



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 Monday 8th March 2021 at 2:00pm
Cllr. Thickitt was in the Chair.

Cath. Bannister
Town Clerk/Responsible Financial Officer

Cath Bannister

GOVERNANCE MINUTES:

9/21 APOLOGIES: CLLR. THICKITT

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

No apologies were received

Those Cllrs. present were:

Cllrs. Thickitt, Stokes, Ryan and McCarney

10/21 MINUTES OF THE LAST MEETING: CLLR. THICKITT

To approve the minutes of the previous meeting, held on 23.1.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting, held on 23.1.21, as a true and accurate record of the meeting.

11/21 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.

12/21 CLERKS UPDATE: CLLR. THICKITT

Nothing to report.

13/21 STANDING ORDER REVISIONS: CLLR. THICKITT

The Clerk has circulated the latest version of the Model Standing Orders. Please discuss. It was resolved to amend the Model Standing Orders with a view to adopting them, rather than updating the current Standing Orders.

There are some required amendments which the Clerk will make and will circulate ready for the next scheduled meeting at the end of March.

14/21 TERMS OF REFERENCE: CLLR. THICKITT

The Terms of Reference for the Governance Committee are ready for an annual review. Please discuss.

After a further review, it was resolved to accept the updated Terms of Reference for the Governance Committee, which is now ready to take to the Annual Meeting in May.

15/21 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.

There was a general discussion. The Clerk advised that a protocol should be in place but this was resisted by some of the committee. There were further discussions. No resolution was made and this matter will be referred back to the Governance committee at the end of the month.

The Clerk was requested by Cllr. Thickitt, to find out what other Town Councils do and do they have a protocol in place.

The Clerk will follow up and report back at the next meeting.

16/21 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.

17/21 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 – time to be confirmed nearer the date.

27th April 2021

25th May 2021

29th June 2021 (5 weeks).

18/21 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.

There being no further business to discuss, the meeting was closed at 14:35