



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 **Governance Committee Meeting**
of the **Fishguard and Goodwick Town Council**,
at **3pm on Thursday 22nd July 2021**,
The meeting will be held virtually via StarLeaf

Cllr. Thickitt will be in the Chair.

Cath. Bannister - Town Clerk

AGENDA:

- 1.0 APOLOGIES: CLLR. THICKITT**
To formally record apologies for absence and to record the attendance of Town Councillors.
- 2.0 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:
- 3.0 MINUTES OF THE LAST MEETING: CLLR. THICKITT**
To approve the minutes of the previous meeting, held on 22.6.21, as a true and accurate record of the meeting.
- 4.0 CLERKS UPDATE AND REVIEW: TOWN CLERK**
At the meeting.
- 5.0 PUBLICATION SCHEME: CLLR. THICKITT**
The Clerk has amended and updated the above document as discussed. Please discuss.
- 6.0 DISCIPLINARY AND GRIEVANCE POLICY: CLLR. THICKITT**
The Clerk is looking at a disciplinary and grievance policy that refers to a single employee. She has contacted OVW and there is not available at the moment. The Clerk is working on drafting two separate policies by adapting those available for guidance. Please discuss.
- 7.0 VIRTUAL MEETINGS POLICY/PROCEDURAL GUIDE: CLLR. THICKITT**
The Clerk has amended and updated the policy as discussed at the last meeting. Please discuss
- 8.0 SCHEME OF DELEGATION: CLLR. THICKITT**
The Clerk has drafted a scheme of delegation. This is a draft that needs adapting to suit the needs of Fishguard and Goodwick Town Council. Please discuss.

9.0 DATE OF FUTURE MEETINGS: CLLR. THICKITT

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

Tuesday 21st September 2021

Tuesday 19th October 2021

Tuesday 16th November 2021

Tuesday 14th December 2021

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.