

Cofnodion: Dydd Mawrth 11 o Ionawr 2022 6.15pm trwy Zoom

Yn bresennol: Y Cynghorwyr Heather Williams, Menna Jones, Anne Roberts, a Christine Ellis. Hefyd Fiona Gale a Lisa Thomas.

1. Ymddiheuriadau: Cynghorwyr Gavin Harris, Jim Bryan a Rachel Lewington. Hefyd Peter Daniels

2. Datganiadau o ddiddordeb

Dim

3. Cofnodion y cyfarfod diwethaf

Penderfynwyd: bod cofnodion y cyfarfod blaenorol a gynhaliwyd ar 23 Tachwedd 2021 yn gywir.

4. Camau gweithredu i'w adrodd nol

Dim

5. Adroddiad y Rheolwr

Adroddodd y Rheolwr ar y meysydd canlynol:

- **Rheoliadau Covid-19 a desgiau hyblyg:** Rhannodd y Rheolwr y wybodaeth ddiweddaraf i'r Pwyllgor am yr ymateb i'r rheoliadau a'r canllawiau newydd a gyhoeddwyd gan Lywodraeth Cymru ar 20 Rhagfyr. Cymerwyd penderfyniad gan y Rheolwr, Clerc y Dref a'r Maer ar 20 Rhagfyr ynglŷn â chydymffurfio â'r rheoliadau. Arweiniodd y penderfyniad hwn at atal defnydd o'r desgiau hyblyg o 20 Rhagfyr, tan 3 Ionawr 2022, pan gafodd y rheoliadau eu hailasesu, ynghyd â chyfraddau lleol Covid-19.

Penderfynwyd na fyddai desgiau hyblyg ar gael o'r 3 Ionawr 2022, a byddai'r penderfyniad hwn yn cael ei ailasesu erbyn 10 Ionawr. Bu i'r Rheolwr weithio o'i chartref o'r 3 Ionawr i sicrhau bod Clerc y Dref yn gweithio yn yr adeilad yn ddiogel er mwyn defnyddio'r T.G. O 10 Ionawr mae'r desgiau hyblyg a'r gael, er mai dim ond y ddwy ystafell fach ar y llawr gwaelod y maent yn defnyddio, i leihau'r risg o unrhyw drosglwyddiant.

Bydd y dull asesu risg hwn yn parhau, yn union fel sydd wedi digwydd drwy gydol y pandemig er bydd y staff ac ymwelwyr. Gofynnwyd i aelodau'r Cyngorydd Tref o'r pwyllgor YHL gael eu diweddarau cyn gynted ag y bydd y mathau hyn o benderfyniadau yn cael eu gwneud.

Penderfynwyd: Pan wneir penderfyniadau gweithredol ynghylch agor/cau'r Hen Lys, bydd y rheolwr yn hysbysu'r aelodau etholedig ar Bwyllgor yr Hen Lys.

