# CYLCH MEITHRIN PENLLWYN

**Cofnodion Cyfarfod Cyffredinol Blynyddol y Cylch a gynhaliwyd ar nos Lun 12fed Gorffennaf 2021 am 6yh, yn ardal allanol y Cylch.**

***Minutes of the Cylch Annual General Meeting held on Monday 12th July 2021 at 6pm, at the Cylch's outdoor area.***

**Yn bresennol / *Present*:** Llyr Lewis, Charlotte Evans, Eurgain Ellis, Rhian Ellis-Barr, Kathryn Whittaker, Julie Davies, Shirley Evans, Iola James-Morris, Luke Palmer Jones, Glesni Thomas, Kirsty Gross, Victoria de Luna, Ffion Lewis, Gwen John, Tiffany Cater, Steffan Davies (Pennaeth Ysgol Penllwyn).

**Ymddiheuriadau / *Apologies*:** Rachel Williams, Barry Powell, Eirwen Hughes (Mudiad Meithrin).

Croesawyd pawb i'r Pwyllgor gan y Cadeirydd Llyr Lewis.
*Everyone was welcomed to the meeting by the Chair Llyr Lewis.*

1. **Materion yn Codi o gofnodion y CCB diwethaf / *Matters arising from previous AGM minutes***
   Nodwyd na fedrwyd cynnal y gweithgareddau codi arian a gynlluniwyd cyn y Nadolig gan i ni fynd i mewn i gyfnod clo arall.
   Nid oedd unrhyw faterion eraill yn codi.
   *The fundraisers that were planned to take place before Christmas failed to go ahead as we went into another lockdown.*
   *There were no other matters arising.*

2. **Adroddiad Blynyddol y Cadeirydd / *Chair's Annual Report***
   Nododd y Cadeirydd, Llyr Lewis fod y Cylch wedi gorfod cau am gyfnodau eto ers ein Cyfarfod Cyffredinol Blynyddol diwethaf. Gorfu cau am wythnos ychwanegol cyn hanner tymor yr Hydref ar gyfer "fire break" a caewyd yn gynnar ar gyfer gwyliau'r Nadolig ar brynhawn Llun, Rhagfyr 14eg. Buom ar gau wedyn tan Chwefror 1af lle agorwyd y Cylch am ddau ddiwrnod yr wythnos (Mawrth a Gwener) am bythefnos yn arwain at wyliau'r hanner tymor. Ail agorwyd yn llawn ar Chwefror 22ain. Llwyddwyd i sicrhau £6,177.15 gan Grant Cefnogi Darparwyr Gofal Plant Cyngor Sir Ceredigion lle roeddent yn ein ad-dalu am unrhyw gostau ychwanegol (glanhau a staffio) oherwydd Covid o Medi 2020 hyd at ddiwedd Mawrth 2021.
   Dosbarthwyd £3,539 i ni oddi wrth Gyngor Sir Ceredigion i gefnogi disgyblion i adfer sgiliau wedi Covid. Mae offer chwarae mawr naill ai wedi eu prynu neu eu archebu.
   Sicrhawyd nawdd o £4,685.83 gan Gronfa Cefn Croes i brynu bwrdd gwyn rhyngweithiol, gliniadur i'r staff a 4 ipad newydd oddi wrth Cyngor Sir Ceredigion. Trwy brynu'r offer gan y Cyngor Sir rydym yn medru eu cysylltu i rhyngrwyd yr ysgol. Bydd yr offer yma yn ein galluogi i gysylltu â'r ysgolion cynradd lleol yr ydym yn eu bwydo. Rydym yn ddiolchgar iawn i Catryn Lawrence ac yn ddiweddarach i Steffan Davies am eu cyngor a'u arweiniad at beth oedd ei angen arnom. Gobeithio bydd rhain yn cyrraedd dros gwyliau'r Haf.
   *The Chairman, Llyr Lewis noted that the Cylch has had to close again for periods since our last Annual General Meeting. We were closed for an extra week over the Autumn half term for the*

