



The minutes of the first **GOVERNANCE GROUP** meeting held
in the Town Hall, Fishguard on
MONDAY 3RD OCTOBER 2016

1.0 ELECTION OF CHAIRMAN:

In the absence of, but with prior agreement of Cllr. James, Cllr. James was nominated as Chair of the newly formed Governance Group.

Nominated by Cllr. Mayberry and seconded by Cllr. Perkins. All Agreed.

2.0 ELECTION OF VICE CHAIRMAN:

Cllr. Stonhold was nominated as Vice Chair of the group.

Nominated by Cllr. Wilkes and seconded by Cllr. Mayberry. All Agreed.

3.0 APOLOGIES:

Apologies were received from Cllr. James.

Those Cllrs. present were: Cllrs. Wilkes, Perkins, Stonhold and Mayberry

The Clerk, Cath Bannister was in attendance

4.0 PURPOSE OF THE GROUP:

There was a general discussion with regards to the purpose of the group and a great many suggestions were put forward.

It was suggested that the Governance Group will have a responsibility for ensuring that all policies and procedures for the Town Council are recorded and made accessible upon request.

These included:

Complaints Procedures

Financial and Audit Checks

Bi-Lingual policy

Purposes of Committees.

It was suggested that in the absence of Cllr. James, the Clerk will liaise with him in the next few days and agree on a set agenda for the next meeting in November.

There being no further business to discuss, the meeting was closed at 4:35pm.