



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 1st April 2021 at 2:00pm
Cllr. Thickitt was in the Chair.

Cath. Bannister
Town Clerk/Responsible Financial Officer

Cath Bannister

GOVERNANCE MINUTES:

19/21 APOLOGIES: CLLR. THICKITT

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

Apologies were received from Cllr. Ryan – he will try and join us before the end of the meeting.

20/21 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.

There were no declarations of interest made

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

To approve the minutes of the previous meeting, held on 8.3.21, as a true and accurate record of the meeting.

It was resolved to accept the minutes of the meeting held on 8.3.21 as a true and accurate record of the meeting.

22/21 CLERKS UPDATE AND REVIEW: CLLR. THICKITT

At the meeting.

No current updates from the Clerk

23/21 STANDING ORDER REVISIONS: CLLR. THICKITT

Are Standing orders ready to be taken to full council for adoption in May? Circulated separately.

Please discuss

The draft was discussed again and slight adjustments agreed. The Clerk will bring the agreed changes to the next meeting at the end of April.

24/21 TERMS OF REFERENCE: CLLR. THICKITT

A review of the Terms of Reference has been carried out. Can the Governance Committee now agree it is ready for the annual meeting in May?
Please discuss.

It was resolved to accept the revised Terms of Reference for the Governance Committee.

25/21 WI-FI PROCEDURAL DOCUMENT: CLLR. THICKITT

Cllr. Stokes now has more information with regards to the sharing of the data for the town WiFi scheme. Cllr. Stokes will be drafting an internal document for circulation.
Please discuss.

Cllr. Stokes discussed the draft document. There was a general discussion and ideas made that might help. The completed draft document will be presented to full Council in April

26/21 PUBLICATION SCHEME: CLLR. THICKITT

The Town Council is required in law, to have a publication scheme in place. The Clerk has prepared , previously circulated.
Please discuss.

It was noted that there are several example Publication Schemes in circulation and that the Clerk had not forwarded a draft of an example, just the instructional guide from the Information Commissioners Office. This will be discussed at the next meeting.

27/21 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.

27th April 2021

25th May 2022

29th June 2021

28/21 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 14:45