



FISHGUARD AND GOODWICK TOWN COUNCIL

The **MINUTES** of the full Town Council Meeting

held in the Town Hall, Fishguard on Tuesday 7th February 2017 at 7pm

Cllr. Mike Mayberry (Mayor) in the Chair.

Cllr. Mike Mayberry, Mayor – *M. Mayberry*

Cath Bannister, Town Clerk – *C. Bannister*

The Pembrokeshire County Council will be abbreviated and referred to as PCC within these minutes.
The Fishguard and Goodwick Town Council will be abbreviated and referred to as TC within these minutes.

23/17 APOLOGIES:

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

Those Town Councillors present were:

Cllrs. Wyer, Mayberry, Davies, Perkins, Thickitt, Stonhold, Ryan, Mason, Morris and James

Apologies were received from:

Cllr. Wilkes

24/17 MAYORS REMARKS:

To record duties carried out by the Mayor, acting as a representative of the Town Council, since the last meeting.

Since the last TC meeting, the Mayor had attended the following events in his capacity as Town Mayor:

14.17 – Unveiling of the Station Cat Ceremony at Goodwick Train Station

17.1.17 – Community Forum AGM with the Clerk

19.1.17 – Colourful Communities Inaugural meeting

20.1.17 – Hen Galan at St. Peters Church, Goodwick

21.1.17 – Visited Rev. Christopher Brown with the Clerk with regards to the Civic Ceremony on 18.2.17

30.1.17 – Christmas Lights Awards Ceremony

1.2.17 – The Launch of the Towns Wi-Fi system followed by the Carnigli Project meeting.

24/17 DEPUTY MAYORS REMARKS:

To record duties carried out by the Deputy Mayor, acting as a representative of the Town Council, since the last meeting.

Since the last TC meeting, the Deputy Mayor had attended the meeting of the Holy Name Governors.

25/17 MEMBER INTERESTS:

To formally record any personal or pecuniary interests that a Town Councillor may



have in any of the agenda items:

Declarations of interest were declared by:

Cllr. Stonhold – Finance Ref. Agenda item 19.3

Cllr. Wyer – Finance Report reference Mayors Allowance

Cllr. Mayberry – Finance Report reference Mayors Allowance

26/17 MINUTES OF THE PREVIOUS MEETING:

To record the previous meeting minutes held on 10.1.17, as a true and accurate record of the meeting.

The minutes were proposed as a true and accurate record by Cllr. James and were seconded by Cllr. Thickitt. All agreed.

27/17 FEEDBACK FROM PCC LIAISON OFFICERS:

Feedback from our liaison officers, Marc and Angela, with regards joined up working and information sharing, with the County Council.

There is a report being progressed by PCC with regards to Adult Social Care reviewing policies. A partnership group has been formed to bring all the enabled services together.

A presentation could be made to the TC when this is completed.

28/17 CLERKS REPORT:

Follow up actions taken by the Clerk from the last meeting.

Financial status:	The balance of the accounts as at 1.2.17 is: General Account – 13,837.27 Reserve – £10,000.00 Mayors Allowance - Nil Christmas Fund - £3,260.29 Greening Group - £15,608.50 All outstanding bills have been paid. The Christmas Lights budget still holds £2.5k for the Laser Lights project
Floral displays	The Clerk is currently working with Fishguard Garden Centre to write out a draft tender for the floral displays in the town for 3/5 years, in order to go out for expressions of interest.
Bluestone in Lower Town	Received written notification from PCC that planning permission is not required. Liaising with the Lower Town Fishguard Village Trust who currently own the existing Herring and Sun-worshiper commissions, along with the playground. Enqs. continuing



29/17 COUNTY COUNCIL UPDATES:

Cllr. Pepper mentioned that as respondees and consultees to the Marina application, the TC would be invited to speak at an open forum meeting at PCC, scheduled for 14th February 2017.

Cllr. Pepper also commented that he had written to Welsh Govt. with regards to the overgrown trees on the hill down into Lower Town that were blocking the view, asking for them to be managed better.

He asked the TC to support this request by writing in support of this action.

Clerk to follow up. Letter proposed by Cllr. Thickett and seconded by Cllr. Mason. All Agreed.

