

Canolfan Y Fron

Public Board Meeting Minutes

Thursday 21st October 2021 @ 20:00 @ Canolfan Y Fron

Cworwm/Presennol:: Bob Stilton, Cadeirydd; Eddie Wilcox, Is gadeirydd a Trysorydd; Jim Embrey, Ysgrifennydd; Aelodau'r Bwrdd: Nia Williams, Mike Elsdén.	Quorum/Present: Bob Stilton, Chair; Eddie Wilcox, Vice Chair and Treasurer; Jim Embrey, Secretary; Board Members: Nia Williams, Mike Elsdén
Ymddiheuriadau: Branwen Humphreys a Mason Jones	Apologies: Branwen Humphreys and Mason Jones
Gwrthdaro Buddiannau, - Dim	Conflict of Interest: none
Cymeradwyo Cofnodion – Cymeradwyo 1. Cyfnodion 23.9.2021. Derbyniad wedi'i symud gan JE a'i eilio gan ME ac e'i gario'n ddiennw. I'w anfon i NW i'w gyfieithu ac yna ei gyhoeddi cyn gynted ag y bydd wedi'i gwblhau.	Approval of Minutes 1. from 23.09.2021: Acceptance moved by JE, seconded by ME, carried unanimously. To be sent to NW for translation and then published as soon as completed
Pwyntiau Gweithredu: a/p	Matters Arising: n/a
Materion Brys 1. Cyfleusterau golchi dillad. Peiriannau newydd y cael ei gosod 2.10.2021. Cyflenwr ymddiheiriad am osod peiriant anghywir. Dosbarthwr sebon i ddilyn a ffi mis wedi ad dalu oherwydd materion.	Urgent Matters: 1. Laundry facilities. New machines being installed 26.10.2021. Supplier very apologetic about installation of wrong machine. Soap dispenser to follow. Month's fee refunded because of issues.
Cadeirydd: 1. Gofynnodd BS ir Bwrdd dderbyn ymddiswyddiad Branwen Humphreys, sydd wedi anfon llythyr ymddiswyddo yn nodi ei hymrwymadau gwaith trwm fel y rheswm na all barhau yn y post. Dywedodd ei fod wedi afon nodyn ati yn diolch iddi am ei chyfraniad ac y dymuno iddi well yn y dyfodol. BS i anfon ei llythyr ymddiswyddo at Brian fel y gellir ei symud gyda thy'r cwmnïau. 2. Cafodd BS gyfarfod llwyddiannus gyda Hywel Lovegreen o'r Loteri Gymunedol. Gofynnodd HL am ddychweliad i ysgogi adroddiadau	Chair: 1. BS asked the Board to accept the resignation of Branwen Humphreys, who has sent a resignation letter citing her heavy work commitments as the reason she cannot continue in post. Carried. He said he has sent her a note thanking her for her contribution and wishing her well in the future. BS to forward her resignation letter to Brian so she can be removed with Companies House. 2. BS has had a successful meeting with Hywel Lovegreen from the Community Lottery. HL asked for a return to prompt financial reporting and

<p>ariannol ac amlygodd fod cynllun gweithredu ar waith, y mae angen ei weithredu o hyd. Roedd llythyr diweddar ME i'r loteri hefyd yn yr agenda. Eitem yn y cyfarfod, ond mae hyn wedi ei ddatrys.</p>	<p>highlighted there is an action plan in place, which still needs to be implemented. MEs recent letter to the Lottery was also an agenda item at the meeting, but this has been resolved.</p>
<p>Trysorydd (SB)</p> <ol style="list-style-type: none"> 1. Yn dal i gael ei ddal i fyny. Mae'r problemau hanesyddol wrth gadw y llyfrau wedi troi allan i fod yn llawer mwy na'r hyn a sylweddolwyd i ddechrau, gyda hyfforddiant a dealltwriaeth wael yn arwain at gatalog o gamgymeriadau. Y nod yw sicrhau bod popeth hyd at ddiwedd Gorffennaf 2021 wedi'i gwblhau erbyn diwedd mis Hydref 2021, felly gellir cyflwyno'r ffurflen TAW sy'n ddyledus ar 6 Tachwedd i Gyllid a Thollau EM mewn pryd. 2. Gofynnodd BS i holl waith caled EW i ddatrys hyn i gyd gael ei gydnabod, gan nodi bod y gwaith yn hawdd ei gyflawni pan gaiff ei wneud yn ddyddiol, ond unwaith y bydd yn gwneud copi wrth gefn, fel y mae wedi gwneud o fis Mawrth 2021, mae'n llawer iawn o waith i'w gan Gyllid a Thollau. 3. Erbyn y Cyfarfod Bwrdd nesaf, dylid gwybod gwir sefyllfa ariannol y Cwmni. 4. Mae'r bil cyflog misol yn dod o dan reolaeth trwy reoli a monitro llinellau yn weithredol. 	<p>Treasurer:</p> <ol style="list-style-type: none"> 1. Is still getting caught up. The historic problems in the bookkeeping have turned out to be much greater than had initially been realized, with poor training and understanding leading to a catalogue of mistakes. Goal is to have everything up to the end of July 2021 completed by the end of October 2021, so the VAT return due 6th November can be put in to HMRC in time. 2. BS asked that all of EW's hard work to sort all this out be recognised, citing the work is easily achievable when done daily, but that once it backs up, as it has done from March 2021, it is an awful lot of work to correct. 3. By the next Board Meeting the true financial position of the Company should be known. 4. The monthly wage bill is coming under control through active line management and monitoring
<p>Ysgrifennydd:</p> <ol style="list-style-type: none"> 1. Gofynnwyd i restr o gamau gweithredu heb eu cyflwyno gael eu cyflwyno ar ddechrau pob cyfarfod, bod y rhain â chod lliw coch, gwyrdd melyn a bod aelodau unigol o'r Bwrdd yn cael perchnogaeth ohonynt, fel bod mwy o atebolrwydd ac effeithlonrwydd wrth symud ymlaen. 	<p>Secretary:</p> <ol style="list-style-type: none"> 1. It was asked that a list of outstanding actions be presented at the start of every meeting, that these be colour coded red, yellow green and that individual Board members be given ownership of them, so there is greater accountability and efficiency going forward.
<p>Siop</p>	<p>Siop:</p>