- **Defnydd o'r Hen Lys:** Rhoddodd y Rheolwr y newyddion diweddaraf i'r pwyllgor ynglŷn â defnydd Yr Hen Lys, a sut y gall gwahanol weithgareddau amharu beth ar staff. Nodwyd yn benodol acwsteg/diffyg prawfsain a darpariaeth ar gyfer cyfrinachedd/preifatrwydd wrth gynnal busnes Cyngor Tref Rhuthun. Hefyd nodwyd bod yr ystafell fwy ar y llawr gwaelod yn cael ei defnyddio'n aml ar gyfer cyfarfodydd. Arweiniodd hyn at y prif drafodaethau hyn:
 - Arddangosfa Manwerthu – mae'r gallu i arddangos nwyddau o'r dref yn ddyhead (fel y nodwyd yn y cynllun busnes gwreiddiol). Fodd bynnag, gan fod yr ystafell a nodwyd ar gyfer hyn yn profi'n boblogaidd fel man cyfarfod/desgiau hyblyg mae angen ailfeddwl y sefyllfa.
KH i nodi nifer o opsiynau ar gyfer y ddarpariaeth Arddangos Manwerthu a'u rhannu gyda'r pwyllgor.
 - Tynnu sylw gan sŵn – gan fod y prif ofod yn agored i'r swyddfa mesanîn / ardal desgiau hyblyg, gall fod yn eithaf anodd clywed/canolbwyntio (yn enwedig pan fyddwch ar y ffôn). Gwnaed rhai awgrymiadau gan gynnwys adleoli Clerc y Dref i swyddfa bwrpasol ar y llawr gwaelod. Ni wnaed unrhyw gasgliadau.
KH a SC i drafod gwelliannau/atebion/addasiadau posibl i liniaru'r problemau a'u rhannu â'r pwyllgor.
- **Cais lleoliad a gymeradwywyd:** Mae cais i'r Hen Lys ddod yn eiddo cymeradwy ar gyfer seremonïau Priodas a Phartneriaeth Sifil, wedi'i gyflwyno i Gyngor Sir Ddinbych.
- **System Tân a Diogelwch:** Hysbyswyd y Pwyllgor y gwaith sydd wedi'i wneud ar yr asesiad risg tân. Ers cyfarfod diwethaf mae'r system synhwyro tân a larwm wedi'i gwasanaethu ac mae'r diffoddwyr tân wedi'u harchwilio, eu diweddarau/eu hailwefru a'u lleoli yn gywir. Cadarnhaodd y peiriannydd y gellir uwchraddio'r system sydd wedi'i gosod ar hyn o bryd i system 'ar wylidwriaeth'. Hefyd, byddai'n bosibl ychwanegu system ddiogelwch i'r un panel.

Teimlwyd y byddai system ddiogelwch yn flaenoriaeth. Trafodwyd teledu cylch cyfyng (mewnol ac allanol). **KH i wirio'r ddarpariaeth a ddisgwylir/gofynedig ar y polisi yswiriant, cael cyngor ynghylch TCC gan yr heddlu a'r diwydiant.** Unwaith y bydd yn gliriach beth fyddai'r gofynion, KH i gael cynigion a dyfynbrisiau ar gyfer system ddiogelwch.

6. Adroddiad ariannol, gan gynnwys y strwythur prisio desgiau poeth arfaethedig

Rhoddodd y Rheolwr y newyddion diweddaraf ar lafar ynghylch incwm Yr Hen Lys. Darperir adroddiad ariannol llawn yn y cyfarfod nesaf. Awgrymwyd bod y rheolwr yn ceisio arweiniad gan Hill & Roberts ar wneud cais am y Grant Busnes Argyfwng sydd ar gael ar gyfer busnesau lletygarwch, manwerthu, twristiaeth a hamdden. **KH i gysylltu â Hill & Roberts.**

Mae'r Rheolwr wedi ymchwilio i leoliadau eraill sy'n darparu desgiau hyblyf o fewn Sir Ddinbych, gyda phrisiau'n amrywio o £20 y dydd i £99 am hyd at 20 diwrnod y mis calendr, mewn adeilad pwrpasol yn y Rhyl. Mae'r prisiau hyn ar gyfer cyfleusterau sy'n benodol ar

gyfer cydweithio/desgiau poeth ar sail aelodaeth. Cytunwyd nad oes gan y ddarpariaeth yn YHL ddigon o le ar gyfer strwythur aelodaeth.

Yr adborth gan ddefnyddwyr presennol yw bod £5 yr hanner diwrnod yn mynd yn anfforddiadwy os defnyddir y cyfleuster yn rheolaidd.

Cynigiodd y Rheolwr y strwythur prisio a ganlyn:

Sesiynau 1/2 diwrnod >>>	1	10	20
Talu wrth fynd	£5	-	-
Talu ymlaen llaw	-	£35	£50

Cytunodd y Pwyllgor i fwrw ymlaen â'r cynnig hwn.

Penderfynwyd: Cytunodd y pwyllgor i fwrw ymlaen â phrisiau ar y lefel hon.