Cllr. Pepper also reminded the Town Council that the new 20MPH signs were up in Fishguard.

30/17 REPORTS:

Feedback from meetings held since the last Town Council meeting:

Finance Minutes – Cllr. Paul Mason

1/17 APOLOGIES: CLLR. MASON

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

There were no apologies received.

Those Councillors present were: Stonhold, Mayberry, Mason, Ryan and Wyer.

2/17 MINUTES OF THE LAST MEETING: ALL

To approve and agree, the minutes of the previous meeting, held on 12.12.16, as a true and accurate record of the meeting.

The minutes were agreed as a true and accurate record by Cllr. Stonhold and seconded by Cllr. Ryan. All Agreed.

3/17 CLERKS REPORT:

<p>Action: To review the costs of a handyman person for a temporary time for 2017 as in minute reference 73/16</p>	<p>Outcome: Hourly rate plus on costs of appx. 25% For example, to pay someone for 6 hours a week at £12 an hour, between May and Sept. would cost the Town Council about £2k, plus £21 payroll services.</p>
--	---

It was proposed by Cllr. Mayberry and seconded by Cllr Ryan, that this matter be taken to the next full town council meeting, to see if this is something that the TC would like to pursue.

4/17 BUDGET UPDATE AND REVIEW: CLERK

Where are we now with the Town Council Finances?

The Clerk will give a financial breakdown with regards costs and forecasts.

To be discussed and agreed:

Allowances for Civic Functions

The Mayors Civic Ceremony Costs. (The Clerk will ask the Mayor and the Deputy Mayor to remain, but not to be involved in this discussion when it comes to finalising the amount allocated).

Christmas Budget

Regeneration Budget

The Reserve Account

The Clerk handed out a financial breakdown of every transaction of the town council, by category since 1.4.16 and a further schedule, displaying the transactions by audit category.

The accounts are looking buoyant at the moment with the balances of the accounts as follows:

The general account - £19,482.45

The reserve account - £6,874.46

Christmas Lighting - £760.29

Greening Fishguard and Goodwick - £15,614.00

The next precept payment is due in late April.

There are no outstanding invoices as at 24.1.17.

All the outstanding invoices have been paid in full.



The Clerk requested the Councillors to think about the budget and to try and decide how much to allocate for the 2017/18 period by category. The Clerk will prepare a draft, based upon the previous 2 years spends and the forecasted spends for the year and will present them at the next finance meeting.

The Clerk requested the committee to commit an amount to the Mayors Making Ceremony. She was unable to find minutes referenced, that covered the event and it would appear that no previous budget allocation had been set. This is a recurring event and requires a set budget allocating. The Clerk had contacted all the other clerks in Pembrokeshire to ask what they allocated to the same ceremony. The response was great and these were discussed.
The Mayor and Deputy Mayor both expressed an interest in this agenda item as the current Mayor was in the process of organising his Mayor Making Ceremony and the Deputy Mayor has provisionally booked her ceremony for July 2017.

They both left the room to allow Cllrs. to discuss an actual amount to be allocated. It was agreed by Cllrs. to allocate £900 towards the event, and any expenses above that amount, would be met by themselves.

Cllr. Stonhold proposed £900 and Cllr. Ryan seconded the amount. Once the amount had been finalised, Cllrs. Mayberry and Wyer re-joined the meeting. The Clerk will prepare an outline of budget guidelines for the Mayors Making Ceremony.

5/17 GRANT APPLICATIONS RECEIVED:

Sea Trust - £610. 29 for a new terrapin tank and filter. This application was supported by accounts and a letter in support, forwarded by Ysgol Bro Gwaun. The matter was discussed in depth and it was agreed to pay 50% of the requested amount, subject to match funding from another organisation. Proposed by Cllr. Mason and seconded by Cllr. Mayberry. All Agreed

A further application had been submitted by Aberjazz, since the Agenda had been sent out. Aberjazz were asking for £500 towards the costs of putting on workshops during the Aberjazz weekend. This amount was discussed and approved. Proposed by Cllr. Wyer and seconded by Cllr. Mason. All Agreed.