<ol style="list-style-type: none"> 1. Pwysleisiwyd eto na chaniateir agor y siop y tu allan i ymgripiad i ymarfer eto ac na fydd yn cael ei oddef. NW i'w gyfleu i holl staff Siop. 2. Ymdrinnir â mater diogelwch fel na all hyn ddigwydd mewn gwirionedd. 3. Yn dilyn cynnig yr wythnos diwethaf, bydd swydd cydlynnydd siop yn cael ei rhoi allan i'w recriwtio cyn gynted â phosib. <ol style="list-style-type: none"> a. JE i ddod o hyd i fanyleb swydd a'i newid a'i hanfon ymlaen at NWw chyfieithu. Nod yw cael swydd allan ddydd Mawrth 26 Hydref b. Materion y mae angen eu datrys <ol style="list-style-type: none"> i. hyd yw'r gofyniad dwyieithog. ii. Y broses gyfweld. <p>Ond gellir didoli'r rhain yn ystod y pythefnos mae'r swydd ar agor ar gyfer ceisiadau.</p> 4. ME i adolygu'r cynllun busnes a gyflwynwyd yr wythnos diwethaf a darparu ei fewnbwn. 	<ol style="list-style-type: none"> 1. It was emphasized again that the siop is not permitted to be opened outside of creep into practise again and will not be tolerated. NW to convey to all Siop staff 2. The issue of security will be addressed so that this actually cannot happen. 3. Following last week's motion, the job of siop coordinator will be put out for recruitment asap. <ol style="list-style-type: none"> a. JE to find and amend job specification and forward to NW for translation. Goal is to have job out on Tuesday 26 October b. Issues that still need to be resolved are: <ol style="list-style-type: none"> i. the bilingual requirement, ii. The interview process. <p>But these can be sorted during the two weeks the post is open for applications.</p> 4. ME to review the business plan that was submitted last week and provide his input
<p>Bwciadau Neuadd</p> <ol style="list-style-type: none"> 1. Cyflwynodd ME ei adroddiad. Mae gwerthiant yn gwneud yn dda. 2. TAW ar rentu'r neuadd yw 20%. 3. Gosodwyd cyfradd o £ 15 yr awr ar gyfer sefydlu a thakedown heblaw'r setup sylfaenol, sydd am ddim. Shon i'w hysbysu i'w gynnwys yn y tariff. 	<p>Hall Bookings:</p> <ol style="list-style-type: none"> 1. ME submitted his report. Sales are doing well. 2. VAT on the hall rentals is 20%. 3. A rate of £15 per hour was set for set-up and takedown other than the basic setup, which is free. Shon to be notified for inclusion in the tariff.
<p>Llety</p> <ol style="list-style-type: none"> 1. Cyflwynodd ME ei adroddiad. 2. Mae gwaith adnewyddu gaeaf yn cael ei gynllunio, i'w wneud gan staff a gwirfoddolwyr, yn hytrach na chontractwyr allanol. 	<p>Llety</p> <ol style="list-style-type: none"> 1. ME submitted his report. 2. Winter refurbishment is being planned, to be undertaken by staff and volunteers, as opposed to outside contractors.

