



***NARBERTH
TOWN COUNCIL***

***COULD YOU HELP
SHAPE NARBERTH?
ALLECH CHI HELPU I
LUNIO
DYFODOL ARBERTH?***

ALL WARDS • POB WARD

A PRACTICAL GUIDE TO BEING A TOWN COUNCILLOR
CANLLAW YMARFEROL I FOD YN GYNGHORYDD TREF

WHAT YOUR TOWN COUNCIL DOES

Narberth Town Council is the community council for Narberth and Crinow. It has 12 seats across the Urban and Rural wards and works at the most local tier of government.

01

Looks after Council assets, St Andrew's closed churchyard and local public spaces.

02

Supports community groups, civic life, cultural activity, festive lighting and grants.

03

Raises local concerns about highways, parking, drainage, safety and planning.

04

Influences other public bodies and submits planning observations, but does not replace Pembrokeshire County Council or the planning authority.

05

Sets local priorities and uses the precept to support agreed services and projects.

The Council's priorities and activities are reported publicly in its Annual Report.

BETH MAE EICH CYNGOR TREF YN EI WNEUD

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Cyngor Tref Arberth yw'r cyngor cymunedol ar gyfer Arberth a Chrinnau. Mae ganddo 12 sedd ar draws y Ward Drefol a'r Ward Wledig ac mae'n gweithio ar y lefel fwyaf lleol o lywodraeth.

01

Gofalu am asedau'r Cyngor, mynwent gaeedig Sant Andreas a mannau cyhoeddus lleol.

02

Cefnogi grwpiau cymunedol, bywyd dinesig, gweithgarwch diwylliannol, goleuadau Nadoligaidd a grantiau.

03

Codi pryderon lleol am briffyrdd, parcio, draenio, diogelwch a chynllunio.

04

Dylanwadu ar gyrff cyhoeddus eraill a chyflwyno sylwadau cynllunio, ond nid yw'n disodli Cyngor Sir Penfro na'r awdurdod cynllunio.

05

Pennu blaenoriaethau lleol a defnyddio'r praesept i gefnogi gwasanaethau a phrosiectau cytunedig.

Mae'r Cyngor yn adrodd yn gyhoeddus ar ei flaenoriaethau a'i weithgareddau yn ei Adroddiad Blynyddol.

WHAT A COUNCILLOR DOES

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A councillor brings local knowledge, judgment and community views into the Council's collective decision-making. It is a chance to serve your community, help improve everyday life and make a lasting difference to the place you live.

- 01 Represents residents and brings community views to debate.
- 02 Reads agendas and papers and attends meetings prepared.
- 03 Debates, asks questions, votes and accepts collective decisions.
- 04 Acts only through Council decisions or formally delegated authority: an individual councillor cannot commit the Council or direct its staff.
- 05 Follows the Code of Conduct, declares interests, respects confidentiality where required and treats others with respect.
- 06 Engages with induction, training and continuing development.
- 07 Keeps in touch with the community.

Councillors decide together. The Council acts as a corporate body.

BETH MAE CYNGHORYDD YN EI WNEUD

5

Mae cynghorydd yn dod â gwybodaeth leol, barn a safbwyntiau'r gymuned i broses benderfynu ar y cyd y Cyngor. Mae'r rôl yn gyfle i wasanaethu eich cymuned, helpu i wella bywyd bob dydd a gwneud gwahaniaeth parhaol i'r lle rydych yn byw ynddo.

- 01 Cynrychioli trigolion a dod â safbwyntiau'r gymuned i'r drafodaeth.
- 02 Darllen agendâu a phapurau a dod i gyfarfodydd wedi paratoi.
- 03 Trafod, gofyn cwestiynau, pleidleisio a derbyn penderfyniadau ar y cyd.
- 04 Gweithredu drwy benderfyniadau'r Cyngor neu awdurdod a ddirprwywyd yn ffurfiol yn unig: ni all cynghorydd unigol ymrwymo'r Cyngor na chyfarwyddo ei staff.
- 05 Dilyn y Cod Ymddygiad, datgan buddiannau, parchu cyfrinachedd pan fo angen a thrin eraill â pharch.
- 06 Cymryd rhan mewn sesiynau sefydlu, hyfforddiant a datblygiad parhaus.
- 07 Cadw mewn cysylltiad â'r gymuned.

Mae cynghorwyr yn penderfynu gyda'i gilydd. Mae'r Cyngor yn gweithredu fel corff corfforedig.

Sound legal decisions are essential. Process protects public money, fairness, transparency and confidence in the Council.

