



Cyngor Cymuned Llanfair Mathafarn Eithaf Community Council (CCLIME) Training Plan 2025 - 2026

Dogfen a fabwysiadwyd / Adopted: 19 / 05 / 2025

1. Cyflwyniad / Introduction

1.1 Mae adran 67 o Ddeddf Llywodraeth Leol ac Etholiadau (Cymru) 2021 yn ei gwneud yn ofynnol i bob Cyngor Cymuned wneud a chyhoeddi Cynllun Hyfforddi sy'n nodi ei gynigion mewn perthynas â darparu hyfforddiant ar gyfer:

- i) Cyngorwyr y Cyngor Cymuned.
- ii) Staff y Cyngor Cymuned.

1.1 Section 67 of the Local Government and Elections (Wales) Act 2021 requires that all Community Councils must make and publish a Training Plan setting out its proposals in relation to the provision of training for:

- i) The Councillors of the Community Council.*
- ii) The Community Council staff.*

1.2 Diben y cynllun hyfforddi yw caniatáu cynllunio hyfforddiant mewn ffordd gymesur, gan ystyried ffactorau fel y gweithgareddau a gyflawnir gan y cyngor hwnnw, arbenigedd presennol cyngorwyr a chlercod a natur ac arwyddocâd unrhyw anghenion hyfforddi a nodwyd.

1.2 The purpose of the training plan is to allow training to be planned in a proportionate way, considering factors such as the activities undertaken by that council, the current expertise of councillors and clerks and the nature and significance of any training needs identified.

1.3 Rhaid gwneud y Cynllun Hyfforddi o fewn tri mis ar ôl pob Etholiad Cyffredin Cyngorwyr Cymuned i'r Cyngor.

1.3 The Training Plan must be made within three months after each Ordinary Election of Community Councillors to the Council.

1.4 Rhaid adolygu'r Cynllun Hyfforddi o bryd i'w gilydd. Cynigir y dylid ei adolygu'n flynyddol.

1.4 The Training Plan must be reviewed from time to time. It is proposed that it be reviewed annually.

2. Cynllun Hyfforddi / Training Plan

2.1 Mae Un Llais Cymru yn darparu rhaglen hyfforddi fisol y mae'r Clerc yn ei hanfon ymlaen drwy e-bost at bob Cynghorydd. Gofynnir i gynghorwyr nodi eu hanghenion hyfforddi a chysylltu â'r Clerc i archebu'r digwyddiad(au) hyfforddi.

2.1 One Voice Wales provides a monthly training programme which the Clerk forwards via email to all Councillors. Councillors are asked to identify their training needs and to contact the Clerk to book the training event(s).

2.2 Bydd y Clerc hefyd yn anfon cyfleoedd hyfforddi eraill ymlaen wrth iddynt ddod ar gael i Gynghorwyr. Fodd bynnag, gall Cynghorwyr nodi cyfleoedd hyfforddi eraill a fydd yn cael eu hystyried yn ofalus gan y Cyngor yn seiliedig ar berthnasedd a chost.

2.2 The Clerk will also forward other training opportunities as they become available for Councillors. However, Councillors may identify other training opportunities which will be considered carefully by the Council based on relevance and cost.

2.3 Dylai cynghorau sicrhau bod gan Gynghorwyr a Staff ddigon o sgiliau a dealltwriaeth ym mhob maes allweddol. Mae'r rhain yn cynnwys Sefydlu ar gyfer Cynghorwyr; y Cod Ymddygiad ar gyfer Aelodau Awdurdodau Lleol yng Nghymru; Rheolaeth Ariannol a Llywodraethu ar gyfer Cynghorwyr a'r Dystysgrif mewn Gweinyddiaeth Cyngor Lleol (CiLCA) ar gyfer y Clerc.

2.3 Councils should ensure that Councillors and Staff have sufficient skills and understanding in all key areas. These include Induction for Councillors; the Code of Conduct for Members of Local Authorities in Wales; Financial Management and Governance for Councillors and the Certificate in Local Council Administration (CiLCA) for the Clerk.

2.4 Yn ogystal â'r meysydd hyn, gall Cynghorau ystyried a oes heriau a chyfleoedd newydd i'w harchwilio, megis y rhai a gynigir gan bŵer cymhwysedd cyffredinol. Os felly, gall benderfynu bod sgiliau newydd i Gynghorwyr a Chlercod eu cyflawni.

2.4 In addition to these areas, Councils may consider if there are new challenges and opportunities to explore, such as those offered by the general power of competence. In which case, it may decide there are new skills for Councillors and Clerks to attain.

