



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
Tel: 01348 874406
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Dear Council Member,

You are hereby summoned to attend a meeting of the Fishguard and Goodwick Town Council **Governance Committee** on **Tuesday 23rd February 2021 at 2pm**,
The meeting will be held virtually, using StarLeaf as a platform.
Cllr. Thickitt will be in the chair.

Cath. Bannister - Town Clerk

GOVERNANCE AGENDA:

- 1.0 APOLOGIES: CLLR. THICKITT**
To formally record apologies for absence and to record the attendance of Town Councillors.
- 2.0 MINUTES OF THE LAST MEETING: CLLR. THICKITT**
To approve the minutes of the previous meeting, held on 1.12.20, as a true and accurate record of the meeting.
- 3.0 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.
- 4.0 CLERKS UPDATE AND REVIEW: CLLR. THICKITT**
At the meeting.
- 5.0 STANDING ORDER REVISIONS: CLLR. THICKITT**
The Clerk has updated the standing orders as resolved at the last meeting. Please review the draft changes.
- 6.0 TERMS OF REFERENCE: CLLR. THICKITT**
The Terms of Reference for the Governance Committee are ready for an annual review. Please discuss.
- 7.0 PROTOCOL FOR USE WITH VIRTUAL MEETINGS: CLLR. THICKITT**
The Town Council needs to have an internal protocol that can be read out by the Chairs of all the virtual meetings we hold. Please discuss.
- 8.0 POLICIES FOR REVISION AND DRAFT: CLLR. THICKITT**
In preparation for the Annual Meeting in May and the ongoing COVID-19 situation, the Clerk will look at Financial Regulations and bring any suggested amendments to the next meeting.

Policies that need confirming as completed before the Annual meeting are:
Financial Regulations
Standing Orders
Terms of Reference for the four committees.
Terms and conditions of virtual meetings.

9.0 DATE OF FUTURE MEETINGS: CLLR. THICKITT

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.
23rd March 2021
27th April 2021
25th May 2021
29th June 2021 (5 weeks).

10.0 URGENT MATTERS: CLLR. THICKITT

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.