



FISHGUARD AND GOODWICK TOWN COUNCIL
Tuesday 24th January 2018 at 5:45pm

**Minutes of the Meeting of the Fishguard and Goodwick
Town Council Governance Committee**

Cllr. J. Wyer, took the Chair.

GOVERNANCE MINUTES

1/18 APOLOGIES FOR ABSENCE: CLLR. WYER

No apologies were received

Those Cllrs. present were Cllrs. Ryan, Wyer, O'Connor, and Davidson

No apologies were received from Cllr. Thickitt, so Cllr. Wyer took the Chair

2/18 MINUTES OF THE PREVIOUS MEETING: CLLR. WYER

It was resolved to accept the minutes of the previous meeting held on 6.11.17, as a true and accurate record.

3/18 DECLARATION OF INTERESTS: CLLR. WYER

No declarations of interest were made or declared

4/18 CLERKS REPORT:

Policies:

The Clerk has progressed the Youth Cllr. recruitment procedure and the Health and Safety Policy.

Data Protection:

The Clerk is arranging training for the other TC's in Pembrokeshire, to receive training from PCC. Date yet to be confirmed.

5/18 POLICIES COMPLETED AND TO BE ADOPTED: CLLR WYER

What policies and procedures have been completed and adopted by Town Council?

Policies ready for scrutiny by the Governance Committee are:

Data Protection, Notice Board, Press and Media and Social Media.

These were scheduled for adoption but will need to go to the February meeting.

The Clerk had previously circulated a draft Health and Safety document.

It was resolved to accept this document as a policy for the Town Council

6/18 GENERAL DATA PROTECTION REGULATION: CLLR WYER

The General Data Protection Regulation will come into force in May 2018. The Town Council needs to be prepared.

An overview of the legislation and the requirements, can be found at:

<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

The Clerk is organising a county wide session for Pembrokeshire Clerks via Pembrokeshire County Council.

Is there anything further to consider or can this item be removed from the agenda?

This item was intended for information and recording purposes and it was resolved to



remove it from the agenda.

7/18 YOUTH COUNCILLORS: CLLR WYER

The documentation has been drafted.

The committee will need to scrutinise the documentation in preparation for adoption by the full Town Council.

Due to the previous meeting running over and a Civic Event due to take place in this room at 6:30pm, the meeting was closed.

Date fixed for 6.2.18 after the full Town Council meeting.

8/18 DATES AND TIMES OF FUTURE MEETINGS: CLLR. WYER

To set regular times, days and dates of future meetings.

The meetings of the Governance committee will be held bi-monthly, on the 4th Tuesday of that month at 5:30pm:

27th March 2018

22nd May 2018

Do these dates need amending as Cllr. Thickitt, (Chair) is committed for both dates.

9/18 MEETING RESUMED AT 8:52PM ON TUESDAY 6TH FEBRUARY 2018

10/18 YOUTH COUNCILLORS: CLLR WYER

The Clerk had prepared a number of documents outlining the process for recruiting youth councillors.

The documents were scrutinised and amendments and suggestions made.

The Clerk will amend as instructed and circulate the documents to the Governance committee for their information.

It was hoped to go to advert for Youth Councillors by March 2018, with recruitment taking place throughout April.

There being no further business to discuss, the meeting was closed at 9:27pm.