



FISHGUARD AND GOODWICK TOWN COUNCIL

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

held in the Town Hall, Fishguard on Tuesday 7th March 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.

Sarah Mellor, a Biodiversity Officer with Pembrokeshire Coast National Park and her colleague, Matt, made a presentation to the Town Council.

They are looking for support for a project that is in the very early stages of managing, through mapping and controlling invasive and non-native plant species, namely Japanese knotweed, Himalayan balsam and rhododendron.

Her colleague, Matt, has started working in areas on the project and informed us that already, over 400 voluntary hours had been given to assist with this project.

The project will need to be funded through the Heritage Lottery Fund and the first application will be submitted in June 2017.

The project is not entirely aimed at the National Park – boundaries can be stretched where necessary.

In order to be successful, training would be given to volunteers/community groups interested in assisting with the problem.

The project would allow for invasive plants to be slowly eradicated and for non-invasive species, to adopt their own natural habitats again, for example, snowdrops, otters and invertebrates.

The Town Council thanked Sarah and Matt and promised to support the application by writing a letter of support for the project and the bid.

42/17 APOLOGIES:

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

Apologies were received from Cllrs. Wyer and James and from Angela Phillips, PCC.

Those Cllrs. present were: Mayberry, Ryan, Wilkes, Morris, Stonhold, Siggins, Thickitt, Mason and Perkins.

43/17 MAYORS REMARKS:

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

8th Feb – 2017 Visit Wales Year of Legends meeting

w/c 13th Feb, preparations for the Civic Ceremony

20th Feb. Met with the Clerk and attended the City of Culture meeting in St. David's.



22nd Feb attended the re-enactment meeting at the Royal Oak
 1st March attended Pembrokeshire Charity Concert in Pembroke
 4th March – Ladies Circle Spring Ball at the Bay Hotel

44/17 DEPUTY MAYORS REMARKS:

To record duties carried out by the Deputy Mayor, acting as a representative of the Town Council, since the last meeting:
 The Deputy Mayor had sent her apologies. There was no update on the evening.

45/17 MEMBER INTERESTS:

To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items:
 None were declared at the start of the meeting.
 However, Cllr. Siggins declared an interest in planning application PA/0000/PA. This application reference was not on the original agenda as it had been received after the agenda had been sent out and was heard prior to the close of the meeting. As in Town Council Agenda item number 19, dated 7.3.17.

46/17 MINUTES OF THE PREVIOUS MEETING:

To record the previous meeting minutes held on 7.2.17, as a true and accurate record of the meeting:
 The minutes of the previous meeting were agreed as a true and accurate record of the meeting.
 Proposed by Cllr. Thickitt and seconded by Cllr. Morris. All Agreed.

47/17 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.
 Marc Owen asked the Town Council if they had responded to the email sent out by Dr. xxxx with regards to the officer support scheme.
 The Clerk had written a letter but had not completed a questionnaire.
 Marc will re-send the email.

48/17 CLERKS REPORT:

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

Town Councillor Election Nomination Process for 4 th May 2017	The Clerk handed out the pre-prepared nomination forms for existing Town Councillors and talked them through the application process.
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49/17 COUNTY COUNCIL UPDATES:

Feedback from County Councillors present on the night.
 Cllr. Pat Davies:
 Cllr. Davies informed the Town Council that Scrutiny Panel had approved the link officer project for a further 12 months.
 Phase 1 of the new link road project on High Street had commenced.
 Cllr. Siggins asked if the diggers at the site were carrying out an archaeological dig.



Cllr. Davies promised to ask the question on his behalf and would report back to him. Cllr. Davies had also been in communication with an organisation called Cariad, who supplied defibrillators for public use and they had recently installed one in St. David's. Cllr. Davies was keen to get one installed on the outside wall of the Town Hall and one in the Phoenix Centre in Goodwick. She will be liaise with the Clerk in her quest to try and raise funding to purchase and install the equipment.

There is a big problem with dog fouling and the PCC are investigating ways of working with the community to tackle the ongoing and seemingly, ever increasing problem.

Cllr. Siggins proposed that this item be put on the agenda at the next town council meeting for it to be discussed in depth. This was seconded by Cllr. Thickitt and All Agreed.

Cllr. Gwilym Price

Cllr. Price noted that there had been some negativity in the local paper with regards to the Marina development last week. This had saddened him as there was so much to be positive about in both Fishguard and Goodwick.

He also noted that the playground in Goodwick had been damaged again.

There was a discussion with regards to the small minority of people that spoil things for the wider community and that all attempts would be made to right the damage before potential investors are put off from investing in the new playground scheme for Lota Park.

Cllr. Myles Pepper

Cllr. Pepper reported that he had received communication with regards to a footbridge in Lower Town and hoped that this matter would be further investigated.

