



**FISHGUARD AND GOODWICK TOWN COUNCIL**  
**Tuesday 6<sup>th</sup> December at 6pm**

**Meeting of the Fishguard and Goodwick  
Town Council Governance Group Meeting**

**AGENDA:**

*Cllr. O. James - Chair*

*Cath Bannister - Town Clerk*

**1.0**

**APOLOGIES:**

To formally record the apologies for absence and to record the attendance of Town Councillors.

**2.0 MINUTES OF THE PREVIOUS MEETING:**

To agree as accurate, the minutes from the last meeting as a true and accurate record of the meeting.

**3.0 CLERKS REPORT:**

Actions taken since the last meeting of the Finance Committee:

<p>1.0 Policy Review:</p> <p>It is believed that a policy - or simple instructional document, should be in place for the different functions carried out on behalf of the Town Council. This will lead to openness and should be auditable by the Governance Group. The list is not exhausted and there will be many documents that need adding.</p>	<p>The Clerk has reviewed the procedures and policies that have documents in need of updating or creating and has made a start on these.</p> <p>They are:</p> <ul style="list-style-type: none"><li>• Welsh Language Scheme – completed and approved by the Welsh Language Commission</li><li>• Revising Standing Orders – ongoing</li><li>• Payroll and NI Contributions – completed</li><li>• Making electronic Payments on behalf of the Town Council - ongoing</li><li>• Christmas – ongoing</li><li>• Finance and Audit Requirements – ongoing</li><li>• Preparation of Agendas and Minutes - ongoing</li></ul>
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**4.0 REQUIREMENTS OF THE GOVERNANCE GROUP: CLLR. JAMES**

The Governance Group needs to list the aims and the purpose of the group and the documents that need to be written and reviewed.

**5.0 OUTSTANDING BUSINESS: CLLR. JAMES**

An opportunity to set the format for future meetings and to discuss matters not on the above agenda.