



Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

Clerk/Clerc: Catherine Bannister
Tel: 01348 874406
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Dear Council Member,

You are hereby summoned to attend the Annual Meeting of the Fishguard and Goodwick Town Council, followed by a short meeting of the Town Council at 7:00pm on Tuesday 9th May 2017, at Fishguard Town Hall.

Cath

Cath. Bannister
Town Clerk/Responsible Financial Officer

AGENDA:

- 1.0 OUTGOING MAYORS ADDRESS: CLLR. MAYBERRY**
Cllr. Mayberry will give a summary of his term of office.
- 2.0 VOTE OF THANKS TO THE RETIRING MAYOR: CLLR. WYER**
Cllr. Wyer will thank Cllr. Mayberry for his work and determination during that last twelve months.
- 3.0 NOMINATION OF INCOMING MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK**
Cllr. Wyer will accept the office of Town Mayor that will be made to her by the Town Council. This will be conducted by the Town Clerk.
She will make a declaration of acceptance and will then commence her role as Chairman to the Town Council.
- 4.0 DECLARATION OF OFFICE BY THE TOWN COUNCILLORS: TOWN CLERK**
The elected Town Councillors will make a declaration of acceptance of office and an undertaking to abide by the Code of Conduct.
- 5.0 MAYORS CHAPLAIN: TOWN CLERK**
The Reverend Christopher Brown has agreed to be the Mayors Chaplain for her term of office.
Unfortunately, he is unable to make the meeting but will be recorded as being in post.
- 6.0 APPOINTMENT OF CONSORT: TOWN CLERK**
The Town Clerk, will appoint Mr. Nigel Wyer, the Mayors Consort, alongside his wife.
- 7.0 APPOINTMENT OF DEPUTY MAYOR: TOWN CLERK**
The Town Clerk will appoint Cllr. Ryan to the post of Deputy Mayor for the Town

Council

8.0 APPOINTMENT OF THE MAYORS GUARDS:

The Town Clerk will appoint the following Mayors Guards to Cllr. Wyer.
Corporal Courtney Haden Fishguard Army Cadets
An officer from Fishguard Sea Cadets

9.0 APPOINTMENT OF TOWN COUNCIL COMMITTEES: CLLR WYER

Cllr. Wyer will form new committees for the Town Council.

These will be

1. Finance Committee
2. Governance Group
3. Planning Committee

It is proposed that the work of the Economic Regeneration Committee will now be encompassed under the Finance Committee.

Each Committee will require a Chair, a Vice Chair and at least four other members. Members to be nominated on the night.

10. DELEGATE AUTHORITY TO THE INDIVIDUAL COMMITTEES: CLLR WYER

Each committee will have a budget allocated to it.

Each committee will be responsible for making decisions and carrying those decisions forwards.

No decisions will be required but approval of any motions will be required by the Town Council, providing the decision does not take that committee out of budget. The only financial decision that will be referred to the full Town Council will be the Precept request and approval for and of, the Annual accounts.

Each committee will send a monthly report to the full Town Council, prior to the monthly meeting, for information purposes.

The decisions reached, will then be recorded at the full Town Council meeting.

11.0 APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: CLLR. WYER

The Town Council is represented at external committees, by Town Councillors.

These are to be re-affirmed or nominated and confirmed on the evening.

1. Town Team – new reps. required
2. Community Forum – Cllr. Thickitt and Town Clerk
3. School Governor Ysgol Wdig – Cllr. Wilkes
4. School Governor to Ysgol Bro Gwaun – new rep. required
5. School Governor to Ysgol Glannau Gwaun – new rep. required
6. School Governor to Holy Name Catholic School – Cllr. Wyer
7. The Cruise Ships Committee – Cllr. Wilkes

12.0 RESPONSIBLE FINANCIAL OFFICER: CLLR WYER

To re-affirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2017/18

13.0 THE ANNUAL ACCOUNTS FOR THE PERIOD 2016/17: THE CLERK

The Accounts for the period 2016/17 have been submitted for internal examination by the Town Councils currently appointed internal auditor, William Marshall Accountants.