Cllr. Siggins proposed that the Town Council show their support for the footbridge , by writing a letter of support. This was seconded by Cllr. Stonhold. All Agreed.

50/17 REPORTS:

Feedback from meetings held since the last Town Council meeting:

Finance Minutes – Cllr. Paul Mason

7/17 APOLOGIES: CLLR. MASON

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

There were apologies received from Cllr. Wyer – on holiday.

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

8/17 MINUTES OF THE LAST MEETING: ALL

To approve and agree, the minutes of the previous meeting, held on 24.1.17, as a true and accurate record of the meeting.

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

9/17 CLERKS REPORT:

Action:	Outcome:
Fishguard Library payment.	The Clerk had received a letter, asking how the TC would prefer to be billed for the extra library open day. Twice yearly in arrears Full amount in 12 months' time. The finance committee opted for bill payment in full in March 2018



10/17 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:
 General Account - £8,046.20
 Christmas Account – £3,260.94
 Reserve Account – £10,000.71
 The Greening Fishguard Account - £15,603.00
 The Clerk took the committee through a detailed breakdown of expenditure/income since 1.4.16

11/17 GRANT APPLICATIONS RECEIVED: ALL

Fishguard Bay Welcome. They asked for £1,200.00 for 25no. bespoke gilets and badges for the volunteers within the towns, making them immediately recognisable.
 The application was discussed and whilst the Town Council wanted to support the initiative, it had reservations with regards to the cost of the tabards and the badges and that the group is not yet constituted and therefore, does not have access to a bank.
 It was suggested that they re-apply when their project has confirmed funding to support it and they have a bank.

Fishguard Sports AFC. They had asked for £2,000
 The application form appeared to lack details. There was no quote for the work attached. There was no reference with regards to how they were going to get the funding up to £14k .
 It was declined at this time, so that more information could be seen.

Fishguard Folk Festival. Had not asked for a specific amount, but had submitted a list of costs they were looking to fund for this years festival.
 The group decided to fund the following:
 £537.50 for printing
 £92 for printing concert tickets
 £33 for printing festival posters.
 Total - £662.50
 Proposed by Cllr. Mason and seconded by Cllr. Ryan. All Agreed.

The Finance Committee also discussed the funding application process and that many groups don't really try to look around for available funding but come to the TC as they have done it each year. There was an air of expectancy that groups that ask again and again, believe they will not be turned down.
 The application form will be re-designed.
The Clerk will follow this up.

12/17 TOWN COUNCIL HANDYMAN ROLE: ALL

The role of the proposed Town Council handyman was discussed and it was agreed that the Councillors who volunteered to sit on the task and review group, Cllrs. Ryan, Mason and Wyer, meet with the Clerk, in order to progress the role.
The Clerk will progress

There being no further business to discuss, the meeting was closed at 4pm

The minutes were accepted by Cllr. Perkins on the provision that discussions are held between the Clerk and Fishguard Bay Welcome. They were seconded by Cllr. Thickitt. All Agreed.

Economic Regeneration Committee – Cllr. Ryan

Minute Reference	
8/17	APOLOGIES Apologies were received from Cllrs. Wyer and Perkins. Those Cllrs. present were: Cllrs. Mayberry, Ryan with Cllr. Mason in attendance.
9/17	MINUTES OF THE LAST MEETING: ALL The minutes of the last meeting were agreed as a true and accurate record of the meeting. Proposed by Cllr. Mayberry and seconded by Cllr. Ryan. All Agreed.
10/17	CLERKS REPORT: No actions had been followed up since the previous meeting.
11/17	FLOODING IN LOWER TOWN: CLLR RYAN A general discussion regarding flooding and matters that had been progressed since this matter was first



