



Fishguard & Goodwick Town Council  
Cyngor Tref Abergwaun ac Wdig  
Town Hall, Fishguard, Pembrokeshire, SA65 9HE  
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE

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Minutes of the Meeting of the Fishguard and Goodwick  
Town Council **Governance Committee** held on  
Tuesday 29<sup>th</sup> January 2019 at 6:30pm.  
**Cllr. James Thickitt**, was in the Chair.

Cath. Bannister  
Town Clerk/Responsible Financial Officer

*Cath Bannister*

### **GOVERNANCE MINUTES:**

**1/19 APOLOGIES FOR ABSENCE: CLLR. THICKITT**

To record apologies for absence and to record the names of those Councillors present.  
There were no apologies received.  
Those Cllrs. present were Cllrs. Thickitt, Ryan, Lawton, Stokes and McCarney

**2/19 MINUTES OF THE PREVIOUS MEETING: CLLR. THICKITT**

To agree the previous minutes, dated, 25.9.18, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 25.9.18, as a true and accurate record of the meeting.

**3/19 DECLARATION OF INTERESTS: CLLR. THICKITT**

To formally record any personal or pecuniary interests that a Town Councillor may have in any of the agenda items listed:

No declarations of interest were declared.

**4/19 CLERKS REPORT**

There were no outstanding matters to report on

**5/19 TOWN COUNCIL FACEBOOK PAGE AND WEBSITE: CLLR. THICKITT**

The Town Councils Facebook page and website.  
Who should have access rights to them and be able to update and amend them?  
It is normal practice within Councils, for the Clerk only to access these. However, this has proved difficult in the past.  
Should all posts require approval before posting?

It was resolved that Cllr. Stokes, Thickitt and Ryan, along with the Clerk, will administer and manage the TC Facebook page.  
Upcoming events are the most usual posts and can be posted/shared to the Facebook page, at any time by any of the administrators.  
Legal notices will be posted by the Clerk and can be shared by all administrators.  
Posts not mentioned above, for example, Mayors updates, should be sent to another administrator to check for spelling and grammar, before it is posted live on the Facebook

page.

It was resolved that the website will be administered by Cllr. Stokes and the Clerk only.

**6/19 GOVERNANCE TERMS OF REFERENCE: CLLR. THICKITT**

The Terms of Reference for the Governance Committee have been written and need reviewing. Please discuss.

One or two amendments were discussed.

It was resolved to accept the Governance Terms of Reference after the relevant amendments had been made.

The document will be taken to full council for adoption in February.

**7/19 REVIEW OF POLICIES AND NEW POLICIES: CLLR. THICKITT**

Review of existing Policies to discuss any amendments/additions that may need to be made, ready for the annual meeting in May.

The Clerk circulated a new document, issued by One Voice Wales titled, Model local resolution protocol for community and town councils.

Any suggested amendments or changes that the document, should be forwarded to the Clerk and the document will be reviewed at the next meeting.

Standing Orders were discussed. The Chair mentioned that the length of continuous service for the role of Mayor and Deputy Mayor, could be reviewed to give the Town Council more options.

It was proposed to change this from 2 years, to eighteen months.

This will be taken to Town Council for approval.

The term of office served by the Mayor was also discussed.

This will be an Agenda item at a future meeting of the full council.

**8/19 DATES OF THE NEXT MEETINGS:**

**DATES AND TIMES OF FUTURE MEETINGS: CLLR. THICKITT**

The meetings of the Governance committee will be each quarter, on the 4<sup>th</sup> Tuesday of that month.

26<sup>th</sup> March at 6pm (in order to prepare for the AM in May)

23<sup>rd</sup> July 2019

29<sup>th</sup> October 2019

**16/18 URGENT MATTERS: CLLR RYAN**

Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.

The Chair and the Town Clerk will need to be advised before the start of the meeting.

Please note that a resolution cannot be made on non-agenda items.

**There being no further matters to discuss, the meeting was closed at 7:05pm**