



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.uk

Minutes of the Meeting of the Fishguard and Goodwick
Town Council **Governance Committee** held virtually, via StarLeaf,
on Tuesday 25th May 2021 at 3:30pm
Cllr. Stokes was in the Chair.

Cath. Bannister
Town Clerk/Responsible Financial Officer

Cath Bannister

GOVERNANCE MINUTES:

39/21 ELECTION OF CHAIRMAN TO THE GOVERNANCE COMMITTEE: TOWN CLERK

Cllr. Thickitt was elected as Chair of the Governance Committee. Cllr. Thickitt was unable to be at the meeting due to work commitments, but, he had expressed his wishes to continue as Chair. This was supported by the committee.

40/21 ELECTION OF VICE CHAIRMAN TO THE GOVERNANCE COMMITTEE: TOWN CLERK

Cllr. Stokes was elected as Vice Chair of the Governance Committee

41/21 APOLOGIES: CLLR. STOKES

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

Apologies were received from: Cllr. Thickitt – work commitments and Cllr. Sturman - personal. Those Cllrs. present were Cllr's. Stokes, Ryan and McCarney

42/21 DECLARATIONS OF INTEREST: CLLR. STOKES

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

43/21 MINUTES OF THE LAST MEETING: CLLR. STOKES

To approve the minutes of the previous meeting, held on 27.4.21, as a true and accurate record of the meeting.

44/21 CLERKS UPDATE AND REVIEW: CLLR. STOKES

At the meeting.

No current updates from the Clerk

45/21 STANDING ORDER REVISIONS: CLLR. STOKES

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

Please discuss

Standing Orders were agreed and it was resolved to accept them. They will be taken to full council on 1.6.21 for adoption.

46/21 VIRTUAL MEETINGS POLICY: CLLR. THICKITT

The Clerk had prepared three different draft policy documents. These were discussed and amendments suggested. They will be reviewed at the meeting in June.

47/21 PUBLICATION SCHEME: CLLR. THICKITT

The Town Council is required in law, to have a publication scheme in place. Circulated separately.
Please discuss.

The Clerk had started a draft of the policy and circulated it to all Cllrs. This will be completed and reviewed at the meeting in June.

48/21 FUTURE DOCUMENTS FOR REVIEW: CLLR. THICKITT

The Clerk had prepared a table with the policies listed as:

Published

Currently being written and

To be written.

It was resolved that the four priority policies that need reviewing are: Disciplinary and Grievance, Virtual meeting policy, Publication scheme and a Reserves policy. The Clerk will progress these.

49/21 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.

29th June 2021 at 6pm

27th July 2021

50/21 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 4:04pm