



The minutes of the first **GOVERNANCE GROUP** meeting held

in the Town Hall, Fishguard on

**TUESDAY 6<sup>th</sup> DECEMBER 2016**

Cllr. Owen James in the Chair.

*Cllr. O. James - Chairman*

*Cath Bannister - Town Clerk*

**5/16 APOLOGIES:**

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

Those Cllrs. present on the evening were: Cllr. James, Wyer, Mayberry. Thickitt and Stonhold.

No apologies were received.

**6/16 MINUTES OF THE PREVIOUS MEETING:**

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

The minutes of the last meeting, held on 3.10.16, were agreed as a true and accurate record of the meeting. This was proposed by Cllr. Mayberry and seconded by Cllr. Stonhold. All those Cllrs. present agreed.

**7/16 CLERKS REPORT:**

Actions taken since the last meeting of the Governance Group:

<p>1.0 Policy Review:</p> <p>It is believed that a policy - or simple instructional document, should be in place for the different functions carried out on behalf of the Town Council.</p> <p>This will lead to openness and should be auditable by the Governance Group.</p> <p>The list is not exhausted and there will be many documents that need adding.</p>	<p>The Clerk has reviewed the procedures and policies that have documents in need of updating or creating and has made a start on these.</p> <p>They are:</p> <ul style="list-style-type: none"><li>• Welsh Language Scheme – completed and approved by the Welsh Language Commission</li><li>• Revising Standing Orders – ongoing</li><li>• Payroll and NI Contributions – completed</li><li>• Making electronic Payments on behalf of the Town Council - ongoing</li><li>• Christmas – ongoing</li><li>• Finance and Audit Requirements – ongoing</li><li>• Preparation of Agendas and Minutes - ongoing</li></ul>
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**8/16 REQUIREMENTS OF THE GOVERNANCE GROUP- CLLR. JAMES:**

Cllr. James opened the discussion by stating that the group needs to clearly identify



its purpose and to put forward a viable plan.

Cllr. Stonhold suggested that surveys are carried out to see what the communities perception are and what, if any, aspirations they have.

The various ways of carrying out surveys were discussed at length, for example, surveys for the public, survey monkey and through public consultation.

There was a general discussion with regards to engagement and updating and listening to the community.

The following points were discussed:

How, when and where does the Town Council meet with the community? Various options were discussed.

What hours are the Town Council open – and access to the Town Clerk?

What powers does the Town Council have? It was suggested that Lampeter have a great web site which outlines the powers of the Town Council. It was suggested that the powers be clearly outlined on our own website.

Training – One Voice Wales Training courses have not yet been scheduled or published for 2017/18. As soon as they are, the Clerk should be asking who wants to attend what courses.

The Town Plan was also discussed. It was noted that after this meeting, there was to be a presentation by PCC with regards the aspirations for the larger towns within Pembrokeshire and Fishguard and Goodwick being one of them.

#### **9/16 OUTSTANDING BUSINESS – CLLR. JAMES:**

The following were agreed:

To investigate the possibility of updating the website with making the TC more accessible and to identify the powers of the Town Council – Cllr. Stonhold/Clerk

To organise regular meetings – ie. Before the Full Town Council was suggested - Clerk.

How to engage with the community in a way that will attract participation – All. Ideas will be discussed at the next meeting in January.

There being no further business, the meeting was closed at 6:50pm