	<p>discussed quite a few years ago, opened this agenda item. It was agreed that contact will be made with PCC with a view to trying to organise a meeting with the Risk Assessment Team or the Health and Safety Team, with regards practical advice that the TC can assist local residents with practical things like possible temporary road closures etc. <i>The Clerk will progress.</i></p>
12/17	<p>IDEAS TO REGENERATE THE TOWNS: CLLR RYAN Cllr. Ryan will investigate the costs of bunting. It was agreed previously that bunting would be good on West Street, Goodwick Square, along the Parrog in Goodwick and on most welcome to Fishguard Goodwick signposts.</p>
13/17	<p>FLAGPOLES FOR LOWER TOWN AND GOODWICK: CLLR. MAYBERRY Cllr. Mayberry updated the committee with the following details: The flagpoles were purchased in 2014/15 They are stored in a friends barn at Llanwnda There are 6 for Goodwick There are 4 for Lower Town We should be able to get these in place before the tourists start arriving at Easter. The stumbling block up until now had been PCC, but that matter is now resolved. Cllr. Mayberry volunteered to take this matter up with PCC and with Merv Hawkins and will update the TC as and when progress can be made.</p>
14/17	<p>TOWN HALL FLAGPOLE: CLLR RYAN Cllr. Ryan felt it was important that the correct flags are flown on relevant days. The Clerk had ensured that the St. David's flag was flying ready for 1.3.17. It was suggested that the TC takes over responsibility for flying the flags on the Town Hall. Cllr. Ryan would like to see the Welsh flag flying permanently. It was suggested that it needs replacing with a new pole. The Clerk will contact Gareth Howells at PCC with regards to this matter.</p>
5/17	<p>PLANTING TENDER RENEWAL: CLERK The Clerk reported that she had arranged to progress the new tender and was scoping out the project for the three areas, Goodwick, Fishguard and Lower Town. She is hoping to go out for expressions of interest by the end of March, with tenders to be submitted by 10.4.17 in order to catch the planting/growing season.</p>
16/17	<p>TOWN CENTRE HANDYMAN ROLE: CLLR RYAN This matter is being pursued by the Finance Committee. A working party will be set up within the next two weeks, in order to progress the role and the JD (When Cllr. Wyer is back from holiday). There being no further business to discuss, the meeting was closed at 4:35pm</p>

Governance Group – Cllr. James

Cllr. James was not present at the meeting and the minutes were read through by Cllr. Mayberry.

1/17 APOLOGIES:

To formally record the apologies for absence and to record the attendance of Town Councillors.
Those Cllrs. present on the evening were: Cllrs. Wyer, Mayberry, James and Stonhold and Thickitt.
No apologies were received.

2/17 MINUTES OF THE PREVIOUS MEETING:

To agree as accurate, the minutes from the last meeting as a true and accurate record of the meeting.
The minutes of the last meeting, held on 6.12.16, were agreed as a true and accurate record of the meeting. This was proposed by Cllr. Mayberry and seconded by Cllr. Stonhold. All those Cllrs. present agreed.

3/17 CLERKS REPORT:

Actions taken since the last meeting of the Governance Group:

Town Council Website	Maintained by Cllr. Stonhold and updated by him and the Clerk. Currently reviewing all information available.
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4/17 REQUIREMENTS OF THE GOVERNANCE GROUP- CLLR. JAMES:

Cllr. James opened the discussion by stating that the group needs to clearly identify its purpose and to put forward its vision.



There was a general discussion with regards to researching how other effectively, town councils function. What hours are the Town Council open – and what hours do the public have access to the Town Clerk? What powers does the Town Council have? What are they expected to manage on behalf of their community? There are a whole host of policies that need either writing or updating. The Clerk had already made a start on these.

The Clerk advised the group that both internal and external documents are required. Policy documents that are available via the website and codes of practice documents, that are internal working documents, for example, banking procedures, payroll procedures, accounting procedures, minute taking guidelines and so on. Once a document has been written, it will be taken to the Governance Group for approval and then reviewed bi-annually.

All documents will be live documents and will be reviewed and updated by the Clerk on an as and when needed basis, but will report changes to the Governance Group.

5/17 MAYORS HANDBOOK – CLLR. JAMES:

There needs to be a list of policies to be written/reviewed.

There was a general discussion.

There should be a pack available to each new Cllr. The Clerk has been handing out information packs with each co-option that she had dealt with.

However, the information is now slightly outdated and she will issue new packs at the first meeting, after the elections in May.

Cllr. James will investigate the policies that he believes the Town Council need to be looking at and will bring a list of them to the table at the next meeting of the governance group.

6/17 EMPLOYEE EVALUATION: CLLR JAMES:

What practices are in place currently?

The Clerk explained that she, as the only employee, is employed by the Town Council, but it was unclear as to who was the Town Council. The Clerk is not answerable to any specific Town Councillor, but to a group of Cllrs.

It was suggested that the group should consist of the Mayor, the Deputy and one other Cllr.

The Clerk informed the group that she currently has weekly one to ones with the Mayor and Deputy and is due a PDS review in June.

Procedures will need to be put in place to make the PDS process more formal.

There being no further business, the meeting was closed at 6:40pm

51/17 BT PHONEBOXES: CLLR. MAYBERRY

The Town Council has now paid for the two phone boxes, one on High St Fishguard and the other at the top of the hill at Stop and Call, Goodwick.

The contract has been signed by the Clerk and by BT.

The telephony will be removed very soon and the Clerk will receive email notification when this has been done. The phone boxes will then be ours.

We need a plan of action with regards the use of the boxes, ie. painting, what's put inside, who has responsibility for their upkeep and maintenance etc.

Discuss.

Should this be a community decision?

This item opened up a very positive discussion.

