gydsyniad datganedig person a awdurdodwyd i roi cydsyniad o'r fath, neu onid yw'r gyfraith yn mynnu eich bod yn gwneud hynny;

(b) peidio â rhwystro unrhyw berson rhag gweld gwybodaeth y mae gan y person hwnnw hawl i'w gweld yn ôl y gyfraith.

6.—(1)Rhaid i chi —

(a) peidio ag ymddwyn mewn ffordd y gellid yn rhesymol ei hystyried yn un sy'n dwyn anfri ar eich swydd neu ar eich awdurdod;

(b) adrodd, p'un ai drwy weithdrefn adrodd gyfrinachol eich awdurdod neu'n uniongyrchol i'r awdurdod priodol, ar unrhyw ymddygiad gan aelod arall neu gan unrhyw un sy'n gweithio i'ch awdurdod neu ar ei ran ac y mae'n rhesymol i chi fod o'r farn ei fod yn golygu neu'n debygol o olygu ymddygiad troseddol (nad yw at ddibenion y paragraff hwn yn cynnwys tramgwyddau neu ymddygiad y gellir ei gosbi drwy gosb benodedig);

(c) adrodd i swyddog monitro eich awdurdod ar unrhyw ymddygiad gan aelod arall y mae'n rhesymol i chi fod o'r farn ei fod yn groes i'r cod ymddygiad hwn;

(ch) peidio â gwneud cwynion blinderus, maleisus neu wacsaw yn erbyn aelodau eraill neu unrhyw un sy'n gweithio i'ch awdurdod neu ar ei ran.

(2) Rhaid i chi gydymffurfio ag unrhyw gais gan swyddog monitro eich awdurdod, neu gan Ombwdsmon Gwasanaethau Cyhoeddus Cymru, mewn cysylltiad ag ymchwiliad a wneir yn unol â'u gwahanol bwerau statudol.

7. Rhaid i chi —

(a) yn eich capasiti swyddogol neu fel arall, beidio â defnyddio neu geisio defnyddio eich safle yn amhriodol i roi neu i sicrhau mantais i chi eich hun neu i unrhyw berson arall, neu i greu neu i osgoi anfantais i chi eich hun neu i unrhyw berson arall;

(b) peidio â defnyddio adnoddau eich awdurdod, neu awdurdodi eraill i'w defnyddio—

(i) yn annoeth;

(ii) yn groes i ofynion eich awdurdod;

(iii) yn anghyfreithlon;

(iv) ac eithrio mewn dull a fwriedir i hwyluso neu i ffafrio cyflawni swyddogaethau'r awdurdod neu'r swydd yr ydych wedi eich ethol neu eich penodi iddo neu iddi;

(v) yn amhriodol at ddibenion gwleidyddol; neu

(vi) yn amhriodol at ddibenion preifat.

8. Rhaid i chi —

(a) pan fyddwch yn cyfrannu mewn cyfarfodydd neu'n gwneud penderfyniadau ynghylch busnes y mae a wnelo eich awdurdod ag ef, wneud hynny ar sail rhinweddau'r amgylchiadau o dan sylw ac er budd y cyhoedd gan roi sylw i unrhyw gyngor perthnasol a ddarperir gan swyddogion eich awdurdod, ac yn benodol gan —

(i) pennaeth gwasanaeth taledig yr awdurdod;

(ii) prif swyddog cyllid yr awdurdod;

(iii) swyddog monitro'r awdurdod;

(iv) prif swyddog cyfreithiol yr awdurdod (y dylid ymgynghori ag ef pan fo unrhyw amheuaeth ynghylch pw'r awdurdod i weithredu, ynghylch a yw'r cam a arfaethir yn dod o fewn y fframwaith polisi y cytunwyd arno gan yr awdurdod neu os gallai canlyniadau cyfreithiol gweithredu neu fethu â gweithredu gan yr awdurdod gael ôl-ffeithiau pwysig);

(b) rhoi rhesymau dros bob penderfyniad yn unol ag unrhyw ofynion statudol ac unrhyw ofynion rhesymol ychwanegol a osodir gan eich awdurdod.