*"fire breaker" and then we closed early for Christmas on Monday, December 14th. We were then closed until February 1st when the Cylch opened for two days per week (Tuesdays and Fridays) for a fortnight leading up to the half term holidays. The Cylch fully reopened on February 22nd.*
*£6,177.15 has been awarded by Ceredigion'n Council's Childcare Sustainability Grant where they repaid any additional costs due to Covid (cleaning and staffing) from September 2020 until March 2021.*
*£3,539 was distributed to us by Ceredigion Council to support children to recover their skills post Covid. Large play equipment have either been purchased or ordered.*
*A grant of £4,685.83 has been successful from Cefn Croes Trust Fund to buy an interactive white board, a laptop for staff and 4 new ipads. These have been ordered from Ceredigion Council. By purchasing the equipment through the Council we can then link up to the school's internet connection. This equipment will allow us to link with the local primary schools. We are very grateful to Catryn Lawrence and later Steffan Davies for their advice and leadership on what was needed. Hopefully, they will be connected over the summer break.*

3. **Adroddiad Blynyddol y Trysorydd / *Treasurer's Annual Report***
Adroddodd y Trysorydd, Charlotte Evans bod y cyfrif yn iachus ar hyn o bryd gan ein bod wedi manteisio ar nifer o blant yn cymwyso ar gyfer arian 30 awr Llywodraeth Cymru a'r grantiau a soniwyd amdanynt eisioes. Mae'r Cylch yn dal i dderbyn cymorth gyda chynllun 'furlough'r Llywodraeth pan fo angen i staff hunan ynysu neu pan gorfodir y Cylch i gau sydd wedi helpu llawer o'r coffrau. Nodwyd bod angen gwirio'r cyfrifon. Penderfynwyd chwilio am rywun yn syth.
*Charlotte Evans, Treasurer, reported that the Cylch's bank account has a healthy balance having benefitted from a number of children's places being funded by the 30 hours child care funding from Welsh Government and the grants that have been previously mentioned. The Cylch is still benefiting from the Government's furlough scheme when staff need to self isolate or when the Cylch is forced to close, which has boosted our funds. It was noted that the accounts need auditing. It was decided to appoint someone as soon as possible.*

4. **Adroddiad Blynyddol y Staff / Annual Staff Report**
Derbyniwyd adroddiad gan yr Arweinyddion Jools Davies a Shirley Evans am weithgareddau'r Cylch ers y Cyfarfod Cyffredinol Blynyddol diwethaf. Nodwyd ei bod wedi bod yn gyfnod heriol gyda bron popeth bellach yn ôl i'r arfer. Maent wedi bod yn dilyn y thema "Ein Cwm" y tymor hwn gan gwmpasu o'r mynyddoedd i'r môr. Canolbwyntiwyd ar ble roedd pawb yn byw a'r ardal leol gan gymryd sylw o beth sydd o'u hamgylch. Nodwyd eu bod wedi cael blwyddyn bositif iawn er gwaetha'r cyfnodau clo.
*A report was given by the Leaders Jools Davies and Shirley Evans on the activities held at Cylch since the last Annual General Meeting. It was noted that we are in challenging times with everything back to as normal as possible. They have been following the theme "Our Valley" this term and have covered everything from mountain to sea. The focus was on where everyone lived and the local area by taking interest of what's around. It had been a positive year despite the lockdowns.*
<u>Diwrnod Twtio / *Tidy Up Day*</u>

Nododd y Staff bod angen paentio'r ffens a'r cwch morladron gan nad oeddent wedi cael paent Gwanwyn eleni na llynedd. Penderfynwyd cynnal diwrnod twtio ar ddydd Sul, Awst 1af 2021.
*The Staff noted that the fence and ship needs painting as they hadn't been done this or last spring. It was decided to hold a tidy up day on Sunday, August 1st 2021.*

5. **Covid 19**

Nododd y Cadeirydd ei bod yn amser pryderus i bawb. Mae'r Cylch yn gorfod dilyn canllawiau Llywodraeth Cymru a Chyngor Sir Ceredigion sy'n gallu newid bron yn ddyddiol ar adegau. Diolchwyd i bedair aelod staff y Cylch, Jools, Shirley, Iola a Rachel am eu gwaith caled a'u ymroddiad llwyr i'r Cylch. Nodwyd fel ag y mae heddiw, byddwn yn dilyn yn union yr un rheolau ym mis Medi.
*The Chairman noted that it has been worrying times for everyone. The Cylch has had to follow the Welsh Government and Ceredigion Council's guidelines which can change nearly daily at times. The Cylch's four members of staff Jools, Shirley, Iola and Rachel were thanked for their hard work and 100% dedication to the Cylch. It was noted that as it is today, we will be following the same regulations in September.*

