

Cyngor Tref Caerdybi

Cyfarfod yr Is-bwyllgor Staffio ac Archwilio a gynhaliwyd ar 23 Mehefin 2023

Cynghorwyr yn bresennol: Y Cynghorwyr John Chorlton, Ann Kennedy, Cadi Evanson, Keith Roberts, Howard Browes.

Wrth law - Robert Henderson (Clerc y Dref/Swyddog Cyllid)
Alex Williams (Clerc-deipydd)

1) Ethol Cadeirydd i'r is-bwyllgor am y flwyddyn 2023/24.

Cynigiwyd mai'r Cynghorydd Ann Kennedy fyddai cadeirydd yr is-bwyllgor am y flwyddyn 2023/24 ac eiliwyd hynny.. **Cofnod Rhif 5590/2023**

2. Oes Aelod neu Gynghorydd yn recordio'r cyfarfod hwn?

Oes. Mae Alex, y Clerc-deipydd yn cofnodi'r cyfarfod. **Cofnod Rhif 5591/2023**

3. Derbyniwyd ymddiheuriadau gan y Cynghorydd Richard Parry. **Cofnod Rhif 5592/2023**

4. Ni dderbyniwyd Datganiad o Diddordeb gan unrhyw Gynghorydd. **Cofnod Rhif 5593/2023**

5. Ethol Dirprwy gadeirydd i'r is-bwyllgor am y flwyddyn 2023/24.

Cynigiwyd mai'r Cynghorydd Howard Browes fyddai dirprwy gadeirydd yr is-bwyllgor Staffio ac Archwilio am y flwyddyn 2023/24 ac eiliwyd hynny. **Cofnod Rhif 5594/2023**

6. Y diweddaraf gan Glerc y Dref am faterion staffio.

Dywedodd y Clerc wrth y pwyllgor bod 25 aelod o staff yn y Cyngor Tref ar hyn o bryd. Roedd dau aelod o staff i ffwrdd yn sâl gyda'r Rheolwr Cymunedau a Hamdden yn cadw llygad ar eu lles. Byddai aelod o staff yn yr Empire yn gadael i fynd ar gyfnod mamolaeth a byddai'n dychwelyd unwaith y byddai'r cyfnod wedi dod i ben. Canmolodd y Clerc y Rheolwr Cymunedau a Hamdden a'r holl staff am ysgwyddo oriau ychwanegol a gofalu am yr Empire a'r Parc yn ddigonol. **Cofnod Rhif 5595/2023**

7. Rôl Twristiaeth a'r Swyddog

Rhoes Clerc y Dref fraslun o'r rôl a gofyn am gytundeb bod y pwyllgor yn awdurdodi contract 24 mis ar gyfer y swydd. Cynigiwyd cynnig y swydd dan gontract 24 mis gyda'r rhybuddion a ganlyn ynghlwm wrtho. Eiliwyd hyn a chytunwyd iddo . **Cofnod Rhif 5596/2023**

Holyhead Town Council

Staffing and Audit Sub Committee Meeting held 23rd June 2023

Councillors Present: Cllr John Chorlton, Cllr Ann Kennedy, Cllr Cadi Evanson, Cllr Keith Roberts, Cllr Howard Browes.

In Attendance: Robert Henderson (Town Clerk/ Financial Advisor)

Alex Williams (Clerk Typist)

1. To Elect a Chair for the committee for the year 2023/24.

It was proposed, first and seconded that Cllr Ann Kennedy would be chair of the committee for the year 2023/24. **Minute No. 5590/2023**

2. Any Councillor or member making a recording of the meeting?

Alex, Clerk Typist is taking minutes. **Minute No.5591/2023**

3. Apologies of absence were received from Cllr Richard Parry. **Minute No. 5592/2023**

4. No Declaration of interest was received by any councillor during the meeting. **Minute No.5593/2023**

5. To elect a vice chair for the year 2023/24.

It was proposed, first and seconded that Cllr Howard Browes will be Vice Chair for the Staffing and Audit sub-committee for the year 2023/24. **Minute No.5594/2023**

6. Staffing update from the Town Clerk.

The Clerk discussed with the committee that there are currently 25 members of staff within the Town Council. Two members of staff who are on sick leave currently having welfare checks from the Communities and Leisure Manager. One member of Staff from the Empire is due to take Maternity leave and will return to work once maternity leave is completed. The Clerk commended the Communities and Leisure Manager and all staff for taking on extra hours and running the Empire Complex and Y Parc sufficiently. **Minute No. 5595/2023**

7. Tourism and Officer Role

The Town Clerk gave an overview of the role and asked for an agreement for the committee to authorise a 24month contract for the position. It was proposed, seconded, and agreed to offer the position of 24-month contract with the following caveats attached. **Minute No.5596/2023**