9. Rhaid i chi —

(a) parchu'r gyfraith a rheolau eich awdurdod sy'n llywodraethu hawlio treuliau a lwfansau mewn cysylltiad â'ch dyletswyddau fel aelod;

(b) osgoi derbyn rhoddion oddi wrth neb, na lletygarwch (ac eithrio lletygarwch swyddogol, megis derbyniad dinesig neu weithio dros ginio, a awdurdodir yn briodol gan eich awdurdod) na buddiannau materol neu wasanaethau i chi eich hun neu i unrhyw berson os byddai gwneud hynny'n eich rhoi o dan rwymedigaeth amhriodol, neu os gallai'n rhesymol ymddangos fel pe bai'n gwneud hynny.

RHAN 3 BUDDIANNAU

Buddiannau Personol

10.—(1) Ym mhob mater rhaid i chi ystyried a oes gennych fuddiant personol, ac a yw'r cod ymddygiad hwn yn ei gwneud yn ofynnol i chi ddatgelu'r buddiant hwnnw.

(2) Rhaid i chi ystyried bod gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef —

(a) os yw'n gysylltiedig â'r canlynol, neu'n debygol o effeithio arnynt —

(i) unrhyw gyflogaeth yr ydych yn ymgymryd â hi neu fusnes yr ydych yn ei redeg;

(ii) unrhyw berson sy'n eich cyflogi neu sydd wedi eich penodi, unrhyw ffyrn yr ydych yn bartner ynddi neu unrhyw gwmni yr ydych yn gyfarwyddwr arno ac yn derbyn tâl;

(iii) unrhyw berson, ac eithrio eich awdurdod, sydd wedi rhoi taliad i chi mewn cysylltiad â'ch ethol neu mewn cysylltiad ag unrhyw dreuliau a dynnwyd gennych wrth i chi gyflawni eich dyletswyddau fel aelod;

(iv) unrhyw gorff corfforaethol y mae ganddo le busnes neu dir yn ardal eich awdurdod, ac y mae gennych chi fuddiant llesiannol mewn dosbarth o warannau sydd gan y corff hwnnw ac sy'n werth mwy na'r gwerth enwol o £25,000 neu un ganfed ran o gyfanswm cyfalaf cyfrannau dyroddedig y corff hwnnw;

(v) unrhyw gontract am nwyddau, gwasanaethau neu waith neu weithfeydd a wnaed rhyngoch chi, rhwng ffyrn yr ydych yn bartner ynddi, neu rhwng cwmni yr ydych yn gyfarwyddwr arno ac yn derbyn tâl, neu rhwng corff o'r math a ddisgrifir yn is-baragraff (iv) uchod a'ch awdurdod;

(vi) unrhyw dir y mae gennych fuddiant llesiannol ynddo ac sydd yn ardal eich awdurdod;

(vii) unrhyw dir y mae eich awdurdod yn landlord arno ac y mae ffyrn yr ydych yn bartner ynddi, cwmni yr ydych yn gyfarwyddwr arno ac yn derbyn tâl, neu gorff o'r math a ddisgrifir yn is-baragraff (iv) uchod yn denant arno;

(viii) unrhyw gorff yr ydych wedi eich ethol, eich penodi neu eich enwebu gan eich awdurdod i fod arno;

(ix) unrhyw —

(aa) awdurdod cyhoeddus neu gorff sy'n arfer swyddogaethau o natur gyhoeddus;

(bb) cwmni, cymdeithas ddiwydiannol a darbodus, elusen, neu gorff arall a chanddo ddibenion elusennol;

(cc) corff y mae dylanwadu ar farn neu bolisi cyhoeddus ymhlith ei brif ddibenion;
(chch) undeb llafur neu gymdeithas broffesiynol; neu

(dd) clwb preifat neu gymdeithas breifat sy'n gweithredu o fewn ardal eich awdurdod,

yr ydych yn aelod ohono neu ohoni neu mewn safle rheolaeth neu reoli cyffredinol ynddo neu ynddi;

(x) unrhyw dir yn ardal eich awdurdod y mae gennych drwydded (ar eich pen eich hun neu ar y cyd ag eraill) i'w feddiannu am 28 o ddiwrnodau neu fwy;

[Nodyn: Mae is-baragraff (b) wedi ei hepgor.]