6/17 FISHGUARD BAY YESTERDAY AND TOMORROW:

The group were allocated £1,000 by the Town Council, as agreed on minute reference 87/16 dated 3.5.16. This amount was paid out but the group has not managed to progress the project for 2017. Does the Town Council ask for the return of the £1,000 and then it is re-applied for when the re-enactment is organised?

The issue was discussed in depth. It was recollected that the amount was requested in person, by the former Mayor, Richard Grosvenor, at the full Town Council meeting and was not subject to a Funding Application form, due to its urgency. The Town Council agreed that £1k could be paid immediately to cover costs incurred and expenses with the remainder going to the re-enactment. It was agreed that the Clerk will write to the group and request that the £1k allocated, be returned to the Town Council. The Clerk will write to both Richard Grosvenor and the Tapestry Trust, where the finances had been paid into. Cllr Ryan proposed, Cllr. Mason seconded. All Agreed.

There being no further business to discuss, the meeting was closed at 5:10pm.

Economic Regeneration Committee – Cllr. Ryan

Minute Reference	
1/17	APOLOGIES RECEIVED: ALL To formally record apologies for absence and to record the attendance of Town Councillors: Those Cllrs. present at the meeting were: Cllrs., Ryan, Mayberry, Wyer and Perkins No apologies were received.
2/17	MINUTES OF THE PREVIOUS MEETING: ALL The minutes of the last meeting, held on 12.12.16, were agreed as a true and accurate record of the meeting. Proposed by Cllr. Mayberry and agreed by Cllr. Wyer. All agreed
3/17	CLERKS REPORT: The Clerk discussed pursuing the matter of flooding in Lower Town. After the outcome of the public meeting with Natural Resources Wales, Pembrokeshire County Council and the AM, Paul Davies, where the outcome was that Lower Town was way down the list with regards remedial treatment. A discussion took place and it was decided to look at the problem from a different angle. Rather than stopping the flooding – if that cant be resolved, then what actions can local residents take to prevent flooding.



	<p>Early warning systems were discussed. Closing the road was discussed. The Clerk will liaise with PCC Health and Safety to see if this matter can be progressed.</p>
4/17	<p>FLOODING IN LOWER TOWN: CLLR. RYAN As discussed above, the issue will be looked at from a different angle and investigations will be reported back at the next meeting.</p>
5/17	<p>WORKING WITH THE LOCAL FISHERMEN: CLLR RYAN This matter was omitted, in error, from the agenda and was not discussed. This matter will be progressed at the next meeting. The Clerk will contact Olwyn Thomas with a view to seeing if this is something that the fishermen would like to progress in Lower Town and Goodwick.</p>
6/17	<p>IDEAS TO REGENERATE THE TOWNS: CLLR RYAN There were several ideas that were discussed. It was seen as a positive way forward and something that the Town Council could deal with swiftly.. The following ideas were suggested: <u>Jemima Recruitment</u> Jacqui Scarr's attendance at Civic functions was discussed. It was noted that she had not been present at any of the cruise ship welcoming meetings but had attended the Folk Festival opening and the Fishguard lights switch on. Will liaise with the press to see if they are willing to assist with advertising for an army of Jemima's to assist with the many Civic functions for 2017. <u>Notice Boards</u> It was suggested by Cllr. Perkins that weather proof notice boards could be displayed at locations throughout the twin towns, Lota Park, Market Square, Lower Town, the Parrog. The display boards would depict images of the towns/area in times gone by. The Clerk will investigate the costs of the boards. <u>Bunting</u> The wire cables that support the Christmas lights above West St, are in situ. It was suggested that bunting be placed on the wires as well as on all welcome to Fishguard and Goodwick road signs. Main St. in Goodwick was discussed and PCC would be willing to give permission for bunting across the road to be hung, if the requirements with regards height etc. were met.</p>
7/17	<p>ANY OTHER BUSINESS UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:</p> <p>Matters arising that need attention that have come to notice since sending the agenda out, may be proposed here.</p> <p>Items must be referred in the first place, to the Clerk and then to the Chairman, prior to the start of the meeting.</p> <p>The Chair, Cllr. Ryan wished to discuss the following two items:</p>
8/17	<p>FLAGPOLES: Cllr. Ryan expressed his disappointment with regards to the lack of care taken with the flag poles on the front of the building here at the Town Hall. He would like to investigate why the flagpoles are not utilised correctly and believes that two flags, the British and the Welsh flags should be hung side by side. Failing that, if no new pole could be purchased, then the Welsh flag should be hung.</p>
9/17	<p>TOWN MASTER PLAN: What is happening with regards to the Master Plan discussions that took place at the full town council meeting on 12.12.16 with PCC (Sinead Hanahan) The Clerk referred to the minutes and advised that the PCC were going out to expressions of interest in late December.</p>
20/17	<p>CRUISE SHIPS UPDATE Cllr. Perkins updated the committee with regards to an issue that had been discussed on 23.1.17 by the Cruise Ships Committee meeting. It had been proposed, without discussions with the Cruise ships committee, that the passenger visits to the town and to the farm, would be changed to the afternoon, rather than the morning. This would be difficult because the farm visit could not be done in the afternoon, business is poor in Fishguard in the afternoon and the visit to St. David's in the morning, would overshadow the experience in Fishguard. More information will be available at the next meeting.</p> <p>There being no further business to discuss, the meeting was closed at 5.55pm</p>



