



# 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  
email: [clerk@fishguardgoodwick-tc.gov.uk](mailto:clerk@fishguardgoodwick-tc.gov.uk)

Dear Council Member,

**You are hereby summoned to attend the Governance Committee Meeting of the Fishguard and Goodwick Town Council, at 5pm 29th June 2017, at Fishguard Town Hall.**

*Cath*

Cath. Bannister  
Town Clerk/Responsible Financial Officer

## **AGENDA:**

- 1.0 ELECTION OF CHAIRMAN FOR THE GOVERNANCE COMMITTEE: ALL**  
The Committee will need to nominate and elect a Chairman.
- 2.0 ELECTION OF VICE CHAIR FOR THE GOVERNANCE COMMITTEE: ALL**  
The Committee will need to nominate and elect a Vice Chairman
- 3.0 APOLOGIES FOR ABSENCE: CHAIR**  
To record apologies for absence and to record the names of the Councillors present.
- 4.0 MINUTES OF THE PREVIOUS MEETING: CHAIR**  
To agree the previous minutes, dated 3.4.17, as a true and accurate record of the meeting
- 5.0 CLERKS REPORT: TOWN CLERK**  
The Clerk will outline the new format of the Governance Committee meetings.
- 6.0 PURPOSE OF THE GROUP: CLLR WYER**  
Cllr. Wyer will outline the purpose of the Governance Committee.  
The Committee will need to agree aims and objectives.
- 7.0 PROGRESS TO DATE: CHAIR**  
What policies and procedures have been completed and adopted by Town Council  
What priority are new policies to be written?
- 8.0 PRIORITIES – WHAT CAN BE ACHIEVED IN THE NEXT 3 MONTHS**  
What can the group achieve. A workflow chart needs to be devised.
- 9.0 DATES AND TIMES OF FUTURE MEETINGS: CHAIR**  
To set times and dates of meetings to be held.
- 10.0 MATTERS NOT COVERED IN THE AGENDA BUT NEED PRIORITY: CHAIR**