



Cyngor Tref Aberteifi :-: Cardigan Town Council

Cofnodion Cyfarfod Is-bwyllgor Personel y Cyngor gynhaliwyd nos Iau 27 Ebrill 2023 am 6.30yh yn rhithiol yn unig.

Minutes of the Council Personnel Sub-Committee Meeting held on Thursday 27 April 2023 at 6.00pm virtually only.

Presennol/Present—**Y Cyngorwyr/Councillors:** Trystan Phillips (**yn y gadair** / in the chair), Clive Davies, John Adams-Lewis, Siân Maehrlein a / and Eleri Maskell (**Clerc/Clerk**).

1. **Croeso'r Cadeirydd a Materion Personol.**

Croesawodd y Maer, y Cyng Trystan Phillips, aelodau'r pwyllgor i'r cyfarfod a diolchodd iddynt am eu presenoldeb.

The Chair's Welcome and Personal Matters.

The Mayor, Cllr Trystan Phillips, welcomed the committee members to the meeting and thanked them for their attendance.

2. **I dderbyn ymddiheuriadau am absenoldeb**

Derbyn ymddiheuriadau am absenoldeb a cytuno a'r rhesymau a roddwyd.

To receive apologies for absence

To receive, and consider for approval, apologies for absence and reasons given.

3. **I dderbyn datganiadau o ddiddordeb**

Atgoffir aelodau i ddatgan unrhyw fuddiant ar unrhyw eitem ar yr Agenda hon ar yr adeg hon neu ar unrhyw adeg yn ystod y cyfarfod yn unol â Chod Ymddygiad Cyngor Tref Aberteifi.

To receive declarations of interest

Members are reminded to declare any interest on any item on this Agenda at this point or at any point during the meeting in accordance with Cardigan Town Council's Code of Conduct.

4. **Gwerthusiad blynyddol y Clerc.**

Diolchodd pawb oedd yn bresennol i'r Clerc am ei diwydrwydd yn y rôl, ei dull hawdd mynd ato a'i hawydd i blesio. Gwnaethant gais i geisiadau grant barhau i fod yn ffocws allweddol i'r clerc dros y flwyddyn nesaf.

Diolchodd y clerc am y gefnogaeth a dderbyniwyd dros y flwyddyn ddiwethaf gan y cyngorwyr a chanmolodd y berthynas dda oedd yn bodoli rhyngddi hi a'r cyngorwyr. Er y gall y rôl fod yn heriol a bod cymryd gwyliau yn golygu gweithio'n galetach cyn ac ar ôl yr egwyl i gyflenwi yr absenoldeb, mae'n parhau i fod yn sefyllfa sy'n dod â mwynhad a boddhad.

Aethpwyd ati, o dan arweiniad y Maer, i drafod arfarniad ffurfiol o rôl y Clerc a thrafodaeth ynghylch cyflog y Clerc. Ymgynghorwyd â dogfennau oedd ym ymwneud â

Chyflogau Cenedlaethol a Chyflwr Gwasanaeth Clercod Cyngor Lleol, Gwerthusiad Swydd y Clerc a'r Contract Cyflogaeth.

Awgrymwyd bod y Contract Cyflogaeth y Clerc yn gywir heb angen newidiadau.

Cyflog y Clerc i aros yr un fath a llynedd ar LC2 (24-28) (amrediad meincnod sylweddol) ar Pwynt Colofn Llinyn 24. (Byddai'r cyflog yn cael ei addasu i gyfraddau graddfa gyflog 2022-23 sy'n cael eu hadolygu a'u cytuno'n genedlaethol.)

Annual Appraisal of the Clerk.

All present thanked the Clerk individually for her diligence in the role, her approachable manner and eagerness to please. They requested that grant applications continue be a key focus for the clerk over the next year.

The clerk expressed gratitude for the support received over the last year from the councillors and praised the good working relationships that existed between them. Although the role can be challenging and taking holidays means working harder before and after the break to cover the absence, it remains to be a position that brings enjoyment and satisfaction.

The Mayor proceeded with the formal appraisal of the Clerk's role and a discussion regarding the Clerk's salary.

Documents pertaining to the National Salaries and Condition of Service of Local Council Clerks, Clerk's Job Evaluation and Contract of Employment were consulted.

It was recommended that the Contract of Employment be recorded as correct with no amendments required.

The salary for the Clerk to remain the same as last year on LC2 (18-23) (substantive benchmark range) on Spinal Column Point 24. (The salary would be adjusted to the 2022-23 pay scale rates which are reviewed and agreed nationally.)

Gan nad oedd materion pellach i'w trafod, daeth y cyfarfod i ben am 6.45yh.

There being no further business to discuss, the meeting closed at 6.45pm.

Arwyddwyd/Signed (Cadeirydd/Chairperson) Dyddiad/Date