There were all kinds of positive suggestion put forwards but it was agreed that a defibrillator should be considered for the box at Stop and Call box. It was also suggested that the local community should be asked what they wanted their TK's to become.

Cllr. Wilkes suggested that she would like to work with Ysgol Wdig to see what ideas they could come up with.

Marc Owen asked about land ownership of the TK's. He will liaise with the Clerk as it is understood, this matter hasn't been considered.

The Clerk will organise a community group meeting for the Fishguard community.



52/17 DATE OF THE NEXT MEETING: CLLR. MAYBERRY

The Town Councillors need to decide if they would like to meet in April, prior to the elections.

If they do, it must be a totally non-political meeting that cannot prejudice external candidates with regards to the forthcoming elections.

The matter of the meeting was discussed and it was agreed that the TC would meet to discuss and progress non-political matters, on 5.4.17. This will be the last meeting before the elections on 4.5.17

53/17 RE-ENACTMENT UPDATE: CLLR. WILKES

Cllr. Wilkes reported that the meeting held on 23.2.17, was very well attended with between 50 and 60 people attending.

There was a very interesting and informative presentation by Professor Tony Davies, who worked on the first invasion re-enactment group back in 1997.

Tracy Johnson from Fishguard Library then talked about events that could be held to support the big re-enactment.

It was agreed, that the re-enactment, scheduled for 2022, which would be the 225th Anniversary of the French Invasion, that it would be good to see some kind of event on an annual basis leading up to, and after, the 225th Anniversary.

The later meeting, held on 2.3.17, was less well attended but with key people there who discussed the practicalities of taking the project forwards.

A meeting is due to be held at the end of March – date yet to be fixed.

54/17 UK CITY OF CULTURE: CLLR. STONHOLD

Update from Cllr. Stonhold with regards the meeting held in St. David's in February. The FGTC was well represented at the meeting and there was a positive air about the possibility of St. David's becoming the City of Culture.

There are draw back though. The population is small, about 4,000 so the idea is that the boundary of the bid, covers out as far as Goodwick.

The project is PCC led and there is a further meeting scheduled for 8.3.17

55/17 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 what the gift will be.

There are two seats on the coach, still available for Town Councillor/s/partners.

The gift was discussed.

Cllr. Perkins suggested a map, showing the route the invaders took, which he owns and would get copied. It was also suggested that a special sculptured scone be the gift.

No other Cllrs. are available to attend the twinning visit, but Cllr. Mayberry will be attending the AGM at the Skirmisher Building in Lower Town on Sunday 12th March and will finalise details once there.

56/17 CORRESPONDENCE: CLLR. MAYBERRY

Correspondence received from:

Atkins reference the Chimneys Road

Hywel Da – Transformation Programme

2018 Review of Parliamentary Constituencies in Wales.



The clerk circulated the mail. There were no comments, but all letters were noted.

57/17 PLANNING:

Planning Application Consultations:

16/1132/PA Erection of a garage at Station House, Brodog Lane, Fishguard. No adverse comments

16/1146/PA Extensions and alterations to form a two storey dwelling at Windrush, Jacksons Way, Goodwick. No adverse comments

16/1147/PA Proposed new dwelling at land south of the Heritage Centre, Goodwick
No adverse comments.

16/1152/LB Internal and external alterations at AA Mortgage Advice, 16, Main St.
Fishguard No adverse comments

Discharge of Conditions

16/1064/PA Pistyll Hotch Quarry, Lower Town. Condition discharged.

Notification of Planning Decisions:

16/0840/PA Land north of Dyffryn House, Goodwick – passed with conditions

Above all noted

Approval of non-material Amendments

None received

Noted

Listed Building Consent

58/17 PAYMENT OF OUTSTANDING ACCOUNTS:

PCC Rent for premises - £500

59/17 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:



Items discussed:

1. Letter received from SWTRA with regards to the trees on the hill from Lower Town . They are unable to cut the trees down but viewing windows could be created through the branches.
2. email received from PCC with regards to the damage caused at the play park in Goodwick. There was a discussion and it was agreed that the PCC would work with the FGTC in trying to get the damage fixed.
3. SWALEC – Invoice received regarding the power for the Christmas lights. £88.30
Right Price Print – Invoice for paper - £13.50

It was proposed by Cllr. Mason and seconded by Cllr. Stonhold, to pay the above invoices. All Agreed.

4. Cllr. Perkins would like to get the recruitment drive for a new Jemima onto the next agenda. Even a Jemima's army. There had been very little of the current Jemima seen throughout 2016 and the FGTC needs to recruit someone reliable for 2017/18 season.
This proposal was seconded by Cllr. Mason. All agreed.

There being no further business to discuss, the meeting was closed at 8.55pm.