6. **Ethol Aelodau Pwyllgor Newydd / *Election of New Committee Members***

Is – Drysorydd / *Vice Treasurer*
Diolchwyd yn fawr i Rhian Ellis-Barr am ei gwaith fel Is-Drysorydd. Cytunwyd i rannu'r swydd yn dri. Etholwyd y canlynol:
*Rhian Ellis-Barr was thanked for her work as Vice Treasurer. It was agreed to split the role into three. The following were elected:*
Is-Drysorydd (Anfonebu Rhieni) / *Vice Treasurer (Invoicing Parents)* – Kirsty Gross
Is Drysorydd (Cyflogau Staff) a Chlwb 200 /
*Vice Treasurer (Staff Wages) and 200 Club* – Ffion Lewis a Gwen John.
Ysgrifennydd Aelodaeth / *Membership Secretary*
Diolchwyd yn fawr i Kathryn Whittaker am ei gwaith fel Ysgrifennydd Aelodaeth. Cytunodd i aros yn y rôl tan ar ôl i'r plant ddychwelyd ym mis Medi gan ei bod eisioes mewn trafodaethau gyda rhieni. Etholwyd Glesni Thomas i'r rôl.
*Kathryn Whittaker was thanked for her work as Membership Secretary. She agreed to stay on until the children had returned in September as she was already in discussions with parents. Glesni Thomas was elected.*
Ymddiriedolwyr / *Trustees*
Etholwyd Llyr Lewis, Charlotte Evans ac Eurgain Ellis yn Ymddiriedolwyr.
*Llyr Lewis, Charlotte Evans and Eurgain Ellis were elected as Trustees.*

Cadwyd y swyddi eraill yr un peth.
*The other posts were kept the same.*

7. **Oriau a Chyflogau Staff / *Staff Wages and Hours***

Cytunwyd y dylai cyflogau'r Arweinyddion fod £1 yr awr yn fwy na'r Cynorthwywyr ar bob achlysur. Cytunwyd i roi taliad yn ôl i 1 Ebrill 2021 i'r Arweinyddion.

Nodwyd fod y Cylch yn dra llawn ym mis Medi ond y bydd 7 plentyn sydd bron yn mynychu'r Cylch yn llawn amser yn gadael adeg y Nadolig. Cytunodd y staff i gynyddu eu horiau fel bo'r angen am un tymor yn unig.
*It was agreed that the Leader's wages should always be £1 per hour more than the Assistants at all times. A back payment for the Leaders from 1 April 2021 was agreed.*
*It was noted that the Cylch was quite full in September, but 7 children that almost attend full time will be leaving at Christmas. The staff agreed to increase their hours as need be for one term only.*

8. **Codi Arian / *Fundraising***
Nodwyd nad oedd y Cylch wedi medru cynnal y tri prif ddigwyddiad codi arian eto eleni sef yr Helfa Wyau Pasg, stondin yn Sioe Capel Bangor a'r Parti Calan Gaeaf. Penderfynwyd parhau â'r Clwb 200 ym mis Medi ac i gynnal taith gerdded noddedig o amgylch llyn Nantyrarian yn ystod penwythnos 24 – 26 Medi 2021.
*It was noted that the Cylch had been unable to hold their three main fundraisers again this year, the Easter Egg Hut, a stall at Capel Bangor Show and the Halloween Party. It was decided to continue with the 200 Club in September and to hold a sponsored walk around the lake in Nantyrarian during the weekend of 24 – 26 September 2021.*

9. **Unrhyw fater arall / *Any other business***
Diolch / *Thank you*
Diolchodd Mr Steffan Davies, Pennaeth Ysgol Penllwyn y Cylch am gyd weithio hapus. Llongyfarchwyd Mr Steffan Davies ar ei swydd newydd a dymunwyd yn dda iddo i'r dyfodol.
*Mr Steffan Davies, Headmaster of Penllwyn School thanked the Cylch for their co-operation. Mr Steffan Davies was congratulated in his new post and was wished well for the future.*
Staff Banc / *Bank Staff*
Penderfynwyd bod angen staff banc ar y Cylch. Cynigiwyd enwau'r rhieni canlynol: Glesni Thomas, Kirsty Gross, Victoria de Luna a Tiffany Cater. Diolchwyd iddynt.
*It was decided that the Cylch needed Bank Staff. The names of the following parents were proposed: Glesni Thomas, Kirsty Gross, Victoria de Luna and Tiffany Cater. They were thanked.*