THE COUNCIL

01

Sets policy and the budget. Before acting or spending, it must identify a legal power. Decisions must be made by the Council or under formal delegation, properly notified and recorded, and comply with financial and procurement controls. The Council retains responsibility.

COUNCILLORS

02

Debate and decide collectively. Individual members have no power to act for the Council unless authority has been formally delegated.

THE CLERK / PROPER OFFICER

03

Advises on law and procedure, supports meetings and implements Council decisions within the law and any delegated authority.

THE RESPONSIBLE FINANCIAL OFFICER

04

Administers the Council's finances and accounting controls. The Council remains responsible for its financial management.

Clear processes turn good intentions into lawful, effective action.

Y GYFRAITH, PROSES AC ARIAN CYHOEDDUS

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Mae penderfyniadau cyfreithiol cadarn yn hanfodol. Mae proses yn diogelu arian cyhoeddus, tegwch, tryloywder a hyder yn y Cyngor.

Y CYNGOR

01

Mae'n pennu polisi a'r gyllideb. Cyn gweithredu neu wario, rhaid iddo nodi pŵer cyfreithiol. Rhaid gwneud penderfyniadau gan y Cyngor neu o dan ddirprwyaeth ffurfiol, rhoi rhybudd priodol ohonynt a'u cofnodi, a chydymffurfio â rheolaethau ariannol a chaffael. Y Cyngor sy'n parhau'n gyfrifol.

CYNGHORWYR

02

Maent yn trafod ac yn penderfynu ar y cyd. Nid oes gan aelod unigol bŵer i weithredu dros y Cyngor oni bai bod awdurdod wedi'i ddirprwyo'n ffurfiol.

Y CLERC / Y SWYDDOG PRIODOL

03

Mae'n cynghori ar y gyfraith a gweithdrefn, cefnogi cyfarfodydd a gweithredu penderfyniadau'r Cyngor o fewn y gyfraith ac unrhyw awdurdod dirprwyedig.

Y SWYDDOG ARIANNOL CYFRIFOL

04

Mae'n gweinyddu cyllid y Cyngor a systemau rheoli cyfrifyddu. Y Cyngor sy'n parhau'n gyfrifol am ei reolaeth ariannol.

Mae prosesau clir yn troi bwriadau da yn weithredu cyfreithlon ac effeithiol.

WHAT TO EXPECT BETH I'W DDISGWYL

ENGLISH

- Regular Council meetings and preparation.
- Committee or project work, depending on appointments.
- Contact with residents, training, declarations and the register of interests.
- The Code of Conduct and public scrutiny.
- Allowances and expenses are governed by current rules and Council arrangements.

CYMRAEG

- Cyfarfodydd rheolaidd y Cyngor a gwaith paratoi.
- Gwaith pwyllgor neu brosiect, yn dibynnu ar benodiadau.
- Cysylltiad â thrigolion, hyfforddiant, datganiadau a'r gofrestr buddiannau.
- Y Cod Ymddygiad a chraffu cyhoeddus.
- Mae lwfansau a threuliau yn cael eu llywodraethu gan reolau cyfredol a threfniadau'r Cyngor.

SUPPORT AND ALLOWANCES

Support is available towards necessary care for dependent children or adults, and personal assistance for approved duties. Other allowances follow current rules.

CYMORTH A LWFANSAU

Mae cymorth ar gael tuag at ofal angenrheidiol plant neu oedolion dibynnol, a chymorth personol ar gyfer dyletswyddau cymeradwy. Mae lwfansau eraill yn dilyn y rheolau cyfredol.

Ask the Clerk for details • Gofynnwch i'r Clerc am fanylion
clerk@narberthtowncouncil.gov.wales • 01834 504020



Eligibility is set by law. Check current Electoral Commission guidance or speak to the Clerk before applying.

Mae cymhwysedd wedi'i bennu gan y gyfraith. Gwiriwch ganllawiau cyfredol y Comisiwn Etholiadol neu siaradwch â'r Clerc cyn gwneud cais.

SOURCES / FFYNONELLAU: Local Government Act 1972 (ss.101, 135, 151; Sch.12); Accounts and Audit (Wales) Regulations 2014 (regs.5-6); Local Government and Elections (Wales) Act 2021 (s.67); Members' Code of Conduct and PSOW guidance; Welsh Government Good Councillor's Guide; DBCC Annual Remuneration Report 2026-27; Narberth Town Council Annual Report 2025-26; Standing Orders, Financial Regulations and Training Plan.