



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
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Minutes of the Meeting of the Fishguard and Goodwick
Town Council **Governance Committee** held virtually, via StarLeaf,
on Tuesday 22nd July 2021 at 3pm
Cllr. Thickitt was in the Chair.

Cath. Bannister
Town Clerk/Responsible Financial Officer

Cath Bannister

GOVERNANCE MINUTES:

60/21 APOLOGIES: CLLR. THICKITT

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

Apologies were received from: None received
Those Cllrs. present were Cllr's. Thickitt, Stokes, and McCarney

61/21 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

62/21 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.

It was resolved to accept the minutes from 22.6.21 as a true and accurate record of the meeting.

63/21 CLERKS UPDATE AND REVIEW: CLLR. THICKITT

At the meeting.

There was nothing to report at this point.

64/21 PUBLICATION SCHEME: CLLR. THICKITT

The Clerk has amended and updated the above document as discussed. Please discuss.

A few amendments were identified. These will be carried out by the Clerk and brought to the September meeting.

65/21 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.

There was a general discussion. The Clerk will continue writing the draft policy and will bring it to the September meeting.

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.

A few amendments were identified. These will be carried out by the Clerk and brought to the September meeting.

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.

The Clerk had circulated ideas for a Scheme of Delegation that had been used by other Councils. There was a general discussion. The Clerk will draft a Scheme of Delegation for reference purposes only.

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.