



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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Minutes of the Meeting of the Fishguard and Goodwick
Town Council **Governance Committee** held virtually, via StarLeaf,
on Tuesday 1st December 2020 at 2pm
Cllr. Thickitt was in the Chair.

Cath. Bannister
Town Clerk/Responsible Financial Officer

Cath Bannister

GOVERNANCE MINUTES:

17/20 APOLOGIES: CLLR. THICKITT

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

Apologies were received from Cllr. Ryan – personal

Those Cllrs. present were:
Cllrs. Thickitt, Stokes and McCarney

18/20 MINUTES OF THE LAST MEETING: CLLR. THICKITT

To approve the minutes of the previous meeting, held on 27.10.20, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting, held on 27.10.20, as a true and accurate record of the meeting.

19/20 DECLARATIONS OF INTEREST: 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 made.

20/20 CLERKS UPDATE: CLLR. THICKITT

Nothing to report

21/20 FREQUENCY OF MEETINGS:

The Governance Terms of Reference states that meetings will take place every 3 months. Please discuss.

It was resolved that the Chair and the Clerk review the Terms of Reference, with a view to holding monthly meetings.
This will be reviewed at the next meeting.

22/20 POLICIES FOR REVISION AND REVIEW: CLLR. STOKES

Standing Orders. It has been identified that as at item reference 3.14 the minimum number of Cllrs. to be present in order for a meeting to progress is mentioned. It is unclear if this applies to full council or for committee meetings.

Standing Orders:

3.14 It was agreed that the wording needs to incorporate that a minimum of three Cllrs. need to be present in order to make a committee meeting quorate.

The Clerk will revise the document to reflect this and take back to Governance for them to approve.

3.5 It was discussed and agreed that wording needs updating to reflect that good practice is to get the minutes out with three clear working days (excluding Saturday). However, there may be occasions when we will need to include the Saturday as a working day and this needs to be made clear in the policy.

The Clerk will re-word and take back to Governance for them to approve.

23/20 DATE OF FUTURE MEETINGS: CLLR. STOKES

In the light of COVID-19, all meetings will be held on the fourth Tuesday of each month. The start time for all meetings, will be at the discretion of the Chair.

Due to the Chairs chaotic working patterns, as a result of the COVID-19 pandemic, it was suggested that the Clerk will liaise monthly with the Chair, to arrange the next meeting.

26th January at 2pm - TBC

24/20 URGENT MATTERS: CLLR. STOKES

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 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 referred to the relevant committee Agenda for further discussion, where a resolution can be passed.

There being no further business to discuss, the meeting was closed at 2:28pm