



FISHGUARD AND GOODWICK TOWN COUNCIL
Thursday 29th June 2017 at 5pm

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

Cllr. J. Thickitt, Chairman, was in the Chair.

MINUTES:

13/17 ELECTION OF CHAIRMAN FOR THE GOVERNANCE COMMITTEE: ALL
It was resolved that Cllr. James Thickitt be the Chair of the Governance Committee

14/17 ELECTION OF VICE CHAIR FOR THE GOVERNANCE COMMITTEE: ALL
It was resolved that Cllr. Jordan Ryan be the Vice Chair of the Governance Committee

15/17 APOLOGIES FOR ABSENCE: CHAIR
No apologies were received.
Those Cllrs. present were: Cllrs. Thickitt, Ryan, Morris, O'Connor and Wyer

16/17 MINUTES OF THE PREVIOUS MEETING: CHAIR
It was resolved to accept the minutes of the last meeting of the Governance Committee, held on 3.4.17

17/17 CLERKS REPORT: TOWN CLERK
The Clerk reminded the group that the Town Council has an obligation to work to guidelines and to be able to show that they are doing so.
By producing policies and procedures, it is displaying openness, fairness and adherence to guidelines and government legislation.

18/17 PURPOSE OF THE GROUP: CLLR WYER
Cllr. Wyer advised the committee that the purpose of the committee, is to produce documentation that is adopted and followed by the Town Council.
The Town Council's policies will be public documents and copies will be displayed on the website and in the Clerk's office for inspection.

19/17 PROGRESS TO DATE: CLERK
Due to the previous committee being dissolved and just one Councillor still on the original committee, the Clerk outlined the previous work of the committee.

Policies written and adopted by the Town Council:

Complaints
Welsh Language Policy
Financial Regulations – needs regular revisions
Standing Orders – needs regular revisions
The Good Councillor Guide
Code of Conduct

Policies in draft form:

Notice Boards - and use of



Press and Media Policy
Social Media Policy
Local Resolution Protocol – One Voice Wales version to be adopted
Whistleblowing Policy
Training Policy
Equal Opportunities
Risk Management

20/17 PRIORITIES – WHAT CAN BE ACHIEVED IN THE NEXT 3 MONTHS

It was resolved that one policy a month can be reviewed and adopted. The Clerk will bring a list of policies, in priority, for the Committee to work through together.

21/17 DATES AND TIMES OF FUTURE MEETINGS: CHAIR

It was resolved for the Governance Committee to meet on the last Wednesday of each month at 5pm.

The next meeting will be held on Wednesday 26th July 2017 at 5pm

22/17 MATTERS NOT COVERED IN THE AGENDA BUT NEED PRIORITY: CHAIR

No matters were discussed.

There being no further business, the meeting was closed at 5:45pm.