



FISHGUARD AND GOODWICK TOWN COUNCIL
Tuesday 27th March 2018 at 6:00pm

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

Cllr. J. Wyer, took the Chair.

GOVERNANCE MINUTES

11/18 APOLOGIES FOR ABSENCE: CLLR. WYER

To formally record apologies for absence and to record the attendance of Town Councillors:
Apologies were received from Cllrs: Thickitt – work commitments

Those Cllrs. present were Cllrs. Ryan, Wyer and O'Connor

12/18 MINUTES OF THE PREVIOUS MEETING: CLLR. WYER

It was resolved to accept the minutes of the previous meeting held on 23.1.18, as a true and accurate record.

13/18 DECLARATION OF INTERESTS: CLLR. WYER

No declarations of interest were made or declared

14/18 CLERKS REPORT:

| |
|---|
| All actions completed and are on the agenda below. No separate items to discuss. |
|---|

15/18 POLICIES COMPLETED AND TO BE ADOPTED: CLLR WYER

What policies and procedures have been completed and adopted by Town Council?
Policies ready for scrutiny by the Governance Committee are:

Flag Flying Policy

The flag policy was reviewed by the committee. A slight amendment was made and it was then approved, ready to take to the Town Council meeting on 3.4.18 for adoption.

The Youth Councillor policy and recruitment amended and updated documents were reviewed.

They were approved by the committee and are now ready to take to the Town Council meeting on 3.4.18 for adoption.

16/18 WHAT'S NEXT? CLLR. WYER

It was proposed that the Clerk produce a list of policies that need to be written.
The Clerk will also update and provide a list of internal procedural documents for scrutiny by the committee.



17/18 DATES AND TIMES OF FUTURE MEETINGS: CLLR. WYER

To set regular times, days and dates of future meetings.

The meetings of the Governance committee will be held bi-monthly, on the 4th

Tuesday of that month at 5:30pm:

22nd May 2018

Future dates will be reviewed at the annual meeting in May

There being no further business to discuss, the meeting was closed at 5.55pm.