7. Cyllideb 2022/23

Eglurodd y Rheolwr fod y broses o osod cyllideb ar gyfer 2022/23 ar gyfer ar waith. Cydnabuwyd nad oedd modd cydfynd a'r cynllun busnes arfaethedig yn ystod y ddwy flynedd ddiwethaf, ond mae bellach yn bosibl cael darlun llawer cliriach o gostau gweithredu'r Hen Lys (e.e. morgais, trethi, ynni, dŵr, cyflogau, yswiriant, ac ati). **KH i ddarparu cyllideb arfaethedig i'r Pwyllgor ar gyfer 2022/23, gan gynnwys cynhyrchu incwm rhagamcanol/targed.**

Gofynnodd y Rheolwr pam fod cyfrif banc ar wahân gan Yr Hen Lys a nodwyd bod taliadau banc wedi ei codi – a byddai'n hwyrach yn bosib i'r prif gyfrif cyfredol RTC cael ei ddefnyddio ar gyfer YHL gyda cyllideb clir ar waith ar gyfer YHL. Mae'r Rheolwr a Chlerc y Dref wedi cael trafodaethau cychwynnol i edrych ar y cyfrifon i erdych ar gyfleon i arbed costau. **KH i ofyn am gyngor gan Hill & Roberts ynghylch goblygiadau yn y naill sefyllfa neu'r llall. Os bernir y byddai cyfuno'r cyfrifon cyfredol yn gywir ac yn briodol, gofynnir i'r Cyngor Llawn ystyried a phleidleisio ar yr argymhellion.**

8. Digwyddiadau

Rhoddodd y Rheolwr y newyddion diweddaraf i'r Pwyllgor am y digwyddiad 'Byw'n Gallach, Byw'n Dda' a oedd wedi'i hysbysebu ar gyfer 20 Ionawr. Oherwydd y cyfyngiadau presennol, penderfynwyd gohirio'r digwyddiad hwn tan 23 Chwefror. **KH i hyrwyddo newid dyddiad.**

9. Unrhyw fusnes arall

Cydnabod noddwyr:. Gwnaed cais i flaenoriaethu cydnabyddiaeth y noddwyr gwreiddiol, gan gynnwys rhoi gwybod iddynt sut i gael mynediad at eu pecyn nawdd. **KH i gysylltu â GVH i weithredu hyn.**

Dyddiad y cyfarfod nesaf: Dydd Mawrth 1 Chwefror am 7.00pm.

Minutes: Tuesday 11th January 2021 7.00pm via Zoom

Attendees: Councillors Heather Williams, Menna Jones, Anne Roberts, and Christine Ellis. Fiona Gale and Lisa Thomas.

1. **Apologies** Councillors Gavin Harris, Jim Bryan and Rachel Lewington, and Peter Daniels
2. **Declarations of interest**
None
3. **Minutes of the last meeting**
Resolved: The minutes of the meeting on 23rd November 2021 were received and accepted.
4. **Outstanding actions**
None

5. **Manager's Report**

The manager report included the following areas:

- **Covid-19 regulations and hotdesking:** The manager updated the committee on the response to the new regulations and guidance issued by Welsh Government on 20th December. A decision was taken by the Manager, the Town Clerk and the Mayor on 20th December regarding compliance with the guidance. This decision resulted in hotdesking being paused from 20th December, until 3rd January 2022, when the guidance was reassessed, along with the local rates of Covid-19. A decision was made that hotdesking would not be available w/c 3rd January 2022, and this decision would be reassessed ahead of 10th January. The manager worked from home w/c 3rd January to ensure the Town Clerk could access the building safely to access her IT provision. From the 10th January hotdeskers have been welcomed back, though only using the two small rooms on the ground floor, to reduce the risk of transmission.

This will risk-assessed approach will continue as has been the case throughout the pandemic.

It was requested that the Town Councillor members of the TOC committee are updated as soon as these types of decisions are made.

Resolved: When operational decisions are made concerning the opening/closing of The Old Courthouse, the manager will notify the elected members on The Old Courthouse Committee.

