CYNGOR SIR YNYS MON / ISLE OF ANGLESEY COUNTY COUNCIL	
COMMITTEE:	**Standards Committee**
DATE:	**13.03.2019**
REPORT TITLE:	**Town and Community Council - Precept and Training for Clerks**
PURPOSE OF THE REPORT:	**To provide an update to the Committee following a discussion at the 12.09.2018 meeting**
REPORT BY:	**Mared Wyn Yaxley** **Solicitor – Corporate Governance** **mwycs@ynysmon.gov.uk**
LINK OFFICER:	**Lynn Ball** **Head of Function (Council Business) / Monitoring Officer** **lbxcs@anglesey.gov.uk** **01248 752586**

1. BACKGROUND

1.1. The Standards Committee was provided with a report at its meeting on 12th September 2018 in relation to including a sum for training (for Clerks and members) within the precept amount set by each Town and Community Council. (Agenda Item 18)

2. FURTHER CORRESPONDENCE

2.1 Correspondence was sent to the 16 Town and Community Councils who had responded positively (as per Appendix 1 to the aforementioned report) on 6th November 2018. A copy of the email can be seen at **Enclosure 1.**

2.2 No contact has been made in relation to the 24 Town and Community Councils who did not respond to the query reported in the September 2018 meeting.

2.3 The responses received to the 6th November 2018 correspondence appears at **Enclosure 2**.

3. RECOMMENDATION

3.1 The Committee is asked to note the information detailed with regard to the Town and Community Councils in **Enclosure 2**.

From: Medwen Jones
To: Amlwch; Bryngwran; "llanbadrig@live.co.uk"; "cyngor.cymuned.llanddaniel@gmail.com"; Geraint Parry (geraintparry@pazpar57.plus.com); "llanddyfnancc@btinternet.com"; "bimff@btinternet.com"; Llanerchymedd; "llanfair.m.e@talktalk.net"; Geraint Parry (geraintparry@pazpar57.plus.com); "Llangrstiolus"; "Llanidan"; "townclerk@menaibridgetowncouncil.co.uk"; "Cyngor Cymuned Penmynydd Community Council"; "Trewalchmai"; "Valley"
Cc: Mared W. Yaxley
Subject: Hyfforddiant a Datblygiad ar gyfer Cynghorwyr a Chlercod Cynghorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (019486)
Date: 08 November 2018 10:06:23

Annwyl Glerc,

Trafodwyd yr ymatebion a dderbyniwyd i gais y Pwyllgor Safonau ar 4ydd Gorffennaf 2018 (gweler ebyst isod) yng nghyfarfod y Pwyllgor Safonau ar 12.09.2018. [Os am fwy o wybodaeth, gweler y linc i'r adroddiad.]

Yn ei ymateb, nododd eich Cyngor chi y byddai'n ystyried cynnwys cost ychwanegol ar gyfer Hyfforddiant i'r Clerc a/neu'r Aelodau pan yn gosod y praesept ar gyfer y flwyddyn nesaf. Er gwybodaeth, dyma linc i dudalen Hyfforddiant Un Llais Cymru.

Byddem yn ddiolchgar pe byddech yn cysylltu efo MedwenJones@ynysmon.gov.uk erbyn **31 Ionawr 2019** er mwyn cadarnhau os wnaethoch chi gynnwys cost ychwanegol ar gyfer Hyfforddiant yn y praesept ar gyfer 2019/2020 a'i pheidio, os gwelwch yn dda?

Diolch yn fawr.

Yn gywir iawn,

Michael Wilson
Cadeirydd y Pwyllgor Safonau

Dear Clerk,

The responses received to the Standards Committee's email on 4th July 2018 (see emails below) were discussed at the Standards Committee's meeting on 12.09.2018. [For further information, please see the link to the report.]

In its response, your Council noted that it would consider including an additional amount for Training for the Clerk and/or the Members when setting the precept amount for next year. For your information, here is the link to One Voice Wales' Training page.

We should be grateful if you could please contact MedwenJones@ynysmon.gov.uk by **31 January 2019** to confirm whether you have included an additional amount for Training in the precept for 2019/2020?

Thank you very much.