(c) pe byddai'n rhesymol ystyried penderfyniad arno yn benderfyniad a fyddai'n effeithio —

(i) ar eich llesiant neu eich sefyllfa ariannol, neu lesiant neu sefyllfa ariannol person yr ydych yn byw gydag ef, neu unrhyw berson y mae gennych gysylltiad personol agos ag ef;

(ii) ar unrhyw gyflogaeth yr ymgwymerir â hi neu fusnes a redir gan bersonau fel a ddisgrifir yn 10(2)(c)(i);

(iii) ar unrhyw berson sy'n cyflogi neu sydd wedi penodi'r cyfryw bersonau ag a ddisgrifir yn 10(2)(c)(i), unrhyw ffyrn y mae'r cyfryw bersonau'n bartneriaid ynddi, neu unrhyw gwmni y maent yn gyfarwyddwyr arno;

(iv) ar unrhyw gorff corfforaethol y mae gan bersonau fel a ddisgrifir yn 10(2)(c)(i) fuddiant llesion mewn dosbarth o warannau sy'n werth mwy na'r gwerth enwol o £5,000; neu

(v) ar unrhyw gorff a restrir ym mharagraffau 10(2)(a)(ix)(aa) i (dd) y mae personau a ddisgrifir yn 10(2)(c)(i) mewn safle rheolaeth neu reoli cyffredinol ynddo,

a hynny i raddau mwy—

(aa) yn achos awdurdod â dosbarthiadau etholiadol neu wardiau, na'r rhelyw o bobl eraill sy'n talu'r dreth gyngor, bobl eraill sy'n talu ardrethi neu breswylwyr eraill yn y dosbarth etholiadol neu'r ward, yn ôl y digwydd, y bydd y penderfyniad yn effeithio arnynt; neu

(bb) ym mhob achos arall, na'r rhelyw o bobl eraill sy'n talu'r dreth gyngor, o bobl eraill sy'n talu ardrethi neu breswylwyr eraill yn ardal yr awdurdod.

Datgelu Buddiannau Personol

11.—(1) Pan fydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef ac y byddwch yn bresennol mewn cyfarfod lle y caiff y busnes hwnnw ei ystyried, rhaid i chi ddatgelu ar lafar gerbron y cyfarfod hwnnw fodolaeth a natur y buddiant hwnnw cyn i'r cyfarfod ystyried y busnes neu ar ddechrau'r ystyriaeth, neu pan ddaw'r buddiant i'r amlwg.

(2) Pan fydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef ac y byddwch yn gwneud —

(a) cynrychioliadau ysgrifenedig (p'un ai drwy lythyr, neges ffacs neu ar ryw ffurf arall ar gyfathrebu electronig) i un o aelodau neu o swyddogion eich awdurdod ynghylch y busnes hwnnw, dylech gynnwys manylion am y buddiant hwnnw yn y gyfathrebiaeth ysgrifenedig; neu

(b) cynrychioliadau llafar (p'un ai'n bersonol neu ar ryw ffurf ar gyfathrebu electronig) i un o aelodau neu o swyddogion eich awdurdod dylech ddatgelu'r buddiant ar ddechrau'r cyfryw gynrychioliadau, neu pan ddaw'n amlwg i chi fod gennych fuddiant o'r fath, a chadarnhau'r cynrychioliad a'r buddiant yn ysgrifenedig o fewn 14 o ddiwrnodau ar ôl gwneud y cynrychioliad.

(3) Yn ddarostyngedig i baragraff 14(1)(b) isod, os bydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef ac y byddwch wedi gwneud penderfyniad wrth arfer un o swyddogaethau gweithrediaeth neu fwrdd, rhaid i chi mewn perthynas â'r busnes hwnnw sicrhau bod unrhyw ddatganiad ysgrifenedig ynghylch y penderfyniad hwnnw'n cofnodi bodolaeth a natur eich buddiant.

