



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

in the Town Hall, Fishguard on

TUESDAY 7th FEBRUARY 2017

Cllr. Owen James in the Chair.

Cllr. O. James - Chairman

Cath Bannister - Town Clerk

1/17 APOLOGIES:

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

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

No apologies were received.

2/17 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 6.12.16, 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.

3/17 CLERKS REPORT:

Actions taken since the last meeting of the Governance Group:

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| Town Council Website | Maintained by Cllr. Stonhold and updated by him and the Clerk. Currently reviewing all information available. |
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4/17 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 its vision.

There was a general discussion with regards to researching how other effectively, town councils function.

What hours are the Town Council open – and what hours do the public have access to the Town Clerk?

What powers does the Town Council have? What are they expected to manage on behalf of their community?

There are a whole host of policies that need either writing or updating.

The Clerk had already made a start on these.

The Clerk advised the group that both internal and external documents are required.

Policy documents that are available via the website and codes of practice documents, that are internal working documents, for example, banking procedures, payroll procedures, accounting procedures, minute taking guidelines and so on.





Once a document has been written, it will be taken to the Governance Group for approval and then reviewed bi-annually.

All documents will be live documents and will be reviewed and updated by the Clerk on an as and when needed basis, but will report changes to the Governance Group.

5/17 MAYORS HANDBOOK – CLLR. JAMES:

There needs to be a list of policies to be written/reviewed.

There was a general discussion.

There should be a pack available to each new Cllr. The Clerk has been handing out information packs with each co-option that she had dealt with.

However, the information is now slightly outdated and she will issue new packs at the first meeting, after the elections in May.

Cllr. James will investigate the policies that he believes the Town Council need to be looking at and will bring a list of them to the table at the next meeting of the governance group.

6/17 EMPLOYEE EVALUATION: CLLR JAMES:

What practices are in place currently?

The Clerk explained that she, as the only employee, is employed by the Town Council, but it was unclear as to who was the Town Council. The Clerk is not answerable to any specific Town Councillor, but to a group of Cllrs.

It was suggested that the group should consist of the Mayor, the Deputy and one other Cllr.

The Clerk informed the group that she currently has weekly one to ones with the Mayor and Deputy and is due a PDS review in June.

Procedures will need to be put in place to make the PDS process more formal.

There being no further business, the meeting was closed at 6:40pm