Yours sincerely,

Michael Wilson
Chair of the Standards Committee

Document: CC-019486-MY/471469

From: Medwen Jones [mailto:MedwenJones@ynysmon.gov.uk]
Sent: 04 July 2018 18:29
To: 'Cwyrtai@btconnect.com'; swyddfa@cyngortrefamlwch.co.uk; 'beaumaristowncouncil@tiscali.co.uk'; 'cyngorcymunedbodedern@outlook.com'; derekowen1946@hotmail.co.uk; 'gwil22@btinternet.com'; Bryngwran; alun1965@btinternet.com; 'clerc@cylchygarn.co.uk'; 'townclerk@holyheadcouncil.co.uk'; 'llanbadrig@live.co.uk'; 'cyngor.cymuned.llanddaniel@gmail.com'; Geraint Parry (geraintparry@pazpar57.plus.com); 'llanddyfnancc@btinternet.com'; 'bimff@btinternet.com'; 'Llanerchymedd'; 'Llanfaelog'; 'johnarf@live.co.uk'; 'llanfair.m.e@talktalk.net'; 'llanfairnb@hotmail.co.uk'; 'llanfairpwll@outlook.com'; Llangefni ; Llangrstiolus; Llanidan; 'ccmechell@hotmail.com'; cyngordref@hotmail.com; 'gwendaparry@hotmail.co.uk'; penmynyddcc@btinternet.com; 'cyngor.pentraeth.council@hotmail.co.uk'; 'cc.rhosybol@yahoo.co.uk'; morwennaowen7@gmail.com; Trearddur; trefalaw@gmail.com; Trewalchmai; 'Valley'
Cc: Mared W. Yaxley
Subject: Hyfforddiant a Datblygiad ar gyfer Cynghorwyr a Chlercod Cynghorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (019486)

Annwyl Gadeirydd,

Anfonwyd yr ebost isod atoch ym mis Tachwedd y llynedd. Mae'r Pwyllgor Safonau yn awyddus i wybod a wnaethoch ystyried y cyngor a chynnwys elfen ar gyfer costau hyfforddiant wrth benderfynu ar braesept eich Cyngor Tref / Cymuned ar gyfer 2018/2019?

Tybed a fedrwch ymateb i'r cwestiynau isod erbyn **Awst 13eg, 2018** os gwelwch yn dda?

Enw'r Cyngor Cymuned / Name of Community Council	**A ystyriwyd y cyngor yn yr ebost dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod? / Was the email dated 10.11.2017 considered in the meeting**	**Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? / Did you include an additional amount for training within the precept**	**Os do, oedd yr hyfforddiant yma ar gyfer: / If yes, was this training for:**	**Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? / Is including an additional amount for training something**

	when the precept amount was decided?	**amount?**		**you will consider for 2019/2020's precept?**
	Do / Yes Naddo / No	Do / Yes Naddo / No	Y Clerc / The Clerk? Aelodau / Members? Y ddau / Both?	

Anfonwch eich ymateb i MedwenJones@ynysmon.gov.uk os gwelwch yn dda.

Diolch yn fawr.

Yn gywir iawn,

Michael Wilson
Cadeirydd y Pwyllgor Safonau

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Dear Chairperson,

The below email was sent to you in November 2017. The Standards Committee wishes to know if you considered this advice and included a portion for training costs when deciding on the Town / Community Council's precept amount for 2018/2019?

Is it possible to provide replies to the following questions by **13th August 2018**, please?

Enw'r Cyngor Cymuned / **Name of Community Council**	**A ystyriwyd y cyngor yn yr ebost dyddiedig 10.11.2017 yn y cyfarfod pan gafodd y praesept ei drafod?/** **Was the email dated**	**Wnaethoch chi gynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept? /** **Did you include an additional**	**Os do, oedd yr hyfforddiant yma ar gyfer: /** **If yes, was this training for:**	**Ydi cynnwys cost ychwanegol ar gyfer hyfforddiant yn rhywbeth y byddwch yn ei ystyried ar gyfer praesept 2019/2020? /** **Is including an**

	10.11.2017 considered in the meeting when the precept amount was decided?	**amount for training within the precept amount?**		**additional amount for training something you will consider for 2019/2020's precept?**
	Do / Yes Naddo / No	Do / Yes Naddo / No	Y Clerc / The Clerk? Aelodau / Members? Y ddau / Both?	

Please send your responses to MedwenJones@ynysmon.gov.uk

Thank you very much.

Yours sincerely

Michael Wilson
Chair of the Standards Committee

Document: CC-019486-MY/449130

From: Medwen Jones
Sent: 10 November 2017 13:48
To: Medwen Jones <MedwenJones@ynysmon.gov.uk>
Subject: Hyfforddiant a Datblygiad ar gyfer Cynghorwyr a Chlercod Cynghorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks (16647)

Annwyl Gadeirydd

Yn ei gyfarfod ym mis Medi 2017, bu'r Pwyllgor Safonau yn trafod anghenion hyfforddiant a datblygiad y Cynghorau Cymuned.

