



Fishguard & Goodwick Town Council Cyngor Tref Abergwaun ac Wdig

Town Hall, Fishguard, Pembrokeshire, SA65 9HE
Neuadd Y Dre, Abergwaun, Sir Benfro SA65 9HE
Clerk/Clerc: Catherine Bannister
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Dear Council Member,

You are hereby summoned to attend the Mayor Making Ceremony and Annual Meeting **at 6pm on Wednesday 27th May 2020.**

Due to COVID-19 restrictions, the meeting will be held virtually, by means of a pre-arranged and advertised video conference.

Cath Bannister

Town Clerk/Responsible Financial Officer

AGENDA:

The Town Council has to decide who will be the Mayor for the remaining term of Mayoral office from May 27th 2020 to May 2021 at the next Annual Meeting.

During this time of the Corona Virus Pandemic, The Local Authorities (Coronavirus) (Meetings) (Wales), Regulations 2020 has re-written Local Authority legislation to protect Town and Community Councils and to enable them to carry on with their business, albeit it in circumstances whereby the Town Councillors do not meet in person.

Under these new regulations, there are currently two options for the Council to consider:

- 1. That the existing Mayor, Cllr. Ryan, remains in office until May 2021.**
- 2. That the Mayor Elect, Cllr. Stokes, takes up the position of Mayor for the remainder of the term of office until May 2021.**

Both Councillors would like to be considered for the role of Mayor/Chairman for the incoming year.

No-one, other than the Town Councillors themselves, can make this decision.

The decision will be taken by a vote, whereby, for ease of confusion in this virtual meeting, the Councillors have previously agreed to respond by holding up a piece of paper with their preferred candidate name on it and stating the name of their chosen candidate when asked.

The Clerk will ask for the votes from Councillors, in alphabetical order.

The Councillor with the most Yes votes, will be elected as Mayor.

Should there be a tie in the voting, the current Mayor/Chairman will have a second and casting vote.

The result will be final and that Councillor, will make the Acceptance of Office.

1. NOMINATION MAYOR AND THE ACCEPTANCE OF OFFICE: TOWN CLERK

The Clerk will ask Councillors, to hold up their chosen candidates name on a piece of paper. The Clerk will then ask Councillors, in alphabetical order, to say the name of the chosen candidate.

The Clerk will then confirm the number of votes for each candidate

The decision will be final.

The Mayor will make their formal Acceptance of Office.

2. NOMINATION OF DEPUTY MAYOR: TOWN CLERK

Nominations received for the role of Deputy Mayor are:

Cllrs. McCarney, Ryan and Stokes

The Clerk will then ask Councillors to vote in the same way as for the role of Mayor
Should there be a tie in the number of votes made, the new Chairman will have a second and casting vote.

The Clerk will then count the votes and the decision will be final.

The Deputy Mayor does not make a formal acceptance of office.

3. APPOINTMENT OF TOWN COUNCIL COMMITTEES: ELECTED MAYOR

The new Chairman, will form new committees for the Town Council for the period 2020/21.

These will be:

1. Finance Committee
2. Governance Committee
3. Planning Committee
4. Events Committee

Due to time restrictions, the Clerk will contact Cllrs. in the following days, asking for their choice of committee/s to join.

The new Chair and Vice Chair for each committee, are to be elected at the inaugural meetings of the new committees.

4. DELEGATE AUTHORITY TO THE INDIVIDUAL COMMITTEES: ELECTED MAYOR

Committees can have budgets allocated to them.

Each committee will be responsible for making decisions and carrying those decisions forwards.

Full Town Council Approval of any motions from those committees, is generally not required, providing the decision does not take that committee over its budget or it is acting outside of its delegated authority.

Certain financial decisions will automatically be referred to the full Town Council, for example, amendments and updates to Standing orders and Financial Regulations, the Precept request and approval for, and of, the Annual accounts.

Each committee Chair will report back at full Town Council, on a monthly basis

5. APPOINTMENT OF TOWN COUNCILLORS TO OUTSIDE BODIES: ELECTED MAYOR

The Town Council is represented at external committees, by Town Councillors.

These are to be re-affirmed or nominated and confirmed on the evening.

1. Town Team
 2. The Cruise Ships Committee
 3. One Voice Wales Area Committee
 4. FGTC Representative on the Chamber of Trade and Tourism
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6. **RESPONSIBLE FINANCIAL OFFICER: ELECTED MAYOR**
To re-affirm the Town Clerk as the responsible financial officer for the Fishguard and Goodwick Town Council for the accounting period 2020/21

 7. **THE ANNUAL ACCOUNTS FOR THE PERIOD 2019/20: ELECTED MAYOR**
The full Town Council accounts for the period 2019/20 have been audited by the Town Councils appointed internal auditor, William Marshall Accountants.
The accounts will be signed off by the new Chairman, at a later date and by the RFO at the meeting. They will then be prepared for submission to the external auditor.

 8. **RE-AFFIRM THE BANKING MANDATE AND PRACTICES: ELECTED MAYOR**
The Town Council currently banks with HSBC.
The Town Council has a good relationship with the bank and no issues have been identified.
The Town Council has four current authorised signatories.
The Clerk/RFO has authority to make all payments.
Town Council payments are done by BACS transfer.
The Town Council has a debit card in the name of the Town Clerk, in order to maintain cashflow and purchases that cannot be made by BACS transfer.

 9. **TO AGREE FINANCIAL REGULATIONS FOR THE PERIOD 2020/21: ELECTED MAYOR**
To agree that Financial Regulations are adopted for the period 2019/20

 10. **TO AGREE THE STANDING ORDERS FOR THE PERIOD 2020/21: ELECTED MAYOR**
To agree that Standing Orders are adopted for the period 2020/21.

 11. **TO AGREE THE INSURANCE POLICY: ELECTED MAYOR**
The insurance policy is due for renewal in June.

To record that the scheduled policy has been adopted. The policy is due for renewal on 1.6.19, with the existing terms and conditions. The schedule renewal cost is £594.22 for the forthcoming year. Does the Council agree to pay this invoice?

 12. **URGENT MATTERS: ELECTED MAYOR**
Any matters that have come to the attention of the Town Council after the Agenda has been circulated, can be discussed here.
The Town Clerk will need to be advised before the start of the meeting.
Please be advised that no resolution can be reached on non-agenda items but they can be discussed and deferred to the relevant committee for further discussion or taken to the next full town council meeting as an agenda item.