Gan nad oedd unrhyw fater arall, daeth y cyfarfod i ben am 7.00yh.
*As there wasn't any other business the meeting was declared closed at 7.00pm.*

**Cylch Meithrin Penllwyn Rhif Elusen / Charity Number 1055532**

*Financial Statement for year ending 31 March 2021*

| Income | £ | £ |
|---|---|---|
| | 2020/2021 | 2019/2020 |
| | | |
| **CHILDREN'S INVOICED FEES** | **19,657.00** | **27,874.00** |
| | | |
| **CCC FUNDED CHILDREN** | **13,917.10** | ***9,800.00*** |
| | | |
| **HMRC - FURLOUGH** | **12,397.03** | **-** |
| | | |
| **RESTRICTED DONATIONS** | **-** | **10,360.00** |
| Sustainability Grant | - | - |
| Cyngor Sir Ceredigion - Training Cover | - | - |
| Cefncroes | - | *10,360.00* |
| Tai Ceredigion Cyf | - | - |
| | | |
| **UNRESTRICTED DONATIONS** | **-** | **-** |
| MYM Grant | - | - |
| Cyngor Bro Pontarfynach | - | - |
| Cyngor Bro Trawscoed | - | - |
| | | |
| **FUND RAISING** | **-** | **1,081.55** |
| Easter Egg Hunt | - | *494.35* |
| Haloween | - | *330.20* |
| Capel Bangor Show | - | 37.00 |
| Morning Coffee | - | - |
| Clwb 200 | - | *80.00* |
| Xmas Card Sales | - | - |
| Other fundrasing | - | *140.00* |
| Aberystwyth Students Union | - | - |
| | | |
| **SUNDRIES** | **-** | **590.22** |
| Sale of polo shirts & hoodies | - | - |
| Nursery Milk Scheme | - | *108.72* |
| Parents paid for trips | - | *481.50* |
| Donations | - | - |
| | | |
| **Income Total** | **45,971.13** | **44,489.92** |
| | | |
| **Elw am y flwyddyn** | **8,831.90** | |

| Expenditure | £ | £ |
|---|---|---|
| | 2020/2021 | 2019/2020 |
| | | |
| **SALARIES** | **34,337.51** | **28,900.38** |
| Staff wages + PAYE + Pension | 34,264.31 | 28,839.33 |
| Staff cover wages | 20.00 | 61.05 |
| Staff Training | - | - |
| Staff Travelling | - | - |
| DBS Staff Checks | 53.20 | - |
| | | |
| **PREMISES** | **-** | **11,897.69** |
| Purchase of Shelter | - | 10,260.00 |
| Premises expenses | - | 1,637.69 |
| | | |
| **FUND RAISING COSTS** | **20.00** | **213.35** |
| Clwb 200 prizes and registration fee | - | 171.00 |
| Halloween | 20.00 | 42.35 |
| | | |
| **EQUIPMENT** | **781.03** | **2,317.45** |
| Equipment | - | 648.18 |
| Arts & Crafts | 781.03 | 1,403.04 |
| Outside area | - | 266.23 |
| | | |
| | | |
| **SUNDRIES** | **2,000.69** | **2,987.36** |
| Milk, Bread, butter, coffee, tea, sugar | 313.72 | 755.38 |
| Payroll Services | 200.00 | 300.00 |
| MYM registration and insurance | 260.00 | 149.00 |
| Cleaning consumables | 696.97 | 790.91 |
| Cylch Tops | - | - |
| Trips | - | 819.00 |
| Mobil phone exp | - | - |
| Administartion Costs | - | 138.07 |
| Misc & Sundries | 530.00 | 35.00 |
| | | |
| | | |
| **Expenditure Total** | **37,139.23** | **46,316.23** |
| | | |
| | | |

| | |
|---|---|
| Balans yn y Banc 31 Mawrth 2021 | 31,645.99 |