At the time of sending the agenda out, the accounts were still with them but they will be available for approval by the Town Council, ready to forward to Grant Thornton, the external auditors.

14. RE-AFFIRM THE BANKING MANDATE: CLLR WYER

The Town Council currently banks with HSBC.

The Clerk has a good relationship with the bank and no issues have been identified. The Town Council has four current authorised signatories.

The Clerk has overall authorisation to pay all outstanding accounts and to manage the budget accordingly.

It is now suggested that a minimum of six Councillors are authorised signatories for the purposes of signing cheques and authorising payments.

The majority of the Town Councils payments are done by BACS transfer and have resulted in significant savings in business rate bank charges for the last accounting period.

Two more signatories are now required.

15. TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2017/18: CLLR. WYER

To agree that Financial Regulations are adopted for the period 2017/18, subject to any ongoing updates.

16. TO AGREE THE STANDING ORDERS FOR THE PERIOD 2017/18: CLLR. WYER

To agree that Standing Orders are adopted for the period 2017/18, subject to any ongoing updates.

17. TO AGREE THE INSURANCE POLICY: CLLR WYER

The insurance policy is due for renewal in June and the new policy has been suggested.

Is the Town Council happy to engage with AON for a further 12 months?

18. APOLOGIES: CLLR WYER

To formally record apologies for absence, offered by Town Councillors and to record the names of those Councillors who attended the meeting.

19. MEMBER INTEREST: CLLR. WYER

To formally record any personal or pecuniary interests that a Town Councillor may have in regards to any of the listed agenda items.

20. MINUTES OF THE PREVIOUS MEETING: CLLR. WYER

To record the minutes of the previous meeting as a true and accurate record of the meeting.

21. CORRESPONDENCE: CLLR WYER

1. Pembrokeshire Coast National Park – 6 monthly update.
2. Richards Bros – Response to letter sent by the clerk with the bus being stationary with the engine running, whilst it is in terminus.
3. Wales Audit Office – Audit fees (circulated 3.5.17)
4. PCC reference a Governing Body at Ysgol Glannau Gwaun.

22. PLANNING APPLICATIONS: CLLR. WYER

Pre-Application Approval

A pre-application consultation email, was circulated to all Cllr's on 3.5.17 at 10:07am. It is for a development of 30 affordable properties off Penwallis.

The plans are available to view in the library and there has been a significant interest by local people. However, the plans are difficult to follow.

The Town Clerk has contacted DPP Planning by telephone. The proposal will be for the architects to attend a public meeting here at the Town Hall. At the time of sending

the agenda out, the Clerk was waiting for a response.
Will update on the evening of the meeting.

Planning Application Consultations:

16/1291/PA Communications Station, Clive Road, Fishguard. Replacement Mast

17/0008/PA Mill Brook, Jacksons Way, Goodwick. Construction of a two storey extension.

17/0061/PA St. Theresa's Rest Home, Windy Hall, Fishguard. Proposed 2no. storage containers for general storage of grounds maintenance equipment

Discharge of Conditions

None received

Notification of Planning Decisions:

16/1321/PA 4, Harbour Village, Goodwick. Extension and alterations. Approved with conditions

16/1190/PA 35, Plas-y-gamil Road, Goodwick. Alterations and extension. Approved with conditions.

16/1146/PA Windrush, Jacksons Way, Goodwick. Extension and alterations and creation of hard standing. Approved with conditions

Refusal of Planning Permission

16/1147/PA Proposed new dwelling on land at the rear of Victoria House, Market Square, Fishguard.

Approval of non-material Amendments

None received

Listed Building Consent

None received

23. PAYMENT OF OUTSTANDING ACCOUNTS: CLLR. WYER

£694.58 to BT for the circuit connection for the CCTV camera opposite 21, West Street, Fishguard.

£513.04 AON Insurance Policy

£108.00 County Echo for the advert for the Town Council Caretaker post.

£500.00 Pembrokeshire County Council rent of offices.