



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 the **HR Committee Meeting**
of the **Fishguard and Goodwick Town Council**,
at **6pm on Monday 21st June 2021**,
The meeting will be held virtually via StarLeaf

Cllr. Stokes will be in the Chair.

Cath. Bannister
C. Bannister
Town Clerk/Responsible Financial Officer

HR AGENDA:

- 1.0 APOLOGIES: CLLR. STOKES**
To formally record apologies for absence and to record the attendance of Town Councillors.
- 2.0 DECLARATIONS OF INTEREST: CLLR. STOKES**
As this is the inaugural meeting of the HR Committee, there will be no declarations to make.
- 3.0 MINUTES OF THE PREVIOUS MEETING: CLLR. STOKES**
To approve the minutes of the previous meeting, held on 24.5.21, as a true and accurate record of the meeting.
- 4.0 DOCUMENTS FOR DISCUSSION: CLLR. STOKES.**
The Clerk has previously circulated the following documents to accompany this Agenda:
Contract of Employment for the Town Clerk/RFO
Job Description for the Town Clerk/RFO
SLCC Pay Scales 20/21 (2021/22 yet to be advised, pending review by NALC)
- 5.0 TERMS OF REFERENCE FOR THE HR COMMITTEE: CLLR. STOKES**
A Terms of Reference document needs to be written.
Please discuss possible content.

6.0 DATES AND TIMES OF FUTURE MEETINGS: CLLR. STOKES

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

19th July 2021

20th September 2021

18th October 2021

15th November 2021

13th December (one week early)

7.0 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 deferred to the relevant committee for further discussion.