Governance Group – Cllr. James (a verbal report from tonight's meeting)

Due to the fact that the Governance Group meeting was held immediately before the Town Council meeting, a verbal response was made by Cllr, James.

Cllr. James has been researching how other Town Councils function and looking for best practice.

There was a general discussion with regards to policies and procedures.

The Clerk will devise a catalogue of policies that will be available for general perusal, both public and internal.

She will also devise a catalogue of internal procedural documents that explain the workings of the internal functions of the Town Council. For example, how the banking is done. How to make payments. How to prepare documents for audit. How to record minutes and other tasks.

The Clerk will progress

31/17 CARNEGLI PROJECT: CLLR. MAYBERRY

The Chamber of Trade has been twinned with Berwick Upon Tweed in Northumbria, as a like for like town.

The Mayor is attending a meeting on 1.2.17 to find out more information which he will update you with.

Funding has been secured by the Chamber with regards to investigating ways in which like for like towns, operate and what they could learn from each other.

Fishguard and Goodwick had been likened to Berwick upon Tweed.

A visit to the area is being planned and the Mayor will represent the Town Council .

More information will be fed back to the TC as and when it is received.

32/17 WALES IN BLOOM: CLLR. MAYBERRY

Does the Fishguard and Goodwick Town Council want to take part in the Wales in Bloom 2017 competition?

The Greening Group have made enquiries and a decision will need to be made with regards which category.

The Town Council fully supported the Wales in Bloom Application, wishing them every success and proposed to pay the entrance fee of £105 for the Small Town Category. Proposed by Cllr. Wyer and seconded by Cllr. James. All Agreed.

33/17 UK CITY OF CULTURE: CLLR. MAYBERRY

The Clerk circulated an email received from Mike Cavanagh at Pembrokeshire County Council with regards to the opportunity to bid for the UK City of Culture.

This would be centred around St. David's with expansion out as far as Fishguard.

The PCC have asked if the Town Council will consider this matter and to agree the geographical scope of the application.

There was a general discussion with regards to the application and it was suggested that Fishguard should do everything to support the bid.

Both the Mayor and Deputy Mayor will attend St. David's with regards the inaugural meeting to take this forwards and will report back at the next meeting.

Proposed by Cllr. Perking and seconded by Cllr. James. All Agreed.

34/17 COMMUNITY FORUM: CLLR. MAYBERRY

In order to improve communication throughout the towns, we should consider



attending community meetings and the Community Forum is under represented by the Town Council.

Members can join, for a £1 annual fee.

Should we be representing the Town Council at the Community Forum?

There was a general discussion about the forum. It was noted that they are responsible for and have assisted with, some major projects within the towns.

It was proposed by Cllr. James and seconded by Cllr. Wyer that the Clerk and Cllr. Thickitt attend future meetings to represent the Town Council.

