



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
email: clerk@fishguardgoodwick-tc.gov.wales

Dear Council Member,

You are hereby summoned to attend a meeting of the Fishguard and Goodwick Town Council **Governance Committee** on Tuesday 25th May 2021 **at 3:30pm**,
The meeting will be held virtually, using StarLeaf as a platform.
A new Chair will be elected at the meeting.

Cath. Bannister - Town Clerk

AGENDA:

- 1.0 ELECTION OF CHAIRMAN TO THE GOVERNANCE COMMITTEE: TOWN CLERK**
Members will be asked to propose and second a Chair. You will then be asked to vote. In the event of a tie, the Chairman of the Council will have a casting vote.
- 2.0 ELECTION OF VICE CHAIRMAN TO THE GOVERNANCE COMMITTEE: TOWN CLERK**
Members will be asked to propose and second a Vice Chair. You will then be asked to vote. In the event of a tie, the Chairman of the Council will have a casting vote.
- 3.0 APOLOGIES: NEW CHAIR**
To formally record apologies for absence and to record the attendance of Town Councillors.
- 4.0 MINUTES OF THE LAST MEETING: NEW CHAIR**
To approve the minutes of the previous meeting, held on 27.4.21, as a true and accurate record of the meeting.
- 5.0 CLERKS UPDATE AND REVIEW: TOWN CLERK**
At the meeting.
- 6.0 STANDING ORDER REVISIONS: NEW CHAIR**
Final Review of Standing Orders. Circulated separately.
Please discuss
- 7.0 VIRTUAL MEETINGS POLICY/PROCEDURAL GUIDE: NEW CHAIR**
The Clerk has worked on three varying policies for virtual meetings. Please discuss.
Circulated separately.
Please discuss
- 8.0 PUBLICATION SCHEME: CLLR. THICKITT**
The Town Council is required to have a publication scheme in place. The Clerk is currently preparing a document to this effect. A draft will be circulated separately.
Please discuss.

9.0 FUTURE DOCUMENTS FOR REVIEW: NEW CHAIR

Please discuss documents and policies to be written or reviewed going forwards.
The Clerk has prepared a list of policies adopted, waiting adoption and waiting to be written.
Please discuss.

10.0 DATE OF FUTURE MEETINGS: NEW CHAIR

In the light of COVID-19, all meetings will be held virtually on the fourth Tuesday of each month. The start time for all meetings, will be at the discretion of the Chair.
29th June 2021
27th July 2021

11.0 URGENT MATTERS: NEW CHAIR

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.