<p>3. Mae pawb sy'n gysylltiedig â'r Ganolfan yn chwilio am syniadau ar sut i wella Llety a'r profiad gwestai.</p> <p>4. Bydd Shon yn rheoli gwerthiant cyfleusterau golchi dillad a bydd yr arian yn cael ei ddyrannu i'r siop gyda botwm golchi dillad ar y siop till.</p>	<p>3. Ideas on how to improve the Llety and the guest experience are being sought from everyone connected with the Centre.</p> <p>4. Shon will manage the laundry facilities sales and the money will be allocated to the siop with a laundry button on the siop till.</p>
<p>Caffi</p> <ol style="list-style-type: none"> 1. Cyfarfu AD ag unigolyn cyflogaeth y sector cyhoeddus, a gallem wneud cais i gael swydd â chymhorthdal ar gyfer y Cegin. NW i symud ymlaen ar frys. 2. Y dyddiad delfrydol i ddechrau'r drwydded alcohol yw 1af Tachwedd. EW a NW i weithio gyda Bethan, a fydd yn rheoli hyn yn y Cegin i sicrhau bod popeth yn cael ei ddatrys ac yn ei le ar gyfer y dyddiad cychwyn. 3. Bydd Bethan ar wyliau am yr wythnos hanner tymor. 4. Pan fydd hi'n dychwelyd, bydd hi a Jude bob yn ail ddydd Mercher a dydd Iau. Yr oriau newydd fydd: 10:30 i 4:30 a 18:00 i 20:00. Bydd Frid a Sat rhwng 10:30 a 20:00 a dydd Sul 10:30 tan 17:00. 5. Trafodwyd y 'Cinio Cymunedol' a gynhaliwyd heddiw. Mae yna feysydd y gellir eu gwella i gyflymu'r gwasanaeth. Bydd hyn yn hanfodol os yw'r Ciniawau Nadolig i weithio'n esmwyth. NW, EW i weithio gyda Jude ar hyn, gan gael gwirfoddolwyr ychwanegol yn y gegin efallai i helpu yn ystod y digwyddiadau hyn. . 6. ME i weithio gyda Jude i gynhyrchu bwydlen farchnata ar gyfer y partïon Nadolig 7. Hoffai Ruskin Mill gynnal cinio am 6:30 - 7:00 pm ddydd Mercher 17eg Tachwedd ar gyfer eu bwrdd ac ar gyfer grŵp dethol o westeion lleol. Bydd y trefnydd Elizabeth yn cwrdd â Jude a JE, EW a BS ddydd Iau 28 Hydref i ddatrys a threfnu. 	<p>Caffi</p> <ol style="list-style-type: none"> 1. HR met with public sector employment person, and we could apply to get a subsidized position for the Cegin. NW to progress urgently. 2. Ideal date to start the alcohol license is 1st November. EW and NW to work with Bethan, who will manage this in the Cegin to ensure everything is sorted out and in place for the start date. 3. Bethan will be on holiday for the half-term week. 4. When she returns, she and Jude will alternate their days on Wednesday and Thursday. The new hours will be: 10:30 to 4:30 and 18:00 to 20:00. Friday and Sat will be 10:30 until 20:00 and Sunday 10:30 until 17:00. 5. The 'Community Lunch' held today was discussed. There are areas that can be improved to speed up service. This will be essential if the Christmas Dinners are to work smoothly. NW, EW to work with Jude on this, perhaps getting additional volunteers in the kitchen to help during these events. . 6. ME to work with Jude to produce marketing menu for the Christmas parties 7. Ruskin Mill would like to hold a dinner at 6:30 – 7:00 pm on Wednesday 17th November for their board and for a selected group of local guests. The organizer Elizabeth will meet with Jude and JE, EW and BS on Thursday 28th October to sort out and organise.

8. Daeth yr hyfforddwr i arddangos y popty heddiw. Rhuthrwyd ef. Efallai y bydd problem gyda'r cynhyrchiad stêm yn y popty. EW i symud ymlaen i sicrhau ei fod yn gweithio'n iawn.	8. The instructor came to demonstrate the oven today. It was rushed. There may be an issue with the steam production in the oven. EW to progress to ensure it is working properly.
Financial Report: a/p	Financial report: n/a
Cymeradwyo gwariant arfaethedig: 1. Mae'n ofynnol i rai byrddau golau ar gyfer arwyddion gydymffurfio â'r drwydded alcohol. EW i archebu. Cyllideb £ 40	Approval of proposed expenditure: 1. Some light boards for signage are required to comply with the alcohol license. EW to order. Budget £40
Cyfathrebua: a/p	Communications: n/a
Gweinyddiaeth Gyffredinol: a/p	General Administration: n/a
Cynnal a Chadw: a/p	Maintenance n/a
TG 1. trafodwyd mater e-bost ffantasi. Wedi ei anfon ymlaen at Steve Whitten	IT: 1. issue of phantom email was discussed. Has been forwarded to Steve Whitten
AD: a/p	HR: n/a
I a D: a/p	H&S: n/a
Marchnata: a/p	Marketing: n/a
UBA: Dim	AOB: none
Cyfarfod Nesaf: Dydd iau 25fed o Hydref 2021 am 8:00 y nos.	Next Meeting: Thursday 25 th November 2021 @ 20:00