2.5 Dylai'r Cynllun Hyfforddi ddarparu, o leiaf, wybodaeth am / The Training Plan should provide, as a minimum, information about:

- i) Y math o hyfforddiant.
- ii) Niferoedd sy'n cymryd rhan.
- iii) Yr amserlen y disgwyli'r hyfforddiant gael ei gwblhau drosti.
- iv) Cost gyffredinol yr hyfforddiant.

i) The type of training.

ii) Numbers participating.

iii) The timeframe over which the training is expected to be completed.

iv) The overall cost of the training.

Actions for CCLIME / Camau Gweithredu ar gyfer CCLIME:

- Hyfforddiant Cod Ymddygiad i'w gwblhau o fewn amserlen resymol o gael ei ethol ar gyfer pob cynghorydd (Argymhellir 6 mis)
- O leiaf un aelod i archebu lle ar gyrsiau hyfforddi sydd ar gael a rhannu eu gwybodaeth ac unrhyw gynllunio gweithredu o ganlyniad i'r cyngor.
- Clerc i rannu'r cyrsiau a'r dyddiadau sydd ar gael bob chwarter chwarter mewn cyfarfodydd llawn y cyngor.
- Clerc i archebu a threfnu talu hyfforddiant i aelodau.
- Cofnod o'r holl hyfforddiant gorffenedig i'w gofnodi gan glerc.
- Clerc a chynghorwyr i nodi unrhyw anghenion hyfforddi a gweithredu arnynt yn unol â hynny.

- *Code of Conduct training to be completed within a reasonable timeframe of being elected for all councillors (Recommended 6 months)*
- *At least one member to book onto training courses available and share their knowledge and any action planning as a result with the council.*
- *Clerk to share available courses and dates quarterly at full council meetings.*
- *Clerk to book and arrange payment of training for members.*
- *Record of all completed training to be logged by clerk.*
- *Clerk and councillors to identify any training needs and act upon them accordingly.*

CYRSIAU AR GAEL DRWY 'UN LLAIS CYMRU'

COURSES AVAILABLE THROUGH 'ONE VOICE WALES'

- Y Cyngor
 - Y Cynghorydd
 - Y Cyngor fel Cyflogwr
 - Deall y gyfraith
 - Cyfarfodydd y Cyngor
 - Cyllid Llywodraeth Leol
 - Iechyd a Diogelwch
 - Cyflwyniad i Ymgysylltu â'r Gymuned
 - Cod Ymddygiad
 - Sgiliau Cadeirio
 - Cynllunio Argyfwng Cymunedol
 - Cynllunio Cymuned/Lleoedd
 - Rhan II Ymgysylltu â'r Gymuned
 - Cydraddoldeb ac Amrywiaeth
 - Rheoli Gwybodaeth
 - Defnyddio TG, gwefannau a chyfryngau cymdeithasol
 - Gwneud Ceisiadau Grant Effeithiol
 - Rheoli eich staff
 - Datganoli gwasanaethau
 - Datganoli gwasanaethau
 - Deddf Llesiant Cenedlaethau'r Dyfodol 2016 / Cynaliadwyedd
 - Cyllid Llywodraeth Leol (Uwch)
 - Cyfryngu a Chymodi
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- *The Council*
 - *The Councillor*
 - *The Council as an Employer*
 - *Understanding the Law*
 - *Council Meetings*
 - *Local Government Finance*
 - *Health & Safety*
 - *Introduction to Community Engagement*
 - *Code of Conduct*
 - *Chairing Skills*
 - *Community Emergency Planning*
 - *Community/Place Planning*
 - *Community Engagement Part II*
 - *Equality & Diversity*
 - *Information Management*
 - *Use of IT, Websites & Social Media*
 - *Making Effective Grant Applications*

- *Managing your staff*
- *Devolution of Services*
- *Wellbeing of Future Generations Act 2016 / Sustainability*
- *Local Government Finance (Advanced)*
- *Mediation and Conciliation*

Laura Sutton

Clerc/Clerk

Cyngor Cymuned Llanfair Mathafarn Eithaf Community Council

HYFFORDDIANT / TRAINING	DYDDIAD WEDI'I GWBLHAU / DATE COMPLETED	COUNCILLOR / CYNGHORYDD
CREU CYNLLUN LLE CYMUNEDOL / CREATING A COMMUNITY PLACE PLAN	04.12.2024	Laura Sutton (Clerk)
BIOAMRYWIAETH RHAN 2 / BIODIVERSITY PART 2	20.05.2025	Laura Sutton (Clerk)
PECYN CYMORTH CYLLID A LLYWODRAETHU / FINANCE AND GOVERNANCE TOOLKIT	30.10.2025	Wenda Owen
CREU CYNLLUN LLE CYMUNEDOL / CREATING A COMMUNITY PLACE PLAN	16.03.2026	Iwan Kellett
DEALL Y GYFRAITH / UNDERSTANDING THE LAW	28.10.2025	Huw Goronwy Owen
Y CYFARFOD Y CYNGOR / THE COUNCIL MEETING	05.06.2025	John Humphreys