35/17 ONE VOICE WALES – TRAINING MODULES: CLLR WYER

There is a comprehensive range of training for Town Council available. However, take up is sometimes poor, due to geographical reasons.

OVW have asked that we consider what the Town Councillors may require and respond accordingly, so that they can better manage the locality of required courses and training.

36/15 TWINNING VISIT TO LOCTUDY: CLLR. MAYBERRY

The Town Council need to consider who represents the Town Council at the visit to France on Monday 10th April through to Sunday 16th April.

The Town Council needs to discuss what gift and what value is put on the gift.

The Town Council needs to ensure that there is Councillor representation on the committee, for future visits.

There was a general discussion with regards representation. The cost at the moment is a maximum of £200 per person, to include the coach and the ferry crossing.

It was suggested that up to four people should attend the visit with the Mayor and his Mayoress being the primary guests.

Cllr. Mayberry asked that interested parties contact the Clerk so that names can be given to the organising committee.

Proposed by Cllr. Mason and seconded by Cllr. James. All Agreed.

The gift was discussed and suggestions will be followed up by the Clerk

37/17. CORRESPONDENCE: CLLR. MAYBERRY

Correspondence received from:

Goodwick Pensioners – Thank you letter

Noted

38/17. PLANNING:

Planning Application Consultations:

None received.

Discharge of Conditions

None received

Notification of Planning Decisions:

16/0843/16 – Mill Brook, Jacksons Way, Goodwick construction of garage – Passed with conditions.

16/0828/PA – Ysgol Bro Gwaun – Part demolition of old building – Passed with conditions.

16/0830/PA – Change of use at Unit 10, Feidr Castell, Fishguard (vets) – Approved.

16/0878/PA – Park View, Ropewalk Fishguard – Variation in conditions - Passed with



conditions.

16/0910/PA – 61-63, West Street, Fishguard – construction of multi purpose rear extension - Passed with conditions.

Approval of non-material Amendments

None received

Listed Building Consent

16/0845/PA – Craig Y Mor, West St. Fishguard. Construction of verandah and extension. Consent has been granted

Above notifications all read out and noted by those present.

39/17. PAYMENT OF OUTSTANDING ACCOUNTS:

M.H. Services – installation of notice board in Lower Town £35

CAS Bookkeeping – Payroll services £27

Creswells Café – Provision of buffet for Christmas meeting - £150

SLCC Renewal - £157

Telemat – IT Support - £360

PCC – Rent of premises - £500

It was proposed by Cllr. James and seconded by Cllr. Thickett, that all the above invoices be paid. All Agreed.

40/17 ANY OTHER BUSINESS UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960:

Matters arising that need urgent attention and that have come to notice since sending the agenda out, may be proposed here.

Items must be referred in the first place, to the Clerk and then to the Chairman, prior to the start of the meeting:

1. Cruise Ships Update – a written report from Cllr. Wilkes (apologies sent)

There are new elements being added to 2017 season. There will be a press release soon.

The Tapestry committee are excited with regards to the library now opening on a Friday, making tours easier to organise.

There is a small party visiting Falmouth to meet their cruise ships ambassadors and hope to bring ideas back to Fishguard.

2. Planning Application 16/1010/PA. Change of use from retail to food and drink outlet at 7, High Street, Fishguard.

Fully supported by the Town Council with a suggestion that the TC note that new business within the town was to be encouraged.

3. Invoices:



£100 Psolutions – website update (2 months)

£50 Emma's Catering – refreshments at the Christmas Lights Presentation

Proposed by Cllr. Wyer and seconded by Cllr. James, that the above two invoices be paid. All Agreed.

20. PRIVATE SESSION: CLLR. MAYBERRY

LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006 AND THE FREEDOM OF INFORMATION ACT 2000:

The Chairman, Cllr. Mayberry, to move that the press and public be excluded at this stage.

Because of consideration of the items of business to be discussed by Councillors, it is likely, in view of the nature of the business to be transacted, that if members of the press and public were present, there would be disclosure to them of exempt information.

The subject of the private session was confidential, due to it referring to the salary and monies of a town Council employee

The minutes from the above private session, were recorded and are available for inspection by those present at the meeting only.