(4) Rhaid i chi, mewn cysylltiad â buddiant personol nas datgelwyd eisoes, cyn cyfarfod neu'n syth ar ôl diwedd cyfarfod pan ddatgelir y buddiant yn unol ag is-baragraff 11(1), roi hysbysiad ysgrifenedig i'ch awdurdod yn unol ag unrhyw ofynion a nodir gan swyddog monitro eich awdurdod, neu mewn perthynas â chyngor cymuned, swyddog priodol eich awdurdod o bryd i'w gilydd ond, rhaid cynnwys o leiaf —

(a) manylion am y buddiant personol;

(b) manylion am y busnes y mae'r buddiant personol yn gysylltiedig ag ef; ac

(c) eich llofnod.

(5) Pan fydd eich swyddog monitro wedi cytuno bod yr wybodaeth sy'n ymwneud â'ch buddiant personol yn wybodaeth sensitif, yn unol â pharagraff 16(1), mae eich rhwymedigaethau o dan y paragraff 11 hwn i ddatgelu'r cyfryw wybodaeth, p'un ai ar lafar neu'n ysgrifenedig, i'w disodli gan rwymedigaeth i ddatgelu bodolaeth buddiant personol ac i gadarnhau bod eich swyddog monitro wedi cytuno bod y cyfryw fuddiant personol o natur gwybodaeth sensitif.

(6) At ddibenion is-baragraff (4), dim ond os bod hysbysiad ysgrifenedig wedi ei ddarparu yn unol â'r cod hwn ers y dyddiad diwethaf pryd yr etholwyd chi, y penodwyd chi neu yr enwebwyd chi'n aelod o'ch awdurdod y bernir bod buddiant personol wedi ei ddatgelu eisoes.

(7) At ddibenion is-baragraff (3), os na ddarperir hysbysiad ysgrifenedig yn unol â'r paragraff hwnnw bernir na fyddwch wedi datgan buddiant personol yn unol â'r cod hwn.

Buddiannau sy'n Rhagfarnu

12.—(1) Yn ddarostyngedig i is-baragraff (2) isod, os bydd gennych fuddiant personol mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef bydd gennych hefyd fuddiant sy'n rhagfarnu yn y busnes hwnnw os bydd y buddiant yn un y bydd yn rhesymol i aelod o'r cyhoedd sy'n gwybod y ffeithiau perthnasol fod o'r farn ei fod mor arwyddocaol fel y bydd yn debygol o ragfarnu eich barn ynghylch buddiant cyhoeddus.

(2) Yn ddarostyngedig i is-baragraff (3), nid ystyrir bod gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes os bydd y busnes hwnnw—

(a) yn gysylltiedig—

(i) ag awdurdod perthnasol arall yr ydych hefyd yn aelod ohono;

(ii) ag awdurdod cyhoeddus arall neu gorff sy'n arfer swyddogaethau o natur gyhoeddus lle yr ydych mewn safle rheolaeth neu reoli cyffredinol;

(iii) â chorff yr ydych wedi cael eich ethol, eich penodi neu eich enwebu gan eich awdurdod i fod arno;

(iv) â'ch rôl fel llywodraethwr ysgol (os na chawsoch eich penodi neu eich enwebu gan eich awdurdod) oni bai bod y busnes yn benodol gysylltiedig â'r ysgol yr ydych yn un o'i llywodraethwyr;

(v) â'ch rôl fel aelod o Fwrdd Iechyd Lleol os na chawsoch eich penodi neu eich enwebu gan eich awdurdod i fod arno;

(b) yn gysylltiedig:

(i) â swyddogaethau tai eich awdurdod os oes gennych denantiaeth neu les gyda'ch awdurdod, ar yr amod nad oes amoch i'ch awdurdod ôl-ddyledion rhent o fwy na deufis, ac ar yr amod nad yw'r swyddogaethau hynny'n ymwneud yn arbennig â'ch tenantiaeth neu â'ch les;