Fel y gwyddoch, mae'r Pwyllgor Safonau yn trefnu hyfforddiant i Gynghorau Cymuned ar y Côd Ymddygiad ond mae'n ymwybodol hefyd y gall fod anghenion datblygu eraill, yn enwedig ar gyfer clercod mewn perthynas â rheolaeth ariannol, rheolau sefydlog a TGCh. Mae hyn yn arbennig o wir yn achos clercod sydd newydd gael eu penodi neu a benodwyd yn ddiweddar neu glercod sydd wedi bod yn eu swyddi'n hirach sydd heb gael y cyfle gan eu Cynghorau i fynychu

hyfforddiant sy’n addas ac yn gymesur ar gyfer y rôl y mae disgwyl iddynt ei chyflawni.

Pryd bynnag y mae’r Pwyllgor Safonau wedi codi’r mater hwn yn y gorffennaf, yr ymateb a gafwyd yn aml gan rai oedd nad yw Cynghorau’n gallu cefnogi unrhyw hyfforddiant ychwanegol oherwydd nad oes ganddynt gyllideb benodol ar gyfer hynny.

Fodd bynnag, mae’r Pwyllgor Safonau yn ymwybodol y bydd Cynghorau Cymuned yn o fuan yn cael cais gan Wasanaeth Cyllid y Cyngor Sir i weithio allan eu praesept ar gyfer y flwyddyn ariannol nesaf. Yn yr amgylchiadau, ac wedi trafod y mater yn barod gyda Gwasanaeth Cyllid y Cyngor, mae’r Pwyllgor Safonau yn argymell y dylai costau hyfforddiant priodol, yn enwedig ar gyfer clercod (ond hefyd ar gyfer aelodau lle mae hynny’n briodol), gael ei gymryd i ystyried pan fydd eich Cyngor yn cyfarfod i benderfynu ar ei braesept nesaf.

Fel y gwyddoch, mae Un Llais Cymru yn darparu sesiynau hyfforddiant ar gyfer aelodau etholedig. Dyma eu manylion:

Un Llais Cymru	One Voice Wales
24c Stryd y Coleg	24c College Street
Rhydaman	Ammanford
Sir Gaerfyrddin	Carmarthenshire
SA18 3AF	SA18 3AF

Rhif Ffôn/Tel 01269 595400
Ffacs/Fax 01269 598510
Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

Mae’r Gymdeithas ar gyfer Clercod Cynghorau Lleol yn darparu hyfforddiant ar gyfer clercod. Mae’r sesiynau’n rhai modiwlar ac ar gael i’w mynychu o bell. Mae eu gwefan yn cynnwys rhai opsiynau diddorol. Dyma eu manylion:

The Society of Local Council Clerks
Main Office
No.8 The Crescent
Taunton
Somerset TA1 4EA

Rhif Ffôn: 01823 253646

Gwefan: http://www.slcc.co.uk

Mae costau’r sesiynau hyfforddiant yn ymddangos yn rhesymol ac yn cychwyn oddeutu £30 ar gyfer aelodau etholedig. Mae disgowntiau hyd at 50% hefyd ar gael gan yr SLCC ar gyfer Cynghorau â throsiant sy’n llai na £40,000.00.

Mae’r Pwyllgor Safonau yn awgrymu’n gryf eich bod yn ystyried teilwra’r hyfforddiant sydd ar gael i anghenion penodol eich Cyngor chi, ei aelodau a’r clerc ac rydym yn gofyn i chi rannu’r llythyr hwn gyda’ch Cyngor pan mae’n cyfarfod i

drafod y praesept nesaf.

Diolch yn fawr.

Yn gywir iawn

Michael Wilson
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee

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Dear Chairperson

At its meeting in September 2017, the Standards Committee discussed the training and development needs of Community Councils.

As you know, the Standards Committee arranges training for Community Councils on the Code of Conduct, but is also aware that there may be other development needs, particularly for clerks in connection with financial management, standing orders and ICT. This is especially so for recently or newly appointed clerks or those of longer standing whose Councils have not previously provided them with the opportunity to undertake training that is suitable and proportionate to the role which they are expected to undertake.

Whenever the Standards Committee has raised this issue in the past, the response from some has often been that Community Councils are unable to support any additional training as they have no designated budget.

However, the Standards Committee is aware that Community Councils will soon be asked, by the County Council's Finance Service, to calculate their precept for the next financial year. In the circumstances, and having already discussed the matter with the Council's Finance Service, the Standards Committee recommends that the cost of appropriate training, particularly for clerks (but also for members where appropriate), is taken into consideration when your Council meets to decide its next precept.

