



**FISHGUARD AND GOODWICK TOWN COUNCIL**  
**Wednesday 26<sup>th</sup> July 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:**

**23/17 APOLOGIES FOR ABSENCE: CLLR. THICKITT**

Apologies were received from Cllr. O'Connor.  
Those Cllrs. present were Cllrs. Thickitt, Ryan, Wyer  
A call was received from Cllr. Morris during the meeting stating he had tried to access the meeting but had been locked out of the building.

**24/17 MINUTES OF THE PREVIOUS MEETING: CLLR. THICKITT**

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

**25/17 DECLARATION OF INTERESTS: CLLR. THICKITT**

No declarations of interest were made or declared

**26/17 CLERKS REPORT:**

<p>There has been a series of training sessions held for all Councillors</p>	<p>All but one Cllr. has now attended the training sessions available to Cllrs.  Training is not essential, but is advised by OVW.  The Clerk will keep the Town Council updated with regards to training sessions availability going forwards.  The Clerk is keeping a folder with regards training received and attended by Cllrs.</p>
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**27/17 PROGRESS TO DATE: CLLR THICKITT**

It was decided to combine agenda items 6 and 7 to the same as they are so closely related.

Therefore, minute reference 27/17 and 28/17, are one response.

**28/17 WHAT CAN BE ACHIEVED IN THE NEXT 3 MONTHS: CLLR. THICKITT**

Cllr. Thickitt updated the committee with regards to what policies have already been written and adopted by the full Town Council.

To date, these are:

Standing Orders, Financial Regulations, Complaints, Welsh Language Policy.

The Clerk had prepared a list of policies that need to be written and asked the committee to prioritise them in order of importance to the Town Council:

<b>Policy</b>	<b>Due Date</b>
Press and Media Policy	Sept 18
Social Media Policy	Sept 18
Data Protection	Sept 18
Health and Safety	Sept 18



Training for Town Councillors	Ongoing
Local Resolution (One Voice Wales) Guide	Prepared and circulated May 18
Good Councillor Guide	Prepared and circulated May 18
Equality and Diversity Policy	Oct 18
Noticeboard Policy	Oct 18
Flag Flying Policy	Oct 18
Youth Councillors Guide	Oct 18
Disciplinary Policy	Nov 18
Whistle Blowing Policy	Nov 18
Confidentiality Policy	Nov 18
Freedom of Information	Nov 18

The above is not a definitive or exact. Policies need to be drafted and adopted, as and when the need arises.

It was suggested by the Clerk that the drafts are written from existing policies used by other government bodies, and adapted for use by Fishguard and Goodwick. It was agreed that this is good practice and saves re-inventing the wheel.

The committee then read through a prepared document, Press and Media – and suggested edits.

*The Clerk will amend these as suggested and circulate them to the members of the committee.*

#### **29/17 YOUTH COUNCILLOR: CLLR WYER**

Cllr. Wyer updated the committee with regards to the Town Council offering up to two places for Youth Councillors.

There are some guidelines, as written by One Voice Wales.

It was suggested that one youth Cllr. from each of the Twin Towns would be a fair representation of the local youth.

*The Clerk will circulate the policy to follow, ready for discussion in September*

#### **30/17 DATES OF THE NEXT MEETINGS:**

20<sup>th</sup> September 2017

18<sup>th</sup> October 17

15<sup>th</sup> November 2017

13<sup>th</sup> December 2017

There being no further business to discuss, the meeting was closed at 6:05pm