(ii) â swyddogaethau eich awdurdod mewn cysylltiad â phrydau ysgol, cludiant a threuliau teithio, os ydych chi'n warchodwr, yn rhiant, yn fam-gu neu'n nain neu'n dad-cu neu'n daid, neu os oes gennych gyfrifoldeb rhiant (fel y'i diffinnir yn adran 3 o Deddf Plant 1989) dros blentyn sy'n cael addysg lawnamser, onid yw'r busnes yn benodol gysylltiedig â'r ysgol y mae'r plentyn hwnnw'n ei mynychu;

(iii) â swyddogaethau eich awdurdod mewn cysylltiad â thâl salwch statudol o dan Ran XI o Ddeddf Cyfraniadau a Budd-daliadau Nawdd Cymdeithasol 1992, os ydych yn cael, neu os oes gennych hawl i gael, taliad o'r fath gan eich awdurdod;

"(iv) â swyddogaethau eich awdurdod mewn cysylltiad â lwfans neu daliad a wneir yn unol â darpariaethau Rhan 8 o Fesur Llywodraeth Leol (Cymru) 2011, neu lwfans neu bensiwn a ddarperir o dan adran 18 o Ddeddf Llywodraeth Leol a Thai 1989;

(c) yn gysylltiedig â'ch rôl fel cynghorydd cymunedol mewn perthynas â grant, benthyciad neu fath arall ar gymorth ariannol a wnaed gan eich cyngor cymuned i gyrff cymunedol neu wirfoddol hyd at uchafswm o £500.

(3) Nid yw'r esemptiadau yn is-baragraff (2)(a) yn gymwys os yw'r busnes yn gysylltiedig â dyfarnu ar unrhyw gymeradwyaeth, cydsyniad, trwydded, caniatâd neu gofrestrriad.

Pwyllgorau Trosolygu a Chraffu

13. Bydd gennych hefyd fuddiant sy'n rhagfarnu mewn unrhyw fusnes sydd gerbron un o bwyllgorau trosolygu a chraffu eich awdurdod (neu un o is-bwyllgorau pwyllgor o'r fath) —

(a) os bydd y busnes hwnnw'n gysylltiedig â phenderfyniad a wnaed (p'un a gafodd ei weithredu ai peidio) neu gam a gymerwyd gan weithrediaeth, bwrdd, neu un arall o bwyllgorau, is-bwyllgorau, cyd-bwyllgorau neu o gyd-is-bwyllgorau eich awdurdod; a

(b) os oeddech chi, ar yr adeg pan wnaed y penderfyniad neu pan gymerwyd y cam, yn aelod o'r weithrediaeth, y bwrdd, y pwyllgor, yr is-bwyllgor, y cyd-bwyllgor neu'r cyd-is-bwyllgor a grybwyllir yn is-baragraff (a) a'ch bod chi'n bresennol pan wnaed y penderfyniad hwnnw neu pan gymerwyd y cam hwnnw.

Cyfrannu mewn Perthynas â Datgelu Buddiannau

14.—(1) Yn ddarostyngedig i is-baragraffau (2), (2A), (3) a (4), os bydd gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef rhaid i chi, oni roddwyd i chi ollyngiad gan bwyllgor safonau eich awdurdod —

(a) ymadael â'r ystafell, y siambr neu'r man lle y mae cyfarfod i ystyried y busnes yn cael ei gynnal—

(i) pan fo is-baragraff (2) yn gymwys, yn syth ar ôl i'r cyfnod ar gyfer gwneud cynrychioliadau, ateb cwestiynau neu roi tystiolaeth sy'n ymwneud â'r busnes ddod i ben a beth bynnag cyn i ystyriaeth bellach o'r busnes ddechrau, p'un a ganiateir i'r cyhoedd aros yn bresennol ar gyfer y cyfryw ystyriaeth ai peidio; neu

(ii) mewn unrhyw achos arall, pa bryd bynnag y daw i'r amlwg bod y busnes hwnnw'n cael ei ystyried yn y cyfarfod hwnnw;