As you know, One Voice Wales provides training sessions for elected members. Their details are:

Un Llais Cymru	One Voice Wales
24c Stryd y Coleg	24c College Street
Rhydaman	Ammanford
Sir Gaerfyrddin	Carmarthenshire
SA18 3AF	SA18 3AF

Ffon/Tel 01269 595400
Ffacs/Fax 01269 598510
Gwefan: www.unllaiscymru.org.uk / Website: www.onevoicewales.org.uk

The Society for Local Council Clerks provides training for clerks. Many of their sessions are modular and available by remote attendance. Their website includes some interesting options. Their details are:

The Society of Local Council Clerks
Main Office
No.8 The Crescent
Taunton
Somerset TA1 4EA

Tel: 01823 253646

Website: http://www.slcc.co.uk

The costs of training sessions appear reasonable, starting from around £30 for elected members. There are also discounts of up to 50% available with the SLCC for Councils with a turnover of less that £40,000.00.

The Standards Committee strongly recommends that you consider tailoring the training available to the particular needs of your Council, its members and your clerk, and we would ask that this letter be shared with your Council when it meets to discuss the next precept.

Many thanks

Yours sincerely

Michael Wilson
Cadeirydd y Pwyllgor Safonau / Chair of the Standards Committee
Cyngor Sir Ynys Môn / The Isle of Anglesey County Council
Ffôn / Phone: 07801446330
E-bost / E-mail: mxwcs@anglesey.gov.uk
Document: CC-016647-LB/406812

A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda llywodgwyb@ynysmon.gov.uk

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

Has this e-mail been marked 'Official-Sensitive'? If so you must consider whether you have the right to duplicate, print or forward it on. If so please ensure that the e-mail and any attachments are marked as 'Official-Sensitive. It is your responsibility to ensure that appropriate measures are taken to protect, store and dispose of this information properly. This means that the information must be password protected or kept in a lockable filing cabinet. 'Official-Sensitive' documents must be disposed of in the lockable waste bins. If you are unsure about how to use Official-Sensitive information please contact infogov@anglesey.gov.uk

You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.
A yw'r e-bost hwn wedi ei farcio'n 'Swyddogol-Sensitif'? Os ydyw, rhaid i chi ystyried a oes gennych hawl i'w ddyblygu, ei argraffu neu ai anfon ymlaen. Os oes, sicrhewch os gwelwch yn dda fod yr e-bost ynghyd ag unrhyw atodiadau'n cael eu marcio'n 'Swyddogol-Sensitif'. Eich cyfrifoldeb chi yw sicrhau fod mesurau'n cael eu cymryd i ddiogelu, storio a chael gwared ar y wybodaeth mewn modd priodol. Mae hyn yn golygu fod rhaid diogelu'r wybodaeth gyda chyfrinair neu ei chadw mewn cwpwrdd ffeilio y mae modd ei gloi. Rhaid cael gwared ar ddogfennau 'Swyddogol-Sensitif' yn y biniau gwastraff y mae modd eu cloi. Os ydych yn ansicr ynghylch sut i ddefnyddio gwybodaeth 'Swyddogol-Sensitif', yna cysylltwch os gwelwch yn dda gyda llywodgwyb@ynysmon.gov.uk

Croeso i chi ddelio gyda'r Cyngor yn Gymraeg neu'n Saesneg. Cewch yr un safon o wasanaeth yn y ddwy iaith.

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You are welcome to deal with the Council in Welsh or English. You will receive the same standard of service in both languages.

Hyfforddiant a Datblygiad ar gyfer Cynghorwyr a Chlercod Cynghorau Tref/Cymuned / Training and Development for Town/Community Councillors and Clerks

Ymatebion y Cynghorau Tref a Chymuned
Responses from Town and Community Councils

	Ymateb a dderbyniwyd / Response Received	**Dyddiad derbyn /** Date received
Amlwch	**Yn unol ag ebost Michael Wilson 8/11/2018, nodyn byr i gadarnhau bod Cyngor Tref Amlwch wedi clustnodi £2000 tuag at hyfforddiant yng nghyllideb y flwyddyn ariannol nesaf.** **Nodyn byr i gadarnhau bod y cynghorau canlynol wedi cynnwys peth arian tuag at hyfforddiant mewn pennawd penodol yn y gyllideb ar gyfer 2019/20.** **Cyngor Cymuned Llaneilian** **Cyngor Cymuned Llanbadrig** **Cyngor Tref Amlwch** In accordance with Michael Wilson's email dated 8/11/2018, a brief note to confirm that Amlwch Town Council has earmarked £2000 towards training in its budget for next year. A brief note to confirm that the following community councils have included some funding for training under a specific heading in the budget for 2019/20. Llaneilian Community Council Llanbadrig Community Council Amlwch Town Council	7/1/2018 23/1/2019
Bryngwran	**'Rwyf yn cadarnhau bod ein cyngor wedi cynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept** I confirm that our council has included an additional cost for training in the precept	29/1/2019
Llanbadrig	**Nodyn byr i gadarnhau bod y cynghorau canlynol wedi cynnwys peth arian tuag at hyfforddiant mewn pennawd penodol yn y gyllideb ar gyfer 2019/20.** **Cyngor Cymuned Llaneilian** **Cyngor Cymuned Llanbadrig** **Cyngor Tref Amlwch**	23/1/2019

