



FISHGUARD AND GOODWICK TOWN COUNCIL
Tuesday 7th February 2017 at 6pm

**Meeting of the Fishguard and Goodwick
Town Council Governance Group Meeting**

AGENDA:

Cllr. O. James - Chair

Cath Bannister - Town Clerk

1.0 APOLOGIES:

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

2.0 MINUTES OF THE PREVIOUS MEETING:

To agree the minutes from the last meeting, as a true and accurate record of the meeting.

3.0 CLERKS REPORT:

Actions taken since the last meeting of the Finance Committee:

Town Council Website	The website is currently maintained by Cllr. Stonhold and is updated by both him and the Clerk. Improvements have been made and this is an ongoing project.
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4.0 REQUIREMENTS OF THE GOVERNANCE GROUP: CLLR. JAMES

The Governance Group needs to list the aims and the purpose of the group and the documents that need to be written and reviewed.

5.0 MAYORS HANDBOOK: CLLR. JAMES

Cllr. James will discuss the handbook with the committee

6.0 EMPLOYEE EVALUATION: CLLR. JAMES

Cllr. James will discuss this with the committee

7.0 OUTSTANDING BUSINESS: CLLR. JAMES

At the Chairman's discretion. An opportunity to discuss matters not on the above agenda.