(b) peidio ag arfer swyddogaethau gweithrediaeth neu fwrdd mewn perthynas â'r busnes hwnnw;

(c) peidio â cheisio dylanwadu ar benderfyniad ynghylch y busnes hwnnw;

(ch) peidio â gwneud unrhyw gynrychioliadau ysgrifenedig (p'un ai drwy lythyr, neges ffacs neu ar ryw ffurf arall ar gyfathrebu electronig) mewn perthynas â'r busnes hwnnw; a

(d) peidio â gwneud unrhyw gynrychioliadau llafar (p'un ai'n bersonol neu ar ryw ffurf ar gyfathrebu electronig) mewn cysylltiad â'r busnes hwnnw neu rhaid i chi roi'r gorau ar unwaith i wneud y cyfryw gynrychioliadau llafar pan ddaw'r buddiant sy'n rhagfarnu i'r amlwg.

(2) Os oes gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef cewch fod yn bresennol mewn cyfarfod ond dim ond er mwyn gwneud cynrychioliadau, ateb cwestiynau neu roi tystiolaeth sy'n ymwneud â'r busnes, ar yr amod y caniateir hefyd i'r cyhoedd fod yn bresennol yn y cyfarfod i'r un diben, p'un ai o dan hawl statudol neu fel arall.

(2A) Os oes gennych fuddiant sy'n rhagfarnu mewn unrhyw fusnes y mae a wnelo eich awdurdod ag ef cewch gyflwyno cynrychioliadau ysgrifenedig i gyfarfod sy'n ymwneud â'r busnes hwnnw, ar yr amod y caniateir i'r cyhoedd fod yn bresennol yn y cyfarfod at y diben o wneud cynrychioliadau, ateb cwestiynau neu roi tystiolaeth sy'n ymwneud â'r busnes, pa un ai o dan hawl statudol neu fel arall.

(2B) Pan fyddwch yn cyflwyno cynrychioliadau ysgrifenedig o dan is-baragraff (2A), rhaid i chi gydymffurfio ag unrhyw weithdrefn y caiff eich awdurdod ei fabwysiadu ar gyfer cyflwyno cynrychioliadau o'r fath.

(3) Nid yw is-baragraff (1) yn eich rhwystro rhag bod yn bresennol a chyfrannu mewn cyfarfod

(a) os gofynnir i chi fod yn bresennol mewn cyfarfod pwyllgor trosolwg neu graffu, gan y cyfryw bwyllgor ac yntau'n arfer ei bwerau statudol; neu

(b) os oes gennych y fantais o fod gollyngiad wedi ei roi i chi ar yr amod—

(i) eich bod yn datgan yn y cyfarfod eich bod yn dibynnu ar y gollyngiad; a

(ii) eich bod, cyn y cyfarfod neu'n syth ar ôl i'r cyfarfod orffen, yn rhoi hysbysiad ysgrifenedig i'ch awdurdod a bod hwnnw'n cynnwys —

(aa) manylion y buddiant sy'n rhagfarnu;

(bb) manylion y busnes y mae'r buddiant sy'n rhagfarnu'n gysylltiedig ag ef;

(cc) manylion y gollyngiad a'r dyddiad pryd y'i rhoddwyd; a

(chch) eich llofnod.

(4) Os bydd gennych fuddiant sy'n rhagfarnu a'ch bod yn gwneud cynrychioliadau ysgrifenedig neu lafar i'ch awdurdod gan ddibynnu ar ollyngiad, rhaid i chi ddarparu manylion am y gollyngiad o fewn unrhyw gynrychioliad ysgrifenedig neu lafar o'r fath ac, yn yr achos olaf hwn, rhaid i chi ddarparu hysbysiad ysgrifenedig ar gyfer eich awdurdod o fewn 14 o ddiwrnodau ar ôl gwneud y cynrychioliad.