	A brief note to confirm that the following community councils have included some funding for training under a specific heading in the budget for 2019/20. Llaneilian Community Council Llanbadrig Community Council Amlwch Town Council	
Llanddaniel Fab	**Fe wnaethon ni drafod ein cyllideb a'r praesept yn y cyfarfod neithiwr.** **Yn y gyllideb, wnaethon ni ddim rhoi Hyfforddiant i lawr fel categori ar wahân, ond mi fyddai o'n dod dan 'gweinyddu cyffredinol'. Felly, mae cynnydd yn y praesept, ond does dim byd i nodi Hyfforddiant yn benodol.** **Rydym fodd bynnag yn awyddus i'r cynghorwyr fynychu mwy o gyrsiau!** We discussed out budget and the precept in last night's meeting. In the budget, we did not include Training as a separate category, but it will come under 'general administration'. Therefore, there is an increase in the precept but nothing specifically for Training. We are however eager for the councillors to attend more courses!	22/1/2019
Llanddona	***Dim ymateb*** *No response*	
Llanddyfnan	**'Rwyf yn cadarnhau bod ein cyngor wedi cynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept** I confirm that our council has included an additional cost for training in the precept	29/1/2019
Llaneilian	**Nodyn byr i gadarnhau bod y cynghorau canlynol wedi cynnwys peth arian tuag at hyfforddiant mewn penawd penodol yn y gyllideb ar gyfer 2019/20.** **Cyngor Cymuned Llaneilian** **Cyngor Cymuned Llanbadrig** **Cyngor Tref Amlwch** A brief note to confirm that the following community councils have included some funding for training under a specific heading in the budget for 2019/20.	23/1/2019

	Llaneilian Community Council Llanbadrig Community Council Amlwch Town Council	
Llanerchymedd	***Dim ymateb*** *No response*	
Llanfair Mathafarn Eithaf	***Dim ymateb*** *No response*	
Llangoed a Phenmon	**Ar ran Cyngor Cymuned Llangoed a Penmon – maent wedi ystyried costau hyfforddiant wrth osod y praesept ar gyfer 2019/20.** On behalf of Llangoed and Penmon Community Council – they have taken training costs into consideration when setting the precept for 2019/20.	31/12/2018
Llangristiolus a Cerrigceinwen	**'Rwyf yn cadarnhau bod ein cyngor wedi cynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept** I can confirm that our council has included an additional cost for training in the precept	29/1/2019
Llanidan	***Dim ymateb*** *No response*	
Porthaethwy	**Wedi cadarnhau ar 5/7/2018** Confirmed on 5/7/2018	5/7/2018
Penmynydd a Star	**'Rwyf yn cadarnhau bod ein cyngor wedi cynnwys cost ychwanegol ar gyfer hyfforddiant yn y praesept** I can confirm that our council has included an additional cost for training in the precept	29/1/2019
Trewalchmai	**Nid yw Cyngor Cymuned Trewalchmai wedi ystyried praesept 2019/20 eto. Bydd hynny'n digwydd ym mis Ionawr 2019. Gallaf eich sicrhau y bydd arian wedi'i neilltuo ar gyfer hyfforddiant, fel ac y gwnaethpwyd ar gyfer y flwyddyn ariannol 2018/19. Bydd y Clerc yn mynychu hyfforddiant Un Llais Cymru ar yr 20/11/2018 hyfforddiant fydd yn cynnwys GDPR.** Trewalchmai Community Council has not yet considered the precept for 2019/20. The discussion will	8/11/2018

	take place in January 2019. I can assure you that money will be earmarked for training, as happened in the 2018/19 financial year. The Clerk will attend One Voice Wales training on 20/11/2018 which will include GDPR.	
Y Fali Valley	**Fe fyddwn yn rhoi arian am hyfforddiant flwyddyn nesaf gan fod ganddom aelodau newydd fydd gydag angen am hyfforddiant.** We will earmark funding for training next year as we have new members who will required training.	8/11/2018