- **Use of The Old Courthouse:** The manager updated the committee regarding how people are using The Old Courthouse, and how different activities can create distractions for staff, specifically due to the acoustics/lack of sound proofing and provision for confidentiality/privacy when conducting Ruthin Town Council business, and how well the larger downstairs room is being used for meetings. This led to these main discussions: Retail Showcase – being able to showcase the wares available within the town is very much an aspiration, as identified in the original business plan. However, as the space identified for this is proving popular as a meeting/hotdesking space another solution needs to be found. **KH to identify a number of options for the Retail Showcase provision and share with the committee.** Distraction caused by noise – as the main space is open to the mezzanine office / hotdesking area, it can be quite difficult to hear/concentrate (particularly when on the telephone). Some suggestions were made including relocating the Town Clerk to a dedicated office on the groundfloor. No conclusions were made. **KH and SC to discuss potential improvements/solutions/ adjustments to alleviate the issues and share with the committee.**
- **Approved venue application:** The application has been submitted to DCC for The Old Courthouse to become an approved premises for Marriage and Civil Partnership ceremonies.
- **Fire and Security system:** The manager updated the committee on the work that has been done on the fire risk assessment. Since the last committee meeting the fire detection and alarm system has been serviced and the fire extinguishers audited, updated/recharged and properly installed. The engineer confirmed that the system currently installed can be upgraded to an 'on-watch' system. Plus, it would be possible to add on a security system to the same panel.
It was felt that a security system would be a priority. CCTV (internal and external) was discussed. **KH to check the provision expected/demanded on the insurance policy, gain advice regarding CCTV from the police and industry.** Once it is clearer what the requirements would be, KH to obtain proposals and quotes for a security system.

6. Financial report, including proposed hotdesking pricing structure

The manager provided a verbal update regarding the income of The Old Courthouse. A full financial report will be provided at the next meeting. It was suggested that the manager seek guidance from Hill & Roberts on applying for the Emergency Business Grant that is available for hospitality, retail, tourism and leisure businesses. **KH to contact Hill & Roberts.**

The manager has researched other venues providing hotdesking in Denbighshire, with prices varying from £20 per day through to £99 for up to 20 days per calendar month, in a dedicated building in Rhyl. These prices are for facilities that are specifically for co-

working/hotdesking on a membership basis. It was agreed that the provision at TOC does not have enough space for a membership structure.

Feedback from current users is that £5 per half day becomes unaffordable if the facility is used on a regular basis.

The manager proposed the following pricing structure:

No. 1/2 day sessions >>>	1	10	20
Pay as you go	£5	-	-
Pay up front	-	£35	£50

The committee agreed to proceed with this proposal.

Resolved: The committee agreed to proceed with prices at this level.

7. Budget 2022/23

The manager explained the budget setting process for 2022/23 for RTC is underway. It was acknowledged that the last two years have not been able to follow the proposed business plan, however it is now possible to have a much clearer picture of how much it costs for The Old Courthouse to function (mortgage, rates, energy, water, salaries, insurances, etc.). **KH to provide the committee with a proposed budget for 2022/23, including projected/target income generation.**

The manager queried why The Old Courthouse has a separate bank account, as banking charges have been introduced and it would be potentially possible for the main RTC current account to provide the banking provision for TOC, with clear budget headings in place for TOC. The manager and the Town Clerk have discussed this and feel it could lead to more efficiencies within their work to combine the accounts, along with cost savings for RTC/TOC. **KH to seek advice from Hill & Roberts about implications in either scenario. If it is deemed that combining the current accounts would be right and proper, Full Council would be asked to consider and vote on the recommendations.**

8. Events

The manager updated the committee on the 'Living Smarter Living Well' event that had been advertised for the 20th January. Due to current restrictions it has been decided to postpone this event until 23rd February. **KH to promote the change of date.**

9. Any other business

Acknowledgement of sponsors. A request was made to prioritise the acknowledgement of the original sponsors, including letting them know how to access their sponsorship package. **KH to liaise with GVH to action this.**

Date of next meeting: Tuesday 1st February at 7.00pm.