RHAN 4 COFRESTR BUDDIANNAU AELODAU

Cofrestru Buddiannau Personal

15.—(1) Yn ddarostyngedig i is-baragraff (4), rhaid i chi, o fewn 28 o ddiwrnodau ar ôl—

(a) i god ymddygiad eich awdurdod gael ei fabwysiadu neu i ddarpariaethau gorfodol y cod enghreifftiol hwn gael eu cymhwyso i'ch awdurdod; neu

(b) i chi gael eich ethol neu eich penodi i swydd (os digwydd hynny'n ddiweddarach),

gofrestru eich buddiannau personol, os ydynt yn dod o fewn categori a grybwyllir ym mharagraff 10(2)(a), yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod.

(2) Yn ddarostyngedig i is-baragraff (4), rhaid i chi, o fewn 28 o ddiwrnodau ar ôl dod yn ymwybodol o unrhyw fuddiant personol newydd sy'n dod o fewn categori a grybwyllir ym mharagraff 10(2)(a), gofrestru'r buddiant personol newydd hwnnw yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod.

(3) Yn ddarostyngedig i is-baragraff (4), rhaid i chi, o fewn 28 o ddiwrnodau ar ôl dod yn ymwybodol o unrhyw newid i fuddiant personol a gofrestrwyd sy'n dod o fewn categori a grybwyllir ym mharagraff 10(2)(a), gofrestru'r newid hwnnw yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod, neu, yn achos cyngor cymuned, swyddog priodol eich awdurdod.

(4) Nid yw is-baragraffau (1), (2) a (3) yn gymwys i wybodaeth sensitif a benderfynir yn unol â pharagraff 16(1).

(5) Nid yw is-baragraffau (1) a (2) yn gymwys os ydych yn aelod o awdurdod perthnasol sy'n gyngor cymuned pan fyddwch yn gweithredu yn eich capasiti fel aelod o awdurdod o'r fath.

(6) Pan fyddwch yn datgelu buddiant personol yn unol â pharagraff 11 am y tro cyntaf, rhaid i chi gofrestru'r buddiant personol hwnnw yng nghofrestr eich awdurdod o fuddiannau'r aelodau drwy ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod, neu, yn achos cyngor cymuned, swyddog priodol eich awdurdod.

Gwybodaeth sensitif

16.—(1) Os byddwch yn ystyried bod yr wybodaeth sy'n ymwneud ag unrhyw un neu rai o'ch buddiannau personol yn wybodaeth sensitif, a bod swyddog monitro eich awdurdod yn cytuno, nid oes angen i chi gynnwys yr wybodaeth honno pan fyddwch yn cofrestru'r buddiant hwnnw, neu, yn ôl y digwydd, newid i'r buddiant o dan baragraff 15.

(2) Rhaid i chi, o fewn 28 o ddiwrnodau ar ôl i chi ddod yn ymwybodol o unrhyw newid yn eich amgylchiadau sy'n golygu nad yw gwybodaeth sydd wedi ei heithrio o dan is-baragraff (1) mwyach yn wybodaeth sensitif, hysbysu swyddog monitro eich awdurdod, neu mewn perthynas â chyngor cymuned, swyddog priodol eich awdurdod gan ofyn am i'r wybodaeth gael ei chynnwys yng nghofrestr buddiannau aelodau eich awdurdod.

(3) Yn y cod hwn, ystyr "gwybodaeth sensitif" ("*sensitive information*") yw gwybodaeth y mae ei rhoi ar gael i'w harchwilio gan y cyhoedd yn creu, neu'n debygol o greu, risg ddifrifol y gallech chi neu berson sy'n byw gyda chi fod yn destun trais neu fygythion.

Cofrestru Rhoddion a Lletygarwch

17. Rhaid i chi, o fewn 28 o ddiwrnodau ar ôl i chi gael unrhyw rodd, lletygarwch, buddiant materol neu fantais faterol, sy'n fwy na gwerth a bennir mewn penderfyniad gan eich awdurdod, ddarparu hysbysiad ysgrifenedig ar gyfer swyddog monitro eich awdurdod, neu mewn perthynas â chyngor cymuned, swyddog priodol eich awdurdod yn nodi bodolaeth a natur y rhodd honno, y lletygarwch hwnnw, y buddiant materol hwnnw neu'r fantais faterol honno.